

A Study Guide for Foreign Students

Dear Students,

We are very pleased you have chosen the University of Maribor, Faculty of Chemistry and Chemical Engineering (UM FCCE), for your studies abroad. The following guidelines have been prepared to help you study efficiently and successfully at our institution.

1. Foreign students have to contact professors and assistants of chosen subjects at the very beginning of the semester. It would be impossible to start a course latter during the semester.
2. Laboratory and/or computational exercises are an integral part of all courses at the UM FCCE and are obligatory for domestic and foreign students. Students cannot pass the examinations and certainly cannot obtain ECTS points if they have not attended practical exercises regularly.
3. Because of 2) longer absence is disallowed for domestic and foreign students during the lecture and examination periods. For every absence during these periods, the lecturer of the course must be informed in advance. Students should plan their leave of absence according to the academic calendar given in the ECTS info package (Part One).
4. The syllabus of each course is indivisible. Students can only choose the entire content of the course, as described in the Information Package. It is impossible to take only one part of the syllabus or the theoretical content without the experimental work etc.
5. Foreign students have to be aware that examinations during almost all courses consist of several parts: e.g. oral and written examinations, defence of practical exercises etc. It is obligatory for each student to check all the requirements of his/her lecturers and assistants in good time. The ECTS points of each course are indivisible. Students have to fulfil all duties in order to granted ECTS points.
6. The examinations and defences of theses cannot be performed during the summer holiday period, which lasts approximately from the middle of July to the end of August. Students need to check the examinations timetable in good time in order to plan their study activities efficiently. Students who want to defend their theses at the UM FCCE have to determine the date of their defence in accordance with their supervisor at the beginning of their stay in Maribor, in order to accomplish the administration procedure in good time.
7. The substantial part of teaching process at the UM FCCE is held in the laboratories where students come into contact with various chemicals and equipment. Safety is, therefore, one of the most important issues. Students must strictly respect and fulfil all instructions and directives given by their supervisors.
8. Foreign students have to be aware that the lectures at the UM FCCE are held in the Slovene language. Foreign students, therefore, receive English literature and study independently. However, professors and assistants provide regular consultations and support in the English

language. The examinations for Erasmus students are in English. The Faculty of Chemistry and Chemical Engineering needs to receive proof of a sufficient English language qualification. By registration please provide Self-Evaluation Form of proficiency levels in English. Note that student's English language skills should be at least at level B2 according to the European language levels.

9. Because of the demanding study, we can only accept only highly-motivated students who are willing to study as they go along and not save all the work for the last minutes before the exams or their departures.

10. Professors will not tolerate any pressures from foreign students just before their departures (e.g. demands for passing the exams without fulfilled obligations etc).

11. The Faculty will certify the confirmation documents about the arrivals and departures of foreign students strictly according to the exact dates of the students' arrivals and departures.

12. Students can use eduroam wireless network at the University of Maribor if they have an account for network access provided by their home institution.

We wish you a nice stay and successful studies at our Faculty!

Prof. Dr. Zorka Novak Pintarič
Vice-Dean for Education
zorka.novak@um.si

Prof. Dr. Peter Krajnc
Vice-Dean for International Cooperation and Erasmus Coordinator
peter.krajnc@um.si