

Pursuant to Article 54, in conjunction with Article 88 of the Statute of the Faculty of Humanities and Social Sciences in Split (consolidated text, October 2023), the Faculty Council of the Faculty of Humanities and Social Sciences in Split, at its 10th regular session in the 2025/2026 academic year, held on 13 July 2026, hereby adopts the

REGULATIONS ON PEER MENTORING AT THE UNIVERSITY OF SPLIT, FACULTY OF HUMANITIES AND SOCIAL SCIENCES

GENERAL PROVISIONS

Article 1

(1) These Regulations on Peer Mentoring at the Faculty of Humanities and Social Sciences in Split (hereinafter: the Regulations) regulate the organisation and implementation of peer mentoring and the rights and obligations of participants in the peer mentoring process.

(2) Gender-specific terms used in these Regulations shall apply equally to the male and female genders.

Article 2

(1) Peer mentoring is a form of systematic peer support organised at the Faculty.

(2) The purpose of peer mentoring is to:

- facilitate the academic, social and emotional adjustment of first-year students to student life, studies and obligations through the sharing of experience and knowledge by senior students;
- enable senior students (mentors) to develop communication, organisational, pedagogical and professional skills;
- foster solidarity between different student generations and create a sense of belonging among students within their home department and the Faculty community;
- contribute to greater inclusion of first-year students in academic life at the departmental and Faculty levels.

(3) For the purposes of these Regulations, the following terms shall have the following meanings:

- **student mentor** – a student enrolled in a higher year of one of the Faculty's university undergraduate study programmes or an integrated university undergraduate and graduate study programme who has an advisory role in peer mentoring (hereinafter: mentor);
- **first-year student** – a student enrolled in the first year of a university undergraduate study programme or the first year of an integrated university undergraduate and graduate study programme who receives support through peer mentoring (hereinafter: first-year student);
- **departmental peer mentoring coordinator** – a Faculty employee in a teaching or associate position whose home department is the department delivering the study programme attended by the first-year student (hereinafter: Mentoring Coordinator).

(4) The Mentoring Coordinator for each department shall be appointed by the Faculty Council upon the proposal of the Department Council. The term of office of the Mentoring Coordinator shall be three academic years and may be renewed once consecutively.

APPLICATION AND SELECTION OF MENTORS

Article 3

- (1) The Vice-Dean for Teaching and Student Affairs shall publish a Call for Mentor Applications at the beginning of the academic year, as a rule no later than 15 October of the current academic year.
- (2) Mentors shall be selected from among successful students who obtained 60 or more ECTS credits in the preceding academic year. If an insufficient number of students apply to become mentors, the Call may be repeated once. Except where the Call is repeated, the mentor selection process shall be completed by the end of October of the current academic year.
- (3) Mentors shall be selected by the Mentoring Coordinator with the approval of the Vice-Dean for Teaching and Student Affairs.
- (4) A mentor may mentor no more than ten first-year students in a single academic year.
- (5) A mentor's term shall last for one academic year, and the same student may reapply to become a mentor.
- (6) First-year students may contact mentors throughout the academic year using the contact details published on the Department's website.

RIGHTS AND OBLIGATIONS OF MENTORS AND FIRST-YEAR STUDENTS

Article 4

- (1) A mentor shall be entitled to training, a certificate of participation in the mentoring programme, and support from the Mentoring Coordinator.
- (2) At the end of the academic year, the mentor shall submit a report on their activities to the Vice-Dean for Teaching and Student Affairs.
- (3) Communication between mentors and first-year students shall take place in writing (electronically), through direct face-to-face communication on the Faculty premises, or in another appropriate manner agreed upon between the mentor and the first-year student.
- (4) Mentoring shall include:
 - providing information on the organisation of studies and the work of Faculty bodies and services;
 - providing support to first-year students in academic matters and matters relating to student welfare and study obligations;
 - referring first-year students to the appropriate Faculty services according to their needs.
- (5) A first-year student shall be entitled to systematic support from their mentor, confidentiality, and the possibility of changing their mentor once during their studies by submitting a reasoned request to the Mentoring Coordinator.
- (6) A first-year student shall be required to participate in the mentoring process on their own initiative or at the initiative of the mentor, inform the assigned mentor of any change relating to their student status, and, at the end of the academic year, provide feedback on the peer mentoring process at the Faculty through an evaluation.

OBLIGATIONS OF THE FACULTY

Article 5

(1) The Faculty Management shall, within the limits of its available resources, provide mentors with suitable premises and conditions for the effective and uninterrupted performance of their mentoring activities.

(2) The Vice-Dean for Teaching and Student Affairs shall oversee the peer mentoring process and, in cooperation with the Mentoring Coordinators, ensure the timely publication of the Call for Mentor Applications, the implementation of the mentor selection process, and the publication of mentors' contact details on the websites of the Faculty's departments.

(3) The Vice-Dean for Teaching and Student Affairs, in cooperation with the Mentoring Coordinator of each department, shall evaluate the mentoring process on the basis of data collected from mentors and first-year students who participated in the mentoring process and shall propose improvements to the process.

(4) In justified cases, at the initiative of a first-year student or mentor and on the basis of a reasoned proposal by the Mentoring Coordinator, the Vice-Dean for Teaching and Student Affairs may decide to assign a different mentor to the first-year student.

TERMINATION OF MENTORING

Article 6

(1) A mentor and/or first-year student may withdraw from further participation in peer mentoring at any time.

(2) A mentor shall be relieved of their duties:

a) if they cease to have student status at the Faculty;

b) for failure to fulfil the obligations laid down in these Regulations, inappropriate conduct or misuse of the mentoring role, or violation of the principles of ethics, confidentiality or academic integrity.

(3) The decision to relieve a mentor of their duties for the reasons specified in paragraph 2(b) of this Article shall be adopted by the Vice-Dean for Teaching and Student Affairs on the basis of a reasoned proposal by the Mentoring Coordinator.

(4) A student who has lost their mentor status may not be reappointed as a mentor.

FINAL PROVISIONS

Article 7

(1) Amendments to these Regulations shall be adopted in the same manner as these Regulations.

(2) These Regulations shall enter into force on the eighth day following their publication on the Faculty notice board and official website.