



Dear Students,

Welcome to AREMA – Academy for Logistics and Management. We are delighted that you have become part of our academic community, which has been connecting knowledge, practice and innovation in the fields of logistics and management for a decade.

With this guide, we want you to have all the key information about your studies, rights, responsibilities and the opportunities offered by our institution in one place. It is intended to guide you through your everyday study obligations while also introducing you to the wider support available to you – from tutoring, mentoring and career counselling to participation in the various bodies of the institution, where you can actively contribute to its development.

AREMA is a place where we value knowledge, respect diversity and encourage cooperation. We therefore invite you to make full use of all the opportunities available to you so that your study journey can be as successful and enjoyable as possible. You are not alone on this journey – together with mentors, professors and staff, we will create an environment in which you can develop your abilities and acquire competences for the future.

May this guide be your reliable companion throughout your studies and, at the same time, a reflection of our commitment to providing you with a high-quality, supportive and safe environment for learning and personal development.

*Dean
Assoc. Prof. Dr Patricija Jankovič*

1. ORGANISATION OF THE INSTITUTION

Governing and Academic Bodies

The following bodies operate at AREMA and are essential to the functioning of the institution:

- **Senate** – the highest academic body of the institution, deciding on all major academic matters such as study programmes, curricula, academic appointments and the quality of studies.
- **Academic Assembly** – composed of all higher-education teachers, associates and student representatives; it discusses important issues concerning the development of the institution and submits proposals to the Senate.
- **Management Board** – responsible for the financial and business operations of the institution and for approving strategic directions.
- **Student Council** – represents students' interests, participates in decision-making within the institution's bodies and organises various extracurricular activities.

Important Contact Points for Students

- **Secretariat and Student Affairs Office** – your first points of contact for all administrative matters (enrolment, certificates, applications and timetables).
- **Tutors** – provide support when starting your studies, resolving difficulties and finding information.
- **Library** – provides access to study literature and electronic resources and offers assistance in finding relevant materials.
- **Career Centre** – provides guidance on practical training, employment, CV preparation and connections with employers.

 All information, contacts and current notices are available on the official website: www.arema.si www.arema.si

2. STUDENTS' RIGHTS AND RESPONSIBILITIES

Students' Rights

In addition to the rights arising from legislation and the Statute of the institution, AREMA students have the following rights:

- Right to equal treatment – all students are treated equally regardless of gender, age, nationality, religion, social status or other personal circumstances.
- Right to a safe and respectful environment – the institution applies zero tolerance to violence, discrimination, harassment and bullying.
- Right to participate in the governance of the institution – through their representatives in the Student Council and other bodies, students may actively participate in decision-making.
- Right to high-quality studies – students are entitled to regular delivery of the study programme and access to lectures, practical classes and appropriate literature.
- Right to information – students receive timely information about the study process, examination dates and other important matters.
- Right to assistance and support – tutoring, mentoring, the Career Centre, the Library and other support mechanisms are available to all students.
- Right to appeal – students who believe their rights have been violated may lodge an appeal in accordance with the institution's internal regulations; their submission will be treated confidentially.
- Right to special status – student athletes, artists, parents and students with special needs may apply for special status and appropriate study adjustments.

Students' Responsibilities

Every AREMA student is required to:

- Respect the institution's rules – comply with the Statute, Study Regulations and internal acts governing studies and life at the institution.
- Act in accordance with the Code of Ethics – respect the dignity of employees, fellow students and other members of the academic community.
- Maintain academic integrity – avoid plagiarism, cheating in examinations and all other forms of academic misconduct.

- Fulfil study obligations regularly – participate actively in lectures and practical classes, submit assignments and prepare for examinations.
- Protect the reputation of the institution – contribute through their conduct and actions to AREMA's positive reputation in the wider community.
- Promote mutual respect and tolerance – act as a responsible member of a community based on cooperation and integrity.

👉 All acts governing students' rights and responsibilities are available on the official website: www.arema.si. www.arema.si

⚖️ Students' Rights and Responsibilities

Being a student means enjoying rights while also accepting responsibilities.

👉 Remember:

Your rights ensure equality, a safe environment and the opportunity to help shape your studies.

Your responsibilities are your commitment to building your own reputation and that of the institution through respect for rules, ethics and academic integrity.

💡 The best study experience is created when rights and responsibilities go hand in hand – when you enjoy freedom while respecting the community.

3. ACADEMIC ENVIRONMENT AND SUPPORT

Academic Environment and Student Support

At AREMA, we believe that studies are most successful when students develop not only academically but also personally and have access to appropriate support. We have therefore established various forms of assistance and an inclusive environment in which everyone can feel accepted.

- **Tutors**

Tutors are experienced students or higher-education teachers who help you settle into your studies, organise your work, find information and overcome possible difficulties. They are your first point of contact when you are unsure whom to approach.

- **Mentors**

Mentors support your professional and research development. They guide you in preparing seminar papers and Bachelor's theses, advise you when selecting subjects and help you connect theory with practice. Mentors can also support your career planning.

- **Students with Special Status**

If you are an athlete, artist, student with special needs, parent of a young child, or have other circumstances requiring adjustments, you may apply for special status. This can enable individual adaptations of the study process (e.g. adjusted submission deadlines, individual consultations or adapted forms of assessment).

- **Accessibility and Inclusion Statement** (Inclusion & Diversity Policy)

AREMA is committed to being accessible and open to all students. We promote diversity, equality and inclusion and reject all forms of discrimination. Our inclusion policy means that, regardless of personal circumstances, you should have equal opportunities for success and development.



4. ETHICS AND PROTECTION FROM VIOLENCE

Ethics and Protection from Violence

AREMA places particular emphasis on ethics, mutual respect and a safe environment. To support these principles, the institution has adopted the following key documents:

- **AREMA Code of Ethics**
This document defines the fundamental values respected by all members of the academic community. It sets standards of integrity, honesty, responsibility and respect that form the basis of our everyday work and study.
- **Rules on Ensuring Equal Treatment and a Safe and Respectful Environment**
The Rules define the principles of equality and zero tolerance for violence, discrimination and intolerance. They emphasise that everyone at the institution is treated equally, regardless of gender, nationality, language, religion, health status or other personal circumstances.
- **Protocol for Addressing Violence and Discrimination among Students**
This is a practical document specifically intended for students. It describes examples of violence and discrimination, how to recognise them, whom to contact for help and how reports are handled.

AREMA has a clear zero-tolerance policy towards violence, discrimination, harassment and intolerance. If you find yourself in distress, you are never alone. You can contact:

- the student confidential adviser,
- a tutor, who can help you identify the appropriate way to resolve the situation,
- an authorised representative of the institution or the Student Appeals Committee.

Reports are handled confidentially, respectfully and in accordance with the principle of protecting the reporting person. AREMA ensures that you cannot be subjected to retaliation because you have submitted a report.

What should you do if you experience violence, discrimination or intolerance?

What should you do in the event of violence, discrimination or intolerance?

AREMA has a clear zero-tolerance policy towards all forms of violence, discrimination, harassment and intolerance. If you find yourself in such a situation, follow these steps:

1. Recognise the problem

Consider whether you are in a situation that threatens your dignity or creates an uncomfortable or hostile environment. This may include offensive comments, exclusion from a group, spreading rumours, cyberbullying or physical violence. It is important to recognise that such behaviour is not acceptable.

2. Contact a confidential adviser or tutor

If you are unsure how to proceed, first speak with a tutor or confidential adviser. These persons are available to support you, listen to you and provide guidance. They will help you understand the situation and, where appropriate, suggest further steps.

3. Submit a report

If you decide to take formal action, you may submit a report to an authorised representative of the institution or to the Student Appeals Committee. A report may be made orally or in writing and will always be treated confidentially. Forms and contact information are also available on the institution's website.

4. Handling of the report

The report is formally recorded and considered. The competent bodies establish the facts, conduct interviews and take appropriate measures. These may range from counselling and warnings to disciplinary procedures. In cases involving serious violations or criminal offences, the institution also informs the competent authorities.

5. Support and protection

The institution ensures that the reporting person is protected against retaliation. Psychological and tutoring support are available during and after the procedure. AREMA is committed to handling every report responsibly, with the utmost respect and concern for the student's well-being.

5. APPEAL PROCEDURES

Appeal Procedures

If you believe that your rights have been violated in any way, you have the right to lodge an appeal in accordance with the Rules on the Handling of Student Appeals. This document specifies how the procedure is conducted, the applicable deadlines and the body responsible for deciding on the appeal.

The Student Appeals Committee is responsible for considering all appeals. It acts as an independent body and ensures that students' concerns are addressed fairly, professionally and impartially. The Committee includes representatives of the institution and students, ensuring a balanced approach.

The procedure is designed to be safe and accessible for students:

- an appeal may be submitted in writing or orally to the Secretariat, a tutor or directly to the Committee,
- when lodging an appeal, you have the right to support (e.g. from a tutor, confidential adviser or student representative),
- your appeal will always be treated confidentially, meaning that all information will be protected,
- the institution ensures that you cannot be subjected to retaliation because you have lodged an appeal.

The appeal procedure is intended to resolve your concerns as quickly and effectively as possible while ensuring respect for your rights and dignity.

 Details of the procedure, deadlines and forms are available in the Rules on the Handling of Student Appeals published on the institution's website.

6. STUDENT ORGANISATION AND REPRESENTATION

Student Organisation and Representation

At AREMA, students play an important role in shaping the study process and participating in decisions concerning the institution's development. Students are represented in all key bodies, which enables them to contribute actively to improvements and advocate for the interests of the student community.

- Senate – the highest academic body of the institution, where students participate in decisions concerning curricula, programme delivery, quality and development. Participation in the Senate gives you direct insight into the academic functioning of the institution.
- Senate Committees – various committees operate alongside the Senate (e.g. the Quality Committee, Appeals Committee and Ethics Committee), where students can contribute their views and help shape concrete solutions.
- Academic Assembly – comprises all teachers, associates and student representatives. It discusses important development issues, making student participation essential to a comprehensive view of the institution's future.
- Management Board – primarily decides on financial and business matters, with student representatives also included because these decisions indirectly affect study conditions.
- Student Council – the central body representing the interests of all students. It operates as an autonomous body, gives opinions and proposals, nominates members to institutional bodies and organises activities aimed at improving student life.

Elections to student bodies are conducted in accordance with specific rules that ensure transparency, democracy and equal treatment of all candidates. Every student has the right to participate in elections, both as a candidate and as a voter.

👉 Active participation in student bodies enables you to influence the study experience directly, develop your leadership skills and gain valuable experience that will also benefit you in your professional life.

Participation in the Student Council and other institutional bodies is more than a formality – it is an opportunity to contribute actively to the life and development of AREMA.

By getting involved, you can:

help shape your studies – you will have a voice in curricula, teaching quality and other important matters,
represent fellow students – you will help address their initiatives, concerns and ideas,
gain leadership experience – you will learn how bodies operate, how to represent interests and how to make responsible decisions,
build a professional network – you will work with professors, institutional management and students from different years,
strengthen your CV – active participation in institutional bodies is a major advantage when seeking employment because it demonstrates responsibility and engagement.



👉 The Student Council is your voice in the institution's bodies. If you want to help shape the study environment, this is the right path for you!

7. STUDY PROCESS

The Study Process at AREMA

Studies at AREMA are designed to enable you to acquire knowledge and competences progressively while encouraging independent work and personal development. Your study journey includes several key stages:

- **Enrolment**
Enrolment in the study programme takes place in accordance with the call for enrolment and the conditions laid down in the Statute and Study Regulations. Upon enrolment, you acquire student status, which is linked to rights (e.g. scholarships, subsidies and tutoring) and responsibilities (regular completion of study obligations).
- **Study Obligations**
Each academic year includes lectures, practical classes, seminar papers and other forms of work. Courses carry ECTS credits, which measure your progress. Students are required to attend compulsory forms of teaching regularly and complete ongoing assignments.
- **Examinations**
Knowledge is assessed through examinations, tests, seminar papers and other forms of assessment. Examination dates are announced in good time, and registration and withdrawal are carried out electronically. Tutors and mentors are available to support you if difficulties arise.
- **Progression to the Next Year**
Progression requires the prescribed number of ECTS credits and successful completion of key obligations. If the conditions are not met, repetition of the year may be possible in accordance with the Study Regulations.
- **Repeating a Year**
A student may repeat a year once if all obligations have not been completed. In exceptional circumstances, suspension of status may also be possible (e.g. due to illness, parenthood or other personal circumstances).
- **Completion of Studies**
Studies are completed after all examinations, seminar and project assignments have been successfully completed and the Bachelor's thesis has been successfully defended. The thesis is an opportunity to demonstrate acquired knowledge and connect it with professional practice.

👉 Detailed procedures, conditions and rules are defined in the Study Regulations and other institutional acts published on www.arema.si. www.arema.si

Your studies are not only about completing obligations – they are an opportunity for personal growth, acquiring new knowledge and building your career.

👉 To make your journey easier and more successful, keep the following tips in mind:

Be organised – regular work is easier than chasing deadlines immediately before examinations.

Make use of support – tutors, mentors and professors are here to help you.

Participate actively – questions in lectures, projects and discussions help you understand the subject matter better.

Connect with your fellow students – a study group is an excellent source of support for learning and motivation.

Think long term – start building your CV during your studies through practical classes, training, projects and articles.

💡 Remember: studying is an investment in your future. The more you invest now, the more you will gain later – both personally and professionally.

8. STUDENT SUPPORT

AREMA recognises that studying is not merely about attending lectures but is a comprehensive experience that also includes support for personal and career development. We therefore offer a range of resources and services to support your learning and prepare you for the future:

- **Career Centre**

The Career Centre acts as a bridge between students and the economy. It assists with CVs and cover letters, organises workshops and interview counselling, connects students with companies for practical training and provides guidance in finding employment opportunities.

- **Library and Electronic Resources**

The AREMA Library provides professional literature in logistics, management and related fields. In addition to printed books, students have access to electronic resources and databases supporting research, seminar papers and Bachelor's theses. Library staff assist students in finding and using literature.

- **Digital Tools**

- We use various digital tools to support learning: the e-learning platform, Zoom or MS Teams for cooperation and communication, as well as contemporary AI tools to support learning and research. The digital environment enables access to materials from different locations and facilitates cooperation with teachers and fellow students.

- **Tutoring and Additional Assistance**

- Every student has access to tutors who assist with settling into studies, overcoming study difficulties and planning obligations. In the case of special needs or circumstances, the institution may provide additional adjustments and support in accordance with its rules.

👉 All these forms of assistance are intended to make your study journey at AREMA as smooth as possible while preparing you for a successful start to your career after graduation.

8.1 Cooperation with Business and the Professional Community

AREMA is an institution built on connecting theory with practice. Students therefore have numerous opportunities to become involved in real professional and research challenges and to connect with business and the professional environment:

- **Participation in Projects with Companies**

Cooperation with different companies enables you to gain practical experience during your studies. In projects, you solve concrete tasks and apply knowledge acquired in your courses to professional practice.

- **Public Presentations of Project Assignments**

The results of your work are often presented at internal and public events attended by professors, fellow students and company representatives. This is an excellent opportunity to demonstrate your knowledge, abilities and innovation while building your professional network.

- **Active Participation in Conferences**

AREMA encourages students to participate in scientific and professional conferences, including dedicated student sections. Participation develops public-speaking skills, enables the exchange of experience and creates contact with experts from Slovenia and abroad.

👉 These activities are not only part of your studies but an important investment in your career. By participating actively, you build a portfolio of experience and competences that can open doors in the labour market.

Participation in projects, public presentations and conferences is more than part of your study obligations – it is an opportunity to build your future.

By getting involved, you can:

**gain valuable practical experience, which employers value highly,
connect theory with practice and demonstrate that you can apply your
knowledge,
build a network with experts, professors and company representatives,
present your abilities publicly, building confidence and opening doors,
stand out in the labour market – references from projects and conferences are
an excellent asset at the beginning of your career.**

 Remember: sometimes a contact made at a conference or a successful presentation is the moment that opens the door to your first employment opportunity.

8.2 Extracurricular Activities

Studies at AREMA are not limited to lecture rooms and classrooms. Part of our vision is to encourage social interaction, exploration and experiences beyond the formal study process. We therefore organise various extracurricular activities that enrich student life:

- **Trips and Professional Excursions**

We regularly organise visits to companies, ports, logistics centres and other institutions where students can experience professional practice directly. Excursions are also an opportunity to discover new places and strengthen connections among fellow students.

- **Conferences, Seminars and Workshops**

In addition to formal courses, students can participate in professional events where they acquire additional knowledge, develop skills and build connections with business and academia.

- **Sports and Cultural Activities**

AREMA encourages participation in sports days, cultural events and other activities that strengthen community, well-being and a healthy lifestyle.

- **Informal Socialising and Networking**

Shared trips, picnics, student events and other forms of social interaction strengthen links between generations and create a relaxed and supportive study environment.

 Extracurricular activities are an opportunity to learn something new, connect with fellow students and professors in an informal environment and create memories that will stay with you long after graduation.

Your student years are special – they are not only about learning, but also about socialising, exploring and creating memories.

👉 By participating in extracurricular activities, you can:
discover new environments and professional practice through trips and professional excursions,
strengthen friendships and create connections that can last a lifetime,
experience memorable moments at student events, picnics and sports activities,
develop soft skills (communication, teamwork and organisation) that are also essential in your career,



💡 Remember: extracurricular activities are the part of your studies that you may remember most fondly.

9. BEFORE YOU ARRIVE

This section is intended especially for international students. Please complete each step carefully and use the designated AREMA communication channel so that your application and enrolment process remain complete and traceable.

Application and eVŠ – Complete the required application procedure, including the application through the Slovenian eVŠ system where applicable. Make sure that the information entered in your application corresponds to your official documents.

Educational documents – Submit all educational certificates and other documents requested by AREMA for assessment of your eligibility for enrolment. Documents must be complete and provided in the form requested by AREMA.

Certification of documents – Where certified, notarised or otherwise formally authenticated documents are requested, provide them in the required form. If you are unsure whether a document is acceptable, contact AREMA before sending a substitute document.

Conditional Acceptance Letter (CAL) – If a Conditional Acceptance Letter is issued, check your personal details and programme information carefully and follow the instructions communicated with the CAL.

Financial obligations – All financial obligations connected with enrolment and study must be settled in accordance with the study agreement and AREMA's enrolment instructions before enrolment is completed.

Final enrolment – Enrolment is completed only after all required academic, administrative and financial conditions have been fulfilled.

Before travelling to Slovenia

Keep your admission and enrolment documentation accessible, monitor your e-mail regularly and make sure that any additional formalities communicated by AREMA are completed before travel. Immigration, residence and travel requirements depend on the individual student's circumstances; follow the instructions of the competent authorities and the official information provided for your case.

10. CONTACT INFORMATION



AREMA – Academy for Logistics and Management, Rogaška Slatina

Address: Kidričeva 28, 3250 Rogaška Slatina, Slovenia

Telephone: +386 (0)3 819 19 80

E-mail: info@arema.si

Website: www.arema.si

For international admissions and enrolment matters, use the designated AREMA contact below. This ensures that your case, documents and questions remain traceable and can be handled efficiently. Please keep correspondence in the official e-mail thread whenever possible and use private contact channels only for genuinely urgent matters.

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