



Univerza v Mariboru

Fakulteta za turizem

Študentski svet

Based on 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 (hereinafter: Internal Instructions of FT UM) and the Instructions 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 REPEATING THE ANNOUNCEMENT OF THE PROCEDURE FOR THE APPLICATION AND **APPOINTMENT OF STUDENT TUTORS** AT THE FACULTY OF TOURISM OF THE UNIVERSITY OF MARIBOR

#### 1. CONTENT OF THE CALL

1. The Student Council of FT UM is collecting applications for student tutors. For the academic year 2026/2027, the following applications are being collected:
  - 2 student tutors for the full-time professional Bachelor programme
  - 1 student tutor for the part-time English-language Master programme
2. The Selection Committee will appoint a coordinator of student tutors and a tutor for students with disabilities from among the applicants.

#### 2. SELECTION CRITERIA

1. Students eligible to apply for student tutor positions at FT UM must meet all suitability criteria in accordance with Articles 2 and 3 of the Internal Instructions of FT UM, namely:
  - a. A student **tutor for full-time programmes** can be any student of FT UM who is, at the time of providing tutoring support, enrolled in at least the 2nd year of a first-cycle full-time study programme. A tutor can also be any second-cycle full-time student who graduated from FT UM or a second-cycle full-time student enrolled in at least the 2nd year at the time of providing tutoring support, even if they did not graduate from FT UM. Full-time student tutors may also serve as entry-level tutors for international doctoral students.
  - b. A student **tutor for part-time English-language programmes** can be any student of FT UM who is, at the time of providing tutoring support, enrolled in at least the 2nd year of a first-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. A tutor can also be any second-cycle part-time student who graduated from FT UM or is, at the time of providing tutoring support, enrolled in at least the 2nd year, even if they did not graduate from FT UM.
  - c. A special requirement for tutors for part-time English-language programmes is good communication skills in a global foreign language.
  - d. A student **tutor for students with disabilities** can be a full-time or part-time student who demonstrates an understanding of different types of disabilities and familiarity with the action plan for eliminating barriers for students with disabilities. Tutors for students with disabilities may also tutor doctoral students with disabilities.



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2. In addition to the above requirements, the following criteria will also be considered in the selection of full-time, part-time, and disability student tutors:
  - a. Ability to accept and consider the opinions of others;
  - b. Strong communication skills;
  - c. Positive attitude toward tutoring work;
  - d. Awareness of broader student-related issues;
  - e. Active participation in extracurricular activities;
  - f. Positive recommendation from the FT UM Student Council;
  - g. Good knowledge of the study process at FT UM.
3. The **student tutor coordinator** can be any student tutor (full-time or part-time) at the first or second cycle, who meets the tutor eligibility criteria as per Article 2 of the Internal Instructions. In addition, the candidate must demonstrate superior academic performance.

### 3. OBLIGATIONS OF TUTORS AND REMUNERATION

1. Selected student tutors will be included in the FT UM tutoring system in the academic year 2026/27. They will **meet regularly with the group of students assigned to them** and provide them with assistance; appointed tutors should meet with students a **minimum of five times** during the academic year.

Student tutors are required to keep records of their work and **report regularly** to the coordinator of the tutoring system at the Faculty of Tourism, University of Maribor. Tutoring duties include both meetings with students and all related preparation work, as well as participation in events.

Student tutors receive financial compensation for their work; the **hourly rate for tutoring is at least 20% higher than the minimum student hourly wage**.

2. Selected student tutors will be required to attend an **onboarding** session for student tutors organised by the University of Maribor Rectorate in September 2026, held online via MS Teams, as well as onboarding at the Faculty of Tourism, University of Maribor, which will take place in person in Brežice. Travel expenses will be reimbursed.

For student tutors who successfully completed onboarding in previous years and reapply for the student tutor call, attendance in onboarding sessions is not mandatory, as the completed training remains valid for the entire period of their work as student tutors at the FT UM.

3. Student tutors may choose, as one of the **elective courses** within the framework of credit-evaluated extracurricular activities at the University of Maribor, a course related to tutoring, namely: *University Tutoring: Selected Topics in Didactics (Faculty of Natural Sciences and Mathematics, University of Maribor)* or *University Tutoring: Selected Topics in Social and Emotional Learning (Faculty of Arts, University of Maribor)*. Administrative procedures related to the elective course are arranged by the selected tutors together with the Centre for Student and Academic Affairs and International Cooperation (Student Affairs Office).



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#### 4. SELECTION COMMITTEE

1. The Student Tutor Selection Committee (hereinafter: Selection Committee) consists of:
  - Vice-Dean for Student Affairs of FT UM,
  - Coordinator of student tutors at FT UM,
  - Coordinator of tutor system at FT UM.
2. The committee is autonomous in its work. The committee's decisions regarding the selection process are final.

#### 5. APPLICATION DEADLINE

1. Applications must be submitted using the form attached to this decision (Form 1), along with the required documents, by no later than Monday, **16 June 2026, by 11:00**, sent by email to **referat.ft@um.si**, where the subject field must read "**Application for FT student tutor**".
2. Applications submitted after the deadline will be rejected as late.

#### 6. DEADLINE FOR SELECTION OF CANDIDATES

1. The Selection Committee will meet on Monday, 16th June 2026, after 11:00, 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.

#### 7. APPOINTMENT OF TUTORS AND COORDINATOR OF STUDENT TUTORS

1. The Selection Committee will select student tutors in each category from the pool of applicants. A coordinator of student tutors and a tutor for students with disabilities will also be appointed.
2. The Vice-Dean for Student Affairs of FT UM will present the proposed appointments at the first next FT UM Student Council. The Student Council will discuss the proposed candidates and then forward the names to the Faculty Senate for final appointment, usually ahead of their July session.
3. The Faculty Senate appoints student tutors, the coordinator of student tutors and the student tutor for students with disabilities for a period of one academic year. The appointed tutors are notified about their appointment by email.
4. All student tutors and their coordinator are appointed for one year, with the possibility of extension or reappointment. The mandate may be terminated early at the student's request, due to loss of student status, or through dismissal. Dismissal is decided by the Faculty Senate at the proposal of the Student Council, the coordinator of teacher tutors, or the Vice-Dean for Education.

#### 8. PUBLICATION OF THE DECISION

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



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**Attachments:**

- Application form for FT UM student tutors

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		
Telephone no. and email		
Academic programme		
Study year in 2026/27		
Grade average in 2025/26 (exams passed)		
Which languages do you speak fluently?		

### II. Applicant statement

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

for the \*(circle)\*

English-programme Bachelor students

English-programme Master students.

Explain why you would like to become a tutor and how you meet the requirements.



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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-JI

Place and date

Applicant signature

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