



LIEPĀJAS UNIVERSITĀTE

RULES OF INTERNSHIP AT THE LIEPĀJA UNIVERSITY

APPROVED

by the meeting of the LiepU Senate of 25.11.2019, Minutes No. 5
Amendments to the meeting of the LiepU Senate of 26 February 2024,
No.14

Issued in accordance with Paragraph 2.4 of the Constitution of the Liepāja University.

I. GENERAL RULES

- 1.1.** Rules of Internship determine the procedure for organising internships at the Liepāja University (LiepU).
- 1.2.** Terms used in the Rules:
 - 1.2.1.** author of the internship course - the member of teaching staff who has elaborated the internship programme;
 - 1.2.2.** internship consultant - member of teaching staff of the LiepU;
 - 1.2.3.** internship supervisor - representative of the company/institution;
- 1.3.** Internship at the LiepU is organized in accordance with the "Regulations on the State Standard of Professional Higher Education" (Cabinet of Ministers Regulation No. 305 of 13.06.2014), Regulations of the Liepāja University on Higher Education Studies (approved at the Senate meeting of 30 January 2024), other regulatory documents of the LiepU and the concluded contracts on provision of places of internship for students.
(In the wording of the Senate decision of 26.02.2024)
- 1.4.** Internship is a mandatory part of the short-cycle vocational higher education study programme and the first-cycle vocational higher education study programme.
(In the wording of the Senate decision of 26.02.2024)
- 1.5.** In short-cycle vocational higher education study programmes, internships are implemented outside the educational institution.
(In the wording of the Senate decision of 26.02.2024)
- 1.6.** Internship of the first cycle vocational higher education (bachelor's) study programme shall be implemented in accordance with an internship contract on the provision of a place of internship or in accordance with a decision of the higher education institution on the provision of places of internship at the higher education institution itself.
(In the wording of the Senate decision of 26.02.2024)
- 1.7.** Internship of the second cycle vocational higher education (master's or vocational study programmes following the first cycle of higher education) study programme shall be

implemented in accordance with an internship contract on the provision of a place of internship or in accordance with a decision of the higher education institution on the provision of places of internship at the higher education institution itself.

(In the wording of the Senate decision of 26.02.2024)

- 1.8. The course of internship at the LiepU is approved by the decision of the faculty council after the approval of the bachelor's/master's thesis topic.
- 1.9. The duration and time of internship is specified in the study plan of each study programme.
- 1.10. All full-time and part-time students of vocational study programmes at the LiepU shall perform their internship tasks within the time limit stipulated in the study plan.
- 1.11. The student is allowed to start the internship if he/she has no academic or financial debts.
- 1.12. Students are assigned to an internship by order of the Rector on the basis of a signed internship contract.
- 1.13. The student may perform a part of the internship by volunteering in the substitute teachers' service, according to the cooperation contracts concluded by LiepU.

II. OBJECTIVE OF INTERNSHIP

- 2.1. To provide students with the opportunity to consolidate theoretical knowledge, acquire competences appropriate to the qualification to be obtained and acquire the practical skills required by professionals in the field.
- 2.2. During their internship, students carry out research work and acquire information for the elaboration of their study theses, qualification theses, bachelor's theses and master's theses.

III. ORGANISATION OF INTERNSHIP

- 3.1. The Dean of the Faculty plans the workload of the author of the internship course and the internship advisor in advising students and evaluating internship documentation.
- 3.2. Director of Study programme shall:
 - 3.2.1. in cooperation with the Dean of the Faculty, agree on the internship times to be included in the study plan;
 - 3.2.2. coordinate the choice of the place of internship;
 - 3.2.3. in cooperation with the author of the internship course and the internship advisors, organise defence and evaluation of internship;
 - 3.2.4. analyse the evaluation of the place of internship for the preparedness of the students, prepare an assessment of the places of internship and include it in the annual self-assessment report of the study programme.
- 3.3. Internship course author/advisor:
 - 3.3.1. design internship tasks;
 - 3.3.2. advise students on internship matters;
 - 3.3.3. review and assess the body of practice documents;
 - 3.3.4. organise workshops, inductions and closing conferences;
 - 3.3.5. summarise the results of the internship assessment forms and submit the summary with the conclusions to the secretary/methodologist of the faculty within 5 working days after the defence of internship for storage at the faculty.
- 3.4. Internship supervisor / mentor shall:
 - 3.4.1. advise students on internship matters;
 - 3.4.2. provide a characterisation of the student, recommends evaluation of the internship.
- 3.5. Secretary/methodologist of the faculty shall:

- 3.5.1. prepare a semester-by-semester timetable of internship and briefings in accordance with the study plan, coordinate them with the Dean of the Faculty and submit them to the Head of the QMS for posting on the website www.liepu.lv;
- 3.5.2. specify, in cooperation with the Dean of the Faculty, meeting of the financial and academic obligations of students;
- 3.5.3. prepare internship contracts, organise their signature and delivery to students and faculty;
- 3.5.4. in cooperation with the author of the internship course, prepare the internship documentation, participate in the induction briefing if necessary and inform the students about the documentation required during the internship (forms S-4-1, S-4-2, S-4-3, S-4-4) during the internship;
- 3.5.5. build and update the places of internship database;
- 3.5.6. keep and maintain an evaluation of the student's internship and assessment of the student's place of internship;
- 3.5.7. no later than one day before the commencement of the internship, draws up a draft order on the basis of a contract;
- 3.5.8. ensure safekeeping of contracts on provision of the place of internship for students.

3.6.Student shall:

- 3.6.1. at least one month before the commencement of the internship, receive the documentation and guidance required for the internship at the place of internship;
- 3.6.2. independently select the place of internship in consultation with the author of the internship course/programme director;
- 3.6.3. comply with all the academic and financial obligations;
- 3.6.4. no later than 7 days before the commencement of the internship, submit to the secretary/methodologist of the faculty signed internship contracts in triplicate;
- 3.6.5. comply with medical record book by the moment of commencement of internship, if necessary;
- 3.6.6. perform the tasks of the internship independently, using the knowledge and skills acquired during the study process;
- 3.6.7. create a set of documents in line with the requirements of the internship tasks;
- 3.6.8. receive a feedback from the internship supervisor with a score (on a scale of 10), which is submitted to the internship advisor together with the internship materials within a given deadline;
- 3.6.9. participate in the induction briefing, workshops and final conference.

3.7.Dean of the Faculty shall:

- 3.7.1. sign internship contracts of students;
- 3.7.2. organise internship evaluation seminars once per academic year in each field of study.

IV. INTERNSHIP DEFENCE AND EVALUATION

- 4.1. The author of the internship course/advisor shall familiarise themselves with the body of internship documents, feedback with the score from the place of internship and gives permission to defend the internship.
- 4.2. The internship is evaluated on a scale of 10. Score is the sum of:
 - 4.2.1. evaluation of the student's internship containing characterisation of the student and an evaluation of the internship, approved by the head of the institution of the place of internship (or his/her authorised person) and the internship supervisor;
 - 4.2.2. evaluation of the body of documents;
 - 4.2.3. defence of the completion of the evaluation tasks, which is evaluated on a scale of 10.

- 4.4. The evaluation of the internship shall be announced within five working days after the final conference. The author of the internship course/advisor shall record the grade of the internship in the examination report.
- 4.4. The student may submit objections against the grade to the Dean of the Faculty no later than within two working days after receiving it. In this case, the student's internship materials shall be reviewed and re-evaluated.

V. FINAL PROVISIONS

- 5.1. The *Regulations on Internship at the Liepāja University*, approved on 19 December 2011, shall cease to be valid.

President of the Senate

(signature)

U. Zaimis