### Instructions for completing the *Practical training*

1. The topic area of the Practical training, the mentor and the laboratory are chosen by the student on the basis of his/her expressed interest in research, but before that the student may consult with the higher education teachers of the 1st Cycle Professional Study Programme Mechanical Engineering – Project Oriented Applied Programme.
2. Before the start of the placement, the student must **completely fill in the Mentor’s consent form**and **draw up a Programme of work o**f the Practical training with the mentor at the laboratory. Both documents should be sent by e-mail to praksa@fs.uni-lj.si.
3. During the Practical training, the student keeps a **Daily attendance timeline** with arecord of the work performed. The timeline **must be attached** to the final report of the Practical training.
4. The report must be **at least 10 pages long,** this does not include all necessary attachments.
5. Student must use **a Report template** for report writing. Mandatory attachments to the report are: **Daily attendance timeline** on the last page of the report and **the Final report, which** forms an integral part of the overall report. **The student must submit the Report with all attachments electronically in PDF file to the mentor's email and includes the *Practical training* Coordinator at the Faculty of Mechanical Engineering, University of Ljubljana as the CC in the email** (praksa@fs.uni-lj.si).
6. **After the mentor at the Faculty of Mechanical Engineering has entered the grade on the Final report form**, he/she sends it to the Practical training Coordinator (praksa@fs.uni-lj.si). The coordinator reviews, signs the report, and submits it to the International Students Office for entry of the final grade in the electronic index.

**For details please read Detailed description of *Practical training.***