



Pursuant to the provisions of the Higher Education Act (ZViS-1, Official Gazette of the Republic of Slovenia, No. 56/25) and Article 35 of the Statute (consolidated text UPB10), the Senate adopted the following on 13 September 2025

RULES ON THE TUTORING SYSTEM AT AREMA – ACADEMY OF LOGISTICS AND MANAGEMENT

I. PRELIMINARY PROVISIONS

Article 1

AREMA – Academy of Logistics and Management (hereinafter: AREMA) undertakes to develop a coordinated tutoring approach designed to facilitate the integration of first-year and other students into their studies and higher education life and to assist them in resolving study-related and personal issues during their studies.

In developing the AREMA tutoring model, three fundamental components of the system are defined: tutors, their areas of work, and students as target groups. In doing so, AREMA takes into account the framework for establishing the forms of tutoring that students need most.

Article 2

Definition of roles within the tutoring system

1. Student: A student is an AREMA student who, within the tutoring system, receives assistance and guidance from an academic tutor or student tutor.
2. Academic tutor: Academic tutors are personal advisers who guide students throughout their studies. Any higher education teacher or teaching assistant may act as an academic tutor.
3. Student tutor: A student tutor is a personal adviser who guides students throughout their studies. A student tutor may be any full-time or part-time AREMA student enrolled in at least the second year of undergraduate study who applies in response to a call for student tutors.
4. Coordinator of academic tutors: The Coordinator of Academic Tutors is a higher education teacher who is the Head of the AREMA Career Centre.
5. Coordinator of student tutors: The Coordinator of Student Tutors may be any higher education teacher or AREMA student authorised by the management to coordinate the work of student tutors.
6. Academic tutoring: A form of tutoring provided by a higher education teacher or teaching assistant who, as a rule, provides individual guidance to **assigned**

students concerning their studies, choice of study pathway and other study-related matters.

7. Student tutoring: A form of tutoring provided by a student tutor who advises fellow students on study-related and personal matters at the Academy.
8. Professional services tutoring: A form of work with students within the Student Affairs Office comprising the core duties and tasks of Student Affairs staff. It primarily involves administrative and technical assistance to students, student tutors and academic tutors.

II. GENERAL PROVISIONS

Article 3

These Rules regulate the organisation and operation of academic and student tutoring at AREMA.

Article 4

Tutoring is defined as the systematic provision of assistance to students in their studies and academic development.

The purpose of the tutoring system at AREMA is to:

- support students during their studies,
- increase student progression to the next year of study,
- advise students on the selection of elective components of the curriculum,
- organise and provide assistance with individual courses and/or compulsory practical training,
- encourage students to participate in extracurricular activities.

III. PARTICIPANTS IN THE TUTORING SYSTEM AND THEIR DUTIES

Article 5

AREMA tutoring includes tutees as recipients of tutoring assistance and all providers of tutoring at AREMA and within the AREMA Career Centre.

Participants in the tutoring system are:

- the Head of the Career Centre, responsible for the implementation of tutoring at AREMA,
- the Tutoring Coordinator at AREMA,
- academic tutors,
- student tutors,
- the Student Affairs Office as the provider of administrative and technical tutoring.

COORDINATION OF TUTORING

Article 6

The Head of the Career Centre is responsible for the implementation of tutoring at AREMA. Their duties include in particular:

- ensuring the conditions necessary for the smooth operation of tutoring at AREMA,
- preparing a draft programme of student tutoring activities,
- coordinating the work of tutors,
- preparing the call for the selection of student tutors and selecting tutors,

- organising education and training for student tutors and academic tutors,
- monitoring annual tutoring reports and proposing improvements and further development of the tutoring system at AREMA.

Article 7

The Coordinator of Student Tutors may be any AREMA teacher or student. The duties of the Coordinator of Student Tutors include in particular:

- chairing tutor meetings,
- advising tutors in their work,
- ensuring implementation of the annual work plan for student tutoring,
- participating in the preparation of the annual report on the implementation of student tutoring.

ACADEMIC TUTOR

Article 8

Every member of AREMA teaching staff may act as an academic tutor.

The duties of an academic tutor include in particular:

- conducting tutoring sessions,
- keeping records of tutoring work with students,
- preparing an annual report on their work, including the number of tutoring sessions conducted and frequently raised questions by student tutees,
- participating in education under the academic tutor training programme.

STUDENT TUTOR

Article 9

Any AREMA student, except a first-year student, may act as a student tutor.

The duties of a student tutor include in particular:

- conducting tutoring sessions,
- keeping records of tutoring work with students,
- preparing an annual report on their work, including the number of tutoring sessions conducted and frequently raised questions by student tutees,
- participating in training under the student tutor training programme.

TUTEE

Article 10

A tutee may be any AREMA student who, within the tutoring system, receives assistance and guidance from an academic tutor or student tutor.

IV. FORMS OF TUTORING AT AREMA

Article 11

The tutoring system at AREMA provides for several forms of tutoring:

- Academic tutoring,
- Induction student tutoring,
- Course-specific student tutoring,
- Tutoring for students with special needs,
- Tutoring for international students,
- Professional administrative tutoring,
- Special forms of tutoring.

ACADEMIC TUTORING

Article 12

Academic tutoring is a form of work through which academic tutors provide comprehensive support to tutees during their studies.

Academic tutors receive training for their work in accordance with the tutor training plan.

Article 13

Procedure for assigning students to academic tutors:

- students are assigned to academic tutors upon enrolment in the first year of study and, exceptionally, upon enrolment in a higher year,
- an academic tutor may have no more than 20 tutees,
- an academic tutor guides their tutees throughout the entire study process,
- an academic tutor may have students from different years of study within their group of tutees.

If a tutee or tutor determines that cooperation between them is not possible, either may request a change of tutor/tutee through the AREMA Career Centre.

Article 14

The principles governing academic tutoring sessions are as follows:

- the academic tutor shall conduct the first tutoring session no later than 31 October of the current academic year,
- the academic tutor shall respond to any questions submitted within a reasonable period of time,
- an individual tutoring session normally lasts 60 minutes,
- a tutee is entitled to three individual meetings with their tutor during the current academic year,
- the academic tutor shall keep records of tutoring sessions conducted.

Article 15

The tutoring work of academic tutors forms an integral part of their teaching duties.

INDUCTION STUDENT TUTORING

Article 16

The purpose of induction student tutoring is to provide support during studies to first-year students.

Article 17

An induction student tutor may be any AREMA student who:

- has student status and is not a first-year student,
- demonstrates a willingness to assist first-year students in integrating into the higher education environment,
- has a good knowledge of students' rights and obligations and of the operation of the Academy, the Student Council and other forms of student organisation,
- is familiar with broader student-related issues.

Article 18

AREMA shall provide induction student tutors with education and training for the performance of tutoring work.

Article 19

The call for the selection of student tutors for induction tutoring shall be prepared by the Career Centre. The call shall be publicly announced (on the website, tutoring portal or notice board) and shall specify an application deadline of no less than 8 days. The call shall include the criteria for selecting student tutors and other information relevant to assuming this role.

Article 20

The duties of an induction student tutor include in particular:

- regularly conducting tutoring sessions during which the tutor provides appropriate guidance to the tutee regarding study-related and other issues arising during their studies,
- keeping records of tutoring sessions conducted and frequently raised student questions,
- preparing an annual report on their work,
- participating in tutor training, consultations and other tutoring events,
- performing other tasks as required and agreed with the Career Centre.

Article 21

Procedure for assigning students to induction student tutors:

- the Student Affairs Office assigns first-year students to tutoring groups,
- an induction student tutor may have up to 10 tutees or, in exceptional cases, no more than 20 tutees,
- the Student Affairs Office shall provide each induction student tutor with a list of students no later than 30 October of the current academic year.

Article 22

Recognition and rewarding of student tutoring work:

- the work of a student tutor may be recognised by the award of ECTS credits or by other forms of recognition,
- AREMA management shall decide on the suitability of carrying out induction student tutoring within the framework of professional/study practical training, following the prior opinion of the Career Centre.

Upon successful completion of tutoring work, AREMA shall issue the student tutor with a Certificate of Tutoring Work. The tutoring work performed shall be recorded in the Diploma Supplement.

COURSE-SPECIFIC STUDENT TUTORING

Article 23

Course-specific student tutoring is intended to provide students with additional assistance in understanding and mastering the study material of individual courses within the study programme.

Course-specific student tutoring is organised for individual courses involving demanding and extensive study material or at the discretion of the Career Centre.

The duties of a course-specific student tutor include in particular:

- informing students of all necessary information sources and literature for the tutored course,
- recommending and explaining appropriate learning methods and strategies for the tutored course,
- providing assistance in mastering more demanding content of the tutored course.

TUTORING FOR STUDENTS WITH SPECIAL NEEDS

Article 24

Tutoring for students with special needs is a form of assistance for students who have recognised status as students with special needs.

The tutor advises a student with special needs within the scope of support that enables the student to adapt promptly and integrate successfully into academic work and student life.

The duties of a tutor for students with special needs include in particular:

- providing assistance in adapting the mode of study to the needs of the student with special needs,
- promptly referring the student with special needs to appropriate professional counselling services to resolve issues arising during their studies.

TUTORING FOR INTERNATIONAL STUDENTS

Article 25

Tutoring for international students is a form of assistance for international students participating in a study exchange at AREMA. Its purpose is to assist international students in overcoming cultural differences and adapting to a new environment during their exchange period in Slovenia.

The duties of a tutor for international students include in particular:

- establishing contact with the international student before their arrival in Slovenia,
- assisting the international student with administrative matters,
- assisting the international student in integrating into student life at AREMA.

PROFESSIONAL ADMINISTRATIVE TUTORING

Article 26

Professional administrative tutoring is organised within the Student Affairs Office and is provided by an authorised Student Affairs Officer.

The duties of the tutor/Student Affairs Officer are determined by the tasks and responsibilities and the substantive role of the Student Affairs Office.

SPECIAL FORMS OF TUTORING

Article 27

AREMA may also establish special forms of tutoring intended to support students during their studies.

The introduction of special forms of tutoring shall be decided by the AREMA Senate upon a proposal from the Career Centre and with the consent of the Student Council.

V. TRAINING OF PARTICIPANTS IN THE TUTORING SYSTEM

Article 28

Each year, the Career Centre organises training for student and academic tutoring at AREMA. Participants shall receive a certificate of attendance upon completion of the training.

Training may be delivered by external providers or participants in the tutoring system. At the beginning of the academic year, an induction meeting shall be organised for all tutors.

VI. EVALUATION OF TUTORING WORK

Article 29

The evaluation of tutoring is carried out by the Career Centre in cooperation with the Quality Committee and the Student Council:

- student tutors and academic tutors submit an annual report on their work using the prescribed Career Centre form,
- students complete an annual evaluation questionnaire on the effectiveness of tutoring,
- the Career Centre prepares an annual report on tutoring, presents it to the AREMA Senate and publishes it on the Academy's website.

Article 30

Academic tutors and student tutors are required to keep records of tutoring sessions conducted using the standard Career Centre form. The records shall be submitted at the end of the academic year and shall serve as the basis for recognition of tutoring activities (ECTS, certificates, progression).

VII. FINAL PROVISIONS

Article 31

The Rules on the Tutoring System shall also be approved by the AREMA Student Council, thereby ensuring student participation in the design and development of the tutoring system.

Article 32

These Rules shall enter into force on the date of their adoption by the Senate of the Academy and shall be published on the Academy's website.

Rogaška Slatina, 13 September 2025

AREMA – ACADEMY OF LOGISTICS AND MANAGEMENT
DEAN
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