**IZMIR UNIVERSITY OF ECONOMICS**

**DEAN OF STUDENT’S OFFICE, STUDENT GUIDANCE AND SUPPORT CENTER, ACADEMIC PEER SUPPORT PROGRAM GUIDELINES**

**Purpose**

The purpose of these guidelines is to define the Academic Peer Support Program, which enables students, who are proficient in their subjects, to provide academic support to their peers, and to outline its operation within Izmir University of Economics. The Academic Peer Support Program is a voluntary program created to support students in their courses and contribute to their academic development. There is no fee for participation in the program.

**Scope**

These guidelines cover the documents, workflows, and processes included in the academic peer support program for undergraduate programs at Izmir University of Economics.

**Definitions**

University: Izmir University of Economics

Academic Peer: Students providing and receiving academic support.

Peer Tutor: Students who wish to support their peers academically.

Part-Time Working Student (PTWS): A title earned by peer tutors who meet the criteria.

* PTWS are granted meal rights for the days they teach as long as they continue to work.
* The University covers the “work accident and occupational disease” insurance premium.
* PTWS are paid according to their attendance records.

Tutee: Students who wish to receive academic support from their peers.

**Units**

Dean of Students Office: Dean of Students Office ensures students' adaptation to university life and enhances their quality of life by supporting their personal, cultural, social, and professional development, collaborating with academic and administrative units to solve their problems.

Student Guidance and Support Center (SGSC): A center affiliated with Dean of Students Office that supports students with their academic, school, and campus-related problems and conducts data analysis. It runs the Academic Peer Support Program.

**Liability**

The IUE Dean of Students Office liable for implementing these guidelines.

**1) TUTEE**

1. The tutee identifies the courses they need help with.
2. The tutee fills out and submits the “Tutee Application Form” to the Dean of Students Office.
3. Once the SGSU finds a peer tutor who can teach the relevant course, the students are paired.
4. The SGSU finds the classroom, day, and time suitable to both the tutor and the tutee, and the courses begin.
5. Peer support is prioritized based on application capacity from the first to the last application.
6. At the end of each course, evaluation and satisfaction surveys are conducted to the tutors and tutees.

**2) TUTOR**

1) Tutors are students who are competent to teach peer students by meeting the application requirements. Students (tutors) providing academic support within the program are appointed as part-time working students.

1. Tutoring requirements:

* Not having received any disciplinary penalty and being involved in a disciplinary investigation,
* Studying within the normal duration of education period,
* Having a minimum GPA of 2.75 for undergraduate/graduate students and having passed the courses they will tutor with at least a BB average,
* Attending a short training session, which covers teaching techniques and program information, before tutoring.

1. The working time for tutors is a maximum of 15 (fifteen) hours per week and a total of 60 (sixty) hours per month.
2. The distribution of working hours over the days of the week and the start and end times are determined by the SGSU. The prepared schedule is communicated to the tutor (part-time working student) and the tutee. If necessary, the tutor can change the appointment/working hours. The SGSU monitors the attendance and follow-up of the tutor and the tutee.
3. The tutor, meeting the application requirements, fills out and submits the “Tutor Application Form” to the Dean of Students Office.
4. Applicants are referred to the relevant department head by the Dean of Students Office.
5. Approval is obtained from the course instructor and advisor for students wishing to provide peer support.
6. If the requirements are met and deemed appropriate, the student is selected as a Part-Time Working Student (tutor).
7. Once the SGSU finds a peer tutee who wants to take the relevant course, the students are paired.
8. The SGSU finds the classroom, day, and time suitable to both the tutor and the tutee, and the courses begin.
9. At the end of each course, evaluation and satisfaction surveys are conducted to the tutors and tutees.
10. Tutors cannot engage in actions that would damage the reputation, dignity, or duty of the unit they work for.
11. Tutors must adhere to the principle of confidentiality during the interaction process and must sign a commitment to protect all kinds of information related to the student.