

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Obvezna praksa
Course title:	Compulsory Practical Training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Pravo - 1. stopnja		3	2
Law – 1st degree		3	2

Vrsta predmeta / Course type

Obvezni / Compulsory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
0	0	0	0	0	120	6

Nosilec predmeta / Lecturer:

Visokošolski učitelji na študijskem programu Pravo 1. stopnja.
Higher education lecturers of the undergraduate study program in Law.

**Jeziki /
Languages:**

**Predavanja /
Lectures:** Slovenščina/Slovenian
Vaje / Tutorial: Slovenščina/Slovenian

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

Opravljanje obvezne prakse je opredeljeno v Pravilniku o izvajanju obvezne prakse Nove univerze ter Pravilniku o študiju na dodiplomskih študijskih programih Evropske pravne fakultete Nove univerze. Pogoj za opravljanje prakse je vpis v 3. letnik.

Obvezna je 100 % prisotnost na delovnem mestu, aktivno vključevanje v delovni proces in redno opravljanje prakse v skladu z načrtom, pri čemer študent pri delu upošteva navodila nosilca prakse in mentorja ter redno, vestno in odgovorno opravlja zaupane naloge in izkazuje samostojnost in avtonomnost pri delu ter

Prerequisites:

The completion of compulsory practical training is defined in the Regulations on the Implementation of Compulsory Practical Training of the New University and the Regulations on Undergraduate Study Programs of the European Faculty of Law Nova University. A prerequisite for undertaking the internship is enrolment in the 3rd year.

100% attendance at the workplace is mandatory, along with active participation in the work process and completing the compulsory practical training according to the plan, whereby the student follows the instructions of the internship supervisor and

pripravi končno poročilo.

mentor, regularly, diligently, and responsibly performs the assigned tasks, demonstrates independence and autonomy in work, and prepares a final report.

Vsebina:

Študent opravlja samostojno delo na dogovorjenem delovnem mestu, praviloma iz ožjega področja glede na izbrano smer študija, pod vodstvom dodeljenega mentorja na fakulteti. Sproti izvaja dogovorjene naloge in zadolžitve ter vodi evidenco svojega dela, ki mu omogoči lažjo pripravo končnega poročila.

Ključne vsebine obvezne prakse:

1. predstavitev poteka obvezne prakse s strani strokovnih služb ali mentorja na fakulteti;
2. vzpostavitev kontakta z izvajalcem prakse ter mentorjem v delovnem okolju;
3. predstavitev programa dela študenta na obvezni praksi s strani mentorja v delovnem okolju;
4. konzultacije z mentorjem na fakulteti;
5. izdelava končnega poročila študenta.

Content (Syllabus outline):

The student carries out independent work at the agreed workplace, typically within a specific field related to their chosen area of study, under the guidance of an assigned mentor at the faculty. The student continuously performs the agreed tasks and responsibilities and maintains a record of his work, which facilitates the preparation of the final report.

Key components of the compulsory practical training include:

1. Presentation of the compulsory practical training by the administrative personnel or a mentor at the faculty.
2. Establishing contact with the internship provider and mentor in the work environment.
3. Presentation of the student's work program during the compulsory practical training by the mentor in the work environment.
4. Consultations with the mentor at the faculty.
5. Preparation of the student's final report.

Temeljni literatura in viri / Readings:

Zakonodaja v Republiki Sloveniji, komentarji in sodna praksa. Interna in druga gradiva v delovni organizaciji ter strokovna literatura.

Legislation in the Republic of Slovenia, commentaries, and the case law applicable. Internal and other materials in the work organization, as well as professional literature.

Cilji in kompetence:

Osnovni cilj praktičnega usposabljanja je spoznavanje različnih pravniških del v praksi ter uspešna uporaba pridobljenih strokovnih znanj tekom študijskega procesa v praksi. Praktično usposabljanje je namenjeno spodbujanju povezovanja pravne teorije s pravno prakso, kar študentom omogoča uspešno vključitev v delo s področja študijskega programa po končanem študiju. Študent tekom prakse spozna delovno okolje, področne predpise, lastnosti danega delovnega mesta ter se aktivno vključi v posamezne delovne procese.

Študent osvoji naslednje splošne in predmetno specifične kompetence.

Splošne kompetence:

- avtonomnost pri strokovnem delu in sprejemanju odločitev;
- kolegialnost do sodelavcev in lojalnost delodajalcem;
- sodelovalnost, delo v skupini (timsko delo) ter strpno sprejemanje in upoštevanje tvornih kritik in pripomb;
- samoiniciativnost, sposobnost načrtovanja in organizacije ter dela pod časovnim pritiskom;
- sposobnost kritične in samokritične presoje in analize na relevantnem družboslovnem področju ter njihova uporaba v reševanju konkretnih strokovnih problemov;
- prilagodljivost, fleksibilnost ter sposobnost učenja novih veščin v skladu s spreminjajočimi se zahtevami delovnega okolja;
- razvoj medkulturnih kompetenc in razumevanje raznolikosti v delovnem okolju;
- sposobnost učinkovite pisne in ustne komunikacije v poslovnem okolju;
- poznavanje etičnih načel in njihova

Objectives and competences:

The primary goal of practical training is to familiarize oneself with various legal tasks in practice and to successfully apply the acquired professional knowledge during the study process in practice. Practical training is intended to promote the connection between legal theory and legal practice, enabling students to successfully integrate into work in the field of their study program after graduation. During the internship, the student gets to know the work environment, sectoral regulations, the characteristics of the given job position, and actively participates in individual work processes.

The student acquires the following general and subject-specific competencies.

General competencies:

- Autonomy in professional work and decision-making.
- Collegiality towards colleagues and loyalty to employers.
- Cooperation, teamwork, tolerance, and consideration of constructive criticism and feedback.
- Initiative, planning and organizational skills, and the ability to work under time pressure.
- Ability to critically and self-critically assess and analyse relevant social science fields and apply them to solving specific professional problems.
- Adaptability, flexibility, and the ability to learn new skills in line with changing work environment demands.
- Development of intercultural competencies and understanding of diversity in the workplace.
- Ability to communicate effectively in writing and orally in a working environment.
- Knowledge of ethical principles and their

uporaba pri strokovnem delu;

- poznavanje in uporaba informacijske tehnologije v poslovnem okolju;
- sposobnost reševanja konkretnih strokovnih problemov v praksi z uporabo znanstvenih metod in postopkov.

Predmetno specifične kompetence:

- koherentno obvladovanje in povezovanje osvojenega teoretičnega in praktičnega znanja pridobljenega pri obveznih in izbirnih predmetih, ter njihova uporaba v poslovnem okolju;
- obvladovanje raziskovalnih metod, postopkov in procesov s področja študijskega programa oziroma družboslovnega področja;
- obvladovanje pravnega pisanja, pravne argumentacije in poznavanje osnov nomotehnike;
- sposobnost učinkovite rabe digitalnih veščin ali drugih specifičnih tehnologij in orodij na relevantnem strokovnem področju;
- sposobnost priprave različnih pravnih aktov po navodilih delodajalca;
- sposobnosti razumevanja in uporabe trajnostnih praks v poslovnem in družbenem kontekstu;
- spoznavanje (pravnih) predpisov iz področja delovanja organizacije.

application in professional work.

- Knowledge and use of information technology in a working environment.
- Ability to solve specific professional problems in practice using scientific methods and procedures.

Subject-specific competencies:

- Coherent integration of acquired theoretical and practical knowledge from mandatory and elective courses, and their application in a working environment.
- Knowledge of research methods, procedures, and processes in the field of the study program.
- Knowledge of legal writing, legal argumentation, and knowledge of legislative and other legal text drafting.
- Ability to effectively use digital skills or other specific technologies and tools in the relevant professional field.
- Ability to prepare various legal acts according to the employer's instructions.
- Ability to understand and apply sustainable practices in business and social contexts.
- Familiarity with (legal) regulations in the organization.

Predvideni študijski rezultati:

Predvideni študijski rezultati obvezne prakse se odražajo na več področjih, in sicer:

- utrditvi in sintezi strokovnih znanj s področja študijskega programa ter njihova sistematična in učinkovita uporaba v praksi;
- praktičnem soočenju s konkretnimi pravnimi zadevami/nalogami, ki jih kot študent teoretično obravnava pri različnih predmetih;

Intended learning outcomes:

Envisaged study outcomes of the compulsory practical training are reflected in several areas, namely:

- Consolidation and synthesis of professional knowledge from the study program and its systematic and effective application in practice.
- Practical confrontation with specific legal matters/tasks that the student theoretically addresses in various

- spoznavanju organizacije in njenega delovnega procesa ter metod uporabe prava v praksi;
- razumevanju vloge pravnikar v danem delovnem okolju ali danem delovnem mestu;
- prenosu znanj iz teoretičnega dela izobraževanja v prakso, razumevanje ločnice med teorijo in prakso ter kritična samorefleksija do osvojenih znanj in spretnosti z namenom vseživljenjska učenja in izpopolnjevanja;
- identifikaciji, analizi in samostojnemu reševanju konkretnih pravnih problemov v praksi, ki so primerni nivoju znanja študijskega programa, kar pa je vendarle pomembno za nadaljnjo karierno pot študentov v pravni praksi;
- sistematičnem pristopu k reševanju delovnih nalog;
- osvajanju čim širšega spektra splošnih in predmetno specifičnih kompetenc študijskega programa.

subjects.

- Familiarization with the organization and its work process, as well as methods of applying law in practice.
- Understanding the role of a legal specialist in a given work environment or position.
- Transferring knowledge from the theoretical part of education to practice, understanding the distinction between theory and practice, and critical self-reflection on acquired knowledge and skills for the purpose of lifelong learning and improvement.
- Identifying, analysing, and independently solving specific legal problems in practice that are appropriate to the level of knowledge of the study program, which is nevertheless important for the further career path of students in legal practice.
- A systematic approach to solving work tasks.
- Acquiring the broadest possible range of general and subject-specific competencies of the study program.

Metode poučevanja in učenja:

Metode poučevanja in učenja obsegajo:

- predstavitev predmeta Obvezna praksa;
- samostojno delo študenta pod mentorstvom dodeljenega mentorja v organizaciji praktičnega usposabljanja in mentorja na fakulteti;
- redna komunikacija in posvetovanja z mentorjem na fakulteti in mentorjem v delovnem okolju;
- priprava končnega poročila s strani študenta;
- ocenjevanje končnega poročila.

Learning and teaching methods:

Teaching and learning methods include:

- Presentation of the subject Compulsory practical training.
- Independent work by the student under the guidance of the assigned mentor in the organization and the mentor at the faculty.
- Regular communication and consultations with the mentor at the faculty and the mentor in the organization.
- Preparation of the final report by the student.
- Assessment of the final report.

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Način (pisni izpit, ustno izpraševanje, naloge, projekt):		Type (examination, oral, coursework, project):
Ocena končnega poročila.	100 %	Evaluation of a final report.

Reference nosilca / Lecturer's references:

Nosilec predmeta je visokošolski učitelj, ki izvaja pedagoško dejavnost na študijskem programu Pravo 1. stopnje, zato je seznam referenc vezan na izbranega mentorja.

The course holder is a higher education lecturer who conducts pedagogical activities in the undergraduate study program Law, therefore the list of references is tied to the selected lecturer.