

Številka: 720-2/2024-4
Datum: 1. 7. 2024

In accordance with the provisions of the Rules of the Tutoring System of the University of Ljubljana of 27 May 2015 and Articles 4, 9, 10, 11 and 12 of the Rules on Tutoring of the Faculty of Public Administration of 14 December 2016.

CALL FOR TENDERS

application procedure for student tutors

for the academic year 2024/2025

for the Master's degree programme in Public Sector Management, 2nd cycle

To apply, students of the Faculty of Public Administration must be enrolled in at least the second year of the second cycle of studies (or have completed the requirements for entry to the second year of the second cycle of studies in the academic year 2024/2025).

Applicants may apply for the following forms of tutoring:

1. Subject tutoring for the following areas or subjects: administrative law (Administrative Procedural Law; Tax Procedural Law, etc.), Social Science Research Methods.

I. The student tutor will mainly perform the following tasks:

- tutoring;
- keeping records of tutoring work with students;
- compiling an annual report on his/her work;
- training according to the student tutor training programme;
- attending organised faculty meetings;
- constant communication with tutors and the tutor teacher;
- monthly reporting as directed by the tutoring coordinators;
- promotion of tutoring;
- other tasks as required and agreed with the tutoring coordinators.

II. Conditions for applying

A candidate applying for a subject tutoring scheme must:

- be enrolled in at least the second year of studies at level 2 in the academic year 2024/2025 (or have completed the requirements for entry to the upper second cycle of studies in the academic year 2024/2025),
- have a minimum grade point average of 8 in their studies to date in this programme,
- have a minimum grade of 8 in the Administrative Law or Administrative Research Methods courses.

Priority for selection is given to students with a higher average grade in the course to be tutored and a higher grade point average in their previous studies.

Desirable skills and competences for a student tutor for subject tutoring:

- knowledge of the material and the ability to provide additional support in understanding and mastering the subject matter of the area being tutored;
- knowledge of appropriate teaching methods and strategies for the subject being tutored;
- knowledge and familiarisation of students with all the necessary sources of information and literature for the course being tutored;
- the ability to provide assistance in mastering the more difficult content of the tutor's course.

III. Number of places available and content of the application:

Number of places available for each form of tutoring:

1. Subject tutoring by subject area: 2 (1 for Administrative Law, 1 for the subject Methods of Social Science Research).

Note: The Faculty of Public Administration reserves the right to select fewer or more students than the number of places available, depending on the needs of the academic year.

When applying, applicants must specify which tutoring job they are applying for and submit:

- CV,
- a motivation letter (maximum 800 characters) explaining why they want to tutor.

IV. Evaluation of the work

Successful completion of the work of student tutors is valued at 3 ECTS credits per academic year, and the student tutor receives a certificate from the faculty stating that the tutoring work has been completed.

V. Submission of applications

Applications are accepted by email: crpo@fu.uni-lj.si.

Deadline for applications: **30 August 2024**. If there are still places available, applications can be submitted later until the places are filled.

Candidates will be notified of their selection by 5 September 2024, or later if the places are filled after 30 August.

The selected candidates will be appointed by the Senate of the Faculty of Public Administration, expected to take place in September 2024, or at subsequent Senate meetings if there is a need to fill the positions after 30 August.

If the candidate does not have student status in the academic year 2024/2025 (starting 1 October 2024), the application for tutoring and the selection will become null and void.

Published at

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