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Pursuant to Article 38 of the Statute of the University of Primorska (Official Gazette of the Republic of Slovenia, No. 51/15 – consolidated official text – UPB2, 88/15, 63/16, 2/17, 31/17, 77/18, 75/19, 28/21, 115/21, 122/22, 100/23, 36/24 and 3/25), the Senate of the University of Primorska, at its 26th regular session held on 17. 12. 2025, adopted the following

RULES ON THE TUTORING SYSTEM AT THE UNIVERSITY OF PRIMORSKA (Unofficial consolidated text)

1. GENERAL PROVISIONS

Article 1

These Rules regulate the organisation and functioning of the tutoring system at the University of Primorska (hereinafter: UP).

Article 2

Terms used in these Rules in the masculine grammatical form shall be understood as gender-neutral and shall apply to all genders.

Article 3

The purpose of the tutoring system at UP is to:

- support students in their studies and in addressing various challenges from enrolment in a study programme to the completion of studies;
- strengthen cooperation between students and teachers, as well as between students, teachers and UP as a whole;
- enhance the integration of students into the university environment;
- ensure conditions for improving academic performance, better student progression to a higher year of study, and higher quality of studies.

Article 4

The tutoring system at UP includes tutors as performers and tutees as recipients of tutoring activities.

Article 5

A tutee can be:

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

Article 6

At the beginning of the academic year, and no later than 15 October, students shall be provided at the faculty with basic information on the tutoring system.

Article 7

Tutoring at UP includes student tutoring and teacher tutoring.

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2. STUDENT TUTORING

Article 8

- (1) Student tutoring is a form of tutoring activity in which student tutors assist tutees in addressing student-related, academic and other issues.
- (2) The provider of student tutoring is a student tutor.

Article 9

- (1) UP shall publish a Call for applications for student tutors at least once per year, no later than 1 March. Upon a substantiated proposal of one or more faculties, UP may publish an additional call by 1 September or keep the call open throughout the academic year.
- (2) The faculty shall select applicants for student tutors, who shall be appointed by the faculty senate no later than 20 April, or, in the case of an additional or open call, at the first subsequent session of the faculty senate.
- (3) Within five (5) working days of the appointment, the faculty shall notify the UP-Tutoring Committee thereof and publish and regularly update the list and contact details of student tutors for the current academic year on its website.

Article 10

- (1) Applicants for student tutors shall enclose a motivation letter with their application (Form 1).
- (2) An applicant who wants to be a tutor to a foreign student states this in the application.

Article 11

- (1) The mandate of student tutor lasts one (1) academic year.
- (2) A student tutor wishing to continue performing this role shall apply again in the call for the following academic year.
- (3) The tutoring mandate of a student tutor may be terminated prematurely at the student's own request, by loss of student status or by dismissal.
- (4) The faculty senate is in charge of the dismissal of the student tutor's mandate. The UP-Tutoring Committee is notified with the decision on dismissal.

Article 12

The tasks of a student tutor are to:

- participate in training under the student tutor training programme;
- familiarise tutees with legal and other acts of the faculty and UP defining their rights and duties during their studies;
- acquaint tutees about individuals and bodies at the faculty and UP competent for resolving academic and other issues;
- advise tutees on seeking assistance to overcome the academic difficulties;
- advise tutees on involvement in extracurricular activities;
- keep ongoing records of work with tutees;
- organise introductory and counselling meetings with tutees;
- promote studies, the faculty and the tutoring system at UP;
- perform tasks in accordance with the instructions of the faculty coordinator of student tutors and the faculty coordinator of teacher tutors;
- submit an annual report on the work performed for the previous academic year in accordance with Article 20 of these Rules.

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Article 13

In addition to the tasks set out in Article 12, a student tutor for international students (enrolled students and exchange students) shall also:

- assist with administrative matters (obtaining a student ID card, purchasing student meal coupons, registering temporary residence, obtaining a tax number, etc.);
- assist in familiarising students with the procedures and functioning of the faculty and UP;
- assist with integration into the local environment.

Article 14

(1) If a tutee or a student tutor realize that further cooperation is no longer possible, either of them may submit a request for a change of student tutor or tutee. The request shall be addressed to the faculty coordinator of student tutors and the faculty coordinator of teacher tutors.

(2) The coordinators shall jointly decide on the request within fifteen (15) days of receipt and inform both parties accordingly.

Article 15

(1) Following the invitation of the faculty coordinator of teacher tutors, student tutors at the faculty propose among themselves the appointment of the coordinator of student tutors to the faculty senate.

(2) The mandate of the coordinator of student tutors lasts two (2) academic years, with the possibility of reappointment.

(3) The mandate may terminate at the coordinator's own request, upon loss of student status, or by dismissal.

(4) The faculty coordinator of student tutors shall be dismissed by the faculty senate.

(5) The faculty shall notify the UP-Tutoring Committee of the appointment or dismissal within five (5) working days.

Article 16

(1) The tasks of the faculty coordinator of student tutors are to:

- monitor and coordinate student tutoring at the faculty;
- provide guidance to student tutors;
- resolve possible issues or disputes in cooperation with the faculty;
- inform the university coordinator of the student tutors about the implementation of student tutoring;
- report to the faculty coordinator of teacher tutors in accordance with Article 20 of these Rules.

(2) The coordinator shall cooperate with the faculty coordinator of teacher tutors.

Article 17

(1) The UP Student Council (hereinafter: SC UP) shall propose, from among faculty student tutor coordinators, a candidate for the university coordinator of students tutors to be appointed by the Senate of UP.

(2) The mandate shall last two (2) academic years, with the possibility of re-election.

(3) The mandate may terminate at the coordinator's own request, upon loss of student status, or by dismissal.

(4) The coordinator shall be dismissed by the Senate of UP upon the proposal of SC UP.

Article 18

The tasks of the university coordinator of student tutors, in cooperation with the university coordinator of teacher tutors, are to:

- monitor the implementation of student tutoring at UP;
- guide the work of faculty coordinators of student tutors;
- assist in resolving issues or disputes arising in tutoring activities;

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- report to the UP-Tutoring Committee at least once per year;
- participate in calls for applications for new student tutors;
- participate in introductory meetings for first-year students.

Article 19

- (1) A student tutor may be awarded up to 1 ECTS credit per academic year, and up to a maximum of 3 ECTS credits per study cycle.
- (2) A faculty coordinator of student tutors may be awarded up to 2 ECTS credits per academic year and up to 6 ECTS credits per study cycle.
- (3) A university coordinator of student tutors may be awarded up to 3 ECTS credits per academic year and up to 9 ECTS credits per study cycle.
- (4) The competent faculty committee shall decide on the allocation of ECTS credits upon the proposal of the faculty coordinator of teacher tutors.
- (5) Upon completion of the academic year, a student tutor shall receive a certificate indicating the awarded ECTS credits (Form 2), issued by the faculty.

Article 20

- (1) A student tutor shall keep records of their work using the Tutor Activity Report form (Form 3).
- (2) The report shall be submitted to the faculty coordinator of student tutors no later than 30 September.
- (3) The faculty coordinator of student tutors shall submit all reports to the faculty coordinator of teacher tutors by 15 October and inform the university coordinator of student tutors.
- (4) The faculty coordinator of teacher tutors shall review the reports and propose the allocation of ECTS credits to the competent faculty committee.
- (5) The competent committee shall decide on the allocation of ECTS credits.
- (6) The provisions of Article 20 shall also apply to the faculty coordinator of student tutors.
- (7) The university coordinator of student tutors shall submit an annual report by 15 October to the university coordinator of teacher tutors.

Article 21

Articles 19 and 20 shall not apply where tutoring activities are carried out within an elective course.

3. ACADEMIC STAFF TUTORING

Article 22

- (1) Teacher tutoring is a form of tutoring in which higher education teachers and associates assist students with study-related issues.
- (2) The provider is a teacher tutor.
- (3) Tutoring may be organised as individual or group tutoring.
- (4) Individual tutoring involves counselling a tutee on academic and other issues.
- (5) Group tutoring involves counselling students on issues such as:
 - elective courses and programme completion requirements;
 - selection of a suitable thesis supervisor;
 - progression conditions and programme transfers;
 - recognition of study obligations completed abroad;
 - issues faced by international students;
 - issues faced by students with special needs or special status.

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Article 23

- (1) Any higher education teacher or associate employed at UP may act as an academic staff tutor.
- (2) Teacher tutors shall be appointed by the faculty senate.
- (3) The mandate shall last two (2) academic years, with the possibility of reappointment.
- (4) A teacher tutor may be dismissed earlier at their own request, upon termination of employment, or upon a substantiated proposal of the dean.
- (5) The faculty shall notify the UP-Tutoring Committee within five (5) working days.

Article 24

The tasks of a teacher tutor are to:

- participate in tutor training;
- advise tutees on overcoming academic and other difficulties;
- keep records of tutoring activities;
- promote studies, the faculty and the tutoring system at UP;
- follow the guidance of coordinators;
- submit an annual report by 30 September.

Article 25

If cooperation is no longer possible, either party may request a change. The request shall be addressed to the faculty coordinator of teacher tutors, who shall decide within fifteen (15) days.

Article 26

- (1) The scope of teacher tutoring shall be evaluated in accordance with faculty rules and the UP Rules on the Evaluation of Teaching and Research Work.
- (2) Tutoring work shall be considered in academic promotion procedures.

Article 27

- (1) The faculty senate shall select the faculty coordinator of teacher tutors upon proposal of teacher tutors.
- (2) The mandate shall last two (2) academic years, with the possibility of re-election.
- (3) A teacher tutor may be dismissed earlier at their own request, upon termination of employment, or upon a substantiated proposal of the dean.
- (4) The faculty shall notify the UP-Tutoring Committee within five (5) working days.

Article 28

- (1) The tasks of the faculty coordinator of teacher tutors include:
 - participating in introductory meetings for the first-year students and presenting the tutoring system;
 - cooperating in calls for student tutors;
 - proposing teacher tutors to the faculty senate;
 - organising tutor–tutee allocation;
 - organising training;
 - collecting and reviewing reports of teacher tutors;
 - reviewing the reports on the work of the faculty’s student tutors in cooperation with the faculty coordinator of student tutors and proposing to the competent committee the allocation of ECTS credit points for the tutoring activities carried out;
 - advising tutors;
 - resolving disputes;
 - organising additional activities regarding tutoring;
 - fostering cooperation within the faculty.

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(2) The coordinator shall cooperate with the faculty coordinator of student tutors and the university coordinator of teacher tutors.

Article 29

(1) The Rector of UP, in agreement with SC UP, shall propose a university coordinator of teacher tutors to the Senate of UP.

(2) The mandate shall last two (2) academic years, with the possibility of reappointment.

(3) The mandate may terminate earlier on the coordinator's own request, upon termination of employment, or by dismissal.

(4) The coordinator shall be dismissed by the Senate of UP upon proposal of the Rector and in accordance with the SC UP.

Article 30

The tasks of the university coordinator of teacher tutors, in cooperation with the coordinator of student tutors at the UP level, are to:

- monitor the implementation of tutoring at UP;
- advise faculty coordinators;
- cooperate with UP management on tutoring issues;
- review reports and propose ECTS credits;
- report to the UP-Tutoring Committee.

4. TUTOR TRAINING

Article 31

(1) Student and teacher tutors shall be trained at trainings organised by the UP-Tutoring Committee in cooperation with the competent Rectorate's office, including:

- introductory training for student tutors;
- introductory training for teacher tutors;
- additional thematic training.

(2) Introductory training for student tutors shall usually be organised at the beginning of the academic year.

(3) The objective of teacher tutor training is to acquire general and specific competencies.

(4) The objectives of student tutor training include familiarisation with UP regulations, study programmes, planning of tutoring work, group facilitation skills, communication skills, and work with international students.

5. EVALUATION

Article 32

(1) Students shall provide feedback on their familiarity with the tutoring system within regular surveys conducted under UP regulations.

(2) Tutees shall complete questionnaires on student tutors; results shall be processed and reported to the UP-Tutoring Committee.

(3) Tutees shall complete questionnaires on academic tutors; results shall be processed by faculty management and reported to the UP-Tutoring Committee.

(4) In the event of negative evaluations, the dean may propose dismissal.

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6. TUTORING COMMITTEE

Article 33

- (1) The UP-Tutoring Committee is a working body of the Senate of UP, consisting of eight (8) members.
- (2) The appointment and operation of UP Tutoring Committee are governed by the decision on Committee's establishment and Rules of procedure.
- (3) Faculty and university level coordinators may be invited to UP Tutoring Committee's sessions.

7. FINAL PROVISIONS

Article 34

- (1) Upon entry into force of these Rules, the Rules on the Tutoring System at UP No. 002-4/22 of 23 March 2022 shall cease to apply.
- (2) Faculties shall align their rules with these Rules within three (3) months.
- (3) These Rules shall enter into force on the fifteenth (15th) day following publication on the UP website.

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

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Annexes:

- Form 1: Application for the Call for student tutors;
- Form 2: Tutor certificate;
- Form 3: Student tutor activity report.