

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 in management infrastrukture in nepremičnin - 1. stopnja		3	2
Law and Management of Infrastructure and Real Estate – 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 in management infrastrukture in nepremičnin.
Higher Education Lecturers of the undergraduate study program in Law and Management of Infrastructure and Real Estate.

**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

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

nosilca prakse in mentorja ter redno, vestno in odgovorno opravlja zaupane naloge in izkazuje samostojnost in avtonomnost pri delu ter pripravi končno poročilo.

the work process and completing the compulsory practical training according to the plan, whereby the student follows the instructions of the internship supervisor and 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.

Temeljna 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:

- sposobnost inovativnosti in kreativnosti;
- strokovnost, natančnost, organiziranosti;
- sposobnost uporabe pridobljenega znanja v praksi;
- sposobnost samostojnega dela;
- sposobnost prilagajanja različnim situacijam in delovnim procesom;
- sposobnost analize, sinteze in predvidevanja rešitev ter posledic;
- sposobnost timskega dela in kooperativnost;
- razvoj pisnih in ustnih komunikacijskih sposobnosti in spretnosti;
- etična refleksija in zavezanost profesionalni etiki.

Predmetno specifične kompetence:

- seznanitev z delom v pisarni ali na terenu, delom s strankami in drugih nalogah danega delovnega mesta (npr. pogajanja, priprava pogodbene dokumentacije, primopredaja ali vrednotenje nepremičnin, ipd.);

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:

- Ability to innovate and be creative.
- Professionalism, precision, and organizational skills.
- Ability to apply acquired knowledge in practice.
- Ability to work independently.
- Ability to adapt to different situations and work processes.
- Ability to analyse, synthesize, and anticipate solutions and consequences.
- Ability to work in a team and cooperate.
- Development of written and oral communication skills.
- Ethical reflection and commitment to professional ethics.

Subject-specific competencies:

- Familiarity with office or fieldwork, working with clients, and other tasks of the given job position (e.g., negotiations, preparation of contractual documentation, handover or valuation of real estate, etc.).
- Digital literacy and the ability to use various ICT tools, data systems, or

- digitalna pismenost in sposobnost uporabe različnih IKT orodij, podatkovnih sistemov ali ekonomskih orodij za poslovne odločitve ali analize podatkov;
- sposobnost povezovanja znanja iz različnih interdisciplinarnih področij;
- razvoj veščin in spretnosti pri uporabi teoretičnega znanja v praksi ter sposobnost uporabe interdisciplinarnih znanj v nepredvidljivih poslovnih situacijah;
- sposobnost umeščanja novih informacij v kontekst razvoja stroke na področju prava in managementa infrastrukture in nepremičnin;
- razumevanje in obvladovanje pravnih znanj, ki so tesno povezana s področjem infrastrukture, nepremičnin, lastništva, gospodarstva, okolja, ipd.;
- sposobnost kritične izbire principov za reševanje konkretnih problemov znotraj nepremičninskega okolja;
- sposobnost povezovanja različnih strokovnih disciplin, s ciljem uresničevanja pravnih in managerskih nepremičninskih ciljev;
- sposobnost razumevanja nacionalne multikulturne podobe v svetu in Evropi ter upravljanje s kulturnimi razlikami in nacionalnimi nepremičninskimi dilemami.

economic tools for business decisions or data analysis.

- Ability to integrate knowledge from various interdisciplinary fields.
- Development of skills and abilities in applying theoretical knowledge in practice and the ability to use interdisciplinary knowledge in unpredictable business situations.
- Ability to place new information in the context of the development of the field in law and management of infrastructure and real estate.
- Understanding and mastering legal knowledge closely related to the fields of infrastructure, real estate, ownership, economy, environment, etc.
- Ability to critically select principles for solving specific problems within the real estate environment.
- Ability to connect various professional disciplines with the aim of achieving legal and managerial real estate goals.
- The ability to understand the national multicultural image in the world and Europe, and to manage cultural differences and national real estate dilemmas.

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

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

uporaba v praksi;

- praktičnem soočenju s konkretnimi pravnimi zadevami/nalogami, ki jih kot študent teoretično obravnava pri različnih predmetih;
- spoznavanju organizacije in njenega delovnega procesa ter metod uporabe prava v praksi;
- razumevanju vloge diplomanta prava in managementa infrastrukture in nepremičnin 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 praksi;
- sistematičnem pristopu k reševanju delovnih nalog;
- osvajanju čim širšega spektra splošnih in predmetno specifičnih kompetenc študijskega programa.

program and its systematic and effective application in practice.

- Practical confrontation with specific legal matters/tasks that the student theoretically addresses in various subjects.
- Familiarization with the organization and its work process, as well as methods of applying law in practice.
- Understanding the role of a graduate in law and management of infrastructure and real estate 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 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

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

študenta;
 - ocenjevanje končnega poročila.

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): Ocena končnega poročila.	100 %	Type (examination, oral, coursework, project): Evaluation of a final report.

Reference nosilca / Lecturer's references:

Nosilec predmeta je visokošolski učitelj, ki izvaja pedagoško dejavnost na študijskem programu Pravo in management infrastrukture in nepremičnin 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 and Management of Infrastructure and Real Estate, therefore the list of references is tied to the selected lecturer.