



University of Maribor

Faculty of Organizational Sciences

Kidričeva cesta 55a  
4000 Kranj, Slovenija

## COMMUNICATION AND ETIQUETTE AT THE FACULTY OF ORGANIZATIONAL SCIENCES UM

At the Faculty of Organizational Sciences UM, we follow the following rules of communication when communicating between staff and students, regardless of whether the communication is face-to-face, via e-mail or via "e-study at a distance":

1. Respect the integrity and dignity of the individual when communicating. We respect each other and expect everyone to treat us with respect. We also show respect for the office or position entrusted to an employee of the Faculty of Organizational Sciences. These are the basics of mutual communication.
2. We adapt our communication to the principle of respect for the individual and/or the position.

### E- LEARNING AND STUDENT COMMUNICATION

- We join lectures or tutorials or any other study activity that takes place in the e-environment ON TIME.
- Before the study process, we will arrange the technical requirements for participation in the study process (connection, working microphone, working video connection - if the computer does not allow it, we will join the study process via telephone).
- Upon entering the lecture room, the professor is greeted by the chat room.
- During lectures/exercises, behave as if you were in a lecture room at the college.
- We respond to the professor's call and participate in the learning process. This is done by using your hand to alert the professor to your intention to participate. We can participate in a chat or by using a microphone, as instructed by the professor. We have the microphone switched off while listening to lectures. With the microphone on, we engage in the discussion or study process.
- When called upon by the professor (examination, presentation of a seminar paper, tutorial or other essential part of the study process), the picture/video and microphone must be switched on. The image/video and microphone must not be switched off during an examination or other form of assessment.
- Students are expected to be actively present during lectures or tutorials, not to switch on and leave.
- NO PICTURING or IMAGING of the professor and lectures/exercises is allowed during lectures, tutorials or any other academic activity, nor is the use of mobile phones for personal purposes.
- At the end of the lectures/exercises, the professor is to be greeted in the chat room or responded to with the microphone switched on.

### **PERSONAL COMMUNICATION**

3. Consultation hours are for students, who must observe the scheduled speaking hours. Teachers and staff are available for personal communication during the scheduled office hours and after the lectures and tutorials.

### **OFFICIAL HOURS**

4. Non-teaching staff of the FOV UM are available to students during office hours, which are published on the Faculty's website. Students must observe the office hours, which apply to personal contact as well as to electronic and telephone communication.

### **ELECTRONIC COMMUNICATION**

5. FOV UM employees use the University of Maribor electronic domain (@um.si) when communicating with students.
6. Students shall use only the student e-mail address (ime.priimek@student.um.si) when communicating with FOV UM employees. Employees are not obliged to reply to personal student e-mail that differs from the @student.um.si e-mail address. Employees must reply to emails sent to the appropriate address no later than the third working day following receipt of the email or no later than the third working day following return from leave, sick leave or other absence.