



Univerza v Mariboru

Fakulteta za turizem
Študentski svet

In accordance with the Rules on the Tutoring System at the University of Maribor's Faculty of Tourism (hereinafter: the FT UM), at its 11th extraordinary meeting session of October 25, 2023 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

Article 1
LEGAL BASIS

The FT UM Student Council is inviting applications for five student tutors and two international student tutors, among whom it will select a tutor coordinator and an assistant tutor coordinator for the 2023/2024 academic year.

Article 2
AD HOC APPLICANT SELECTION COMMITTEE

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

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

Among the applicants, the Committee will select FT UM five student tutors, two international student tutors, a tutor coordinator, and an assistant tutor coordinator.

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

Article 3
SELECTION CRITERIA

Students that meet all the eligibility criteria under Articles 8 and 11 of the FT UM Rules on the Tutoring System may apply for a student tutor position at the 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;



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- 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;
- Are well acquainted with studying at the 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 applicants' suitability.

Article 4 **APPLICATION DEADLINE**

Applications must be submitted on the form enclosed to this Decision (Form 1), together with all other required enclosures, and in a single copy, to the FT UM secretary's office by **Friday, 10 November 2023, 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 2023/2024 academic year.

Late applications will be rejected.

Article 5 **SELECTION DEADLINE**

The Committee will meet **by noon on 15 November 2023** at the latest to review the applications received. Once the Committee opens the applications received, it will ask the Student Affairs Office to 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 an assistant tutor coordinator for the 2023/2024 academic year.

Article 6 **APPOINTING TUTORS AND THEIR COORDINATOR**

The Committee submits a list of the tutors, tutor coordinator and assistant tutor coordinator selected to the FT UM Student Council, which produces a proposal for appointment 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 an assistant tutor coordinator 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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Article 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
Vice-Dean for Student Affairs
Lana Vogrinc





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FT UM STUDENT TUTOR APPLICATION FORM

I. Applicant details

Full name		
Academic programme		
Year of studies in 2023/2024 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 Faculty of Tourism, University of Maribor.

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
