



Univerza v Mariboru

Fakulteta za turizem

Študentski svet

Based on the Internal Guidelines on the Implementation of the Tutoring System at the Faculty of Tourism of the University of Maribor No. 410/2024/N01/300-JL (hereinafter: Internal Guidelines of FT UM) and the Guidelines on the Implementation of the Tutoring System at the University of Maribor No. 012/N 6/2023/400-AG, the Student Council of FT UM adopted the following

DECISION

on the announcement of the procedure for the application and appointment of student tutors at the Faculty of Tourism of the University of Maribor

1. CALL FOR APPLICATIONS – CONTENT

The Student Council of FT UM is accepting applications for student tutors, one of whom will be selected as the coordinator of student tutors. For the academic year 2025/2026, the following positions are open:

- 2 student tutors for the full-time professional Bachelor's programme
- 2 student tutors for the part-time professional English-language Bachelor's programme
- 1 student tutor for the university Bachelor's programme
- 1 student tutor for the full-time Master's programme
- 1 student tutor for the part-time English-language Master's programme

2. OBLIGATIONS OF STUDENT TUTORS AND REMUNERATION

Selected student tutors will be included in the UM tutoring system for the academic year 2025/26. Within this system, they will be financially compensated for their work, required to keep records of their activities, and regularly report to the student tutor coordinator and to the tutoring system coordinator at the FT UM.

The appointed student tutors must attend a mandatory introductory training for student tutors at the end of September 2025. All trainings are mandatory and will be conducted in the Moodle online classroom. For students who successfully completed the introductory training in 2024 and are reapplying for the student tutor position, participation is not mandatory, as the completed training remains valid for the entire duration of their tutoring role at the FT UM.

Student tutors also have the option to select one of the following tutoring-related elective courses as part of the credit-awarding extracurricular activities at UM:

- University Tutoring: Selected Topics in Didactics (Faculty of Natural Sciences and Mathematics, UM) or
- University Tutoring: Selected Topics in Social and Emotional Learning (Faculty of Arts, UM).

The selected tutors will complete the administrative procedures regarding the elective course in cooperation with the Centre for Student and Academic Affairs and International Cooperation Centre (Student Affairs Office).



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3. SELECTION COMMITTEE

The committee for the selection of student tutors (hereinafter: committee) consists of:

- the Vice-Dean for Student Affairs of FT UM,
- the coordinator of student tutors at FT UM,
- the higher education teacher or associate serving as the coordinator of teacher tutors at the FT UM.

The committee operates autonomously. The committee's decisions regarding the selection process are final.

4. SELECTION CRITERIA

Students of the FT UM may apply for the position of student tutor if they meet all the eligibility criteria as defined in Articles 2 and 3 of the FT UM Internal Guidelines:

1. Tutorship in the full-time programme is available to any student of the FT UM enrolled in at least the 2nd year of a 1st cycle full-time study programme. Any 2nd cycle full-time student who graduated from the FT UM can likewise act as tutor, as well as any 2nd cycle full-time student enrolled in at least the 2nd year, even if not a FT UM graduate. Full-time programme student tutors may also serve as entry-level tutors for 3rd cycle international doctoral students.
2. Tutorship in the part-time programme is available to any student of the FT UM enrolled in at least the 2nd year of a 1st cycle part-time study programme. Additionally, a student with extended enrolment in the 1st year of part-time study may apply but can only perform entry-level tutoring. Any 2nd cycle part-time student who graduated from the FT UM can likewise act as tutor, as well as any 2nd cycle part-time student enrolled in at least the 2nd year, even if not a FT UM graduate.
3. A special requirement for part-time study programme tutors is good communication skills in a global foreign language.
4. A student tutor for students with disabilities can be a full-time or part-time programme student who demonstrates an understanding of different types of disabilities and is familiar with the action plan for eliminating barriers for students with disabilities. Tutors for students with disabilities may also tutor doctoral students with disabilities.
5. In addition to the above requirements, the following criteria will also be considered in the selection of full-time and part-time programme tutors as well as tutors for students with disabilities:
 - Ability to accept and consider the opinions of others;
 - Strong communication skills;
 - Positive attitude toward tutoring work;
 - Awareness of broader student-related issues;
 - Active participation in extracurricular activities;
 - Positive recommendation from the FT UM Student Council;
 - Good knowledge of the study process at the FT UM.



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Any full-time or part-time, 1st or 2nd cycle programme student can become the student tutor coordinator provided they meet the eligibility criteria as per Article 2 of the Internal Guidelines. In addition, the candidate must demonstrate stronger academic performance.

6. APPLICATION DEADLINE

Applications must be submitted using the prescribed form, which is an attachment to this decision (Form 1), along with the required documents, no later than Wednesday, **18 June 2025, by 14:00**, in a sealed envelope, in one copy, to the Secretariat of the Faculty of Tourism, UM, with the label "**Application for FT UM Student Tutor – Do Not Open.**" The application must include a completed and signed application form for the position of student tutor at the Faculty of Tourism, UM.

Applications submitted after the deadline will be rejected as late.

7. DEADLINE FOR SELECTION OF CANDIDATES

The committee will meet on Wednesday, 18 June 2025, after 14:00, to review the received applications. If necessary, the committee may decide to conduct interviews with the candidates within a maximum of five working days after the opening of applications.

8. APPOINTMENT OF STUDENT TUTORS AND STUDENT TUTOR COORDINATOR

The committee selects student tutors in each category from among the applicants. The student tutor coordinator will forward the proposed appointments to the Faculty Senate for approval, typically at the June meeting.

At the same time, the coordinator of teacher tutors proposes one of the selected tutors to the FT UM Student Council for confirmation as the student tutor coordinator. The approved proposal of the Student Council is then submitted to the Faculty Senate for formal appointment.

Based on these proposals, the FT UM Senate appoints student tutors and the student tutor coordinator for a period of one academic year.

All student tutors and the student tutor coordinator are appointed for one year, with the possibility of extension or reappointment. Their mandate may be terminated early at the student's own request, due to loss of student status, or through dismissal. Dismissal is decided by the FT UM Senate at the proposal of the Student Council, the student tutor coordinator, or the Vice-Dean for Education.

9. PUBLICATION OF THE DECISION

This decision will be published on the FT UM notice board and on the FT UM website.

Attachments:

- Application form for the position of FT UM student tutor

University of Maribor, Faculty of Tourism Student Council

Vice-Dean for Student Affairs

Almaida Mizić





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FT UM STUDENT TUTOR APPLICATION FORM

I. Applicant details

| | | |
|----------------------------------|--|--|
| Full name | | |
| Academic programme | | |
| Study year in 2025/2026 | | |
| Telephone no. and email | | |
| Permanent residence (address) | | |
| Temporary residence (address) | | |

II. Applicant statement

I, the undersigned _____, hereby apply for the position of
(circle one)

- student tutor in the full-time Bachelor's programme
- student tutor in the part-time Bachelor's programme (English programme)
- student tutor in the UN programme
- student tutor in the full-time Masters programme
- student tutor in the part-time Masters programme (English programme)

Please explain why you would like to become a tutor and how you meet the eligibility criteria.



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I hereby 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

