

School of Engineering and Management

PRACTICAL TRAINING

on ENGINEERING AND MANAGEMENT

first cycle study programme

October 2026

To ensure clarity, this document contains all the documents concerning the implementation of practical training in the first-cycle Engineering and Management study programme.

The syllabus is followed by a description of the implementation process including the key phases and deadlines. The document also contains agreement and documentation forms.

Students who have at least two years of work experience in a position with a relevant profile and level of complexity, and can demonstrate the competences acquired in this way, which are otherwise the goal of practical training, can request recognition using the attached form.

Students who are unable to complete practical training in the prescribed manner due to full-time employment, and whose position does not meet the aforementioned condition, can apply for an adapted form of practical training through the Academic Affairs Committees. The method of provision is determined in agreement with the practical training coordinator by taking into account the students' individual situation, while ensuring the acquisition of the required competences.

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ENCLOSED: List of topics and mentors in 2026–2027

UČNI NAČRT PREDMETA / COURSE SYLLABUS	
Predmet:	**Praktično usposabljanje**
Course title:	Practical Placement

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Dodiplomski študijski program Gospodarski inženiring	**/**	**3**	**2**
Bachelor's degree programme Engineering and Management	**/**	**3**	**2**

Vrsta predmeta / Course type	Obvezen/Mandatory
Univerzitetna koda predmeta / University course code:	1GI024

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje Work	Druge oblike študija	Samost. delo Individ. work	ECTS
	120	**480**				**24**

Nosilec predmeta / Lecturer:	prof. dr. Imre Cikajlo

Jeziki / Languages:	**Predavanja / Lectures:**	**slovenski/Slovenian**
	Vaje / Tutorial:	**slovenski/Slovenian**

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	**Prerequisits:**
Študenti imajo z izpolnjenimi pogoji za vpis v 3. letnik izpolnjene tudi vse pogoje za opravljanje praktičnega usposabljanja.	There are no additional requirements for students with fulfilled conditions for enrollment to the 3rd year.

Vsebina:	Content (Syllabus outline):
Študenti v izbranem podjetju opravijo obvezno praktično usposabljanje v obsegu 480 ur. Praktično usposabljanje je zastavljeno projektno, njegov glavni del pa je reševanje za podjetje relevantnega konkretnega problema s področja gospodarskega inženiringa. **Izbira teme praktičnega usposabljanja:** Fakulteta objavi seznam razpoložljivih tem, mentorjev in podjetij, s katerimi ima podpisane sporazume o izvajanju praktičnega usposabljanja. S pomočjo koordinatorja za praktično usposabljanje, ki na fakulteti skrbi za vzpostavljanje navezav s podjetji ter vodenja seznama tem, si vsak študent iz nabora razpisanih tem izbere temo praktičnega usposabljanja. Študent si lahko po dogovoru s fakulteto temo in kraj opravljanja praktičnega usposabljanja izbere sam, izbiro pa potrdi koordinator. Koordinator z vsakim študentom v fazi izbiranja teme in podjetja izpelje individualni razgovor z vsakim študentom in mu tekom razgovora, po potrebi pa tudi v vseh nadaljnjih fazah svetuje glede odprtih vprašanj. Nekatere predvidene teme v seznamu so opredeljene dovolj odprto, da jih je v sodelovanju z mentorjem možno natančeneje specificirati. Na ta način fakulteta skrbi, da so teme izbrane tako, da so čim bolj v skladu s študentovimi kariernimi interesi, hkrati pa tudi v skladu z interesi podjetij. Preden študent prične z opravljanjem praktičnega usposabljanja, se izpolni formular s konkretno opredeljenimi nalogami in cilji, ki naj bi jih študent v okviru praktičnega usposabljanja v podjetju izpolnil oziroma dosegel, podpišeta pa ga poleg študenta tudi oba mentorja, en s fakultete in drugi iz podjetja. Tema praktičnega usposabljanja se navezuje na študijski program ter je usklajena z interesi podjetja in naj bi zanj predstavljala praktično vrednost. Tema praktičnega usposabljanja je praviloma izbrana tako, da jo lahko študent nadgradi v diplomskem delu. Predmet je zasnovan tako, da zahteva individualno delo študenta pod nadzorom obeh mentorjev. Predmet poleg praktičnega dela zahteva tudi iskanje in študij različnih virov, vezanih na obravnavano nalogo, kar v nadaljevanju študija služi kot podlaga za izdelavo diplomskega dela.	Students undertake a mandatory practical placement in the duraction of 480 hours in a selected company. The practical placement is planned as a project, and its main part includes solving a relevant concrete problem from the engineering and management field. **Selection of topic of practical placement:** The school proposes a list of selected contemporary topics, mentors and the adjoining list of companies, with which the school has signed agreements about practical placement. With the help of the school's coordinator for practical placements, who establishes links with companies and manages the list of topics, each student selects a topic of practical placement. Upon prior agreement with the School, the student can select the topic and place of the practical placement on the basis of his/her own choice, followed by the coordinator's confirmation. The coordinator has individual meetings with each student, offering them advice in all open matters. This support is offered also in later steps, if needed. Some topics in the proposed list are specified at the level which allows further details to be agreed with the student, mentor and the company, so as to match student's professional preferences and interests of the company. Before the students starts the placement, a form is filled in with tasks and goals specified, and confirmed with signatures of the students and both mentors, one from the school and one from the company. The topic relates to the study program, it should be in line with the interests of the company and should represent a practical value for it. The topic of practical training is chosen so that the student can upgrade it in the diploma work. The course is designed to require individual student work under the supervision of both mentors. Apart from practical work, the course also requires the search and study of various sources related to the studied issues, which in the continuation of the study serves as a basis for the preparation of the diploma work. The course is designed in a manner requiring the students to work autonomously under the supervision of both mentors. Besides practical tasks, the course also requires students to search for and study various sources of literature related to the task, which later serves as a basis for writing their diploma thesis.

Temeljna literatura in viri / Readings:

Glede na to, da so teme sodobne ter vezane na konkreten primer problematike v trenutni praksi v izbranem podjetju, literatura ne zajema zgolj posameznega učbenika ali znanstvene publikacije, temveč temelji na zbiranju in povezovanju informacij iz različnih virov, kot so znanstveni in strokovni članiki, objave na svetovnem spletu, poročila ipd., kar študent opravi skladno z usmeritvami, ki jih dobi od mentorjev.

Due to the contemporary nature of the selected topics and the fact that the selected topics are linked to an actual study case of an ongoing practice problem within the selected company, the literature does not only consist of a single textbook or scientific publication. It is rather based on data obtained from scientific and technical papers, internet releases, from reports etc., that is, through gathering and linking the information from various sources under the guidance provided by the mentors.

Cilji in kompetence:

Cilj predmeta je naučiti študente, kako na individualni ravni uporabiti pridobljeno znanje in samostojno pristopiti k osvajanju novih znanj na način, ki ni tipičen za študijski proces. Tako se študent spozna z načinom, ki ga bo moral uporabiti na kasnejšem delovnem mestu ali pri nadaljnjem študiju na višjih stopnjah.

Študent znanje pridobiva prek samostojnega dela pod nadzorom mentorjev in sicer v obliki praktičnega usposabljanja. V praksi preizkusi strokovna in metodološka znanja, pridobljena med študijem, in se nauči reševanja konkretnih problemov v okviru svoje stroke.

Tako osvojeno znanje in pridobljene kompetence prispevajo k visoki zaposljivosti diplomantov Poslovno-tehniške fakultete. Podjetjem, ki sodelujejo pri praktičnem usposabljanju študentov, pa takšna oblika sodelovanja s študenti ponuja možnost, da si poiščejo in izoblikujejo svoje bodoče kadre.

Pridobljene kompetence so:

- sposobnost uporabe pridobljenih znanj v praksi,
- razvijanje sposobnosti analitičnega mišljenja, ki študentu omogoča uspešno proučevanje in reševanje konkretnih problemov v praksi,
- sposobnost reševanja strokovnih problemov s samostojnim iskanjem virov znanja (tudi tujejezičnih) in uporabo raziskovalnih metod na področju gospodarskega inženiringa,
- sposobnost kritičnega vrednotenja pridobljenih rezultatov,
- sposobnost timskega dela,
- sposobnost delovanja pod mentorstvom,
- razvijanje sposobnosti komuniciranja v strokovnem jeziku.

Objectives and competences:

The goal of the course is to teach students how to, on an individual level use acquired knowledge, and how to autonomously approach the gathering of new knowledge in a manner uncharacteristic for a conventional study process. Students thus become acquainted with the methods which they will have to use in their future professional careers or during their further studies on the higher levels.

Students obtain knowledge through autonomous work carried out under the supervision of the assigned mentors through undertaking practical placement. Students use the professional and methodological knowledge obtained during their studies in practice and thus learns to solve practical problems in their professional field.

The knowledge obtained and the newly acquired competences contribute to the increase of the number of employment opportunities for the future graduates of the School of Engineering and Management. At the same time, the companies offering students practical placements thus gain a possibility to find and select their prospective human resources.

The competences acquired are:

- the ability to use the obtained knowledge in practice,
- developing analytical thinking skills, which enable students to successfully study and solve actual problems in practice,
- the ability to individually solve professional problems by searching for the sources (including those in foreign languages) and using the research methods in the field of engineering and management,
- the ability to provide a critical evaluation of the results obtained,
- the ability to work in a team,
- the ability to work under supervision of a mentor,
- developing communication skills using professional language.

Predvideni študijski rezultati:	**Intended learning outcomes:**
Znanje in razumevanje: Študenti po opravljenem strokovnem usposabljanju znajo: • znanje o izbrani temi, pridobljeno med študijem, uporabiti na konkretnem primeru v praksi, • analizirati praktični problem s stališča svoje stroke in s pomočjo praktičnih aktivnosti ter teorije predlagati ustrezne rešitve, • najti ustrezne vire literature v slovenskem in angleškem jeziku in opraviti selektivni izbor relevantnih informacij ter jih med seboj povezovati z namenom, da prispevajo k rešitvi praktičnega problema, • samostojno delovati v izbranem delovnem okolju v okviru celotnega trajanja praktičnega usposabljanja (480 ur) ter si s tem pridobiti ustrezne delovne navade v okviru svojega strokovnega področja, • predstaviti rezultate oziroma izsledke svojim sodelavcem, mentorju ter ostalim.	Knowledge and understanding: After undertaking practical placement, students are able to: • use their knowledge of the selected topic, acquired during their studies, in problem-solving in practice, • analyse a problem in practice from a professional point of view and by performing practical tasks and using the theory to suggest appropriate solutions, • find relevant literature sources in the Slovene and English languages and perform a critical selection of relevant information, as well as to establish links between pieces of information to contribute to finding a solution of the problem faced in practice, • to work autonomously in the selected working environment for the whole period of the practical placement (480 hours) and thus gain appropriate work habits in their professional field, • present the results or findings to their co-workers, mentor and others.
Metode poučevanja in učenja:	**Learning and teaching methods:**
• Samostojno delo študenta v obliki praktičnega usposabljanja v podjetju oziroma organizaciji • Samostojno delo študenta v obliki zbiranja informacij iz relevantnih literaturnih virov Vse aktivnosti študentov se izvajajo pod nadzorom izbranih mentorjev.	• Students' autonomous work in the form of a practical placement within a company or organisation • Students' autonomous work in the form of gathering information from relevant sources of literature All activities performed by students are carried out under the supervision of the assigned mentors.

Načini ocenjevanja:	Delež (v %) / Weight (in %)	**Assessment:**
Ocenjevanje je opisno, z oceno »opravljeno« ali »ni opravljeno«. Oblikuje se na podlagi pisnega poročila in ustne predstavitve z diskusijo.	100%	Descriptive grades »pass« and »fail« are used. A common grade is assigned to a student on the basis of the written report and oral presentation with discussion.

Reference nosilca / Lecturer's references:

Prof.dr. Imre Cikajlo, redni profesor za področje elektrotehnike**,** je prejel doktorat znanosti na področju robotike in elektrotehnike na Univerzi v Ljubljani leta 2003. Od leta 2003 do leta 2004 je bil podoktorski raziskovalec na Univerzi Tohoku v Sendai, na Japonskem in leta 2007 gostujoči raziskovalec na Univerzi v Tokiu, Japonska. Trenutno je višji znanstveni sodelavec na Univerzitetnem rehabilitacijskem inštitutu v Ljubljani in pridruženi redni profesor na Univerzi

v Novi Gorici, Slovenija. Dr. Cikajlo je sodeloval pri več projektih 7. okvirnega programa EU-(GENTLE/S, MIMICS, CORBYS, BALANCE) in Horizont 2020 (PD_manager) in je trenutno odgovoren za razvoj telerehabilitacije in virtualne resničnosti v rehabilitacijski robotiki na Univerzitetnem rehabilitacijskem inštitutu, Slovenija. Objavil je več kot 100 znanstvenih člankov, 5 poglavij v tujih znanstvenih monografijah in je soavtor mednarodnega patenta v EU in ZDA. Leta 2000 je prejel Prešernovo nagrado na Fakulteti za elektrotehniko Univerze v Ljubljani. Njegova raziskovalna področja so analiza in sinteza gibanja ljudi in strojev, biomehanika, povezovanje senzoričnih informacij, nadzor nad strojem in človekovim gibom in rehabilitacijska robotika. Trenutno se ukvarja z razvojem rehabilitacijskih pripomočkov in postopkov, ki se uporabljajo v kliničnem in / ali domačem okolju z uporabo telerehabilitacijskih tehnik ter uvajanje virtualne resničnosti v rehabilitacijo. Je tudi član ISVR, IFMBE in IEEE.

Dr. Imre Cikajlo, is a full professor of electrical enginiring received his PhD degree in robotics and electrical engineering from the University of Ljubljana, Slovenia in 2003. From 2003 until 2004 he was a post-doc fellow at the Tohoku University, Sendai, Japan and in 2007 a visiting researcher at the University of Tokyo, Japan. Currently he is a Senior Research Associate at the University rehabilitation institute, Ljubljana, Slovenia and an Associate Professor at the University of Nova Gorica, Slovenia. Prof.Cikajlo took part in several EU-FP7 projects (GENTLE/S, MIMICS, CORBYS), H2020 (PD_manager) and startup (MindMyths Ltd.) and company supported projects (Gorenje). He published more than 100 journal papers, book chapters and books and holds a patent in EU and USA. In 2000 he received the Prešeren Award from Faculty of Electrical Engineering, University of Ljubljana. His research interests include human motion analysis and synthesis, biomechanics, integration of sensory information, control of machine and human movements and rehabilitation robotics. Currently he is involved in the development of rehabilitation devices and procedures that may be used in clinical and/or home environment through application of telerehabilitation techniques and introduction of virtual reality in rehabilitation. He is also a member of ISVR, IFMBE and IEEE.

Izbrane objave / Selected bibliography

1. CIKAJLO, Imre, HUKIĆ, Alma, ZAJC, Dejana. Exergaming as part of the telerehabilitation can be adequate to the outpatient training : preliminary findings of a non-randomized pilot study in Parkinson's disease. Frontiers in Neurology, ISSN 1664-2295. [Online ed.], March 2021
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3. GORŠIČ, Maja, CIKAJLO, Imre, NOVAK, Domen. Competitive and cooperative arm rehabilitation games played by a patient and unimpaired person : effects on motivation and exercise intensity. Journal of neuroengineering and rehabilitation, ISSN 1743-0003, 2017, vol.
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5. CIKAJLO, Imre, PETERLIN-POTISK, Karmen. Advantages of using 3D virtual reality based training in persons with Parkinson's disease : a parallel study. Journal of neuroengineering and rehabilitation, ISSN 1743-0003, 2019, vol. 16, str. 1-14, ilustr

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

Coordinator of the Practical Training: prof. dr. Imre Cikajlo, imre.cikajlo@ung.si

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 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 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.

PRACTICAL TRAINING PROGRAMME

Student: …….....
Student enrolment number: …….....
Name of company or organisation: …….....
Address: …….....
Telephone and email of the company: .....
Mentor at the company: …….....
Faculty mentor: …….....

1. Title of the practical training topic:

……..……

…….

2. Assignments:

……...……

……

…….…….

3. Objectives:

……..……

……..……

……..…

4. Timetable:

– start of practical training: ....…….……
– end of practical training: .....…..……
– interim report: .....
– scheduled defence date: .....

The student declares that they are aware of their obligations and rights with regard to the performance of practical training, that they have accident insurance for the period of performance of practical training, and that they have passed the medical examination.

Mentor

University of Nova Gorica

Full name, title:

Signature

.....

Mentor

Company

Full name, title:

Signature

.....

Student

Full name

Signature

.....

INTERIM PRESENTATION
on the progress of practical training

Student: .....

Student enrolment number: .....

Title of the practical training topic:

.....

.....

Date of interim report: .....

The interim presentation was carried out in the form of an oral report on the student's work at the company's premises / via videoconferencing. We find that the work is being carried out in accordance with the adopted Programme of Work and that the student is making adequate progress.

University mentor
University of Nova Gorica
Full name, title:

Signature

.....

Mentor at the company

Company

Full name, title:

Signature

.....

Coordinator
University of Nova Gorica
Full name, title:

Signature

.....

Student

Full name:
Signature

.....

*If it is established during the presentation that the work is not being carried out in accordance with the programme or if other deficiencies are identified, any of the signatories may provide comments, findings, or recommendations in writing and enclose them with this document.

FINAL REPORT
on practical training

Student: .....

Name of company or organisation: .....

Title: .....

Title of the practical training topic:

.....

.....

Duration of practical training from to .....

Number of hours worked: .....

Date of defence: .....

Comment by the mentor at the company:

.....

.....

.....

.....

.....

.....

Mentor at the company

Company

Full name, title

Signature

.....

Comment by the University mentor:

.....

.....

.....

.....

.....

.....

University mentor
University of Nova Gorica
Full name, title

Signature

.....

The practical training was completed successfully and concluded with a presentation on ..... .

Coordinator
University of Nova Gorica
Full name, title

Signature

.....

APPLICATION FOR RECOGNITION
OF PRACTICAL TRAINING

1. Student information:

Full name: .....……
Address: .....
Student enrolment number: .....

2. List the companies where you have been employed and the duration of your employment at each company (add rows if necessary):

Company name and address:	Duration (month, year)	
	From	To
Total		

3. Description of work and achieved results

Date of report: ……
Student's signature: ……

Annexes: – Certificates of employment,
- descriptions of work positions or other documents on the work performed and/or results

By signing, I confirm that the practical training is recognised.
Coordinator:

prof. dr. Imre Cikajlo

Univerza v Novi Gorici, Vipavska 13, 5000 Nova Gorica, ki jo zastopa rektor prof. dr. Boštjan Golob, v nadaljnem besedilu "Univerza"
(matična št. 5920884, ID za DDV: SI29880068)

in

_____, ki ga zastopa _____, v nadaljnem besedilu "podjetje"
(matična št. _____, ID za DDV: _____)

na osnovi 33. člena Zakona o visokem šolstvu (Ur. l. RS, št. 119/2006-UPB3, 59/07-ZŠtip in 15/08-Odl. US) ter na podlagi študijskega programa »Gospodarski inženiring« skleneta naslednji

DOGOVOR

o izvajanju praktičnega usposabljanja študentov Univerze v Novi Gorici

1.člen

Podpisnika se dogovorita, da bosta skupaj realizirala izvajanje praktičnega usposabljanja študentov, ki je del dodiplomskega študijskega programa »Gospodarski inženiring« na Univerzi.

2. člen

Podjetje se obvezuje, da bo omogočilo opravljanje praktičnega usposabljanja v skladu s predpisanimi vsebinami programa navedenega v prvem členu do največ trem študentom v posameznem študijskem letu.

3. člen

Praktično usposabljanje študentov bosta podpisnika izvedla na osnovi Programa praktičnega usposabljanja, ki ga v sodelovanju z podjetjem pripravi Univerza.
Program praktičnega usposabljanja študentov se šteje za sestavni del tega dogovora.

4. člen

Podjetje se obvezuje:

- da bo v skladu s tem dogovorom oz. študijskim programom, navedenim v prvem členu, zagotovilo ustrezno število strokovno usposobljenih mentorjev in kvalitetno ter nemoteno izvedbo praktičnega usposabljanja študentov,
- da bo študente na praktičnem usposabljanju razporejalo le na dela in naloge, ki so sestavni del študijskega programa iz prvega člena oz programa iz tretjega člena tega dogovora,
- da bo študente seznanilo s predpisi za varno delo ter s splošnimi in posebnimi varnostnimi ukrepi za varno delo, ter jim zagotovilo vsa sredstva in opremo za osebno varstvo, ki so potrebna za varno opravljanje praktičnega usposabljanja,
- da bo študentom zagotovilo v času opravljanja praktičnega usposabljanja topli obrok, oziroma tako prehrano kot ostalim delavcem,

- da bo tedenski delovni čas študentov pri praktičnem usposabljanju 40 ur, delovni dan pa ne daljši od 8 ur,
- da bodo mentorji študente vodili in koordinirali njihovo praktično usposabljanje v skladu z navodili Univerze,
- da bo študentu približno na polovici praktičnega usposabljanja omogočilo izpeljavo vmesne predstavitve poteka in vsebine dela ob prisotnosti obeh mentorjev,
- da bo po končanem praktičnem usposabljanju ugotovilo delovni prispevek študenta in ga nagradilo v skladu s svojimi akti.

5. člen

Univerza se obvezuje:

- da bo omogočila strokovno usposabljanje mentorjev podjetja, ki bodo koordinirali praktično usposabljanje študentov po programu iz prvega člena tega dogovora,
- da bo napotila študente na praktično usposabljanje na osnovi tega dogovora,
- da bo študente pred pričetkom praktičnega usposabljanja seznanila z nalogami ter pravicami in obveznostmi, ki jih imajo v času izvajanja praktičnega usposabljanja,
- da bo svetovala in dajala strokovna navodila za izvedbo praktičnega usposabljanja (Program praktičnega usposabljanja, navodila, ipd.),
- da bo zagotovila prisotnost mentorja z Univerze na vmesni predstavitvi poteka in vsebine dela, ki bo izpeljana na polovici praktičenga usposabljanja,
- da bo poskrbela, da bodo študentje v času izvajanja praktičnega usposabljanja zavarovani za primer invalidnosti in telesne okvare, ki je posledica poškodbe pri delu ali poklicne bolezni,
- da bo poskrbela, da bodo študentje v času izvajanja praktičnega usposabljanja zavarovani za primer poškodbe pri delu in poklicne bolezni, oziroma, v primerih tujih študentov, ki v Sloveniji nimajo osnovnega zdravstvenega zavarovanja, sklenila ustrezno zavarovanje pri zavarovalnici,
- da bo napotila študente na zdravniški pregled za opravljanje dela pred pričetkom praktičnega usposabljanja.

6. člen

Univerza in podjetje bosta za uresničevanje izvajanja praktičnega usposabljanja od študentov zahtevala:

- da redno prihajajo na delo oz da redno opravljajo delo v skladu s Programom praktičnega usposabljanja,
- da med praktičnim usposabljanjem nosijo delovno obleko
- da vestno izvajajo dela in naloge, ki jim jih lahko določi le strokovno usposobljen mentor v skladu z dogovorom,
- da spoštujejo delovni red podjetja,
- da spoštujejo predpise iz varstva pri delu in uporabljajo vsa predpisana zaščitna sredstva

7. člen

Za koordinacijo pri izvajanju praktičnega usposabljanja študentov, določenega s tem dogovorom, podpisnika imenujeta vsak svojega predstavnika.

Predstavnik posameznega podpisnika ima pooblastilo za koordinacijo Programov praktičnega usposabljanja študentov, ter izvajanje drugih del in nalog, ki se nanašajo na izvršitev sklenjenega dogovora.

8. člen

Dogovor se sklene za obdobje enega leta.

Vsak od podpisnikov sporazuma sme od dogovora odstopiti. Odpovedni rok je tri mesece od dne, ko nasprotna stranka prejme pisno odpoved dogovora.

V času veljavnosti tega dogovora se ta dogovor lahko prekine tudi brez upoštevanja odpovednega roka in to v primeru, če se za to sporazumeta oba podpisnika oz. če kateri od podpisnikov ne izpolnjuje pogodbenih obveznosti ali grobo krši določila te pogodbe.

Ne glede na razlog prenehanja dogovora morata podjetje in Univerza zagotoviti študentom zaključek tisth usposabljanj, ki se izvajajo ob prenehanju pogodbe.

9. člen

Vse spremembe in dopolnitve tega dogovora se določijo z aneksi k temu dogovoru.

10. člen

Vse nesporazume iz tega dogovora bosta Univerza in podjetje poskušala rešiti sporazumno. Če spora podpisnika ne moreta rešiti sporazumno, je za reševanje pristojno sodišče v Novi Gorici.

11. člen

Dogovor velja, ko ga podpišeta oba podpisnika.

12. člen

Dogovor je napisan v dveh enakih izvodih, od katerih prejme vsak od podpisnikov po en izvod.

Nova Gorica, dne ..... _____, dne .....

Univerza v Novi Gorici _____

Rektor _____

prof. dr. Boštjan Golob _____

University of Nova Gorica, Vipavska 13, 5000 Nova Gorica, represented by Prof Boštjan Golob, Rector (hereinafter: the University)
(registration No. 5920884, VAT ID: SI29880068)

and

_____, represented by _____ (hereinafter: the Company)
(registration No. _____, VAT ID: _____)

pursuant to Article 33 of the Higher Education Act (Official Gazette of the Republic of Slovenia, Nos. 119/2006 – OCV3, 59/07 – ZŠtip and 15/08 – Constitutional Court Decision) and to the University's Engineering and Management study programme, hereby enter into the following

AGREEMENT
on the implementation of practical training for University of Nova Gorica students

Article 1

The signatories agree that they will jointly provide practical training for students as part of the University's Engineering and Management higher education study programme.

Article 2

The Company undertakes to enable practical training in accordance with the prescribed content of the programme referred to in Article 1 to a maximum of three students per academic year.

Article 3

The signatories will provide practical training for students pursuant to the Practical Training Programme compiled by the University in cooperation with the Company.
The Practical Training Programme shall be regarded as a component part of this Agreement.

Article 4

The Company undertakes to:

- provide an adequate number of professionally qualified supervisors, along with high-quality and uninterrupted practical training for students in accordance with this Agreement or the study programme referred to in Article 1,
- assign students undertaking practical training only to those types of work and tasks that form an integral part of the study programme referred to in Article 1 or the Practical Training Programme referred to in Article 3 of this Agreement,
- familiarise students with occupational safety rules and with general and special occupational safety measures, and to provide them with all the resources and personal protective equipment required to ensure the safe performance of practical training;
- provide students during their practical training period with a hot meal or such food as is provided to other workers,

- determine the weekly working time of students undergoing practical training at 40 hours, and the working day no longer than 8 hours,
- ensure that the supervisors oversee the students and coordinate their practical training in accordance with the University's instructions,
- enable the student, at around half-way through practical training, to give an interim presentation of the work process and content, in the presence of both supervisors,
- determine the extent of students' work contributions at the end of the practical training and remunerate them in accordance with its by-laws.

Article 5

The University undertakes to:

- enable professional training to the Company's supervisors who are to coordinate the practical training of students in line with the programme referred to under Article 1 of this Agreement,
- refer students to practical training on the basis of this Agreement,
- apprise students, prior to the start of practical training, of the tasks involved and of the rights and obligations they have while undertaking practical training,
- provide advice and give professional instructions on the implementation of practical training (Practical Training Programme, instructions, etc.),
- ensure a supervisor from the University is present at the interim presentation of the work process and content, which is to be given midway through practical training,
- ensure that students are insured during their practical training against disability and physical impairment resulting from an injury at work or occupational disease;
- ensure that students are insured during their practical training against injuries at work and occupational disease or, in cases involving foreign students who do not have basic health insurance in Slovenia, to take out an appropriate insurance policy with an insurance company,
- refer students to an occupational medical examination prior to the start of practical training.

Article 6

The University and the Company will, for the implementation of practical training, require students to:

- arrive at and perform their work on a regular basis in accordance with the Practical Training Programme,
- wear work clothes during practical training,
- diligently perform their work and tasks, which may only be assigned by a professionally qualified supervisor in accordance with the Agreement,
- comply with the work regulations of the Company,
- comply with occupational safety regulations and use all the prescribed protective equipment.

Article 7

The signatories shall each appoint a representative responsible for coordinating the implementation of practical training as determined under this Agreement.

Each signatory's representative shall have authorisation to coordinate Practical Training Programmes and to carry out other work and tasks relating to implementation of the signed Agreement.

Article 8

The Agreement shall be concluded for the period of one year.

Each of the signatories may withdraw from the Agreement. The notice period shall be three months from the day the counterparty receives a written notice of termination.

This Agreement may be terminated during its term without considering the notice period if both signatories agree to such termination or if any of the signatories fails to meet contractual obligations or severely violates the provisions of this Agreement.

Regardless of the grounds for termination, the Company and the University shall ensure that students complete the training taking place upon the termination of the Agreement.

Article 9

All amendments to this Agreement shall be set down in addenda to this Agreement.

Article 10

The University and the Company will endeavour to resolve all disputes amicably. If they are unable to do so, the court in Nova Gorica shall be competent to resolve the dispute.

Article 11

This Agreement is valid once it has been signed by both signatories.

Article 12

This Agreement is written in two identical copies, with each signatory receiving one copy.

Nova Gorica,..... (date) _____,..... (date)

University of Nova Gorica _____

Rector _____

Prof. Dr. Boštjan Golob _____