

STUDENT AFFAIRS OFFICE

2023/24 Academic Year

Ms Klara Pinterič



University of Maribor

INTERNATIONAL STUDENTS
WELCOME & ORIENTATION DAYS

September 20–21, 2023



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OFFICE HOURS

THURSDAYS: 9:30 am – 12:00 (noon)

(Student ŠOU Kampus Ljubljana)

Ordering documents:

By Wednesday (12 noon)

E-mail: klara.pinteric@um.si

(make a prior appointment by e-mail)



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WHAT INFO DO WE PROVIDE?

- Administrative and technical information related to studies
- Rules and regulations on enrolment
- Exams
- Progression to the next year and repeating a year (*if you repeat the year, you can not take the absolver year at the end of studies*)
- Final theses
- Technical issues with IT services
- TRP extension and registering temporary address



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STUDENT ID CARD

= PROOF OF STUDENT STATUS

Allows you to exercise your rights and obtain other benefits: subsidized student meals, discounts on museum fees and other visits, public transportation...

You have to sign the form and bring a passport photo.

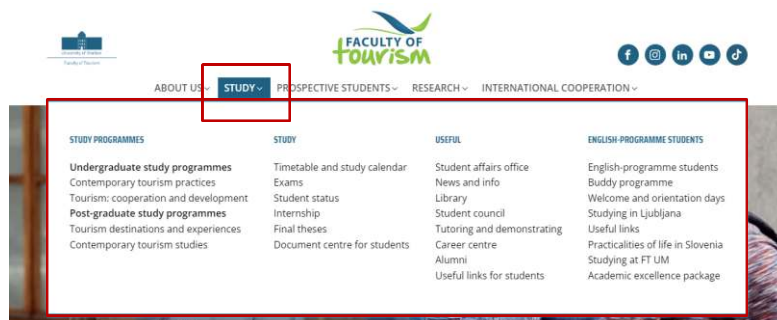
With enrolment in the new study year, you receive the sticker for your ID card.



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WEBSITE

- www.ft.um.si
- Tab: Study



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TIMETABLE

https://www.wise-tt.com/wtt_ft/ (faculty's website – study – timetable and study calendar)

- Choose your programme:
 Contemporary Tourism Practices OR
 Tourism Destinations and Experiences

The timetable may change very frequently. Please check it at least once per day.



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RULES ON EXAMINATION AND GRADING

- Read the Rules on Examinations and Grading of the UM (faculty's website – study – document centre for students)
- Examinations can be oral, written or both (depends on the curriculum)
- Students have the right to **re-sit exams five times (6 in total)** – after that, the student is **excluded** from the programme
- The right to sit the same exam **four times per year**



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RULES ON EXAMINATION AND GRADING

- Retaking an exam for the 4th and each consecutive time: EUR 67
- The 4th and each consecutive attempt takes place before a **committee**
- Exams take place after the lectures are completed (end of each semester)
- **Three examination periods:**
 - winter (*after* winter semester)
 - summer (*after* summer semester)
 - autumn (*end of Aug., beg. of Sep*)



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RULES ON EXAMINATION AND GRADING

- Online registration – AIPS
- You can only apply if you meet the conditions for taking the exam set by the professor

DEADLINE FOR APPLICATION: 8 days prior to the exam date at the latest – after that you cannot apply

WITHDRAWING / DE-REGISTERING FROM THE EXAM: no later than 2 days before exam

If a student applies but does not take an exam and does not withdraw from the exam, they cannot take the next scheduled exam (system block in AIPS)



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RULES ON EXAMINATION AND GRADING

- Exam results and grades must be published no later than 8 days after the written exam
- The right to re-sit all passed exams (to raise the grade) only once



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THANK YOU FOR YOUR ATTENTION



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