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UP FAMNIT

First-Year's Guide

Academic Year 2020/21



Dear first-year students, welcome to UP FAMNIT!

Below, you will find some introductory and important information to help you start your first year of study at the University of Primorska.

On October 1, 2020, when you will meet with the coordinator of your study program, you will receive the details of the study contents and the pedagogical process. We advise you to read the following pages carefully beforehand so that you will have answers to all your possible questions on the first day of your studies.

PLEASE NOTE: 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.

We wish you a lot of success in your studies and plenty of fun experiences at UP FAMNIT!

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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, exceptionally in quarters.

Autumn semester:

1. 10. 2020 – 15. 1. 2021

Spring semester:

15. 2. 2021 – 4. 6. 2021

There are three exam periods in each academic year.

Winter exam period:

18. 1. 2021 – 12. 2. 2021

Summer exam period:

7. 6. 2021 – 9. 7. 2021

Autumn exam period:

16. 8. 2021–10. 9. 2021

A more detailed schedule of organized educational work can be found in the University Primorska's study calendar for the academic year 2020/2021, which is available [here](#).



[Download UP FAMNIT wall calendar for 2020/2021!](#)

Website

www.famnit.upr.si/en

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 strani"**, 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.

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 (referat@famnit.upr.si)**. 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 (podpora@famnit.upr.si, 05 611 75 80)**.

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.

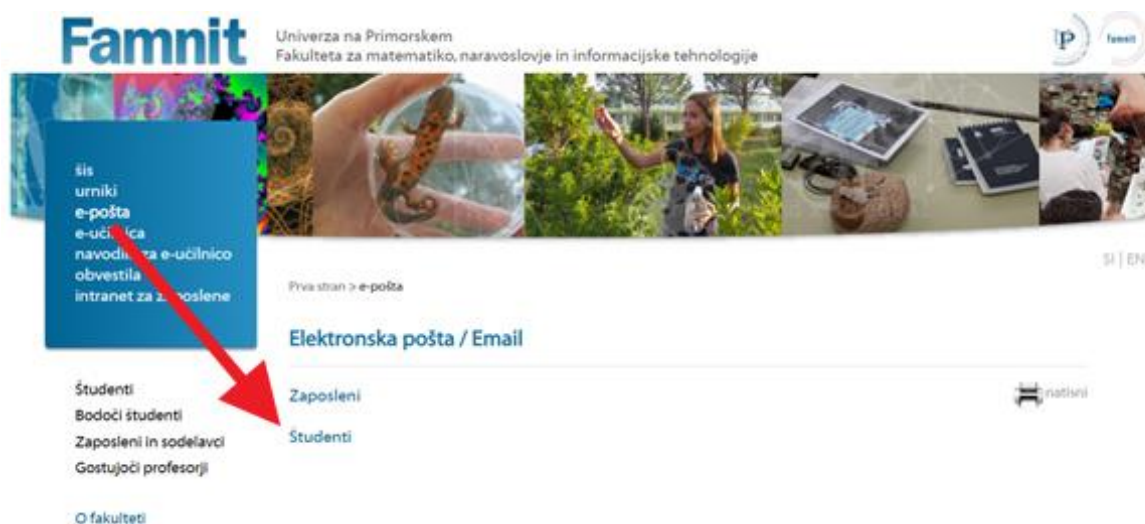
 It is recommended that you **follow the schedule regularly**, as frequent changes may occur. All changes are published in the section [OBVESTILA](#), if you subscribe for notifications, you will receive news directly to your e-mail address.

E-mail

In the academic year 2020/21, all students of the University of Primorska will be 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 enrolment@student.upr.si (enrolment = enrolment number), which will be used for communication with the Student Services, assistants and professors, and other university employees.

IMPORTANT: 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. It is also possible to access your account via the UP FAMNIT website.



Zoom

In the academic year 2020/2021 part of the study process will take place online, mainly via the platform **ZOOM**. Links to online lectures will be published on the schedule or in the e-classrooms.

☞ 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.

IT SERVICES

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](#).

Course Organization

Your lectures start according to the schedule. **On 1 October, first-year students will meet their study program coordinators.**

Courses in the academic year 2020/2021 are organized in accordance with measures to prevent the spread of SARS-CoV-2 (COVID -19).

In the first semester of the academic year 2020/21, the pedagogical process will take place partly at the faculty and partly **online** (mainly through the platform ZOOM and the e-classroom).

Courses taught at the faculty will be streamed online. Exceptions are courses where the presence of students is necessary for the fulfilment of study obligations (e.g. laboratory work, fieldwork...).

Due to measures to prevent the spread of COVID -19, lectures and exercises for **smaller groups of students** are held at the faculty, for larger groups they are held entirely online. Students of all study programs (and years) will hold several courses on the premises of the Faculty.

The organization of the study process will depend on possible changes and adjustments to the epidemiological situation. All instructions, measures and ongoing adjustments will be published on the [Faculty's website](#).



VERY IMPORTANT:

- In case of illness, stay at home.
- in case of fever, cough or breathing difficulties, inform the doctor by telephone, do not enter the faculty premises.
- wash/disinfect your hands regularly for 40-60 seconds per wash cycle.
- If you cough or sneeze, cover your mouth and nose with tissue or upper arm.
- do not touch your nose, mouth or face.
- wear a mask on faculty premises.
- maintain a safe distance and avoid contact with sick people.

We encourage students to strictly follow the instructions of the [university](#), the [faculty](#) and the general instructions and recommendations regarding the prevention of the spread of SARS-CoV-2 (COVID-19), published on the website of the National Institute for Public Health (<https://www.nijz.si/en>).



More information on current measures, prevention and quarantine, as well as psychological support during quarantine can be found on the [university's website](#).



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 the SIS application, printed and signed and submitted to the Student Services by 15th October at latest. The **program coordinator** approves/rejects the request. If you submit an application for a change of elective course after this date, the application must be substantiated and will be decided on by the **Committee for of Study and Student Affairs**.

Recognition of Courses

Some courses that you took at another higher education institution may be recognized at UP Famnit, 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!**

For problems related to the contents of the courses, you can contact persons in the following order: first the course assistant, then the course leader, then the coordinator of your study program, the vice dean for study affairs (Assoc. Prof. Dunja Bandelj, PhD) and only then to the dean of the faculty, Assoc. prof. Ademir Hujdurović, PhD.

Lecture Rooms



UP FAMNIT has several lecture halls dispersed in the immediate vicinity of the main faculty building (Glagoljaška 8, Koper). A list of lecture halls can be found at [this link](#). A map of the premises can be found [here](#).

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. Registration for the exam 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.**

The student can register for an individual exam at the earliest on the 20th day before the announced exam date and at the latest on the **5th day before the exam date** (e.g. if the exam takes place 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 his/her registration **at the latest 3 days before the exam date** (e.g. if the exam takes place on a Friday, withdrawal is possible until midnight on Tuesday at the latest).

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** (referat@famnit.upr.si). 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 (referat@famnit.upr.si).

IMPORTANT: Registration and withdrawal is 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 faculty's price list (40.56 EUR) and can take place before a panel of examiners (payable 90.12 EUR) 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 pricelist (90,12 EUR).

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 2021, you can improve the grade in the autumn exam period 2022 or until 30 September 2022). 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 Student ID

Your index is available in electronic form within SIS.

Your Transcript of Records is issued by the Student Services and your Certificate of Enrolment can be found within SIS and printed out.

You will be notified of the receipt of your student ID cards and stickers for the current academic year. Your Certificate of Enrolment serves as evidence to exercise all your rights ascribed to your student status.

Rules and Forms



The rules regarding studies at the University of Primorska and UP FAMNIT and all necessary forms are available at this link <https://www.famnit.upr.si/sl/studenti/pravilniki-obrazci> (bottom of the page offers rules in both English and Slovene)

Here you can find information about studying at UP FAMNIT and other student affairs:

- knowledge testing and assessment,
- elective courses,
- student mobility,
- student surveys,
- student activities,
- the rights of students with special needs,
- special student status (for athletes, artists),
- university awards,
- tuition fees and payments,
- student discipline and responsibility.

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.

Student Council

The Student Council of UP FAMNIT operates at the faculty level, and the Student Council of UP at the university level. It 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](#) and about the [UP Student Council here](#) (only in Slovene).



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 the [faculty website](#).

Rector's day

On Wednesday, 21 October 2020, the University of Primorska will celebrate the Rector's Day. Instead of lectures and exercises, various sports and other events will be organized for students and employees. Students are invited to participate in the sports event *Čista desetka*, prepared by [ŠOUP - the Student Organization of the University of Primorska](#).

SportUP

On their website www.sportup.si you can find information about the various free recreational sports activities, guided exercises, expeditions, workshops and special offers from commercial providers. You can follow Sport UP on Facebook (Šport UP) and Instagram (sportup_si) in order to be regularly informed about the activities, events and special offers of Sport UP.

Contacts

University of Primorska

Faculty of Mathematics, Natural Sciences and Information Technologies

Glagoljaška 8,
SI-6000 Koper, Slovenia



Student Services

The Student Services are situated to the right of the main entrance to UP FAMNIT.

Phone: +386 (0)5 611 75 75

E-Mail: referat@famnit.upr.si

Opening hours: Monday to Friday (all days) 9:00 - 11:00



International Office

The International Office is situated in the 2nd floor of UP FAMNIT main building.

Phone: +386 (0)5 611 76 72

E-Mail: international@famnit.upr.si

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



TeMeNa Library

The TeMeNa Library is located in the UP FAMNIT entrance Hall.

Phone: (+386 5) 611 75 72

E-Mail: temena@upr.si

UP FAMNIT Secretariat

The Secretariat is located in the second floor of UP FAMNIT main building.

Phone: +386 (0)5 611 75 70

E-Mail: info@famnit.upr.si