



COLLEGE OF ACCOUNTANCY AND FINANCE

APPROVED

*At the Meeting of the College of Accountancy and Finance Council on
1 September 2005, Minutes No.3 (with amendments approved
at the meeting of the College of Accountancy and Finance Council on
27 August 2018, Minutes No. 1-17/02)*

INTERNSHIP REGULATIONS

1. General Provisions

1.1. **Qualification internship** (hereinafter – the Internship) is an integral part of the professional study programme. The aim of the internship is to enable the students to strengthen theoretical knowledge, gain competence corresponding to the study programme and acquire the skills necessary for a professional in the relevant field and professional qualification, as well as to enable the students to obtain information and research work.

1.2. **Internship place** is a company, organisation or institution where the internship takes place (hereinafter – the Internship Place).

1.3. **Internship Program** is a document that determines the aims, tasks, time schedule of the internship in the specific study programme.

1.4. **Internship duration** and time is determined in the study programme and the study calendar schedule. Internship duration: 16 weeks (16 credit points). The internship takes place in the 2nd and 4th semesters.

1.5. In the Internship, the students perform the tasks specified in the Internship Program, demonstrating independence, training, knowledge and skills, observing the laws and regulations of the Republic of Latvia, honestly performing their duties, without disclosing to third parties the confidential information obtained at the internship.

2. Organisation of the Internship

2.1. The internship (hereinafter – the Internship) is organised in accordance with the College of Accountancy and Finance Qualification Internship Methodological Regulations and the agreement “On Student Qualification Internship” (Appendix 1), which defines the Internship places, the College and the student's major responsibilities and rights in the Internship.

2.2. The College, the internship place and the students participate in the organisation of the Internship.

2.2. The students choose the internship place independently. The students can choose their workplace as an internship place. The College supports students in choosing the internship place. The internship place is approved by the order of the College Director.

2.3. In order to organise qualification internship, the following documents are required:

2.3.1. Internship Program;

2.3.2. Agreement on Student Qualification Internship;

2.3.3. Internship Report.

2.4. The College ensures the students' professional training, acquaints the student with the general rules of labour protection (Labour Law, labour safety, sanitary, hygienic, fire safety), and acquaints the students with their rights and obligations during the Internship, before starting the internship.

2.5. The Internship is implemented in accordance with the Internship Program, which is developed by the Head of Study Programme and approved by the Study Methodological Council. The Internship Program is published on the College's website.

2.6. The Internship is organised by the Head of Study Programme in cooperation with the Head of Study Direction and the Study Methodological Council. The students' internship is led by the internship supervisor approved by the order of the College - a lecturer of professional study courses. The Head of Study Programme starts the internship supervision. The Agreement on the student's Qualification Internship is prepared by the Head of Study Programme and signed by the College Director.

2.7. If conditions endangering the student's life or health or force majeure are found at the internship place, the College Director, the Deputy Director for Academic Affairs may recall the student from the internship place until the said conditions are eliminated, notifying the internship place. In this case, the internship place may be changed by written agreement of the parties.

2.8. The internship supervisor has the right to accept from the student only such Internship Report, which is coordinated with the internship place and to which the Testimonial for the trainee is attached (Appendix 2).

2.9. The Head of Study Programme organises a pre-internship seminar for groups of students, controls the Internship.

2.10. The internship supervisor advises students on internship issues, visits students to internship places as much as possible and controls the implementation of the Internship Program.

2.11. The Head of Study Programme organises the assessment of the outcomes of students' internship, organises the defence of internship. The internship supervisor decides on granting permission to defend the student's internship.

2.12. After the defence of the internship, the Internship Report remains with the internship supervisor, who hands it over to the Study Department Inspector, who stores the Internship Reports in accordance with the term approved in the College's case nomenclature.

2.13. The internship place:

2.13.1. Provides the student with a job in accordance with the Internship Program and the professional standard, a job in accordance with the requirements of labour protection regulations.

2.13.2. Appoints an internship supervisor to the internship place, who supervises the student's work and advises in accordance with the Internship Program.

2.13.3. Instructs students on issues of agenda, safety and hygiene requirements, labour protection and fire safety.

2.13.4. Provides students with the necessary materials for the internship.

2.13.5. Draws up the Testimonial for the trainee (Appendix 2) and approves the Internship Report with the signature of the supervisor on the title page of the Internship Report developed by the student.

2.13.6. Does not use the student in the work that does not correspond to internship tasks.

2.13.7. Informs the College about cases when the student does not follow the rules of the internship agenda, or accidents at the internship place. If necessary, the student will not be admitted to the further internship by notifying the College.

2.13.8. The internship place has the right to waive the obligations arising from the Agreement by notifying the College, if the student repeatedly does not follow the internship instructions for the internship, the rules of procedure, occupational safety or security requirements.

2.13.9. In addition to the tripartite agreement, the internship place and the student may enter into a bilateral agreement on the mutual settlement procedure.

2.14. Responsibilities and Rights of the Students:

2.14.1. Perform the tasks of the Internship Program and observe the rules of the internship agenda, perform the work qualitatively and within the deadlines set by the internship place, follow the instructions of internship supervisors, labour protection requirements, treat the internship inventory with care, not to disclose confidential information, draw up internship documents (prepare the Internship Report) and submit them to the College by the specified time.

2.14.2. Immediately notify the internship place and the Head of Study Programme about the absence from the internship place and its reasons.

2.14.3. Inform the Head of the Internship Program about the non-compliance with the obligations of the internship agreement.

2.14.4. The students have the right to refuse to perform internships, if the working conditions pose a threat to the personal and surrounding health and life, notifying the internship place and the internship program manager.

2.14.5. Before starting work, the students get acquainted with the company's agenda, as well as work safety regulations.

2.14.6. The students collect the information collected during the internship in the Internship Report. The students also use these materials to develop a qualifying paper.

2.14.7. If the implementation of the Internship Program is interrupted due to circumstances beyond the students' control, the students immediately notify the internship manager in the company or the company manager. If the disorders are not eliminated, report to the Head of Study Programme.

2.14.8. Unjustified internship delays are processed in the free time in the work indicated by the company's internship manager. Eligible delays, which are justified by documents, are processed only in those cases when it is considered necessary by the Head of Study Programme.

2.14.9. All issues that are not included in the Internship Program or Methodological Regulations are addressed with internship supervisors from the company and the College.

2.14.10. When going to internship, a student receives from the internship manager:

- 1) The Internship Program approved at the meeting of the Study Methodological Council;
- 2) 3 copies of the Agreement, of which:
 - a) The first copy is returned to the Head of Study Programme (the student hands it over before going to the internship);
 - b) The second copy remains with the student (may be attached to the Internship Report);
 - c) The third copy remains at the internship place.

2.14.11. Returning from the internship, the student submits to the internship supervisor:

- 1) The Internship Report;
- 2) The Testimonial for the trainee.

3. Submission, Assessment and Storage of the Internship Report

3.1. During the internship, the student prepares the Internship Report and receives a feedback from the internship representative - a description of the work performed at the internship, attitude and treatment of the internship clients and colleagues, which is submitted to the internship supervisor within the specified time.

3.2. The student compiles the Internship Report in accordance with the College's Methodological Regulations for Compiling the Qualification Internship Report.

3.3. The Internship Report is drawn up in accordance with the requirements for the design of students' individual papers set by the College and the content must comply with the Internship Program.

3.4. The head of the internship gets acquainted with the overview and description of the student's internship, assesses the student's general level of knowledge and skills and decides on granting permission to defend the internship. The Report is submitted to the Head of Study Program not later than one week before the defence.

3.5. To defend the internship, the student prepares an MS Power Point presentation, in which he/she reports on the achievements of the internship aims and tasks, as well as offers solutions for the improvement of the organisation's work in accordance with the study direction and professional standard.

3.6. The assessment of the Internship Report takes place in accordance with the College's Examination Regulations.

3.7. The Internship Report after the internship defence remains with the internship supervisor, who submits it to the Study Department Inspector no later than one month after the defence, who keeps the internship reports according to the term approved in the College case nomenclature.