

APPROVED

By ISMA University of Applied Science

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ISMA University of Applied Science

TRAINEESHIP REGULATIONS

I. General provisions

1. This document defines the procedure for the organisation, implementation and defence of traineeship on the professional higher education study programmes at ISMA University of Applied Sciences (hereinafter – ISMA).
2. Terms used in the Regulations:
 - 2.1. **Traineeship placement** – enterprise, organisation or institution (hereinafter – enterprise) in Latvia or abroad where traineeship is implemented;
 - 2.2. **Traineeship supervisor** – ISMA academic staff member, who is responsible for traineeship. Traineeship supervisor is appointed and approved by the Director of study programme in compliance with the Rector's order. Qualification traineeship supervisor is at the same time a final work supervisor;
 - 2.3. **Traineeship placement supervisor** – a representative of traineeship placement staff, who is responsible for traineeship;
 - 2.4. **Traineeship description** – part of a study programme, which defines the aims, objectives and plans (terms) of traineeship and the evaluation procedure in accordance with the requirements of the study programme;
 - 2.5. **Traineeship report** – a written work, which corresponds to a certain structure. In the traineeship report a student provides the results achieved during traineeship, analyses and summarises the information which was collected in accordance with traineeship assignment, and offers the solutions of problems;
3. Traineeship on ISMA professional higher education study programmes study programmes is regulated by:
 - 3.1. "Noteikumi par valsts profesionālās augstākās izglītības standartu"; Regulations of the Cabinet of Ministers No.305 from June 13.2023 (Regulations on the State standards of professional higher education)
 - 3.2. Occupational Standards;
 - 3.3. These Regulations;
 - 3.4. Organization plan of the academic year;

- 3.5. Specific issues related to traineeship can be regulated by other normative acts of ISMA.
4. Traineeship programme is developed by the Director of a study programme in cooperation with traineeship supervisors and employers and approved by the Council of study direction.
5. ISMA professional higher education study programmes implement:
 - 5.1. professional traineeship, which provides a student an opportunity to expand and enhance the theoretical knowledge, to acquire skills and professional competences in accordance with the study programme, and to collect, analyse and summarise the information obtained according to traineeship assignment. Traineeship supervisor ensures organisation and provides consultations on traineeship.
 - 5.2. qualification traineeship, which provides a student an opportunity to collect information which is necessary for the development of his/her Diploma paper and research, as well as to improve the skills, attitude, knowledge and professional competences, which are essential for the specialists of a specific area. Traineeship supervisor provides consultations.
6. If a student is transferred from another higher educational institution or he/she resumes studies or changes a study programme, the equating of traineeship is performed in compliance with Regulations of the Cabinet of Ministers No. 932 „Studiju uzsākšanas kārtība vēlākos studiju posmos” (Studies at the later stages of education) from 16.11.2004 and ISMA Regulations on Studies.
7. The recognition of the study results which have been achieved as professional experience in the boundaries of professional training as the part of the study programme takes place in accordance with the Cabinet Regulation No 505 of 14 August 2018 "Ārpus formālās izglītības apgūto vai profesionālajā pieredzē iegūto kompetenču un iepriekšējā izglītībā sasniegtu studiju rezultātu atzīšanas noteikumi " ("Regulations on recognition of competences acquired outside of formal education or professional experience and study results achieved in previous education").

II. Traineeship organisation

8. Not later than two months before traineeship begins the Head of ISMA Career Centre and/or traineeship supervisor provide induction training on traineeship and traineeship documentation
9. Student has the right to choose traineeship placement independently, provided the requirements of the study programme are met in full. Actual traineeship placement shall be agreed with the traineeship supervisor. In the case where a student cannot choose traineeship placement independently, he/she may apply to ISMA Career Centre not later than one month before the traineeship begins.
10. Before traineeship begins a student fills in and submits to ISMA Career centre:
 - 10.1. Application (Annex 1), where traineeship placement is stated;
 - 10.2. Agreement on traineeship provision in triplicate (Annex 2).
11. ISMA Career Centre records Agreement in the Register of agreements on traineeship provision (Annex 3) and electronically. Each copy of the Agreement is signed by three Parties: the student, a representative of traineeship placement and the Head of ISMA Career Centre or his authorized representative

12. One copy of the Agreement on traineeship provision is enclosed to Traineeship report, second copy is retained at traineeship placement, and third copy is retained by a student
13. Agreement on traineeship provision on behalf of traineeship placement is signed by:
 - 13.1. Head of the enterprise or other authorised person on the part of the enterprise if traineeship takes place at an enterprise;
 - 13.2. ISMA Rector, if traineeship takes place at ISMA in accordance with the order. Second copy of the Agreement on traineeship provision is retained in the rector's office;
 - 13.3. ISMA Vice-Rector for International Relations, if traineeship takes place abroad in accordance with p. 12.2. Second copy of the Agreement on traineeship provision is retained in ISMA International Relations Department.
14. If traineeship placement is changed during the period of traineeship, whether there are several places of traineeship, student shall submit documents on each traineeship placement to ISMA Career Centre according to p.10
15. Traineeship is implemented based on the Agreement on traineeship provision. The enterprise, which provides traineeship placement, appoints traineeship placement supervisor for the period of traineeship.
16. Traineeship placement supervisor:
 - 16.1. provides a student with initial information on traineeship, management structure and the principles of work of the enterprise;
 - 16.2. instructs and familiarizes a student with the internal regulations, labour safety, fire safety and other regulations in accordance with the requirements of legal enactments;
 - 16.3. gives a student specific work assignments in accordance with the aims of traineeship and controls the completion of assignments;
 - 16.4. fills in and issues to student his/her Characteristic, which reflects the quality of work, the student's attitude to it and evaluation.
17. During traineeship period students regularly communicate with traineeship supervisor on traineeship issues and the development of Traineeship report.
18. At the end of traineeship period a student prepares and formalises Traineeship Report and documentation and submits the file to ISMA Career Centre within the deadline.
19. ISMA Career Centre reviews the submitted documents and, in the case of full compliance with the requirements, puts ISMA Career Centre's seal in the bottom right corner of the Title page and transfers the file with the Traineeship report to traineeship supervisor for evaluation. In case where shortcomings are detected, the file is returned to the student to address the shortcomings.
20. A student defends the Traineeship report as differentiated test in accordance with the traineeship schedule.
21. Traineeship schedule for the next academic year is developed by the Head of ISMA Career Centre and approved by the Vice-Rector for Studies before June 30.

III. Traineeship report and documentation

22. The length of the Traineeship report at each stage of the study programme is specified in the traineeship programme.
23. Traineeship report structure:

- 23.1. Title page (Annex) - 1 page;
- 23.2. Content – 1 page;
- 23.3. Traineeship review, the analysis and review of the assignments (introduction, analysis and synthesis of the collected materials in accordance with the traineeship assignments). The review may be divided into three parts: the general part, analytical part and project part.
- 23.4. Conclusions and proposals on the improvement of the operations of an enterprise according to the traineeship assignments.
- 23.5. List of references – 1 page;
- 23.6. Annexes (if necessary).
24. Content shows the numbers and titles of chapters, sub-chapters and annexes, and the page numbers in the text. The information which is provided in the Content shall be in full compliance with the information in the Traineeship report.
25. Introduction provides the information about the enterprise, the formulation of the aim to be achieved and the objectives for the achievement, the brief summary of the solved problems, the description of their importance, the methods used for the solution of the problems, the informational and statistical base and limitations.
26. Traineeship review contains the analysis of information, the problem statement, the research and development of economically sound solutions to the problem. In this part a student shall demonstrate his/her ability to apply the theoretical knowledge at practice, systematize, research and analyse the collected material. The review shall contain actual information, be written competently in the state language and formalised in accordance with the requirements. Foreign students are allowed to submit the Traineeship report in English provided all the requirements to the Content are observed in compliance with these Regulations.
27. Conclusions and proposals shall contain generalisations, assessment and results of student's work, as well as the directions of further research. The conclusions and proposals must be justified and based on the information provided in the Traineeship report. The use of common facts and/or phrases as well as the use of the results of other authors' research is not allowed.
28. Conclusions and proposals must be made by a student independently.
29. List of references must include the sources, which student has used during the development of the Traineeship report. The list of references contains original sources, including electronic sources and literature in foreign languages.
30. Annexes provide additional information: large spreadsheets, figures, and other information, if necessary.
31. Package of documents on traineeship (a file with a transparent top cover) consists of Traineeship report and mandatory annexes. **Mandatory annexes:**
 - 31.1. Agreement on traineeship provision (ISMA copy);
 - 31.2. Characteristic (Annex 5);
 - 31.3. Student survey on traineeship (Annex 6);
 - 31.4. qualification traineeship assignment (Annex 7) – for graduate students: 4th year, Master, 2nd year of first level study programmes;
 - 31.5. Traineeship supervisor review of a qualification traineeship (Annexes 8 and 9).

32. Characteristic is filled in by traineeship placement supervisor. The Characteristic contains information about a student's duties during traineeship, quality of work, observance of labour discipline, attitude to work and social activeness. The Characteristic provides traineeship evaluation on a 10-point scale. The Characteristic shall be signed and sealed (if the signature has no legal force without a stamp).
33. Student survey on traineeship (hereinafter – Survey) is filled in by a student. The Survey contains a student's opinion and proposals on the organisation and implementation of traineeship.
34. Qualification traineeship assignment is given by scientific supervisor/Qualification paper supervisor before the beginning of qualification traineeship. The filled in form is signed by the supervisor.
35. Traineeship review is signed by traineeship supervisor and provides the evaluation of a student's traineeship and the Traineeship report.
36. The forms of traineeship documentation are available at ISMA webpage in "Traineeship" section. A student prints out the forms and fills them in electronically or by hand.

IV. Traineeship report: defence and evaluation

37. The defence of Traineeship reports takes place in accordance with the procedure defined by study programme director or traineeship supervisor.
38. Traineeship is evaluated by traineeship placement supervisor and traineeship supervisor. Traineeship placement supervisor evaluates the work during the traineeship; traineeship supervisor evaluates the content of the Traineeship report, analytical and presentation skills in accordance with the traineeship assignments.
39. The quality of the completed assignments and traineeship defence are evaluated on a 10-point scale considering the following indicators:
 - 39.1. the evaluation of traineeship placement supervisor, which is provided in the Characteristic – a student's attitude to work, preparation and quality of work;
 - 39.2. the observance of traineeship regulations and schedule, a student's discipline (observance of traineeship stages stated in the schedule), and attitude to work;
 - 39.3. the quality of the content and defence of the Traineeship report – the layout of the Traineeship report, the compliance of the content with the traineeship assignments, the form of presentation, the correctness of terminology and correct application of economic and special concepts, the solutions of problems, the conclusions and proposals, which are developed by a student, a student's ability to publicly present and briefly substantiate the information about the traineeship placement and assignments, to defend and justify his/her viewpoint, the demonstrated results and the answers to the questions.
40. The form of evaluation of traineeship results – differentiated test. The evaluation is provided by traineeship supervisor in the Traineeship supervisor's review. The evaluation mark is put on the title page of the Traineeship report. The package of documents on traineeship, which includes the Traineeship report, is submitted to ISMA Career Centre.
41. ISMA Career Centre informs ISMA Study Department about the results of traineeship defence.

42. ISMA administration, a study programme (specialisation) director, Heads of ISMA Departments, Head of ISMA Career Centre, traineeship placement supervisor and other interested persons can take part in traineeship defence.
43. A part-time learning student fulfils all the aforementioned requirements and can submit the Traineeship report and documents electronically or by post:
 - 43.1. if a document shall be signed and sealed, scanned copies must be submitted: application, agreement, title page, characteristic, qualification traineeship assignments.
 - 43.2. Traineeship report and survey are submitted in Word format.

V. Rights and obligations of the parties implementing traineeship

44. Obligations of the Head of ISMA Career Centre:
 - 44.1. to organise the development of normative documents and informational materials on traineeship;
 - 44.2. to control the workflow of documents and records on traineeship;
 - 44.3. to organise for students the induction training on traineeship;
 - 44.4. to register the Agreement and the results of traineeship defence. To inform ISMA Study Department about the results of traineeship defence;
 - 44.5. to consult students on the issues traineeship organisation and implementation;
 - 44.6. to accept and verify the package of documents of the Traineeship report;
 - 44.7. to maintain the “Traineeship” section on ISMA webpage.
45. Obligations of the Director of the Study programme (specialisation):
 - 45.1. to organise the development of traineeship programme and submit it to ISMA Career Centre;
 - 45.2. to appoint traineeship supervisors out of the members of the academic staff engaged in the implementation of the study programme;
 - 45.3. to control the work of traineeship supervisors and instruct them on the completion of traineeship assignments;
 - 45.4. to organise the verification and defence of traineeship reports;
 - 45.5. to approve the list of students who participate in ISMA events on traineeship (conferences, publications, etc.);
 - 45.6. to maintain constant cooperation with responsible representatives of the enterprises, where traineeship is implemented;
 - 45.7. to prepare information on traineeship for ISMA authorities and to make proposals on the improvement of the work in the sphere of traineeship.
46. Rights and obligations of traineeship supervisor:
 - 46.1. to participate in the development of traineeship programme and other materials on traineeship;
 - 46.2. to perform induction training of students before the beginning of traineeship and explain:
 - 46.2.1. traineeship assignments and the order of their completion;
 - 46.2.2. a student’s responsibilities during traineeship;

- 46.2.3. the order of the development and defence of the Traineeship report;
- 46.2.4. other matters related to traineeship;
- 46.3. to consult students on the matters of traineeship;
- 46.4. to submit to ISMA Career Centre the list of students whose traineeship is implemented at ISMA;
- 46.5. to define the order of the defence of the Traineeship report;
- 46.6. to evaluate the Traineeship report and fill in the Review for each traineeship report;
- 46.7. to not evaluate the Traineeship report which does not meet the requirements;
- 46.8. to maintain constant cooperation with responsible representatives of the enterprises;
- 46.9. to provide students with individual traineeship assignments in accordance with the theme of his/her diploma or qualification paper;
- 46.10. to prepare the list of students who participate in ISMA events on traineeship (conferences, publications, etc.);
- 46.11. to coordinate the work on traineeship with the Director of the Study programme (specialisation):
- 47. Rights and obligations of a student:
 - 47.1. to participate in the informative seminars, conferences, consultations and induction trainings on traineeship;
 - 47.2. to learn the Traineeship Regulations, traineeship programme and informative materials on traineeship;
 - 47.3. to choose the traineeship placement independently;
 - 47.4. to know the traineeship assignments before the beginning of traineeship;
 - 47.5. to register traineeship in ISMA Career Centre;
 - 47.6. to collect the necessary information according to traineeship assignments;
 - 47.7. to consult with the traineeship supervisor with the aim to complete the traineeship assignments in full;
 - 47.8. to observe the rules of labour safety and internal regulations at the traineeship placement;
 - 47.9. to immediately inform ISMA Career Centre if it is impossible for a student to arrive at the traineeship placement due to special circumstances, if the traineeship period is changed by an enterprise, or if the traineeship placement is changed;
 - 47.10. to develop and formalise the Traineeship report and documentation on traineeship in compliance with the set requirements;
 - 47.11. to submit the Package of documents to ISMA Career Centre and defend traineeship as a differentiated test.

VI. Final provisions

- 48. Retention of traineeship documentation is performed in compliance with regulatory enactments.
- 49. ISMA can hold conferences and other events the work of which is organised in the form of plenary meetings or in sections in the framework of study programmes (specialisation).

50. Traineeship report, supplementary materials, conference reports and other materials on the traineeship issues can be consolidated and published.
51. These Regulations include nine annexes which are the integral part of the Regulations:
 - Annex 1 – Application, 1 page.
 - Annex 2 – Agreement on traineeship provision, 2 pages.
 - Annex 3 – Register of Agreements on traineeship provision, 6 pages.
 - Annex 4 – Title page of Traineeship report, 1 page.
 - Annex 5 – Characteristic, 1 page.
 - Annex 6 – Student survey on traineeship, 1 page.
 - Annex 7 – Qualification traineeship assignment, 1 page.
 - Annex 8 – Traineeship supervisor review of professional traineeship, 2 pages.
 - Annex 9 – Traineeship supervisor review of qualification traineeship, 2 pages.