



REGULATIONS

on Academic Tutorship at Ivan Kozhedub Kharkiv National Air Force University



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of the Ivan Kozhedub Kharkiv National
Air Force University
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on Academic Tutorship
at Ivan Kozhedub Kharkiv National Air Force University

Enacted by the order of the Commandant
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1. General Provisions

1.1. The Regulations on Academic Tutorship at Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the Regulations) have been developed as a supplementary document to the Regulations on the Organization of the Educational Process at Ivan Kozhedub Kharkiv National Air Force University and the Regulations on the Organization of the Educational Process at the Military College of Non-Commissioned Officers of Ivan Kozhedub Kharkiv National Air Force University.

These Regulations define the duties, rights, and responsibilities of the tutors of student groups of Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the University) and of the Military College of Non-Commissioned Officers of Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the MCNCO), with the purpose of improving the adaptation and support of cadets and trainees (hereinafter – learners) in the educational process of the University (MCNCO), enhancing this process, organizing educational work and psychological support for learners, and implementing the tasks of the University (MCNCO) in accordance with the current legislation of Ukraine.

The main purpose of a tutor's work is to provide assistance in creating motivational, organizational, and moral-psychological conditions for learners' self-development, and to foster the upbringing of cultured, highly qualified military professionals.

2. Purpose and Functions of the Tutor

2.1. The activities of a student group tutor are carried out taking into account the characteristics and traditions of the University (MCNCO), faculties (departments), and academic chairs (subject committees).

2.2. The work of a student group tutor is aimed at providing assistance in creating proper conditions for learning, upbringing, self-realization, and development of learners, their creative activities, social protection, conducting extracurricular, cultural-educational, and enlightenment work, as well as organizing their leisure time.

2.3. A student group tutor performs analytical, organizational, and socialization functions. The analytical function involves planning and organizing educational work taking into account interpersonal relationships within the student group, motives for educational and cognitive activities of learners, their intellectual development level, individual characteristics, health status, academic performance, and other relevant factors. The organizational function consists of engaging learners in various activities: cognitive, socially beneficial, value-oriented, etc. It ensures the provision of necessary assistance to learners in self-organization, among other things. The socialization function is realized through a humanistically-oriented interaction between “educator-tutor and learner.”

3. Organization of Academic Tutorship

3.1. Assignment of tutors to student groups is carried out by order of the Head of the University (MCNCO) before the beginning of each academic year and is periodically updated depending on the formation of new student groups. A tutor is assigned to a student group for the entire duration of the learners' studies.

3.2. Tutors of student groups are appointed from among officers and civilian academic (teaching) staff employed full-time at the University (MCNCO), taking into account the profile of military specialist training and the specifics of the faculty (department), and the university-wide academic chair (subject committee). Tutors should enjoy authority, possess high moral qualities, have the necessary pedagogical skills and organizational abilities, and be able to ensure a positive educational influence on learners. An additional requirement for appointment is that the tutor conducts academic classes with the respective student group.

3.3. The activities of a student group tutor are determined by the order of the Head of the University (MCNCO) on the organization of the educational process for the academic year, the Faculty (MCNCO, department) Annual Main Activities Plan, and the Annual Main Activities Plan of the Academic Chair (subject committee).

3.4. Overall management, coordination, and control of tutors' work are carried out by the Deputy Chief of the Faculty for Academics and Research – Head of the Academic Department (Head of the University-wide Department), and by the Deputy Chief of the MCNCO for Academics – Head of the Academic Section.

3.5. The work of a student group tutor is determined by the Tutor's Annual Work Plan, which is approved by the Deputy Chief of the Faculty for Academics and Research – Head of the Academic Department (Head of the University-wide Department), and by the Deputy Chief of the MCNCO for Academics – Head of the Academic Section.

3.6. A student group tutor exerts an educational influence on learners by conducting classroom and extracurricular activities, involving them in self-organization, promoting the establishment of friendly relationships among learners, and acting as a mediator in relations between a learner and the University (MCNCO) administration, the faculty (section), the department (subject committee), and the academic (teaching) staff.

3.7. As a rule, a student group tutor participates at least twice a month in summarizing the learning and an educational outcome with learners, conducts

problem-oriented events on issues of prevention of hazardous phenomena, and receives necessary information regarding their moral and psychological condition.

3.8. For learners enrolled in the correspondence (part-time) form of education, tutorship activities are carried out, as a rule, during training sessions and remotely during the inter-session period.

3.9. Reports by tutors on completed activities and their results are reviewed at the end of each semester during meetings of the faculty academic councils (Pedagogical Council of the MCNCO) and university-wide departments.

3.10. Student group tutors constantly cooperate with commanders (heads) of cadet units, course officers, and bodies of cadet and student self-government.

3.11. The planned number of hours of a student group tutor's work is reflected in the Individual Work Plan of the academic (teaching) staff member for the academic year under the "Organizational Activities" section and shall not exceed 50 hours per academic year.

4. Duties of the Tutor

A tutor is obliged to:

- conduct active collective and individual work within the student group;
- collect the main socio-demographic data of each learner in the student group;
- develop, before the beginning of the new academic year, the Tutor's Work Plan for the student group for the academic year, specifying planned activities, the responsible person, list of participants, timeline, number of hours, completion notes, and have it approved by the Deputy Chief of the Faculty for Academics and Research – Head of the Academic Department (Head of the University-wide Department), and by the Deputy Head of the MCNCO for Academics – Head of the Academic Section;
- record the results of conducted activities in the Student Group Class Attendance Journal under the section "Tutor's Work Record";
- organize and maintain continuous interaction with the faculty (department) administration, Department (subject committees), cadet unit commanders, and bodies of cadet and student self-government to promote the improvement of learning quality, upbringing, and the resolution of social and household issues;
- organize and maintain sufficient communication with all academic (teaching) staff conducting classes with the student group in order to promptly resolve issues related to improving learning quality;
- periodically monitor attendance of classes and independent work of learners, be informed about their current academic performance, readiness for examinations, and results, and develop and implement measures to improve learning quality;

make necessary efforts to create a healthy moral-psychological climate within the student group that would foster learners' creative approach to learning, instill conscious self-discipline, and promote sound moral principles;

periodically conduct consultations with learners aimed at supporting their academic, social, and personal development;

develop learners' organizational skills and identify informal leaders;

contribute to forming the core of the student group, promoting group cohesion, and developing learners' positive value orientations aimed at acquiring knowledge, enhancing cultural level, and leading a healthy lifestyle;

actively participate in summarizing learning and educational outcomes on a weekly, monthly, semester, and academic year basis;

make proposals regarding the encouragement of the best-performing learners and the disciplinary accountability of the less-performing learners;

conduct a group meeting (tutorship hour) with the student group at the end of each month.

5. Rights of the Tutor

A tutor has the right to:

independently choose the forms, methods, and pedagogical techniques for working with the student group and learners;

receive information concerning the quality and performance of learners' studies and their adherence to academic discipline;

determine, together with the student group, the time and place of the group meeting (tutorship hour) at the end of each month;

express their position when preparing a characterization for each learner, nominating candidates for academic scholarships based on academic performance, and on other issues related to learners;

represent, if necessary, the interests of the student group at the level of the University (MCNCO), faculty (section), Department (subject committee), and cadet unit.

6. Reporting and Evaluation of the Tutor's Work

6.1. At the end of each semester, the tutor reports on the results of completed work at the meeting of the Faculty Academic Council (Pedagogical Council of the MCNCO) and the meeting of the Department (subject committee). Issues related to the organization and activities of tutors must be included in the Faculty (department) Annual Main Activities Plan and the Department (subject committee) Annual Main Activities Plan.

6.2. The quality of the tutor's work is taken into account when considering appointment to a higher position.

6.3. The fulfillment of the tutor's duties is considered when determining various forms of incentives or disciplinary measures.

7. Final Provisions

7.1. These Regulations are reviewed and approved by the Academic Council of the University and enacted by order of the Commandant of the University.

7.2. Control over compliance with the provisions of these Regulations is entrusted to the Deputy Commandant of the University for Academics.

7.3. Amendments and additions to these Regulations are approved in the same procedure as the approval of the Regulations themselves.