



STUDY ASSOCIATION COGNAC

Tutoring Network Regulations

12th of December 2017

1 Introduction

This document contains the regulations for the tutoring network of Study Association CognAC as stated on the 12th of December 2017. The purpose of this document is to compose a set of general rules and guidelines for the Tutoring Network.

2 General

CognAC facilitates the recruitment of tutors and brings tutors and tutees together. In no way CognAC is responsible for the tutoring itself, including but not limited to the level of tutoring.

3 Tutor

After recruitment, the tutor is coupled with courses which the tutor feels comfortable tutoring and the tutor passed with at least a 7.0. By becoming a tutor, he/she gives consent to CognAC that the tutor's name, study year, courses and corresponding grades are included in the tutor list and that this list is spread on paper and/or the internet. Subsequently, the tutor is allowed to sign contracts with tutees. The tutor is allowed to offer at most five tutees tutoring sessions at the same time.

4 Tutee

A tutee consists of at least one and at most three students. This means that at most three students can participate as a tutee in *one* tutoring session.

5 Contract

The board will strive to have the Chief of Education be one of the board members to sign the contract. The tutoring contract can be ended in the following ways:

- CognAC has the right to end a contract immediately at all times in case of a breach of contract and will notify all parties in writing.
- If both the tutor and tutee want to end their contract, this can be done immediately by notifying CognAC in writing.
- If only the tutor wants to end the contract, this is allowed, provided that all parties will be notified about this in writing at least two weeks in advance.
- If only the tutee wants to end the contract, this is allowed, provided that all parties will be notified about this in writing at least two weeks in advance.

After the contract has ended, the sessions that took place *before* the end of the contract still need to be paid for by the tutee.

6 Tutoring Sessions

Both the tutor and tutee will prepare the tutoring sessions properly. For the tutor, this means that all relevant questions that rise before or during the tutoring session can be answered and that the tutor meets the knowledge level that is required. If questions cannot be answered, the tutor will look up the answer afterwards to provide an answer during the next session. For the tutee, this means that the material is being studied and that the tutee can explain where he or she needs help. The questions, tasks and the other parts of a tutoring session will be decided on in negotiation with the tutee.

7 Payment of tutor

The tutor and tutee negotiate on a tariff themselves. A reasonable tariff is around €7,50 to €10 per hour for sessions. The tutee will pay the tutor the tariff as described in the Tutoring Network Contract. This payment will be done monthly unless this is explicitly arranged differently with the tutor.

8 Evaluation

CognAC will strive to contact both the tutor and tutee after a 2-3 sessions to ask for an evaluation of the quality of tutoring, in order to be aware of the current situation of the tutoring network. The outcome of these evaluations will only be known by the board members of CognAC. CognAC has the right to call an evaluation meeting if this is found necessary. If the tutor does not improve after several evaluation meetings, CognAC has the right to end the contract with the tutor.

9 Complaints

Complaints and comments can be discussed during a horizontal gathering. Serious complaints, urgent comments or other tutor related subjects can always be discussed with the CognAC. When there are complaints or problems concerning the tutee that cannot be resolved by the tutor, CognAC will be informed about this.