

Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture"

PRACTICE REGULATIONS

FOR THE STUDY PROGRAM "MANAGEMENT OF ART INSTITUTIONS"

Issued in accordance with

Chapter II, section 7, paragraph 4; section 8, paragraph 5; section 10, paragraph 1, section 12, paragraph 6 and section 17, paragraph 4 of the Vocational Education Law;

Sub-paragraphs 4.2., 7.3. and sections 8, 8¹, 13 of Cabinet Regulation No. 141 "Regulations Regarding the State Standard for First-Level Professional Higher Education", as adopted on 20 March 2001

Sub-paragraph 5.7.18. of Statutes of Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture"

1. General Terms

1.1. The Practice is an integral part of the study programs implemented by the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" (hereinafter – the College) in the amount of 16 credit points. The aim of the Practice is to enable students to consolidate their theoretical knowledge and obtain practical experience in the chosen specialty corresponding to the study program.

1.2. The administration of the practice is carried out by the head of the department of the study program "Management of Art Institutions" (hereinafter – MAI).

1.3. The duration of the Practice and its distribution by semesters are determined in the study programs and study schedule, which, in cooperation with the heads of the specialization departments, is developed by the head of the MAI and approved by the Council of Study programs.

1.4. The supervisors of the Practice in the specialty and specialization according to the study programs are approved by the head of MAI.

1.5. The student may choose a place/organization of Practice from the list of state, municipal or private entity organizations offered by the College or submit his/her proposal for the placement to the head of MAI for approval.

1.6. The list of Practice places/organizations is prepared by the head of MAI in cooperation with the heads of specialization at the beginning of each study semester and supervised and updated throughout the study year.

1.7. The list of Practice places/organizations and the agreed changes for the study year shall be approved by the head of MAI.

1.8. To implement the Practice, a tripartite agreement is concluded between the College, the student and the Practice place/organization.

1.9. During the Practice, the student implements the Practice tasks, which are coordinated with the theoretical study course according to each study program.

1.10. Practice tasks in the specialization are reviewed and updated by the heads of the specialization and submitted to the head MAI no later than at the beginning of the study year.

- 1.11. Practice tasks in the specialty are developed by the head of the MAI department no later than at the beginning of the study year.
- 1.12. The Head of MAI draws up a Practice program for the academic year, including Practice assignments in the specialty and specialization, and submits it to the Council of Study programs for approval.
- 1.13. Practice documentation and Practice assignments are available to students electronically on the College website.
- 1.14. Practice documentation consists of: Practice Regulations, Practice programme, Practice agreement, Practice agreement register, Practice tasks, Practice report structure, characteristics of the trainee (a form), Practice overview (a form), register of Practice organisations/places.
- 1.15. The Practice report is a written statement prepared by the student about the completion of the Practice assignments.

2. Informing Students about Practice

- 2.1. The head of MAI presents the Practice documentation to the students no later than one month before the start of the Practice.
- 2.2 Practice supervisors in the specialty and specialization introduce students to the Practice assignments, their fulfilment and reporting requirements, as well as assessment criteria not later than one month before the start of the Practice.

3. Sending Students to Practice

- 3.1. Not later than one week before the start of the Practice, the student shall submit to the Study Department three copies of the Practice agreement, which is printed from the "Practice" section of the College website and signed by an authorized representative of the chosen Practice organization and the student:
- 3.1.1. The head of MAI, reviews Practice contracts submitted by students and take a decision on the approval of student places/organisations of Practice;
 - 3.1.2. Practice agreements shall be signed on behalf of the College by hear of MAI on the basis of a mandate issued by the Director of the College.
- 3.2. Practice agreements are registered in the Study Department.
- 3.3. If a student wishes to complete the Practice outside of the time period specified in the Study Schedule, the student shall submit an application to the head of MAI requesting permission to complete the Practice during the time specified in the application.
- 3.4. The student shall be allowed by the head of MAI to complete the Practice outside the time period specified in the Study Schedule on the basis of the Practice assignments and the theoretical study courses attended by the student in accordance with paragraph 1.9. of these regulations.
- 3.5. The student's lectures and tests that have been delayed during the course of the period of the internship referred to in point 3.3 shall not be justified. The student must agree individually with the lecturers on the schedule of individual lectures and tests.

4. Practice report

- 4.1. The deadline for submitting the internship report in accordance with the study schedule is determined by the head MAI, in coordination with the head of the Studies department, and the relevant information prepared for posting on the College's website in the "List of lectures" section; confirmed by the Deputy Director.
- 4.2. The trainee submits the Practice report together with the characteristics of the trainee to the MAI.

4.3. The report on the completed practice tasks in the specialty is evaluated by the practice supervisor in the specialty and the practice supervisor in the specialization or a person delegated by the head of MAI.

4.4. Criteria for preparation of Practice report:

4.4.1. The report must be completed in computer form, following the College's Methodical instructions for the preparation of College study papers.

4.4.2. Practice sample documents are available on the College's website under the section "Practice"

4.4.3. Practice report materials are placed in a folder with a transparent cover and sent electronically to a specified e-mail address.

4.4.4. The Practice report shall include a description of the Practice organisation/place and a report on the fulfilment of the tasks of the Practice in speciality and specialisation;

4.4.5. The Practice report separates the description of the completion of the speciality tasks from the description of the completion of the specialization tasks.

4.5. Practice report evaluation procedure:

4.5.1. the assessment of the Practice report consists of the assessment of the performance of the Practice tasks in speciality and specialisation and the assessment of the Practice supervisor at the organisation/place of the Practice in the characteristics of the trainee;

4.5.2. all grades are recorded in the Practice report, the average grade is set, which is recorded in the Practice report and the examination report;

4.5.3. the results of the Practice report are assessed on a ten-point scale;

4.5.4. if the grade of the Practice assignment in the specialty and/or specialization is less than 4 points (almost satisfactory), the Practice report is not counted. In order to obtain a successful assessment of the Practice report, the student shall revise the under-evaluated part of the Practice report and submit it for re-assessment to the head of MAI together with the successfully completed part;

4.5.5. in order to be re-evaluated on the Practice report, the student must submit, together with the report, an individual protocol that can be received in the College Study Department, in accordance with the College Regulations on Provision of Paid Services;

4.5.6. if the Practice report rating is repeatedly lower than 4 points (almost satisfactory), the student's Practice report is not credited and the student takes the Practice repeatedly;

4.5.7. if the Practice supervisor's (at the Practice organisation/place) rating is lower than 4 points (almost satisfactory) or the characteristics of the trainee is not submitted, the Practice is not credited and the student repeats the Practice.

5. Responsibilities and Rights

5.1. Responsibilities of the student – trainee:

5.1.1. in accordance with paragraph 1.5. of these regulations choose the Practice organisation/place;

5.1.2. not later than one week before the beginning of the Practice, submit in the Study Department three copies of the Practice agreement, signed by him/herself and authorized representative of the Practice organisation/place;

5.1.3. to carry out Practice assignments in speciality and specialization;

5.1.4. to be at the organisation/place of Practice within the period specified in the study schedule, observing the conditions specified in the concluded Practice agreement;

5.1.5. prepare the Practice report following the criteria specified in paragraph 4.5. of these regulations and submit the Practice report to the Study Department within the set time limit.

5.2. Rights of the students – trainee

- 5.2.1. to receive, within the time limit specified in paragraph 2 of these regulations, the necessary information on the Practice and Practice assignments;
- 5.2.2. use the College Library to obtain documents and Practice assignments required for the Practice;
- 5.2.3. in accordance with the procedures set forth in the Practice agreement, terminate the signed Practice agreement and change the approved Practice organisation/place, in agreement with the head of MAI and Practice supervisors;
- 5.2.4. to receive counselling on Practice-related issues from the Practice supervisors in speciality and specialization as well as from the head of MAI.

5.3. Responsibilities of the head of MAI in the organization of Practice:

- 5.3.1. prepare, in cooperation with specialization managers, a list of Practice organisations/places at the beginning of each semester and update the list throughout the study year;
- 5.3.2. during the first week of the semester, submit updated and approved list of Practice organisations/places, Practice documentation and Practice assignments to the College website administrator for inclusion on the College website;
- 5.3.3. to inform students about the current Practice one month before the beginning of the Practice, to acquaint with the Practice documentation, assignments, assessment criteria;
- 5.3.4. to receive the Practice reports submitted by the students in the Study Department and submit them to the Practice supervisors in speciality and specialization for evaluation;
- 5.3.5. to summarize and analyse proposals of students and Practice supervisors about the process of Practice.

5.4. Responsibilities of the senior clerk of the Study Department in organizing the Practice:

- 5.4.1. register Practice agreements;
- 5.4.2. collect student Practice reports and submit them to the head of MAI
- 5.4.3. prepare test reports.

5.5. Responsibilities of Practice supervisors in speciality and specialization:

- 5.5.1. Not later than one month before the beginning of the Practice, to acquaint students with the Practice assignments, their fulfilment and reporting requirements, as well as assessment criteria;
- 5.5.2. to advise students on issues related to the fulfilment of Practice assignments;
- 5.5.3. after the Practice, together with the students evaluate the process of the Practice and make suggestions;
- 5.5.4. give their evaluation on a 10-point scale for the student's Practice reports and record it in the Practice report;
- 5.5.5. make proposals and suggestions to the head of MAI for the optimization of Practice;
- 5.5.6. advise the student to change the Practice organisation/place if it does not meet the specifics of the assignment to be performed.