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 infrastructure in nepremičnin, 1. stopnja		3	2
Law and Management of Infrastructure and Real Estate, 1st degree		3	2

Vrsta predmeta / Course type:	obvezni / compulsory
Koda predmeta /Course code:	

Predavanja **Lectures**	**Seminar** **Seminar**	**Vaje** **Tutorial**	**Druge oblike študija** **Other type study**	**Samost. delo** **Individual work**	**ECTS**
0	0	0	0	120	6

Nosilec predmeta / Lecturer:		Visokošolski učitelji na študijskem programu Pravo in management infrastrukture in nepremičnin / Academic Staff of the Undergraduate Study Programme in Law and Management of Infrastructure and Real Estate
Jeziki/Languages:	Predavanja / Lectures:	slovenščina / Slovenian
	Seminar / Seminar:	slovenščina / Slovenian

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

Pogoj za opravljanje obvezne 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.

Prerequisites:

A prerequisite for undertaking the compulsory practical training is enrolment in the third year of the study programme. Full (100%) attendance at the workplace is required, together with active participation in the work process and the regular completion of the practical training in accordance with the training plan.

Vsebina:

Študent opravlja samostojno delo na dogovorjenem delovnem mestu, praviloma iz ožjega področja glede na izbrano smer študija, pod vodstvom dodeljenega mentorja na fakulteti. Pri delu upošteva navodila mentorja v delovnem okolju. Redno, vestno in odgovorno 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 obvezne prakse in 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.

Content (Syllabus outline):

The student carries out independent work at the agreed workplace, typically within the specific field corresponding to the chosen area of study, under the supervision of the assigned faculty mentor. During the practical training, the student follows the instructions of the workplace mentor. The student is expected to perform the agreed tasks and responsibilities regularly, diligently, and responsibly, and to maintain a record of the work completed, which facilitates the preparation of the final report.

Key components of the compulsory practical training:
1. Introduction to the compulsory practical training by the administrative personnel or the faculty mentor.

	2. Establishment of contact with the host organisation providing the compulsory practical training and the workplace mentor. 3. Presentation of the student's practical training work plan by the workplace mentor. 4. Consultations with the faculty mentor. 5. Preparation of the final report.

Temeljna literatura in viri / Readings:

Obvezna / Compulsory:
Zakonodaja v Republiki Sloveniji, komentarji in sodna praksa. Interna in druga gradiva v delovni organizaciji ter strokovna literatura.
Legislation of the Republic of Slovenia, legal commentaries, and case law. Internal and other materials of the host organisation, as well as relevant professional literature.

Cilji in kompetence:		**Objectives and competences:**
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. Študentje bodo razvili splošne kompetence: • sposobnost inovativnosti in kreativnosti; • strokovnost, natančnost, organiziranost; • sposobnost uporabe pridobljenega znanja v praksi; • sposobnost samostojnega dela; • sposobnost prilagajanja različnim situacijam in delovnim procesom; • sposobnost analize, sinteze in predvidevanja rešitev in posledic; • sposobnost timskega dela in kooperativnost; • razvoj pisnih in ustnih komunikacijskih sposobnosti in spretnosti; • etična refleksija in zavezanost profesionalni etiki.		The primary objective of the practical training is to familiarise students with various areas of legal practice and to enable them to apply the professional knowledge acquired during their studies in a practical setting. Practical training is intended to strengthen the connection between legal theory and legal practice, thereby facilitating students' successful transition into professional work in the field of the study programme upon completion of their studies. During the practical training, students become acquainted with the working environment, the relevant legal regulations, the characteristics of the assigned workplace, and actively participate in work processes. Students will develop the following general competences: • the ability to think innovatively and creatively; • professionalism, precision, and organisational skills; • the ability to apply acquired knowledge in practice; • the ability to work independently; • the ability to adapt to different situations and work processes; • the ability to analyse, synthesise, and anticipate solutions and their consequences; • teamwork and cooperation skills; • written and oral communication skills; • ethical reflection and commitment to professional ethics.
Študentje bodo razvili predmetno-specifične kompetence: • seznanitev z delom v pisarni ali na terenu, delom s strankami in z drugimi nalogami danega delovnega mesta (npr. pogajanja, priprava pogodbene dokumentacije, primopredaja ali vrednotenje nepremičnin ipd.);		Students will develop the following course-specific competences: • familiarity with office-based and field work, working with clients, and performing other tasks associated with the workplace (e.g. negotiations, preparation of contractual documentation, property handover, property valuation, etc.);

• 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, gospodarstva; • sposobnost kritične izbire principov za reševanje konkretnih problemov znotraj nepremičninskega okolja; • sposobnost povezovanja različnih strokovnih disciplin s ciljem uresničevanja pravnih in managerskih nepremičninskih ciljev.	• digital literacy and the ability to use various ICT tools, information systems, and business analytics tools for business decision-making and data analysis; • the ability to integrate knowledge from different interdisciplinary fields; • the development of skills in applying theoretical knowledge in practice and the ability to apply interdisciplinary knowledge in unpredictable business situations; • the ability to place new information within the context of developments in the fields of law and the management of infrastructure and real estate; • understanding and application of legal knowledge closely related to infrastructure, real estate, and business matters; • the ability to critically select appropriate approaches for solving specific problems within the real estate sector; • the ability to integrate knowledge from different professional disciplines in order to achieve legal and managerial objectives in the field of infrastructure and real estate.

Predvideni študijski rezultati:	**Intended learning outcomes:**
Po uspešno opravljeni obvezni praksi študent: • uporabi strokovna znanja s področja prava ter managementa infrastrukture in nepremičnin pri reševanju konkretnih nalog v delovnem okolju; • analizira konkretne pravne in organizacijske primere ter izbere ustrezne pravne in strokovne rešitve glede na okoliščine primera; • pojasni organiziranost delovnega okolja, delovne procese ter načine uporabe prava v praksi; • ovrednoti vlogo diplomanta študijskega programa Pravo in management infrastrukture in nepremičnin v različnih delovnih okoljih ter presodi njegove odgovornosti in naloge; • poveže teoretična znanja s praktičnimi izkušnjami ter kritično ovrednoti lastno strokovno znanje, spretnosti in kompetence z vidika nadaljnjega strokovnega razvoja in vseživljenjskega učenja; • identificira, analizira in samostojno rešuje pravne probleme, primerne ravni študijskega programa, ob upoštevanju veljavne zakonodaje, sodne prakse in strokovnih standardov; • načrtuje, organizira in izvaja delovne naloge sistematično, odgovorno in v skladu s pravili delovnega okolja; • izkaže splošne in predmetno-specifične kompetence študijskega programa pri samostojnem in timskem delu, komunikaciji ter reševanju strokovnih nalog v praksi.	Upon successful completion of the compulsory practical training, the student will be able to: • apply professional knowledge in the fields of law and infrastructure and real estate management when solving specific tasks in the workplace; • analyse specific legal and organisational cases and select appropriate legal and professional solutions based on the circumstances of the case; • explain the organisation of the work environment, work processes, and methods of applying law in practice; • evaluate the role of a graduate of the study programme Law and Management of Infrastructure and Real Estate in different work environments and assess their responsibilities and tasks; • integrate theoretical knowledge with practical experience and critically evaluate their own professional knowledge, skills, and competences in terms of further professional development and lifelong learning; • identify, analyse, and independently solve legal problems appropriate to the level of the study programme, taking into account applicable legislation, case law, and professional standards; • plan, organise, and perform work tasks systematically, responsibly, and in accordance with the rules and requirements of the work environment; • demonstrate general and subject-specific competences of the study programme through independent and team work, communication,

	and the resolution of professional tasks in practice.

Metode poučevanja in učenja:	**Learning and teaching methods:**
Oblike dela: ☐ Frontalna oblika poučevanja ☐ Delo v manjših skupinah oz. individualno ☒ Samostojno delo študentov ☐ Študij s pomočjo IKT tehnologij ☐ drugo (vpišite) _____ **Metode (načini) dela:** ☐ Razlaga ☐ Razgovor/ diskusija/debata ☐ Delo z besedilom ☐ Proučevanje primerov raziskav ☐ Igra vlog ☐ Druge vrste nastopov študentov ☐ Reševanje nalog/vaje ☐ Študijski obiski podjetij ipd.) ☐ Vključevanje gostov iz prakse ☐ Udeležba na okrogli mizi, na konferenci	**Types of learning/teaching:** ☐ Frontal teaching ☐ Work in smaller groups or individual work ☒ Independent students work ☐ Study with the help of ICT technologies ☐ other _____ **Teaching methods:** ☐ Explanation ☐ Conversation/discussion/debate ☐ Work with texts ☐ Research case studies ☐ Role-play ☐ Different presentation ☐ Solving exercises/study exercises ☐ Field work (e.g. company visits) ☐ Inviting guests from companies ☐ Attending round table and conference

Načini ocenjevanja: **Način (pisni izpit, ustno izpraševanje, naloge, projekt)**	**Teža (v %) / Weight (in %)**	**Assessment:** **Type (examination, oral, coursework, project)**
Končno poročilo.	**100 %**	Final Report.

Reference nosilca / Lecture'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 coordinator is a member of the academic staff who carries out teaching activities within the undergraduate study programme Law and Management of Infrastructure and Real Estate; therefore, the list of references is linked to the selected mentor.