

INSTRUCTIONS FOR ENROLMENT IN THE ACADEMIC YEAR 2026-27

(ENGLISH-PROGRAMME STUDENTS)

TIMELINE

1. 8. - 17. 8. 2026 → The AIPS system provides access to:

- the curriculum and elective courses options for the upcoming academic year
- information on whether the enrolment requirements have been met:
 - basic enrollment criteria
 - [Contemporary Tourism Practices \(BACHELOR\)](#) – tab: conditions for progression
 - [Tourism Destinations and Experiences \(MASTER\)](#) – tab: conditions for progression
 - completed student surveys

17. 8. - 25. 9. 2026 → students can begin the e-enrollment process in the online AIPS for enrollment

- adding elective courses to the selection cart
- confirming the e-enrollment form
- printing the e-enrollment form and curriculum
- submitting the signed documents to the Student Affairs Office

ENROLMENT PROCESS

PROGRESSION TO A HIGHER YEAR or ENROLMENT IN THE ADDITIONAL YEAR (for students who meet the conditions)

ENROLMENT IN A HIGHER YEAR

- When you have met all the enrollment conditions, you can enroll electronically through the AIPS system (**even if you will go to Erasmus exchange**)!.
- Print the completed **ENROLLMENT FORM + CURRICULUM** and sign it wherever required (signature by hand!). If the enrollment form is not signed, your enrollment will be invalid.
- Send all documentation by **registered mail** to the following address with the note "For enrollment in the higher year":

**Univerza v Mariboru
Fakulteta za turizem UM
Cesta prvih borcev 36
8250 Brežice**

- If the received documentation is incomplete, you will receive a request for completion by email (please note this will prolong the enrolment process).
- You will receive a UPN (universal payment order) for the payment of tuition fees and enrolment contributions and proof of enrolment by email. We will send the documents to you by email.

ENROLMENT IN THE ADDITIONAL YEAR

The enrolment instructions are the same as for enrolment in a higher year. Students can check if they meet the conditions for the additional year at the Student Affairs Office ([more information](#)).

SUBMITTING REQUESTS TO THE ACADEMIC AFFAIRS COMMITTEE UM FT (for students who do not meet the progression conditions)

a) EXCEPTIONAL APPROVALS FOR STUDENT ENROLMENT IN A HIGHER YEAR

Students who have not completed all the requirements for enrollment in a higher year can request the Academic Affairs Committee for enrollment under special conditions in accordance with Article 85 of the UM Statute. **The [request](#) must be submitted to the Student Affairs Office no later than September 15, 2026, by 12:00 PM. Required attachments: the relevant supporting documents specified in the application form.**

IMPORTANT: A student who submits an application for enrolment in a higher year and also meets the conditions for repeating the year is advised to submit an alternative application (item 8 on the form) in case the request for enrolment in a higher year is not approved.

b) REPEATING A YEAR

Students who failed to complete the requirements for progression to the next year may repeat a year once during their studies. To repeat a year, a student must submit a Request for Repeating the Year to the Academic Affairs Committee before enrollment in accordance with Article 121 of the UM Statute. Students may repeat a year upon approval of the Academic Affairs Committee of the university member provided they have:

- regularly participated in all forms of academic work prescribed by the study programme, and
- accumulated at least 30 ECTS credits in the year in which they are enrolled.

Exceptionally, a repeat year may also be approved for a student who has regularly participated in all academic activities and earned fewer than 30 (but at least 15) ECTS credits if the student has justified reasons.

The [request](#) must be submitted to the Student Affairs Office no later than September 15, 2026, by 12:00 PM. Required attachments: the relevant supporting documents specified in the application form.

e) EXTENSION OF STATUS

Students who have other justified reasons can request the Academic Affairs Committee for extension of their student status (Article 214 of the UM Statute). **The [request](#) must be submitted to the Student Affairs Office no later than September 15, 2026, by 12:00 PM. Required attachments: the relevant supporting documents specified in the application form.**

SUPPORT

If you qualify for enrolment and the AIPS does not allow you to enroll/complete the form, please send an e-mail describing the problem to referat.ft@um.si.