



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

Reģistrācijas Nr. 90000022223, Braslas iela 16, Rīga, LV-1084, tālrunis 67081400, e-pasts: brasla@kcrtk.lv

Internal regulations

Organization of internships

Riga

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Issued in accordance with State Administration Structure Law,
section 72, part one, paragraph 2
and section 73, part one, part one, paragraph 4

I. General conditions

1. The Regulations determine the procedure for the organization and evaluation of student internship (hereinafter - internship) at Riga Technical College (hereinafter - the College).
2. Internships are part of the study program.

II. Organization of internships

3. Internships shall be organized in accordance with the study plans and the internship calendar plan in order for students to acquire practical work skills, deepen and consolidate their theoretical knowledge, skills and abilities acquired in the training process.
4. Internships shall be organized in companies, institutions and organizations designated by the College (hereinafter - internship site).
5. Internships shall be organized according to the study course description.
6. Students shall be entitled to choose the internship site independently by submitting to the college a document on the consent of the internship site to organize the internship according to the study course description, or to organize the internship in an enterprise of his/her own foundation by engaging a specialist in the relevant field as an internship supervisor and in agreement with the study program director.
7. A tripartite agreement (Appendix 1) shall be concluded between the student, the college and the internship site before the internship starts.
8. The progress of the internship shall be recorded in the internship diary (Appendix 2)

III. Evaluation of Internship

9. The criteria for the assessment of internships shall be developed by the departments for each study program and submitted to the Study Department for approval.
10. At the end of the internship, according to the study program, students shall perform an independent test work. The evaluation criteria for the internship test work shall be determined by the director of the study program depending on the content of the internship, but assessment

of the skills, abilities and attitudes acquired by students as a result of internship is mandatory. Students who do not meet the requirements of the internship program and receive the grade “failed” are re-assigned to the internship.

11. If a student has not completed the internship program due to unjustifiable reasons or has received a negative job feedback, then the College shall consider the student's further opportunities to acquire the relevant study program. If the internship program is not completed due to a justifiable reason, the student is re-sent to the internship in his / her free time.
12. The internship shall be organized in accordance with the internship program, but the internship supervisor shall set the internship task for each individual student in accordance with the topic of their qualification paper.
13. The internship shall be assessed using the methodology for assessing students' practical skills developed by the College, in accordance with the internship evaluation criteria.
14. At the end of internship, the following criteria shall be used to determine the cumulative assessment, each of which shall be weighted:
 - 14.1. the degree to which the internship program has been completed;
 - 14.2. the student's evaluation at the internship site;
 - 14.3. internship report;
 - 14.4. the quality of internship defense.
15. Before the start of the internship, the internship supervisor shall inform students and internship supervisors in enterprises with the internship evaluation criteria and the principles of the final grade.
16. The following criteria shall be applied when assessing internship:
 - 16.1. the degree to which the internship program has been completed. The internship advisor or teacher who reviews the internship report evaluates the fulfillment of the tasks included in the internship program. Special attention should be paid to how the student has reflected his / her own contribution to the content of the internship program. If the student been a passive observer during internship, only has acquainted oneself with several seen on the internship site, this criterion should be evaluated with no more than a grade 5– 6. The percentage of the criterion in the overall assessment is set at 30%.
 - 16.2. the student's evaluation at the internship site, submitted by the internship supervisor at the internship site. The percentage of the criterion in the overall assessment is set at 20%.
 - 16.3. presentation of the internship report. In order to assess the format of the internship report before the start of the internship, the student shall be informed about the requirements that must be adhered to while formatting the report. It is advised to develop and discuss requirements at the department meeting, preparing them in a visual form and giving them to students as a handout. When evaluating the fulfillment of this criterion, it is necessary to take into account how the student has complied with the design requirements, as well as the compliance of the design of the work with the rules of record-keeping, and spelling. The percentage of the evaluation in the overall assessment is set at 25%.
 - 16.4. the quality of internship defense. The student's performance in defending the internship is assessed. While evaluating this criterion, the contents of the student's prepared speech, their ability to engage the listeners' attention, answers to questions, the usage of visual materials in the internship defense as well as the language culture and other indicators are all taken into account. The percentage of the evaluation in the overall assessment is set at 25%.
17. If the student is required to produce individual creative work as part of the internship, this is assessed on a 10 point system and:
 - 17.1. if the study course continues, the assessment is taken into account by posting a semester mark;
 - 17.2. if the study course does not continue, the assessment is taken into account by posting the final mark in the diploma supplement.
18. The student shall defend the internship in accordance with the study course description.

19. The process of defending the internship shall be recorded in minutes. An evaluation form (Appendix 3) shall be used to document the evaluation process.
20. The evaluation may be contested by submitting an application to the director of the college, and the decision of the director may be appealed to the court.

IV. Closing provisions

21. Control over the implementation and evaluation of the internship is performed by the Deputy Director in the internship and production work in cooperation with the Study Department.

Appendices:

- Appendix No.1 Internship agreement.
- Appendix No. 2. Practice diary.
- Appendix No. 3 Evaluation form.

Agreed with the acting director K.Rūtiņa _____

Deputy Director for Internships and Production _____ P.Dolģis

P.Dolģis 67081420