

**FS**UNIVERSITY OF LJUBLJANA
Faculty of Mechanical Engineering

Detailed description of **PRACTICAL TRAINING** Compulsory specialised course

Basic information

Practical training is a study activity executed in the 3^d year of 1st Cycle Professional Study Programme Mechanical Engineering – Project Oriented Applied Programme as a compulsory specialised course, valued at eight credit points (8 ECTS). It involves four weeks of supervised practical work in one of the faculty laboratories, including the realisation of a project assignment in the field of power, process and environmental engineering; design, operation and maintenance; manufacturing engineering; mechatronics or aviation.

The fundamental goal of *Practical training* is to acquaint the students with the work of a mechanical engineer in a manufacturing or project environment, and the use of attained professional knowledge in the practice. The student is introduced to the working environment, work organisation, machines and equipment, actively participating in the individual work processes.

The execution of *Practical training*

The *Practical training* is executed in its entirety without interruptions, according to the working hours of the organisation where the students do their *Practical training*. 100 % presence at the workplace is required.

Agreement on *Practical training*

The *Practical training* is executed in the laboratories at the Faculty of Mechanical Engineering, University of Ljubljana, usually where the Diploma thesis is conducted. The laboratory of *Practical training* and the framework programme of training is selected by the students themselves, and the adequacy of selection is then approved by the faculty mentor for the *Practical training*.

***Practical training* management and content**

A detailed program of *Practical training* is defined by the faculty mentor together with the student. The programme must be determined before the beginning of *Practical training* and approved by the mentor. The content of the programme must be transparent and the student must consent with it. The programme must also include a time schedule and the continuous monitoring of activities.

According to the professional competences attained during the study, the student takes an agreed position in a wider field of mechanical engineering and works autonomously under the supervision of an assigned mentor. The student keeps a daily attendance timeline as an integral part of the project assignment, defined by the programme.

Grading the *Practical training*

The success of *Practical training* is graded independently by the faculty mentor. Student's working mentor for the *Practical training* at the Faculty of Mechanical Engineering is the head of the laboratory where the training is done. The student writes a Report on the *Practical training* (a project assignment), documenting the work done during the *Practical training*. The students present and defend their work in front of the mentor at the faculty.

The form of the exam grade is determined by the Rules on testing and grading the students at the Faculty of Mechanical Engineering, and the grading scale determined by the Statutes of the University of Ljubljana.

Completion and recognition of *Practical training*

The written Report on *Practical training* must include completed and signed form with the grades from both mentors (Final report on *Practical training*).

Once the grade is entered, the appointed faculty mentor hands over the form and the report book to the *Practical training Coordinator at the Faculty of Mechanical Engineering, University of Ljubljana*. When the Final report is confirmed by the coordinator and the grade of *Practical training* is approved by the Vice-Dean for Education - I. degree, the International Students Office enters the final grade in the student's electronic index.