



Reference Documents:

National Education Law nr. 1/2011

The Charter of “George Emil Palade” University of Medicine, Pharmacy, Science, and Technology Of Târgu Mureș

TUTORIAL REGULATION

CODE: UMFST-REG-07

EDITION 01

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Chapter I. Introduction

Art.1.

(1) The tutorial/mentorship is defined as a system provided for the students by the university with the purpose of encouraging their communication and their confidence in the university and the academic environment.

(2) the tutorial/mentorship is a support and counselling program whose purpose is to facilitate student integration in higher education, to offer guidance in choosing the most suitable educational, cultural and social options specific to student life, as well as to encourage the dissemination of student knowledge and skills, and, last but not least, to improve school achievement.

Chapter II. The description of the tutorial/mentorship system

Art. 2.

(1) The goals of the tutorial/mentorship system are:

- a) to make the students aware of the way in which they can grow academically
- b) to optimally use the transferrable curricular and extra-curricular credits
- c) to develop the sense of self-direction and responsibility for one's personal and professional growth
- d) to improve and strengthen student college experience
- e) to facilitate the development and implementation of certain strategies and activities which have a positive impact on student experience

(2) The tutor/mentor is designated by each college board at the beginning of the academic year, for each separate major (or year of study)

(3) The tutor/mentor for the year is a faculty member who guides the students who are in the same year of study and have the same major, throughout their education program (3, 4, 5 and 6 years). The mentoring is done in groups or individually in face-to-face meetings, by correspondence, phone, e-mail or a combination of means. The mentors are the facilitators between the students and the teaching staff, the students and the dean's office, and the students and the university management. Throughout the academic program the students may communicate with the mentor and ask for help in obtaining any information pertaining to teaching, scientific, social, etc. activities.



(4) The tutors/mentors are morally and professionally integrated individuals who must possess appropriate communication (verbal and writing) skills, the ability to listen and the willingness to help students. Mentors/Tutors are people who accept unconditionally and share their knowledge, skills, and especially their experience with the students.

(5) The mentors/tutors who do not meet the requirements may lose their status by being withdrawn/let go by the college leadership/management.

(6) The tutor/mentor shall organize monthly meetings with the student leaders of the year.

Art.3. The duties of the mentor/tutor of the year are:

a) To inform the students at the beginning of the school year about the ways in which the students may contact their mentor/tutor (the tutoring schedule and its location, the postal or e-mail address, the phone number for these activities)

b) To draw up/prepare, at the beginning of each academic year, a counselling and mentorship/tutorial program for students.

c) To draw up, at the end of each academic year, a report containing all the mentoring/guidance activities carried out throughout that year, which will show whether the set objectives/goals have been met or not.

d) In the course of their work, the tutors/mentors must be forthcoming, show patience and interest, willingness/readiness to listen to the students' problems, thus giving them confidence in the usefulness of their approach.

e) To organize regular meetings with the students in which they shall be given information about one (or more) of the set objectives for the project.

f) To submit to the College Secretary's Office a list of students, the title of their undergraduate thesis and their thesis advisor, for endorsement by the academic Board//Council.

g) The mentors/tutors must promote equal treatment, equally promote all the problems that the students face, respect diversity under all its forms, especially the cultural and social ones.

h) To respect full confidentiality of information obtained and given during guidance counselling of the students about their private issues.

i) To handle the counselling, support and monitoring of students' activities during summer Practice

Art.4. The tasks of the mentor/tutor of the year are:

a) To assist the students in understanding the operation of the university and of the college so that they may adapt under optimal conditions to the requirements of each study year and each major.

b) To provide backup aimed at overcoming methodological and pedagogical difficulties (information and work methods tailored to the expectations of the teaching staff);



- c) To acquaint the students with the way in which teaching activities are conducted, based on transferable credits, so that they may benefit from the opportunities offered by this system.
- d) To guide the students in their optional course choices, by taking into account their skills, interests and pursuits/concerns (assisting the students with the conclusion of their study contract, so that they can realistically adapt to the actual individual circumstances of their academic situation;
- e) To facilitate student access to the university resources (libraries, computer labs, etc.);
- f) To warn the students about the submission deadlines for various applications (registration, re-registration, applications for student housing, for scholarships, etc.);
- g) To inform the students about events taking place within the UMFST (courses by visiting professors, scientific conferences, anniversaries, textbook releases, etc.);
- h) To give advice concerning student orientation toward various research fields, guidance in choosing the graduation thesis;
- i) To counsel students about opportunities to continue their studies at the masters and PhD levels;
- j) To counsel, assist and guide the students concerning opportunities for professional careers, the positions that can be filled by university graduates;
- k) To counsel students on developing their CVs and to prepare the students for employment interviews (helping them acquire knowledge on how to draw up job application files, and prepare for selection interviews);
- l) To provide counsel concerning social, cultural and sports activities that may supplement their learning activities;
- m) To organize meetings with professionals whose practice is relevant to the students' field of study/major, with representatives of the social, cultural and business environment;
- n) To identify the students with leadership abilities, and encourage them to develop these abilities;
- o) To give students self-evaluation tests;
- p) To organize, in the month of October, the evaluation of the teaching staff by the students from the preceding year;
- q) To evaluate student experience in order to improve the strategies, methods and activities with an evolutionary impact in view for this experience;
- r) To give advice on exploring personal interest and skills;
- s) To give essential, principled information pertaining to special situations such as withdrawal from studies, interruption of studies, transfers, etc.;
- t) To give advice on addressing personal student life issues (marriage and health problems affecting learning, such as emotional problems or test anxiety, panic attacks and anxiety, etc.)
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u) To assist the students in making certain decisions and in solving certain ongoing administrative issues/problems;

This Regulation was approved by the Senate of the University of Medicine, Pharmacy, of Targu-Mures on October 17, 2012, when it becomes effective.