

Pursuant to Article 48 of the amended Statute of School of Advanced Social Studies in Nova Gorica from 20 April 2015 (UPB4 as amended), the Senate of the SASS adopted the following document at its 9th regular meeting on 30 September 2019:

STUDENT PRACTICE RULES

General provisions

Article 1

These Rules regulate the basic issues related to the compulsory student practice in undergraduate and master's study programmes.

The basic issues include the process of implementation of student practice, its objectives, duration, obligations and tasks of all participants, content of the report on student practice and evaluation of the practice.

Practical training is a mandatory part of certain study programmes and represents a part of the study obligations of the students. This kind of practice is not the same as practice in the sense of the provisions of collective agreements on reimbursement of costs to students.

Article 2

The following entities are included in the process of performing the practice (hereinafter: the practice):

- School – the practice coordinator is appointed by the Senate on the proposal of the Dean of the School;
- organization (hereinafter: practice provider) that concludes a practice contract with the School; the practice provider appoints a mentor from among the employees of the organization;
- a student enrolled in a study programme with mandatory student practice.

Definition of terms used in these Rules

Article 3

For the purposes of these Rules, the terms shall have the following meaning:

- **“practice”** means practical education in a working environment, compulsory for all students in accordance with the requirements of the study programme;
- **“student”** is a person enrolled in a study programme from Article 1 of these Rules or a person who does not have a student status at the moment but has to complete the practice in order to be able to complete the studies;

- **“practice course coordinator within the study programme”** (Hereinafter referred to as the person in charge of practice) is a pedagogical worker at the School. The person in charge of practice and the mentor at the practice provider’s are jointly responsible for guiding, directing and animating the student, and give the final written assessment of the student’s practical training;
- **“practice coordinator“** is a person who takes care of formalities related to the establishment and implementation of a practice and connects the School, the practice provider and the student;
- **“mentor”** is a person in the working environment, who is, together with the person in charge of practice at the School, responsible for guiding, directing and animating the student during practice, and also a contact person, who guides, monitors and assesses the student's practice in a report;
- **“practice provider”** is the commercial or non-commercial organization from the field of a study programme from Article 1 where the student attends the practice;
- **“report on student practice”** is the student’s report on the practice, which includes a substantively appropriate selection of student’s products that represent his achievements during the practical training and the forms laid down in these Rules.

Practice objectives

Article 4

The basic objective of the practice is to supplement theoretical knowledge with practical knowledge, which will enable the students to successfully integrate into the labour market after completing the study programme. The students from Article 1 of these Rules acquire practical professional knowledge and skills required for solving complex professional and work problems. The practice improves their ability to communicate within the profession and equips them with professional criticism, responsibility, initiative and independence.

Quality of practice

Article 5

The practice must be adapted to the objectives of the study programme. The feedback on the quality of the practice implementation is established through annual surveys among students, mentors, persons in charge of practice and the practice coordinator. The results of the surveys prepared by the practice coordinator are reviewed by the Quality Committee, which monitors the assessment of the current situation and prepares opportunities for improvements as appropriate in cooperation with relevant stakeholders of the internal and external environment of the School.

Sources of information regarding practice

Article 6

The School publishes all information on the study obligations and practice forms in the web office or in online classrooms.

The following forms are used for practice:

- REGISTRATION OF PRACTICE - in electronic form or via web office
- Form DP02 - RECORD SHEET
- Form DP03 - MENTOR'S REPORT
- Form DP06 - QUESTIONNAIRE ON THE QUALITY OF PRACTICE FOR MENTORS - in electronic form
- SURVEY QUESTIONNAIRE ON THE PRACTICE FOR STUDENTS - in electronic form in the web office
- Form DP07 - QUESTIONNAIRE ON THE QUALITY OF PRACTICE FOR THE COORDINATOR AND THE PERSONS IN CHARGE OF PRACTICE - in electronic form

Organization and monitoring of practice

Article 7

The following subjects cooperate in the organization and monitoring of practice: the person in charge of practice, technical services, the practice coordinator and the mentors.

Article 8

The person in charge of practice may be a higher education teacher who performs pedagogical activity in the study programme from Article 1 of these Rules.

The mentors, the method of their work and their remuneration are determined by the practice provider, in accordance with the contract they conclude with the School.

Obligations of the School, the coordinator, the person in charge of practice and of the School's technical services

Article 9

The obligations of the **School** are as follows:

- appointment of a practice coordinator,
- appointment of persons in charge of practice,
- defining the curriculum.

The obligations of the **person in charge of practice** are as follows:

- cooperation with the coordinator and the mentors at the practice provider's,

- informing the student before the start of the practice about its purpose and objectives and the rights and obligations the student has during the practice,
- advising and informing the students, teaching staff and technical staff on substantive issues,
- cooperation in the preparation and updating of the curriculum,
- assessing the conduct of practice,
- mediation in case of misunderstandings and complaints made by students,
- participation in the composition, evaluation and analysis of student and mentor surveys related to practice and preparation of proposals for possible changes to these Rules,
- monitoring and guiding the student and providing a descriptive assessment of his work - entering the grade into the higher education information system.

The obligations of the **practice coordinator** are as follows:

- coordination of the practice implementation at the School,
- mediation in case of misunderstandings and complaints made by students or mentors,
- participation in the composition, evaluation and analysis of student and mentor surveys related to practice and preparation of proposals on possible changes to these Rules,
- on the basis of approved registration, the coordinator prepares and harmonizes the contract with the practice provider and archives the contract.

The obligations of the **technical services of SASS** are as follows:

- the Student Office keeps appropriate documentation on the implementation of the practice and student records on the completed practice,
- the Student Office cooperates with the practice coordinator and the Quality Committee to ensure the forms and documents are up to date,
- The Student Office participates in the preparation, evaluation and analysis of student and mentor surveys related to practice and preparation of proposals for possible changes to these Rules,
- the Student Office archives the student's documents regarding practice.

Obligations of the practice provider and the mentor

Article 10

The obligations of the **practice provider** are as follows:

- to familiarize the student with the working conditions in the organization,
- to appoint a practice mentor whose field of work is appropriate for the student and complies with the legal requirements,
- before starting work, familiarize the student with the regulations on safety and health at work and any dangers related to work,

- inform the student about the regulations on data confidentiality or personal data protection,
- to ensure that the student practice takes place in a working environment suitable for the study programme from Article 1,
- to ensure that the student gets a 30-minute break for meals during work by reasonable application of the provisions of the Employment Relationships Act,
- to enable the person in charge of practice and the coordinator to advise and supervise the implementation of the practice.

The obligations of the **mentor** are as follows:

- to be familiar with the practice curriculum and ensure its realization,
- to professionally and correctly transfer knowledge and skills to the student,
- to organize a stimulating working environment,
- to confirm the records of attendance and of completed tasks (form no. DP02),
- to have a respectful attitude towards the student,
- to promptly inform the person in charge of practice about any problems during practice,
- to propose an assessment of the student's knowledge and work (form no. DP03),
- to attend working meetings and trainings at the School as appropriate,
- to submit a completed report on practice (form no. DP03) to the School after the practice is over and to fill out the practice questionnaire, no later than within eight working days after the end of practical training.

Obligations of the student

Article 11

The obligations of the **student** are as follows:

- to apply in due time for the advertised positions for the practice or to find a practice provider with the help of the practice coordinator,
- to register the practice in the web office,
- to collect all the required documentation and submit it to the mentor before starting the practice,
- to attend practice regularly in accordance with the plan,
- to follow the instructions of the person in charge of practice and of the mentor and to regularly, conscientiously and responsibly perform the tasks entrusted to him,
- to demonstrate autonomy during practice,
- to observe the regulations on safety and health at work and use the prescribed means and equipment for personal protection,
- to respect the practice provider's rules,
- to protect any business secrets entrusted to him and to ensure the protection of personal data in accordance with the instructions of the practice provider,
- to manage, compile and keep the required documentation for the report that the student must submit to the person in charge of practice,

- to deliver medical certificates and other documents to the person in charge of practice in case of the student's justified absence from practice.

Place of practice

Article 12

Student practice may be carried out in companies, institutes, institutions or other organizations that the person in charge of practice deems appropriate for carrying out the practice. The proposed field of work of the student at practice must be related to the fields and disciplines of the study programme with mandatory practice.

Extent and duration of the practice

Article 13

The practice is performed according to the syllabus and curricula of the study programmes with mandatory practice.

The student must have completed the practice in full before submitting the diploma or master's thesis.

The schedule of the practice is determined by mutual agreement by the practice coordinator, the student and the practice provider, in accordance with the legislation governing employment relationships and the sectoral collective agreement.

Article 14

As a rule, the practice is carried out in the period defined in the study programme.

The student practice is not carried out on non-working days. However, if the nature of the work or the completion of the work so requires, the practice may exceptionally take place on Saturdays and other non-working days, with the student's consent.

Students must begin practice on time. If a student is late for up to two hours for justifiable reasons, he can - if the nature of the work allows it - be immediately involved in the work. The student must compensate for the missed time. If the student is more than two hours late, the mentor postpones the practice to another date.

If a student is unjustifiably absent from practice on a particular day, he must compensate for this absence.

Valid reasons for absence from practice are illness, death in the family and other unpredictable justifiable circumstances. The person in charge of practice shall decide whether a reason for absence is valid.

If the planned type of practice is not completed due to unforeseen events, it is postponed to a date determined by the mentor. The mentor informs the students and the person in charge of practice about this.

Conduct of practice

Article 15

The person in charge of practice, the coordinator and the mentor are in charge of conducting the practice.

Article 16

Practice mentor is a person appointed by the practice provider from among the professionally qualified employees in the organization. They must have at least a higher professional education or a completed first-cycle study programme for carrying out the practice for students of a higher professional study programme, or at least a completed pre-Bologna university education or a Bologna second cycle education for carrying out practice for the students of a master study programme. In addition, they must have sufficient theoretical and practical knowledge and experience in the field of the study programme from Article 1.

The practice mentor explains and monitors individual work, advises the student and ensures the proper conduct of practice.

The student must promptly fill out the record sheet (form no. DP02) during practice, and the mentor reviews it and signs it after the practice is completed. The student also signs the record sheet.

Registering for practical training

Article 17

Every year, the practice coordinator prepares a selection of possible learning bases - practice providers. The list is published in the web office, usually at the beginning of October for the current academic year. Students can choose the appropriate learning base for practical training from the list of published learning databases, or choose a learning base of their choice, taking into account the chosen field of study, time and scope of practical training and objectives laid down in the course curriculum that includes practical training.

The student registers for practice in the web office at least 30 days prior to the planned start of practice. The registration of the student is approved when confirmed by the

person in charge of practice. After the approval of the practice, the practice coordinator arranges for the signing of a tripartite contract on the implementation of practical training of students between the School, the student and the practice provider.

Article 18

After completing the practice, the mentor fills out the report on the completed practice (form no. DP03), which also includes the assessment proposal, and sends it to the practice coordinator.

The practice coordinator sends a survey questionnaire for mentors to the mentor, and the mentor fills it out and sends it to the School in accordance with the last indent of paragraph 2 of Article 10 of these Rules.

Article 19

Upon completion of the practice, the student submits the completed record sheet (form no. DP02) to the person in charge no later than 8 days after the end of the practice. If the documentation on practice is disorganized or unsuitable, the person in charge of practice may request from the student to complete the documentation within 8 working days. If the student does not complete the documentation within this time, it shall be considered that he has not submitted the documentation. In this case, it is considered that he did not pass the practice.

The student fills out the student survey questionnaire on practice in the web office.

When the student completes and submits all the necessary documentation specified in these Rules, the person in charge of practice shall also verify if the student completed all the required activities within the practice, what grade was proposed by the mentor in the form no. DP03 and whether the record sheet (form no. DP02) is duly completed.

The person in charge of practice enters the final grade of the student into the higher education information system.

Article 20

The quality of the practice is assessed by both mentors and students with questionnaires on practice (students in the web office, mentors on the form no. DP06 or via the online questionnaire). The practice coordinator analyses the results of surveys completed by mentors and students in cooperation with the persons in charge of practice and submits it to the Student Office. The practice coordinator also delivers all the documentation related to the performed analysis of practice quality to the Student Office for archiving.

The quality of practice is also evaluated by the persons in charge of practice and the practice coordinator (on form no. DP07 or via an online questionnaire). The persons in charge of practice and the coordinator shall submit the completed form no. DP07 to the Student Office no later than until September 15 of the current academic year. The Vice-Dean for student and academic affairs is in charge of the analysis of the results of the surveys filled out by the persons in charge of practice and by the practice coordinator, and submits the analysis to the Student Office.

The Student Office then submits the analysis to the Quality and Evaluation Committee, which gives an opinion and proposals, which are then taken into account in the organisation and selection of practice possibilities in the new academic year.

Practice of students with work experience

Article 21

A student who already has work experience may apply for recognition of practice. The Rules on the Procedure and Criteria for the Recognition of Informally Acquired Knowledge and Skills at the School of Advanced Social Studies in Nova Gorica shall apply to the recognition of practical training.

Performing practice at the School

Article 22

Subject to the conditions laid down in Article 12 of these Rules, a student may perform practice in the working environment of organizational units at SASS.

Practice abroad through mobility programs

Article 23

Subject to the conditions laid down in Article 12 of these Rules, a student may perform practice abroad through the proposed student mobility programmes (Erasmus, CEEPUS, etc.). The practice is carried out in accordance with the rules of the contractor abroad and the rules of mobility programmes. The agreement on student training abroad shall replace the practice contract in this case.

When applying for practice abroad, the student must enclose basic data on the practice provider and the practice programme, which must be approved by the person in charge of practice at the home faculty.

Practice abroad within the mobility programmes is carried out in accordance with the basic principles, commitments and guidelines of the Erasmus Charter for Higher Education (ECHE), Erasmus+ strategy of SASS (Erasmus Policy Statement) and other

relevant documents, which include guidelines for the field of internationalization and international activities of the School.

Disabled and ill students

Article 24

Work practice of a student with a disability or a student with special needs is carried out according to an individual programme and with appropriate adjustments and support, which are in line with the needs of the student and are required to achieve the educational objectives of the practice. The same applies to a student who cannot perform a certain part of the prescribed practice for medical reasons.

Discipline

Article 25

When performing practice, the student must respect the general rules of operation in the organization (working hours, method of communication, etc.), follow the instructions of the mentor at the practice provider, protect and develop the reputation of the School and strive to acquire as much practical knowledge as possible.

Article 26

The relationship between the person in charge of practice, the mentors, the other employees and students must be mutually fair and respectful. Any disputes are resolved by the practice coordinator.

Transitional and final provisions

Article 27

The terms used in these Rules in the masculine grammatical form are used as neutral for men and women.

Article 28

These Rules shall enter into force on 1 October 2019.

These Rules shall be published on the School's website.

On the day these Rules enter into force, the Student Practice Rules from 20 September 2018 shall cease to apply.

Article 29

For students who have registered for practice or have completed their practice prior to the adoption of these rules, the provisions of these Rules shall apply mutatis mutandis.

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Dean

ANNEXES:

- REGISTRATION OF PRACTICE - in electronic form or via web office
- Form DP02 - RECORD SHEET
- Form DP03 - MENTOR'S REPORT
- Form DP06 - QUESTIONNAIRE ON THE QUALITY OF PRACTICE FOR MENTORS - in electronic form
- SURVEY QUESTIONNAIRE ON THE PRACTICE FOR STUDENTS - in electronic form in the web office
- Form DP07 - QUESTIONNAIRE ON THE QUALITY OF PRACTICE FOR THE COORDINATOR AND THE PERSONS IN CHARGE OF PRACTICE - in electronic form