Practical training

**Basic instructions for the practical training**

The attached document ([Instructions](http://www.fs.uni-lj.si/mma_bin.php?id=2012081410311700)) describes in detail the procedure for the execution of general course Practical training – PAP (Level 1).

**Activities BEFORE and AFTER the practical training**

**1.** The students are obliged to make the necessary arrangements in advance with the company where they will be doing their practical training.

**2.**Before the beginning of practical training, the student must complete the form ([Consent](http://www.fs.uni-lj.si/mma_bin.php?id=2012081410321812)) and draw up a programme of work for practical training together with his mentor at the company ([Example programme of work](http://www.fs.uni-lj.si/mma_bin.php?id=2011101908312263)). Both documents (originals) are then stapled together and **deposited with the doorkeeper** at the Faculty of mechanical engineering, or delivered by e-mail or ordinary mail to the address of the practical training coordinator, who then prepares the contract ([Example contract](http://www.fs.uni-lj.si/mma_bin.php?id=2011101812155316)) and sends it to the company for signing.

**The following mentors are available at the Faculty of mechanical engineering (including their fields of work):**

**assoc. prof. dr. Tadej Kosel -** (field: Aviation),
**assist. prof dr. Franci Pušavec -** (field: Production engineering),
**assist. prof. dr. Boris Jerman -**(field: Engineering design),
**assoc. prof. dr. Marko Hočevar -** (field: Power engineering),
**assist. prof. dr. Primož Podržaj -** (field: Mechatronics and laser technology),

as well as

any other teacher appointed to the student by the Vice Dean for Level 1 pedagogical work.

**3.**Every end of a working week during the practical training, the student must send by e-mail (or ordinary mail) a report on the work done during the running week to the mentor at the Faculty of mechanical engineering ([Weekly report form](http://www.fs.uni-lj.si/mma_bin.php?id=2012081410311700)), signed by the mentor at the company. These weekly reports also have to be attached to the final report on practical training. The student keeps in touch with the mentor at the Faculty of mechanical engineering and reaches an agreement with him and the company mentor about the content of the report to be delivered upon the conclusion of practical training for grading.

**4.**The report with all the necessary attachments must encompass at least **10 pages**.

**5.** The layout of the first page of report is standardised ([First page of report](http://www.fs.uni-lj.si/mma_bin.php?id=2011101908360453)). In addition to preparing a report, the student also fills out a special form ([Final report](http://www.fs.uni-lj.si/mma_bin.php?id=2011101812174167)), which is not to be stapled together with the Report on practical training.

**6.**The mentor at the Faculty of mechanical engineering delivers the completed and signed report (Final report on the practical training) and the report book to the student matters office.

**7.**After the procedure is concluded, the student matters office deposits the report book with the doorkeeper at the Faculty of mechanical engineering.

**8.**Upon request, the student can obtain a Certificate on completion of practical training ([Example](http://www.fs.uni-lj.si/mma_bin.php?id=2011101908374949)).

**Additional information is available from the practical training coordinator during the office hours or by telephone (mobile):**

**OFFICE HOURS**
every Wednesday from 9.00 to 12.00

in room VP-3 (mezzanine)

Faculty of mechanical engineering

Darko Švetak

Aškerčeva 6, 1000 Ljubljana

Tel.: +386 1/4771-136,
Fax: +386 1/2518-567

Mobile: +386 41/797 158

E-mail: praksa@fs.uni-lj.si