

STUDENT INTERNSHIP GUIDELINES

1. General provisions

- 1.1. The Student Internship Guidelines define the procedure according to which the RISEBA University of Applied Sciences (hereinafter referred to as "RISEBA") organises internships within the framework of the higher education study programmes.
- 1.2. The organisation of internships is governed by Cabinet Regulation No. 785 (20 November 2012) "Procedure of the organisation of study internships and insurance of trainees" and Cabinet Regulation No. 165 "(6 March 2007) "Regulations on the mandatory documents for organisation of the teaching process of vocational educational establishments and examination centres for obtaining professional qualification".
- 1.3. The study internship (hereinafter referred to as the "Internship") is an indispensable part of the study process in professional study programmes.
- 1.4. The internship may be implemented in companies, organisations and structural units of RISEBA both in Latvia and abroad (hereinafter referred to as the "internship location").
- 1.5. The goal of the internship is to promote the strengthening of students' theoretical knowledge, gaining of professional know-how and developing of competences in compliance with the results of the study programme and the standard of the relevant profession, as well as obtaining of information which is needed for developing the research project.
- 1.6. The implementation of the internship in each study programme and form is defined by the programme of each internship.
- 1.7. The following three parties are involved in the implementation of the internship: the university, the student and the internship provider. The mutual agreement on the rules of the internship is attested by the tripartite agreement concluded and signed by the Dean of the RISEBA faculty, the students who are taking the internship (hereinafter referred to as the "trainee") and the manager of the internship venue or his/her authorised representative.
- 1.8. The tripartite internship agreement in Latvian, Russian and English is prepared by RISEBA. The agreement is prepared in three counterparts, which have equal legal force after the signing thereof. One counterpart of the agreement is stored by RISEBA, one is stored by the internship venue and one by the trainee.
 - 1.8.1. In special cases, based on mutual verbal agreement, the internship agreement prepared by the internship venue is signed.

2. Procedure of organisation of the internship

- 2.1. The following documents are required for the organisation of the internship (hereinafter referred to as the "Internship documents"):
 - 2.1.1. Internship programme - the content of the programme is defined by Clause 4 of the guidelines;
 - 2.1.2. Internship diary - Annex 1;
 - 2.1.3. Form of the trainee's characteristic - Annex 2;
 - 2.1.4. Tripartite agreement - available electronically at e.riseba.lv;
 - 2.1.5. Register of Internship agreements - Annex 3;

- 2.1.6. List of offered internship venues - available electronically at www.riseba.lv.
- 2.2. The scope and the term of internship for every academic year is defined by the Director of the Study Programme by reflecting this in study plans and the calendar schedule.
- 2.3. The goal and tasks of each internship are defined by the internship programme for every academic year.
- 2.4. The process of organisation and implementation of the internship at RISEBA is divided into the following stages:
 - 2.4.1. Development and approval of the internship programme;
 - 2.4.2. Provision of information to students regarding the procedure of implementation of the internship and relevant documents;
 - 2.4.3. Selection of the internship venue and commencement of the internship;
 - 2.4.4. Performance of the internship tasks and implementation of the internship;
 - 2.4.5. Preparation, assessment and storage of the internship report.

3. Involved parties, their obligations and rights

3.1. Obligations and rights of the study programme director of RISEBA:

Obligations:

- 3.1.1. to develop the programme of each internship for all the internships envisaged within the study programme for the whole study period in compliance with the set procedure defined by Clause 4 of the guidelines;
- 3.1.2. to provide internship programmes in all the languages of implementation of the programme;
- 3.1.3. to update internship programmes before the beginning of each academic year;
- 3.1.4. to approve the internship programmes at the Programme Council of RISEBA;
- 3.1.5. to supervise the implementation of the internship programme;
- 3.1.6. to appoint the Head of internship from RISEBA in cooperation with the Head of the Department;
- 3.1.7. to post all the documents related to the internship on e.riseba.lv 3 months prior to the beginning of the internship;
- 3.1.8. to provide timely and complete information on the internship proceedings to the students of his/her study programme at the beginning of the academic year, however, three months before the start of the internship at the latest;
- 3.1.9. to provide the process of the assessment of the internship in cooperation with the administrator of the relevant study programme;
- 3.1.10. to prepare descriptions of the desired internship venues (by referring to the examples of organisations) and to deliver them to the students' career support specialist at the beginning of the academic year, however, three months before the start of the internship at the latest.

Rights:

- 3.1.11. to access the register of the students' internship agreements.

3.2. Obligations and rights of the appointed Head of internship of RISEBA:

Obligations:

- 3.2.1. to provide support to the trainee of RISEBA within the framework of the internship and to control the performance of the tasks implemented within the internship and their reflection in the diary, to confirm the performance of the internship tasks by signature;

Rights:

- 3.2.2. not to accept the internship report if it does not conform with the internship requirements;
- 3.2.3. to communicate with the internship provider and to agree on additional tasks.

3.3. Obligations of the Heads of Departments of RISEBA:

- 3.3.1. to advise the programme directors regarding the development of the internship programme;
- 3.3.2. to control compliance of the content of the relevant internship programmes with the set procedure defined by Clause 4 of the guidelines and to order the revision of the internship programme as required.

3.4. Obligations and rights of the Deans of the Faculties of RISEBA:

Obligations:

- 3.4.1. to approve the internship programmes;
- 3.4.2. to sign internship agreements on behalf of RISEBA;
- 3.4.3. to define the procedure for the receipt, registration and storage of all the internship agreements signed on behalf of RISEBA and to appoint the person in charge in the relevant faculty;

Rights:

- 3.4.4. to offer internship opportunities in particular organisations and to share the contacts with the students' career support specialist;
- 3.4.5. to prohibit implementation of the internship at particular organisations.

3.5. Obligations of the administrators of study programmes of RISEBA:

- 3.5.1. to prepare orders of assignment for internship;
- 3.5.2. to organise the assessment of internship in cooperation with programme directors;
- 3.5.3. to include study internships in the schedule of classes.

3.6. The Study Pro-rector of RISEBA is obliged to monitor compliance with the guidelines.

3.7. Obligations and rights of the students' career support specialist:

Obligations:

- 3.7.1. to develop the offer of the internship venues and to update it regularly in compliance with the descriptions of the internship venues developed by the programme directors;
- 3.7.2. to advise and to provide recommendations to the students of RISEBA regarding the possibilities of starting the internship;

Rights:

- 3.7.3. to develop the offer of internship venues in cooperation with programme directors, Heads of Departments, Heads of Faculties and other structural units;
- 3.7.4. to request the internship programmes from programme directors and to recommend revisions thereof;
- 3.7.5. to access the register of the students' internship agreements.

3.8. Students' obligations and rights:

Obligations:

- 3.8.1. to familiarise oneself with the internship programme before starting the internship;
- 3.8.2. to notify the Head of the internship regarding the internship tasks and the procedure of implementation of the internship prior to signing the agreement;
- 3.8.3. to implement all the requirements defined by the internship programme, including the preparation of the internship report and receipt of the evaluation according to the procedure defined by the internship programme;
- 3.8.4. to develop the internship report according to the guidelines;
- 3.8.5. to comply with the instructions given by the Head of the internship and the internship provider;

Rights:

- 3.8.6. to select the internship venue from the list of the internship offers by RISEBA or to select the internship venue independently by agreeing on it electronically with the programme director.

3.9. Internship provider's obligations and rights

Obligations:

- 3.9.1. to confirm implementation of the internship in the organisation by signing the tripartite internship agreement;
- 3.9.2. to appoint the person in charge - the head of the internship from the organisation;

Rights:

- 3.9.3. to evaluate the trainee's skills and the quality of performed duties by filling in the trainee's characteristics and providing additional comments to the Head of the internship from RISEBA or to the students' career support specialist;
- 3.9.4. to assign additional tasks to the trainee within the internship by agreeing on them with the Head of the internship from RISEBA.

4. Internship programme and assessment

- 4.1. The Programme Director develops the internship programme for the internship scheduled within each study programme (see the form in Annex 4).
- 4.2. The internship programme includes the following:
 - 4.2.1. Internship title;
 - 4.2.2. Internship scope in credits;
 - 4.2.3. Internship goal;
 - 4.2.4. Internship tasks;
 - 4.2.5. Stages of internship implementation and their terms;
 - 4.2.6. Content and structure of the internship report;
 - 4.2.7. Submission and assessment of the internship report;
 - 4.2.8. Internship tasks defined for the internship provider;
 - 4.2.9. Internship assessment criteria;
 - 4.2.10. Requirements for the internship form;
 - 4.2.11. Procedure of the internship assessment;
 - 4.2.12. Student's rights and obligations during the internship;
 - 4.2.13. Head of internship from RISEBA.
- 4.3. The internship programmes are available to each student within the electronic study environment e-riseba.lv and they are provided by the programme director.

5. Final Provisions

- 5.1. Upon the entry into force of the present guidelines "Student Internship Guidelines" No. MN 0007-01, the "Rules of Internship" No. NL 0008-02, dated 26 June 2000 (with the amendments of 21 June 2003) loses its validity.
- 5.2. Upon the entry into force of the guidelines "Student Internship Guidelines" No. MN 0007-01, the process "Organisation of study internships at RISEBA" No. PR 0013-01 dated 28 November 2007 loses its validity.



INTERNSHIP DIARY
Professional Bachelor/Master study programme
“ _____ ”

Trainee _____
(name, surname)

(name, surname, position) Intern Supervisor

Riga, 2019

Date	Topics	Notes and evaluation	Date	Topics	Notes and evaluation

Internship start date _____

Student's signature _____

Internship end date _____

Signature of the Intern Supervisor _____

RISEBA professional Bachelor/Master programme “_____”

Trainee _____

Name, surname

ASSESSMENT

1. The trainee's performance during the internship _____ is
evaluated as follows: _____
Name of the company/

No.	Criterion	Very good	Good	Partially sufficient	Insufficient	Cannot be evaluated
1.	Attitude to performance of the internship duties					
2.	Knowledge level and professional skills					
3.	Communication skills					
4.	Initiative					
5.	Feeling of responsibility					
6.	Ability to improve					
7.	General preparation for meeting the requirements of the labour market					
8.	Creativity					

2. Suggestions for improvements in order to improve the professional level of the RISEBA trainee (please, list):

- _____
- _____
- _____

3. Can the Trainee be useful for your company based on his/her overall assessment:

- Yes
- No
- Cannot be evaluated

Intern Supervisor: _____

N. Surname, position, signature

Trainee: _____

N. Surname, signature

Date _____

Prakšu līgumu reģistrācijas žurnāls 19/6.1.-5/1

Līguma		Praktikants	Nosaukums	Prakses devējs			Studiju programma
Nr.	reģistrācijas datums	Uzvārds, vārds		Kontaktpersona			
				Uzvārds, vārds	Amats	E-pasta adrese un/vai telefons	