

## **STUDY GROUP LEADER REGULATIONS**

### **1. General Provisions**

- 1.1. These Study Group Leader Regulations determine the status, procedure for the appointment, replacement, removal and re-election of the study group leader, as well as his or her rights and obligations at Transport and Telecommunication Institute (TSI).
- 1.2. A study group is an organisational group of students that unites students of the same course in a single curriculum.
- 1.3. Each study group elects its leader for the entire period of study or until his or her dismissal, resignation or termination of studies.
- 1.4. The study group leader works in cooperation with students, the dean of the relevant faculty and assistant dean, Students' Self-Government and administration of TSI.
- 1.5. The study group leader's work includes the provision of support to the administration of TSI in the organisation and improvement of the educational process, compliance with the internal regulations of TSI, and solving the study group students' problems.

### **2. Status of the Study Group Leader and Appointment Thereof**

- 2.1. The study group leader is a student to whom, by the rector's order, the rights and duties set out in these Regulations are assigned, and functions and tasks are delegated.
- 2.2. The study group leader candidates are nominated by the student group; students can also nominate themselves; after meeting the students of the study group, the assistant dean of the relevant faculty may (after consulting with the dean) recommend candidates for the study group leader position. In exceptional cases, the group leader may be appointed by the dean.
- 2.3. The study group leader candidates are discussed, and the group leader is elected by a majority vote of those present at the general meeting of the study group. The group's decision is recorded in the minutes of the general meeting of the study group. The minutes are submitted to and kept by the assistant dean of the relevant faculty.
- 2.4. General meetings are organised within one month after the start of the educational process in the study group. The head of the Academic Office is responsible for organising the general meetings of study groups and approving group leaders.
- 2.5. The first-year study group leader is appointed by the rector's order during the first three weeks after the start of the educational process in the study group.
- 2.6. The rector's draft order on the appointment of a study group leader is prepared by the Academic Office. In preparing the rector's draft order, the number of students in the study group is taken into account. In some cases, the group leader may be a student who leads two study groups of parallel streams within the same curriculum.
- 2.7. The study group leader is appointed for the entire period of study or until he or she is replaced or re-elected under Paragraph 5.4. of these Regulations.

### **3. Duties of the Study Group Leader**

The study group leader shall:

- 3.1. Analyse the group students' attendance and performance, discuss the results of the analysis with the students and the assistant dean.
- 3.2. Have good knowledge of the structure and requirements of own study group's curriculum.
- 3.3. Have good knowledge of the internal TSI regulations and ability to inform the study group students about the requirements and conditions of TSI.

- 3.4. Cooperate with the assistant dean of the faculty, director of the curriculum and teachers in order to ensure a high-quality educational process and make changes and proposals offered by the study group students.
- 3.5. Make sure that the academic discipline, internal regulations of TSI are respected.
- 3.6. Inform the study group students about current events at TSI.
- 3.7. Cooperate with the structural units of TSI.
- 3.8. Ensure that the study group students participate in the internal surveys conducted at the Institute.
- 3.9. Facilitate the participation of the study group students in public, scientific and other events organised by TSI; inform about the conduct of such events in a timely manner.
- 3.10. Submit the Study Group Leader's Report on the Current Study Month (Annex No. 1) and the Study Group Leader's Report on the Current Examination Session (Annex No. 2), as well as submit other reports requested by the administration of TSI on the situation in the group of students, their needs, achievements and proposals.
- 3.11. Attend meetings of study group leaders organised by the Academic Office, Students' Self-Government, or the relevant faculty. General meetings of study group leaders are organised twice during the academic year before the completion of the current examination sessions. The head of the Academic Office is responsible for organising and conducting general meetings.
- 3.12. Appoint a deputy in case of his or her short-term absence (up to one month) subject to written agreement with the dean.

#### **4. Rights of the Study Group Leader**

The study group leader shall have the right:

- 4.1. To request and receive information from the structural units of TSI regarding the interests, rights and duties of students;
- 4.2. To represent the interests of the study group students before the governing bodies of TSI and the Students' Self-Government;
- 4.3. On his or her own initiative, communicate the students' opinion about the quality of the educational process and organisation of work at TSI to the leadership of TSI and the faculty;
- 4.4. For the performance of his or her duties, to receive support from the assistant dean of the faculty and the structural units of TSI;
- 4.5. By the rector's order, each group leader is given a discount on the tuition fee in the amount as follows:
  - 4.5.1. a 5% discount for the tuition fee per semester if there are less than 10 students in the group;
  - 4.5.2. a 10% discount on the tuition fee per semester if there are 10 or more students in the group;
- 4.6. The discount is granted for the next semester based on the results of the previous semester;
- 4.7. If the group leader has academic and/or financial debts, the discount is not provided, or the discounts provided are cancelled from the first day of the next semester;
- 4.8. The study group leader's duties are considered an advantage when evaluating applications for a grant from the Institute's partners.

#### **5. Control over the Study Group Leader's Activities. Study Group Leader Replacement and Removal**

- 5.1. Performance of the group leader's duties is monitored by the assistant dean of the relevant faculty who reports to the dean and the head of the Academic Office on the results of work of the study group leaders of all study programmes implemented by the faculty.
- 5.2. If during one semester the study group leader does not fulfil the duties stipulated in Paragraph 3 of these Regulations, the discount on the tuition fee assigned to the group leader is cancelled, and the consequences set forth in Paragraph 5.4. may occur.

- 5.3. The head of the Academic Office summarises the results of work of all leaders of TSI study groups twice during the academic year – in December and May – and submits a written report to the board of directors and the rector of the Institute.
- 5.4. The study group leader is prematurely released from the performance of his or her duties and the discount on the tuition fee in the next semester is cancelled by the rector's order on the basis of:
  - 5.4.1. Study group leader's application to the dean;
  - 5.4.2. Study group students' application (at least 51% of student signatures) with a request to replace the group leader;
  - 5.4.3. A reasoned written statement by the assistant dean of the faculty, signed by the dean, to the rector about the group leader's failure to fulfil his or her duties.
- 5.5. In the cases referred to in Paragraph 5.4., the head of the Academic Office organises an early appointment of a new study group leader in accordance with the procedure set out in Paragraph 2 of these Regulations.

Attached:

Annex No. 1. Study Group Leader's Report on the Current Study Month

Annex No. 2. Study Group Leader's Report on the Current Examination Session



## STUDY GROUP LEADER'S REPORT ON THE CURRENT STUDY MONTH

**Attention!** Please note that the report is confidential.

**The report must be submitted electronically to the assistant dean of the relevant faculty by email:** for each month of the academic year (excluding the months in which the session is held) before the 5<sup>th</sup> day of the next month.

**The report is available:** to the dean of the faculty, assistant dean on work with students.

Group code	
Year, month	
Group leader's first name, surname	
Time spent on the preparation of the report (min.)	

*Please rate how satisfied the group is with the learning process (teacher's work, organisation):*

- 1 – the group is not satisfied
- 2 – most students in the group are not satisfied
- 3 – 50/50: some students are satisfied, but a significant part is not satisfied
- 4 – in general, the group is satisfied
- 5 – everyone in the group is satisfied

**If rated 1, 2, 3, please explain what exactly the members of your group are not satisfied with:**

Compliance of the study course with the curriculum (consider that the specific study course is useless and irrelevant)	<i>Please specify the study courses</i>
Course content (outdated content that does not meet modern requirements)	<i>Please specify the study courses</i>

Teaching style (for instance, a teacher does not explain, does not dictate content, does not answer students' questions, etc.)	<i>Please specify the study course(s) and the teacher(s)</i>
Attitudes towards students (for instance, rude treatment, humiliation of students, personally addressed negative comments)	<i>Please specify the study course(s) and the teacher(s)</i>
The working discipline of the teacher (is constantly late for classes, constantly finishes classes ahead of time, cancels classes at the last moment, comes to classes unseemly in appearance or demonstrates inappropriate conduct)	<i>Please specify the teacher(s)</i>
Structure and planning of the study course (unequal distribution of the study load, the ratio of classes between lectures, practical work, seminars, laboratory work, class schedule)	<i>Please specify the study course(s)</i>
The work of other structural units of the Institute (Student Service, Academic Office, Computer Technology Department, etc.)	<i>Please specify the structural unit and explain what exactly the group students are dissatisfied with</i>
Infrastructure of the Institute (classrooms, rooms, computer equipment, software, common areas, library, cafe, lack of functional rooms for study, etc.)	<i>Please explain what exactly the group are dissatisfied with</i>

*Please rate the level of cohesion of the study group:*

- 1 – in the group, everyone defends his or her own interests
- 2 – communication between students of the group is very weak (3-4 people form an informal friendly group, others more or less defend their own interests)
- 3 – more than 50% of students in the group are in no way involved in the study group team
- 4 – there are several informal groups of students in the group, but there is no such thing that other students identify themselves with or belong to them
- 5 – the group can be described as cohesive (there is close contact both during class and outside the Institute)

**If rated 2 or 3, please specify the single/outcast/non-group student:**

First name, surname	<i>Please specify if you have tried to involve the student in an informal group, activity</i>

*Are there students in the group who did not attend classes for 1 week (intramural studies), 2 weeks (extramural studies)? Please list such students:*

First name, surname	Reason
	<i>Sick, on a business trip, busy at work, difficult to learn, another reason (specify), no data (no contact)</i>

*Please specify if there were any problems in the group this month:*

*Describe the problem*

*Do the students of the group have any proposals? Please, specify them:*



## STUDY GROUP LEADER'S REPORT ON THE CURRENT EXAMINATION SESSION

**Attention!** Please note that the report is confidential.

**The report must be submitted electronically to the assistant dean of the relevant faculty by email:** for each month of the academic year (excluding the months in which the session is held) before the 5<sup>th</sup> day of the next month.

**The report is available:** to the dean of the faculty, assistant dean on work with students.

Group code	
Year, month	
Group leader's first name, surname	
Time spent on the preparation of the report (min.)	

*Please rate how satisfied the group is with the course of the session (teachers' work, organisation):*

1 – the group is not satisfied

2 – most students in the group are not satisfied

3 – 50/50: some students are satisfied, but a significant part is not satisfied

4 – in general, the group is satisfied

5 – everyone in the group is satisfied

**If rated 1, 2, 3, please explain what exactly the members of your group are not satisfied with:**

Schedule for exams and tests	<i>Please give specific examples</i>
The number and quality of pre-examination consultations (whether they actually conducted, whether the teacher answered the students' questions, whether the exam regime was explained, etc.)	<i>Please give specific examples</i>

The teacher has fulfilled the requirements specified in the course description (for instance, the final assessment principle (% of several intermediate tests, the results of independent work, etc.), admission to the examination/test, required laboratory works, proportion of independent work or tests, etc.)	<i>Please give specific examples</i>
Compliance with the exam/test requirements for the materials learned during the semester	<i>Please give specific examples</i>
Unbiased attitude of the teacher when grading exams/tests	<i>Please give specific examples</i>
Other	<i>Please specify what exactly</i>

*Please provide information on whether there are students in the group who regularly attended classes, passed other intermediate tests, but did not pass the exam/test:*

First name, surname	Reason <i>(please specify one of the reasons below or give another reason that is appropriate for the specific situation of the student)</i>
	Sick, on a business trip, busy at work, difficult to learn, another reason (specify), no data (no contact)

*Please specify what the students of your group enjoyed this semester:*

*Specify everything that caused positive emotions among the students of the group. For instance, a particular teacher's work, a study course or project, a study visit/study tour to an enterprise, any public or professional event at the Institute – events, conferences, guest lectures, etc.*

*Please specify what the group students were most surprised at this semester (both positive and negative):*

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*Please specify what caused the most irritation, anger among the group students (caused negative emotions) this semester*

*Here you should specify everything that caused negative emotions among the group students.*

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## REPORT OF THE ASSISTANT DEAN OF THE FACULTY ON THE PERFORMANCE BY THE GROUP LEADER OF HIS OR HER DUTIES

**The Report must be submitted electronically to the head of the Academic Office by 15 February/July**

**Academic Year** \_\_\_\_\_

**Semester** \_\_\_\_\_

No.	Group code	Group leader's first name, surname, student code	Submission by the group leader of monthly reports to the dean (Please assess the quality of monthly reports: “-” – the report was not submitted; “/” – the report was submitted, but it was filled out carelessly; “+” – the report was submitted and filled out qualitatively)				Submission by the group leader of the report on the current examination session (Please assess the quality of the submitted report: “-” – the report was not submitted; “/” – the report was submitted, but it was filled out carelessly; “+” – the report was submitted and filled out qualitatively)	Performance of duties by the group leader within the semester (Please assess on a 5-point scale, where 5 is excellent)	Attendance of the study group leader meetings organised by the faculty (Options: attended all/half/few/no meetings)	Attendance of the study group leader meetings organised by the Academic Office* (Options: attended all/half/few/no meetings)	Attendance of the study group leader meetings organised by the Students' Self-Government** (Options: attended all/half/few/no meetings)	Recommendation on assignment /non-assignment of a discount	Comments
			I	II	III	IV							
1													
2													
3													

\* to be filled out by the head of the Academic Office

\*\* to be filled out by the representative of the Students' Self-Government

Date \_\_\_\_\_