

**Reference documents:**

Education Act 1/ 2011

The Charter of the University of Medicine and Pharmacy of Tîrgu Mureș

# TUTORING REGULATION

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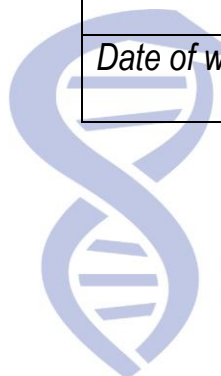
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## Chapter 1. Introduction

### Article 1.

(1) The tutorial system can be defined as a system offered to students by the university with the aim of encouraging communication and their trust in the university and the academic environment.

(2) It is a programme of support and counselling with the aim to facilitate the students' integration in the academic education system, to offer guidance in choosing the most appropriate didactic, cultural and social options specific to student life, as well as to encourage spreading of the students' knowledge and skills and, not least, to improve school outcomes.

## Chapter 2. Description of the tutorial system at the University of Medicine and Pharmacy in Tîrgu Mureș

### Article 2.

(1) Goals of the tutorial system:

- a) making students conscious about the way in which they can develop academically
- b) best usage of the curricular and extracurricular credit transfer system
- c) developing a sense of self-guiding and responsibility in personal and professional development
- d) removing the impression of loneliness in the process of education
- e) improving student experience at the University of Medicine and Pharmacy Tg. Mureș facilitating development and implementation of strategies and activities with a positive impact on the students' experience

(2) The tutor is nominated by the management of each faculty at the beginning of the academic year, separately for each specialty (or year of study) belonging to it.

(3) The tutor of a year of study is a member of the didactic staff who guides students belonging to the same year and specialty during the whole learning programme (3, 4, 5 or 6 years). Guidance is done in group or individually, by direct meetings, correspondence, telephone, electronic mail or all combined. Tutors are the interface between students and didactic staff, students and dean office, students and university management. During the whole learning programme students can communicate and ask the tutor for help for any information concerning didactic, scientific, social etc. activities.

(4) Tutors are morally and professionally flawless persons, who must have adequate skills of communication (verbal and written), the skill of listening to partners and availability to provide students with help. Tutors are persons who accept unconditionally to provide students with their knowledge, skills and (especially) with their experience.

(5) Tutors who do not fulfil these requirements can lose this quality, i.e. the management of the faculty can withdraw it from them.

(6) Tutors will organise monthly meetings with the heads of the student series.

### **Article 3.**

Obligations of the tutor of the year of study :

a. To let students know at the beginning of the learning programme the ways by which they can contact their tutor (programme and place of tutorial counselling, address and/ or electronic mail, telephone number for these activities).

b. To work out a programme of counselling and tutorial guidance for students (annex) at the beginning of each academic year.

c. To work out at the end of each academic year a report with all guiding activities done during that year, that is to show if the proposed goals have been accomplished or not.

d. Tutorial reports and programme have to be handed out in the first week of the academic year.

e. Throughout his / her activity a tutor must be communicative, showing patience and concern, being available and sympathetic with the student's issues, inspiring the latter with confidence in the usefulness of his/her undertaking.

f. To organize periodical meetings with students and present them information about one or more goals proposed in the project.

g. To hand in at the faculty secretariat a table with the students, title of the thesis and the thesis supervisor, for it to be approved by the Teaching Council Bureau.

h. Tutors have the duty to promote equal treatment, to favour equally all the students issues they are confronted with, to respect diversity in all its forms, in particular the cultural and social ones.

i. Tutors are required to respect the full confidentiality of information acquired and communicated during their guidance / counselling of students in matters pertaining to their person.

### **Article 4. Tutors' attributions**

a) To support students in understanding how the university and faculty functions, so that they adapt in the best conditions to the exigencies of each year of study and specialization;

b) Assistance in order to overcome methodological and pedagogical difficulties (methodologies of information and of work adapted to the expectations of the teaching staff);

c) To familiarize students with functioning of didactic activity, which is based on the credit transfer system, so that they can really benefit from the advantages offered by this system;

d) To guide students in choosing optional / non-compulsory courses, taking into account the students' abilities and fields of interest (to assist students for the purpose of signing agreements of study,

in order to assure their realistic adaptation to concrete and individual circumstances of the academic situation of a particular student);

e) To ease students' access to the resources of the university (libraries, laboratories of informatics etc.);

f) To warn students about deadlines for handing in different applications (enrolment, reenrolment, applications for places in student hostels, for scholarships etc.) at the dean offices of faculties;

g) To inform students about events that will take place within the UMF (lectures of invited professors, scientific sessions, anniversaries, launch of specialty books etc.)

h) Counselling regarding orientation towards fields of research, guidance in choosing the theme of the thesis;

i) To guide students in matters about opportunities to continue studies at the level of master's study and PhD;

j) Counselling, assistance and guidance regarding opportunities of professional career, work places that can be occupied by graduates;

k) Counselling for working out a CV and for preparing students for employment interviews (assistance in acquiring some knowledge about working out documents of candidacy for a job and prepare students for selection interviews);

l) To advise about social, cultural and sporting opportunities that can accompany learning activities;

m) To organize meetings with practitioners of professions relevant to the specialization of students, with representatives of the social, cultural and business environment;

n) To identify students with leader abilities and encourage in cultivating these abilities;

o) To use tests for the self-assessment of students;

p) To organize in October the assessment of the activity of the teaching staff by students for the previous academic year;

q) To assess the experience of students, in order to improve strategies, methodologies and activities with impact on its evolution;

r) Counselling about exploring interest and personal skills;

s) To inform of fundamental matters, about special situations such as withdrawal from studies, interruption of study, transfer etc.

t) Giving advice in solving some personal problems concerning student life (occasional health problems related to the learning process such as emotional ones or the stress caused by exams, panic attacks, anxiety etc.)

u) To assist students in taking decisions, as well as in solving administrative current issues.

Senate of the University of Medicine and Pharmacy of Targu Mures approved this regulation on 17.oct. 2012, that became date of application.

