



STUDY ASSOCIATION COGNAC

Tutoring Network Regulations

Established on 12th of December 2017

Revised on 5th of February 2019

1 Introduction

This document contains the regulations for the tutoring network of Study Association CognAC. 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. CognAC is in no way responsible for the tutoring itself, including but not limited to the level of tutoring.

3 Tutor

To become a tutor, students can sign up by sending an email to the Chief of Education stating the courses and the corresponding grades the students wants to be a tutor for. By becoming a tutor, this person 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 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 the board of 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.

If none of the previous events occur, the contract will expire after one year. If desired, the contract can be extended by notifying the Chief of Education.

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 came up before 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 relevant material is being studied and that the tutee can explain where help is needed. The questions, tasks and other parts of a tutoring session will be decided on in negotiation between tutor and tutee.

7 Payment of tutor

The tutor and tutee negotiate an hourly wage themselves. A reasonable tariff is around €8 to €12 per hour for a session. 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 has the right to contact both the tutor and tutee to ask for an evaluation of the quality of tutoring, in order to check the current situation of the tutoring network. Furthermore, the Chief of Education strives to evaluate the tutoring network at the end of every exam period. 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 in writing or in person. Serious complaints, urgent comments or other tutor related subjects can always be discussed with CognAC. If there are complaints or problems concerning the tutee that cannot be resolved by the tutor, CognAC can be informed about this.