

Pursuant to Article 25 of the Statute of the College of Management Bled, the Senate of the College of Management Bled, at its 1/2023 regular session held on 21 February 2023, adopted the following

Rules on the Implementation of Practical Training at the College of Management Bled

I. GENERAL PROVISIONS

Article 1

These Rules on the Implementation of Practical Training govern the fundamental matters relating to the practical training of students of the College of Management Bled (hereinafter: VM Bled)

Article 2

Practical training is a form of study prescribed by the study programme and constitutes part of the students' study obligations; therefore, it does not constitute practical placement within the meaning of Article 111 of the Collective Agreement for the Education Sector.

Article 3

Students' practical training is determined by the study programme. It takes place during the first and second years of study and is carried out as practical training of students in a work environment.

Article 4

The purpose of practical training of students in a work environment (hereinafter: practical training) is to direct students towards practical work, to test in practice the methodological and professional knowledge acquired through study, and to align their knowledge with the needs of employers.

Article 5

In these Rules, terms expressed in the masculine grammatical form shall be used as gender-neutral and shall apply equally to men and women.

II. PLACE OF IMPLEMENTATION OF PRACTICAL TRAINING

Article 6

Practical training shall be carried out in commercial, non-commercial, state and other organisations (hereinafter: organisation) in Slovenia with which VM Bled has concluded agreements or contracts enabling the implementation of practical training. An exception shall be the undertaking of practical training abroad, in particular through international exchange programmes.

A student may also independently select an appropriate organisation, provided that the student takes into account the chosen field of study, the timing and scope of practical training, and the

contents, objectives and competences of practical training, which form an integral part of its syllabus.

III. ORGANISATION AND MONITORING OF PRACTICAL TRAINING

Article 7

The organisation and monitoring of practical training shall be the responsibility of the Practical Training Mentor at VM Bled (hereinafter: the VM Bled Practical Training Mentor).

Article 8

The responsibilities of the VM Bled Practical Training Mentor are:

- maintaining records of completed practical training for all students;
- ensuring the implementation of occupational health and safety training and examinations for all students;
- informing students of changes relating to the implementation of practical training;
- providing guidance regarding the implementation of practical training in accordance with the practical training syllabus;
- reviewing and signing the relevant practical training documentation.

Article 9

Practical training shall be organised as supervised practical training in a work environment under the guidance of a practical training mentor in the organisation (hereinafter: the Organisation Practical Training Mentor).

Article 10

The quality of practical training shall be evaluated by students through a student survey. Za organizacijo in spremljanje praktičnega usposabljanja je zadolžen mentor praktičnega usposabljanja na VM Bled (v nadaljevanju mentor PRU VM Bled).

IV. TIMEFRAME AND SCOPE OF PRACTICAL TRAINING

Article 11

Practical training shall be carried out during the study process as an integral part thereof. During this period, lectures or examination periods, including extraordinary examination sittings, shall, as a rule, not be scheduled in the timetable.

Article 12

The scope of practical training and the number of credit points (ECTS) shall be determined in the syllabuses and curricula of the individual higher education study programmes of VM Bled.

V. CONDITIONS FOR UNDERTAKING PRACTICAL TRAINING

Article 13

The conditions for undertaking practical training are:

- completion of the mandatory medical examination;
- completion of occupational health and safety training and the related knowledge assessment.

The student shall undergo a mandatory medical examination in the first and third years of study, to which he shall be referred by VM Bled. Unemployed persons without student status shall undergo the medical examination at their own expense.

Where a student is employed and has already undergone a medical examination with his employer, he shall submit a copy of a valid medical examination certificate to the Student Affairs Office of VM Bled.

VM Bled shall enable each student to complete occupational health and safety training and the related knowledge assessment. The training and examination shall be organised for all first-year students at the beginning of the academic year. If a student does not attend the training or does not pass the examination, he shall be responsible for arranging this independently; otherwise, he may not undertake practical training during that year. Where a student has already passed and holds a valid occupational health and safety examination certificate, he shall submit a photocopy of the certificate to the Student Affairs Office of VM Bled.

VI. IMPLEMENTATION OF PRACTICAL TRAINING

Article 14

The Organisation Practical Training Mentor shall be responsible for the direct implementation of practical training.

Article 15

Working hours shall be determined by the organisation. A working day shall, as a rule, last up to eight hours. Days off provided for in the academic calendar shall be free days for students and shall not require compensation. Public holidays shall likewise be free days for students.

Article 16

Students must commence practical training in a timely manner. If a student is absent on a particular day (whether excused or unexcused), such absence must be made up. Valid reasons for absence from practical training are illness, a death in the family, and other unforeseen justifiable circumstances.

The student shall submit documented justification to the Practical Training Mentor no later than one week after the cessation of the reasons for the absence.

Article 17

If a student becomes ill or sustains an injury, and the illness or injury is curable before completion of the third year of study, practical training may be made up by agreement with the VM Bled Practical Training Mentor.

Article 18

If a student does not attend practical training, he shall be responsible for making the necessary arrangements independently.

Article 19

The student shall keep a practical training diary in which he shall clearly and legibly record the date and place of practical training, as well as the titles and duration of the tasks performed. The diary shall be submitted to the Organisation Practical Training Mentor, who shall review

and sign it. The diary shall also be submitted to the VM Bled Practical Training Mentor, who shall review it upon completion.

Upon completion of practical training, the student shall submit a practical training report, which must be signed by the Organisation Practical Training Mentor, the VM Bled Practical Training Mentor, and the Dean of VM Bled.

Article 20

One of the objectives of practical training is to teach students responsible conduct. If, despite a written warning, a student continues to perform his work negligently, the practical training shall be terminated and postponed until the following academic year.

Article 21

Any damage caused during practical training shall be compensated by the student as soon as datum in kraj praktičnega usposabljanja, nazive in trajanje opravil. Dnevnik mora predložiti mentorju PRU v organizaciji, ki ga pregleda in podpiše. Prav tako ga predloži tudi mentorju PRU VM Bled, ki dnevnik ob koncu tudi pregleda.

Študent mora ob zaključku praktičnega usposabljanja oddati poročilo o praktičnem usposabljanju, ki ga mora podpisati mentor PRU v organizaciji, mentor PRU VM Bled in dekan VM Bled.

VII. FINAL PROVISIONS

Article 22

These Rules on the Implementation of Practical Training, and any amendments and supplements thereto, shall be adopted by the Senate of VM Bled.

Article 23

These Rules shall enter into force on the day following their adoption by the Senate of VM Bled and shall be published on the VM Bled website.

Article 23

These Rules may be amended in the same manner in which they were adopted. Amendments and supplements to these Rules shall enter into force on the day following their adoption by the Senate of VM Bled and shall be published on the VM Bled website.

Reference No.: VM-P-001/2023

Date: 21 February 2023

Chair of the Senate of VM Bled
mag. Tadeja Krašna