

Pursuant to Article 314 of the Statutes of the University of Maribor (Official Gazette of the Republic of Slovenia, Nos. 100/2023 – Consolidated Text 14 and 31/2024), the Senate of the Faculty of Tourism of the University of Maribor adopted, at its 25th regular session held on 27 May 2027, the following

**Faculty of Tourism, University of Maribor**  
**INTERNAL INSTRUCTIONS ON THE IMPLEMENTATION OF THE TUTORING  
SYSTEM**

**No. 410/2026/N01/300-JL**

1. GENERAL PROVISIONS

**Article 1**

- 1) The organization and implementation of the tutoring system at the University of Maribor is regulated by the Instructions on the Implementation of the Tutoring System at the University of Maribor, No. 012/N 6/2023/400-AG.
- 2) These Internal Instructions further regulate the organization and implementation of the tutoring system at the Faculty of Tourism, University of Maribor (hereinafter: FT UM).
- 3) For matters not covered by these Internal Instructions, the Instructions on the Implementation of the Tutoring System at the University of Maribor shall apply *mutatis mutandis*.
- 4) *[This provision refers to grammatical gender and applies to the Slovene original only].*
- 5) The Vice-Dean for Educational Activities at FT UM is responsible for the implementation of the tutoring system and cooperates with the coordinator of teacher tutors.

2. SELECTION, APPOINTMENT AND TRAINING OF TUTORS

**Student Tutors**

**Article 2**

- 1) For each academic year, the FT UM appoints separate student tutors for different study programmes (professional higher education, university, and master's programmes) and modes of study (full-time and part-time).
- 2) Tutors for full-time students are appointed from among full-time students who apply for the student tutor position, while tutors for part-time students are appointed from among part-time student applicants.
- 3) A tutor for full-time students may be any full-time first-cycle student of the FT UM enrolled – in the academic year during which they perform tutoring duties – in at least the second year of study.

A second-cycle full-time student who has graduated from the FT UM, or who is enrolled in at least the 2<sup>nd</sup> year – in the academic year during which they perform tutoring duties –, (even if they did not graduate from FT UM), may also become a tutor.

Full-time student tutors may also support international students (introductory / entry tutoring).

- 4) A tutor for part-time students may be any part-time first-cycle student of the FT UM enrolled – in the academic year during which they perform tutoring duties – in at least the second year of study.

A first-cycle part-time student with extended enrolment in the 1<sup>st</sup> year may only act as an introductory tutor.

A second-cycle part-time student who has graduated from the FT UM, or who is enrolled in at least the 2<sup>nd</sup> year – in the academic year during which they perform tutoring duties –, (even if they did not graduate from FT UM), may also become a tutor.

- 5) A special eligibility requirement for a student tutor for part-time students is a good command of a major international language.
- 6) A tutor for students with disabilities may be any full-time or part-time student who demonstrates an understanding of different types of disabilities and knowledge of the action plan for removing barriers for students with disabilities may be any full-time or part-time student who demonstrates an understanding. They may also tutor students with disabilities at the 3<sup>rd</sup> cycle.
- 7) In selecting tutors for full-time, part-time and students with disabilities, the following criteria are considered in addition to the requirements above:
- 1 ability to accept and consider the opinions of others;
  - 2 communicative skills;
  - 3 positive attitude towards tutoring;
  - 4 awareness of broader student issues;
  - 5 active participation in extracurricular activities;
  - 6 positive relationship with the FT UM Student Council;
  - 7 familiarity with the study process at the FT UM.

### **Article 3**

- 1) Any student tutor (first or second cycle, full-time or part-time) who meets the above conditions and demonstrates above-average academic results may be appointed as a student tutor coordinator.

### **Article 4**

- 1) The Vice-Dean for Student Affairs at FT UM shall issue a public call for student tutors by 10 June each year. The call shall be published on the FT UM website. Applications for student tutor positions shall be submitted by e-mail.

- 2) Student tutors for full-time and part-time students shall be selected from among the applicants by a committee composed of the Vice-Dean for Student Affairs of the FT UM, the Coordinator of Student Tutors at the FT UM, and a higher education teacher or associate serving as the Coordinator of Teacher Tutors at the FT UM.

The committee shall review and evaluate the applications and prepare minutes containing its decisions, including a list of the selected student tutors by study programme and the proposed Coordinator of Student Tutors.

- 3) The Vice-Dean for Student Affairs of the FT UM, shall present the list of selected candidates at the next meeting of the Student Council of the FT UM. Following its consideration, the Student Council shall forward to the Senate of the FT UM a proposal for the appointment of the student tutors and the Student Tutor Coordinator, normally for consideration at the July session of the Senate.
- 4) The Committee for the Selection of Student Tutors shall have discretionary authority in the selection of student tutor candidates. If the Committee determines that a particular study programme requires a greater number of tutors than the number of applicants, or if no applications have been received for a particular programme, it may reopen the call for applications.

If the number of applicants exceeds the number of tutor positions envisaged by the call, the Committee shall determine the number of student tutors to be appointed. If the Committee determines that a tutor is not required for a particular study programme in the forthcoming academic year, the respective tutor position may remain vacant.

## **Article 5**

- 1) In addition to the tasks set out in the University-level Instructions (Articles 11 and 13), student tutors and their coordinator at FT UM shall also have the following duties:
  - to take part in training sessions for student tutors;
  - to participate in welcome and orientation days, and FT UM events;
  - to assist students in integrating new students into the study environment (introductory / entry tutoring);
  - to take part in activities related to the promotion of student tutoring among students, including participation in FT UM events, preparation of posters and other promotional materials, production of promotional videos, and other activities intended to raise awareness of and encourage participation in the student tutoring system.
- 2) Student tutors and the their coordinator shall receive training for their duties through introductory tutor training sessions organised each September by the University of Maribor and the FT UM. Completion of the introductory training shall remain valid for the entire term of office of the individual student tutor, including any subsequent extension of the appointment.
- 3) Student tutors and the student tutor coordinator may also enrol in one of the tutoring-related course units offered within the framework of the credit-bearing extra-curricular activities

(KOOD) at a member institution of the University of Maribor, in accordance with Article 17 of the Instructions on the Implementation of the Tutoring System at the University of Maribor (No. 012/N 6/2023/400-AG).

Each academic year, the FT UM shall enable and facilitate the enrolment of student tutors and their coordinator in such a course unit and shall provide for its inclusion within their study programme curriculum.

## **Teacher Tutors**

### **Article 6**

- 1) A teacher tutor may be any university teacher or teaching assistant employed at the University of Maribor for at least one year. Young researchers may also serve as tutors if they so wish.
- 2) A visiting expert may also become a teacher tutor, but only in the field of their expertise and under the guidance of other teacher tutors.
- 3) Selection criteria for teacher tutors:
  - ability to accept and consider the opinions of others;
  - communicative skills;
  - positive attitude towards tutoring;
  - awareness of broader student issues;
  - positive opinion from the FT UM Student Council;
  - familiarity with the study process at FT UM.

### **Article 7**

- 1) The coordinator of teacher tutors may be any university teacher or teaching associate employed at the UM for at least one year, who is also an appointed tutor.

### **Article 8**

- 1) Interested staff members may apply to serve as teacher tutors following a call issued by the Vice-Dean for Education. The call shall be published no later than 5 September every second year. Teacher tutors shall be selected from among the applicants by the Committee for Academic Affairs of the FT UM in accordance with the criteria set out in Article 6 of these Instructions.
- 2) Each year, the FT UM shall appoint at least five teacher tutors, with at least one tutor assigned to each study programme and mode of study (full-time professional higher education, full-time university, full-time master's, part-time professional higher education, and part-time master's programmes). Upon the proposal of the Committee for Academic Affairs, the selected candidates shall be appointed by resolution of the Senate of the FT UM at its September session for a term of two years.

- 3) The teacher tutor coordinator shall be proposed by the Committee for Academic Affairs from among the appointed teacher tutors. The selected candidate shall then be appointed by resolution of the Senate of the FT UM at its September session for a term of two years.

### **Article 9**

- 1) In addition to the tasks set out in the University-level Instructions (Articles 10 and 12), teacher tutors and their coordinator at FT UM shall also have the following duties: teacher tutors and their coordinator at FT UM also:
  - to participate in welcome and orientation days, and FT UM events,
  - support the training of student tutors.
- 2) The teacher tutor coordinator shall participate in the recognition of ECTS credits awarded for the completion of the KOOD course unit in the field of tutoring, as they maintain oversight of the tutoring activities carried out by individual students at the FT UM through the review of student tutor reports.
- 3) For this purpose, the teacher tutor coordinator shall actively cooperate with the instructor responsible for the tutoring-related KOOD course unit offered by the relevant member of the University of Maribor.

## **3. TUTORING DYNAMICS**

### **Assignment of Students**

#### **Article 10**

- 1) As a rule, a student tutor shall provide tutoring to students enrolled in the same study programme as themselves. During an academic year, a student tutor may normally be assigned up to 20 students. In the event of greater demand or a need for more intensive support, the workload of the student tutor may be adjusted in consultation with the teacher tutor coordinator.
- 2) As a rule, a teacher tutor shall provide tutoring to students enrolled in the study programme in which the teacher tutor teaches at least one course unit. During an academic year, a teacher tutor may provide tutoring to students from all years of that study programme. In the event of greater demand or a need for more intensive support, additional teacher tutors may be appointed for a particular study programme in consultation with the teacher tutor coordinator.
- 3) Students with disabilities may be assigned to teacher tutors within the study programme in which they are enrolled. Teacher tutors who undertake the tutoring of such students shall participate in internal training programmes organised by the University of Maribor.

## **Number of Meetings**

### **Article 11**

- 1) The minimum number of meetings between student tutors and students in a given academic year shall be 10 for student tutors enrolled in the KOOD Tutoring course unit, where tutoring activities are recognised as part of their study obligations. In order to fulfil the practical tutoring requirement within the KOOD Tutoring course unit, a student tutor must conduct at least 10 tutoring meetings per academic year.

For student tutors who are not enrolled in the KOOD Tutoring course unit, the minimum number of tutoring meetings in an academic year shall be five.

- 2) The minimum number of meetings between teacher tutors and students in a given academic year shall be five.
- 3) Students and individuals who have lost their student status shall be entitled to up to five meetings with a teacher tutor or a student tutor during an academic year.

## **Reporting**

### **Article 12**

- 1) Student tutors shall maintain a monthly record of their tutoring activities, including a list of activities by date and a description of the content of each meeting. The monthly record shall be kept in tabular form and digitally signed. Completed monthly reports shall be submitted promptly by student tutors to the location designated by the teacher tutor coordinator. Each report shall include a table listing the activities carried out, together with the corresponding dates and descriptions of individual meetings.
- 2) Student tutors shall submit their monthly report to the teacher tutor coordinator no later than the fifth day of the month for the preceding month.
- 3) Student tutors shall submit a consolidated report for the preceding academic year no later than 30 September. Based on this report, the teacher tutor coordinator shall issue a certificate confirming the completion of tutoring duties.
- 4) Teacher tutors shall maintain an annual record of their tutoring activities. Each tutoring report shall include a table listing the activities carried out, together with the corresponding dates and descriptions of individual meetings.
- 5) Teacher tutors shall submit their report to the teacher tutor coordinator by the end of June each year.
- 6) The teacher tutor coordinator shall prepare an evaluation report on the operation of the tutoring system during the preceding academic year by 30 September and submit it to the Committee for Academic Affairs for approval.

#### 4. EVALUATION OF TUTORS' WORK

##### **Rewards and Commendations**

##### **Article 13**

- 1) Student tutors are financially compensated via student referral forms, in line with the valid FT UM price list for student work.
- 2) Teacher tutors providing tutoring to full-time and/or part-time students and/or students with special status may be awarded up to one teaching credit point per year for 30 or more hours of tutoring activities; for a lower number of hours, the credit shall be awarded proportionally, in accordance with the criteria governing academic appointments and promotions.
- 3) Teacher tutors and student tutors may receive awards and commendations in accordance with the FT UM Rules on Awards.

##### **Fee for the Tutoring System**

##### **Article 14**

- 1) The fee for the tutoring system shall be determined in accordance with the applicable Schedule of Fees and shall be charged upon a student's enrolment at the FT UM or upon enrolment in a higher year of study. The contribution shall not be charged to student tutors.

#### 5. TRANSITIONAL AND FINAL PROVISIONS

##### **Article 15**

- 1) These updated Instructions on the Implementation of the Tutoring System at the Faculty of Tourism, University of Maribor, shall enter into force on the date of their approval by the Senate of the FT UM.
- 2) Upon the entry into force of these Instructions, the previous Internal Instructions on the Implementation of the Tutoring System / Rules on the Implementation of Tutoring at the Faculty of Tourism, University of Maribor, No. 410/2024/N01/300-JL, shall cease to apply.

Faculty of Tourism, University of Maribor

Dean

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