



In accordance with the provisions of the Higher Education Act (ZViS-1, Official Gazette of the Republic of Slovenia No. 56/25) and pursuant to Article 35 of the Statute (consolidated text UPB10), the Senate adopted the following on 13 September 2025

## **RULES ON THE IMPLEMENTATION OF PRACTICAL TRAINING**

### **I. GENERAL PROVISIONS**

#### **Article 1**

These Rules regulate the process of undertaking practical training, the objectives and duration of practical training, the rights and obligations of the parties involved, the content of the student's practical training report, and the procedure for completing and assessing practical training.

#### **Article 2**

The following parties are involved in the practical training process:

- AREMA, College of Logistics and Management, Rogaška Slatina, hereinafter referred to as AREMA;
- course coordinators and the Practical Training Coordinator at AREMA;
- the organisation that concludes a practical training agreement with the student and AREMA, hereinafter referred to as the Host Organisation;
- mentors in the organisation where the student undertakes practical training;
- the student enrolled at AREMA.

### **II. OBJECTIVES OF PRACTICAL TRAINING**

#### **Article 3**

The objectives of practical training are:

- development of general and course-specific competences (analysis and critical assessment of the operation and organisation of an organisation by applying knowledge acquired within the study programme, and knowledge of processes, procedures, standards and legislation relevant to the workplace);

- creating employment opportunities for the student;
- helping students develop their future career orientation;
- gaining an understanding of the principles governing the business environment;
- developing work habits and business skills;
- building a network of professional contacts;
- increasing the visibility of the student and AREMA among Host Organisations;
- establishing cooperation with business entities;
- transferring theoretical knowledge into practice;
- preparing an applied project assignment in accordance with research standards;
- developing the student's confidence and skills for the public presentation of their own work;
- and similar objectives.

In addition, practical training is intended to evaluate students' competences. Host Organisations participate in the evaluation by assessing the competences of each student who has completed practical training with them. Each year, AREMA analyses the mentors' assessments and includes the findings in its quality report.

### **III. DURATION OF PRACTICAL TRAINING**

#### **Article 4**

To obtain a degree from the professional higher education study programme, the student must, in addition to other study programme requirements, complete practical training within the course Project Assignment. The Project Assignment, including practical training, runs throughout the academic year and is worth 10 ECTS credits. The course comprises 300 hours, of which:

- 10 contact hours: a seminar at AREMA where students receive all necessary instructions;
- 290 hours of individual work: addressing a problem in the organisation where the student undertakes practical training and analysing that problem in the project assignment.

The Project Assignment course is included in both the first and second years of study, amounting to a total of 20 ECTS credits, or 600 hours of practical work.

The seminar is held at the beginning of the current academic year, while presentations of project assignments take place in June and/or after completion of the practical training.

#### **IV. OBLIGATIONS OF AREMA**

##### **Article 5**

The obligations of the College are:

- appointing course coordinators (as specified in the course syllabus) and the Practical Training Coordinator;
- preparing the practical training programme (course syllabus);
- maintaining appropriate documentation on Host Organisations and the implementation of practical training;
- providing guidance and supervision regarding the implementation of practical training;
- providing training and guidance to mentors appointed by Host Organisations within the framework of practical training;
- paying contributions for special categories of student insurance.

#### **V. OBLIGATIONS OF THE HOST ORGANISATION**

##### **Article 6**

The obligations of the Host Organisation are:

- before signing the tripartite agreement, informing the student of the working conditions in the organisation;
- appointing a mentor who holds at least a higher education qualification and has at least five years of professional experience in the field in which they will mentor the student;
- before the student begins work, informing the student of occupational health and safety regulations and the hazards associated with their work, and providing appropriate personal protective equipment;
- providing the student with practical training that is appropriate to AREMA's study programme;
- appointing practical training mentors who are required to participate in mentor training at AREMA;
- enabling AREMA's Practical Training Coordinator to provide guidance and supervise the implementation of practical training;
- after completion of the practical training, providing the student with an assessment of their practical training (completed by the mentor) no later than five working days after the practical training has ended.

#### **VI. OBLIGATIONS OF THE STUDENT**

##### **Article 7**

The obligations of the student are:

- registering the organisation in which they will undertake practical training in accordance with the instructions of the Practical Training Coordinator;
- if the student does not select a Host Organisation independently, informing the Practical Training Coordinator, who will identify a suitable organisation for the student;
- regularly undertaking practical training in accordance with the instructions received at the seminar and the course syllabus for Project Assignment;
- following the instructions of the mentor and the course coordinators and/or Practical Training Coordinator;
- complying with occupational health and safety regulations and using the prescribed personal protective equipment;
- protecting any business secrets entrusted to them;
- keeping a practical training log and, after completing the practical training, preparing a practical training report;
- preparing and publicly presenting an applied Project Assignment.

## **VII. SOURCES OF INFORMATION ON PRACTICAL TRAINING**

### **Article 8**

All information on study requirements and all forms relating to practical training and the preparation of the project assignment are published on the AREMA website under Acts and Documents.

The student obtains the practical training agreement from the Student Affairs Office at AREMA's premises.

Within the Project Assignment course (first and second year), all instructions are provided during the compulsory seminar. In addition to the course coordinators, the Practical Training Coordinator is also present at the seminar.

## **VIII. PROCEDURE FOR COMPLETING PRACTICAL TRAINING – PROJECT ASSIGNMENTS**

### **Article 9**

The student is required to attend the introductory seminar for the Project Assignment course, where they receive instructions for completing practical training and preparing the project assignment.

The number of hours allocated to the introductory seminar is defined in Article 4 of these Rules and in the course syllabus for Project Assignment.

#### **Article 10**

The student may propose the organisation/Host Organisation independently, or it may be proposed by the Practical Training Coordinator.

The Practical Training Coordinator reviews the selected organisation and assesses its suitability. If the organisation is found unsuitable, the Coordinator selects another organisation. If the organisation is deemed suitable for compulsory practical training, the Coordinator proposes the signing of a tripartite agreement.

#### **Article 11**

The student must register the topic of the project assignment with the coordinator of the PROJECT ASSIGNMENT course no later than 45 days after signing the tripartite agreement.

#### **Article 12**

During practical training, the student must prepare a Student Practical Training Report in accordance with AREMA's guidelines. The log must contain a description of the work duties performed during the practical training period. The log is signed by the Practical Training Mentor and the student. At the same time, the student develops the project assignment and prepares a draft.

#### **Article 13**

During practical training, the coordinator of the Project Assignment course assesses the suitability of the project assignment draft. The course coordinator must inform the student whether the draft is suitable or unsuitable.

#### **Article 14**

After completing practical training, the student must submit the practical training report to the coordinator of the Project Assignment course. The Practical Training Mentor informs the student whether the report is suitable and also assesses it.

#### **Article 15**

The public presentation of the project assignment takes place in accordance with the timetable and implementation plan for the Project Assignment course. The suitability of the project assignment is assessed by the course coordinators at AREMA. If the assignment is suitable, it is assessed and graded. If the course coordinators determine that the project assignment is unsuitable, the student is provided with guidance and assistance. If the assignment is found unsuitable more than once, the student receives support from a tutor, resubmits the project assignment and presents it again.

#### **Article 16**

Subject to the decision of the course coordinators at AREMA, the project assignment may be published in AREMA's collection of project assignments.

### **Article 17**

All documentation relating to practical training (practical training agreement, certificate of completed practical training, student report, application for recognition) may be submitted in physical or electronic form.

Documents submitted electronically are valid if they are scanned originals or documents signed with an electronic signature.

Electronic submission of documentation is confirmed by the Student Affairs Office.

## **IX. PRACTICAL TRAINING FOR EMPLOYED STUDENTS**

### **Article 18**

A student who is employed and performs work that is substantively related to their field of study may apply for recognition of practical training.

An application for recognition must be submitted using the prescribed form and must include:

- a job description;
- an employer's certificate confirming the duration of employment (at least 12 months);
- the signature and stamp of the employer's authorised representative.

In addition to proof of employment, the student must prepare a project assignment addressing an issue from their field of work. The requirement to prepare a project assignment cannot be waived.

The Committee for Study Affairs decides on the recognition of practical training upon the student's application. The following criteria are taken into account:

- the relevance of the employment content to the field of study;
- the level of complexity of the work, which must be comparable to practical training at higher education level.

If the conditions set out in this Article are not met, the student must complete practical training under the same conditions as other students.

## **X. CRITERIA FOR THE RECOGNITION OF PRACTICAL TRAINING**

### **Article 19**

A student who is employed and performs work that is substantively related to the field of the Management of Transport Logistics study programme may apply for recognition of practical training.

The Committee for Study Affairs recognises practical training if the following conditions are met:

- Content of work: the work is directly related to the field of study and includes tasks of a level of complexity comparable to regular practical training.
- Duration of employment:
  - if the student has been employed for less than one year, they must complete practical training with their employer, who appoints a formal mentor;
  - if the student has been employed for one year or more, a mentor is not required; an employer's certificate confirming the type and complexity of the work is sufficient.
- Supporting documents: the student must submit a completed application form for recognition of practical training and an employer's certificate confirming the duration and content of employment.
- Project Assignment: the student is required to prepare a project assignment linking the practical experience gained with knowledge acquired during their studies. The requirement to prepare a project assignment cannot be waived.

The Committee may recognise practical training in full or in part. If the conditions are only partially met, the Committee determines additional requirements (e.g. a shorter period of practical training with a partner organisation).

The student is notified in writing of the decision on recognition within 30 days of submitting a complete application.

## **Article 20**

A student who, prior to enrolling at AREMA, completed a short-cycle higher vocational education programme that included recognised practical training of at least 800 hours may apply for partial recognition of the practical training requirement.

The application for recognition must include:

- a copy of the certificate or diploma from the higher vocational college;
- a brief description of the content of the practical training completed;
- a completed AREMA practical training recognition form.

The Committee for Study Affairs recognises the practical training requirement if the content of the practical training is related to the objectives and content of the Management of Transport Logistics study programme.

Regardless of the recognition of the practical training requirement, the student must prepare a project assignment demonstrating the link between previously acquired practical experience and the study content at AREMA.

When recognising practical training completed within a short-cycle higher vocational education programme, account is taken of the fact that such training is at a lower level of

complexity. Therefore, through the project assignment, the student must demonstrate that they have achieved the competences prescribed by the professional higher education study programme.

## **X. COMPLETING PRACTICAL TRAINING ABROAD WITHIN MOBILITY PROGRAMMES**

### **Article 21**

A student may also undertake practical training abroad within available student mobility programmes (Erasmus, CEEPUS, etc.). Practical training is completed in accordance with the rules of the Host Organisation abroad. Upon returning from abroad, the student must submit a practical training report and defend the project assignment. The agreement for practical training abroad replaces the practical training agreement.

## **XI. FINAL PROVISIONS**

### **Article 22**

The process diagram for practical training and the project assignment contained in APPENDIX 1 forms a mandatory integral part of these Rules.

The student employment record form contained in APPENDIX 2 forms a mandatory integral part of these Rules.

The Student Practical Training Agreement forms a mandatory integral part of these Rules and is available from the Student Affairs Office.

The Certificate of Completed Practical Training contained in APPENDIX 3 forms a mandatory integral part of these Rules.

The Guidelines for Preparing the Practical Training Report contained in APPENDIX 4 form a mandatory integral part of these Rules.

### **Article 23**

In the procedures for organising, implementing and recognising practical training, students' personal data are processed (e.g. data from practical training registrations, practical training agreements, certificates and reports).

AREMA ensures the protection of such data in accordance with Regulation (EU) 2016/679 (GDPR), the Personal Data Protection Act (ZVOP-2) and AREMA's internal Rules on the Protection of Personal and Confidential Data.

Documentation is retained in accordance with the retention periods specified in AREMA's internal acts and is subsequently securely destroyed.

#### **Article 24**

These Rules enter into force on the date of their adoption by the Senate of the institution and shall be published on the institution's website.

Rogaška Slatina, 13 September 2025

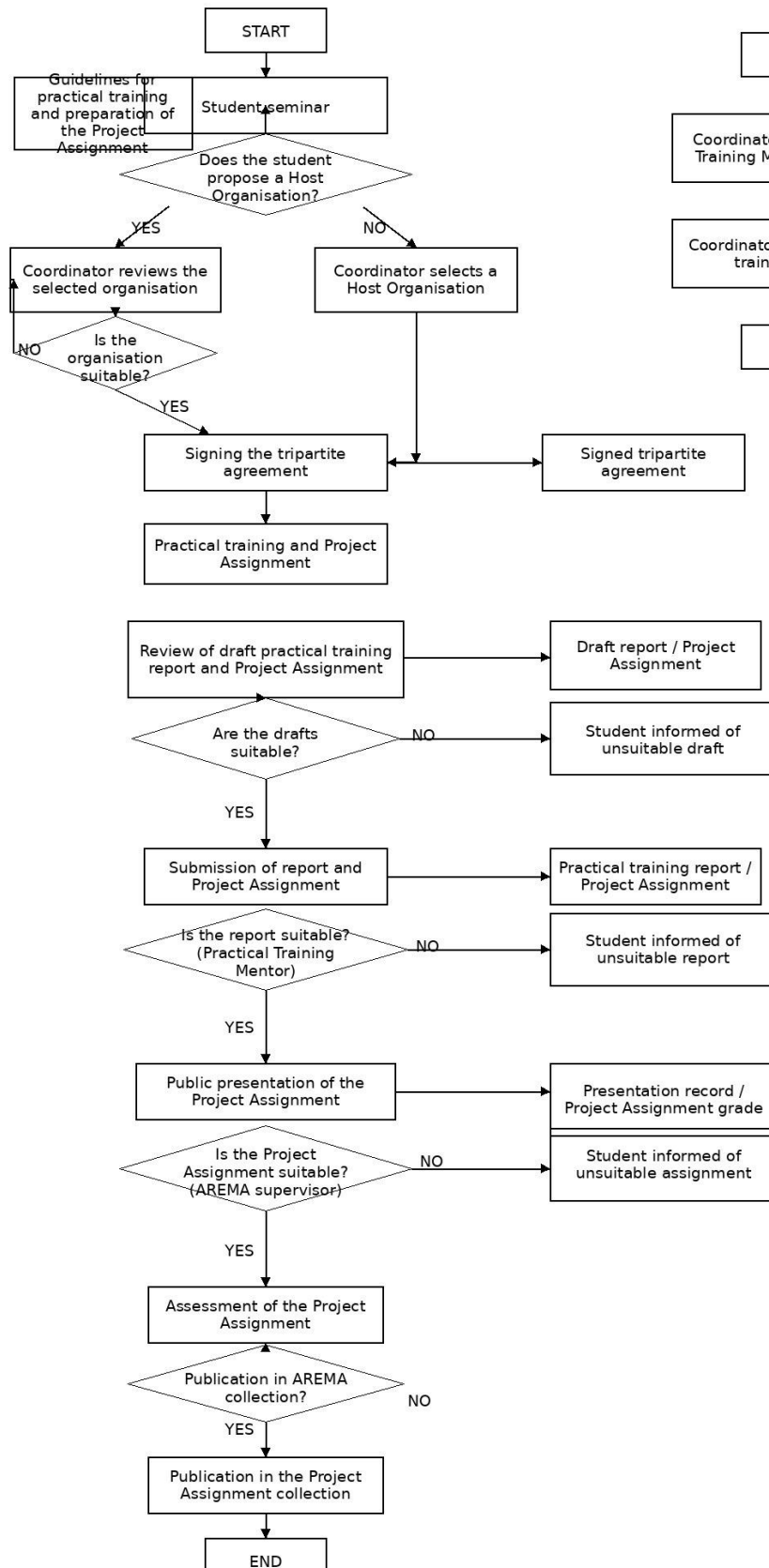
**AREMA, COLLEGE OF LOGISTICS AND MANAGEMENT**

**DEAN**

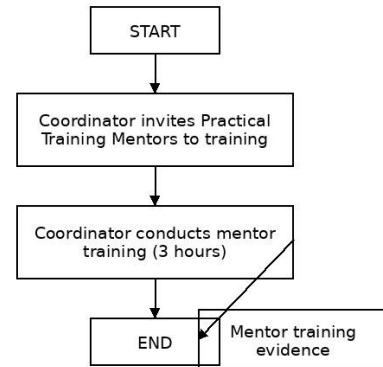
**Assoc. Prof. Dr Patricija Jankovič**

## APPENDIX 1

**Practical training and Project Assignment process**



**Process for training Practical Training Mentors**



ORGANISATION

.....

.....

for the student of AREMA – College of Logistics and Management, Rogaška Slatina

.....

enrolled in the ..... year of the professional higher education study programme  
Management of Transport Logistics, hereby issues the following

CERTIFICATE OF EMPLOYMENT RECORD

We hereby certify that ..... is employed by our organisation and that,  
as of ....., they have a total employment record of ..... years .... months ....  
days.

They are employed in the position of .....

authorised representative

Stamp and signature of the

## **CERTIFICATE OF COMPLETED PRACTICAL TRAINING**

We hereby certify that the student \_\_\_\_\_, enrolled in the Management of Transport Logistics study programme at AREMA, College of Logistics and Management, Rogaška Slatina, completed \_\_\_\_ hours of practical training in our organisation during the academic year \_\_\_\_\_. The practical training was completed from \_\_\_\_ to \_\_\_\_\_. The student prepared a project assignment entitled \_\_\_\_\_

The practical training was supervised by the mentor \_\_\_\_\_.

representative

stamp

Name and surname of the authorised

signature

## **GUIDELINES FOR PREPARING THE PRACTICAL TRAINING REPORT**

### **I.**

The student's report on the completion of practical training must contain the following sections:

1. EXACT DETAILS of where (Host Organisation), when and for how many hours the practical training was completed, and who served as the Practical Training Mentor at the Host Organisation;
2. INTRODUCTION (state the basic characteristics of the Host Organisation and explain why you selected this particular organisation; identify the knowledge and skills you expected to acquire in the selected Host Organisation);
3. DESCRIPTION OF THE HOST ORGANISATION (establishment, development, organisation)
4. DESCRIPTION OF PRACTICAL TRAINING (describe what you learned, which jobs or tasks you performed, which topic you selected for the project assignment and why)
5. CONCLUSION (briefly summarise the new knowledge and findings and assess your satisfaction with the practical training and the competences acquired)
6. SIGNATURE AND ASSESSMENT (you sign your report; it is also signed by the Practical Training Mentor, who provides a brief assessment of your work)

### **II.**

The Practical Training Report is not a seminar paper or a project assignment. Therefore, be specific, precise and concise.

The report should follow the same formatting as the Project Assignment.

**APPLICATION  
FOR RECOGNITION OF PRACTICAL TRAINING**

(To be completed by the applicant)

Applicant's name and surname: .....

Applicant's address: .....

Telephone number: .....

Email address: .....

In the academic year ..... I am enrolled at AREMA in the Management of Transport Logistics study programme.

I enclose the following documents with my application for recognition of practical training acquired prior to enrolment in the study programme:

A) EMPLOYMENT CONTRACT (or certificate of employment)

B) DESCRIPTION OF THE WORK AND TASKS I PERFORM

Place and date:

Applicant's

signature:

**TO BE COMPLETED BY THE PERSON RESPONSIBLE FOR THE RECOGNITION  
PROCEDURE**

A) The application for recognition of practical training is complete.

Date of receipt of application:

Signature:

Stamp

B) The application for recognition of practical training is incomplete. The applicant must supplement the application with the following supporting documents:

– ....

– ....

Date of receipt of complete application:

Signature:

Stamp