

APPROVED

Board meeting of Latvian College of Culture at
the Latvian Academy of Culture
October 23, 2019

Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

PRACTICE REGULATIONS

FOR THE STUDY PROGRAM “LIBRARY SCIENCE AND INFORMATION”

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., 7.2. 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 Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter – the College) study programme “Library Science and Information” with a total of 16 credit points.
- 1.2. The aim of the practice is to enable students to consolidate their theoretical knowledge and obtain practical experience relevant to the study program, as well as to facilitate the acquisition of information necessary for the development of scientific research work, Term Papers and Qualification Papers.
- 1.3. The practice organization shall be conducted by the Head of the Library Information Department (hereinafter – Head of the Department), the practice shall be administered by the Deputy Director in the course of studies (hereinafter – Deputy Director) or the College Delegate responsible for the practice (hereinafter – College Delegate).
- 1.4. The Head of the Department nominates and the Deputy Director approves the practice supervisors for each practice.
- 1.5. The duration of the practice and its division by study semesters is determined by the study programme and study schedule, which is developed by the Head of the Department and approved by the Deputy Director.
- 1.6. The student may choose an organization/place of practice from the list of organizations offered by the College or submit his/her proposal for the organization/place of practice to the Head of the Department.

- 1.7. The list of practice organizations/places is prepared and approved by the Head of Department at the beginning of each study semester and supervised and updated during the whole study year.
- 1.8. A tripartite agreement is signed between the College, the Student and the practice organisation to implement the student practice.
- 1.9. During the practice, the student implements the practice tasks, which are coordinated with the theoretical study course according to the study programme.
- 1.10. The practice tasks are developed by the Head of the Department not later than at the beginning of the academic year.
- 1.11. The Head of the Department draws up a practice program for the academic year, including practice assignments in the specialty and specialization, and submits it to the Deputy Director for approval.
- 1.12. Practice documentation and practice assignments are available to students electronically on the College website.
- 1.13. Practice documentation consists of: Practice Regulations, practice programme, practice agreement, practice agreement register, practice report structure, characteristics of the trainee (a form), practice overview (a form), register of practice organisations/places.
- 1.14. 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 the Department introduces students to the documentation of the practice, the tasks of the practice, their fulfilment and reporting requirements, as well as the evaluation 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 submits to the Study Department three copies of the practice agreement, which is printed from the 'Internship' section of the College website and signed by an authorized representative of the selected practice organisation/place and the student.
- 3.2. The Deputy Director or a College Delegate, together with the Head of the Department, reviews the practice contracts submitted by the students and take a decision on the approval of the places of student practices.
- 3.3. Practice contracts on behalf of the College shall be signed by the Head of the department of the study department "Management of Art Institutions" or a College Delegate on the basis of a mandate issued by the Director of the College.
- 3.4. Practice contracts are registered in the Study Department.
- 3.5. 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 Deputy Director or a College Delegate requesting permission to complete the practice during the time specified in the application.
- 3.6. The student shall be allowed by the Deputy Director or a College Delegate 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.

- 3.7. The student's lectures and tests that have been delayed during the course of the period of the internship referred to in point 3.5 shall not be justified, the arrangements for settling study debts shall be agreed by the student individually with the lecturers.

4. Practice report

- 4.1. The deadline for submission of the practice report, in agreement with the Head of Study Department, is determined by the Head of the Department and the relevant information is prepared for inclusion on the College's website under the section 'Lecture schedule'. This is confirmed by the Deputy Director.
- 4.2. The trainee submits the practice report together with the characteristics of the trainee to the Study Department or the Head of the Department, informing the students in advance.
- 4.3. The practice report on the practice tasks performed is evaluated by the practice supervisor.
- 4.4. Criteria for preparation of practice report:
- 4.4.1. the report shall be typed in accordance with the College's general document preparation and presentation rules;
 - 4.4.2. practice sample documents are available on the College's website under the section 'Practice';
 - 4.4.3. practice reports are placed in a folder with a transparent cover;
 - 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.
- 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 and the assessment of the practice supervisor at the organisation/place of the practice in the characteristics of the trainee;
 - 4.5.2. 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 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 practice report and submit it for re-assessment to the Study Department 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, the student's practice report is not credited and the student does the practice repeatedly;

- 4.5.7. if the practice supervisor's (at the organisation/place) rating is lower than 4 points 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 1.9. 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;
- 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 4.4. of these regulations and submit the practice report to the Study Department or the Head of the 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 Deputy Director or the College Delegate and Practice supervisor;
- 5.2.4. to receive counselling on practice-related issues from the practice supervisor as well as from the Head of the Department or a College Delegate.

5.3. Responsibilities of the Head of the Department in the organization of practice:

- 5.3.1. prepare a list of practice organisations/places at the beginning of each semester and update the list throughout the study year;
- 5.3.2. submit updated practice documentation to the College website administrator during the first week of the semester;
- 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 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 the Department or College Delegate;
 - 5.4.3. prepare practice overview forms.
- 5.5. Responsibilities of practice supervisors:
- 5.5.1. to advise students on issues related to the fulfilment of practice assignments;
 - 5.5.2. after the practice, together with the students evaluate the process of the practice and make suggestions;
 - 5.5.3. give their evaluation on a 10-point scale for the student's practice report and record it in the practice overview;
 - 5.5.4. make proposals and suggestions to the Deputy Director for the optimization of practice;
 - 5.5.5. advise the student to change the practice organisation/place if it does not meet the specifics of the assignment to be performed.