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 joint doctoral programme Public Sector Management and Economics 3rd cycle**

Students of the Faculty of Public Administration who are enrolled in at least the second year of the first cycle in the academic year 2024/2025 (or who have completed the requirements for enrolment in the second or higher cycle in the academic year 2024/2025) are eligible to apply.

Candidates can apply for:
1. Introductory tutoring for international students:

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

- tutoring;
- keeping records of tutoring work with students;
- compiling an annual report on their work;
- training under 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
1. To apply to be an induction tutor for international students, you must:
    - be enrolled in at least the second year of the first cycle in the academic year 2024/2025 (or meet the conditions for enrolment in at least the second or higher cycle);

- have a minimum grade point average of 7 in their previous studies on this programme;

- have an active knowledge of English;

- preference will be given to students who have demonstrated proficiency in other foreign languages and who have completed an exchange abroad, and to those with a higher grade point average in their previous studies.

Desired skills and competences of an induction student tutor for international students:
- to establish contact with international students before they arrive in Slovenia,

- willingness to help international students integrate into life and study in Slovenia,

- good knowledge of the rights and duties of students and the functioning of the Faculty of Public Administration, the Student Council of the Faculty of Public Administration and other forms of student organisation;

- knowledge of broader student issues;

- ability to understand and accept different customs and values;

- ability to communicate in a foreign language.

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

Number of places available for introductory tutoring for international students: 2.

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.

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

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

The selected candidates will be appointed by the Senate of the Faculty Public of Administration, scheduled for September 2024 or at subsequent Senate meetings if there is a need to fill places after 30 August.

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

Published at

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