Pursuant to Article 59 of the Statutes of New University (consolidated text of 17 November 2025), the Management Board of New University, at its 44th meeting held on 30 September 2026, adopted amendments to the Rules on the Implementation of Mandatory Practical Training of 30 September 2024, which, as amended, read as follows:

RULES ON THE IMPLEMENTATION OF MANDATORY PRACTICAL TRAINING

General Provisions

Article 1

These Rules govern the fundamental matters relating to mandatory practical training undertaken by students enrolled in undergraduate and master's degree programmes at member institutions of New University. These Rules regulate the practical training process, its objectives and duration, and the rights and obligations of the parties involved.

Terms expressed in the masculine grammatical form in these Rules shall be construed as gender-neutral and as applying equally to women and men.

Article 2

The following parties are involved in the practical training process:

- a member institution of the University (hereinafter: the Faculty), which shall appoint a mentor from among its higher education teaching staff and provide an administrative service responsible for coordinating practical training;
- an organisation (hereinafter: the Placement Provider) which enters into a practical training agreement with the Faculty. The Placement Provider shall appoint a mentor from among its employees;
- the student.

Definitions

Article 3

For the purposes of these Rules, the following terms shall have the meanings set out below:

- "practical training" means practical education and training in a work environment which is mandatory for all students in accordance with the requirements of the relevant degree programme;
- "student" means a person enrolled in a degree programme that includes mandatory practical training, or a person who currently does not hold student status but is required to complete practical training in order to complete their studies;

- “Faculty Mentor” means a member of the Faculty’s teaching staff who, together with the Placement Provider’s mentor, is responsible for supervising and guiding the student and who issues the final written assessment of the student’s practical training;
- “Administrative Service” means the administrative officer responsible for the formal procedures relating to the establishment and implementation of practical training and acting as the liaison between the Faculty, the Placement Provider and the student;
- “Workplace Mentor” means a person in the work environment who, together with the Faculty Mentor, is responsible for supervising and guiding the student during practical training, and who also acts as the contact person responsible for directing, monitoring and assessing the student’s practical training;
- “Placement Provider” means a commercial or non-commercial organisation operating in a field relevant to the degree programme in which the student undertakes practical training;
- “Student’s final report” means the student’s practical training report, comprising a substantively relevant selection of work produced by the student demonstrating their achievements during practical training, together with the forms required under these Rules.

Definition and Purpose of Practical Training

Article 4

Practical training forms a mandatory and pre-planned component of the relevant degree programme. Its principal purpose is to supplement theoretical knowledge with practical knowledge, thereby enabling graduates to enter successfully into employment in the field of their degree programme. Students acquire practical professional knowledge and skills required to address complex professional and workplace problems. Practical training also strengthens their capacity for professional communication, critical professional judgement, responsibility, initiative and independence.

Quality of Practical Training

Article 5

Practical training shall be aligned with the objectives of the degree programme. A quality feedback mechanism for the implementation of practical training shall be established through annual surveys of students and practical training mentors. The results of the surveys, prepared by the Administrative Service, shall be reviewed by the Quality Committee, which shall, where necessary, formulate proposals for improvement.

Information on Practical Training

Article 6

The Faculty shall publish all information relating to this study requirement and all practical training forms in the higher education information system (hereinafter: VIS).

The following forms are annexed to these Rules:

- Form 1: PRACTICAL TRAINING APPLICATION
- Form 2: RECORD SHEET
- Form 3: CERTIFICATE OF COMPLETION OF PRACTICAL TRAINING
- Form 4: STUDENT QUESTIONNAIRE ON THE QUALITY OF PRACTICAL TRAINING
- Form 5: FACULTY MENTOR QUESTIONNAIRE ON THE QUALITY OF PRACTICAL TRAINING
- Form 6: WORKPLACE MENTOR QUESTIONNAIRE ON THE QUALITY OF PRACTICAL TRAINING

Forms 4, 5 and 6 shall be administered as online surveys. The Faculty's Administrative Service shall send access details for the relevant questionnaire in accordance with the obligations of each stakeholder laid down in these Rules.

Organisation and Monitoring of Practical Training

Article 7

The following shall participate in the organisation and monitoring of practical training:

- the Faculty's Administrative Service;
- the Faculty Mentor;
- the Workplace Mentor.

Obligations of the Faculty, the Faculty Mentor and the Faculty's Administrative Service

Article 8

The Faculty shall:

- provide an Administrative Service;
- appoint Faculty Mentors;
- establish the course syllabus;
- provide students with mandatory insurance against disability and death resulting from an accident at work, in accordance with Article 20(3) of the Pension and Disability Insurance Act (Official Gazette of the Republic of Slovenia, No. 96/12, as amended).

The Faculty Mentor shall:

- cooperate with the Administrative Service and the Workplace Mentor at the Placement Provider in implementing practical training;
- inform the student, before practical training begins, of its purpose and objectives and of the student's rights and obligations during practical training;
- assist and advise the Workplace Mentor in preparing the student's work programme where the latter encounters difficulties in preparing a work programme for a student undertaking mandatory practical training;
- advise and inform students, teaching staff and professional staff on substantive matters;

- participate in preparing and updating the course syllabus;
- assess the progress of practical training;
- mediate in the event of any misunderstandings or complaints raised by students;
- participate in designing, evaluating and analysing student and mentor surveys concerning practical training and prepare proposals for possible amendments to these Rules;
- monitor and guide the student and assess the student's work in writing, including reviewing and assessing the student's final report.

The Faculty's Administrative Service shall:

- coordinate the implementation of practical training at the Faculty;
- assist students in finding a Faculty Mentor;
- mediate in the event of any misunderstandings or complaints raised by students and mentors;
- maintain appropriate documentation concerning practical training and records of practical training completed by students;
- enter the practical training grade in VIS;
- cooperate with the Quality Committee in updating forms and documents;
- participate in designing, evaluating and analysing student and mentor surveys concerning practical training and prepare proposals for possible amendments to these Rules;
- retain the practical training application and other student documentation;
- prepare and coordinate the practical training agreement on the basis of an approved application and archive the signed agreement.

Obligations of the Placement Provider and the Workplace Mentor

Article 9

The Placement Provider shall:

- inform the student of the working conditions within the organisation;
- appoint a practical training mentor whose area of professional activity corresponds substantively to the student's selected field of study and who meets the statutory requirements;
- pay all mandatory contributions and insurance premiums in accordance with the regulations in force at the relevant time, except for the pension and disability insurance contribution referred to in the fourth indent of Article 8(1) of these Rules, which shall be paid by the Faculty;
- before work begins, inform the student of occupational safety and health regulations and any hazards associated with the student's work;
- inform the student of the rules governing confidentiality of information and the protection of personal data;

- provide the student with practical training in a work environment appropriate to the degree programme in which the student is enrolled;
- allow the student a 30-minute meal break during work, applying, mutatis mutandis, the provisions of the law governing employment relationships;
- enable the Faculty Mentor and the Administrative Service to provide advice and exercise supervision over the implementation of practical training.

Article 10

The Workplace Mentor shall:

- be familiar with the practical training syllabus and ensure its implementation;
- impart knowledge and skills to the student professionally and properly;
- organise a supportive work environment;
- certify the record of attendance and tasks performed (Form 2);
- treat the student with respect;
- keep the Faculty Mentor informed, as issues arise, of any problems encountered during practical training;
- attend working meetings at the Faculty where necessary;
- submit to the Faculty, no later than eight days after completion of practical training, a signed Certificate of Completion of Practical Training (Form 3), which shall also include a proposed assessment of the student's knowledge and work, together with a completed practical training questionnaire (Form 6).

Obligations of the Student

Article 11

The student shall:

- find a Placement Provider;
- submit a Practical Training Application (Form 1) in due time, in accordance with Article 14 of these Rules;
- collect all prescribed documentation and submit it to the Administrative Service before practical training begins;
- undertake practical training regularly and in accordance with the training plan;
- comply with the instructions of the person responsible for practical training and of the mentor, and carry out assigned tasks regularly, conscientiously and responsibly;
- demonstrate autonomy in practical work;
- comply with occupational safety and health regulations and use the prescribed personal protective equipment;
- comply with the Placement Provider's internal rules;
- protect any trade secrets entrusted to the student and comply with personal data protection requirements in accordance with the Placement Provider's instructions;

- organise, collect and maintain the prescribed documentation for the student's report and submit it to the Administrative Service together with the required forms;
- provide the Faculty Mentor and the Workplace Mentor with medical certificates and other documents substantiating any absence;
- prepare the final report.

Place of Practical Training

Article 12

Students may undertake practical training in commercial or non-commercial organisations.

Scope and Period of Practical Training

Article 13

Practical training shall be undertaken in accordance with the curricula and course syllabuses of undergraduate and postgraduate master's degree programmes offered by member institutions of New University, and in accordance with the Slovenian Quality Assurance Agency for Higher Education (NAKVIS) criteria for the allocation of ECTS credits to degree programmes. These criteria are based on the general principle that one week of practical training corresponds to two ECTS credits.

Practical training shall be undertaken as a continuous placement during the period designated for that purpose in the degree programme.

As a rule, the working day shall comprise eight hours, with a 30-minute meal break. The commencement of the working day and the timing of the break shall be determined by the schedule agreed with the Placement Provider.

The student shall justify and make up any late arrivals or absences by agreement with the Workplace Mentor.

Implementation of Practical Training

Article 14

The Administrative Service, the Faculty Mentor and the Workplace Mentor shall be responsible for the direct implementation of practical training.

The student shall independently approach a Placement Provider and arrange their practical training. If a student is unable to secure a placement, the Faculty shall assist them in doing so. When selecting a Placement Provider, the student shall take account of their selected field of study. The student shall submit a Practical Training Application (Form 1) to the Administrative Service at least three weeks before the planned commencement of practical training. The student shall be authorised to

commence practical training once the application has been signed by the student, the Faculty Mentor and the Workplace Mentor.

On the basis of the completed and signed Practical Training Application, the Administrative Service shall prepare a practical training agreement, to be signed by the organisation, the Faculty and the student.

Article 15

The Workplace Mentor shall be selected by the Placement Provider from among the organisation's professionally qualified employees. To mentor students enrolled in a first-cycle degree programme, the Workplace Mentor must hold at least a higher professional education qualification or have completed a first-cycle degree programme; to mentor students enrolled in a second-cycle degree programme, the Workplace Mentor must hold at least a pre-Bologna university degree or a Bologna second-cycle qualification. In addition, the Workplace Mentor must possess sufficient theoretical and practical knowledge and experience in the field of the student's degree programme.

The Workplace Mentor shall explain and monitor individual tasks, advise the student and ensure that practical training is properly implemented.

The student shall complete the Record Sheet (Form 2) on an ongoing basis. At the end of practical training, the Workplace Mentor shall review and sign the Record Sheet. The student shall also sign the form.

Article 16

To improve cooperation and the attainment of practical training objectives, New University may, as necessary, organise occasional training sessions for mentors employed by host organisations.

The New University Career Centre shall be responsible for maintaining links with the professional environment and shall organise professional visits to workplaces to facilitate contact between students and prospective practical training providers or potential employers.

Article 17

The Faculty Mentor shall be a higher education teacher who teaches on the relevant degree programme.

In cooperation with the Administrative Service, the student shall identify a Faculty Mentor, taking into account both the higher education teacher's field of work and an appropriate distribution of mentoring duties among the Faculty's higher education teachers.

Higher education teachers shall be obliged to accept mentoring assignments.

Article 18

Upon completion of practical training, the Workplace Mentor shall complete the Certificate of Completion of Practical Training (Form 3), which shall include a proposed grade. The Workplace Mentor shall submit the certificate to the Administrative Service, together with the completed

questionnaire for Workplace Mentors (Form 6), no later than eight days after the completion of the individual student's practical training.

Article 19

Upon completion of practical training, the student shall prepare a final report of at least ten (10) typed pages, describing the practical training undertaken or observed at the Placement Provider.

The final report shall be prepared, as appropriate, in accordance with the Technical Guidelines for the Preparation of Final Theses.

The final report shall contain a table of contents, an introduction, a main body, a conclusion, and a list of sources and references.

In the introduction, the student shall describe the objectives they intended to achieve during practical training, the knowledge they wished to acquire and their reasons for selecting the Placement Provider.

The main body shall provide a detailed account of how practical training was carried out, its progress, the knowledge acquired, the objectives achieved, any problems encountered, and both positive and negative experiences.

In the conclusion, the student shall summarise relevant findings and any proposals for improving the quality of practical training for the Faculty and the Placement Provider.

The report shall indicate the period during which practical training was undertaken; the organisational units in which the student was placed; and the Workplace Mentor's full name, level of education and job title.

Article 20

Upon completion of practical training, the student shall submit the following to the Administrative Service:

- the completed Practical Training Record Sheet (Form 2), in which the student regularly records their assigned duties and which shall be signed by the Workplace Mentor and the student;
- the completed Student Practical Training Questionnaire (Form 4); and
- the final report, which the Administrative Service shall forward to the Faculty Mentor for review and approval.

The student shall submit the documentation referred to in this Article no later than 14 days after completion of practical training. If the practical training documentation is incomplete or deficient, the Administrative Service or the Faculty Mentor may require the student to supplement it within 10 days.

If the student fails to supplement the documentation within the prescribed period, the documentation shall be deemed not to have been submitted. In such a case, the student shall be deemed not to have completed practical training.

Upon receipt of complete documentation and a positively assessed final report, the practical training grade shall be entered in the student's electronic record in VIS.

Article 21

Both mentors and students shall assess the quality of practical training using the practical training questionnaires (Forms 4, 5 and 6).

The Administrative Service, in cooperation with the practical training mentors, shall arrange for analysis of the survey results.

The Faculty's Administrative Service shall forward the survey analysis to the Quality Committee for its opinion and proposals, which shall be taken into account when organising and selecting practical training placements for the following academic year.

Recognition of Practical Training

Article 22

A student with prior work experience may apply to the Faculty's Academic Affairs Committee for recognition of practical training. The Academic Affairs Committee may exempt a student from undertaking practical training if, at any time since the date of enrolment in the degree programme, the student has been employed for at least one year by an organisation in which they performed duties that may be recognised as equivalent to completed professional practical training.

Mandatory practical training may be recognised for a student who completes at least 120 hours of work within a project conducted by a member institution of New University, provided that the content and complexity of the tasks performed correspond to the objectives and competencies acquired or developed through mandatory practical training within the selected degree programme.

The student shall submit to the Academic Affairs Committee a written application supported by evidence establishing the grounds for exemption from practical training. On the proposal of the Academic Affairs Committee, the application shall be examined by a member of the Faculty's teaching staff responsible for the relevant professional field, who shall provide an opinion on the exemption.

Practical Training at the Faculty

Article 23

A student may undertake practical training in the work environment of organisational units of New University that carry out activities in the fields covered by the degree programmes referred to in Article 1 of these Rules. In such cases, the Faculty shall also act as the Placement Provider.

Practical Training Abroad under Mobility Programmes

Article 24

A student may undertake practical training abroad under advertised student mobility programmes (Erasmus, CEEPUS and similar programmes). The student shall undertake practical training in accordance with the rules of the host organisation abroad and those of the relevant mobility programme.

The agreement on practical training abroad shall replace the Practical Training Agreement.

The student shall attach to the application for practical training abroad the basic details of the Placement Provider and a practical training programme approved by the person responsible at the home Faculty.

Students with Special Needs

Article 25

Practical training for a student with special needs shall be conducted in accordance with an individual programme, with appropriate adjustments and support measures that meet the student's needs and are necessary to achieve the educational objectives of practical training.

The same shall apply to a student who, for health reasons, is unable to undertake only a particular part of the prescribed practical training.

Practical Training Expenses

Article 26

Subject to the agreement with the Faculty, the Placement Provider may reimburse the student for travel expenses incurred in travelling to the Placement Provider's premises for practical training and for meal expenses during work.

Article 27

Subject to the agreement with the Faculty, the Placement Provider may award the student remuneration for the period of practical training, payable to the student's bank account upon completion of practical training.

Discipline

Article 28

During practical training, the student shall comply with the general operating rules of the organisation (working hours, methods of communication and the like), follow the mentors' instructions, protect and enhance the Faculty's reputation, and endeavour to acquire as much practical knowledge as possible.

Article 29

Relations between the Placement Provider, mentors, other employees and students shall be mutually fair and respectful. Any disputes shall be resolved by the Administrative Service.

Final Provision

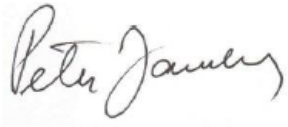
Article 30

The amendments to these Rules shall enter into force on the date of their adoption by the Management Board of New University and shall apply from 1 October 2026.

These Rules, as amended, shall be published on the websites of the member institutions of New University.

Ljubljana, 30 September 2026

Professor Peter Jambrek, PhD
Chair of the Management Board of New University



ANNEXES:

- Form 1: PRACTICAL TRAINING APPLICATION
- Form 2: RECORD SHEET
- Form 3: CERTIFICATE OF COMPLETION OF PRACTICAL TRAINING