

In accordance with the Rules on the Tutoring System at the University of Maribor's Faculty of Tourism (hereinafter: the FT UM), at its 4th correspondence session of 3 October 2022 the FT UM Student Council adopted the following

**DECISION**  
**on publishing a call for applications**  
**for (international) student tutors, coordinators of (international) student tutors and their assistants at the University of Maribor's Faculty of Tourism**

**1. LEGAL BASIS**

The FT UM Student Council is inviting applications for five student tutors and two tutors for international students, among whom it will also select a tutor coordinator and his or her assistant for the 2022/2023 academic year.

**2. AD HOC APPLICANT SELECTION COMMITTEE**

The committee for the selection of (international) student tutors, the (international) student tutor coordinator and his or her assistant (hereinafter: the Committee) comprises the following members:

- The FT UM Vice-Dean for Student Affairs,
- A member of the FT Student Council,
- A university instructor or assistant instructor,
- A tutor coordinator and
- A tutor.

Among the applicants, the Committee will select student tutors, two international student tutors, a tutor coordinator and his or her assistant at FT UM.

The committee operates autonomously. The committee's decisions in the selection procedure are final.

**3. SELECTION CRITERIA**

Students that meet all the suitability assessment criteria under Articles 8 and 11 of the FT UM Rules on the Tutoring System may apply for a tutor position at FT UM; specifically, this means that they:

- Have completed the second semester of a first-cycle Bologna degree programme;
- Have passed at least seven exams from the first two semesters of the programme;
- Are communicative and ready to work with their academic colleagues;
- Can accept and respect other people's opinions;
- Have a positive attitude towards tutoring;
- Are familiar with the wider student situation and issues;
- Actively engage in extracurricular activities;
- Have received a positive opinion from the FT Student Council;



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- Are well acquainted with studying at FT.

In addition to meeting all the criteria above, applicants for international student tutors must also have a good command of the language used by the international students they tutor.

The Committee will conduct an interview with individual applicants and obtain opinions about the applicant's suitability if available.

#### **4. APPLICATION DEADLINE**

Applications must be submitted on the prescribed form, which is enclosed with this decision (Form 1), together with all other required enclosures and in a single copy to the FT UM secretary's office by **Thursday, 10 October 2022, at 10 am** in a sealed envelope labelled "**FT student tutor application – do not open**".

The applicants must submit the following:

- A completed and signed application form;
- A certificate of enrolment for the 2022/2023 academic year.

Late applications will be rejected.

#### **5. SELECTION DEADLINE**

The Committee shall meet **by noon on 13 October 2022** at the latest to review the applications received. Once the Committee opens the applications received, it asks the Academic Affairs Office provide certificates of enrolment and grade transcripts for the applicants.

Based on the applications received, the Committee decides which applicants to invite for interviews, if needed. After the selection procedure is completed, the Committee selects five tutors, two international student tutors and, among them, a tutor coordinator and his or her assistant for the 2022/2023 academic year.

#### **6. APPOINTING TUTORS AND THEIR COORDINATOR**

The Committee submits a list of the tutors, tutor coordinator and coordinator's assistant selected to the FT UM Student Council, which produces an appointment proposal and submits it to the Faculty's secretary. Based on the proposal submitted, the Dean appoints the tutors, including two for international students, their coordinator and his or her assistant for a term of one academic year.

Their appointment can be terminated at their own initiative or through dismissal in accordance with the Rules.



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## 7. POSTING THE DECISION

This decision is posted on the FT UM notice board and website.

Encl.:

– Application form

University of Maribor Faculty of Tourism Student Council  
Chair  
Laura Lupše





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**FT UM STUDENT TUTOR APPLICATION FORM**

**I. Applicant details**

Full name		
Academic programme		
Year of enrolment in 2022/2023 academic year		
Telephone no. and email		
Permanent residence (address)		
Temporary residence (address)		

**II. Applicant statement**

I, the undersigned \_\_\_\_\_, hereby apply to be

**\*(please circle)\***

- A student tutor.
- An international student tutor.
- A tutor coordinator at the University of Maribor Faculty of Tourism.

I declare I am familiar with the content of the following documents:

- The UM Faculty of Tourism Rules on the Tutoring System.

Place and date

Applicant signature

\_\_\_\_\_

\_\_\_\_\_