



## METHODOLOGICAL GUIDELINE No. 6 / 2021

### about study advisors at the Faculty of Civil Engineering of the University of Žilina in Žilina

#### Article 1 Introductory provision

1. The goal of this methodological guideline is in accordance with Act no. 131/2002 Coll. on universities in the current version and Directive no. 209 (Study Regulations for the 1st and 2nd degree of university studies at the University of Žilina in Žilina (hereinafter referred to as 'Directive No. 209')) to define the function, rights and obligations and rules for the work of study advisors for bachelor's or master's degree students in full-time and part-time form at FCE UNIZA.

#### Article 2 Advice from a study advisor at the Faculty of Civil Engineering of the University of Žilina in Žilina

1. A study advisor (tutor) at FCE UNIZA provides counselling services to bachelor and master's degree students in full-time and part-time form, especially when compiling a study plan. The study advisor is appointed and dismissed by the dean of FCE UNIZA from among university teachers for a period of one academic year. At least one study advisor is appointed for the students of each study program. The list of study advisors of FCE UNIZA is published on the website of the faculty and on the bulletin board of the Education Department of FCE UNIZA.
2. The study advisor is obliged to list special consultation hours of one hour per week for the students for whom he has become a study advisor. Communication with students can also be electronic.
3. The study advisor participates in the enrollment of students in the first nominal year of study (primarily in bachelor's studies), familiarizes students with the rules of functioning of the academic environment, introduces them to the principles of life at the university, to the principles of electronic study administration in the academic information and education system (AIVS, e-learning) and with the rights and obligations of the student.
4. Study advisor in accordance with Art. 3, par. 4 and Art. 8, par. 2 Directive no. 209 informs students about the structure of the relevant study program, about the options for choosing subjects and provides them with consultations when drawing up their personal study plans, especially when registering students for mandatory elective and optional subjects for the next academic year.
5. When consulting on foreign study stays (academic mobilities) of outgoing or incoming students, the study advisor follows the valid regulations of the FCEF UNIZA intended for the given type of academic mobility and acts in cooperation with the instructions of the faculty coordinator for academic mobilities.
6. The study advisor accepts comments on individual subjects taught in the study program, informs about them the guarantors of the study programs and at meetings of all study

advisors. He cooperates with the Department of Education of FCE UNIZA when dealing with students' study matters.

7. The main study advisor at FCE UNIZA is the vice dean for study and teaching activities. His task is mainly to coordinate the work of other study advisors, to provide them with information and guidelines, to receive proposals from representatives of the student community in the Academic Senate of FCE UNIZA, from other students and from teachers.

**Article 3**  
**Final provision**

1. The methodological guideline of FCE UNIZA becomes valid on the day of signature by the dean of FCE UNIZA and becomes effective on the day of its publication.
2. The methodological guideline of the dean of FCE UNIZA no. 5/2016 of February 25, 2016 is cancelled.

In Žilina, 06.12.2021

prof. Ing. Marián Drusa, PhD., v. r.  
dean of FCE UNIZA