

**APPROVED**

At EKA University of Applied Sciences Senate meeting on 18.06.2007  
Minutes No. 51

**Amendments**

At EKA University of Applied Sciences Senate meeting on 28.05.2010  
Minutes No. 66

At EKA University of Applied Sciences Senate meeting on 30.08.2017  
Minutes No. 123

## **INTERNSHIP REGULATIONS**

### **1. General provisions**

- 1.1. Internship is an integral part of the professional program and shall be organized in accordance with the study plan.
- 1.2. The organization of the study internship shall be ensured by each program's director in light of the specialization and the thematic field of education of the program.
- 1.3. **The aim of the internship** is to provide an opportunity for students to consolidate the knowledge acquired in the study courses, get expertise related to the study program and to acquire practical work skills needed for the professional qualification to be received in the relevant study program.
- 1.4. **The time and duration of the internship** in each study program is in accordance with the Regulations on the second level professional higher education state standard (No. 512 of 26.08.2014) and the Regulations on the first level professional higher education state standard (No. 141 of 20.03.2001). The total breakdown of the internship is given in each study program's study plans for full-time and part-time studies. The aim, tasks, duration and time, specific requirements of each internship shall be determined by the relevant internship program in each study direction and program.
- 1.5. **Overall tasks of the internship are as follows:**
  - 1.5.1. the strengthening, systematization and expansion of the theoretical knowledge;
  - 1.5.2. practical skills acquisition, while performing certain training tasks;
  - 1.5.3. information gathering, processing, systematization and analysis;
  - 1.5.4. establishing contacts with institutions, companies and other organizations in which the students could be employed after graduation in accordance with their qualifications.
- 1.6. During the internship, the students shall perform certain tasks determined by the internship program, showing independence, training (preparedness), knowledge and skills while honestly performing their duties.

### **2. Internship organization**

- 2.1. The place of the internship shall be chosen by the student independently in accordance with the aims and tasks described in the internship program.

- 2.2.** Either a public or a private, national or municipal institution, association or foundation may be chosen as the place of the internship. By choosing the place of internship, the internship program implementation options should be taken into account to see, if the student, at the chosen place of internship, is able to complete the internship program qualitatively achieving the aim of the internship aim. If the student's duties comply with the program specialization, then a place of employment may be chosen as the place of internship.
- 2.3.** The internship placement must be coordinated with the Program Director, by informing him in writing about the name of the internship place in accordance with the deadlines determined by the internship program.
- 2.4.** EKA University of Applied Sciences (hereinafter - the University) shall provide information support to facilitate the selection of the internship place. After receiving the relevant information on the opportunities of internships, the student, within the prescribed time period determined by the University, should contact the responsible personnel at the place of internship. If the student does not interact with the proposed place of internship within the periods specified, then the University has the right to refuse to provide him with further information support.
- 2.5.** The internship shall occur in accordance with the Agreement on the study internship (Annex 1) and the internship schedule.
- 2.6.** The Agreement on the study internship is signed between the University, the place of the internship and the student.
- 2.7.** The digitally filled out Agreement form on the study internship, that is signed by the internship place representative and the student shall be submitted by the student to the educational specialist in charge of the program at the Student Information Center in accordance with the deadlines described in the internship program. The Agreement on the study internship shall be submitted in triplicate: one copy - for the University, the second copy - for the place of internship, the third copy - for the student. After signing the Agreement on the study internship by the University, two copies are returned to the student.
- 2.8.** The internship schedule shall be prepared by the Program Director. The Program Director or, at the suggestion of the Program Director, the University's Internship Supervisor shall inform the students about the internship schedule at the internship information meeting and shall post the internship schedule at the University's e-environment *Moodle*.
- 2.9.** The University shall appoint the Internship Supervisor from the University, the place of internship shall be designated from the place of internship.
- 2.10.** The Internship Supervisor from the University's side shall be recommended by the Program Director.
- 2.11.** The internship places and the internship advisors shall be confirmed by the University's Rector.
- 2.12.** The student shall have the right to change the place of internship, if the previously approved internship place would not meet the requirements of the internship program. In this case, the student shall submit a well-supported letter to the Program Director.
- 2.13.** If the student has violated the rules described in the Agreement on study internship, the place of internship shall have the right to cancel providing the internship by a written notice to the University's Study Program Director.
- 2.14.** If the student changes the internship place for the reasons described in the Sections 2.12. or 2.13., the Program Director shall communicate with the student and agree on the organization of the internship in another place of internship. The student shall be obliged to choose a different place of internship in accordance with the Sections 2.1. and 2.2. of these Regulations and sign a new Agreement on study internship.
- 2.15.** In case of the change of the place of internship, the study duration of the study program can be extended due to the failure to comply with the program requirements within the prescribed period of time.

### **3. The obligations of the parties involved in the organization and conducting of the internship**

#### **3.1. The University shall:**

- 3.1.1. provide the intern with the previous professional training (preparedness) and introduce the intern with his/her rights and duties during the internship.
- 3.1.2. design the internship program;
- 3.1.3. provide the intern with the internship documentation: the internship program and the specific requirements for preparing the internship report (if necessary);
- 3.1.4. assign the Internship Supervisor – the University instructor, whose responsibilities shall include:
  - 3.1.4.1. to coordinate and to control the course of the internship;
  - 3.1.4.2. to advise the intern and the place of internship in accordance with the designed and approved internship program;
  - 3.1.4.3. to review and assess the internship report (in written or visual form);
  - 3.1.4.4. to decide on the admission to the internship report defense;
  - 3.1.4.5. to participate in defense and evaluation of the internship report.

#### **3.2. The place of internship shall:**

- 3.2.1. provide the intern with a work placement appropriate for the internship program;
- 3.2.2. introduce and instruct the intern on matters of internal rules, work safety and protection, fire protection;
- 3.2.3. designate the Internship Supervisor, whose responsibilities include:
  - 3.2.3.1. to foster the cooperation between the place of internship and the University, to inform the University about the progress of the study internship;
  - 3.2.3.2. to supervise the intern's job and advise him in accordance with the internship program;
  - 3.2.3.3. to provide the intern with the necessary internship material and resources;
  - 3.2.3.4. to provide a letter of recommendation for the student and evaluate the intern's professional training (preparedness).

#### **3.3. The Intern shall:**

- 3.3.1. attend the consultation about the internship;
- 3.3.2. get acquainted with the internship documentation, the aim, objectives and the deadlines of the internship;
- 3.3.3. comply with the internal rules, work safety and protection, and fire safety requirements of the place of internship;
- 3.3.4. fulfill the objectives described in the internship program and comply with the Internship Supervisor's guidance;
- 3.3.5. perform the work with good quality, meeting the prescribed deadlines;
- 3.3.6. prepare and format the internship report and together with the intern's letter of recommendation from the place of internship, within the prescribed deadlines scheduled by the internship program, shall submit all the aforementioned to the University.

### **4. Preparing the internship report**

- 4.1.** After completing the internship program, the student shall prepare the internship report.
- 4.2.** The cover page of the internship report is to be formatted according to the template (see Annex 2).
- 4.3.** The introduction of the internship report should include:
  - 4.3.1. an indication about the place of internship;
  - 4.3.2. an indication about the time period of internship;

- 4.3.3. information about the Internship Supervisors at the University and the place of internship (position, name, surname);
- 4.3.4. the aim and objectives of the internship, the characterization of their implementation;
- 4.3.5. description of the content and the structure of the internship report.
- 4.4.** The structure of the internship report is to be made in accordance with the objectives of the internship program: each internship objective shall serve as a title of a section of the report, consisting of:
  - 4.4.1. a brief outline in the form of theoretical summaries on every objective of the internship, linking it to the practical activities occurring at the place of internship and supplementing it with examples;
  - 4.4.2. progress on the completion of the internship objectives;
  - 4.4.3. practical examples and/or calculations;
  - 4.4.4. results and conclusions of the internship objective analysis.
- 4.5.** At the end of the internship report the student shall make conclusions and recommendations about the internship.
- 4.6.** The conclusions shall provide a summary of the accomplished work and a brief outline of the results obtained during the internship completion and the conclusions which can be drawn from those results. Conclusions shall be made about every objective of the internship.
- 4.7.** The student shall make recommendations on the basis of the results obtained during the internship.
- 4.8.** The internship report shall be accompanied by bibliography and the source list.
- 4.9.** At the end of the internship report, the student shall add a letter of recommendation done by the place of internship describing the student's achievements during the internship (see Annex 4).
- 4.10.** Overall internship report structure shall consist of:
  - 4.10.1. Cover page;
  - 4.10.2. Work completion and evaluation sheet (Appendix 3) – to be completed electronically;
  - 4.10.3. Contents;
  - 4.10.4. Introduction;
  - 4.10.5. Description of the place of internship;
  - 4.10.6. Basic part: should be structured according to the objectives of the internship;
  - 4.10.7. Conclusions and recommendations;
  - 4.10.8. Bibliography and other sources of information;
  - 4.10.9. Annexes (if necessary);
  - 4.10.10. The performance evaluation (feedback) regarding the intern (the letter of recommendation issued by the place of internship about the student's achievements during the internship).
  - 4.10.11. The employer questionnaire, which is filled out by the place of internship supervisor.
- 4.11.** The internship report is to be formatted in accordance with the University requirements described in the Guidelines on preparing and defense of research papers, project reports and theses.
- 4.12.** The amount of the internship report is determined by the Program Director in accordance with the internship program and specific program requirements. The minimum volume of the internship report is ten pages, excluding the cover page, table of contents, introduction, conclusions and recommendations, bibliography and the list of information sources.

## **5. Defending the internship report**

- 5.1.** The student shall submit the internship report to the defense in a spiral-bound cover by giving it to the University's Internship Supervisor in accordance with the internship schedule.
- 5.2.** The University Internship Supervisor shall review the internship report, the letter of recommendation and decide on the student's admission to the internship report defense,

- making a relevant entry in the work performance and evaluation sheet of the internship report. The admission criteria of the internship report to the defense shall consist of the internship report's compliance with the Internship Regulations and the relevant internship program, the internship report's content, the compliance of the internship report's formatting to the University's requirements.
- 5.3.** If the signs of plagiarism are found in the internship report, then the student shall not be admitted to the defense. The student shall have the right to submit a substantially improved internship report to a repeated defense. The repeated defense shall be organized in accordance with the deadlines set by the Program Director.
  - 5.4.** If the student does not submit the internship report within the deadlines specified and/or the internship report does not comply with the University's requirements, then the student shall not be admitted to the defense. The University Internship Supervisor shall inform the Program Director that the student has not been admitted to the defense. The Program Director shall decide on the revision and defense deadlines of the internship report.
  - 5.5.** If the student is given a deadline to revise and defend the internship report, as well as a repeated defense has been scheduled, and the student does not comply with the internship report preparation requirements and does not submit the internship report within the deadline, then the student shall not gain the designated credit points for the internship and shall have to do it again. The repeated internship report submission and defense shall have to be done within the procedure designated by the University (called "academic debt").
  - 5.6.** The undergraduate internship defense is not allowed for those students who have academic or financial debts. Only those students shall be admitted to the undergraduate internship defense who have fully met the requirements of the relevant program, have submitted the internship report within the deadline, have completed all the internship objectives and have no financial debts.
  - 5.7.** In order to defend the internship, the Program Director shall form a commission composed of at least two members, which is coordinated with the Study Department.
  - 5.8.** The Internship Defense Committee may include the Program Director, the University Internship Supervisor, the University instructor, employer representatives or the Director of a related study program. The final paper advisers who do not participate in the internship report evaluation are welcome to attend the undergraduate internship defense as observers.
  - 5.9.** The internship report defense at the Committee's meeting shall occur in the following sequence:
    - 5.9.1.** the internship report presentation (no longer than seven minutes), in which the student introduces the members of the Committee with the organization and process of the internship, by briefly describing each of the internship's objectives, especially focusing on the conclusions and recommendations;
    - 5.9.2.** discussion, during which members of the Committee ask questions to which the student must provide full responses.
  - 5.10.** The internship report's evaluation criteria are as follows:
    - 5.10.1.** the quality of the internship report;
    - 5.10.2.** the volume and quality of the completion of the internship objectives;
    - 5.10.3.** the student's ability to do a concise and well-argued presentation of the results of the internship;
    - 5.10.4.** the student's ability to discuss and answer questions asked by the Committee members;
    - 5.10.5.** the evaluation and the letter of recommendation of the Internship Supervisor of the internship place.
  - 5.11.** The defense of the internship report is to be evaluated with the 10-point system; the result is to be entered into the test protocol, which shall be received by the Committee members from the educational specialist of the program at the Student Information Center.
  - 5.12.** If the student, at the internship report defense, receives an evaluation, which is lower than almost average ("4"), then the Program Director shall decide on the need for the student to be designated to another place of internship or to have a repeated defense.
  - 5.13.** No later than three working days after the defense, the Committee shall submit the

internship reports together with the test protocol to the Student Information Center.

- 5.14.** The student has the right to challenge the decision within thirty calendar days from the defense date in cases when the procedural irregularities of the defense have been observed. The student shall submit a well-supported letter to the Vice Rector for Studies and Development, who shall examine the letter, evaluate the arguments of all parties involved and decide on the organization and order of a repeated defense.
- 5.15.** If the student has challenged the Committee's decision, then the student has the right to defend the internship report repeatedly during the next semester in accordance with the internship schedule for that semester, by making significant improvements in the internship report.
- 5.16.** The student shall pay for the new defense of the internship report in accordance with the University's Rules on student study fees and other payments.
- 5.17.** The internship reports shall be archived for a definite period of time as per the nomenclature. Graphics, handouts and other materials used at the defense shall not be archived.

## AGREEMENT ON THE STUDY INTERNSHIP

Riga \_\_\_\_\_ (date/month/year)

SIA "Ekonomikas un kultūras augstskola" (EKA University of Applied Sciences), hereinafter referred to as – "the University", represented by its Rector,

\_\_\_\_\_ which operates under the Cabinet of Ministers of 11.01.2017.  
Regulations No. 21 and EKA Constitution,

\_\_\_\_\_ (the place of internship)

represented by \_\_\_\_\_  
its managing director or CEO (name, surname, hereinafter referred to as – "the

place of internship" and the intern **Name Surname (xxxxxx-xxxxx)**

(hereinafter – the parties) agree on the following:

### I The subject matter of the contract

1.1. The University intern's study internship (hereinafter – the internship) occurs within the study program's

#### "PROGRAM" (Professional bachelor's study program)

the place of internship \_\_\_\_\_

internship duration **dd.mm.yyyy. – dd.mm.yyyy**

### II Obligations and rights of the parties

#### 2.1. The University shall:

- 2.1.1. provide the intern with the previous professional training (preparedness) and introduce the intern with his/her rights and duties during the internship;
- 2.1.2. design the internship program;
- 2.1.3. give the internship paperwork (documentation) to the intern;
- 2.1.4. assign the Internship Supervisor – the University instructor, whose responsibilities include:
  - 2.1.4.1. to coordinate and to control the course of the internship;
  - 2.1.4.2. to advise the intern and the place of internship in accordance with the designed and approved internship program;
  - 2.1.4.3. to review and assess the internship report (in written or visual form);
  - 2.1.4.4. to decide on the admission to the internship report defense;
  - 2.1.4.5. to participate in defense and evaluation of the internship report.

#### 2.2. The place of internship shall:

- 2.2.1. provide the intern with a work placement appropriate for the internship program;
- 2.2.2. introduce and instruct the intern on matters of work rules, work safety and protection, fire protection;
- 2.2.3. designate the Internship Supervisor, whose responsibilities include:
  - 2.2.3.1. to foster the cooperation between the place of internship and the University, to inform the University about the progress of the study internship;
  - 2.2.3.2. to supervise the intern's job and advise the intern in accordance with the internship program;
  - 2.2.3.3. to provide the intern with the necessary internship material and resources;
  - 2.2.3.4. to provide a letter of recommendation for the intern and evaluate the intern's professional training (preparedness).

2.2.4. The place of internship shall have the right to refuse to fulfill its liabilities arising from this agreement by notifying the University about it, if the intern disregards the instructions of the place of internship for conducting the internship, including work rules, requirements for work safety or protection.

**2.3. The intern shall:**

- 2.3.1. get acquainted with the internship documentation, the aim and objectives of the internship and the criteria of the internship report evaluation;
- 2.3.2. adhere to the place of internship work rules, safety, protection and fire safety requirements, to handle the place of internship inventory with care, not disclose commercial secrets;
- 2.3.3. fulfill the objectives described in the internship program and comply with the Internship Supervisors' guidance;
- 2.3.4. perform the work with good quality while meeting the set deadlines;
- 2.3.5. to ensure that the materials entrusted by the employer are used only for their intended purpose within the scope of internship and in accordance with the internship work tasks; they shall not be transferred to the third parties as well as their contents must not be disclosed to the third parties;
- 2.3.6. prepare and format the internship report and together with the Agreement on the study internship, the intern's letter of recommendation from the place of internship, within the set deadlines scheduled by the internship program, shall submit all the aforementioned to the University.

**III Mutual payments of the parties**

3.1. The parties mutually agree to the payment procedure described in the Section\_\_\_\_ of this Agreement:  
(please specify 3.1.1. or 3.1.2.)

3.1.1. The intern shall perform the internship work tasks without remuneration.

3.1.2. The intern shall perform the internship work tasks by getting remuneration in accordance with the laws and regulations of the procedures provided for employment contracts for internship placements (employers).

**IV Additional provisions**

4.1. If any of the parties wishes to terminate the Agreement in the case of violation of its provisions, such violation shall be recorded in writing and other parties shall be notified about a unilateral termination of the agreement at least five working days prior. In the case of termination of the Agreement, the parties shall be obliged to completely fulfill all liabilities that occurred until the termination of the Agreement. The party at fault due to violation of which the Agreement is terminated shall cover direct losses incurred to other parties in full amount.

4.2. All disputes concerning contractual obligations shall be resolved by the parties through negotiation. If the parties fail to agree within one month, disputes shall be resolved in the court according to the procedure stipulated in regulatory enactments of the Republic of Latvia.

4.3. All amendments made to the Agreement shall be effective only, if submitted in writing and confirmed with signatures of all parties.

4.4. This Agreement shall enter into force on the day of its signing.

4.5. The Agreement is drawn up in three original copies, one copy shall be kept at the University, the second copy – at the place of internship, and the third copy – with the intern. All original copies shall have equal legal force.

**V Details of the parties:**

EKA University of Applied Sciences (interim) Rector \_\_\_\_\_(signature and full name)

Lomonosova iela 1/5, Riga, LV-1019, registration number 40003402986,  
A/S Citadeles banka, code PARXLV22, account no. LV54PARX0000350971017 phone 20009053

Seal \_\_\_\_\_



(date)

Managing Director, CEO of the internship place (signature and full name)

---

(address of the place of internship, registration No. and current account No. in bank)

Seal

---

(date)

The Intern

---

(signature and full name)

---

(date)

**EKA University of Applied Sciences (20 bold)**

**Title of the Study Program (18 bold)**

**Group Code (14 bold)**

**NAME AND SURNAME (18 bold)**

**INTERNSHIP REPORT (24 bold)**

**“Title of the Internship” (18 bold)**

## Work performance and evaluation sheet

### the Internship report

written in accordance with the study program's \_\_\_\_\_  
(title of the study program)  
approved internship objectives.

The undersigned, I certify that the work has been done independently.

The author: The student \_\_\_\_\_  
(name, surname) (signature, date)

**Allow to defend** in the study program's \_\_\_\_\_  
(title of the study program)  
Internship Defense Committee.

Internship Supervisor at the University\*: \_\_\_\_\_  
(name, surname) (signature, date)

Defense date: \_\_\_\_\_

Evaluation: \_\_\_\_\_

Signatures of the Committee members: \_\_\_\_\_  
\_\_\_\_\_

### The letter of recommendation for the intern

Intern (student) \_\_\_\_\_  
(name, surname and personal identity number)

Study Program: \_\_\_\_\_

Received qualification \_\_\_\_\_

Internship time from \_\_\_\_\_ to \_\_\_\_\_

The Internship Supervisor at EKA University of Applied Sciences:

\_\_\_\_\_

Name, phone of the internship place \_\_\_\_\_

\_\_\_\_\_

Professional training (preparedness) of the intern \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(suitability to the internship program)

The intern's attitude towards work, colleagues \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The intern's evaluation (using 10-point system) \_\_\_\_\_

The Internship Supervisor at the place of internship

\_\_\_\_\_ (position) (name, surname) (signature) \_\_\_\_\_

Seal

Date \_\_\_\_\_