

BRUCŠURA

Tutoring manual for first-year students of the Faculty of Arts



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Published and issued by: Ljubljana University Press, Faculty of Arts

For the publisher: Roman Kuhar, Dean of the Faculty of Arts, University of Ljubljana

Ljubljana, 2020

E-publication. First edition

Publication is free of charge.

Available on: <https://www.ff.uni-lj.si/>

The tutoring manual was published with the support of the Tutoring Commission at the Faculty of Arts, the Student Council of the Faculty of Arts, the Student Organization of the Faculty of Arts and the Student Counselling Centre of the Faculty of Arts.

Kataložni zapis o publikaciji (CIP) pripravili v
Narodni in univerzitetni knjižnici v Ljubljani

COBISS.SI-ID=30574595

ISBN 978-961-06-0383-2 (pdf)

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Bruci and brucke (freshmen), welcome!

As tutors at the Faculty of Arts (Filozofska fakulteta, FF) at the University of Ljubljana (UL), we are well aware that transitioning from high school to university can be quite chaotic. The freshmen brochure (Brucšura) is thus chiefly aimed at you, first-year students of the Faculty – we hope it will answer numerous questions that might arise during your student years at the Faculty of Arts. This is why the scope of this manual is very wide in the sense that it includes information about the different branches of tutor support available at the Faculty, about the Student Information System (the so-called VIS), about the examination process and course materials, about student schedules and timetables, about libraries and photocopy shops, about contacts at the administrative offices and the department offices, and last but not least, about different possibilities of student organizing at the Faculty. And this is just the beginning – pay attention to the numerous hyperlinks that appear throughout the text: they were placed there to help you find useful web pages.

WHAT IS TUTORING?

Tutoring is organized help provided by students, to make it easier for first-year students to integrate into the university environment and help with their studies. Its primary aim is to create and maintain conditions for the development of each student from their enrolment to the completion of their studies. It is also devoted to strengthening direct contacts between students and staff, as well as with the Faculty of Arts as a whole. Essential goals are improvement of academic performance and enhancing the quality of your studies. At the Faculty of Arts, we distinguish between:

- **introductory tutoring:** aimed exclusively at first-year students;
- **tutoring for foreign students:** aimed at students from abroad who study regularly at the Faculty of Arts as well as those who attend the Faculty as a part of their Erasmus+ or CEEPUS exchange programmes, and exchange programmes that are a result of other inter-faculty and inter-university agreements;
- **tutoring for students with a special status:** aimed at creating conditions for students with various disabilities to pursue quality studies. This branch also includes those who need adjustments due to their extracurricular activities (in culture, sports, etc.);
- **teacher tutoring:** allows students to consult with teachers and professors of the Faculty about choosing a course of studies or solving problems that may arise within the tutoring system of a particular department of the Faculty. Teacher tutors also help students obtain special statuses (whether due to disability or extracurricular activities).

Who is a tutor?

Tutors are upper-year students or teachers who offer help to lower-year students. They provide them with additional information about the Faculty's courses and other study-related topics, help them acquire

skills and knowledge, motivate them for success in their studies and guide them in their course of studies.

Tasks of a student tutor

- holding “tutor hours” during which they advise on study-related and other topics and situations;
- informing students about their rights and duties depending on their status (status as a foreign student, special status, etc.);
- informing students about the procedures and rules of the Student Council of the Faculty of Arts and other forms of student life and student bodies at the Faculty.

What is NOT a part of this

A student tutor does not actively look for information on students’ behalf, but only provides guidance. They do not provide lecture notes (“zapiski”), except for the case of students with a special status who have been granted reduced attendance requirements. Student tutors are also not obliged to help with the papers, reports and homework of their protégés, let alone write them, nor do they provide information on cheating at the exams.

Tasks of teacher tutors

Holding “tutor hours” during which they advise students about their study path (career), their choice of courses, further studies (after the bachelor programme), career opportunities and other topics that may arise during their studies. Every university teacher is also a teacher tutor. For a list of coordinators of teacher tutors by department at the Faculty of Arts, click [here](#).

TUTORING FOR STUDENTS WITH SPECIAL STATUS

Tutoring for students with special status covers:

- students with special achievements in sports, culture and arts;
- students who are parents;
- students with special needs (this covers students in specific social conditions as well).

At the University of Ljubljana, special status is regulated by the Regulation on Students with a Special Status (Pravilnik o študentih s posebnim statusom), which can be assessed through the webpage of the University of Ljubljana. Students may submit their application for acquiring a special status at the beginning of their studies on the first, second and third university level of education, as well as in the middle of the academic year. Students submit their applications through the student information system VIS (under the “Prošnje” tab). In the system, the student needs to choose the right type of application (application for the status of a student with special needs, status of a student who is a parent, status of a top athlete, status of a student who attends international competitions in various fields, status of an acknowledged artist). In the application, the student must state their reasons for applying and indicate the adjustments they need in their studies. It is very important that each adjustment is clearly argued – e.g. “Due to my attention-deficit problems I need more time for a written exam, so that I can demonstrate my knowledge despite the aforementioned problems.”

The most common adjustments are:

- extended time for written examination (25%, 50%, etc.);
- examination outside the official exam period;
- reduced mandatory attendance (due to illness, competitions, etc.);
- change in the method of examination (e.g. oral examination instead of written).

It should be noted that adjustments are made on the basis of each student's needs. Beside setting out these needs and a list of requested adjustments, it is important to provide supporting evidence. The required evidence differs depending on the type of special status (decisions on children with special needs, medical certificates, medical reports, certificate of a sports club or Olympic committee, certificate stating exceptional cultural engagements, etc.).

The student must submit the completed application with supporting evidence via the student information system VIS and by mail to the Committee on Student Affairs and Guidance (Odbor za študentska vprašanja in usmerjanje, OŠVU). The staff first obtains the opinion of the department(s) as to whether the adjustments can be approved, and the committee then reviews the application. The student may track the progress of their application through VIS, which shows if the application is proposed (Predlagana), accepted (Sprejeta) or concluded (Zaključena). The student receives the decision on the status via mail and can also view it through VIS. The student might receive the status for a particular time period, until the completion of a study programme or until the expiry of the student status on a particular level of university education. The student has the right to resubmit their application with additional adjustments at any time (the process, though, does not change).

Your questions should be addressed to:

- tutors for international students if you have a question regarding studying at our Faculty as an international student;
- tutors for students with special status if you have a question regarding the adjustments you can obtain at our Faculty;
- department student tutors if you are a top athlete, an artist or a participant in international competitions (in various fields);
- tutors for students with special needs or tutors of your department if you are a student who is a parent.

Professors are generally notified of the statuses of and adjustments for the students, but practical experience shows that personal contact

is still the best choice. We suggest that students discuss with each professor the adjustments they may need, ideally at the beginning of the semester.

In case of any questions or problems (non-compliance with adjustments, etc.), the student can contact the teacher tutor of their department (the list of these professors is published on the Faculty of Arts website), their tutor for students with special status or the coordinator of tutors for students with special status (these contacts are published on the Faculty's website under the tab "Study- Tutoring").

Additional useful information and websites

- A student with special status has the right to have a tutor for students with special status throughout the entire study process (on all levels and in all years of study).
- A student with a special status is allowed to extend their status as a student for justified reasons in addition to the one additional year they already get. The renewal of the status as a student for justified reasons is possible for a maximum of one year and only once during the studies at each level.

Obtaining a special status

The information on the procedure for obtaining a special status at UL can be found [here](#).

The policy on students with special status at UL can be found [here](#).

Criteria for resolving first- and second-cycle student applications can be found [here](#).

Submission of student applications

Information on the procedure for submitting student applications to FF can be found [here](#).

TUTORING FOR FOREIGN STUDENTS

Tutoring for foreign students is primarily intended for students who participate in various exchanges at the Faculty of Arts in Ljubljana, but it also helps foreign full-time students who come to study at the Faculty from abroad. The tutoring for foreign students is largely related to the International Office, which arranges all exchanges and takes care of the appropriate official documentation of students. Tutors above all make it easier to get to know the faculty and its surroundings, as well as student life in Ljubljana. We help with arranging documents, temporary residence, vouchers and life in Slovenia in general, which includes everything from entertainment activities to transport to campus. We also organize interesting cultural events for foreign students and a semester excursion to a lesser-known place in Slovenia. If you join tutoring for foreign students, you will meet people from different parts of the world and different cultures, get to know them and maybe even make friends. In any case, the experience will be enjoyable!

The link to the website of the International Office of the Faculty of Arts can be found [here](#).

Other useful information for international students can be found [here](#).



ADDITIONAL INFORMATION ON TUTORING AT THE FACULTY OF ARTS

More information on tutoring at the Faculty of Arts can be found at:

- the website of the Faculty of Arts: <https://www.ff.uni-lj.si/en/study/tutoring>,
- the Faculty of Arts [e-Learning](#) website, and
- the Faculty of Arts [Tutoring profile](#) on the social network Facebook.

You can also contact the tutors by e-mail:

Introductory tutoring:	fftutorstvo@gmail.com or tutorstvo@ff.uni-lj.si
Tutoring for foreign students:	tutorstvo.tuji@ff.uni-lj.si
Tutoring for students with special status:	tutorstvo.spp@ff.uni-lj.si

- To view the list of department student tutors and coordinators, click [here](#).
- To view the list of tutors for foreign students, click [here](#).
- To view the list of tutors for students with special status, click [here](#).

Since we also relied on the *Tutoring Manual of the University of Ljubljana* (2019) in the above records, we invite you to view it [here](#).

STUDENT INFORMATION SYSTEM OF THE FACULTY OF ARTS

The student information system of the Faculty of Arts is the higher education information system called VIS. Each new student receives an enrolment number, a username and instructions for using the student information system upon enrolment.

The student information system is available at: <https://vis.ff.uni-lj.si/english/>.

VIS enables:

- the registration for an exam;
- the withdrawal from an exam;
- the review of open application forms;
- the review of exam deadlines;
- the review of exam results;
- the registration for a colloquium or partial exam;
- the withdrawal from a colloquium or partial exam;
- the review of the results of colloquia or partial exams;
- the review of all announced deadlines for colloquia or partial exams;
- the review of requirements already completed;
- the enrolment in the year of study and additional year (graduate internship);
- the submission and monitoring of a student application;
- the printing of a certificate of enrolment and ordering a certificate of exams passed.

It also enables the retrieval of materials for individual subjects that professors upload to VIS and that students need to fulfil their study requirements. In VIS, it is also possible to monitor the exams one has passed and to obtain an extract from the index (printout of credits, passed exams and grades).

What are credits?

Credits, part of the European Credit Transfer system (ECTS), are units of measurement for the evaluation of work which the student accumulates during their academic years. One credit represents 25–30 hours of workload for a student. This includes lectures, seminars, practical courses and other forms of study work (practical training, observations, field work), but also individual work, preparation for exams, writing your diploma thesis, master's thesis or doctoral dissertation. Each year is worth 60 credits. The first-cycle studies (undergraduate studies) take three years, and the student must collect a total of 180 credits to complete their studies. The second-cycle studies (master's studies) take two years, and the student must collect 120 credits to complete their studies. The third-cycle studies (doctoral studies) lasts four years, and 240 credits must be collected to complete the studies.

The European Credit Transfer System (ECTS) is a system for collecting and transferring credits. The system is intended for better transparency and comparability of study programs. At the same time, it enables the mobility of students between higher education institutions in Slovenia and abroad, as well as the mutual recognition of completed study obligations.

(More about the Criteria for credit evaluation of study programs according to ECTS can be found in the Official Gazette of the Republic of Slovenia [here](#).)

Exam dates and registration

Under the tab “Izpiti” (Exams), there are options for registering for exams and withdrawing from them (and an overview of the exams you are registered for). There you will also find exam results and a list of exam dates for all subjects. You can register for the exam no earlier than 22 days before the announced exam date, **and the deadline for the registration is 5 days before the exam** (e.g. if the deadline is Monday, the last day of registration is Wednesday until midnight). You can

withdraw from the exam until 12 noon the day before the exam (even if it is a Sunday). If you miss the registered deadline and do not take the exam, this is considered untimely cancellation, as a result of which you lose one opportunity to take the exam.

Each exam can be taken three times free of charge; the fourth exam is a commission exam at a charge (see the price list on the website). Upon a special application, a fifth exam may also be approved, which is also a commission exam and comes at a charge. The application for a fifth exam must be submitted at least one week before the announced examination.

Before registering for the exam, always check whether your financial status is € 0.00 (under the tab “Moje finance” – My finances) and whether you have completed all study surveys (under the tab “Izpolnjevanje anket UL” – Completing UL surveys). It also makes sense to check the section “Pregled prijav” (Review of registrations) to see whether you really are registered for the exam. Until the registration for an exam is closed, you cannot register for the next exam date for the same course. In any case, professors will arrange the possibility of registration early enough that you will not miss the deadline for the next registration.

If you would like to improve your grade in the course, register for the exam according to the same procedure (only this time check the option “Že opravljeni predmeti” – Courses already completed). The same applies to registering for a colloquium, which can be found in the tab “Izpiti” (Exams).

Important deadlines

- **Change of elective course:** You have time to change it in the first 15 days after the beginning of the semester in which the course is taught. You can arrange the change at the department office. Subsequent change is only possible upon submission of a request for change, which you address to the Committee on Student Affairs and Guidance (Odbor za študentska vprašanja in usmerjanje, OŠVU).

- **Change of the study programme on the first level:** Here it is especially important what kind of change it is.
 - a) In the case of a complete change of study program or the replacement of a two-subject program with a single-subject programme, there is no need to submit an application in VIS. Apply through the eVŠ web portal, but be mindful of the number of students the study programme accepts – this is published every year. You apply for a place in the new study programme on the same conditions as newcomers, in which case you also continue your studies again in the first year, losing the right to an additional year (graduate internship).
 - b) If you want to continue your studies in a higher year despite the change from a two-subject to a single-subject programme, you must apply for additional courses outside the programme you are enrolled in. If the application is approved and you meet the conditions for enrolment in a higher year, you can also apply through the eVŠ portal for enrolment in a higher year according to the criteria for transitions (the deadline is usually between 1 and 15 September).
 - c) If you would like to change only one of the two two-subject study programme, you must apply for a change in the study programme through VIS. The application deadline is between 1 June and 31 July.
- **Enrolling in a higher year:** Enrolment takes place in September. The enrolment form opens automatically in the “Vpis” (Enrolment) tab the day after you meet the conditions for enrolment in a higher year. The condition for enrolment is at least 54 ECTS credits (for enrolment in the 3rd year, all requirements from the 1st year must be fulfilled). In case of exceptional circumstances, there is also the possibility of enrolment in a higher year without regard to credits, for which a special application must be submitted. The minimum number of credits for enrolment in a higher year in this case is 51 credits.

- **Applying for additional subjects:** If you would like to complete additional subjects, you can submit an application addressed to OŠVU until 20 November. There is a charge for applying for additional subjects ([the price list](#) can be found on the website).

Student applications

Under the tab “Prošnje” (Applications), you can find forms and instructions for filling out any applications you may need.

When you submit an application, you can follow the progress of its resolution by selecting “Pregled prošelj” (Overview of applications).

The status of the application can be:

- “Predlagan” (Proposed) – you have entered the application, but the office has not received it yet;
- “Sprejet” (Accepted) – the office has received the application and it is awaiting consideration;
- “Zaključen” (Completed) – the application has been considered and a decision adopted.

You will receive a written decision with the outcome of the application by mail to your home address.

Finances

Under the tab “Finance” (Finances) you can assess your finances. Upon enrolment in a higher or additional year, a fee is charged for the cost of enrolment, library membership and the like. You can access and print the invoice as a PDF form even after you have settled the bill. All invoices you receive on a particular level of education will remain available under this tab. The invoice contains information about the invoice number, date of issue and due date, purpose of the payment, the amount invoiced and the payment status. If your balance is negative, you will not be able to access VIS and register for an exam. For explanation about debts to the department library, contact the appropriate department library

directly, as you have to settle the debt in the library where the materials were borrowed (this is also visible under the tab “Finance”).

Timetables

You can find timetables under the tab “Razno” (Other). You will then be redirected to a web page where you can view timetables for a particular study programme, module, study year and course. Two-subject students will have to check the timetable individually for each of the study programmes.

If there is a subject in your index that you cannot view on the timetable of your programme, you should search for the timetable of the subject separately, or alternatively check the timetable for a particular lecturer. It is important to pay attention to the semester mark in the top left corner, which tells you in which semester a particular subject will be carried out. You should also pay attention to electives and other subjects which may appear in the timetable even though you may not have chosen them – in that case, you are not supposed to attend those lectures.

The list of subjects that you need to pass in a particular year can be found in VIS, in your index under the tab “Moji podatki” (My data).

Course materials

Many lecturers upload their course materials to VIS. You can find these materials under the tab “Razno” and subtab “Gradiva za predmet” (Course materials). There, you will find a list of your subjects (from all years). You need to select the course for which you want to access the material. Some lecturers, though, use e-classrooms (<https://e-ucenje.ff.uni-lj.si/?lang=en>) for uploading course materials. You first have to register for a classroom and then find your subject under the appropriate department (e.g. the subject English Verb I will be listed under the subjects in the Department of English). A password needed for accessing a particular e-classroom is usually given by the lecturer at the first lecture.

ADMINISTRATIVE AND DEPARTMENT OFFICES

At the Faculty of Arts each department has its own department office. These are usually located on the floor where the department has most of its professors' cabinets and lecture rooms (e.g. most cabinets and lecture rooms of Department of English are on the 3rd floor, thus the department office is also there). Each department has a senior secretary who coordinates work at a particular department, reserves lecture halls, etc. If you want to change your electives (external or internal), for instance, you should contact them during office hours. However, if you are planning a more complex change (change of a study programme, or transition from a two-subject to a single-subject study programme), you should contact the administrative office of the undergraduate, postgraduate or doctoral programmes, depending on your level. Like the department offices, administrative offices have designated office hours. For both offices, office hours are usually between 11 am and 1 pm (11:00–13:00).

Locations of administrative offices

ADMINISTRATIVE OFFICE	LOCATION
Administrative Office for Undergraduate Study Programmes (First Cycle)	Room 35A (lobby near the right elevator)
Administrative Office for Master's Programmes (Second Cycle)	Room 1 (between lobby and basement floor)
Administrative Office for Doctoral Studies (Third Cycle)	Room 16 (lobby, across from the Reception)

The locations of department offices

DEPARTMENT OFFICE	LOCATION
<u>Department of English</u>	3rd floor, room 301
<u>Department of Archaeology</u>	building at Zavetiška ulica, room 104
<u>Department of Asian Studies</u>	1st floor of the extension building, room R7B1
<u>Department of Library and Information Science and Book Studies</u>	5th floor, room 542
<u>Department of Ethnology and Cultural Anthropology</u>	Zavetiška ulica, room 011
<u>Department of Philosophy</u>	4th floor, room 429
<u>Department of Geography</u>	2nd floor, room 222
<u>Department of German, Dutch and Swedish</u>	3rd floor, room 301
<u>Department of Classics</u>	3rd floor, room 344
<u>Department of Musicology</u>	5th floor, room 534
<u>Department of Educational Sciences</u>	4th floor, room 417
<u>Department of Translation Studies</u>	Ground floor, room 030
<u>Department of Comparative Literature and Literary Theory</u>	4th floor, room 422
<u>Department of Comparative and General Linguistics</u>	Extension building, room R3B
<u>Department of Psychology</u>	1st floor, room 134b
<u>Department of Romance Languages and Literatures</u>	4th floor, room 401
<u>Department of Slavistics</u>	2nd floor, room 201, and at Tobačna 5, room 5/2/4 (West Slavic study programmes)
<u>Department of Slovenian Studies</u>	2nd floor, room 201
<u>Department of Sociology</u>	4th floor, room 428
<u>Department of Art History</u>	3rd floor, room 340
<u>Department of History</u>	1st floor, room 101
<u>Physical Education Division</u>	Lower ground floor by the stairs to the basement, room 010

INFORMATION ON LIBRARIES AND PHOTOCOPY SHOPS

The Central Humanities Library of the Faculty of Arts [OHK FF]

The Central Humanities Library of the Faculty of Arts (Osrednja humanistična knjižnica, OHK FF) operates at the Faculty. It is divided into 18 departmental libraries, which can be found at the appropriate departments. It is important to note that they have different opening hours. Any changes and schedules during the holidays are regularly posted on the site <https://www.ff.uni-lj.si/en/library/opening-hours>.

LIBRARIES AT INDIVIDUAL DEPARTMENTS	LOCATION:	OPENING HOURS:
DEPARTMENTS OF ENGLISH, GERMAN, DUTCH AND SWEDISH AND TRANSLATION STUDIES ohk.ger@ff.uni-lj.si For the link to the library's website, click here .	3rd floor, room 320	Mon, Thu 8-14 Tue, Wed 8-17 Fri 9-14
DEPARTMENT OF ARCHAEOLOGY ohk.arh@ff.uni-lj.si For the link to the library's website, click here .	Zavetiška 5, room 107	Mon, Tue, Thu 9-15.30 Wed 10-13, 14-17 Fri 9-14
DEPARTMENT OF ASIAN STUDIES ohk.aas@ff.uni-lj.si For the link to the library's website, click here .	Extension building, room R5B	Mon, Tue, Thu, Fri 10-14 Wed 11-13, 14-17
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE AND BOOK STUDIES ohk.bib@ff.uni-lj.si For the link to the library's website, click here .	5th floor, room 530	Mon, Tue, Thu 9-13 Wed 9-11, 15-17 Fri 11-13

LIBRARIES AT INDIVIDUAL DEPARTMENTS	LOCATION:	OPENING HOURS:
DEPARTMENT OF ETHNOLOGY AND CULTURAL ANTHROPOLOGY ohk.etn@ff.uni-lj.si For the link to the library's website, click here . ohk.etn1@ff.uni-lj.si For the link to the information laboratory's website, click here .	Zavetiška 5, room 008 Documentation and ethnological information laboratory: room 011	Mon, Tue, Thu, Fri 10–14 Wed 11–17 Mon–Fri 10–13
DEPARTMENT OF PHILOSOPHY ohk.fil@ff.uni-lj.si For the link to the library's website, click here .	4th floor, room 439	Mon, Tue, Thu, Fri 10–14 Wed 11–17
DEPARTMENT OF GEOGRAPHY ohk.geo@ff.uni-lj.si For the link to the library's website, click here .	2nd floor, library: room 236 Cartography collection: room 219a	Mon, Tue, Fri 9–14 Wed, Thu 9–17 Mon–Fri 11–13 also Wed 15–17
DEPARTMENT OF CLASSICS ohk.kla@ff.uni-lj.si For the link to the library's website, click here .	3rd floor, room 344	Mon, Tue, Thu, Fri 10–13 Wed 11–13, 14–17
DEPARTMENT OF MUSICOLOGY ohk.muz@ff.uni-lj.si For the link to the library's website, click here .	5th floor, room 534	Mon, Tue, Thu, Fri 10–14 Wed 10–13, 14–17
DEPARTMENT OF EDUCATIONAL SCIENCES ohk.ped@ff.uni-lj.si For the link to the library's website, click here .	4th floor, room 418	Mon, Tue, Thu, Fri 10–14 Wed 10–17

LIBRARIES AT INDIVIDUAL DEPARTMENTS	LOCATION:	OPENING HOURS:
DEPARTMENT OF COMPARATIVE AND GENERAL LINGUISTICS ohk.prk@ff.uni-lj.si For the link to the library's website, click here .	Extension building, atrium, room R3B	Mon, Tue, Thu, Fri 10–13 Wed 11–13, 14–17
DEPARTMENT OF COMPARATIVE LITERATURE AND LITERARY THEORY ohk.prk@ff.uni-lj.si For the link to the library's website, click here .	4th floor, room 422	Mon, Tue, Thu, Fri 10–14 Wed 10–13, 14–17
DEPARTMENT OF PSYCHOLOGY ohk.psi@ff.uni-lj.si For the link to the library's website, click here .	Extension building, atrium, room R2B	Mon, Tue, Thu, Fri 10–14 Wed 10–17
DEPARTMENT OF ROMANCE LANGUAGES AND LITERATURES ohk.rom@ff.uni-lj.si For the link to the library's website, click here .	French and Italian languages and literatures: 4th floor, room 408	Mon, Tue, Thu, Fri 10–14 Wed 10–13, 14–17
	Spanish and Portuguese languages and literatures: extension building, atrium, room R4B	Mon, Tue, Thu, Fri 10–14 Wed 10–13, 14–17
DEPARTMENTS OF SLAVISTICS AND OF SLOVENIAN STUDIES ohk.sla@ff.uni-lj.si For the link to the library's website, click here .	2nd floor, room 204	Mon, Wed 9–18 Tue, Thu, Fri 9–14
DEPARTMENT OF SOCIOLOGY ohk.soc@ff.uni-lj.si For the link to the library's website, click here .	4th floor, room 441	Mon, Tue, Thu, Fri 10–14 Wed 11–13, 14–17

LIBRARIES AT INDIVIDUAL DEPARTMENTS	LOCATION:	OPENING HOURS:
DEPARTMENT OF ART HISTORY ohk.umz@ff.uni-lj.si For the link to the library's website, click here .	3rd floor, room 330	Mon, Tue, Thu 9–15 Wed 9–17 Fri 9–14
DEPARTMENT OF HISTORY ohk.zgo@ff.uni-lj.si For the link to the library's website, click here .	1st floor, room 104	Mon, Tue, Thu, Fri 8–14 Wed 8–17
OHK OFFICE	Ground floor, cabinet 37	Mon–Fri 11–13

Loans

In most departmental libraries, material is not physically freely available. In this case, the material must first be found in the classical (card) catalogues or in the computer catalogue of the COBISS system (<https://plus.si.cobiss.net/opac7/bib/search>). It is necessary to copy the signature from the catalogue so the librarian can find and bring the material. The material can also be ordered via the My Library online service in the COBISS.SI system (when logging in to the My COBISS profile, using your student ID card and a password which you set up when applying for OHK), by telephone or by e-mail. You return the material in person at the appropriate departmental library (meaning you can't return material from the library of the Department of Philosophy to the library of the Department of Sociology), or to the OHK FF collection box (on the ground floor in front of cabinet 37) outside the opening hours of the library.

Registration and membership

Full-time and part-time FF UL students register for the OHK FF at the first visit to the main library or one of the departmental libraries, where you fill out the accession statement. You will need to provide a student ID card or certificate of enrolment and a photo ID and

residence details. The membership fee is paid upon enrolment in the Faculty. Renew your membership at the beginning of each academic year. Online membership in OHK is also possible.

The student status also allows you to register free of charge for the libraries of other UL faculties, the National and University Library (NUK) and the Central Technical Library (CTK). The student card, equipped with a sticker for the current academic year, is considered as a library card in OHK FF and other libraries of the University of Ljubljana.

Reading room

The common reading room, intended for the study and reading of reading material, can be found in the basement of the Faculty, room 015. It is open from Monday to Saturday from 7 am to 10 pm. In the spring semester, an additional common reading room is opened from June onwards, located in classroom 325 (3rd floor of the Faculty).

The National and University Library [NUK]

Registration and renewal of your membership in the National and University Library can be done at the library on Turjaška ulica 1 from Monday to Friday between 9 am and 6 pm, and on Saturdays between 9 am and 2 pm in room 4 (located on the ground floor of the Faculty, on the left). You can also register for the library online (<https://www.nuk.uni-lj.si/eng/node/445>).

The membership is free, and the price of the membership card is 3€. The membership needs to be renewed each academic year. It allows you to borrow materials at home or in the reading room, use the large reading room, make interlibrary loans and access online collections.

Photocopy shops

In addition to the photocopier in classroom 521 (5th floor), which is intended for students with special status (for whom material is sent to

print by student tutors or tutors), the faculty offers a Printbox device in the basement for self-service printing and scanning of documents. You can print your files from your phone, tablet, computer, or USB stick. In the near surroundings of the faculty, there are Fotokopirnica Filko, Fotokopirnica Zvezda Danica and Print Kaktus.

OTHER FORMS OF STUDENT ORGANIZATION

The Student Council of the Faculty of Arts [ŠS FF]

The Student Council of the Faculty of Arts (Študentski svet Filozofske fakultete, ŠS FF) is the highest and the only official representative body of students at the Faculty. It is a body of the Faculty and as such is regulated by the Higher Education Act (ZViS), the Statute of the University, the Rules of the Faculty of Arts and the Rules on the Operation of the Faculty of Arts. Every student at the Faculty of Arts can run for councillor at the Faculty of Arts. All full-time and part-time students in each department vote. Elections are held every year, on the second full week in November, and representatives of individual departments and a representative of doctoral students are elected. The full ŠS FF thus consists of 23 members. The term of office is 1 year, and the performance of the function is not paid. The work of ŠS FF is public, so anyone who is interested can attend the sessions.

ŠS FF discusses everything concerning the rights and duties of students, gives an opinion on candidates for dean and elects members of working bodies and bodies of the Faculty from among the students. On behalf of the students, it gives opinions on the pedagogical work of pedagogical workers. From the funds obtained for its operation from the Ministry of Education, Science and Sport, and especially from the contribution for ŠS FF which each student pays upon enrolment, it also co-finances various activities. Namely, every year the FF Student Council uses a part of its budget for projects organized by students in various formal or informal associations operating at the Faculty of Arts. The projects co-financed by ŠS are very diverse and include excursions, motivational weekends, publications, promotional materials, round tables, professional and integrative events and more.

You can follow the activities of the Student Council of the Faculty of Arts on their [Facebook page](#).

Senate of the Faculty of Arts

Students also elect their representatives to the Senate of the Faculty of Arts, which is the highest decision-making body of the Faculty of Arts. The Senate discusses and decides on professional issues in the field of educational and scientific research work and the development of the Faculty, and it proposes the adoption of appropriate decisions. Every year, 11 representatives from the student ranks are elected to the FF Senate for a one-year term. Any full-time or part-time student can apply, and representatives to the senate are elected by the FF Student Council.

The Student Organization of the Faculty of Arts

The Student Organization of the Faculty of Arts (Študentska organizacija Filozofske fakultete, ŠOFF) takes care of and financially supports the activities of students in various fields (education, culture, international cooperation, etc.). It also takes care of major faculty events and projects (Red Thread, Student Days, Filofest).

ŠOFF operates under the auspices of the Student Organization of the University of Ljubljana (ŠOU in Ljubljana), which obtains most of the money at its disposal from concession funds (student work). This is the main reason why ŠOFF only co-finances projects that are organized by students and that are also intended for the largest possible groups of students at our Faculty (by students for students). To obtain such funds, find out who the student representative in your department is, and contact them. It is the duty of the department representatives in ŠOFF to help students and to facilitate the process of obtaining co-financing, so do not hesitate to contact them when you have an idea for a project at the department or at the entire Faculty. Unfortunately, not all departments have representatives in ŠOFF, so we encourage freshmen as well as senior students to contact us and inquire about the possibility of representing the department or applying for projects without a representative.

The ŠOFF Board of Directors (Upravni odbor, UO) meets in regular monthly sessions, which are open to all students. There are 21 student

representatives of departments, 2 deputies in the Student Assembly of ŠOU in Ljubljana and 1 representative of ŠS FF. The members of the UO ŠOFF traditionally waive their attendance fees every month so that the committee can co-finance as many projects as possible every month.

The role of members of the Student Assembly (Študentski zbor) of the ŠOU in Ljubljana is to monitor the work of the Student Assembly and provide information to the ŠOFF regarding possible changes. Contact them when you have ideas or initiatives for major changes within the ŠOU in Ljubljana. For more information on the activities of ŠOU in Ljubljana, explore the following link: <https://www.sou-lj.si/sl/international-students>.

For information regarding the composition of ŠOFF and department representatives, click [here](#). Be sure to visit [the Facebook page of the Student Organization of the Faculty of Arts](#).

Student associations

There are also student associations in individual departments, which organize various events in the form of brunches, tea parties, round tables, consultations, etc. All students are welcome to organize these events, so just find out if there is an association in your department and join it. Listed below are the contacts of the more active departmental student societies.

DEPARTMENT	CONTACTS OF THE ASSOCIATION
<p>Department of Archaeology</p>	<p>The Archaeological Student Association (ŠAD)</p> <ul style="list-style-type: none"> • e-mail: studentsko.arheolosko.drustvo@gmail.com • Facebook: https://www.facebook.com/studentsko.arheoloskodrustvo • website: http://strgalka.blogspot.com/?m=1

DEPARTMENT	CONTACTS OF THE ASSOCIATION
<p>Department of Asian Studies</p>	<p>Japanese Association Ikkyu</p> <ul style="list-style-type: none"> Facebook: https://www.facebook.com/ik-kyu.ff/ <p>Korean Association Daejong</p> <ul style="list-style-type: none"> Facebook: https://www.facebook.com/dsk.dajeong/
<p>Department of Library and Information Science and Book Studies</p>	<p>Library Students Section (Association of Library Associations of Slovenia)</p> <ul style="list-style-type: none"> Facebook: Sekcija Študentov Bibliotekarstva Bink e-mail: sekcijasb@gmail.com
<p>Department of Ethnology and Cultural Anthropology</p>	<p>Student section of the KULA Association (known as KULaktiv)</p> <ul style="list-style-type: none"> Facebook: https://www.facebook.com/pg/kulaktiv/posts/ e-mail: kulaktiv@gmail.com
<p>Department of Philosophy</p>	<p>Student Philosophy Association</p> <ul style="list-style-type: none"> Facebook: https://www.facebook.com/Študentsko-Filozofsko-Društvo-1507459749561985/ e-mail: sfddrustvo@gmail.com website: https://drustvosfd.si/ Instagram: https://instagram.com/sfddrustvo?igshid=1ioun7umcxzf0
<p>Department of Geography</p>	<p>Association of Young Geographers of Slovenia (also known as EGEA Ljubljana)</p> <ul style="list-style-type: none"> Facebook: https://www.facebook.com/egea-ljubljana/?eid=ARDCZXcMF2f6qfj6RD-37BGERpUH_kxobz3qhra1gt5PtZ-338VQ5UZYHmgVPlup2RzZ9lgca7p-p37j8j5 e-mail: egea.ljubljana@gmail.com

DEPARTMENT	CONTACTS OF THE ASSOCIATION
<p>Department of Musicology</p>	<p>Student Association of the Slovenian Musiological Society</p> <ul style="list-style-type: none"> • Facebook: www.facebook.com/studentskasekcijasmd/ • e-mail: studentskasekcija.slomd@gmail.com • Instagram: https://instagram.com/studentskasekcijasmd?igshid=139tg85hgrn8j
<p>Department of Educational Sciences</p>	<p>Association of Students of Educational Sciences (DŠAP)</p> <ul style="list-style-type: none"> • Facebook: https://www.facebook.com/D%C5%A0AP-Dru%C5%A1tvo-%C5%A1tuden-tov-andragogike-in-pedagogike-2244149205832394/ • e-mail: dsapdrustvo@gmail.com
<p>Department of Psychology</p>	<p>Association of Psychology Students of Slovenia (DŠPS)</p> <ul style="list-style-type: none"> • Facebook: https://www.facebook.com/drustvostudentovpsihologije.slovenije/ • Instagram: https://www.instagram.com/drustvo_studentov_psihologije/?fbclid=IwAR1G1N1goU8DCsJKCCA-oi1h8plXWrZ95ezHs03MnQBXYScNbf-gr84kvKOgA • website: http://www.dsps.si/ • e-mail: info.dsps@gmail.com
<p>Department of History</p>	<p>Association ISHA Ljubljana</p> <ul style="list-style-type: none"> • website: https://ishaljubljana.weebly.com/ • Facebook: https://www.facebook.com/ishaljubljana • e-mail: isha.ljubljana@gmail.com

The full list of student associations can be found [here](#).

Student counselling

The Faculty of Arts has a Student Counselling Centre (Študentska svetovalnica), led by the Student Vice-Dean, in which the counsellors help the students with various problems related to studying at FF. Your colleagues working in the counselling centre will be happy to help you with questions regarding changing subjects, changing study programmes, obtaining a special status, extending the status, etc. Any question is welcome and important. In this way, we can help you with anything that is unclear, and also make new and valuable acquaintances.

You can send your emails to:

svetovalnica@ssff.si or ProdekanstudentFFUL@ff.uni-lj.si.

Sexual harassment

Mutual respect, openness and respect for personal boundaries are essential elements for creating a safe and motivating environment for study and work. We can also ensure equal opportunities and success by treating each other with respect. We strive for zero tolerance towards any form of harassment or discrimination. Please do not keep silent about unwanted behaviour that you observe toward yourself or others. You can direct your distress or your wish for help to a safe address – Dr. Jasna Mažgon (jasna.mazgon@ff.uni-lj.si) or Dr. Barbara Pihler Ciglič (barbara.pihlerciglic@ff.uni-lj.si).

Dear bruci and brucke, on behalf of the Tutoring Commission and the entire tutoring team of the Faculty of Arts, we wish you all the best for this academic year. May your year be successful, exciting and filled with achievements. Together we can overcome many obstacles if we just decide to help each other!

Tutoring Commission of the Faculty of Arts, University of Ljubljana

