

APPROVED
Board meeting of Latvian College of Culture at
the Latvian Academy of Culture
October 13, 2023

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

PRACTICE REGULATIONS

FOR THE STUDY PROGRAM “CONTEMPORARY DANCE”

Issued in accordance with:

Article 2 and Article 16.7, Part 6, Clause 4 of the Professional Education Law;

Regulations of the Cabinet of Ministers of June 13, 2023 No. 305 "Regulations on the standard of state professional higher education", Chapter 2;

Regulations of the Latvian College of Culture at the Latvian Academy of Culture.

1. General Terms

1.1. The practice is a part of the study programs implemented by the Latvian Academy of Culture agency “Latvian College of Culture at the Latvian Academy of Culture”(hereinafter – College) in the amount of 16 credit points. The purpose of the practice is to give students the opportunity to strengthen their theoretical knowledge and gain 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 and division of the practice by semester is determined in the study program and study schedule, which is developed by the head of the MAI department in cooperation with the heads of specializations and approved by the Council of Study Programs.

1.4. The practice manager is approved by the Program Director according to the study program.

1.5. The list of practices is prepared by the Director of the Program in cooperation with the heads of specializations at the beginning of each study semester and is monitored and updated throughout the study year.

1.6. The list of practices and agreed changes for the study year is approved by the Council of Study Programs.

1.7. A tripartite contract is concluded between the College, the student and the place of practice chosen by the student for the implementation of student practice.

1.8. In practice, the student implements practice tasks that are coordinated with the theoretical study course according to each study program.

1.9. Practice documentation and practice tasks are available to students in electronic format on the College's website.

1.10. Supervisors submit practice tasks in the specialization to the Program Director for approval no later than at the beginning of the study year.

1.11. Practice tasks are developed by the Program Director in cooperation with the heads of specializations.

1.12. Practice documentation and practice tasks are available to students in electronic format on the College's website.

1.13. Practice documentation consists of: practice regulations, practice assignments, practice contract, practice contract register, practice report, practice assignment performance evaluation - description sheet and practice place register.

1.14. The practice report is a written confirmation prepared by the student about the fulfilment of the practice tasks.

2. Informing Students about Practice

2.1. The director of the program or the supervisors of the specialization not later than one month before the beginning of the practice introduces the students to the practice documentation, the practice tasks, their fulfilment and reporting requirements, as well as the evaluation criteria.

3. Sending Students to Practice

3.1. No later than one week (7 working days) before the start of the practice, the student submits three copies of the practice agreement to the Study direction, which is printed from the Practice section of the College's website and signed by an authorized representative of the chosen practice location and the student:

3.1.1. The head of the MAI department, together with the Program Director, examines the practice contracts submitted by the students and makes a decision on approving the student's practice;

3.1.2. Practice contracts are signed by the head of the MAI department on behalf of the College, based on the authority issued by the College director.

3.2. Practice contracts are registered in the Study Department.

3.3. If the student wants to do a practice outside of the time specified in the Study Schedule, the student writes an application addressed to the head of the MAI department with a request to allow the practice to be carried out at the time specified in the application.

3.4. The student is given permission to practice outside of the time specified in the study schedule by the head of the MAI department, based on the practice tasks to be performed and the theoretical lecture courses the student has listened to, in accordance with the provisions in subsection 1.8 of these regulations.

3.5. Lectures and tests missed by the student during the practice referred to in subsection 3.4 are not excused. The student must individually agree on the drawing up of individual lecture and test schedules with the lecturers.

4. Practice report

4.1 The deadline for submitting the practice report in cooperation with the heads of specializations is determined by the Director of the Program, in coordination with the head of the Study Department, and the relevant information prepared for posting on the College's website in the "List of Lectures" section.

4.2 The student submits the practice report and the performance evaluation - description sheet of the practice tasks completed by the practice provider in an electronically shared folder in Google documents.

4.3 The report on the completed practice tasks is evaluated by the lecturer of the specialty and specialization study courses.

4.4 Criteria for preparation of Practice report:

4.4.1. The report must be drawn up in computer format, following the College's "Methodical instructions for the preparation of College study papers".

4.4.2. Samples of practice documents can be found on the College's website in the Practice section.

4.4.3. Practice report materials are submitted within the deadline specified by the Program Director and specified on the College's website in the "List of Lectures" section.

4.4.4. The practice report must include a description of the practice location and a report on the practice tasks.

4.5. Practice report evaluation procedure:

4.5.1. The evaluation of the practice report is formed from the evaluations of the implementation of the practice tasks, which are recorded by the practice provider, the lecturers of the specialty and specialization study courses appointed by the Director of the Program on the evaluation of the implementation of the practice tasks - description page.

4.5.2. All evaluations are recorded in the Practice Report, the average rating is determined, which is recorded in the Practice Report and the Evaluation Protocol.

4.5.3. The results of the practice report are evaluated on a ten-point scale.

4.5.4. If the average rating in one of the practice tasks is lower than 4 points (almost average), the practice report is not counted. In order to receive a successful evaluation of the practice report, the student reworks the under-evaluated part of the practice report tasks and submits it together with the successfully completed part for re-evaluation to the Program Director.

4.5.5. In order to receive a re-evaluation of the practice report, the student must submit the individual protocol together with the report, which can be obtained in the Study Department of the College in accordance with the Regulations of the College on the procedure for providing paid services.

4.5.6. If the assessment of the practice report is repeatedly lower than 4 points, the practice report is not credited to the student and the student repeats the practice.

4.5.7. If the evaluation of the practice manager of the practice site is lower than 4 points or the evaluation of the performance of the practice tasks - the description sheet is not submitted, the practice is not counted and the student repeats the practice.

5. Responsibilities and Rights

5.1. Responsibilities of the student – trainee:

5.1.1 In accordance with subsection 1.5. of this regulation, choose the place of practice.

5.1.2. No later than one week (7 working days) before the start of the practice, submit the practice contract in three copies to the Study Department, with own signature and that of the authorized representative of the place of practice.

5.1.3. Implement practice tasks.

5.1.4. To be at the place of practice during the period specified in the study schedule, observing the conditions set forth in the concluded practice contract.

5.1.5. According to the criteria specified in subsection 4.5. of this regulation, prepare the practice report and submit the practice report within the specified period.

5.2. Rights of the students – trainee:

5.2.1. To receive the necessary information about practice and practice tasks within the period indicated in paragraph 2 of these regulations.

5.2.2. Use the College library to get the documents and practice tasks necessary for practice.

5.2.3. Terminate the signed practice agreement and change the approved practice location in accordance with the procedures specified in the practice agreement, in coordination with the head of the MAI department and practice managers.

5.2.4. Receive advice on issues related to practice from the Program Director and specialization leaders.

5.3. Duties of the person responsible for practice in organizing practice:

- 5.3.1. Prepare a list of practice places in cooperation with the heads of specializations at the beginning of each study semester and update the list throughout the study year.
- 5.3.2. During the first week of the semester, submit the updated and approved list of practice places, practice documentation and practice assignments to the College website administrator for posting on the College website.
- 5.3.3. One month before the start of the practice, inform the students about the current study practice, introduce the practice documentation, tasks, evaluation criteria.
- 5.3.4. Provide students with information on the procedure for submitting the practice report and organize the process of correcting and evaluating the practice report.
- 5.3.5. To collect and analyze the proposals of students and practice supervisors regarding the progress of the practice.

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

- 5.4.1. Keep a register of practice contracts.
- 5.4.2. Summarize the submissions and practice contracts submitted by the students and submit them to the head of the MAI department.
- 5.4.3. Prepare evaluation protocols.