

APPROVED

by Resolution of Council of the Faculty of Law
of Vilnius University on 24 February, 2021
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DESCRIPTION OF THE TUTORING PROCEDURE OF THE FACULTY OF LAW OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The description of the tutoring procedure of the Faculty of Law of Vilnius University (hereinafter referred to as the Procedure) establishes the requirements for tutors, also the principles and organizational procedure of the tutoring conducted at the Faculty of Law of Vilnius University (hereinafter referred to as the Faculty).
2. The tutoring aims to stimulate the interest of Faculty students in scientific and practical legal activities, to equip them with additional analytical and communicative abilities and to develop inter-institutional cooperation.
3. The tutoring is a form of education of a tutor and students (unclassified students) studying integrated or master's degree study programmes at the Faculty (hereinafter referred to as students) that is not provided for in study programmes. The tutoring is intended to additionally develop students' critical and logical thinking, argumentation abilities, to develop their subject-specific competences in a certain field of legal science or legal practical activities.
4. Tutoring can be of two types:
 - 4.1. academic tutoring led by a faculty researcher or lecturer with a PhD;
 - 4.2. institutional tutoring, conducted by a representative of the institution with which Vilnius University has concluded a cooperation or institutional tutoring agreement, with a higher education qualification of at least master's or equivalent degree and at least five years of practical work experience.

CHAPTER II ORGANIZATION OF THE TUTORING

5. Requests of the Faculty researchers and lectures to conduct academic tutoring are registered in the departments by May 1 of each year, presenting the title of the tutoring, the semester in which it will be conducted, and the aim of the tutoring, which must indicate which relevant legal, scientific or practical problems shall be analyzed. The academic tutoring is carried out and included in the tutor's workload at the request of the head of the department and the decision of the dean.
6. Institutional tutoring is carried out according to terms and procedures agreed with the institution.
7. The Department of Studies of the Faculty informs about the tutoring organized for a relevant semester and the tutor implementing it on the website www.tf.vu.lt no later than two weeks before the beginning of that semester. Students register for the desired tutoring during the first two weeks of the semester by filling out a special registration form on the website www.tf.vu.lt.

8. In general, there can be no less than 3 and no more than 6 students in a tutoring. If more than 6 students register to participate in the tutoring, the tutor has the right to select its participants, taking into account the information provided in the student's registration form, which allows to judge his/her motivation.

9. Form of tutorshing – meetings and discussions on tutoring topics. The tutor leads a subject-specific problem-based discussion with students on a relevant legal, scientific or practical problem, according to his/her own set priorities and order. Before the meeting, the tutor indicates the sources relevant for the discussion for the students to get familiarised with. During the meeting, this material is analyzed and critically assessed, problematic aspects are discussed. The purpose of the meeting is to help students formulate a reasoned opinion and substantiate it.

10. Duration of tutoring – 1 semester, regularity – one meeting per week or one meeting per two weeks. The duration of the tutoring meeting is 2 academic hours.

11. A student who fulfills the obligations set by the tutor receives a certificate confirming participation in tutoring. Tutoring information is not included in the addendum to the student's diploma.

CHAPTER III FINAL PROVISIONS

12. Tutoring for a Faculty teacher or researcher is counted as a pedagogical load, which consists of 32 academic hours per semester when meetings are held once a week or 16 academic hours when meetings are held once every two weeks.

13. The Procedure enters into force after its approval by the Council of the Faculty of Law of Vilnius University. Dean of the Faculty makes the decisions necessary for its implementation.