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Guidelines and Instructions for Practical Training of Students

Place and date of issue or amendment:

Dean and Director
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Ljubljana, 10 February 2021

Amended: 18 January 2024, 7 April 2026, 21
October 2026

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Pursuant to the provisions of the Higher Education Act, the Statute of NOA, and in accordance with the undergraduate professional higher education study programme Management of International Logistics, the Director and Dean of NOA, Mladenka Lukić-Walther, adopted this document on 10 February 2021, amended it on 18 January 2024 due to a change in the institution's name, and substantially supplemented and updated it on 7 April 2026 and 21 October 2026.

1. Introductory Explanations

In accordance with the study programme and the Regulations on Practical Training, students of NOA undertake practical training in various companies and organisations in Slovenia or abroad (hereinafter: companies).

The practical training of students is carried out on the basis of an outline programme, which is an integral part of the studies at NOA. A mentor in a company must hold at least a professional higher education degree (level VI/2) and have at least three (3) years of relevant work experience in the field of logistics, transport, or supply chain management.

Mutual rights and obligations of companies, NOA, and students are defined in a tripartite agreement on practical training.

Practical training in companies is monitored and supervised by mentors in the company and the organiser of practical training at NOA.

2. Purpose and Objectives of Practical Training

The purpose and objectives of practical training are:

- connecting acquired theoretical knowledge with practical work tasks in the company,
- becoming familiar with the organisation and operations of the entire company,
- becoming familiar with work procedures in the field of the study programme, leadership, and organisation within the company, and
- understanding the role of an individual company within the entire logistics and supply chain, regardless of sector or type of activity.

3. Scope and Organisation of Practical Training

In the third year of study, practical training encompasses 300 hours (7.5 weeks) and may take place continuously or in parts during the academic year. The exact timeline for practical training is agreed upon by mutual consent between the company and the student and is specified in the Practical Training Agreement.

Practical training in a company takes place based on an individual programme prepared by the mentor in the company.

The student maintains a weekly log of the practical training progress, which is an integral part of the practical training report. The mentor in the company provides a descriptive evaluation of the student's work.

4. Outline Programme of Practical Training

The programme includes an introductory part that involves familiarising the student with the company. The purpose and objective of the introductory part of practical training are to learn about the company's activities, operations, overall organisation, and the tasks of individual organisational units.

The second part is intended for the independent execution of work and tasks in specific operational areas. In each section of the programme within the company, responsible persons or heads of individual organisational units participate, monitor, and supervise the student's work.

Within the 300-hour practical training framework, students perform work directly in the workplace environment, strictly in line with the contents of the study programme.

Preparation for practical training execution for responsible persons in the company:

- once a year, attend mentor training organised by NOA to review the competencies students should acquire or consolidate during practical training,
- participate in the practical training evaluation organised by NOA,
- agree with the student regarding the execution of the practical training,
- appoint a mentor in the company who must be a regular full-time employee, hold at least a higher education degree, and have at least three (3) years of relevant work experience in logistics, transport, or supply chain management,
- provide basic company information to the student for contract preparation,
- receive the signed tripartite agreement from the student, sign it in 3 copies, and retain 1 copy,
- prepare a practical training plan,
- the student completes 300 hours of practical training,
- together with the student, write a practical training completion report (preferably during the execution), signed by the mentor in the company. The report must contain a mandatory analytical section in which the student contextualises the acquired experience within the entire logistics chain, and
- the practical training coordinator at NOA will maintain contact with the company during the training, verify compliance with practical training rules, and answer any content-related questions.

5. Prescribed Documentation

1. Practical Training Agreement:

The Practical Training Agreement is signed prior to commencement. It details the obligations and rights of the company, the student, and NOA. Mandatory details in the contract: company name, company address, postcode and town, address where practical training will be performed (if different from headquarters), responsible person, e-mail of the responsible person, mentor, e-mail of the mentor, phone number of the mentor.

2. Student's Practical Training Completion Report:

The report includes:

- student and company details where practical training took place,
- records of completed practical training across individual work areas,
- overview of the practical training progress (weekly log),
- descriptive evaluation of the practical training by the company mentor,
- mandatory analytical section: The student describes how activities performed at the company fit into the broader logistics and supply chain. The section must include:
 - definition of the company's role in the logistics chain,
 - description of goods, information, and/or service flows observed or handled by the student, and
 - reflection on how acquired experiences complement knowledge gained in course units of the study programme.

3. Evaluation Form (completed by the academic mentor at NOA).

4. Certificate of Contractual Work Execution (issued by the company).

6. Rights and Duties of the Company, Student, and NOA

The company undertakes to:

- ensure high-quality and uninterrupted execution of the student's practical training in accordance with the agreement and school recommendations,
- assign a practical training mentor holding at least a higher education degree and at least three (3) years of relevant work experience, or appoint a substitute mentor/educator in case of prolonged absence,
- have the mentor inform the student about work tasks and organisation upon starting training,

- inform the student regarding occupational health and safety regulations upon starting training,
- allow the school's practical training organiser to monitor training execution,
- ensure night work assigned to the student does not exceed a maximum of 10% of total obligations under the contract,
- have the mentor assist the student in preparing the report, including the mandatory analytical section,
- have the mentor evaluate the student's work in writing using the provided evaluation form following completion,
- insure the student against injury at work and occupational disease in accordance with the Health Care and Health Insurance Act, and
- optionally pay a remuneration for performed work at the company's discretion and in line with applicable regulations.

NOA undertakes to:

- inform the student about the purpose of practical training before it begins,
- provide advisory support to company mentors,
- maintain proper documentation regarding practical training execution,
- verify compliance with practical training rules with both the student and the company mentor during training, and
- insure the student against disability and death resulting from an occupational injury or disease in accordance with the Pension and Disability Insurance Act.

The student undertakes to:

- attend work regularly (recording attendance) and conscientiously perform tasks assigned by the authorized mentor,
- comply with occupational safety regulations and use prescribed protective equipment and personal protective clothing,
- safeguard the company's property,
- protect the company's trade secrets,
- prepare a completion report (including the mandatory analytical section) during practical training, submit it to the mentor for confirmation, and hand it over to the practical training organiser at NOA, and
- uphold the good name and reputation of NOA through their conduct and work.

During practical training, the student is subject to disciplinary responsibility under the legal acts of NOA and must observe the host company's working hours and rules, with working time not exceeding 40 hours per week.