On the basis of Article 31 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No. 117/08, 56/12, 75/13, 25/14, 72/14, 28/15, 17/16,46/17 and 51/21), the Senate of the Faculty of Information Studies in Novo mesto adopted the following amendments and additions on 20th April 2011, 17th April 2013, 16th September 2015, 26th September 2017, 30th January 2018, 12th March 2019, 10th June 2022, 27th January 2023, 8th December 2023, 14th March 2024 and 12th September 2024 Rules on the implementation of students' work practice. Based on the Statute of the University of Novo mesto, Faculty of Information Studies (Official Gazette of the Republic of Slovenia, No. 1217/26, the Senate of the University of Novo mesto, Faculty of Information Studies, adopted the following amendments and additions on 29th September 2026

# RULES ON THE IMPLEMENTATION OF STUDENTS' WORK PRACTICE

## General provisions

Article 1

These Rules regulate the basic issues related to the compulsory work practice of students at the University of Novo mesto, Faculty of Information Studies (hereinafter: the Faculty), including the work practice abroad.

The basic issues include: the process of the work practice, the objectives of the work practice, the duration of the work practice, the rights and obligations of the subjects involved, the content of the student's portfolio on the work practice and the evaluation of the work practice.

Article 2

The work practice process involves:

- the faculty; the person responsible for the work practice is the Vice-Dean for Education;
- an organisation (hereinafter referred to as the work practice provider), which concludes an work practice agreement with a student and the faculty; the work practice provider appoints a mentor from among the employees of the organisation;
- a student of the faculty.

## The meaning of terms used in the Rules

Article 3

The following terms in these Rules shall have the following meanings:

- **'the work practice'** means a course of study which is compulsory for all full-time students and for those part-time students of the first cycle higher education programme who cannot prove that the work practice they have acquired qualifies them for the recognition of an work practice; the work practice may also be an optional subject for full-time and part-time students of the second cycle higher education studying of certain study programmes;

- - **'a student'** means a person who is enrolled in a higher education or master's degree programme as referred to in Article 1 of these Rules, or who is currently without a student's status but who is required to undertake the work practice in order to complete his/her studies;

- **'the work practice supervisor'** is the Vice-Dean for Education, whereas the University of Novo mesto, Faculty of Information Studies Career Centre is responsible for the organisation and activities, together with the work practice supervisor they are responsible for guiding and directing a student;

- **'a coordinator'** means the person authorised by the work practice provider to conclude the work practice contract and to take care of all formal aspects of the work practice. The coordinator may also be the work practice supervisor.

- **'a mentor'** means the person who, together with the work practice provider, is responsible for guiding and directing the student in the implementation of the work practice and who is also the contact person who guides, monitors and proposes the evaluation of the student's practical training work;

- **'an work practice provider'** means an economic or non-economic organisation in which a student carries out the work practice;

- **'a student's portfolio'** means a meaningful set of student's products and forms, as defined in Article 26 of these Rules, representing his/her achievements during the work practice.

## The work practice objectives

Article 4

The goal of the work practice is:
- to develop general and subject-specific competencies of the study programme,
- to learn about the characteristics of the functioning and organisation of a business environment and teamwork,
- training in documentation and reporting,
- respect for moral and ethical values in their attitude and the responsibility towards their work and their colleagues,
- creating employment opportunities for a student,

- shaping student's orientations for a future employment,
- acquiring work habits and business skills,
- creating a network of business contacts,
- raising the recognition of a student and the faculty among work practice providers,
- establishing cooperation with economic and non-economic entities,
- transfer theoretical knowledge into practice.

**Source of information on work practice**

Article 5

All information about the study obligation and the work practice forms are published by the Faculty in the online classroom (Moodle) and in the VIS information system.

The work practice forms are:
- the application for the work practice (Form 040),
- the record sheet (form 041),
- the mentor's report (form 042),
- the report of the work practice supervisor (Form 043),
- a questionnaire on the work practice for a student (Form 045) and a mentor (Form 044),
- the application for the recognition of the work practice (Form 039).

The Faculty organises an introductory meeting with students on the topic of the work practice, at which the work practice supervisor, in cooperation with the Career Centre, informs the students about the details of the work practice and their study obligations.

The work practice contract is collected by a student at the Faculty's Career Centre.

**Organisation and monitoring of the work practice**

Article 6

The following are involved in the organisation and monitoring of the work practice: the work practice provider, the Career Centre, the Student's Affairs Office, as well as the work practice coordinators and mentors.

Article 7

Mentors, their way they work and their remuneration are determined by the work practice provider or the work practice coordinator of the work practice provider, on a student-by-student basis.

**Obligations of the work practice provider and the Faculty's professional services**

Article 8

The responsibilities of the **work practice provider** are:

- to review and approve the work practice Application Form (Form 040),
- to manage any updating of the curriculum, forms and these Rules,
- to intervene in any misunderstandings or complaints from students,
- carries out a "Work Practice Presentation" according to the timetable (at least once a year) for the study programmes that include it,
- to check the student's portfolio, the completeness and relevance of which is a prerequisite for the student to apply for the deadline for the presentation of the work practice / relevant work experience,
- to evaluate the presentation of the work practice / relevant work experiences after the completion of the work practice,
- at least once a year, provides a training session for participating organisations that send their mentors at the invitation of the Career Centre.

The **Career Centre's** responsibilities include:

- after the approval of the work practice application (Form 40), to draw up a tripartite contract for each student and forward it to the student in accordance with the signing instructions. Upon receipt of the signed contract in triplicate from the student (by the placement provider organisation and the student), the contract is forwarded to the Dean for signature, one copy is retained and the remaining two copies are forwarded to the other two signatories,
- to keep a signed contract and the work practice application form as part of the student's portfolio,
- to keep documentation on the process of the work practice and the work practice record for all students,
- to cooperate with the course teacher, coordinators and mentors,
- to organise a presentation of the organisations providing the work practice (at least once a year), usually after the "Work Practice Presentation", which is carried out by the course teacher according to the timetable,
- to advise and inform students, teaching staff and teaching assistants,
- to participates in any updates to the curriculum,
- to prepare analyses and evaluations of the work practice,
- to be involved in any misunderstandings or complaints from students or providers of work practice,
- to participate in the formulation, evaluation and analysis of student work practice surveys and to make proposals for any amendments to these Rules,
- to invite participating organisations to send their mentors for training at least once a year. Organisations can also apply outside this deadline.

**Obligations of the work practice provider and the mentor**

Article 9

The **work practice provider** responsibilities are:

- to acquaint a student with the working conditions in the organisation before signing the contract,
- to determine an appropriate work work practice supervisor, in accordance with Article 16 of these Rules,
- to acquaint a student with the regulations on health and safety at work, the hazards associated with his/her work and to provide him/her with appropriate personal protective equipment and a safe working environment before starting work,
- to inform a student of the rules governing the confidentiality of information,
- to provide a student with the work practice corresponding to the Faculty's indicative work programme,
- to provide a student with a legally compliant meal break during work,
- to provide the work practice supervisor with the opportunity to advise and supervise the work practice,
- to sign mentor's report after the work practice is completed (form 042) and a filled-in work practice questionnaire (Form 044) no later than 5 working days after the end of the work practice.

The **mentor's** obligations are:

- to be familiar with the work practice curriculum and ensure its implementation,
- to draw up a common work practice programme in accordance with the curriculum,
- to transfer knowledge and skills to a student in a professional and proper manner,
- to organise a stimulating working environment,
- to certify the attendance record and the tasks carried out (Form 041),
- to have a respectful attitude towards a student,
- to keep the work practice supervisor informed of any inconveniences in the course of the work practice,
- to assess the student's knowledge and work (form 042),
- to attend agreed meetings at the Faculty,
- to complete a questionnaire on the evaluation of the student's work practice (Form 044).

**Student's obligations**

Article 10

The **student's** responsibilities include:

- to find an work practice provider,
- to submit the work practice Application Form (Form 040),
- to collect all the required documentation and submit it to the mentor on the first day of the work practice (the work practice curriculum, a record sheet (form 041), a pre-filled report from the mentor to the provider (form 042), the work practice questionnaire for the mentor (form 044),
- to attend the work practice on a regular basis in accordance with the work practice programme drawn up by the work practice supervisor and the mentor,
- to follow the instructions of the work practice supervisor, the mentor or the work practice coordinator of the provider and carry out the tasks entrusted to him/her regularly, conscientiously and responsibly,
- to comply with the rules on health and safety at work and use the prescribed personal protective equipment,
- to respect the rules of the work practice provider's house rules,
- to protect any business secrets entrusted to him/her,
- to organise, collect and keep the prescribed documentation for the portfolio submitted to the work practice provider,
- to provide the institution with medical certificates and other documents justifying the absence.

**Work practice location**

Article 11

Students can do their work practice at the faculty or in economic or non-economic organisations.

**Scope and duration of the work practice**

Article 12

Work practice are expected to be:

- in the 6th semester, 3rd year (Informatics in Contemporary Society – Professional study programme) for a total of 18 CP, which are divided into two parts: 12 CP (360 hours or 45 working days) of work is carried out by the student in a partner organisation, in a real working environment, and 6 CP of individual work with consultations are devoted to a professional reflection on the experience gained, which the student presents in the work practice report;
- in the 6th semester, 3rd year (Computer Science and Web Technologies – Professional study programme) for a total of 15 CP, which are divided into two parts: 12 CP (360 hours or 45 working days) of work is carried out by a student in a

partner organisation, in a real work environment, and 3 CP of individual work is dedicated to a professional reflection on the experience gained, which the student presents in the work practice report;
- in the 6th semester, 3rd year (Game and Extended Reality Development – Professional study programme) for a total of 15 CP, which are divided into two parts: 12 CP (360 hours or 45 working days) of work is carried out by a student in a partner organisation, in a real work environment, and 3 CP of individual work is devoted to a professional reflection on the experience gained, which the student presents in the work practice report;
- in the 2nd or 4th semester, 1st or 2nd year (Cybersecurity – Master's study programme) for a total of 5 CP, which are divided into two parts: 4 CP (120 hours or 15 working days) of work is carried out by a student in a partner organisation, in a real work environment, and 1 CP of individual work is dedicated to a professional reflection of the experience gained, which the student presents in the work practice report.

A student must complete the entire work practice before submitting his/her thesis, bachelor's project or master's thesis.

The length of the work practice is the same for full-time and part-time students in each study programme. The student's work commitment in the work practice with the work practice provider may not exceed forty hours per week.

The working day shall normally consist of eight hours, but may be longer, considering the specific nature of the work. If a particular intervention requires more than eight hours to complete, the duration of the working day may be extended in agreement with the student in accordance with the legislation.

The start of the working day shall normally be between 6 a.m. and 8 a.m. The exact start of the working day is determined by a timetable drawn up by the work practice provider. The student must be properly equipped for work at the appointed time.

Article 13

The work practice is usually carried out during the time intended for it in the study programme.
Exceptionally, the work practice may also be carried out during lectures and tutorials or during examination periods, but only with the student's consent.

A student carrying out the work practice shall also be free from work. However, if the nature of the work or the completion of individual assignments so require, the work practice may exceptionally and with the consent of the student be carried out on Saturdays and other non-working days.

Students have to start the work practice on time. When a student is late for excusable reasons, he/she may – if the nature of the work and the mentor permit – immediatel start work. The time missed has to be made up by the student.

If the student is absent from the work practice on a particular day without justification, he/she has to make up the absence.

Justifiable reasons for absence from the work practice include illness, death in the family and other unforeseeable excusable circumstances. The validity of the reasons shall be decided on by the work practice provider.

After the reasons for absence have ceased (or in the case of parental leave before the absence), the student shall deliver a documented excuse or justification to the work practice supervisor and to the tutor at the work practice provider.

If a planned type of work practice is not carried out due to unforeseeable events, it will be postponed to a date determined by the mentor.

**Conditions for the implementation of the work practice**

Article 14

During the work practice, a student shall wear work clothes and work footwear appropriate to the working conditions. Clothing and footwear may be provided by the work practice provider, subject to agreement. Special work equipment and tools are provided by the work practice provider.

**Implementation of the work practice**

Article 15

The Career Centre, a coordinator, a mentor and a student are responsible for the direct implementation of the work practice.

Article 16

The work practice mentor is a person chosen by the contractor from among professionally qualified staff in the organisation. He/she must have, as a general rule, a university degree or the first-level degree and sufficient theoretical and practical knowledge in the subject area of the work practice. The work practice supervisor shall explain and supervise the work, advise the student and ensure that the work practice is carried out properly.

The student is required to complete a record sheet (Form 041), which is reviewed and signed by the mentor at the end of the work practice. The form is also signed by the student.

**Work practice process – Student's activities**

Article 17

A student has to attend a meeting held by the work practice supervisor on the subject of the work prctice, in accordance with Article 5(2) of these Rules.

Article 18

The student must approach the organisation independently and look for work practice opportunities.

Article 19

The general guidelines for the mentoring process in terms of the requirements of the pedagogical process can be found in the curriculum. The student shall also be acquainted with practical aspects of subject-specific content related to individual subjects of the study programme in the organisation where the work practice is carried out as much as possible.

Article 20

A student has to submit the application for the work practice (Form 040) to the work practice supervisor by 1st February of the current year, or at the latest 3 weeks before the planned start of the work practice.

When selecting the provider and arranging the work assignments, the student has to consider the orientation of his/her study programme and may also consider the topic of the future final thesis. The work practice is approved once the work practice application has been signed by the work practice supervisor.

Article 21

A student shall ensure that a tripartite work practice agreement is concluded with the work practice provider and the faculty before starting work with the work practice provider. The student has to deliver 3 copies of the signed contract (by the work practice provider (the organisation where the work practice will take place) and by him/herself) to the Faculty at the latest 3 working days before the start of the work practice, so that they can be signed by an authorised person of the Faculty in time.

Article 22

After the work practice is completed, the mentor completes an work practice report (form 042), which includes an evaluation. The report is sent to the faculty together with a questionnaire (Form 044).

Article 23

Students must produce a written report after the work practice is completed. Students of the Computer Science and Web Technologies professional study programme, Game and Extended Reality Development professional study programme and Cybersecurity academic programme are required to prepare a report of 10 to 20 pages, and students of the Informatics in Contemporary Society professional study programme are required to prepare a report of 20 to 30 pages. The student has to present a specific problem, challenge, activity or project from the organisation that he/she has learnt about, been involved in, or that is related to his/her work in the organisation.

The Faculty's Rules on the Bachelor's and Master's Thesis and Technical instructions for writing professional and scientific works at the UNM FIS shall apply mutatis mutandis to the preparation of the report.

The title page of the report should contain the following text (example):

| |
|---|
| (top centre)<br>University of Novo mesto<br>Faculty of Information Studies<br><br>(centre)<br>Work practice report<br><br>(in the lower left corner) (in the lower right corner)<br>Place and date Fast and last name |

The report must include:

Table of contents
1. Introduction:
   - the objectives that a student wanted to achieve in the work practice,
   - the skills he/she wanted to acquire,
   - a description of the experience and the reasons for choosing the provider,

2. Realisation:
   - the process (link to the record sheet),
   - the knowledge acquired (link to the curriculum),

3. Description of the problem, challenge, activity or project from the organisation that he/she has met or which he/she has been involved in, opinions and suggestions:
   - opinion (on the objectives achieved, the process, the skills acquired at the faculty and during the work practice, the problems, the good and bad experiences, etc.),
   - suggestions for improving the quality of the work practice for the faculty and the provider,

4. Sources and literature used.

The report has to indicate the time of the work practice, the organisational units in which the student carried out the work practice, the name and surname of the supervisor, his/her level of education and the title of the position held.

Article 24

The quality of the work practice is assessed by both mentors and students in the work practice questionnaires (Form 044 and Form 045).

The results of the questionnaire are analysed by the work practice supervisor and are also considered in the self-evaluation procedures.

Article 25

After the work practice is completed, a student submits a student portfolio on the work practice to the Web Office Moodle, which includes:
- the work practice report,
- a record sheet (Form 041),
- a student's work practice questionnaire (form 045).

The student has to submit the portfolio no later than 14 days after the work practice is completed.

The forms relating to the work practice are kept permanently, while the report on the work during the work practice or work experience is kept for 1 year.

**Defending the work practice**

Article 26

If a student has successfully completed the work practice with the provider (obtained a positive evaluation from the provider's mentor), the student defends the work practice with the provider of the work practice.

The work practice supervisor evaluates the work practice on the basis of the student's portfolio and the student's defence (Form 043).

If the assessment by the work practice supervisor or the mentor at the provider is negative, the student must resume the work practice with the same or another provider.

Articles 27

With regard to the examination and assessment of student's knowledge of the work practice, the Rules on the Examination and Assessment of Students' Knowledge at the University of Novo mesto, Faculty of Information studies shall apply mutatis mutandis.

Article 28

In the case of unorganised or inadequate documentation of the work practice, the work practice supervisor may ask a student to complete the documentation within 8 working days. If the student fails to complete the documentation within the time limit, it will be deemed that he/she has not submitted the documentation at all. In this case, the student has not completed the work practice.

**Work practice for a student with work experience**

Article 29

A student who already has work experience may apply to have their existing work experience recognised as a successfully completed work practice (Form 039), provided he/she has at least 6 months of work experience (for students of the programme Cybersecurity- academic at least 2 months) in fields related to the core competencies of the study programme they are studying.

Different types of employment, including self-employment and student work, can be considered as work experience and are recorded in the Pension and Disability Insurance Institute of Slovenia (PDIIS) statement of periods of insurance, except for work in one's own complementary sole proprietorship (a sole trader carrying out a complementary business activity), which is not recorded in the PDIIS statement.

A student has to produce and defend a written report on the work experience.

The cover page of the report must contain the following text:

| |
| --- |
| (top centre)<br>University of Novo mesto<br>Faculty of Information Studies<br><br>(centre)<br>Work experience report<br><br>(in the lower left corner)<br>Place and date<br><br>(in the lower right corner)<br>Fast and last name |

The report must include:

1. Table of Contents
2. Presentation of the student's educational path (secondary school, previous studies, specific achievements and additional education related to the core competencies of the programme of the study)
3. Professional career
   3.1. Work experiences from the first job to the present (how many years in each job, e.g., how many years in each position, tasks and responsibilities)
4. Detailed description of a specific task a student has encountered in the workplace and a description of the approach to the task

**Work practice at the faculty**

Article 30

A student may when this is feasible given the faculty's staffing capacity conclude the work practice agreement with the UNM FIS. In this case, the faculty is the provider of the work practice and the assessor of the study obligation.

**Work practice abroad as part of mobility programmes**

Article 31

Students may undertake an work practice abroad within the framework of a student mobility programme (Erasmus, CEEPUS, etc.). The work practice shall be carried out in accordance with the rules of the provider abroad. The student has to submit a student portfolio on the work practice and defend the work practice on return from the work practice abroad. The work practice agreement replaces the work practice contract.

The student has to attach basic information about the work practice provider and the work practice programme to the application for the work practice abroad, which has to be approved by the supervisor at the home faculty.

**Work practice and practical training in the frame of the Faculty's projects**

Article 32

The provisions of these Rules shall also apply mutatis mutandis to work practice and practical training within the framework of projects at the Faculty of Information Studies. More detailed provisions shall be documented by individual projects in the form of curricula, implementation plans, forms, etc.

**Students with a special status and students with special needs**

Article 33

The work practice of a student with a special status and a student with special needs shall be carried out according to an individual programme and with appropriate adjustments and supports in accordance with the student's needs and necessary to achieve the educational objectives of the work practice. The same shall apply to a student who, for health reasons, is unable to carry out only a specific part of the prescribed work practice.

**Work practice costs**

Article 34

Depending on the agreement, the work practice provider may reimburse the student's transport costs to the provider's headquarters for the purpose of the work practice and for meals during the work practice.

Article 35

Depending on the agreement, the contractor may provide the student with an award for the duration of the work practice, to be paid into the student's current account after the work practice is completed.

**Compliance with the internal rules of the organisation and the Faculty**

Article 36

When carrying out the work practice, a student has to respect the general rules of the organisation (working hours, communication, etc.), follow the instructions of the work practice supervisor, protect and develop the reputation of the faculty, and try to acquire as much practical knowledge as possible.

Article 37

The relationship between the work practice supervisor, mentors and other staff members on the one hand, and the students on the other, must be mutually fair and respectful.

Article 38

One of the aims of the work practice is to teach students to behave responsibly. If a student continues to perform negligently despite a written warning, the work practice will be terminated and postponed to the following academic year.

Article 39

Intentional damage caused during the work practice has to be repaid by a student as soon as possible, but before the end of the work practice. In the event of irreparable damage to cultural heritage objects of local, national or international importance, the Dean shall act in accordance with the provisions of the Faculty's Statutes defining the disciplinary responsibility of students.

**Transitional and final provisions**

Article 40

Terms used in the text of these Rules that are spelled in the masculine gendered grammatical form are used in a gender-neutral manner.

Article 41

These Rules shall enter into force on the date of their adoption by the Faculty's Senate.

University of Novo mesto,Faculty of Information Studies
Dean
prof. dr. Matej Makarovič

| Issue | Date of Issue | Description of changes |
|---|---|---|
| 01 | | First edition |
| 02 | 17th April 2013 | In Article 2(1), third indent, the phrase "of the third year" shall be added after the word "student".<br><br>Article 5(3) shall be amended to read: "The Faculty organises an introductory meeting with students on the topic of the internship, at which the internship supervisor, in cooperation with the Career Centre, informs the students about the details of the internship and their study obligations."<br><br>Article 9(1), second indent, shall be amended to read: "to acquaint a student with the regulations on occupational safety and health before starting work".<br><br>Article 9(1)(8), indent 1, is amended to read: "to provide the faculty with a completed mentor's report after the internship is completed (form 042) and a filled-in internship questionnaire (Form 044) no later than 5 working days after the end of the internship."<br><br>In Article 16(1), the expression 'at least' shall be substituted by the expression "as a general rule".<br><br>Article 19, paragraph 1, shall be amended to read: 'The general guidelines for the implementation of mentoring work in terms of the requirements of the teaching process are set out in the curriculum (13. Description of content, the student shall also be given as much practical exposure as possible to subject-specific content related to the specified subjects of the programme of study in the organisation in which he or she is undertaking the internship).'. |

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| | | The general guidelines for the mentoring process in terms of the requirements of the pedagogical process can be found in the curriculum. (13. Description of the content, A student shall also be acquainted with practical aspects of subject-specific content related to individual subjects of the study programme in the organisation where the internship is carried out as much as possible.)<br><br>Article 41 is deleted. |
| 03 | 16th September 2015 | Amendment in Article 8 - changes to the obligations of the internship provider, the Career Centre and other professional services.<br>Amendment in Article 9, under Mentor's Obligations, the bullet point "assessment of the work internship" is added.<br>Amendment in Article 15 - Career Centre instead of the internship provider.<br>Amendment in Article 26 - Career Centre instead of the internship provider. |
| 04 | 26th September 2017 | Amendments in Articles 1 and 2 - addition of a study programme Computer Science and Web Technologies<br>Amendment in Article 12 - in the first indent, add the study programme Informatics in Contemporary Society and add the second indent:<br>- in the 6th semester, 3rd year (Computer Science and Web Technologies) for a total of 15 CP, which are divided into two parts: 14 CP (360 UR or 45 working days) of work is carried out by a student in a partner organisation, in a real work environment, and 1 CP of individual work is dedicated to a professional reflection on the experience gained, which the student presents in the internship report.<br>Amendment of Article 15 to read: The direct implementation of the internship is the responsibility of the Career Centre, a coordinator, a mentor and a student. |
| 05 | 30th January 2018 | In Article 30, "length of service" is substituted by "professional experience". |
| 06 | 12th March 2019 | Article 12, second indent, is amended by changing 14 CP to 12 CP and thus converting the following 1 CP to 3 CP.<br><br>Article 24 is amended by deleting the first sentence "10 to 20 pages" and adding: "Students in the Computer Science and Web Technologies programme are required to produce a report of 10 to 20 pages, students in the Informatics in Contemporary Society programme are required to produce a report of 20 to 30 pages". |
| 07 | 10th June 2022 | In Article 1, the words "the third year of the first cycle of the higher education study programmes Informatics in Contemporary Society and Computer Science and Web Technologies" shall be deleted. |

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| | | Article 2(3), indent 3, is amended to read: - a student of the Faculty.<br><br>In Article 3(1), the following shall be added after the semicolon: work internship may also be an elective subject for full-time and part-time students in the second cycle of certain study programmes.<br><br>In Article 3, second indent, after "higher education", "or master's degree" is added.<br><br>In the 3rd and 5th indents, the words 'and animation' shall be deleted.<br><br>Article 4(1), indent 1, is amended to read: development of the general and subject-specific competencies of each study programme.<br><br>Article 5(1) is amended to read: All information on study requirements and work internship forms are published by the faculty in the online classroom (Moodle) and in the VIS information system.<br><br>In Article 5(4), replace 'the Legal Service' with 'the Career Centre'.<br><br>In Article 7, the first paragraph is deleted.<br><br>Article 8 is amended as follows:<br><br>The responsibilities of the internship provider are:<br>- to review and approve the Internship Application Form (Form 040),<br>- to participate in the drafting of the curriculum and its updates,<br>- to intervene in any misunderstandings or complaints from students,<br>- to evaluate the presentation of the internship/ relevant work experiences after the completion of the internship.<br><br>The **Career Centre's** responsibilities include:<br><br>- to inform a student about the purpose and objectives of the internship and the rights and obligations that he/she has during the internship before the beginning of the internship,<br>- to keep a signed contract and the internship application form as part of the student's portfolio,<br>- to maintain and check documentation on the process of the internship and the internship record for all students,<br>- to organise and monitor the progress of the internship and the progress of students, including visits to students and mentors,<br>- to cooperate with coordinators and mentors,<br>- to advise and inform students, teaching staff and teaching assistants, |

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| | | - to supervise the implementation of the internship,<br>- to contributes to the curriculum and its updates,<br>- to update forms and documents,<br>- to prepare analyses and evaluations of the internship,<br>- to prepare and publish, in cooperation with mentors, an internship timetable for all students in accordance with the approved programme,<br>- to checking medical certificates and other documents on the basis of which a student is excused for his/ her absence,<br>- to intervene in any misunderstandings or complaints from students,<br>- to participate in the compilation, evaluation and analysis of student internship surveys and make proposals for any amendments to these Rules,<br>- to review the students' portfolio technically and substantively,<br>- to forward regularly to the Students' Affaires Office the reports of the internship supervisor, which form the basis for the entry of the completed internship in the Higher Education Information System.<br><br>The responsibilities of other **professional services** of Faculty are the following:<br>- the Students' Affairs Office enters the internship assessment into the Higher Education Information System,<br>- the Faculty's Career Centre prepares and coordinates a tripartite contract on the basis of the approved application and sends it to a student for signature. After receiving the signed contract in triplicate from the student (by the internship provider organisation and the student), the contract is forwarded to the Dean for signature, one copy is stored and the remaining two copies are forwarded to the other two signatories.<br><br>In Article 9(1), second indent, "determine" is substituted by "to determine".<br><br>In Article 9, paragraph 1, indent 6, "for 30 minutes" is substituted by "compliant with the legislation".<br><br>In Article 9(1), first indent, point 7, the word "perform" shall be deleted.<br><br>In Article 9(2), indent 7, "problems" is substituted by "inconveniences".<br><br>In Article 9(2), indent 9, "working" is substituted by "agreed".<br><br>Article 12 is amended to read as follows: |

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| | | - in the 6th semester, 3rd year (Informatics in Contemporary Society – Professional study programme) for a total of 18 CP, which are divided into two parts: 12 CP (360 hours or 45 working days) of work is carried out by the student in a partner organisation, in a real working environment, and 6 CP of individual work with consultations are devoted to a professional reflection on the experience gained, which the student presents in the internship report;<br>- in the 6th semester, 3rd year (Computer Science and Web Technologies – Professional study programme) for a total of 15 CP, which are divided into two parts: 12 CP (360 UR or 45 working days) of work is carried out by a student in a partner organisation, in a real work environment, and 3 CP of individual work is dedicated to a professional reflection on the experience gained, which the student presents in the internship report;<br>- in the 6th semester, 3rd year (Applied Audio-Visual Arts – Professional study programme) for a total of 15 CP, which are divided into two parts: 12 CP (360 UR or 45 working days) of work is carried out by a student in a partner organisation, in a real work environment, and 3 CP of individual work is devoted to a professional reflection on the experience gained, which the student presents in the internship report;<br>- in the 2nd or 4th semester, 1st or 2nd year (Cybersecurity – Academic study programme) for a total of 5 CP, which are divided into two parts: 4 CP (120 UR or 15 working days) of work is carried out by a student in a partner organisation, in a real work environment, and 1 CP of individual work is dedicated to a professional reflection of the experience gained, which the student presents in the internship report.<br><br>A student must complete the entire internship before submitting his/her thesis, bachelor's project or master's thesis.<br><br>The length of the internship is the same for full-time and part-time students in each study programme. The student's work commitment in the internship with the internship provider may not exceed forty hours per week.<br><br>The working day shall normally consist of eight hours, but may be longer, considering the specific nature of the work. If a particular intervention requires more than eight hours to complete, the duration of the working day may be extended in agreement with the student in accordance with the legislation.<br><br>The start of the working day shall normally be between 6 a.m. and 8 a.m. The exact start of the working day is determined by a timetable drawn up by the internship provider. The student must be properly equipped for work at the appointed time. |

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| | | In Article 13(1), "and the Faculty's internship provider" is deleted.<br><br>In Article 13(2), "interventions" is substituted by "individual assignments".<br><br>In Article 13(3), "up to two hours" is deleted. After the phrase "nature of the work", "and mentor" is added. The last sentence is deleted.<br><br>In Article 13(5), "the holder" is substituted by with "the provider".<br><br>Article 17 is amended to read: "A student has to attend a meeting held by the internship supervisor on the subject of the internship, in accordance with Article 5(2) of these Rules."<br><br>Article 19 is amended to read as follows: "The general guidelines for the mentoring process in terms of the requirements of the pedagogical process can be found in the curriculum. The student shall also be acquainted with practical aspects of subject-specific content related to individual subjects of the study programme in the organisation where the internship is carried out as much as possible."<br><br>Article 20 is amended to read as follows: "A student has to submit the application for the internship (Form 040) to the internship supervisor by 1st February of the current year, or at the latest 3 weeks before the planned start of the internship.<br><br>When selecting the provider and arranging the work assignments, the student has to consider the orientation of his/her study programme and may also consider the topic of the future final thesis. The internship is approved once the internship application has been signed by the internship supervisor.<br><br>Article 21 is amended to read as follows: "A student shall ensure that a tripartite internship agreement is concluded with the internship provider and the faculty before starting work with the internship provider. The student has to deliver 3 copies of the signed contract (by the internship provider (the organisation where the internship will take place) and by him/herself) to the Faculty at the latest 3 working days before the start of the internship, so that they can be signed by an authorised person of the Faculty in time.<br><br>In Article 23, the study programmes Applied Audio-Visual Arts professional study and Cybersecurity academic study are added.<br><br>In Article 25(1), first indent, the expressions "with a transparent cover" shall be deleted. In paragraph 4, the expression "Operator" shall be substituted by the expressions "the Career Centre". |

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| | | In Article 26(3), the expression "in the following academic year" is deleted.<br><br>Article 29 is amended to read as follows: "A student who already have work experience may apply to have their existing work experience recognised as a successful internship (Form 039), provided they have at least 6 months of work experience in fields related to the core competencies of the study programme they are studying.<br><br>Different types of employment, including self-employment and student work, can be considered as work experience and are recorded in the Institute for Pension and Disability Insurance of Slovenia (IPDIS) statement of periods of insurance, except for work in one's own complementary sole proprietorship (a sole trader carrying out a complementary business activity), which is not recorded in the IPDIS statement.<br><br>A student has to produce and defend a written report on the work experience.<br><br>Article 30(2) is deleted.<br><br>In Article 31(2), "institution" is substituted by "the Career Centre".<br><br>The title of Article 32 shall be changed to "Students with disabilities". The words "disabled person or student" are also deleted.<br><br>The second sentence of Article 33 is deleted.<br><br>The title of Article 35 is changed to "Respect of the internal rules of the organisation and the faculty.<br><br>The second sentence of Article 36 is deleted. |
| 08 | 27th January 2023 | After Article 31, a new title "Internship and practical training in the famer of the Faculty's projects" as well as Article 32 shall be added, which reads as follows:<br><br>The provisions of these Rules shall also apply mutatis mutandis to internships and practical training within the framework of projects at the Faculty of Information Studies. More detailed provisions shall be documented by individual projects in the form of curricula, implementation plans, forms, etc.<br><br>The articles after this are renumbered. |

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| 09 | 8th December 2023 | In Article 12(1), third indent the study programme Applied Audio-Visual Arts- academic programme is substituted by Video Games Design- academic programme.<br><br>In Article 29(1), after the expression at least 6 months the phrase "(for students of the programme Cybersecurity- academic at least 2 months)" is added.<br><br>The name of the chapter before Article 33 and in Article 33 is renamed from Students with special needs into Students with a special status and students with special needs. |
| 10 | 14th March 2024 | In Article 23 the Applied Audio-Visual Arts professional study programme is replaced by the new name Video Game Design university study programme . |
| 11 | 12 th September 2024 | In Article 8 (1), the second indent is amended by replacing "shall be involved in the preparation" with "manage any updating" and by adding "forms and these Rules" and deleting "and updates" and by adding the fourth, fifth and seventh indents.<br><br>In Article 8 (2), the indent "- to inform a student about the purpose and objectives of the internship and the rights and obligations that he/she has during the internship before the beginning of the internship" is deleted. The following indent is added "after the approval of the work practice application (Form 40), to draw up a tripartite contract for each student and forward it to the student in accordance with the signing instructions. Upon receipt of the signed contract in triplicate from the student (by the placement provider organisation and the student), the contract is forwarded to the Dean for signature, one copy is retained and the remaining two copies are forwarded to the other two signatories". In the fourth indent, the words "maintained and check" shall be replaced by "keep". The following indent is deleted "- to organise and monitor the progress of the internship and the progress of students, including visits to students and mentors", "the course teacher" is added to the sixth indent, the seventh indent is added, "- to supervise the implementation of the internship" is deleted, "contributes to the curriculum and its updates" in the ninth indent is replaced by "participates in any updates to the curriculum", the tenth indent is grammatically corrected, the following indents are deleted "- to prepare and publish, in cooperation with mentors, an internship timetable for all students in accordance with the approved programme" and "- to check medical certificates and other |

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| | | documents on the basis of which a student is excused for his/ her absence", as well as "- to review the students' portfolio technically and substantively", the following indent is added "invite participating organisations to send their mentors for training at least once a year. Organisations can also apply outside this deadline", and the indent "- to forward regularly to the Students' Affaires Office the reports of the internship supervisor, which form the basis for the entry of the completed internship in the Higher Education Information System" is deleted.<br><br>In Article 8, the third paragraph is deleted:<br><br>"The responsibilities of other **professional services** of the Faculty are the following:<br>- the Students' Affairs Office enters the internship assessment into the Higher Education Information System,<br>- the Faculty's Career Centre prepares and coordinates a tripartite contract on the basis of the approved application and sends it to a student for signature. After receiving the signed contract in triplicate from the student (by the internship provider organisation and the student), the contract is forwarded to the Dean for signature, one copy is stored and the remaining two copies are forwarded to the other two signatories." |
| 12 | 29th September 2026 | In Article 9, the eighth indent is amended so that "to provide the faculty with a completed" is replaced with "to sign."<br><br>In Article 12, in the third indent, "Video Games Design – Academic Study Programme" is replaced with "Game and Extended Reality Development – Professional Study Programmme."<br><br>In Article 23, in the first paragraph, "Video Games Design – Academic Study Programme" is replaced with "Game and Extended Reality Development." The second paragraph is amended to read: "The Faculty's Rules on the Bachelor's and Master's Thesis and Technical instructions for writing professional and scientific works at the UNM FIS shall apply mutatis mutandis to the preparation of the report."<br><br>In Article 25, the phrase "to the Career Centre" is deleted from the first paragraph and the phrase "to the Web Office Moodle" is |

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| | | added. In the first paragraph of Article 1, the phrase "in a folder" is deleted. The fourth paragraph of Article 25 is deleted.<br><br>Article 30 is amended to read: "A student may when this is feasible given the faculty's staffing capacity conclude the work practice agreement with the UNM FIS. In this case, the faculty is the provider of the work practice and the assessor of the study obligation."<br><br>The Rules also update the full name of the faculty from "Faculty of Information Studies in Novo Mesto" to "University of Novo Mesto, Faculty of Information Studies" and the abbreviated name of the faculty from "FIS" to "UNM FIS." Similarly, the Rules replaced the term "internship" with "work practice." |

Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.