



LIEPAJA UNIVERSITY

REGULATIONS ON INTERNSHIP IN LIEPAJA UNIVERSITY

APPROVED

In LiepU Senate meeting, November 25, 2019, protocol No 5

Issued according to point 2.4 of Liepaja University Constitution

I. GENERAL PROVISIONS

- 1.1. The regulations on internship prescribe the organisational procedure of internships at Liepaja University (LiepU).
- 1.2. The terms used in the regulations:
 - 1.2.1. the course author of an internship - a teaching staff who has developed an internship programme;
 - 1.2.2. the internship consultant - LiepU teaching staff;
 - 1.2.3. the supervisor/mentor of an internship - a representative of an enterprise/institution;
- 1.3. The internship shall be organized in accordance with “*Regulations on the state standard of the first level professional higher education*” (Cabinet Regulation No 141 of 20.03.2001.), “*Regulations on the state standard of the second level professional higher education*” (Cabinet Regulation No 512 of 26.08.2014.), Regulation on basic studies and higher level studies of Liepaja University (approved on 20.12.2010. with amendments on 18.04.2011.; 19.12.2011.; 25.02.2019.), other LiepU normative documents and concluded agreements regarding the provision of students’ internship places.
- 1.4. The internship is a compulsory part of the first and second level professional higher education study programmes.
- 1.5. In first level higher education study programmes the internship shall be implemented outside the educational establishment.
- 1.6. The internship of the second level bachelor professional higher education shall be implemented in accordance with an internship agreement about the provision of an internship place or in accordance with a decision of the higher education institution about the provision of internship places in the higher education institution itself.
- 1.7. The internship of a second level master professional higher education shall be implemented in accordance with an internship agreement about the provision of an internship place or in accordance with a decision of the higher education institution about the provision of internship places in the higher education institution itself.

- 1.8. The internship process in LiepU is confirmed by the decision of the faculty council after the approval of the topic of the bachelor's/master's thesis.
- 1.9. The duration and time of the internship shall be specified in the study plan of each study programme.
- 1.10. The internship tasks shall be performed by all LiepU students of the full and part-time professional study programmes during the period specified in the study plan.
- 1.11. The student shall be allowed to start an internship, if he does not have academic and financial debts.
- 1.12. The students shall be assigned to internship by order of the rector on the basis of the concluded internship agreement.
- 1.13. The student may perform part of the internship by acting as a volunteer in the teacher replacement service in accordance with the cooperation agreements concluded by LiepU.

II. OBJECTIVE OF THE INTERNSHIP

- 2.1. To provide the opportunity for students to strengthen theoretical knowledge, to acquire appropriate competencies for the obtained qualification and to acquire practical skills required for specialists in the field concerned.
- 2.2. The students shall perform research work during the internship and shall get information for the development of study work, qualification's work, bachelor's thesis and master's thesis.

III. ORGANIZATIONS OF THE INTERNSHIP

- 3.1. The dean of the faculty shall plan the workload of the course author of the internship and internship consultant in students' counselling, in the evaluating of the internship documentation.
- 3.2. Study programme's director:
 - 3.2.1. in cooperation with the faculty dean harmonizes the periods of internship to be included in the study plan;
 - 3.2.2. coordinates the choice of the internship place;
 - 3.2.3. in cooperation with the course author of the internship and internship consultants organizes the defence and evaluating of the internship;
 - 3.2.4. analyses the evaluation of the internship place regarding the training of students', prepares an assessment of the internship places, which shall be included in the annual self-assessment report of the study programme.
- 3.3. The course author of the internship /consultant:
 - 3.3.1. develops internship tasks;
 - 3.3.2. consults students in internship matters;
 - 3.3.3. examines and evaluates a set of internship documents;
 - 3.3.4. organizes internship seminars, introductory instructions and final conferences;
 - 3.3.5. summarises the results of internship assessment questionnaires and submits a summary with conclusions to the faculty secretary/methodician within 5 working days after defending the internship for the keeping in the faculty.
- 3.4. The supervisor of the internship /mentor:
 - 3.4.1. consults students in internship matters;
 - 3.4.2. shall provide characterization for the student, shall recommend an evaluation for the internship.
- 3.5. The faculty secretary/metodician:

- 3.5.1.** in accordance with the study plan prepares a schedule for internship process and instructions by each semester, harmonizes it with the faculty dean and transfers them to the head of the QMS for placement on the Internet webpage www.liepu.lv;
 - 3.5.2.** in cooperation with the faculty dean specifies the fulfilment of the financial and academic students' obligations;
 - 3.5.3.** prepares internship agreements, organises the signing thereof and the transfer of agreements' copies to students and in the faculty;
 - 3.5.4.** in cooperation with the course author of the internship prepares internship documentation, participates in the introductory instruction and informs students about the necessary documentation during the internship, if necessary (forms S-4-1, S-4-2, S-4-3, S-4-3, S-4-4);
 - 3.5.5.** develops and supplements the database of internship places;
 - 3.5.6.** arranges and keeps the evaluation of the student's internship and the assessment of the student's internship place;
 - 3.5.7.** not later than one day before the beginning of the internship prepares a project order on the basis of the agreement about students' assignment in the internship;
 - 3.5.8.** ensures the keeping of agreements about the provision of the students' internship place.
- 3.6. The student:**
- 3.6.1.** not later than one month prior to the beginning of the internship receives the necessary documentation and instructions required for the internship in the introductory instruction;
 - 3.6.2.** independently chooses the place of the internship, harmonizing it with the course author of the internship /programme's director;
 - 3.6.3.** fulfills all academic and financial obligations;
 - 3.6.4.** not later than 7 days before the beginning of the internship transfers to the secretary /methodician of the faculty the completed and signed internship agreements in 3 copies;
 - 3.6.5.** till the beginning of the internship arranges a sanitary book, if necessary;
 - 3.6.6.** the internship tasks shall be performed independently, using the knowledge and skills acquired during the study process;
 - 3.6.7.** develops a set of documents in accordance with the requirements of the internship tasks;
 - 3.6.8.** receives a feedback with an evaluation (on a 10 scale) from the supervisor of the internship which shall be submitted with internship materials to the internship consultant within a specified time period;
 - 3.6.9.** participates in the introductory instruction, seminars and final conference of the internship.
- 3.7. The dean of the faculty:**
- 3.7.1.** signs internship agreements for students;
 - 3.7.2.** organises seminars for the assessment of the internship process once in each study field in a study year.

IV. DEFENDING AND EVALUATION OF THE INTERNSHIP

- 4.1.** The course author of the internship /consultant examines a set of internship documents, feedback with the evaluation from the internship place and gives permission to defend the internship.
- 4.2.** The intersnhip is evaluated on a 10 scale. The assessment shall be added up from:
 - 4.2.1.**an evaluation of the student's internship, which includes a student's characterization and assessment of the internship and which is approved by the

- head of the institution of the internship place (or his or her authorised person) and the supervisor of the internship;
- 4.2.2. an evaluation of the documents' set;
- 4.2.3. a defence of the performance of internship tasks, which shall be assessed by a mark on a 10 scale.
- 4.3. The internship evaluation shall be announced within five working days after the final conference. The course author of the internship /consultant writes the internship evaluation in the test protocole.
- 4.4. The objections regarding the evaluation may be submitted to the faculty dean not later than within two working days after its receipt. In this case, the student's internship materials shall be re-examined and evaluated.

V. FINAL PROVISIONS

- 5.1. The *Regulations on Internship at Liepaja University (Noteikumi par praksi Liepājas Universitātē)* approved on December 19, 2011 have lost validity.

Deputy Speaker of the Senate

(signature)

Z.Gūtmane