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| Code: | RD/13/2019 |
| Type: | DEAN’S DECISION |
| Name: | **Head Teachers of the study Group / Year** |
| Organizational commitment: | Faculty of Logistics and Crisis Management of the Tomas Bata University in Zlín |
| Date of publication: | 9. 8. 2019 |
| Efficiency: | 1. 9. 2019 |
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| Edited by: | Head of the Study Department |
| Collaborated with: | Vice Dean for Pedagogical Activities |
| Number of pages: | 2 |
| Number of attachments: | 0 |
| Distributor: | Directors of Institutes, Head Teachers |
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**INTRODUCTION**

This decision of the Dean defines the appointment of the head teachers of the study group / grade (hereinafter referred to as the "head teacher"), who will ensure information and communication of students with the guarantor of the study program, the director of the institute and the faculty management.

**Article 1**

**General Principles**

1. The head teacher is appointed by the dean of the faculty on the proposal of the director of the relevant institute. For a specific study program, year and form of study, one academic staff member is proposed at the Faculty of Logistics and Crisis Management (hereinafter referred to as "FLCM"). In the case of specializations in the follow-up master's study program, the position of head teacher is held by the guarantor of the specialization for the 1st and 2nd year and both forms of study. The appointment is valid for one academic year.
2. In their activities, the head teachers focus mainly on timely provision of current information about Tomas Bata University in Zlín (hereinafter referred to as "TBU") and their faculties, with an emphasis on FLCM, the university library, student scientific and professional activities, studies as such and opportunities to participate in various activities organized by the university, faculty, city or student organizations.
3. Head teachers are subordinate to the director of the institute, whom they inform continuously (usually once a month) about the demands or problems of the students.
4. Head teachers convene meetings with students, usually twice per semester. At the request of the director of the institute, the vice dean for pedagogical activities, the dean of the faculty or students, the meeting is convened by the head teacher, no later than one week after receiving the request.
5. Head teachers can report work points for this activity in the "Work Capacity Record" according to the rector's directive in force - Evaluation and management of the development of pedagogical, creative, management and other activities of TBU academic and scientific staff, or FLCM internal standards supplementing the rector's directive.

**FINAL PROVISIONS**

This decision of the dean replaces the decision of the dean RD/10/2016 - Head teachers of the year.