School of Engineering and Management

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DESCRIPTION OF PRACTICAL TRAINING
The 2026/2027 Academic Year

- Purpose and Objectives of Practical Training
- Time and Duration of Practical Training
- Cooperation with Companies
- The Role of Mentors
- Practical Training Topics
- The Implementation of Practical Training

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In collaboration with Career Center UNG: Nives Štefančič, nives.stefancic@ung.si

Purpose and Objectives of Practical Training

The purpose of practical training is to enable students to put into practice the professional and methodological knowledge acquired during study.

The objective of practical training is to orient students towards practical work and link their knowledge with the needs of the economy, thereby ensuring high employability of our graduates.

Time and Duration of Practical Training

In the sixth semester, 480 hours or 60 working days of 8 hours each are envisaged for practical training. Students undertake practical training upon enrolling in the third year, that is, on 15 February 2027.

Cooperation with Companies

The School of Engineering and Management formulates a list of practical training topics with respect to needs and capacities, while taking into account the interests of companies,

and provides a mentor from the University for each topic. The list also specifies areas where suitable topics can be agreed upon based on the interests of companies.

The University concludes a cooperation agreement on implementing practical training with companies where students are undertaking practical training. Students who wish to perform a suitable task in a company of their own choice, and have the opportunity to do so, should consult their coordinator about this option.

The Role of Mentors

If necessary, mentors from the University and the practical training coordinator assist students in making arrangements with companies. Students can turn to them to discuss their topic, the programme, the preparation of reports, and any other issue concerning practical training.

In-company mentors who support students undertaking practical training are professional or managerial staff members with at least level VII education. The task of in-company mentors is to define the topic, provide instructions, monitor the students' work, communicate with the mentor from the University, participate in the interim report meeting at the company, confirm the final report in writing, and, if desired and possible, attend the defence of the students' final report at the University.

Mentors from the University are higher education teachers and other experts working with the School of Engineering and Management who have been included in the list of mentors with topics and areas for the current academic year. Their task is to participate in the preparation of the practical training programme, communicate with the in-company mentor and the practical training coordinator at the University, direct and guide students within their field of expertise, participate in the interim report meeting at the Company if possible, provide a substantive and formal review of the written final report, confirm the final report, and attend the obligatory practical training defence. Regular communication between students and their mentors from the University must be ensured. The mentor from the University also ensures that the topic is formulated in such a way that the student can further develop it in their thesis.

Practical Training Topics

Practical training topics should be as aligned as possible to the interests of a company, as it should provide practical value to the company. The topic is proposed by the company, defining the specific tasks and objectives that a student should complete during their practical training. The topic should be chosen in such a way that it relates to the study

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programme and in coordination with the mentor at the University. It should be designed as a project. As a rule, the proposed practical training topics should be such that they can be expanded and developed into a thesis.

To help with the designing of the topic, the school publishes a Catalog every year with a list of topics and mentors at the School. Some topics are defined only by field, which enables easier adaptation to the company's interests.

The Implementation of Practical Training

In the first semester of the third year, students attend a meeting where the coordinator introduces them to the purpose, objectives, and the course of practical training.

By November 4 2026, students prepare their CV (they may choose the standardised European format – www.europass.cedefop.europa.eu) and submit it to the head of Career Center to e-mail nives.stefancic@ung.si, which, if necessary, also helps them with advice for improvements.

The coordinator then conducts an individual interview with each student. The interviews will take place on November 4 2026 according to a published schedule. Students then take a medical examination, while the University arranges their insurance cover during their practical training.

The student chooses a general topic and informs the school's secretariat about it by e-mail by November 13, 2026. The school contacts the mentor and when an agreement is reached between the student and the mentor, marks the topic as taken on the list. If several candidates choose the same topic, priority will be given to the one who sent the message about choosing the topic first. Next step is the arrangements with mentors and companies.

Coordination with mentors is ongoing until November 27, 2026. In this phase, students independently search for a company. If a student needs help in finding a company, he/she should inform the coordinator.

By December 11, 2026, students must submit a report on the active independent search for companies and the answers received to nives.stefancic@ung.si. If necessary, the Career Center is with advices also involved in the next phase of the company search.

The student informs the school's secretariat of the contact information of the person in the company that will accept the student. The school's secretariat sends to the company contact a draft of the agreement between the company and UNG, if necessary, with the cooperation of the coordinator, all details are coordinated, and the agreement is signed before the start of the training.

By January 22, 2027, students submit to the school's secretariat a practical training program completed and approved by both mentors in accordance with the instructions. By signing

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the Practical Training Program, the student confirms that he/she is aware of his/her obligations and rights during the practical training and that he/she has successfully passed the medical examination. When submitting the Practical Training Program, the student also submits a medical examination certificate (medical certificate).

On February 15, 2027, the student begins with work; when they are approximately halfway through their placement, they prepare a short oral report on their work, to be presented at a meeting at the company, attended by a representative of the UNG Careers Centre, the student's in-company mentor and, if possible, their mentor from the University. At this time, they sign a protocol on the completed interim presentation. The meeting is preferably organized at the company's location. If it is not possible to conduct it rationally in this way, the conversation can also be held remotely. The date and implementation are coordinated by the UNG Career Center.

At the conclusion of their practical training, students prepare a final substantive report of 5 to 6 pages, providing a brief description of tasks and work performed (methods, processes, equipment, etc.), as well as a summary of the results and conclusions (observations, suggestions, points of departure for potential further work). The report should be prepared in accordance with the thesis formatting guidelines at the University of Nova Gorica.

Together with the substantive report, students submit the Final Report on Practical Training form, completed and signed by both mentors, to the school's secretariat at least 5 working days prior to the planned date of their defence within the announced exam dates which are:

- June 16, 2027,
- August 23, 2027 and
- September 6, 2027.

In the public defence, students present their work, methods, results and conclusions, and take questions from the audience. Students must complete the defence no later than within 1 year after the completion of their practical training, otherwise they are obliged to undertake the training again.

An approved and correctly formatted Final Report, as well as the completed defence (grade: *pass* or *fail*), are the basis for completing the practical training, which is evaluated 24 ECTS credits.