

In accordance with the Rules on the Tutoring System at the University of Maribor's Faculty of Tourism (hereinafter: the FT UM), at the 5th Correspondence meeting of FT UM Student on 23 of August 2024 Council adopted the following

**DECISION**  
**calling for the nomination and appointment procedure**  
**of student tutors at the Faculty of Tourism, University of Maribor**

**1. LEGAL BASIS**

The FT UM Student Council is again collecting applications for student tutors, from which a student tutor coordinator will be selected. The following applications are being collected for the academic year 2024/2025:

- 1 student tutors on a full-time VS programme
- 1 student tutor on the UN programme
- 1 student tutor on a full-time MAG programme
- 1 student tutor on the part-time MAG programme (English programme)

The selected student tutors will be included in the UM tutoring system in the academic year 2024/25. They will be financially rewarded for their work within the system, will be required to keep a record of their work and will be required to take an elective course in a credit-bearing extra-curricular activity at UM, namely one of the following subjects:

- University tutoring: selected topics in didactics (FNM UM)
- University tutoring: selected topics in social and emotional learning (FF UM)

An elective course in tutoring replaces one elective course from the regular study programme. The administrative procedures for the elective course will be arranged by the selected tutors in cooperation with the Centre for Student and Academic Affairs and International Cooperation (Academic Affairs Office).

**2. AD HOC APPLICANT SELECTION COMMITTEE**

The Student Tutor Selection Committee (hereinafter referred to as the Committee) is composed of:

- Vice-Dean for Student Affairs FT UM,
- the coordinator of student tutors at FT UM,
- a higher education teacher or a colleague who is acting as the coordinator of teacher tutors at FT UM.

The committee shall select the student tutors from among the applicants, and the FT UM student tutor coordinator shall be nominated from among the applicants by the FT UM teacher tutor coordinator.

The committee shall be autonomous in its work. The decisions of the committee in the selection process are final.

**3. SELECTION CRITERIA**

Students who meet all the assessment criteria are eligible to apply to become FT UM student tutors eligibility criteria, in accordance with Articles 2 and 3 of the INTERNAL INSTRUCTIONS ON THE IMPLEMENTATION OF THE TUTORING SYSTEM AT THE FACULTY OF TOURISM OF THE UNIVERSITY OF MARIBOR No 410/2024/N01/300-JL, namely:

1. A full-time student tutor can be any FT UM first cycle full-time student who is enrolled in at least the second year of study.

A tutor student may also be any student of the FT UM 2nd cycle of full-time study who has graduated from the FT UM, or a student who has not graduated from the FT UM and is enrolled in at least the 2nd year.

Tutors of full-time students can also be tutors of international students at level 3 (entry tutoring).

2. A part-time student tutor can be any student FT UM of the first cycle of part-time studies who is enrolled in at least the second year of study.

A part-time student tutor may also be any student of the first cycle of the FT UM UM who has an extended enrolment in the first year, but in this case may only do an entry tutorial.

Likewise, any FT UM 2nd cycle part-time student who has graduated from FT UM, or a student who has not graduated from FT UM and is enrolled in at least the 2nd year, may be a part-time student tutor.

3. A special requirement for a part-time student tutor is good communication in a foreign language.

4. A student tutor for students with disabilities may be a full-time or part-time student tutor who demonstrates an understanding of disability and knowledge of the Action Plan for the Elimination of Barriers for Students with Disabilities.

Student tutors for students with disabilities may also be tutors for students with disabilities at Level 3.

5. In addition to the requirements set out in the first three paragraphs, the following conditions shall apply to the selection of a student tutor for full-time students, a student tutor for part-time students and a student tutor for students with disabilities:

1. be able to accept and take account of other people's opinions;
2. be communicative;
3. has developed a positive attitude towards tutoring;
4. knowledge of wider student issues;
5. actively participates in extra-curricular activities;
6. has a positive opinion of the FT UM Student Council;
7. is well informed about the study process at FT UM.

Any student tutor on a full-time or part-time first or second cycle programme who fulfils the requirements for a student tutor set out in Article 2 of these Instructions may be a student tutor coordinator. He/she must also have a satisfactory academic record.



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#### 4. APPLICATION DEADLINE

Applications must be submitted on the prescribed form attached to this Decision (Form 1) together with the attachments no later than **10.00 AM on Monday 9th of August 2024** in a sealed envelope in a single copy to the Secretariat of the FT UM, marked '**Candidature for FT Student Tutor - Do not open**'.

The application must be accompanied by:

- A completed and signed application form

Applications submitted after the above deadline will be rejected as late.

#### 5. SELECTION DEADLINE

The Jury will meet **on Monday 9th of August 2024 at 12.00** to examine the applications received. If necessary, the selection board will decide whether or not to conduct an oral interview with the candidates within a maximum of five working days after the opening of the applications.

#### 6. APPOINTING TUTORS AND THEIR COORDINATOR

The Commission shall forward the list of selected student tutors to the FT UM Student Council. The coordinator of the student tutors shall also forward the proposal of the selected coordinator of the student tutors to the FT UM Student Council. The FT UM Student Council shall prepare a proposal for appointment and forward it to the FT UM Senate. The FT UM Senate shall appoint the student tutors and the coordinator of the student tutors on the basis of the submitted proposal for a period of one academic year.

The term of office of student tutors and the student tutor coordinator may be terminated early at the student's own request or by loss of student status or dismissal. Dismissal shall be decided by the Faculty Senate on a proposal from the Student Council, the Student Tutor Coordinator or the Vice-Dean responsible for Education.

#### 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 enrolment in 2024/2025 academic year		
Telephone no. and email		
Permanent residence (address)		
Temporary residence (address)		

**II. Applicant statement**

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

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

- tutor for a student on a full-time VS programme
- a student tutor on a part-time VS programme (English programme)
- a student tutor on a UN programme
- a student tutor on a full-time MAG programme
- a student tutor on the part-time MAG programme (English programme)

Write why you want to become a tutor and how you meet the requirements.

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

- INSTRUCTIONS ON THE IMPLEMENTATION OF THE TUTORING SYSTEM AT THE UNIVERSITY OF MARIBOR, No 012/N 6/2023/400-AG

- INTERNAL INSTRUCTIONS ON THE IMPLEMENTATION OF THE TUTORING SYSTEM AT THE FACULTY OF TOURISM OF THE UNIVERSITY OF MARIBOR NO 410/2024/N01/300-JL

Place and date

Applicant signature

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