The Tutor and Mentor Program at the University of Sopron

Effective: 2025.03.06.

Preambulum

The University of Sopron aims to create an institutional support system, independent of nationality, education and training funding, with primary objective of increasing students' academic success, ensuring credit progress, reducing drop-outs and facilitating students' integration into the university community, especially in the early stages of their studies.

The Senate of the University of Sopron will establish the University of Sopron Tutor Program and the University of Sopron Mentor Program to achieve the above goal.

I. Chapter 1: University of Sopron Tutor Programme

1. § Interpretative provisions

(1) For the purposes of these regulations, the University of Sopron Student Requirements System shall be applied in accordance with paragraphs 57.§ (91)-(93) of the Study and Examination Regulations.

Tutor programme: the University of Sopron's learning support programme, which aims to promote students' academic success, improve learning outcomes and support credit progression. Tutors are appointed to assist students in developing their learning strategies, deepening their subject knowledge and planning their individual learning path. Peer tutoring is a key element of the programme, whereby more experienced students or students who excel in a particular subject support their peers who are experiencing learning difficulties. The tutoring process may include subject-specific consultations, study counselling, exam preparation and the development of study independence.

Tutor student: a tutor student is a university student who has received professional training and who provides learning support for his/her peers in a specific discipline or subject. A tutor student has a problem-sensitive and supportive attitude that enables him/her to support fellow tutored students in overcoming learning difficulties, developing learning strategies and achieving their individual learning goals. The tutoring activity is a documented and traceable process within the university framework, which the tutor students have defined professional guidelines.

Tutored student: a tutored student is a student who receives tutoring support during his/her studies at the University. The status of tutored student can be obtained on the student's own initiative, on the recommendation of a tutor or according to criteria set by the University. The tutored student works with the tutor to overcome learning difficulties, improve academic performance and ensure credit progress. Throughout the tutoring process, the student actively cooperates with the tutor, attends regular consultations and follows the steps set out in the learning plan.

2. § The aim of the Tutor Programme

(1) The Tutor Programme aims to promote students' academic success, improve learning outcomes and support credit progression, regardless of nationality.

(2) The aim of the Tutor Programme is to tutor. The University of Sopron Student Requirements System
The provisions of these Rules shall not apply to the activity of demonstrator as defined in Article 53.

3. § Tasks of tutors

(1) Catch-up sessions focus on reviewing the expected curriculum, lectures and notes. During the preparation, the tutor will provide the tutee with teaching aids, experiences and personal advice as necessary. He or she will help you to understand and deepen your understanding of the subject matter, to develop your learning strategy and to prepare for exams and tests.

(2) The session is free of charge for the tutored person, provided in person or online, with a predefined frequency or adapted to the needs of the tutored person.

4.§ Tutor selection and training process

(1) Tutors are selected as Tutors in the tutor programme following a selection process.

(2) Tutors are recruited to the tutor programme through advertisements (website, flyer, poster) and Neptun messages via a link to a specific area of the University website.

(3) Tutor applicants fill in the application form and declare that they consent to the processing of their personal data in accordance with the applicable data protection legislation.

(4) Principles of selection: candidates are interviewed by the tutor coordinator of the Student Support Service of the University of Sopron (hereinafter: HTSZ) and a representative of the Cura Personalis team of the faculty, and if the appropriate conditions are met and declared, the student may continue as a tutor after the internal training, if applicable. A further condition for tutoring is that the student must have at least a good (4) grade in the subject undertaken and a recommendation of support from the supervisor.

(5) The decision on admission is based on a pre-defined and uniform set of criteria, taking into account personal competences and suitability for tutoring.

(6)   The SOE supports the Tutor Programme with internal training in learning methods, with the participation of existing tutors or external contracted lecturers and experts. Tutor training is coordinated by the designated staff member of the SOE, and in the case of adult training, it is conducted in conjunction with the relevant department. The compilation of the training portfolio is the responsibility of the HTSZ and the professional competence of the Benedek Elek Faculty of Education.

(7)   Tutor training can also be optional and recognised for credit, subject to the relevant legislation.

5. § Linking tutors and tutored

(1)   Contact between tutored students and tutors is established, applications are summarised and coordination takes place under the coordination of the HTSZ, with the assistance of the External Relations Team if necessary. For tutored students, participation in the programme is conditional on their registration on the basis of a pre-announced call for applications and their consent to the processing of the necessary personal data, which is used exclusively for the management of the programme.

(2)   Following the receipt of tutor and tutored registrations by the Office of the Vice-Rector for Education (ORI), the ORI staff member will request information on the academic progress of the students concerned from the University Study Centre. After verification of the data, if the applicants meet the conditions for participation in the programme and the course supervisor makes a recommendation in favour of the application, the aggregated information is forwarded to the HTSZ for the purpose of linking tutors and tutored students.

6. § Material conditions

(1)   The tutor is entitled to a classroom reservation for his/her activities in the faculty.

(2)   The Dean's Office of the Faculty is responsible for the organisation and coordination of classroom bookings, which is carried out with the assistance of the person designated for this purpose.

(3)   The provision of classrooms will be made in accordance with the current capacity of the Faculty, according to the rules and procedures established by the Dean's Office. In the administration of classroom bookings, simplified procedures are used to record, monitor and approve requests.

(4)   If the tutor carries out his/her activities online, can use the online platform provided by the university.

(5)   The online sessions are conducted through the online platforms provided by the University, which are accessed and operated by the University's IT department. Access rights to use the online interfaces are granted automatically or on the basis of a predefined procedure.

(6) It is the responsibility of the individuals concerned to comply with the rules on access to classrooms and online spaces, with the University providing clear and detailed information in advance about the conditions of use in accordance with its internal regulations.

7. § Funding of the Tutor Programme

(1) The University employs tutors on a contract basis. Tutored students participating in the programme are free of charge and have access to services free of charge.

(2) The tutors work independently - on the basis of a contract - and operate within the organisational, infrastructural and professional framework of the HTSZ.

(3) The remuneration of tutors should be set at a level that is in line with the remuneration of students with other responsibilities at the University.

(4) Tutors paid on the basis of a monthly certificate of performance, approved by the HTSZ coordinator, the Head of the Faculty and the Faculty's tutoring supervisor.

(5) Tutors are contracted for one semester of study. The tutor will be assigned an appointment once a week in the afternoon, which will be documented. The tutoring session may be in person or online, for 1, 2 or up to 4 hours per week, depending on the tutor's commitment, with any number of tutored students.

II. Chapter 1: University of Sopron Mentoring Programme

8. § Interpretative provisions

(1) The application of these regulations shall be in accordance with paragraphs 57.§ (45)-(47) of the University of Sopron Student Requirements System Study and Examination Regulations.

Mentor programme: a specific form of training in which a student, lecturer, researcher or teacher of the university helps the student to prepare and prepare. The University of Sopron's mentor programme is an institutional support system whose primary aim is to increase students' academic success, ensure credit progress, reduce drop-outs and help students integrate into the university community, and in the case of foreign mentored students, to help them settle in Hungary and Sopron, especially in the early stages of their studies. The students, lecturers, researchers and teachers assigned to the programme will carry out mentoring activities, including monitoring students' academic performance, providing personalised support and initiating the use of additional university services (e.g. academic counselling, psychological support) where necessary. The conditions for participation in the mentoring programme, the rights and obligations of mentors and mentees are set out in the relevant University regulations.

Mentor: a mentor is a student, lecturer, researcher or teacher of the University of Sopron who provides support to students within the framework of the University of Sopron mentoring programme in order to ensure their academic progress, prevent drop- outs, promote credit progress and facilitate their integration into the university community, especially in the early stages of their studies. The mentor's tasks include monitoring the student's academic progress, identifying and addressing any obstacles, and providing advice on student life. In the case of a foreign mentored student, the mentor will provide support with integration, administration, off-campus administration (e.g. interpreting at the doctor's office) and event organisation. Mentoring is by institutional rules, which define the rights and obligations of the mentor and the framework for the support he or she provides.

Mentored: a mentored student is a student who receives mentoring under the University of Sopron's mentoring programme. Mentored status is determined on the basis of specific academic or other university criteria, with particular attention to students at risk of dropping out and those who are experiencing difficulties in their academic progress. There is regular contact between the mentored student and his/her mentor, during which the mentored student receives support and guidance from his/her mentor to ensure his/her successful progress in university.

9. § The concept and purpose of the mentoring programme

(1) The primary goal of the Mentoring Programme is increase students' academic success, ensure credit progression, reduce drop-out rates and help students integrate into the university community, especially in the early stages of their studies.

(2) Tutoring is assistance focused solely on studies, whereas mentoring involves not only supporting students' learning but also helping them to integrate into the university.

10. § Status of mentors

(1) The mentor is a teacher, researcher, lecturer (hereinafter collectively referred to as "teacher") or student of the University. The mentor shall perform his/her duties within the scope of his/her duties and shall not receive any additional remuneration.

(2) If the mentor is a student, he or she will perform his or her duties as a volunteer, but may be remunerated separately through projects or receive credit from the University.

(3) If the mentor is a teacher, he or she will be asked to mentor through his or her employer.

(4) The mentor, if an instructor, works independently. He/she performs his/her mentoring duties under the professional supervision of his/her supervisor and, if necessary, the Student Support Service.

(5)   If the mentor is a student, he/she will be asked to mentor by the Dean of the Faculty, on the recommendation of the supervisor.

(6)   The mentor, if a student, works independently under the professional supervision of his/her supervisor and, if necessary, the Student Support Service (SSC) and, in the case of foreign mentors, the SSC and the Foreign Affairs Team.

11. § Responsibilities of mentors

(1)   To help mentored students integrate into university life and to support them in dealing with the challenges they face in everyday university life.

(2)   Providing information on education, studies, student administration, cultural and sports programmes and city life. Advice on how to achieve your academic and personal goals.

(3)   To demonstrate an open and receptive attitude towards students who do not know Hungarian language and culture, and to promote the learning of Hungarian culture.

12. § Connecting mentors and mentees

(1)   Mentors, if they are lecturers, are appointed by their line manager for one academic year. The mentors' contact details will be published in the usual channels of the University and the Faculty employing the mentor (University website, departmental website, newsletter, bulletin board, lecture, Semester/College, etc.).

(2)   The mentored person applies to the mentor for mentoring.

(3)   If the mentor is a student, the University's External Relations Team and the HTSZ will jointly link mentors and mentees.

13. § Material conditions

(1)   The mentor, if a tutor, will, as a general rule, carry out the mentoring activity in person during his/her office hours or by a method agreed with the mentored person (in person, by electronic means).

(2)   The mentor, if a student, will carry out the mentoring activity in a way agreed with the mentored person (in person, electronically).

(3)   In the case of a tutor, the mentoring takes place primarily in the Mentor's office or, if necessary, in the University's community space.

(4)   The mentoring activity also entitles the mentor to a classroom booking in the faculty.

(5)   The Dean's Office of the Faculty is responsible for the organisation and coordination of classroom bookings, which is carried out with the assistance of the person designated for this purpose.

(6)   The provision of classrooms will be made in accordance with the current capacity of the Faculty, according to the rules and procedures established by the Dean's Office. In the administration of classroom bookings, simplified procedures are used to record, monitor and approve requests.

(7)   If the mentor carries out his/her activities online, he/she can use the online platform provided by the university.

(8)   The online sessions are conducted through the online platforms provided by the University, which are accessed and operated by the University's IT department. Access rights to use the online interfaces are granted automatically or on the basis of a predefined procedure.

(9)   It is the responsibility of the individuals concerned to comply with the rules on access to classrooms and online spaces, with the University providing clear and detailed information in advance about the conditions of use in accordance with its internal regulations.

III. Chapter 3: Miscellaneous and final provisions

14. § Supervision of the Programmes

(1) The professional supervision of the Tutor and Mentor Programmes is carried out by the HTSZ, in cooperation with the University's organisational units, in particular the respective deans of the four faculties, and in the case of foreign students, the University's Foreign Affairs Group.

15. § Final provisions

(1)   The present regulations were adopted by the Senate of the University of Sopron by its resolution 13/2025 (III. 05.).

(2)   The Rules shall enter into force on 6 March 2025.

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