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	3
Law, 1st degree		3	3

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 / Academic Staff of the Undergraduate Study Programme in Law
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; • sposobnost učinkovite pisne in ustne komunikacije v poslovnem okolju; • poznavanje etičnih načel in njihove uporabe pri strokovnem delu; • poznavanje in uporaba informacijske tehnologije v poslovnem okolju.		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; • the ability to communicate effectively in writing and orally in a business environment; • knowledge of ethical principles and their application in professional work; • knowledge and use of information technology in a business environment.
Študentje bodo razvili predmetno-specifične kompetence: • seznanitev z delovnim procesom, organizacijo dela in nalogami, povezanimi z danim delovnim mestom; • razvijanje digitalne pismenosti ter sposobnosti uporabe različnih IKT orodij in podatkovnih sistemov;		Students will develop the following course-specific competences: • familiarity with work processes, work organisation, and tasks related to the assigned workplace; • development of digital literacy and the ability to use various ICT tools and information systems;

• sposobnost povezovanja teoretičnega znanja, pridobljenega med študijem, s praktičnimi izkušnjami ter njegove uporabe v delovnem okolju; • razvijanje pravnih veščin in spretnosti pri uporabi pravnega znanja v praksi; • razvijanje sposobnosti priprave pravnih besedil, uporabe pravne argumentacije in razumevanja osnov nomotehnike; • razumevanje in uporaba pravnih znanj, povezanih s področjem izvajanja obvezne prakse; • sposobnost sodelovanja pri pripravi različnih pravnih aktov in dokumentov po navodilih mentorja v delovnem okolju; • razumevanje in uporaba trajnostnih načel in praks v poslovnem in družbenem okolju; • poznavanje pravnih aktov, predpisov in drugih pravnih virov, relevantnih za področje delovanja organizacije, v kateri študent opravlja obvezno prakso.		• the ability to integrate theoretical knowledge acquired during the study process with practical experience and apply it in the work environment; • development of legal skills and competences in applying legal knowledge in practice; • development of the ability to prepare legal texts, use legal reasoning, and understand the basic principles of legislative drafting; • understanding and application of legal knowledge related to the field in which the compulsory practical training is carried out; • the ability to participate in the preparation of various legal acts and documents under the guidance of the workplace mentor; • understanding and application of sustainability principles and practices in a business and social context; • knowledge of legal acts, regulations, and other legal sources relevant to the field of activity of the organisation where the student undertakes the compulsory practical training.

Predvideni študijski rezultati:		**Intended learning outcomes:**
Po uspešno opravljeni obvezni praksi študent: • uporabi strokovna znanja s področja prava pri reševanju konkretnih nalog v delovnem okolju; • analizira konkretne pravne primere ter izbere ustrezne strokovne rešitve glede na okoliščine primera; • pojasni organiziranost delovnega okolja, delovne procese ter načine uporabe prava v praksi; • ovrednoti vlogo pravnika v danem delovnem okolju ali na danem delovnem mestu; • 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 when solving specific tasks in the workplace; • analyse specific legal cases and select appropriate 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 legal professional in a given work environment; • 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:	**Types of learning/teaching:**
☐ Frontalna oblika poučevanja	☐ Frontal teaching
☐ Delo v manjših skupinah oz. individualno	☐ Work in smaller groups or individual work
☒ Samostojno delo študentov	☒ Independent students work
☐ Študij s pomočjo IKT tehnologij	☐ Study with the help of ICT technologies
☐ drugo (vpišite) _____	☐ other _____
Metode (načini) dela:	**Teaching methods:**
☐ Razlaga	☐ Explanation
☐ Razgovor/ diskusija/debata	☐ Conversation/discussion/debate
☐ Delo z besedilom	☐ Work with texts
☐ Proučevanje primerov raziskav	☐ Research case studies
☐ Igra vlog	☐ Role-play
☐ Druge vrste nastopov študentov	☐ Different presentation
☐ Reševanje nalog/vaje	☐ Solving exercises/study exercises
☐ Študijski obiski podjetij ipd.)	☐ Field work (e.g. company visits)
☐ Vključevanje gostov iz prakse	☐ Inviting guests from companies
☐ Udeležba na okrogli mizi, na konferenci	☐ 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 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; therefore, the list of references is linked to the selected mentor.