FIRST-YEAR'S GUIDE

FACULTY OF EDUCATION

FACULTY OF TOURISM STUDIES

INFORMATION TECHNOLOGIES AND INFORMATION TECHNOLOGIES

MANAGEMENT

HUMANITIES

FACULTY OF HEALTH SCIENCES

FACULTY OF MATHEMATICS, NATURAL SCIENCES

FACULTY OF

FACULTY OF

UNIVERSITÀ DEL LITORALE
UNIVERZA NA PRIMORSKEM

2025/26
Academic Year

Key information for a
perfect start!

TRANSFORM
4EUROPE

TABLE OF CONTENTS

The content featured in this guide is merely a summary of all the instructions and information that you will master over time. We encourage you to carefully read the rule-books and subpages brought to your attention below.

Academic Calendar

The academic year runs from **1 October 2025 to 30 September 2026**. It is divided into **two semesters** (autumn and spring), each semester being divided into two quarters. Courses are usually held in semesters and/or in quarters.

Autumn semester:
1 October 2025–16 January 2026

Spring semester:
16 February 2026–29 May 2026

There are three exam periods in each academic year.

Winter exam period:
19 January 2026–13 February 2026

Summer exam period:
1 June 2026–3 July 2026

Autumn exam period:
17 August 2026–11 September 2026

Important dates at UP include:

- 4 October 2025: ŠtartUP (welcome event for all UP students)

- 15 October 2025: Rector's Day (a day off from studies, other events are organized)

- 16 to 20 March 2026: UP Week

Download the **UP Study Calendar**!

Organize your time with the help of the **PLANNER**.

IT Services

IT SERVICES

Students can use and access several [IT services at UP.](#) You can access them with a **username** that matches your student number and a **password** that is valid for all the services listed below.

Instructions and other information related to the use of IT services at UP, such as e-classroom, SIS, Eduroam and Office 365, can be found on the faculties' websites and in SIS/VIS.

USERNAME AND PASSWORD

In addition to your username, which is used for all services offered by your faculty or by the university, you also get a **username with the @student.upr.si domain** (if your username is 1234567, your eduroam username would be 1234567@student.upr.si), which you can use to access the services in the AAI network, the eduroam wireless network and Office 365.

You can change your password via your faculty's VIS/ ŠIS in the "My data" area. Password changes will be visible in other services within one hour. Forgotten passwords can be retrieved from the faculty's Student Affairs Office. You must bring your student ID or another document that proves your identity.

EDUROAM WIRELESS NETWORK

Eduroam (education roaming) is an [international federation of wireless networks](#) for users in education and research. Students, staff, educators, researchers, and other employees can use any eduroam wireless network, in Slovenia or abroad. The username and password are described in the section "Username and password".
To set up a connection, most devices require the installation of special software, which can be obtained from [cat.eduroam.org.](#) You can download the installation file for Windows and Linux and for Android and iOS mobile systems via this link.

SIS – STUDENT INFORMATION SYSTEM

In your invitation to enrolment, you received your **username** (your enrolment number) and your **password** to access the Student Information System (SIS). If you have any difficulties with logging in or with your password or username, please contact the Student Affairs Office.

EMAIL

All students of the University of Primorska have been assigned a **student email address** in SIS, which they **must use for all communication with the faculty or university**. Each student will therefore have the address enrolmentnumber@student.upr.si.

It is the duty of students to **check their university emails regularly**, as it is at this address that they will receive all messages related to their studies and extracurricular activities. **Students should sign their name and surname to each email.** We offer students e-mails through the **free Office 365 package**, which includes **Outlook**.

THE STUDO APP

Studo is a mobile app that connects all the university's digital systems you need to study successfully (Moodle, VIS/ŠIS, email, etc.). Download Studo to your personal phone and log in with your university identity, email address and the password that you normally use to access VIS. Download link: **STUDO APP.**

The app provides easy **access to your timetable, courses, grades, study calendar** (where you can also add your personal notes), faculty and university news, student councils and news from Slovenia and around the world. You can access your university emails, register for and withdraw from exams, and access your digital student card and the digital key, which opens the doors to the Trg Brolo and Livade 1.0 buildings. The app also notifies you of changes to your timetable and newly entered grades via push notifications. In addition, you can use the app's **chat** function to get in touch with your colleagues, share information about your studies and extracurricular activities, receive literature, etc.

ZOOM

Online lectures take place via **Zoom**. We suggest you to download it from **https://upr-si.zoom.us**. More detailed information can be found on the faculties' websites or in SIS. Lectures can be followed on Windows and Linux OS, Mac OSX and Android and iOS smartphones and tablets.

E-CLASSROOM

Every faculty uses Moodle as their online classroom. In the e-classroom, each course has its own area, which is managed by the course providers. Each course page allows course providers to upload files, open quizzes, set up assignments and a forum for course announcements and communication between students and course providers.

By default, students can log in to any course. If the provider has locked their course with a password, you will need to contact them.

ARNES AAI

The University of Primorska is a member of the Arnes AAI association, which gives students access to a **wide range of services** offered by Arnes and partner companies, for example

[Filesender](#) for easy sharing of large files online. The username and password can be found in the "Username and password" section.

You can access the available services via the following link: **https://aai.arnes.si/storitve**.

1KA SURVEYS

Employees and students can use the 1KA service free of charge and without restriction using Arnes's app [1ka.arnes.si](#).

MATLAB

MATLAB is a **multi-paradigm numerical computing environment** and proprietary programming language that allows matrix manipulations, plotting of functions and data, implementation of algorithms, creation of user interfaces, and interfacing with programmes written in other languages.

UP provides **all students** with access to **MATLAB and Simulink**, **on** and **off campus, on any device.** Everyone has access to MathWorks learning resources, including self-paced, online training, to quickly develop their MATLAB and Simulink skills.

Access instructions:

1. Go to [University of Primorska MATLAB Portal](#) to download the software.

2. Click "Sign in to get started" under the "Get MATLAB" section.

3. You will be asked to create a MathWorks account. While registering, it is important that you use your institutional email address (…@upr.si).

Once you register, you will be able to:

o Download and activate software on your personal computer,

o Start using MATLAB Online from a web browser.

Course Organization

INTRODUCTION TO COURSES

At each introductory lecture, the lecturers will present the **requirements for each course,** the **assessment criteria and the preferred communication method and practices**. If you have any questions at a later date, you can always contact the provider (course assistant, course leader or study programme coordinator). The course leader determines to what extent attendance of lectures and tutorials is mandatory.

ELECTIVE COURSES

Students who have chosen elective courses at the time of enrolment in the 1st year **may submit a request to change the elective course** if desired. The request needs to be completed in SIS, printed, and signed and submitted to the Student Affair Office at the beginning of the academic year (ask your Student Affairs Office for details). The programme coordinator or the relevant committee decides on the application.

RECOGNITION OF COURSES

Some courses that you took at another higher education institution may be recognized at UP, but the content must be related. The application for the recognition of courses is submitted via SIS: print the application, sign it and submit it to the Student Affairs Office together with a certificate of passed exams at another higher education institution as well as the curriculum of the course you request to be recognized.

WRITING OF ACADEMIC TEXTS

During your course work, you will also learn how to write academic texts (term papers, etc.), the **rules of drafting various types of texts and citation rules**, and much more. It is important to get a thorough grounding in writing academic texts, as you will need this knowledge in your final assignment. The [Rules on Examination and Assessment of Knowledge at the University of Primorska](#) and the [Rules on Disciplinary Responsibility of the Students of the University of Primorska](#) apply to the sanctioning of **plagiarism**.

LEARNING DIFFICULTIES

In case of learning difficulties, seek help as soon as possible! You can contact the course leaders and course assistants, programme coordinators, tutors, the Student Affairs Office or other support staff. **The faster we are able to identify the issue, the better we can help!**

Tutoring

Tutoring is organized help for students based on a personal approach. Student tutors guide their mentees (students) and advise them in solving everyday problems, to help them integrate into the university environment. The purpose of tutoring is to strengthen contacts among students through the exchange of useful information and experience.

We advise you to reach out to a tutor by email to agree on the next step as quickly as possible. More information about tutoring is available underlined here or on your **faculty's website.** You can also follow them **on Instagram**.

Exams

Detailed information is published in the Rules on Examination and Assessment of Knowledge at the University of Primorska.

REGISTERING FOR AN EXAM

It is not possible to take an exam without registration. Registration for and withdrawal from exams is done via SIS. Registration is also necessary if a student has achieved the overall grade in the course with mid-term exams, as **registration for the exam is a prerequisite for entering grades**.

Students can register for an exam **at the latest on the 5th day before the exam date** (e.g. if the exam is on a Friday, registration is possible until midnight on Sunday). However, if a student does not intend to take the exam for which they have registered, they must withdraw the registration **at the latest 3 days before the exam date** (e.g. if the exam is on a Friday, withdrawal is possible until midnight on Tuesday at the latest).

REGISTRATION: at the latest ⑤ days before the exam

WITHDRAW: at the latest ③ days before the exam

If a student cannot register for an exam in time due to **technical issues** (e.g. blocked SIS, problems with the Internet connection etc.) or if they cannot withdraw their registration due to exceptional circumstances (illness etc.) which occurred after the deadline for withdrawal, they should immediately **inform the course leader** and **the Student Affairs Office by email**.

If a student does not withdraw in time, they can only take the next exam after **30 days** have passed. In this case, the registration will not be deducted from the total number of possible exam attempts (**6**). If a student receives a grade between 4 and 1 or does not take the exam,

they cannot take the next exam until after **30 days**. For all further questions regarding registration and withdrawal, please contact your Student Affairs Office.

Registration and withdrawal are a personal <u>responsibility of every student</u>.

TAKING THE EXAM AND EXAM DATES

There are 4 exam dates for each course in the academic year – at least one in each exam period. You can take **the same exam a maximum of four times in the same academic year** and a **maximum of six times during the entire study period.** If you fail the exam in six attempts, you will **not be able to complete your studies in the enrolled study programme**. We therefore urge all students to prepare well for the exams or be sure to **withdraw from the exam in time.** After failing the third exam in the same course, it is **mandatory to consult the course leader.**

EXAM BEFORE A PANEL OF EXAMINERS

The fourth exam attempt in the same course is **charged** according to the university's pricelist (47.32 EUR) and can take place before a panel of examiners (105.14 EUR) at the request of the student or the teacher. The fifth and sixth attempt of an exam for the same course must take place before a panel of examiners.

IMPROVING THE EXAM GRADE

If you are not satisfied with your grade on your first sit, you can **improve it only once**, by the end of the next academic year (for example, if you pass the exam on 1 February 2025, you can improve the grade in the autumn exam period of 2026 or until 30 September 2026). Your gradebook will contain the better of the two grades (if you get a lower grade when you try again, the grade that you achieved in the first exam is retained).

Gradebook and Digital Student ID (dID)

With the Studo app, UP students receive a **digital student ID (dID)** that has the same validity as a physical student ID.

You can find the **enrolment certificate** in the SIS/VIS and print it yourself.

Internal acts

Regulations and acts related to study at UP are available on this [Slovene website](#), while some are translated in [English](#) (unofficial consolidated texts). You can also find them on your faculty's website, SIS and in your e-classrooms. You will find information on study and student affairs, such as:

- checking and assessment,
- elective courses,
- student mobility,
- student surveys,
- extracurricular activities,
- rights of students with disabilities,
- special student statuses (for athletes, cultural workers and artists),
- university awards,
- tuition fees and contributions,
- disciplinary liability of students.

Student Survey

All students are invited to fill in a survey in SIS after the completion of a course. The survey is anonymous and **is an important tool for improving the educational process at your faculty**. You can answer the questions before registering for an exam. Your feedback is very useful as it helps to make positive improvements to the study programmes.

Special Student Statuses

STUDENTS WITH SPECIAL NEEDS

Students who can obtain the status of a student with special needs are: students with blindness or low vision and students with visual impairment, students with deafness and hard of hearing, students with speech and language disorders, students with mobility impairments, students with long-term illnesses, students with deficits in individual areas of learning, students with autistic disorders and students with psychosocial problems who need tailored implementation of study programmes. The acquisition of the status of a student with special needs is regulated by the Rules on students with special needs at UP.

- o [Rules and application](#)

SPECIAL STATUS

Students with special status include students-athletes, students-artists/cultural figures and students with recognized merits due to extracurricular activities. The acquisition of special student status at UP is regulated by the Rules on the manner of performing study obligations and conditions for transfers for students with special status.

Rules

Tuition fees and other study contributions for students

Tuition fees and other study contributions are listed in the official price list of the University of Primorska for each academic year. **You can find it HERE**.

Student Council

All faculties have **student councils** (SCs), and the UP SC is at university level. It is a very important body that participates in the management of the university and also takes care of the organization of student gatherings and extracurricular events during the academic year. The members of the Student Council are also happy to help if you have any questions or problems related to your studies or extracurricular life.

Career Center of the UP

The **Career Centre of the University of Primorska** provides activities for students, alumni, university staff and society at large. It offers an integrated programme of personal career management through counselling, as well as lifelong learning programmes in the form of workshops, courses, seminars and other types of training. It cooperates with UP's Alumni Club.

The **STUDENT'S POINT** is also part of the Career Centre, which is the right place for students and other users to gather all relevant information about study and extracurricular activities – from solving administrative matters to obtaining information on **subsidised student food** and **accommodation**.

International students can contact our **Welcome Office**.

University Library

Study literature can be borrowed from the University Library, which is now shared by all faculties (except the library unit of FTŠ Turistica) at **Trubarjeva 1 in Koper.**

The University Library offers also a range of **activities, workshops and electronic literature**, which can be accessed **remotely**.

Library facilities are available to students **24/7.**

DIGITAL : UP

The **Digital portal of the University of Primorska** enables the search **of printed sources** available in UP libraries, as well as the search in various **electronic databases**, both subscription and free/open access.
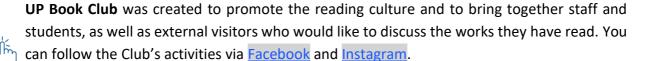
UP REPOSITORY – RUP

The **Repository of the University of Primorska (RUP)** is a unified entry point to electronic information resources which are created at UP. It gives access to online versions of bachelor's, master's and doctoral theses, as well as web editions of scientific journals, library collections and other publications which are published or co-published by the University of Primorska Press.

TRAINING COURSES

Students can attend training courses on: basic introduction to COBISS+, My COBISS and mCOBISS, using e-resources and library use. More information can be found here.

Book Club

UP Book Club was created to promote the reading culture and to bring together staff and students, as well as external visitors who would like to discuss the works they have read. You can follow the Club's activities via Facebook and Instagram.

ŠportUP

ŠportUP takes care of student recreation at UP. Visit the website **www.sportup.si** and find the rich offer of free sports activities, group training, trips, workshops and discounts from commercial providers. Follow our news and announcements on **Facebook** and **Instagram**.

ŠportUP also provides the elective course **Taking Care of Your Own Health (Skrb za lastno zdravje)**, which allows all undergraduate students at UP to gain 3 ECTS credits by participating in ŠportUP activities.

International Opportunities

UP students can go on an international exchange for a set period of time – **up to a total of 12 months at each cycle of study**. You can choose between **studying** at a higher education institution abroad or doing a **traineeship** in a company abroad. This is an opportunity to gain international experience, get to know a different educational environment, culture and language, and improve your knowledge and skills. More information about weekly, semester-long and year-long exchanges is available at UP International mobility.

UP can boast **64 international agreements with universities around the world**. Within the Erasmus+ programme, **UP has more than 350 inter-institutional study agreements** in various fields of study.

Transform4Europe

As part of the Transform4Europe (T4EU) alliance – a European university of which UP is a member – students are offered numerous opportunities every year: **Summer schools, festivals, T4EU weeks.**

The **T4EU week** is a week of international activities on a specific theme, organised **once or twice a year.** As part of the short-term exchange, students can choose from a selection of courses and earn 3 or 4 ECTS credits. The preparation for the course consists of a virtual part (1 day) and a physical part (5 days).

"**Bachelor Tracks**" is a **catalogue of courses** that T4EU member universities compile each academic year and **offer to all students**. Students can **choose electives or additional courses** that they can take online and/or in a hybrid format at other T4EU members (Lithuania, Bulgaria, Germany, Portugal, Poland, Italy, etc.). The programme is published on t4eumetacampus.units.it

ESN Primorska

ESN Primorska is a network of Erasmus exchange students. Their work includes trips, cultural evenings, parties, informal training, socialising ... everything that can enrich the student exchange experience. You are welcome to join them, as they look for new members every year. You can follow them on Facebook and Instagram.

Student meals

Student status allows students to take advantage of **subsidized student meals**. **Click here for more information >>>**

UP University Clinic

The **CentreUP Clinic** provides healthcare to all UP students and employees who do not have it in their place of residence, study or work.

The Clinic operates as part of the Koper Health Centre, Dellavallejeva ulica 3, 6000 Koper (3rd floor).

UP Psychological Counselling Centre

The **Counselling Centre** offers **psychological support** to students in the form of **individual meetings**. It is staffed by qualified counsellors who are involved in regular professional supervision. Counselling is **free of charge** for students of the University of Primorska.

You can register for counselling at the UP Psychological Counselling Centre **HERE** or contact **psiholoska.svetovalnica@upr.si** with any questions.

Printing, copying, scanning

Printbox machines for fast printing, copying or scanning are available at various locations in university premises. **More information >>>**

Social media

Stay updated by regularly checking the university website https://www.upr.si/en

and follow us on social media: