

APPROVED

At BSA Senate meeting on 23.05.2018
(Minutes No. 134)
Amendments:
(06.09.2023 Senate meeting minutes No.160)

PROVISIONS FOR TRAINEESHIPS AT THE BALTIC INTERNATIONAL ACADEMY

1. GENERAL PROVISIONS

1.1. The document provides for the procedure for the organisation of traineeships in vocational education programmes at the Baltic International Academy (hereinafter – BSA).

1.2. Traineeship is an integral part of vocational education programmes with the aim to strengthen and expand the students' knowledge as well as improve their professional skills and competencies in accordance with the requirements of a particular profession.

1.3. The state vocational higher education standards which regulate the traineeship process at BSA are the following:

1. Regulations of the Cabinet of Ministers of August 29, 2023 No. 481 "Procedures for organizing practice in professional education programs". <https://likumi.lv/ta/id/344976>

2. Regulations of the Cabinet of Ministers of June 13, 2023 No. 305 "Regulations on the standard of state professional higher education". <https://likumi.lv/ta/id/342818>

1.4. The traineeship content, scope and implementation requirements are regulated by traineeship programmes approved by the director of the education programme, which include:

1.4.1 Traineeship aims and objectives;

1.4.2. Organisational issues and traineeship procedure;

1.4.3. Total number of credits and the detailing of the credits devoted to specific objectives of the traineeship;

1.4.4. The rights, obligations and liability of traineeship supervisors and the trainee;

1.4.5. Traineeship evaluation procedure;

1.4.6. Document samples and provisions for their preparation.

2. TYPES AND SCOPE OF TRAINEESHIPS

2.1. BSA, in accordance with the education programmes, their content, aims and objectives, organises traineeships outside BSA.

2.2. Traineeships are organised for the students of corresponding education programmes; the content of traineeships is determined in accordance with the requirements of the qualification and/or vocational degree to be awarded.

2.3. Scope of the traineeship:

2.3.1. In Short-cycle professional study programmes – at least 24 credits;

2.3.2. In First-cycle study Bachelor programmes – at least 30 credits;

- 2.3.3. In Second-cycle study programmes – at least 39 credits for academic Bachelor programme graduates or at least 9 credits for vocational Bachelor programme graduates.

3. TRAINEESHIP AIMS AND OBJECTIVES

3.1. The aim of a traineeship is to strengthen and expand the students' knowledge, improve their skills in accordance with the requirements of a particular profession and/or provide the opportunity to plan and perform scientific research work in the corresponding field.

3.2. Traineeship objectives:

3.2.1. Improve the knowledge acquired in theoretical courses, providing the opportunity to improve existing or design new systems, products and technologies and prepare students for creative and research work in their chosen field of research or professional activity;

3.2.2. Acquire professional skills in accordance with the chosen profession or qualification;

3.2.3. Get students involved in purposeful collection, systematisation and explanation of materials with the aim to acquire new knowledge and promote its use in the education process;

3.2.4. Promote the competitive capacity of students on the job market.

4. ORGANISATION OF TRAINEESHIPS

4.1. Traineeships are organised outside BSA at an institution related to the profession being acquired by the students (at a company or organisation), which guarantees the fulfilment of the objectives provided for in the traineeship programme.

4.2. A tri-lateral agreement is concluded between BSA, the traineeship provider and the student (trainee), which covers the rights, obligations and liability of these three parties, the validity period of the agreement, provisions for termination of the agreement and other provisions.

5. TRAINEESHIP PROCESS

5.1. Students choose a traineeship provider independently and conclude a tri-lateral agreement (BSA – student – traineeship provider).

5.2. Traineeship is introduced by an informative event (the Introduction to Traineeship lecture) at BSA, during which students get acquainted with BSA traineeship supervisor and the traineeship programme.

5.3. Traineeship supervisor:

5.3.1. Acquaints students with the content of the traineeship and provides specific traineeship objectives;

5.3.2. Consults on traineeship-related issues throughout the traineeship;

5.3.3. Coordinates the traineeship process in cooperation with the traineeship provider;

5.3.4. Controls the work of students at the traineeship place.

5.3. Student trainee is obliged to:

- 5.3.1. Get acquainted with the traineeship aims and objectives and the traineeship evaluation criteria;
 - 5.3.2. Fulfil the objectives specified in the traineeship programme and follow the instructions of the traineeship supervisor;
 - 5.3.3. Follow the requirements of the labour laws and regulations and the rules of conduct of the traineeship provider;
 - 5.3.4. Prepare traineeship documents and submit them to the traineeship supervisor in accordance with the procedure provided for in the traineeship programme.
- 5.4. Traineeship results are evaluated by the traineeship supervisor at the traineeship place, and the evaluation is taken into account during the presentation to the corresponding Board.

6. TRAINEESHIP REPORT

- 6.1. After the traineeship, students must submit to the traineeship supervisor a traineeship report (description of the traineeship, traineeship diary and evaluation sheet) with the signature of the traineeship supervisor, and the traineeship report must be presented to the Traineeship Board.
- 6.2. The Traineeship Board is formed for the presentation of traineeship reports, which evaluates the traineeship results. The Board consists of the programme director, the traineeship supervisor, and a docent of the education programme.

The provisions become effective on 01.09.2018.