

Approved by the order of the rector in accordance with the protocol  
No. \_\_\_\_\_ dated \_\_\_\_\_ of  
the Scientific Council of Western University

## **WESTERN UNIVERSITY CHARTER OF THE TUTOR SERVICE CENTER**

### **1. General provisions**

- 1.1. The status, activities and management of the Tutor (academic advisors) Service Center of the Western University (hereinafter referred to as the Center) are determined by the educational legislation of the Republic of Azerbaijan, the Model Charter of the higher education institution, the "Rules for the organization of education at the bachelor's and master's levels of higher education institutions with a credit system", the Charter of the University and these Regulations.
- 1.2. During its activities, the Center is guided by the laws of the Republic of Azerbaijan, including the "Law of the Republic of Azerbaijan on Education", legislative acts related to education, relevant orders, decrees and instructions of the Ministry of Education of the Republic of Azerbaijan, decisions of the Scientific Council of the Western University, orders and instructions of the University administration, the latest achievements in teaching and education, international experience in this field, as well as the requirements of labor legislation on education.
- 1.3. The Center's activities are carried out under the leadership of the Vice-Rector for Academic Affairs of the Western University.
- 1.4. The duties of the Center are carried out by its members, tutors (academic advisors).
- 1.5. A tutor (academic advisor) is an educational advisor at higher education institutions.
- 1.6. The number of tutors carrying out the duties of the Center is determined in accordance with the number of students studying at the University.
- 1.7. Tutors are selected from among persons with at least a master's degree and certain experience and competence in this field.
- 1.8. A tutor is appointed to this position by order of the rector based on the presentation of the Vice-Rector for Academic Affairs.
- 1.9. The Center operates in conjunction with all faculties, departments, and other structural divisions of the University.

### **2. Duties of the Center**

The Center, established to provide assistance to students studying on the credit system, is an independent structural unit of the University, operating in cooperation with all institutions. The duties of the Center include:

- Protecting the rights and academic interests of students;

- Educating students on the “Credit System” and introducing them to the university’s educational process;
- Providing students with all necessary information and documents related to the organization of the educational process;
- Advising them on the development of individual and working curricula for students;
- Participating in the adoption of individual curricula for students and the development of annual working curricula for specialties;
- Assisting students in making changes to their individual curricula;
- Assisting in ensuring student mobility;
- Monitoring the main indicators of students in subject journals (attendance and activity scores, colloquium grades, etc.) in order to carry out the process of informing students;
- Participating in the organization of the summer semester;
- Informing parents of students regarding their academic performance, if necessary;
- Registering applications for students to the "Commission for Discounts" for tuition fees and verifying the documents they submit.

### **3. Rights of the Center**

The Center has the following rights to fulfill its duties:

- Address inquiries to the faculties, chairs and other structural divisions of the university within its powers in connection with the fulfillment of the duties determined by this Regulation and receive relevant information (documents) from them;
- Give opinions in accordance with the directions of activity, conduct analyses and generalizations, prepare analytical materials;
- Organize meetings, seminars on the directions of activity, prepare and publish advisory materials;
- Cooperate with international organizations, exchange experience and personnel training, participate in the implementation of relevant projects;
- Study the advanced experience of other states in accordance with the directions of activity of the university in the context of integration with European educational standards, carry out activities in the field of its application and make proposals to the university administration in this direction;
- Exercise other rights stipulated by the legislation in accordance with the directions of activity.

### **4. Responsibility of the Center**

- 4.1. The Center is responsible for the results of its activities in accordance with the regulatory documents of the University.
- 4.2. The Center submits an interim report on the results of its activities to the University administration at the end of the examination sessions and a final report at the end of the academic year.