

FIRST-YEAR'S GUIDE

FACULTY OF EDUCATION
FACULTY OF STUDIES
TOURISM STUDIES
AND INFORMATION TECHNOLOGIES
OF MANAGEMENT
OF HUMANITIES

FACULTY OF HEALTH SCIENCES
FACULTY OF MATHEMATICS, NATURAL SCIENCES
FACULTY OF HUMANITIES
FACULTY OF HUMANITIES
UNIVERSITÀ DEL TORO
UNIVERZA NA PRIMORSKEM
UNIVERSITÀ DEL TORO
UNIVERZA NA PRIMORSKEM

2024/25

Academic Year

Key information for a
perfect start!

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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:

1. 10. 2024 – 17. 1. 2025

Spring semester:

17. 2. 2024 – 30. 5. 2025

There are three exam periods in each academic year.

Winter exam period:

20. 1. 2025 – 14. 2. 2025

Summer exam period:

2. 6. 2025 – 4. 7. 2025

Autumn exam period:

18. 8. 2025 – 12. 9. 2025

Important UP days are also:

5 October 2024: ŠtartUP (welcome event for all UP students)

16 October 2024: Rectors day (day, free from academic activities, other events are organized)

17 to 21 March 2025: 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 faculty's pricelist (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's 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 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:



UP Faculty of Management - UP FM

CONTACTS

UP Faculty of Management, Izolska vrata 2, 6000 Koper

Student affairs office

Monday, Tuesday, Friday: 10:00 to 13:00. Wednesday: 12:00 to 16:30

Thursday: no office hours

T: 05/610 20 20 – undergrad. studies. T: 05/610 20 03 – postgrad. studies

E: referat@fm-kp.si

International office

Monday, Tuesday, Friday: 10:00 to 13:00. Wednesday: 12:00 to 16:30

Thursday: no office hours

T: 05/610 20 27

E: international.office@fm-kp.si

Central unit University library

Opening hours: 0.00–24.00 (Library staff present from Monday to Friday, 8.00–16.00)

Address: Trubarjeva 1, 6000 Koper

Phone: +386 5 611 75 01

E-mail: knjiznica@upr.si

Library catalogue: [COBISS](#)

LECTURE ROOMS



[Virtual tour through UP FM >>>](#)

Ground floor > Lecture rooms 1-6, INNOLAB (Room. 5), Computer rooms 7-9

1st floor> Lecture room 10, Student affairs office 1 (undergrad. study), Student affairs office 2 (postgrad. study), CRPZ, Professors' offices, Booths

2nd floor> Dean's Office, Administrative Services

CONFIRMATION OF PRESENCE & COMPLIANCE OF THE RVT CONDITION

All rooms at the faculty are equipped with a QR code, which students are required to scan each time they enter, and confirm their presence and the fulfilment of RVT conditions in the form which opens when the QR code is scanned. Make sure your mobile phone supports QR code scanning or download one of the free apps.

It is mandatory to register in the form with your Office 365 account (enrollmentnumber@student.upr.si; password: the same as the one for ŠIS). If you are unable to record attendance and compliance with RVT, please contact administrative staff or a lecturer.



SCHEDULE



The online schedule for full-time study is available at [THIS LINK](#).

Schedule changes are posted in online notifications and immediately visible in the schedule.



You can also download the WiseTimetable schedule app to your mobile phones (password: upmng). Short instructions can be found [HERE](#). You can browse the schedule prepared in the WiseTimetable application according to various criteria: by programs, subjects, professors or premises (you select this in the application).

At the **undergraduate** full-time study, lectures and exercises are held in blocks of 2, 3 or 4 hours on weekdays (Monday-Friday) in the morning from 8:30 to 16:30 with a lunch break (12:00–13:00). Lectures at the **undergraduate part-time** study are held on Friday afternoon and on Saturday morning in blocks of 4 hours each. In the **master's** study programs, lectures and exercises are held in the afternoon on weekdays, starting at 16:30.

NOTICES



Notices for students by individual study programs are published on the intranet ([CLICK HERE](#)).

A student who has given consent for notification by e-mail upon enrolment will automatically receive all published notices for **their study program by e-mail**. In this way, students are always informed about all changes in schedules, exam deadlines, activities in the study program and other important matters. Consent can also be submitted or revoked during the academic year within ŠIS.

OPPORTUNITIES AND CHALLENGES

In the **Opportunities and Challenges** section, students receive notifications that are not related to the study process. There you will find:

- job openings for students, internships in Slovenia and abroad, etc.,
- invitations to summer schools and courses,
- the possibility of obtaining foreign or state scholarships,
- tenders and competitions.

REGULATIONS AND INSTRUCTIONS



All UP FM policies and instructions are posted at [THIS LINK](#).

CONTACTS AND OFFICE HOURS OF PROFESSORS

Office hours are intended for individual communication with higher education teachers, usually for help and advice in studies, additional explanations of the material, etc.

During office hours, students can also arrange to view the exams they've taken. Office hours take place in the booths on the 1st floor of the faculty. The schedule of office hours of an individual higher education teacher is published in the SIS under the category "Employee information" or [HERE](#).



You can also make appointments by e-mail. UP FM employees have an address in the form name.lastname@fm-kp.si, to which students can send their questions.

E CLASSROOM

The e-classroom is an online learning environment in which part of the educational work takes place. You can access the e-classroom via the faculty website (menu at the top right).

Students register in the e-classroom in the same way as in ŠIS (enrolment number and password). In the e-classroom, some information will be available to all students and others only to students who will be enrolled in individual subjects. The higher education teacher informs the students about the method of including students in the subject at the first lecture. Teachers also inform students of individual subjects through the e-classroom. Messages from the e-classroom are sent to students at the e-mail address published in ŠIS.

STUDENT COUNCIL

SC UP FM takes care of communication between students and the management of the faculty and generally ensures the participation of students in the work and co-management of the faculty. Through two representatives, the FM student council participates in the Student Council of the University of Primorska, the umbrella student body of the university, where representatives of the student councils of UP members participate together. An important duty of SC UP FM is also to organize extracurricular activities and events for our students.

e: studentski.svet@fm-kp.si

FB: [@UPFMStudenti](#)

IG: [@fmstudenti](#)

FOLLOW US ON SOCIAL MEDIA

- FB: [@UP Fakulteta za Management - UP Faculty of Management](#)
- IG: [@up.fm.koper](#)
- LN: [Faculty of management, University of Primorska](#)





www.upr.si/en