

Internship Guidelines For Social Informatics Students

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1. Carefully read the instructions

Familiarize yourself with the instructions and materials, such as [FAQs](#), [the grading system](#), [last year's Internship course report](#) and [examples of good internships](#).

2. Choose a suitable organization

Choose a suitable organization and arrange your internship with them.

If you have any questions about this process (that aren't addressed in the FAQ) or if you would like help with finding the right organization, contact the course staff via email. We are familiar with many organizations and can help you find a good fit your competencies and interests.

In short, you should check out the following to find your ideal internship:

- [list of organizations in last year's course report \(page 3\)](#)
- [list of internship offers in the e-classroom](#)
- contacting organizations on your own
- contacting faculty members whose research work you are interested in
- contacting the course staff.

In this regard, no student should feel unsatisfied about the availability of internships if they haven't contacted the course staff for help.

3. Fill out the form in the web office

Once you have made arrangements with your chosen organization, you need to fill out the internship form in the web office.

In the *comment* field, you **must state the following information**:

1. Description of the work (what your tasks will be, which tools/software you will be using, etc.)
2. Your self-evaluation of how relevant the work is to the field of social informatics (1 = not at all, 5 = completely)
3. Where you **searched for** your organization (e-classroom list, student job offers, personal connections, contacting organizations of interest, prior work experience with the company, etc.)
4. Where you **found** your organization (choose from the categories listed above)

Other instructions for filling out the form can be found [here](#).

4. Obtain and submit the Certificate of Admission to the Compulsory Internship

Once the internship has been formally approved by the faculty, you will be notified via the web office and by email, and you will also receive an the Certificate of Admission to the Compulsory Internship form.

This form is processed by the **Student Affairs Office**. It needs to be signed by you (the student) as well as the organization - either digitally or physically. Once you have filled out the form and obtained the necessary signatures, you need to deliver it to the **Student Affairs Office**.

If the form is signed digitally, submit it via email (referat@fdv.uni-lj.si). Otherwise deliver it to them in person during office hours, send it via post (Fakulteta za družbene vede, Služba za študentske zadeve, Kardeljeva ploščad 5, 1000 Ljubljana) or leave it in mailbox number 122 (in the basement of the faculty next to the office).

The submitted Certificate of Admission to the Compulsory Internship is a formal prerequisite for the start of the internship.

If the internship is based on a three-party contract (student - faculty - organization), the faculty sends the contract to the student for signing together with the necessary instructions. The student then sends the signed contract back to the **Student Affairs Office**, where all eventual questions can be clarified, including any potential delays.

If student job portals (*študentski servisi*) are instead used as a legal basis for the Internship work, no additional contract is needed here.

Questions about the forms and contracts in this step are *not* general questions about the course, and should thus be directed to the **Student Affairs Office**, not the course staff.

5. Complete your internship at the organization

The following points should be kept in mind during the internship:

- A student should not begin the internship until it has been formally approved and confirmed by the faculty and before the acceptance certificate has been signed by the organisation (the above mentioned oscillations are not counted here). Hours worked prior to this will not be taken into account.
- The student must have some kind of legal contract throughout the internship. This can be a student employment contract (*Študentski servis*), a three-party contract, an employment contract or another type of work contract. Various volunteer contract (i.e. contracts with some charities, sports, educations etc. organisation), where someone works for free - see [Volunteering](#)) can not be used for these purposes.
- The student checks and makes sure that the organization properly records the hours worked, as the organization must officially confirm them at the end.
- Formal changes (e.g., change of organization, change of supervisor, change of work area, change of formal status) and especially any premature termination of the internship must be reported immediately to the course coordinator.

- The internship is formally completed when the student has reached the prescribed number of hours (150). The student may continue to work with the organization on another basis (e.g. Master's thesis, student work, employment).

Again, any formal changes - interruption of internship, change of mentor, change of field of work, change of formal status, etc. - must be communicated by the student to the course coordinator immediately or as soon as possible. The same applies to any problems that may arise during the internship.

In addition to the work in the organisation, the students will also attend mandatory workshops during the semester as part of the Internship course.

6. Submit your presentation documents in the e-classroom

Students wishing to take part in the presentation session must submit the following 3 documents:

- Internship Report ([template](#))
- PPT presentation ([guidelines](#))
- [Certificate of Completed Internship](#) form signed by the organization

Important: The *Certificate of Completed Internship* form you need to submit in this step is a different form than the Certificate of Admission to the Compulsory Internship you filled in at the start of your internship in step 4. Make sure you submit the correct form.

The deadline for submitting the documentation is 2 weeks before the date of the presentation session the student wishes to attend. If the student has submitted incomplete or poor quality documentation, they will be asked to make corrections via e-mail. The deadline for submitting any corrections and amendments is 1 week before the date of the presentation session.

It is not necessary to submit all 3 documents at the same time. If you will finish your internship earlier than 2 weeks before the presentation session, it is particularly advisable to arrange for the signing of the *Certificate of Completed Internship* form at the end of the placement: otherwise, when students arrange everything just before the presentation session, it is often the case that the late signing of the form at the organization leads to delays in the submission of the documentation.

Presentation sessions dates will be announced during the semester. Once the exact dates have been set, the online classroom will allow the submission of documents for all the dates separately. **Students should only submit the documents for the date on which they wish to present their internship.**

7. Present your internship

The date, time, location (lecture room) and other information about the presentation sessions will be published in the e-classroom during the semester, and you will also be informed about it via a notice in the Announcements forum.

It is mandatory to be present for the whole duration of the presentation session you will be attending, which means that you will also listen to all the presentations of the other students on the selected date.

If you plan to enroll in the additional year (*absolvent*), it is also possible to make an arrangement with the course staff where you complete the presentation of your internship this year, but we hold back your grade and enter it in the next academic year.

8. Complete an anonymous course evaluation

After your presentation, you will be invited to complete an internal evaluation survey where you can anonymously give your opinions, experiences, comments and feedback on the Internship course. After you have received your final grade, make sure to also fill out the official evaluation survey of the University of Ljubljana in the web office, and then you are officially done with the Internship course!