



# RIGA MANAGEMENT COLLEGE

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## REGULATIONS REGARDING PRACTICE PLACEMENT

Riga 2023

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## **1. GENERAL INFORMATION**

1.1. The Practice placement Procedure of Riga Management College (hereinafter referred to as the College) sets forth the key principles for the organisation, conduct and assessment of the Practice placement conducted outside the educational institution.

1.2. Study practice is organized taking into account the requirements of the state standard of short-cycle professional higher education and the standard of the profession. Study practice is an integral part of the study program, the total amount of which is 24 CP. According to the requirements of the study program, the study practice can consist of one or two parts.

1.3. The objective of the Practice placement is to provide the students with the opportunity to apply the theoretical knowledge acquired at College to real life situations, and gain the skills and abilities necessary to pursue the professional activity and to become competitive specialists on the labour market.

## **2. PRACTICE PLACEMENT ORGANISATION AND CONDUCT**

2.1. The Methodological Commission of the corresponding study programme shall be responsible for the development of the Practice placement tasks.

2.2. Practice tasks are published in the study e-environment Moodle. It is the responsibility of the students to familiarize themselves with the practice regulations, practice tasks and to observe and fulfill them.

2.3. The student chooses the place of practice independently or by choosing one of the companies with which the College has a cooperation agreement on providing a place for student practice. By the deadline set by the College, the student submits an application to the head of the study direction in the study part (a sample internship application form is provided in Appendix 1). The head of the study direction examines the application and gives an opinion to the college director. The college concludes a tripartite agreement with the company/organization and the student on the provision of study practice (see the sample agreement in Appendix 2).

2.4. The College shall sign a trilateral agreement with the company/organisation and the student regarding the provision of the Practice placement (a draft agreement is given in Annex 2). The student submits a tripartite signed internship agreement in the study section, as well as on the Moodle website by the deadline set by the college.

2.5. The Practice placement Supervisor appointed at the Practice placement venue shall provide instructions about the company's (organization's) internal procedures, occupational safety, fire safety and other rules. Taking into account the study practice tasks given to the student, the curator

gives the student a specific tasks and controllable execution. At the end of the internship, the curator fills out a questionnaire with the assessment of students' abilities and skills (see the sample questionnaire in Appendix 5) and gives it to the students.

2.6. The trainee shall respect the confidentiality, he/she shall not disclose information to third parties that has become known to him or her while fulfilling the tasks of the practice placement, as well as the information to which access is restricted at the venue of the practice placement.

2.7. During the internship, the student writes an internship diary (for a sample of the diary, see the title page and form in Annex 4) according to the internship tasks. Taking into account the practice tasks, the practice supervisor in the company/organization gives the student specific tasks and controls their execution.

2.8. At the end of the internship, the student needs to upload an updated internship diary to the study portal Moodle, so that the internship manager at the college can evaluate what has been done and point out shortcomings and necessary improvements.

2.9. At the end of the practice placement, the supervisor shall fill in the Questionnaire with the evaluation of the student's work (see Annex 5 for the form of the Questionnaire) and student must submit this Questionnaire to the study department. The Questionnaire must be uploaded to the Moodle not later than two days after the end date of the Practice.

2.10. The intern must submit to the College, in the Moodle system, the Practice Report, in which he/she analyzes the progress of the practice and the conclusions and proposals of the summary of the results of the analysis. A survey from the place of practice is attached to the internship report.

### 3. REPORT ON PRACTICE PLACEMENT

3.1. The Practice placement shall complete with the preparation and submission of the Report on Practice placement.

**The length** of Practice report in computer print without annexes is **25–35 pages**.

3.2. Components of the Report on Practice placement:

- title page using the form provided (see Annex 3, depending on the Practice);
- introduction: place of practice, aim/purpose, tasks and research methods;
- description of basic tasks according to the detailed program of the specific practice and chapters according to the Practice placement tasks (1 chapter = 1 task);
- conclusions and proposals;
- annexes (if necessary, for example, pictures or other visual materials).

3.3. The student shall include in the report on the Practice placement only actual material and information, practical observations.

3.4. Technical requirements for the Report on Practice placement:

The Practice report should look neat and visually pleasing and must comply with the following requirements:

- use A4 standard paper sheets (210x297);
- justify the text on both sides leaving the following margins: 30 mm on the left, 20 mm on the right and 20 mm at the top and the bottom;
- in the body of the text use size 12 letters, for chapter headings – size 16, for subchapter headings – size 14;
- use font Times New Roman);
- use spacing 1.5 between the lines;
- indent the first line of the paragraph (1.27cm);
- start numeration of the pages with the title page. However, do not show the page number **on the title page**.
- show page numbers in Arabic figures in the middle of the page bottom.
- the headings of the main sections, subsections and paragraphs shall be centrally aligned;
- the spacing between the heading of a main section shall be 1 free line (1 ENTER), but the heading of a subsections or a paragraph shall not be separated from the text with a free line;

3.5. **Formatting tables:**

- Each table is given the number of its order within a chapter.

- Tables are numbered with two digits, using Arabic numerals; the first digit means the number of the chapter, the second - the sequence number of the table in the chapter.
- The number is written above the table (written from the right side of the page), e.g. Table 4.1.
- Each table must be named according to its content (the table heading should answer questions like “who?”, “what?”, “where?”, “when?”).
- The heading is written above the table below the number.
- Below the table must indicate the source of information – books, statistical data collections, data bases, name of internet resource etc. The source is formatted as a reference.

**Example:**

Table 4.1.

Performance indicators of Latvian commercial banks in 2018–2020, thous. EUR

Indicators \ Period	30.09.2018.	30.09.2019.	30.09.2020.
Interest income	412 815	404 701	377 654
Interest expense	76 087	77 253	59 668
Commission income	318 458	263 018	220 213
Commission expense	98 885	91 727	65 503
Total operating income	630 920	578 075	502 915
Profit before taxes	246 056	130 159	109 233

Source: FCMC (2020)

**3.6. Formatting pictures/images/figures:**

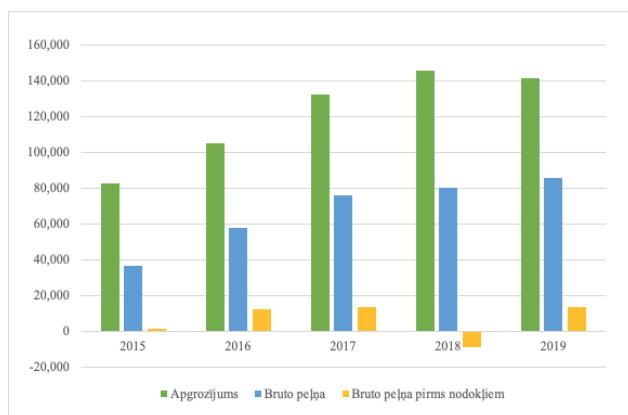
- Pictures are numbered within each chapter, using Arabic numerals. For example, Picture 4.1.
- Each picture/figure is given the number of its order within a chapter. Pictures are numbered with two digits, using Arabic numerals; the first digit means the number of the chapter, the second - the sequence number of the picture in the chapter. The number is written under the picture (centered in the middle of page), e.g. Picture 4.1.

Each picture is given an image heading based on its content (the picture heading should answer questions like “who?”, “what?”, “where?”, “when?”). The heading is written in the middle of the picture in line with the number. If the image heading takes up more than one line, the distance between the lines is 1.

If the picture has been taken from another source, the source must be indicated as a reference.

The source is formatted as a reference.

Example:



**Picture 4.1.** Turnover and profit of JSC Grindeks, thous. EUR

Source: Grindeks (2020)

An explanation of the content of the image and the conclusions that can be drawn from it should always be included in the text. The interpretation of the data presented in the figure is the task of the author of the paper and should not be left to the reader.

## **4. ASSESSMENT OF PRACTICE PLACEMENT**

4.1. The student submits the internship (Practice) report electronically in the Moodle system by the specified deadline.

- The internship report is evaluated by the internship supervisor appointed by the College, who evaluates the content of the internship report and the questionnaire filled out by the internship curator.

- The form of internship examination is an online defense, presenting the internship report and conclusions/recommendations about the specific internship.

- A practice report is written by the student based on comments from diaries and practice supervisors.

4.2. The practice report shall be evaluated by an expert – supervisor appointed by the College.

4.3. The final grade for the Practice is based on the following components:

1. Practice report;

2. Practice defense (student must prepare a PowerPoint presentation);

3. Practice diary (completed and submitted diary on Moodle)

Student must have a positive rating for each of these components, only then the final rating can be posted.

4.4. If the student has not submitted an internship application and a tripartite signed internship agreement (original) by the deadline specified in the study calendar, the student is not allowed to defend the internship.

4.5. Student who has not completed the Practice Program, has not submitted a report, or practice (internship) was evaluated by a supervisor lower than "4", is not allowed to defend the qualification work.



# **ANNEXES**

To the deputy director of Riga Management College

from \_\_\_\_\_

(student's name, surname)

\_\_\_\_\_  
(ID No.)

\_\_\_\_\_  
(group code)

\_\_\_\_\_  
(contact phone, email)

## **APPLICATION FOR PRACTICE PLACEMENT**

Please confirm my chosen Practice placement at (full name of the Practice placement provider/company):

\_\_\_\_\_

register number: \_\_\_\_\_

legal address: \_\_\_\_\_

phone number: \_\_\_\_\_

official website: \_\_\_\_\_

email: \_\_\_\_\_

represented by (name, surname of representative in the company and position in the company):

\_\_\_\_\_

Date: \_\_\_\_ . \_\_\_\_ . 20\_\_.

\_\_\_\_\_  
(student's signature)

## CONTRACT No. 4-6/20\_\_ / \_\_\_\_\_

on Providing of a Place for Practical Training

Riga

\_\_\_\_\_.\_\_\_\_\_. 20\_\_.

“Rīgas Menedžmenta koledža” Ltd. (Riga Management College), hereinafter referred to as the College, registration Nr.50203022521, registered in Educational Institutions Register with Nr. 3334802535, legal address Lomonosova Str. 1/4, Riga, LV-1019, acting under College Regulations, represented by its Principal \_\_\_\_\_ as the party of the first part, and

\_\_\_\_\_, hereinafter referred to as the **Practical Training Provider**, represented by its \_\_\_\_\_ who acts

under the \_\_\_\_\_, as the party of the second part, and the student of

“Rīgas Menedžmenta koledža” Ltd. \_\_\_\_\_, ID number

\_\_\_\_\_, hereinafter referred to as the Trainee, as the party of the third part, hereinafter collectively referred to as the Parties, have agreed as follows:

### 1. GENERAL PROVISIONS

1.1. The College hereby undertakes to refer and the Practical Training Provider undertakes to accept the Trainee and provide him/her with practical training in accordance with the approved practical training goals and objectives of the \_\_\_\_\_ study programme of Riga Management College.

1.2. The practical training aims to promote reinforcement and development of theoretical knowledge and professional skills in line with the determined practical tasks.

1.3. The practical tasks have been determined in accordance with the accepted curricula which have been approved by the employer’s representative.

1.4. On completion of the practical training, the Practical Training Provider shall assess the result of the practical training on a scale from 1 to 10:

1.4.1. a very high proficiency level (10 – “with distinction”, 9 – “excellent”);

1.4.2. a high proficiency level (8 – “very good”, 7 – “good”);

1.4.3. an average proficiency level (6 – “almost good”, 5 – “satisfactory”, 4 – “almost satisfactory”);

1.4.4. a low proficiency level (3 – “weak”, 2 – “very weak”, 1 – “very, very weak”);

1.5. The practical training shall take place from \_\_\_\_\_ to \_\_\_\_\_.

## **2. RIGHTS AND OBLIGATIONS OF THE PARTIES**

### **2.1. The College shall:**

- 2.1.1. draft descriptions of the students' practical training tasks, which shall be an integral part of this Contract, and make the said descriptions available to the Trainee for submission to the Practical Training Provider;
- 2.1.2. appoint the practical training supervisor who shall coordinate and monitor the progress of the practical training;
- 2.1.3. ensure the Trainee's theoretical basis for the practical training;
- 2.1.4. provide advice to the Trainee on the methodology of the practical training;
- 2.1.5. accept and assess the Trainee's report on the practical training only if the said report is accompanied by the student's Practical Training Performance Record issued by the Practical Training Provider.

### **2.2. The Practical Training Provider shall:**

- 2.2.1. provide the Trainee with a place for practical training;
- 2.2.2. brief the Trainee on operational safety, fire safety, electrical safety and internal code of conduct;
- 2.2.3. appoint the Trainee's practical training supervisor from among its staff members;
- 2.2.4. provide the Trainee with the information, documents, materials and resources necessary for performing the practical training and drawing up the report on the practical training. The Practical Training Provider is not obliged to provide the Trainee with information which, according to the current law of the Republic of Latvia or internal documents of the Practical Training Provider, must be treated as confidential;
- 2.2.5. provide feedback to the College on the Trainee's performance during the practical training;
- 2.2.6. be entitled to withdraw from its contractual obligations by giving immediate written notice to the College in the event that the Trainee fails to perform the practical training tasks or disregards the internal code of conduct and occupational health and safety requirements.

### **2.3. The Trainee shall:**

- 2.3.1. perform the practical training tasks determined by the College, taking into consideration the instructions of the Practical Training Provider;

- 2.3.2. comply with the internal code of conduct, as well as operational safety, fire safety and electrical safety requirements of the Practical Training Provider during the practical training;
- 2.3.3. prepare a report on the practical training, submit it to the College together with the Practical Training Performance Record issued by the Practical Training Provider and defend it at the College.

**3. FINAL PROVISIONS**

- 3.1. This Contract shall enter into force on \_\_\_\_\_.
- 3.2. Any amendments and supplements to this Contract shall be valid if they are made in writing and signed by all Parties.
- 3.3. The Parties shall have the right to terminate this Contract early by mutual agreement or, in case of failure to comply with contractual provisions, by notifying the other Parties at least five (5) working days in advance.
- 3.4. Any disputes between the Parties in relation to implementation or operation of this Contract shall be settled through negotiations, failing which the said disputes shall be referred for examination to the court as prescribed by the law of the Republic of Latvia.
- 3.5. This Contract is made on two pages in three copies, of which one copy shall be held by each Party. All copies shall have equal legal effect.

**4. PROPERTIES AND SIGNATURES OF THE CONTRACTUAL PARTIES**

**SIA “Rīgas Menedžmenta koledža”**  
 Reg.No. 50203022521  
 Legal address: Lomonosova Str. 1/4,  
 Riga, LV-1003  
 Bank details: A/S Swedbank  
 S.W.I.F.T. code HABALV22  
 Account No. LV20HABA0551043155636

\_\_\_\_\_

*(signature, name, surname and position held)*

**Practical Training Provider**

\_\_\_\_\_

Reg.No. \_\_\_\_\_

Legal address: \_\_\_\_\_

\_\_\_\_\_

Bank details: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

website: \_\_\_\_\_

Phone number \_\_\_\_\_

\_\_\_\_\_

*(signature, name, surname and position held)*

**Trainee:** \_\_\_\_\_

(signature, print name)



## Riga Management College

\_\_\_\_\_ study programme

### PRACTICE PLACEMENT I/ II/ III

(from \_\_. \_\_.20\_\_ to \_\_. \_\_.20\_\_ )

## REPORT ON PRACTICE PLACEMENT

**Trainee** \_\_\_\_\_ **NAME SURNAME**

(signature)

Group code: \_\_\_\_\_

Supervisor at the Riga Management College:

\_\_\_\_\_  
(signature and name, surname)

RIGA, 20\_\_



## Riga Management College

\_\_\_\_\_ study programme

### **PRACTICE PLACEMENT I/ II/ III**

## **PRACTICE PLACEMENT DIARY**

**WEEK 1 (from \_\_. \_\_.20\_\_ to \_\_. \_\_.20\_\_)**

Practice place: \_\_\_\_\_

Practice supervisor at a company/ organisation:

\_\_\_\_\_ (position, name, surname)

Trainee: \_\_\_\_\_

Group code: \_\_\_\_\_

Submission date: \_\_\_\_\_

RIGA, 20\_\_

## INSTRUCTIONS ON ENTRIES IN THE PRACTICE DIARY AND ITS USE

1. The diary of the student's practice (hereinafter - diary) is intended for the recording of the practice.
2. Entries in the diary shall be made by the student. The practice supervisor at the company/organization shall certify the student's accomplishments every week with his or her signature. At the end of the week, the student uploads the updated diary to the study portal Moodle in PDF format.
3. Every week, the practice supervisor at the college evaluates a diary entry, gives comments and instructions.
4. The obligation of the student:
  - 4.1. to take care in good time regarding the performance of the necessary entries in the diary and the preservation thereof;
  - 4.2. to present the original of the diary to the supervisor of the practice at the college study department or to the person who replaces it within specified time limits.

### Recording of works performed by a student during the period of practice (weekly):

<b>Practice task</b>	<b>Result</b>
1. Task : 1.1. _____ 1.2. _____ 1.3. _____ 1.4. _____ 1.5. _____ 2. Task: 2.1. _____ 2.2. _____	1. 2. 3. 4. 5. 6. 7.
<b>Conclusions:</b> 1. 2. 3. 4. 5. 6. 7.	<b>Proposals:</b> 1. 2. 3. 4. 5. 6. 7.



Signature of the practice supervisor at the company/ organisation: \_\_\_\_\_

Notes/comments::

## Questionnaire for the study programme „\_\_\_\_\_” practice supervisor

**Dear practice supervisor!**

Please participate in a survey conducted by the Riga Management College. The aim of the questionnaire is to find out Your opinion on the level of preparation of new specialists. With Your help, we want to find out the strengths and weaknesses of the study process. The information collected will help us improve the quality of education provided by the college, the study programme and the study process.

The data generated by the study will only be used in a summarised way.

Thank You in advance for Your cooperation!

Institution/company \_\_\_\_\_

Scope of activity \_\_\_\_\_

Place of action (please underline): Riga, Riga district, other city, elsewhere in Latvia \_\_\_\_\_

Student's name, surname and study semester:

\_\_\_\_\_

1. What form of studies, in Your opinion, provides the best study results in terms of knowledge, skills and competence (please underline): full-time (**day**) or part-time (**evening, weekend or distance**) studies?
2. Do You support Your employees' studies? If yes, in what way (please underline): **participate in the funding of studies, allow flexible work Schedule, show interest in study results, other,** \_\_\_\_\_
3. What additional knowledge and/or additional skills are needed for Your employees?  
\_\_\_\_\_
4. Your proposals for the improvement of the study programme: \_\_\_\_\_  
\_\_\_\_\_
5. What professions will You need in Your company in the next six months?  
\_\_\_\_\_
6. Are You ready to offer a practice place to other our students? \_\_\_\_\_
7. Please evaluate the student's competence according to the following criteria:

Criteria	Excellent	Good	Average	Weak	Cannot judge
1. Ability to take the responsibility for the tasks performed.					
2. Ability to explore customers' needs, forecast customer behaviour patterns and respond flexibly to them.					
3. Ability to perform daily commercial transactions.					

4. Ability to collaborate and create, coordinate, control effective communications between customers and company personnel.					
5. Ability to organise his/her work, work independently and raise professional qualifications.					
6. Ability to take responsibility for the results of their professional activities.					
7. Ability to communicate in the state language and in at least one foreign language.					
8. Ability to respect professional ethics.					
9. Ability to use information technologies to perform their activities.					
10. Ability to ensure compliance with labour law rules.					
11. Ability to ensure the requirements of the regulatory enactments on environmental protection.					
12. Ability to represent a company in dealings with other companies and institutions.					
13. Ability to understand and assess the importance of innovation.					
14. Ability to follow the rational use of on-hand material resources.					
15. Ability to understand market competition mechanisms, pricing policy and market behaviour of competitors.					
16. Capacity to analyse, define and implement promotional measures for products or services.					
17. Ability to organise job protection measures and to control compliance with labour protection requirements.					

**Thank You for information!**

Employer's representative:

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*(name, surname, position held, phone number or email, signature)*