



GENERAL INSTRUCTIONS ON INTERNSHIP

Internship is an integral part of the Professional study programme Contemporary Tourism Practices and the Academic study programme Tourism: Cooperation and Development at the Faculty of Tourism University of Maribor (hereinafter FT UM). The internship takes place in two parts. The first part is intended for a Seminar on Internship at the Faculty, while the second part, which comprises 160 hours or 400 hours, takes place in the organization's work process.

YEAR 2 PROFESSIONAL STUDY PROGRAMME	YEAR 3 PROFESSIONAL STUDY PROGRAMME	YEAR 3 ACADEMIC STUDY PROGRAMME
20 hours of seminar	20 hours of seminar	20 hours of seminar
160 hours of internship	400 hours of internship	400 hours of internship
6 ECTS	14 ECTS	14 ECTS
Coordinator:	Coordinator:	Coordinator:
Assist. Prof. Dr Boris Prevolšek	Assist. Prof. Dr Boris Prevolšek	Assist. Prof. Dr Tomi Špindler

SEMINAR ON INTERNSHIP

The FT UM Internship Coordinator manages the preparation for internship itself. Students meet with the Coordinator at the Seminar and agree on the contents and areas necessary to establish contact between the company and the student. The Coordinator gives the students the essential information and prepares them for their first entry into the company. FT UM tries to prepare students as much as possible for their first contact with the company during their studies and to provide them with as much knowledge as possible, which they can later use in practice.

The faculty publishes on its website **the List of Companies for internships** that offer FT UM students the opportunity to do internships.

The students themselves find an organization (company or institution) where they will carry out an internship, with the appropriate help of the FT UM Internship Coordinator. They can choose the tourism company in which they want to work depending on the field of work, or they can choose the company from a set of companies with which the faculty has already concluded Contracts on the Internship of students.

The company or organization appoints a mentor who will guide, advise, and supervise the course of the student's internship (guide the student, introduce them, evaluate their work, give feedback, advise and direct them in the preparation of the Report on Completed Internship, etc.). The mentor must hold at least **a university degree or have five years of relevant work experience**.



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Internships can **only be carried out by subjects of tourism activities within the scope of tasks** that fall under the tourism field and are suitable for the faculty level of education.

Experience in catering, maintenance, and related services **is not recognized**. Internships cannot be carried out at entities owned or managed by close family members of the candidate.

MEDICAL EXAMINATION, SAFETY AT WORK, FIRE PROTECTION AND INSURANCE

In accordance with the Health and Safety at Work Act, **the student must undergo a health check** corresponding to occupational safety and health risks before starting the internship. To ensure students' rights and maintain quality health care at the primary level, the Faculty sends students in the first year of study for a systematic check-up at the Brežice Health Center, where they obtain a medical certificate after a preventive health check-up. Students referred for a systematic examination within the faculty framework complete the latter free of charge and, based on the completed systematic examination, obtain a medical certificate with an assessment of the fulfillment of the medical requirements for performing work.

In the event that the student is assigned to work or workplace (simple, undemanding, non-dangerous, etc.), for which the risk assessment shows that there are no risks that would require other targeted examinations and the fulfillment of special health requirements for a specific job in the working environment, a medical examination carried out in within the framework of a systematic review is sufficient.

However, if the student performs work at a workplace and in a specific work environment to the extent defined and discussed in the safety statement or risk assessment, and it is clear from the risk assessment that it is necessary to carry out other targeted medical examinations, where the fulfillment of special medical requirements is also required, the student must undergo an appropriate complete preventive medical examination (also by an occupational medicine specialist), just like any other worker and regardless of how long and to what extent they will perform this work. In this case, the employer where the student is undergoing an internship must refer them to an appropriate medical examination.

According to the Health and Safety at Work Act, all workers and students, regardless of the legal basis of their work, must be theoretically and practically instructed in occupational safety and health. Once a month, Student Services prepare free courses and exams in occupational health and safety for their members, where it is possible to complete this type of course and obtain a **Certificate of passing the test in safety at work and fire protection**.

FT UM insures students or pays a **contribution for special cases of insurance** in accordance with the third paragraph of Article 20 of the Pension and Disability Insurance Act (Official Gazette of the Republic of Slovenia, No. 96/2012, ZPIZ-2). Students paid the contribution for the current academic year upon enrolment.



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CONTRACT ON INTERNSHIP

Before starting the internship, students must **sign a tripartite Contract on Internship** between themselves, FT UM, and the internship provider.

Students must:

1. Print the Contract on Internship in 3 identical copies and sign them;
2. Ensure that the organization correctly completes the Contract with all required information and signs it;
3. Submit the Contract two weeks (14 days) before the start of the internship to the Student Affairs Office.

Mandatory attachment (in 3 identical copies) is the Work Programme of Student Internship in an Organization, signed and duly completed (minimum of 5 different areas of work listed).

The Student Affairs Office numbers the contracts and hands them over to the FT UM Internship Coordinator, who initials each document to confirm the appropriateness of the chosen company and, thus, the content of the internship. The Dean of FT UM then signs the documents. Once the contracts have been signed, the Student Affairs Office notifies the student via the student's e-mail address when they can be picked up in person or the Office sends them via mail.

DUTIES OF THE STUDENTS

The student **must follow the mentor's instructions** and **fulfill the obligations from the signed Contract** on internship between FT UM, the organization, and the student. **The working time of students** during internship is the same as the working time of the organization or according to the agreement between the mentor in the company and the student.

RECOGNITION OF WORK EXPERIENCE AS COMPLETED INTERNSHIP

If the student wishes to have already completed work experience recognized as a completed internship, they must submit a completed **Application for Recognition of Compulsory Internship in an Organization** to the Student Affairs Office **by 30 April of the current year at the latest**. **Mandatory attachments** are proof of the period of gaining relevant work experience (photocopy of the workbook or certificate/proof from the employer or certificate of Student Service, etc.) and a written Report on Completed internship, in accordance with the Instructions for preparing the report.

The Student Affairs Office will hand over the submitted Applications and Reports to the FT UM Internship Coordinator, who will review the documentation and notify the student in a timely manner (no later than 8 days before the exam date) that the application has been approved, not approved, or partially approved. The FT UM Internship Coordinator will provide further instructions if the application is partially recognized or not recognized.

A student may complete or be credited with **a maximum of 80% of the mandatory hours** of practice, and the remaining portion (at least 20%) must be completed in the designated time frame. Before the start of the internship, the student must sign a tripartite Contract on Internship between FT UM and the internship provider and submit it to the Student Affairs Office **with the Application for Recognition of Compulsory Internship in an Organization**.



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ON COMPLETION OF INTERNSHIP

After completing the internship, the student **prepares a written Report on Completed Internship** in accordance with the Instructions for preparing the Report. They submit the Report for review and signature to the mentor in the organization where they did the internship and then **submit it to the Student Affairs Office when registering for the desired exam date**. In addition to the prepared Report, the student **also submits the Certificate of internship** to the FT UM Internship Coordinator. The organization confirms the completed internship with a stamp and signature.

The report should also be written in English if the student does an internship abroad. The organization may ask the student for one copy of the Report for its archives.

The FT UM Internship Coordinator reviews the Report. Internship is completed with **the defense of the Report**, whereby 50% of the Report's evaluation and the mentor's opinion of the internship in the company are evaluated, and 50% is the oral presentation or defense.

INTERNSHIP ABROAD

FT UM, in cooperation with the University of Maribor, also enables students and graduates to experience an internship abroad, which brings positive and long-term effects on their personal and professional development and promotes mobility. Under the Erasmus+ program, students have the possibility of mobility within the framework of their studies and/or internship for up to a total of 12 months at each level of study. Students who meet the primary conditions for obtaining **Erasmus+** student status can apply for the call, and the professional internship must be related to the student's field of study. The host organization can be a higher education institution, an Erasmus+ holder, or any public or private organization active in the labor market or in education, training, and youth.

Mobility can last from a minimum of 60 days to 12 months. A student can benefit from Erasmus status and receive a grant for mobility periods that last a maximum of 12 months per cycle or degree of study, regardless of the number or type of mobility activities. You can find more detailed information and the application for the tender [at the UM website](#).

ACCESS TO FORMS

All forms, certificates, applications and instructions for internship can be found on the website: <https://www.ft.um.si/en/study/study/#internship>