TABLE OF CONTENTS

The content featured in this guide is merely a summary of all the instructions and information that you will master over time. We encourage you to carefully read the rule-books and subpages brought to your attention below.

Academic Calendar

The academic year runs from **1 October to 30 September**. It consists of 30 weeks of organized educational work divided into **two semesters** (autumn and spring), each semester being divided into two quarters. Courses are usually held in semesters and/or in quarters.

Autumn semester:
2. 10. 2023–19. 1. 2024

Spring semester:
19. 2. 2024–31. 5. 2024

There are three exam periods in each academic year.

Winter exam period:
22. 1. 2024–16. 2. 2024

Summer exam period:
3. 6. 2024–5. 7. 2024

Autumn exam period:
12. 8. 2024–6. 9. 2024

Important UP days are also:

7 October 2023: ŠtartUP (welcome event for all UP students)

18 October 2023: Rectors day (day, free from academic activities, other evets are organized)

18 to 22 March 2024: UP Week

Download the **UP Study Calendar**!

Organize your time with the help of the **PLANNER**.

IT Services

THE STUDO APP

Studo is a mobile app that makes your study and extra-curricular life easier. It connects all the digital systems of the university that you need to study successfully (Moodle, VIS/ŠIS, e-mail, etc.).

How do I get started with the Studo app?

Download Studo on your personal phone and log in with your university identity, your e-mail address and your password, which you otherwise use to access VIS. Download link: https://studo.com/app

What does the app allow me to do?

The app will give you easy access to your timetable, courses, grades, your study calendar where you can also enter your personal notes, news from the faculty and the university, student councils and news from Slovenia and the world. You can access your university email, register for and withdraw from exams, and access your digital student card. The app will also notify you of any changes to your timetable with a push notification as well as newly registered grades. In addition, you can get in touch with your colleagues, exchange information about your studies, extra-curricular activities, get literature, etc. in the chat function of the app. At UP, the app will also allow you to open the buildings where your studies will take place according to your schedule.

IT SERVICES

Students can use and access several IT services at UP. You can access them with a **user name** that matches your student number and a **password** that is valid for all the services listed below. Instructions and other information related to the use of IT services at UP - like E-classroom, SIS, Eduroam and Office 365, can be found on faculties' websites and in SIS/VIS.

SIS – STUDENT INFORMATION SYSTEM

Included in your enrolment invitation was your username (your enrolment number) and your password to enter the **Student Information System (SIS)**. In case you have difficulties with the login or with the password/username, please contact the **Student Services**. The same username/password can be used for the e-classroom, wi-fi network as well as to log in to the faculty's computers. Should you experience difficulties with these services, please contact the **IT Services at your faculty.**

E-MAIL

All students of the University of Primorska have been assigned a **student e-mail address** in SIS, which they **must use for all communication with the faculty/university**. Each student will therefore have the address enrolmentnumber@student.upr.si, which will be used for communication with the Student Services, assistants and professors, and other university employees.

It is the duty of students to check their university e-mails regularly, as it is at this address that they will receive all messages related to their studies and extracurricular activities. **Under each e-mail students must sign with their first and last name.** We offer students e-mails through the free Office 365 package, which includes Outlook for e-mail management.

ZOOM

Online lectures take place via the platform **ZOOM**. We suggest you to install the program from the website **https://upr-si.zoom.us**. Lectures can be followed on Windows and Linux OS, Mac OSX and Android and iOS smartphones and tablets.

Course Organization

INTRODUCTION TO COURSES

At the introductory lecture, the lecturers will present the **requirements for each course**. If you have any questions at a later date, you can always contact the course assistant or the course leader. In most cases they will be able to answer all your questions. At the beginning the course instructor also familiarises the students with the **assessment criteria**, so it is very important that you attend the first lectures of all courses. The course leader determines to what extent attendance of lectures/tutorials is mandatory.

ELECTIVE COURSES

Students who have chosen elective courses at the time of enrolment in the 1st year **may submit a request to change the elective course** if desired. The request needs to be completed in SIS, printed, and signed and submitted to the Student Services at the beginning of the Academic year (ask Student services for details).

RECOGNITION OF COURSES

Some courses that you took at another higher education institution may be recognized at UP, but the contents of those must be related. The application for the recognition of courses is submitted via SIS: you print the application, sign it and submit it to the Student Services together with a certificate of passed exams at another higher education institution as well as the curriculum of the course you request to be recognized.

WRITING OF ACADEMIC TEXTS

During your course work you will also learn to write academic texts (seminar papers, etc.), where you learn the rules of citation and many more. It is important that you learn thoroughly about writing academic texts, as you will need this knowledge in your final assignment. The [Rules on Examination and Assessment of Knowledge at the University of Primorska](#) and the [Rules on Disciplinary Responsibility of the Students of the University of Primorska](#) apply to the sanctioning of **plagiarism**.

LEARNING DIFFICULTIES

In case of learning difficulties, seek help as soon as possible! You can contact the course leaders and course assistants, program coordinators, tutors, the Student Services or other professional staff. **The faster we are able to identify the issue, the better we can help!**

Tutoring

Tutoring is an organized help to students based on a personal approach. Student tutors guide their protégés (students) and advise them in solving everyday problems. The tutor can also advise the student on the choice of study fields, elective courses, further studies, etc. The

purpose of tutoring is also to strengthen contacts between students through the exchange of useful information and experience, not only in the field of study and student affairs.

Students are advised to make the first contact with the tutor via e-mail. More information about tutoring is available on your **faculty's website.** You can follow them **on Instagram**.

Exams

Detailed information is published in the Rules on Examination and Assessment of Knowledge at the University of Primorska.

REGISTERING FOR THE EXAM

It is not possible to take the exam without registration. Registration for and withdrawal from the exams is done electronically via SIS. The registration is also necessary if the student has achieved the overall grade in the course with intermediate exams (colloquia), as **registration for the exam is a prerequisite for entering grades**.

Students can register for an exam **at the latest on the 5th day before the exam date** (e.g. if the exam is on a Friday, registration is possible until midnight on Sunday). However, if a student does not intend to take the exam for which he/she has registered, he/she must withdraw the registration **at the latest 3 days before the exam date** (e.g. if the exam is on a Friday, withdrawal is possible until midnight on Tuesday at the latest).

REGISTRATION: at the latest ⑤ days before the exam

WITHDRAW: at the latest ③ days before the exam

If a student cannot register for the exam in time due to technical reasons (e.g. blocked SIS, problems with the Internet connection …) or if he/she cannot withdraw the registration due to exceptional circumstances (illness or other exceptional circumstances) which occurred after the deadline for withdrawal, he/she should immediately **inform the course leader** and **the Student Services by e-mail**.

If a student does not withdraw in time, he/she can only take the next exam after **30 days** have passed. In this case, the registration will not be deducted from the total number of possible exam attempts (**6**). If a student receives a grade of 4 - 1 or does not take the exam, he/she cannot take the next exam until after 30 days. For all further questions regarding registration and deregistration of exams, please contact Student Services.

Registration and withdrawal are a personal responsibility of every student.

TAKING THE EXAM AND EXAM DATES

There are 4 exam dates for each subject in the academic year - at least one in each exam period. You can take **the same subject a maximum of four times in the same academic year** and a **maximum of six times during the entire study period.** If you fail the exam in six attempts, you will **not be able to complete your studies in the enrolled study program**. We therefore urge all students to prepare well for the exams or be sure to **withdraw from the exam in time.** After failing the third exam in the same course, it is **mandatory to consult the course leader.**

EXAM BEFORE A PANEL OF EXAMINERS

The fourth exam attempt in the same subject is payable according to the university's pricelist and can take place before a panel of examiners at the request of the student or the course leader. The fifth and sixth attempt of an exam for the same course must take place before a panel of examiners and is payable according to the faculty's pricelist.

IMPROVING THE EXAM GRADE

If you are not satisfied with your grade on your first sit, you can **improve it only once**, by the end of the next academic year (if you pass the exam on 1 February 2023, you can improve the grade in the autumn exam period 2024 or until 30 September 2024). Your index will contain the better of the two obtained grades (if you get a lower grade when you try again, the grade that you achieved in the first exam is retained).

Index and Digital Student ID (dID)

All data is available in the Studo App, including the digital student ID card. The Digital Student Card retains the current functionality and benefits.
You can find the enrolment certificate in the SIS/VIS and print it yourself.

Internal acts

Regulations and acts for study at UP, are available on web page in [Slovene](#), some are translated in [English](#) (unofficial consolidated texts). You can also find them on each Faculty web page and SIS/VIS.

Student Survey

All students are invited to fill in a survey in SIS after the completion of a course. The survey is anonymous and **represents an important tool for improving the pedagogical process at the faculty**. You can answer the questions before registering for the exam. Your feedback is very useful as it helps to make positive improvements to the study programs. The invitation to complete the survey is sent to students by the Student Services.

Special Student Statuses

STUDENTS WITH SPECIAL NEEDS

Students who can obtain the status of a student with special needs are: students with blindness or low vision and students with visual impairment, students with deafness and hard of hearing, students with speech and language disorders, students with mobility impairments, students with long-term illness, students with deficits in individual areas of learning, students with autistic disorders and students with psychosocial problems who need tailored implementation of study programs. Acquisition of the status of a student with special needs is regulated by the Rules on students with special needs at UP.

o [Rules](#) and [application](#)

SPECIAL STATUS

Students with special status include students - athletes, students - artists / cultural figures and students with recognized merits due to extracurricular activities. Acquisition of special student status at UP is regulated by the Rules on the manner of performing study obligations and conditions for transfers for students with special status.

[Rules](#)

Tuition fees and other study contributions for students

Tuition fees and other study contributions are listed in the official price list of the University of Primorska for each academic year. **[You can find it HERE](#)**.

Student Council

The Student Council is a very important body that participates in the management of the faculty, and also takes care of the organization of student gatherings and extracurricular events during the academic year. The members of the student council are also happy to help if you have any questions or problems related to your studies or extracurricular life.

Career Center of the UP

The **Career center of the University of Primorska**, Center for Lifelong Learning and Career Orientation (KC UP) represents a holistic and necessarily support with **study process and career orientation** at the university and tries to realize a long-term goal which is increasing the employability of UP graduates. It carries out activities for pupils, students, graduates, university employees and the wider society and it cooperates with UP Alumni club.

Within the Career center, operates also the **STUDENT'S POINT**, which is the right place for students and other users to gather all relevant information from the field of study and extracurricular activities.

Foreign students can contact our **Welcome office**.

University Library

Study literature can be borrowed from the University library, which is now merged on one place for all members (except the UK unit of FTŠ Turistica) at **Trubarjeva 1, Koper.**

University Library offers also a range of **activities, workshops and electronic literature**, which can be accessed via remote access (www.remote.upr.si).

DIGITAL : UP

The **Digital portal of the University of Primorska** enables the search **of printed sources** available in UP libraries, as well as the search in various **electronic databases.**

UP REPOSITORY – RU

The **Repository of University of Primorska (RUP)** is a unified entry point to electronic information resources which are created at UP or are purchased for scientific, research, professional and artistic purposes of the university. It currently offers electronic bachelor's, master's and doctor's degrees and it presents web editions of scientific journals, library collections and other publications which are published or co-published by University of Primorska.

BOOK CLUB

UP Book Club is a new project that aims to promote the reading culture and socializing of employees and students through book-related events. You can follow the club's activities via Facebook in Instagram.

ŠportUP

ŠportUP takes care of student recreation at UP. Visit the website **www.sportup.si** and find the rich offer of free sport activities, group exercises, trips, workshops and discounts. Follow our news and announcements on social networks via **Facebook** in **Instagram**.

UP Debate Club

UP Debate Club is an activity in which enthusiasts of competitive debating meet once a week. The aim of the club is to establish a culture of dialogue and critical thinking of students who learn about rhetoric, public speaking and argumentation.

Transform4Europe

The University of Primorska is also a member of Transform4Europe, a network of European universities that connect to create new opportunities for students. You can find out what they are here.

ESN Primorska

ESN Primorska is a network of Erasmus exchange students. Their work includes excursions, cultural evenings, parties, informal education, socialising... everything that can enrich the student exchange experience. Facebook, Instagram.

Student meals

Student status allows students to benefit from government food subsidies. **Click here for more information >>>**

Printing, copying, scanning

Printbox machines for fast printing, copying or scanning are available at various locations in university premises. The price of printing is the same for colour and black and white printing. **More information >>>**

Social media

Stay updated by regularly checking the university website https://www.upr.si/#

and follow us on social media:

Faculty of Mathematics, Natural Sciences and Information Technologies – UP FAMNIT

CONTACTS

UP FAMNIT, Glagoljaška 8, SI-6000 Koper, Slovenia

Secretariat
The Secretariat is located in the 2nd floor of UP FAMNIT main building.
Phone: +386 (0)5 611 75 70
E-Mail: info@famnit.upr.si

Student Services
The Student Services are situated to the right of the main entrance.
Phone: +386 (0)5 611 75 75
E-mail: referat@famnit.upr.si
Office hours: https://www.famnit.upr.si//en/education/student-services

Reception Office
The Reception office is located in the UP FAMNIT entrance hall.
Phone: +386 (0)5 611 75 81
E-mail: sprejemna.pisarna@famnit.upr.si

International Office
The International Office is situated in the 2nd floor of the main building.
Phone: +386 (0)5 611 76 72
E-mail: international@famnit.upr.si

IT SERVICES FOR STUDENTS

Students have the opportunity to use and access a number of IT services at UP FAMNIT. You can access them with a user name that matches your student number and a password that is valid for all the services listed below. Instructions and other information related to the use of IT services at UP - like E-classroom, SIS, Eduroam and Office 365, can be found **at this link**.

LECTURE ROOMS

The faculty website provides most of the information needed during your studies. The most important links are located in the blue square at the top left of the page. These are:

- SIS,
- Course schedules,
- E-mail,
- e-classroom,
- instructions for e-classroom and
- obvestila (only on the Slovenian website).

IMPORTANT: on the Slovenian subpage "obvestila" you can subscribe to the **notifications from Student Services ("obvestila referata")** about changes in the timetable and changes of lecture rooms, upcoming exam dates, as well as other necessary information related to the study process. You will not automatically receive these notifications by e-mail, so we recommend that you subscribe to them.

You can also subscribe to **"novice za študente"** and **"novice s spletne strain"**, where we publish news about events at the faculty, invitations to events and other interesting content for students. You can find them on the right side of the first page.

COURSE SCHEDULE

The course schedule is published on the **UP FAMNIT website**. You can use filters to find the schedule by programs, courses, lecturers, or classrooms. On the same page you can also find a **schedule of students by groups**, that applies only to certain courses.

It is recommended that you **follow the schedule regularly**, as frequent changes may occur. All changes are published in the section **OBVESTILA**, if you subscribe for notifications, you will receive news directly to your e-mail address.

STUDENT COUNCIL

The Student Council is a very important body that participates in the management of the faculty, and also takes care of the organization of student gatherings and extracurricular events during the academic year.

The members of the student council are also happy to help if you have any questions or problems related to your studies or extracurricular life. You can read more information about the **FAMNIT student council here.**

TUTORING

More information about tutoring is available on the faculty website.

Society of Conservation Biologists – Biodiva
https://drustvobiodiva.wixsite.com/biodiva
Follow them on their Facebook page.

Society of Biopsychology students
https://drustvo-studentov-biopsihologije.famnit.upr.si/
Follow them on their Facebook page.

FOLLOW US ON SOCIAL MEDIA

- Facebook Famnit
- Facebook Student Council
- Instagram
- Youtube
- LinkedIn