

UNIVERSITY OF MARIBOR

**INFORMATION PACKAGE /
INTERNATIONAL EXCHANGE STUDENTS' GUIDE
2014/2015**

Part I Information on the institution

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PART ONE: INFORMATION ABOUT THE INSTITUTION

NAME AND ADDRESS

University of Maribor
UNIVERZA V MARIBORU
Slomškovo trg 15, 2000 Maribor, Slovenia
Telephone: +386 (0)2 235 52 80
Telefax: + 386 (0)2 235 52 11
E-mail: rektorat@um.si
<http://www.um.si>

ACADEMIC CALENDAR OF THE UNIVERSITY OF MARIBOR 2014/2015

Tuesday, 23. September — Tuesday, 30. September 2014	Orientation week for freshmen
Wednesday, 1. October 2014	First day of classes in winter semester
Friday, 31. October 2014	Reformation Day**
Monday, 1. December — Friday, 5. December 2014	Commencement ceremonies
Wednesday, 24. December 2014 — Friday, 2. January 2015	Christmas break*
Wednesday, 21. January 2015	Rector's Day*
Friday, 23. January 2015	Last day of classes in winter semester
Monday, 26. January — Friday, 20. February 2015	Winter exam period
Monday, 23. February 2015	First day of classes in summer semester
Monday, 6. April 2015	Easter Monday**
Tuesday, 7. April — Friday, 10. April 2015	Commencement ceremonies
Monday, 27. April — Friday, 1. May 2015	Labour Day break*
Tuesday, 12. May 2015	Student's Day*
Friday, 12. June 2015	Last day of classes in summer semester
Monday, 15. June — Friday, 10. July 2015	Summer exam period
Monday, 15. June — Friday, 19. June 2015	Commencement ceremonies
Thursday, 25. June 2015	Assumption Day**
Monday, 17. August — Friday, 11. September 2015	Fall exam period
Friday, 18. September 2015	Day of the University of Maribor
Wednesday, 30. September 2015	End of the academic year

*no lectures

**public holidays

ACADEMIC AUTHORITIES

Rector
Prof. Dr. Danijel REBOLJ

Vice-Rector
Prof. Dr. Mihaela KOLETNIK

Vice-Rector
Dr. Lučka LORBER

Vice-Rector

Prof. Dr. Karin STANA KLEINSCHEK

Vice-Rector
Prof. Dr. Tomaž KERN

Vice-Rector
Prof. Dr. Zdravko KAČIČ

Vice-Rector, student
Rok Hržič

University Architect
Asist. Prof. Uroš LOBNIK

Secretary General
Mojca TANCER VERBOTEN, Msc.

President of the Management Board
Prof. dr. Bojan ŠKOF

GENERAL DESCRIPTION OF THE UNIVERSITY OF MARIBOR

Maribor, the seat of one of the three Slovene universities, was first mentioned in historical documents as a town as early as the year 1257. The beginnings of higher education in Maribor are closely connected to Anton Martin Slomšek, the bishop of the Lavantine diocese in St. Andraž in Carinthia. The bishop moved the seat of the diocese to Maribor in 1859 and opened a new seminary and religious school in the city. This was the first institution of higher education in Maribor and a forerunner of the present day university.

The first institution of the present-day university (the Faculty of Theology does not form a part of the University of Maribor) was the School of Economics and Commerce, which was founded in 1959 and offered a two-year programme of study.

In 1961 the Association of Institutions of Higher Education in Maribor was formed. The organizational model of the Association and its relations with the faculties and its institutions was similar to the traditional model of university organization. After the individual schools developed into faculties, it was only a matter of time before the Association of Institutions of Higher Education became a university. The Assembly of the Socialist Republic of Slovenia confirmed the university status of the institutions of higher education in Maribor in 1975.

Over time these developed into the following faculties:

Faculty of Economics and Business
Faculty of Electrical Engineering and Computer Science
Faculty of Energy Technology
Faculty of Civil Engineering
Faculty of Chemistry and Chemical Engineering
Faculty of Agriculture and Life Sciences
Faculty of Logistics
Faculty of Natural Sciences and Mathematics
Faculty of Organizational Sciences
Faculty of Mechanical Engineering
Faculty of Tourism
Faculty of Criminal Justice and Security
Faculty of Health Sciences
Faculty of Arts
Faculty of Medicine
Faculty of Education

Faculty of Law

Not all of the faculties are located in Maribor. The Faculty of Agriculture and Life Sciences is located in Hoče, the Faculty of Organizational Sciences is located in Kranj, the Faculty of Criminal Justice and Security in Ljubljana, the Faculty of Logistics in Celje and Krško, the Faculty of Energy Technology in Krško and Velenje and the Faculty of Tourism in Brežice. The rest of the faculties are spread all over the city of Maribor.

The University co-operates with various institutions of higher education and academic associations throughout the world in different research fields developed by its faculty members. Co-operation encompasses numerous activities ranging from study visits to joint research projects. The University of Maribor is active in various networks, and multilateral programmes of co-operation, including Lifelong Learning Programme, TEMPUS, CEEPUS and the 7th Framework programme.

Courses of study offered by the University of Maribor and its member faculties are degree study programmes leading to the award of diplomas and credential programmes leading to the award of certificates. Degree study programmes can be undergraduate, (academic or professionally oriented) – 1st degree study programmes, or graduate – 2nd and 3rd degree study programmes. University of Maribor concluded adapting its study programmes according to the requirements of the Bologna Declaration. Since the academic year 2010/2011 University of Maribor is enrolling only students in Bologna study programmes. Study programmes are offered by the faculties as full time or part time studies. In the academic year 2013/2014 we had 13.641 undergraduate and 4.333 post graduate students at the University of Maribor.

Candidates are advised to gather information about study programme requirements from the faculties before enrollment.

STUDY PROGRAMMES OFFERED BY THE UNIVERSITY OF MARIBOR 2014/2015

FACULTY OF ECONOMICS AND BUSINESS

Ekonomsko poslovna fakulteta (EPF)

Razlagova 14, 2000 Maribor, Slovenia

Telephone: +386 (0)2 22 90 000

Telefax: +386 (0)2 22 90 317

E-mail: info.epf@uni-mb.si

<http://www.um.si/en> → Faculties → Faculty of Economics and Business

1st degree Undergraduate Academic Study Programme

Economics and Business science – options:

- Economics
- E-Business
- Finance and Banking
- Business Management and Organisation
- Marketing
- International Business Economics
- Entrepreneurship
- Accounting, Auditing and Taxation

1st degree Undergraduate Professionally Oriented Study Programme

Business Administration – options:

- Public Sector Economics and Management
- Management
- Marketing
- International Management
- Entrepreneurship
- Business Finance and Banking
- Accounting and Business Taxation

Tourism

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Economic and Business Sciences (Bologna Study Programme) – options:

- Accounting, Auditing and Taxation
- Economics
- Entrepreneurship and Innovation
- Finance and Banking
- Information Systems and E-Business Management
- International Business Economics
- Management, Organisation and Human Resources
- Marketing Management
- Strategic and Project Management
- Management of Public Enterprises
- Corporate Governance and Management
- Corporate governance and management in health organization

3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)

Economic and Business Sciences

FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

Fakulteta za elektrotehniko, računalništvo in informatiko (FERI)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 220 70 00

Telefax: +386 (0)2 220 72 72

E-mail: feri@um.si

<http://www.um.si/en> → Faculties → Faculty of Electrical Engineering and Computer Science

1st degree Undergraduate Academic Study Programmes

Electrical Engineering – options:

- Automation and Robotics
- Electronics
- Power Engineering

Computer Science and Information Technologies

Informatics and Technologies of Communication – options:

- Information Technologies
- Communication Techniques

Telecommunications

Media Communications – options:

- Media Production
- Visual Communication

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

1st degree Undergraduate Professionally Oriented Study Programmes

Electrical Engineering – options:

- Automation and Robotics
- Electronics
- Power Engineering
- Telecommunications

Computer Science and Information Technologies

Informatics and Technologies of Communication – options:

- System Support to Informatics and Communication Technologies
- Development of Information Systems
- Multimedia Communication Technologies

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering, Computers and Information Technology and the Faculty of Mechanical Engineering

2nd degree Postgraduate Study Programmes Leading to Magister (Masters')

Electrical Engineering – options:

Automation and Robotics

Electronics

Power Engineering

Computer Science and Information Technologies

Informatics and Technologies of Communication

Telecommunications

Media Communications

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

Industrial Engineering– interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering, Faculty of Civil engineering and the Faculty of Economics and Business – option:

Electrical Engineering

3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)

Electrical Engineering

Computer Science and Informatics

Media Communications

FACULTY OF ENERGY TECHNOLOGY

Fakulteta za energetiko (FE)

Hočvarjev trg 1, 8270 Krško, Slovenia

Telephone: +386 (0)7 620 22 10

Telefax: +386 (0)7 620 22 22

E-mail: fe@um.si

<http://www.um.si/en> → Faculties → Faculty of Energy Technology

1st degree Undergraduate Academic Study Programme

Energy Technology

1st degree Undergraduate Professionally Oriented Study Programme

Energy Technology

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Energy Technology

3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)

Energy Technology

FACULTY OF CIVIL ENGINEERING

Fakulteta za gradbeništvo (FG)

Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 229 43 00

Telefax: +386 (0)2 252 41 79

E-mail: fg@um.si

<http://www.um.si/en> → Faculties → Faculty of Civil Engineering

1st degree Undergraduate Academic Study Programmes

Architecture

Civil Engineering

Industrial Engineering– interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering, Faculty of Civil engineering and the Faculty of Economics and Business – option:

Civil Engineering

1st degree Undergraduate Professionally Oriented Study Programmes

Civil Engineering
Traffic Engineering

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Civil Engineering
Traffic Engineering
Architecture
Industrial Engineering– interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering, Faculty of Civil engineering and the Faculty of Economics and Business – option:
Civil Engineering

3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)

Civil Engineering
Traffic Engineering

FACULTY OF CHEMISTRY AND CHEMICAL ENGINEERING

Fakulteta za kemijo in kemijsko tehnologijo (FKKT)
Smetanova ulica 17, 2000 Maribor, Slovenia
Telephone: +386 (0)2 229 44 00
Telefax: +386 (0)2 252 77 74
E-mail: fkkt@um.si
<http://www.um.si/en> → Faculties → Faculty of Chemistry and Chemical Engineering

1st degree Undergraduate Academic Study Programme

Chemistry
Chemical Technology

1st degree Undergraduate Professionally Oriented Study Programme

Chemical Technology

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Chemistry
Chemical Engineering

3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)

Chemistry and Chemical Engineering

FACULTY OF AGRICULTURE AND LIFE SCIENCES

Fakulteta za kmetijstvo in biosistemske vede (FKBV)
Pivola 10, 2311 Hoče, Slovenia
Telephone: +386 (0)2 320 90 00
Telefax: +386 (0)2 616 11 58
E-mail: fbkv@uni-mb.si
<http://www.um.si/en> → Faculties → Faculty of Agriculture and Life Sciences

1st degree Undergraduate Academic Study Programme

Agriculture and Environment

1st degree Undergraduate Professionally Oriented Study Programmes

Animal Science
Organic Farming
Agronomy – Ornamentals, Vegetables and Field Crops

Biosystems Engineering
Viticulture, Enology and Fruitgrowing
Agri-Business Management and Rural Development

2nd degree Postgraduate Study Programmes Leading to Magister (Masters')

Agriculture
Agricultural Economics
Food Safety in the Agrifood Chain

3rd degree Postgraduate Study Programmes Leading to Doktorat Znanosti (PhD)

Agriculture
Agricultural Economics

FACULTY OF LOGISTICS

Fakulteta za logistiko (FL)
Mariborska cesta 7, 3000 Celje, Slovenia
Telephone: +386 (0)3 428 53 00
Telefax: +386 (0)3 428 53 38
E-mail: info@fl.uni-mb.si
<http://www.um.si/en> → Faculties → Faculty of Logistics

1st degree Undergraduate Academic Study Programme

Systems Logistics

1st degree Undergraduate Professionally Oriented Study Programme

Economic and Technical Logistics

2nd degree Postgraduate Study Programmes Leading to Magister (Masters')

Systems Logistics
System Logistics in Economics - joint master's programme implemented in cooperation with the Faculty of Economics of the University of Novi Sad – option:
Logistics of Modern Business
Logistics in Finance and Banking

3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)

System Logistics

FACULTY OF NATURAL SCIENCES AND MATHEMATICS

Fakulteta za naravoslovje in matematiko (FNM)
Koroška cesta 160, 2000 Maribor, Slovenia
Telephone: +386 (0)2 229 38 44
Telefax: +386 (0)2 251 81 80
E-mail: dekanat.fnm@um.si
<http://www.um.si/en> → Faculties → Faculty of Natural Sciences and Mathematics

1st degree Undergraduate Academic Study Programmes

Single major Academic Study Programmes:
Mathematics
Ecology with Nature Conservation
Physics
Biology
Double major Academic Study Programmes:
Educational Biology
Educational Physics
Educational Chemistry
Educational Mathematics

Educational Computer Science
Educational Design

2nd degree Single Major Postgraduate Study Programme Leading to Magister (Masters')

Physics
Educational Design
Educational Mathematics
Biology and Ecology with Nature Conservation
Mathematics

2nd degree Double Major Postgraduate Study Programme Leading to Magister (Masters')

Educational Biology
Educational Physics
Educational Chemistry
Educational Mathematics
Educational Computer Science
Educational Design

3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)

Physics
Mathematics
Education in Engineering
Ecological Sciences

FACULTY OF ORGANIZATIONAL SCIENCES

Fakulteta za organizacijske vede, Kranj (FOV)
Kidričeva 55a, 4000 Kranj, Slovenia
Telephone: +386 (0)4 237 42 00
Telefax: +386 (0)4 237 42 99
E-mail: dekanat@fov.uni-mb.si
<http://www.um.si/en> → Faculties → Faculty of Organizational Sciences in Kranj

1st degree Undergraduate Academic Study Programme

Organization and Management of Business and Working Systems
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems

1st degree Undergraduate Professionally Oriented Study Programme

Organization and Management of Business and Working Systems
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems

2nd degree Postgraduate Study Programmes Leading to Magister (Masters')

Organization and Management of Business and Working Systems
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems
Management in Health and Social Welfare in cooperation with Faculty of Health Sciences

3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)

Organization and Management of Business and Working Systems
Organization and Management of Human Resources and Educational Systems
Organization and Management of Information Systems

FACULTY OF MECHANICAL ENGINEERING

Fakulteta za strojništvo (FS)
Smetanova ulica 17, 2000 Maribor, Slovenia

Telephone: +386 (0)2 220 75 00

Telefax: +386 (0)2 220 79 90

E-mail: fs@um.si

<http://www.um.si/en> → Faculties → Faculty of Mechanical Engineering

1st degree Undergraduate Academic Study Programmes

Mechanical Engineering – options:

Power, Process and Environmental Engineering

Engineering Design

Manufacturing Technologies and Systems

Design and Textile Materials – options:

Engineering Design of Textile Materials

Textile Materials

Environmental Engineering

Industrial Engineering – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering, Faculty of Civil engineering and the Faculty of Economics and Business – option:

Mechanical Engineering

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and Computer Science and the Faculty of Mechanical Engineering

1st degree Undergraduate Professionally Oriented Study Programmes

Mechanical Engineering – options:

Power, Poces and Environmental Engineering

Engineering Design

Production Engineering

Textile Design Technologies – options:

Design and Product Development

Materials and Textile Technologies

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering, Computers and Information Technology, and the Faculty of Mechanical Engineering

2nd degree Postgraduate Study Programmes Leading to Magister (Masters')

Mechanical Engineering – options:

Power, Poces and Environmental Engineering

Engineering Design

Manufacturing Technologies and Systems

Engineering Computer Modelling

Environmental Engineering

Design and Textile Materials

Engineering Design of Textile Materials

Textile Materials

Product Design

Industrial Engineering – interdisciplinary study programme involving the Faculty of Economics and Business, the Faculty of Electrical Engineering, Computers and Information Technology, the Faculty of Civil Engineering, and the Faculty of Mechanical Engineering – option:

Mechanical Engineering

Mechatronics – interdisciplinary study programme involving the Faculty of Electrical Engineering and the Faculty of Mechanical Engineering

3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)

Mechanical Engineering

Environmental Engineering

Textile materials

FACULTY OF TOURISM

Fakulteta za turizem (FT)

Cesta prvih borcev 36, 8250 Brežice, Slovenia
Telephone: +386 (0)8 205 40 10
Telefax: +386 (0)8 205 40 12
E-mail: ft@um.si
<http://www.um.si/en> → Faculties → Faculty of Tourism in Brežice

1st degree Undergraduate Academic Study Programme

Tourism

1st degree Undergraduate Professionally Oriented Study Programme

Tourism

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Tourism

FACULTY OF CRIMINAL JUSTICE AND SECURITY

Fakulteta za varnostne vede (FVV)
Kotnikova 8, 1000 Ljubljana, Slovenia
Telephone: +386 (0)1 300 83 00
Telefax: +386 (0)1 230 26 87
E-mail: fvv@fvv.uni-mb.si
<http://www.um.si/en> → Faculties → Faculty of Criminal Justice and Security

1st degree Undergraduate Academic Study Programme

Criminal Justice and Security

1st degree Undergraduate Professionally Oriented Study Programme

Security and Policing
Information Security

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Criminal Justice and Security

3rd degree Postgraduate Study Programme Leading to Doktorat Znanosti (PhD)

Criminal Justice and Security

FACULTY OF HEALTH SCIENCES

Fakulteta za zdravstvene vede (FZV)
Žitna ulica 15, 2000 Maribor, Slovenia
Telephone: +386 (0)2 300 47 00
Telefax: +386 (0)2 300 47 47
E-mail: fzv@um.si
<http://www.um.si/en> → Faculties → Faculty of Health Sciences

1st degree Undergraduate Professionally Oriented Study Programme

Nursing Care

2nd degree Postgraduate Study Programmes Leading to Magister (Masters')

Nursing Care – options:

Nursing Care

Emergency Situations in Health Care

Bioinformatics – interdisciplinary study programme involving the Faculty of Health Sciences, the Faculty of Electrical Engineering and Computer Science

Management in Health and Social Welfare – interdisciplinary study programme involving the Faculty of Health Sciences and the Faculty of Organisational Sciences

FACULTY OF ARTS

Filozofska fakulteta (FF)
Koroška cesta 160, 2000 Maribor, Slovenia
Telephone: +386 (0)2 229 38 40
Telefax: +386 (0)2 229 36 25
E-mail: ff@um.si
<http://www.um.si/en> → Faculties → Faculty of Arts

1st degree Undergraduate Academic Study Programmes

Single major Academic Study Programmes – non-teaching option

- Slovene Language and Literature
- Sociology and Interdisciplinary Social Sciences
- Psychology
- German Studies
- History

Double major Academic Study Programmes – non-teaching option

- Slovene Language and Literature
- Geography
- Sociology
- English Language and Literature
- Interlingual Studies – English
- Interlingual Studies – German
- Pedagogy
- Philosophy
- German Language and Literature
- Hungarian Language and Literature
- History
- Art History

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Single major Postgraduate Study Programmes – non-teaching option

- Intercultural German Studies
- Translation and Interpreting
- Sociology
- Psychology
- History

Single major Postgraduate Study Programmes – teaching option

- Slovene Language and Literature
- Pedagogy

Double major Postgraduate Study Programmes – non-teaching option

- Slovene Language and Literature
- Philosophy
- Geography
- History
- English Studies
- Intercultural German Studies
- Art History

Double major Postgraduate Study Programmes – teaching option

- Slovene Language and Literature
- German as a Foreign Language
- Teaching English
- Hungarian Language and Literature
- Sociology
- Philosophy
- Pedagogy
- Geography

History

3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)

Philosophy
German Studies
Hungarian Studies
Slovene Language Studies
Sociology
Behavioral and Cognitive Neuroscience
History
Geography
Pedagogy
Art History

FACULTY OF MEDICINE

Medicinska fakulteta (MF)
Taborska 8, 2000 Maribor, Slovenija
Telephone: +386 (0)2 234 58 21
Telefax: +386 (0)2 234 58 20
E-mail: mf@um.si
<http://www.um.si/en> → Faculties → Faculty of Medicine

2nd degree Undergraduate Uniform Master's Study Programme

General Medicine

3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)

Biomedical Technology

FACULTY OF EDUCATION

Pedagoška fakulteta (PEF)
Koroška cesta 160, 2000 Maribor, Slovenia
Telephone: +386 (0)2 229 36 00
Telefax: +386 (0)2 229 37 60
E-mail: dekanat.pef@um.si
<http://www.um.si/en> → Faculties → Faculty of Education

1st degree Undergraduate Academic Study Programmes

Elementary Education
Music Education
Art Education

1st degree Undergraduate Professionally Oriented Study Programmes

Preschool Education
Sports Training

2nd degree Postgraduate Study Programme Leading to Magister (Masters')

Elementary Education
Early Learning and Teaching
Fine Art Education
Sports Coaching
Inclusion in Education
Music Education

3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)

Science of Education
Leadership in Education

FACULTY OF LAW

Pravna fakulteta (PF)

Mladinska ulica 9, 2000 Maribor, Slovenia

Telephone: +386 (0)2 250 42 00

Telefax: +386 (0)2 252 32 45

E-mail: info.pf@um.si

<http://www.um.si/en> → Faculties → Faculty of Law

1st degree Undergraduate Academic Study Programme

Law

2nd degree Postgraduate Study Programmes Leading to Magister (Masters')

Law

Business Law

Labour Law and Human Resources

European Studies and European Union External Relations

3rd degree Postgraduate Study Programmes Leading to Doktor Znanosti (PhD)

Law

LIST OF FACULTY ERASMUS AND ECTS COORDINATORS

Some lectures for students in the Erasmus programme are conducted in English. Some courses are available only in the tutorial system. For more information, please check the Faculty Information Package and/or contact the ERASMUS coordinator at the faculty of your choice:

FACULTY		ERASMUS COORDINATOR	Tel.: +386	E-mail address	ECTS COORDINATORS	Tel.: +386	E-mail address
Faculty of Economics and Business	EPF	mag. Sanja Kocijan	02/229 02 52	sanja.kocijan@uni-mb.si	prof.dr. Polona Tominc	02/229 03 02	polona.tominc@uni-mb.si
Faculty of Electrical Engineering and Computer Science	FERI	prof. dr. Tatjana Welzer Družovec, Barbara Ferbežar (administrative assistant)	02/220 72 99 02/220 70 06	tatjana.welzer@um.si erasmus.feri@uni-mb.si	prof. dr. Tatjana Welzer Družovec,	02/220 72 99	tatjana.welzer@um.si
Faculty of Energy Technology	FE	doc. dr. Sebastijan Seme	03/777 04 09	sebastijan.seme@um.si	doc. dr. Sebastijan Seme	03/777 04 09	sebastijan.seme@um.si
Faculty of Arts	FF	doc. dr. Tomaž Onič Alenka Marušič	02/229 36 18 02/229 37 82	tomaz.onic@um.si alenka.marusic@um.si	Department for English and American Studies: lekt. mag. Agata Križan Philosophy: doc. dr. Smiljana Gartner Geography: doc. dr. Igor Žiberna German studies: doc. dr. Melanija Larisa Fabčič Hungarian language and literature: prof. dr. Jutka Rudaš Pedagogy: prof. dr. Mateja Pšunder Translatology: lekt. Melita Koletnik Korošec Psychology: doc. dr. Sara Tement	02/22 93 610 02/22 93 823 02/22 93 654 02/22 93 609 02/22 93 626 02/22 93 827 02/22 93 840 02/22 93 840	agata.krizan@um.si smiljana@me.com igor.zibera@um.si melanija.fabcic@um.si jutka.rudas@um.si mateja.psender@um.si melita.koletnik@um.si sara.tement@um.si

					Slavic languages and literatures: lekt. Gjoko Nikolovski, asist.	02/22 93 636, 02/22 93 775	gjoko.nikolovski@um.si
					Sociology: doc. dr. Andrej Naterer	02/22 93 699	andrej.naterer@um.si
					History of Arts: prof. dr. Polona Vidmar	02/22 93 840	polona.vidmar@uni-mb.si
					History: doc. dr. Aleš Maver, lekt.	02/22 93 799	ales.maver@um.si
Faculty of Civil Engineering	FG	lekt. Sabina Mulej (Erasmus faculty coordinator) Damjana Zlatolas (administrative assistant) doc. dr. Kaja Pogačar (assistant for Architecture) mag. Beno Mesarec (assistant for Traffic Engineering)	02/229 43 64 02/229 43 79 02/229 43 12 02/229 43 92	sabina.mulej@um.si fg.erasmus@um.si kaja.pogacar@um.si beno.mesarec@um.si	prof. dr. Bojana Dolinar	02/229 43 25	bojana.dolar@um.si
Faculty of Chemistry and Chemical Engineering	FKKT	prof. dr. Zorka Novak Pintarič	02/229 44 82	zorka.novak@um.si	dr. Marko Bračko	02/2294 490 02/2294 488	marko.bracko@um.si
Faculty of Agriculture and Life Sciences	FKBV	doc. dr. Silva Grobelnik Mlakar, doc. dr. Tadeja Kraner Šumenjak	02/320 90 82 02/320 90 17	silva.grobelnik-mlakar@uni-mb.si tadeja.kraner@um.si	prof. dr. Branko Kramberger	02/320 90 33	branko.kramberger@um.si
Faculty of Logistics	FL	prof. dr. Andrej Lisec	03/428 53 20	andrej.lisec@fl.uni-mb.si	prof. dr. Maja Fošner	03/428 53 24	maja.fosner@uni-mb.si
Faculty of Natural Sciences and Mathematics	FNM	asist. dr. Nataša Pipenbaher	02/229 37 30	natasa.pipenbaher@um.si erasmus.fnm@um.si	doc. dr. Daniel Eremita (mathematics and computer science), doc. dr. Robert Repnik (physics), prof. dr. Srečko Glodež (design and engineering), asist. dr. Brina Dojer (biology and chemistry)	02/235 56 08 041 792 567 02/229 37 53 02/239 37 51	daniel.eremita@um.si robert.repnik@um.si srecko.glodez@um.si brina.dojer@um.si
Faculty of Organizational Sciences	FOV	doc. dr. Uroš Rajkovič mag. Maja Zajec	04/237 42 90 04/237 42 28	uros.rajkovic@fov.uni-mb.si maja.zajec@fov.uni-mb.si	doc. dr. Marjan Senegačnik	04/237 42 56	marjan.senegacnik@fov.uni-mb.si

Faculty of Mechanical Engineering	FS	prof. dr. Igor Drstvenšek (Mechanical Engineering), doc. dr. Julija Volmajer Valh (Textile Engineering)	02/ 220 75 93 02/ 220 78 97	fs.erasmus@uni-mb.si julija.volmajer@um.si	prof. dr. Franc Zupanič	02/220 78 63	franc.zupanic@um.si
Faculty of Tourism	FT	doc. dr. Maja Turnšek Hančič Janja Grubič	08/205 70 65 08/ 20 57 063	maja.turnsek@um.si janja.grubic@um.si	doc. dr. Maja Turnšek Hančič	08/205 70 65	maja.turnsek@um.si
Faculty of Criminal Justice and Security	FVV	prof. dr. Andrej Sotlar	01/300 83 32	andrej.sotlar@fvv.uni-mb.si	prof. dr. Andrej Sotlar	01/300 83 32	andrej.sotlar@fvv.uni-mb.si
Faculty of Health Sciences	FZV	Dr., DHSc. (Republika Finska) Helena Blažun	02/300 47 33	helena.blazun@um.si fzv.erasmus@um.si	dr. Klavdija Čuček Trifkovič	02/300 47 04	klavdija.cucek@um.si
Faculty of Medicine	MF	Milena Orož Črešnar	02/234 58 42	milena.oroz@um.si			
Faculty of Education	PEF	Jelena Krivograd	02/229 38 53	jelena.krivograd@um.si	prof. dr. Milena Ivanuš Grmek <i>(Department of Basic Pedagogical Studies)</i> prof. dr. Olga Denac <i>(Department of Preschool Education)</i> prof. dr. Alenka Lipovec <i>(Department of Elementary Education)</i> prof. Petra Varl <i>(Department of Fine Arts)</i> doc. Alojz Slavko Kovačič <i>(Department of Music)</i> Lecturer Stojan Puhelj <i>(Department of Sports Training)</i>	02/2293 789 02/2293 687 02/2293 686 02/2293 716 02/2293 765 02/2293 665	milena.grmek@um.si olga.denac@um.si alenka.lipovec@um.si petra.varl@um.si slavko.kovacic@um.si stojan.puhalj@um.si
Faculty of Law	PF	prof. dr. Vesna Rijavec, Rebeka Livič	02/250 42 34 02/250 42 22	vesna.rijavec@um.si erasmus.pf@uni-mb.si	prof. dr. Marijan Kocbek	02/25 04 224,	marijan.kocbek@um.si

GRADING SCALE

Slovene Grading Scale	ECTS Grading Scale
10 - excellent	A
9 - very good	B
8 - good	C
7 - satisfactory	D
6 - sufficient	E
5 – fail	FX/F

ADMISSION/REGISTRATION PROCEDURES

ADMISSION/REGISTRATION PROCEDURE FOR REGULAR STUDENTS

ADMISSION REQUIREMENTS FOR ENROLLMENT IN THE 1ST YEAR OF THE UNDERGRADUATE STUDY PROGRAMMES (for foreign citizens of non EU Member State and Slovenians without Slovenian citizenship)

The application and admission procedure for enrollment in the 1st year of undergraduate study for foreign citizens of non EU Member State and Slovenians without Slovenian citizenship at the University of Maribor is conducted by:

University of Maribor, The Higher Education Application and Information Office
Slomškovo trg 15, 2000 Maribor, Slovenia
Telephone: +386 (0)2 235 52 64
Telefax: +386 (0)2 235 52 65
E-mail: vpis@um.si
<http://vpis.um.si>

Application and admission procedure

The first application period lasts from 5th February to 31st May 2014 and the third application period lasts from 1st to 5th October 2014. Candidates can apply using: E-Application in eVŠ: <http://portal.evs.gov.si/prijava/>. In the first application period all necessary documents that show fulfilment of enrolment conditions must be sent to The Higher Education Application and Information Office of the University of Maribor no later than 1st August 2014. Candidates must pass a test of ability, capacity and skills if they wish to enrol in the Faculty of Civil Engineering (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching).

Evidence of fulfilment of admission requirements:

- Verified copy of citizenship certificate
- Translation into Slovenian by court translator of citizenship certificate.
- Verified copies of secondary school certificates (secondary school exit certificate and certificates of the last two years with all the graded subjects, including the corresponding marks, to be specified in the certificate).
- Translation into Slovenian by a court translator of the secondary school exit certificate and certificates of the last two years with all the graded subjects, including the corresponding marks, to be specified in the certificate.
- Decision on recognition of certificates obtained abroad. The recognition procedure determines the equivalent Slovenian certificate to the certificate issued abroad. The procedure is carried out by the University of Maribor. Information about the recognition procedure is available from the following e-mail address: priznavanjeizobrazevanja@um.si, tel. +386 (0)2 23 55 217, <http://www.um.si/studij/priznavanje/Strani/default.aspx>.
- Slovenian language certificate. For admission to the Faculty of Education (with exception of programme Music Education), Faculty of Arts and Faculty of Medicine*, a Slovenian language certificate must be submitted before enrolling in the 1st year of study. For other study programmes, candidates must submit a Slovenian language certificate before enrolling in the 2nd year of study, with

the exception of study programmes of the Faculty of Electrical Engineering and Computer Science, Faculty of Civil Engineering, Faculty of Logistics, Faculty of Chemistry and Chemical Engineering, Faculty of Energy Technology, Faculty of Natural Science and Mathematics, Faculty of Organisational Sciences, Faculty of Agriculture and Life Sciences, Faculty of Tourism, Faculty of Criminal Justice and Security and Faculty of Business and Economics where no language certificate is required. A Slovenian language certificate is obtainable from:

University of Ljubljana
Centre for Slovene as a Second/Foreign Language
Kongresni trg 12, 1000 Ljubljana, Slovenia
Tel: +386 (0)1 241 86 47, E-mail: center-slo@ff.uni-lj.si

For candidates enrolling in the University of Maribor:
Faculty of Arts of the University of Maribor
Koroška cesta 160, 2000 Maribor, Slovenia
Tel: +386 (0)2 22 93 787
e-mail: tamara.markelj@um.si
<http://www.ff.uni-mb.si/studenti/informacije/izpit-iz-slovenskega-jezika-za-tujce.dot>
(Candidates' Slovene language exam, taken at the Center for Slovene Language at the University of Ljubljana, will be acknowledged).

*Faculty of Medicine: All candidates need a Slovenian language certificate of level C2, regarding the Common European Framework of Reference for Languages (CEFR). As a fulfilled enrolment condition is considered a taken exam of Slovenian language at final exam (Slovenian matura), certificate of last year the subject was carried out at secondary school, certificate of Slovenian language of level C2 or other equivalent document.

Only for candidates enrolling in the Faculty of Medicine of the University of Maribor:
Faculty of Arts of the University of Maribor
Ga. Špela Kočar
Koroška cesta 160, 2000 Maribor, Slovenia
Tel: +386 (0)2 22 93 805
e-mail: jezikovni.tecaji@um.si
<http://www.ff.uni-mb.si/studenti/informacije/izpit-iz-slovenskega-jezika-za-tujce.dot>

For detailed information about verified documents see our homepage: <http://vpis.um.si/>.

If the application is accepted, the candidate must pay an enrolment fee, in some cases a tuition fee and complete her/his enrolment at the chosen faculty.

Tuition fees

The tuition fees for undergraduate studies are set individually by each faculty.

ADMISSION REQUIREMENTS FOR ENROLLMENT IN THE 1ST YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER STUDY PROGRAMMES (for citizens of the European Union Member States)

Citizens of European Union member states may apply for study in Slovenia under the same conditions as citizens of the Republic of Slovenia.

The application and admission procedure for enrolment in the first year of undergraduate and long-cycle master study at the University of Maribor is conducted by:

University of Maribor
The Higher Education Application and Information Office of the University of Maribor
Slomškov trg 15
2000 Maribor
Slovenia
Tel: +386(0)2 23 55 261
Fax: +386(0)2 23 55 265
E-mail: vpis@um.si

Internet: <http://www.vpis.um.si>

Office hours: every day from Monday to Friday from 9.00 to 11.00 and from 13.00 to 14.00.

Information about application and admission procedure is available at The Higher Education Application and Information Office of the University of Maribor and also on the website of the Ministry of education, science and sport.

1. APPLICATION PROCEDURE:

Citizens of the EU Member States can apply for enrolment in the first year of undergraduate and long-cycle master study in three application periods:

- in the first application period from 5 February to 5 March 2014,
- in the second application period from 22 to 29 August 2014 or
- in the third application period from 1 to 5 October 2014.

2. GENERAL CONDITIONS FOR ENROLMENT IN THE FIRST YEAR OF STUDY:

- Successfully completed appropriate secondary education (To enrol in university study programmes the candidates must have a recognised national exit exam, like the Slovene matura or final examination before 1 June 1995. To enrol in professional higher-education programmes the candidates must have a recognised final examination, vocational certification or Slovene matura.)

- Completed procedure for the recognition of secondary-school certificates obtained abroad (In the recognition procedure the candidates obtain a Decision on Recognition of foreign Education. The Decision on Recognition of foreign Education determines whether a candidate can continue his education in university or professional higher-education programmes.)

- Some study programmes require the candidates to pass a test of ability, capacity and skills.

- The Faculty of Medicine requires:

»All candidates need a Slovenian language certificate of level C2, regarding the Common European Framework of Reference for Languages. As a fulfilled enrolment condition is considered a taken exam of Slovenian language at final exam (Slovenian matura), certificate of last year the subject was carried out at secondary school, certificate of Slovenian language of level C2 or other equivalent document.«

Candidates must pass a test of ability, capacity and skills if they wish to enrol in the Faculty of Civil Engineering (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching).

3. EVIDENCE OF FULFILMENT OF THE ENROLMENT REQUIREMENTS:

- a final certificate of successfully completed secondary school,
- certificates for the last two years of completed secondary school,
- a decision on recognition of foreign education for the purpose of continued studies.

Candidates have to send certified copies of the required documents. All certificates (except bilingual ones) must be translated into the Slovenian language by a court translator.

The candidates applying for study at the Faculty of Medicine also have to submit a certificate of a taken exam of Slovenian language at final exam (Slovenian matura), certificate of last year the subject was carried out at secondary school, certificate of Slovenian language of level C2 or other equivalent document.

4. TUITION FEES

The citizens of the European Union Member States do not pay any tuition fees for full-time undergraduate and long-cycle master study.

ENROLMENT IN POSTGRADUATE PROGRAMMES

In academic year 2014/2015 candidates can apply for 2nd degree study programmes (Masters) and 3rd degree study programmes (Ph.D.), offered by the University of Maribor members. Detailed information can be found at <http://www.um.si/en/Study/about/Pages/Call-for-application-into-Postgraduate-Study-Programmes-of-UM-14-15.aspx>.

Candidates can submit their application for enrollment into postgraduate study programmes to the relevant faculty of the University of Maribor from Monday, June 2nd until August 25th 2014 for the first application period and from September 17th until September 21st 2014 for the second one.

All candidates must submit an electronic application on web portal eVŠ, which can be found at <http://portal.evs.gov.si/prijava/?locale=en>. More informations about Call for enrolment in Postgraduate Study Programmes of University of Maribor in the Academic Year 2013/14 at: <http://www.um.si/en/Study/about/Pages/Call-for-application-into-Postgraduate-Study-Programmes-of-UM-14-15.aspx>, the procedure of application and enrolment is described here: <http://www.um.si/en/Study/about/Pages/Enrollment-in-postgraduate-study.aspx>, the procedure of recognition is explained here: <http://www.um.si/en/Study/recognition/Pages/default.aspx>.

Enrolment in postgraduate programmes will be conducted after the closing date for applications but no later than 30 September 2014. If students file a request for an extension of the deadline for enrolment for legitimate reasons (relevant bodies of university members decide on such requests), the deadline for enrolment may be extended to 30 October 2014 at the latest.

Foreigners and Slovenians without Slovenian citizenship can enroll into postgraduate study programmes in accordance with the Rules on tuition and living in dormitories for Slovenians without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 70/2008). Candidates can apply for enrollment slots published in tables with enrolment slots for Slovenians without Slovenian citizenship and foreign citizens of non-European Union countries. Candidates must in addition to evidence mentioned above, together with their application, submit the decision on recognition of secondary school education. If they don't have a decision yet, they send their applications (N form) for the recognition procedure to: University of Maribor, Office for General and Legal Affairs (marked: Recognition of foreign education), Slomškov trg 15, 2000 Maribor. Foreigners and Slovenians without Slovenian citizenship are recommended to begin the process of recognition in a timely manner. The deadline for issuing a decision on the recognition under the Act on the Recognition and Assessment of Education (Official Gazette of the Republic of Slovenia, No. 87/2011 and Official Gazette of the Republic of Slovenia, No. 97/2011 - corr.) is two months from the receipt of complete application.

Detailed information on study programmes, application, enrollment, admission requirements and cost of the study is available on the website of the University of Maribor <http://www.um.si/en/Study/about/Pages/default.aspx> and at student affairs offices of UM faculties.

ADMISSION /REGISTRATION PROCEDURE FOR ERASMUS EXCHANGE STUDENTS

An electronic application form can be found at the following Internet site: <https://aips.um.si/PredmetiBP5/Prijavalzmenjaveln.asp>
or: <http://www.um.si/> → eng → ERASMUS → Admission procedure for Erasmus students.

For admission to the University of Maribor in the framework of the Erasmus programme, students must follow these 9 steps:

1. Apply for your individual password at the following internet site <https://aips.um.si/PredmetiBP5/Prijavalzmenjaveln.asp>;
2. Complete the electronic Application Form;
3. Choose your study units. Please read the instructions before selecting your study units;
4. Print out the fully completed Application Form with Learning Agreement;
5. Obtain the signature of the Erasmus academic coordinator at your home university; a university stamp is also required;
6. Request a Transcript of Records from your home university; the Transcript can be in any form including computer print outs from your university registrar's office; it must be written in the English language;
7. Fill in the English language self-evaluation form, print it out and sign it;
8. Make a copy of your identity document (identity card or passport);
9. Send all required documents (Application Form, Transcript of Records, English language self-evaluation form and the Copy of your identity document) to the following email address: eva.skruba@um.si (or erasmus@um.si).

Deadlines: first semester: 1st July, second semester: 1st December (For students from Turkey: first semester: 1st June second semester: 1st November!).

The International Relations Office (IRO) will send the form to the departmental co-ordinator at the University of Maribor. If the student is accepted, (IRO) will send an Acceptance Letter and the confirmed Learning Agreement to the student and to the student's Home University.

MAIN UNIVERSITY REGULATIONS

University autonomy is determined in the Constitution of the Republic of Slovenia (article 58). The Organization of universities and general activities are regulated by the Higher Education Act (Uradni list RS, no.; 119/06, 59/07, 15/08, 64/08, 86/09, 78/11). University reform was adopted by a Decree on the reformation of the University of Maribor (Uradni list RS, no. 28/00, 98/03, 79/04, 36/06, 137/06, 58/07, 67/08, 96/09, 6/2012 and 46/2012). The recognition of international study achievements is regulated by the Lisbon convention, which was ratified by an Act on the Ratification of this Convention (RS MP 14/91). Concrete provisions regarding these matters are also adopted in the Statute of the University of Maribor and several executive provisions.

Main university regulations regarding students are available at <http://www.um.si/en/Study/rules/Pages/default.aspx>.

RECOGNITION PROCEDURES

Pursuant to the Act on Assessment and Recognition of Education, schools, other education establishments and higher education institutions are competent for recognition with a view to access to education.

Recognition with a view to access to education in the Republic of Slovenia is a procedure by which, in the course of enrolment, holders of foreign certificates and diplomas are issued decisions recognizing their right to continue education in the Republic of Slovenia. On the basis of the decision the school shall enrol the holder in the appropriate education programme.

Applicants who are holders of foreign certificates and who wish to apply to study at the University of Maribor should make an application for recognition of their certificates, which should be addressed to the University of Maribor. For more information and guidelines please visit the web site www.um.si, "Study/Recognition of education."

For information about the Recognition of foreign university diplomas, contact priznavanjeizobrazevanja@um.si, Telephone +386(0)2 2355217.

GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING (FORMAL, INFORMAL AND NON-FORMAL)

Students who have acquired certain competences through prior learning can apply for the recognition of these. Learning and expertise can be acquired in many types of situations, through formal education and through everyday experiences and work. The important thing is the result of learning and the learning process, not the manner in which they took place or where or how the knowledge and skills was acquired.

Formal education usually takes place in education institutions, and learning is systematic and based on set learning objectives, and the learner is granted a diploma or a certificate indicating the knowledge he/she has gained.

Non-formal education (unofficial) is systematic and based on set learning objectives. From the perspective of the learner is granted a certificate indicating the knowledge he/she has gained, but not public valid level of education or qualification. In Slovenia, non-formal education is typically offered by various independent educational organisations and training offered at workplaces.

Informal education (everyday learning) refers to learning that takes place during activities at work, in the family or during leisure time. Informal education is not systematic or based on set learning objectives, not is the learner granted a certificate indicating the knowledge he/she has gained. Informal learning may be intentional, but usually it is unintentional and coincidental.

Students have the right to apply for the approval (recognition) of prior learning, if the acquired knowledge is equivalent to the learning objectives of the degree programme.

The principles and procedures for recognising prior learning are set in the Rules on recognition of knowledge and skills obtained before enrollment in study programmes.

ECTS CREDIT ALLOCATION BASED ON THE STUDENT WORKLOAD NEEDED IN ORDER TO ACHIEVE EXPECTED LEARNING OUTCOMES

Since the academic year 2010/2011 University of Maribor is enrolling students only in Bologna study programmes. Before adopting the ECTS system academic staff re-examined the learning outcomes of each course in relation to the competences expected to be developed by the program's graduates and students' workload (teaching contact hours as well as students' private study time) needed to achieve the set learning outcomes. Credit allocation to courses was based on the students' workload estimated by the academic staff. The key figures used for credit allocation were 25-30 hours per credit, 15 weeks per semester and 30 ECTS credits per semester. At the end of the academic year, the University conducts surveys on the actual student workload in accordance with the Rules on Administering Questionnaires on the Actual Student Workload. Survey results reveal students' opinions on the actual workload with regard to individual courses. On the basis of the results, workload under new (Bologna) programmes is monitored and proposals for quality improvement and modifications to existing programmes are formulated.

ARRANGEMENTS FOR ACADEMIC GUIDANCE

The University of Maribor provides students and prospective students with a wide variety of consulting services related to enrolment, study programmes, study arrangements and employment prospects. Information concerning graduate enrolment is provided by the Inscription and Information Office of the University of Maribor and by student affairs offices located at university members, which provide prospective graduate and postgraduate students with relevant information.

TUTORING

After the introduction of Bologna programmes, tutoring and mentor systems began to develop at faculties. The primary objectives of this system are:

- to make the transition from secondary school to university easier,
- assist students throughout their studies,
- establish good relations between students, professors and the institution as a whole,
- overcome the traditional higher education system,
- improve the performance of students and increase the number of students advancing to the next year,
- improve the quality of the learning experience.

Tutor models vary heavily among faculties. According to the year of studies, the tutor is either a senior student or a professor.

CAREER CENTRE AND ALUMNI CLUB

The Career Centre of the University of Maribor provides a wide range of services for students, graduates and employers. Individual career counselling provides students and graduates with detailed information on career opportunities and development.

Career centre also organizes various events, such as lectures, seminars, workshops, discussions and meetings. The majority of these events may be attended by all students and graduates interested, while others are organized for specific groups. We also arrange visits to potential employers.

Students and graduates of the University of Maribor can obtain information on job vacancies and internship programmes in Slovenia and abroad. Employers may advertise job vacancies and internship programmes on our website free of charge.

University of Maribor also monitor graduates and their employability. In addition, in-depth analyses of employability will be conducted. Relevant data will be gathered systematically within the framework of UM's Alumni Club connecting members of other alumni clubs, which enjoy autonomy and are located at university members. UM's Alumni Club represents a great opportunity to enable all members to attend events or participate in activities for students and graduates conducted by the Career Centre.

ESN MARIBOR

ESN Maribor provides so called informal help regarding arranging papers, student coupons, SIM card, getting to know Maribor and life. More about ESN: <http://esn.org/>

STUDENTS WITH DISABILITIES AND SPECIFIC NEEDS

Rights and the equality of students are laid down in the Statute of the University of Maribor and Rules on Students With Disabilities and Specific Needs. Article 211 of the Statute lays down the status of students with disabilities and other students with specific needs.

In cooperation with the Slovene Association of Students with Disabilities, UM implemented the project entitled "Development of Inclusive Higher Education – training faculty staff for the work with disabled students", on the basis of which the brochure "Disability Friendly Institutions" has been published.

Certain university members have special equipment and tools for students with disabilities, which have been acquired on the basis of their needs. Disability issues are discussed on an individual basis since the needs of students with disabilities vary greatly.

VICE RECTOR STUDENT AND STUDENT COUNCIL

The student vice rector and student council are responsible to consider issues which concern students, assist students to realise their rights, responsibilities and all options available, support their efforts to accomplish their goal during their studies, respond to students' questions and queries and consider solutions to students' problems and difficulties. Furthermore, the student vice rector and student council consider students' complaints in collaboration with relevant administration and academic university services, assist the improvement of the University procedures and support students in their studies assuring the best academic environment. More information: ssum.um.si

ORIENTATION WEEK FOR FRESHMEN

New students can participate in an orientation program before the beginning of the year which aims at familiarizing them with departments, programs of studies, requirements, student services, campus facilities, libraries, student bodies and career centres. Students have the opportunity to attend seminars on topics that help them adjust to their new environment.

STUDENT BROCHURE

Every year faculties publish different brochures which contain useful information about admission/registration procedures, about study programmes and other useful information regarding services offered.

INTERNATIONAL OFFICES

Main International Relations Office is located at the UM rectorate. Along with international offices located at some university members, it assists incoming and outgoing students, teachers, staff and provides information

on academic exchange, application procedures and selection criteria. Detailed information on international exchange is available at <http://www.um.si/en/international/erasmus/Pages/default.aspx>.