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Our sign: 08731/1-2022
In Koper, April 12, 2022

Pursuant to Article 8 of the Rules on the Tutoring System at the University of Primorska, no. 002-4 / 22 of 23 March 2022, the University of Primorska publishes

CALL FOR STUDENT TUTORS FOR THE 2022/2023 ACADEMIC YEAR

Student tutoring is a form of tutoring activity in which students advise their colleagues in resolving student, study and other issues at the faculty and university.

The University of Primorska (UP) is announcing places for student tutors for the academic year 2022/2023 to help students:

- of undergraduate and master study programmes at UP,
- on a study exchange at UP,
- of doctoral study programmes, if they have the status of a student with special needs or if so decided by the competent body of the faculty or the faculty commission.

Student tutor's assignments

Student tutors:

- organize cognitive and counselling meetings with tutors;
- advise tutors in finding help to overcome problems in the field of study;
- advise tutors in engaging in extracurricular activities;
- with their example and activities, take care of the promotion of studies, faculty and tutoring system at UP;
- acquaint tutors with legal and other acts of the faculty and UP, which determine their rights and duties during their studies;
- acquaint tutors with individuals and working bodies at the faculty and UP, which are responsible for solving study and other issues;
- keep records of work with tutees and submit a report on the work performed at the end of the year;
- follow the instructions of the faculty coordinator of student tutors;
- perform tasks as instructed by the faculty coordinator of student tutors and the faculty coordinator of teacher tutors.

Tutors for foreign students additionally:

- establish contacts with foreign students by e-mail before their arrival in Slovenia;
- assist foreign students in administrative matters (obtaining a student card, purchasing student vouchers, registering temporary residence, obtaining a tax number, etc.);
- help foreign students with orientation at the faculty and, if necessary, advise them during their studies at UP;
- help foreign students integrate into the environment.

Tutors for students with special needs additionally:

- help them with orientation at the faculty and, if necessary, advise them during their studies at UP;
- help them with integration into the environment;
- direct them to the competent professional services or UP staff trained to work with students with special needs.

Student tutor's benefits

The university provides student tutors with:

- regular trainings;
- regular monthly meetings at the faculty and UP level;
- prize trip;
- the possibility of obtaining ECTS credit points.

Application conditions

This Call is open to all UP students who:

- recognize themselves in the description and want to contribute to a pleasant and working atmosphere at the faculty and UP,
- are acquainted with the study and student issues at the home faculty and UP.

Submission of applications

Interested students apply by filling in the form in VIS/SIS via the link:

- 1) UP FHS: [APPLICATION FOR THE CALL](#)
- 2) UP FM: [APPLICATION FOR THE CALL](#)
- 3) UP FAMNIT: [APPLICATION FOR THE CALL](#)
- 4) UP FTS Turistica: [APPLICATION FOR THE CALL](#)
- 5) UP FVZ: [APPLICATION FOR THE CALL](#)
- 6) UP PEF: [APPLICATION FOR THE CALL](#)

The application includes a motivation letter, in which students state their wishes, expectations and possibilities.

Tutor students who wish to re-perform the tutor function, submit only the application for the competition (without the motivation letter).

The application deadline is Tuesday, April 26, 2022.

Selection

The selection of registered students is done by faculties. Nominated students will receive a decision on appointment of a student tutor. As a rule, the tutor mandate is one (1) academic year.

Training

Student tutors are trained for their work in trainings organized by the Tutoring Commission of UP in cooperation with the competent UP office.

The introductory training will take place in May 2022.

For newly appointed tutors, participation in introductory tutoring training is mandatory.

Tutor report

The student tutor keeps a record of the work done and submits a report on the work of the tutor for the previous academic year no later than October 10 to the faculty coordinator of student tutors.

Evaluation of work

The competent commission decides on the allocation of the number of ECTS credit points to the student tutor for the completed tutoring. In accordance with the Rules, the student tutor's activities are evaluated with a maximum of 2 ECTS credits for the year of study. Tutoring activities of student tutor for foreign students, student tutor for students with special needs, faculty coordinator of student tutors and coordinator of student tutors at UP level are evaluated with maximum 3 ECTS credits for the year of study. Within the total time of study at an individual level of study, the tutoring activities can be evaluated for a student tutor with a maximum of 6 ECTS credits.

At the end of the successfully completed tutoring work, the student tutor also receives a certificate with a description of the completed work and ECTS credits obtained.

Prof. Klavdija Kutnar, PhD
Rector of the University of Primorska