

## **PRINCIPLES AND PROCEDURES FOR STUDENT PLACEMENT AT THE UNIVERSITY OF LATVIA**

### **I. General terms**

1. These regulations determine the organisation of the student internships in the study programmes implemented by the University of Latvia.
2. Terms used hereinafter:
  - 2.1. Placement (internship) — a study form for the acquisition of professional skills and competencies in professional settings as required by the aims of the placement;
  - 2.2. Placement site — enterprise, organization or institution that hosts internship placements (hereinafter — Host organization);
  - 2.3. Programme placement regulations — an integral part of the study programme that regulates the placement procedures of the respective study programme.
3. Placements integrated into UL study programmes are regulated by:
  - 3.1. Regulations on the State Standard of the First Level Professional Higher Education (Cabinet Regulation No. 141 of 20.03.2001);
  - 3.2. Regulations on the State Standard of the Second Level Professional Higher Education (Cabinet Regulation No. 512 of 26.08.2014);
  - 3.3. Regulations on the State Standard of Academic Education (Cabinet Regulation No. 240 of 13.05.2014);
  - 3.4. Occupational standards;
  - 3.5. University of Latvia Regulations on Study Programmes and Continuing Education Programmes (UL Senate Resolution No. 102 of 24.04.2017);
  - 3.6. this Procedure;
  - 3.7. programme placement regulations and descriptions of the relevant study courses and e-courses that are an integral part of the respective study programme.

### **II. Placement organization**

4. The aim of the placement, objectives, scope, responsibilities of the placement supervisors, the placement procedure in compliance with the requirements of the relevant study programme are defined in the placement regulations of the programme (Annex 6), which are attached to the internship study course description as an integral part. If the internship has several stages

covered by several internship study courses, part of the internship procedure (aim and objectives of the given stage of internship, internship stage implementation plan, internship assessment, internship report form) can be included in the internship study course description or e-learning course, providing that the internship regulations, internship study course descriptions and e-study courses provide complete information about the student's internship arrangements in the programme.

5. UL placement is monitored by:
  - 5.1. the faculty and/ or the branch, which arranges and allocates placements, formalises agreements and cooperation with host organizations, monitors the placements of the students registered with the programme, and coordinates the work of placement supervisors;
  - 5.2. The UL Placement Supervisor– a faculty representative who monitors and reviews the placement at a host organization.
6. The Site Placement Supervisor—an authorised employee with practical experience in the field at the host organization.
7. The faculty allocates placements in compliance with the placement agreements entered by the Faculty or the branch with the host organizations. (Annex 1).
8. The process of placement allocation is finalised by the order of the Dean. (Annex 2)
9. The Student may choose another placement provider. Placement supervisor or programme director shall vet whether this host organization satisfies the requirements set by the study programme. Should the placement satisfy these requirements, the UL, the Student and the Host organization enter a tripartite agreement that provides a clear statement of the responsibilities of each party concerned. (Annex 3) Where placements are set outside Latvia or the Student is a foreign citizen, the tripartite agreement may be drawn up in English. (Annex 5)
10. When assigning a student for a placement, the student is informed about the individual placement assignment, the obligation to undergo mandatory medical examination prior to the placement and, if necessary, receives a cover letter addressed to the Host organization (Annex 4).
11. Upon termination of the placement the Student submits to the Placement Supervisor:
  - 11.1. placement report on the fulfilment of placement assignment that is prepared as required by the guidelines provided by the Faculty and formalised by placement regulations, placement course description or e-course. The Student shall enter there the tasks performed during the period of placement and the Site Placement Supervisor as well as the UL Placement Supervisor shall validate and sign the report, thus confirming the conformity of a placement report to the requirements set by the placement regulations of the respective programme;

- 11.2. Site Placement Supervisor's reference on student performance on placement. The reference reports on performance quality and labour discipline as well as provides placement assessment.
12. Placement defence takes place in compliance with the procedures specified by the Faculty and governed by placement regulations:
  - 12.1. the student's placement may be assessed along 'pass/ fail' scale if the volume of the placement course does not exceed two credit points;
  - 12.2. the description of the placement study course indicates the specifications of the assessment distribution, determining the assessment value (%) of each assessment type;
  - 12.3. in determining the overall assessment of the placement, the ratio of the Site Placement Supervisor's assessment shall be not less than 10% and not more than 70% of the total assessment.
13. The placement regulations may include the conditions and procedures for placement alignment.
14. The documents mentioned in Clause 11 are stored for the period of one year and then are destroyed in compliance with the procedures set by the UL.

### **III. Funding for placements**

15. Placements are funded by the Faculty.
16. Should the payment be envisaged for the placement supervision, the UL transfers it to the Host organization as stipulated by the placement agreement and signed by the Dean of the faculty or the Director of the branch (Annex 1), otherwise the UL and the Head of the Host organization enter employment agreement or contractor's agreement (by mutual consent) on student placement supervision and remuneration.
17. The UL Placement Supervisor's workload is regulated by UL guidelines on to the allocation of workload for academic staff.

### **IV. Preparation and management of placement documents (LUIS – University of Latvia Information System)**

18. The process of placement allocation is finalised by the order of the Dean "On Placement" (Annex 2), which not later than 5 working days prior to the commencement of placement is prepared by a person nominated by the Dean to administer the data in LUIS (hereinafter – an administrative assistant) who specifies:
  - 18.1. Student name and surname;
  - 18.2. Student card number;
  - 18.3. Placement period;
  - 18.4. Placement site;
  - 18.5. UL placement supervisor.

19. In the cases provided for in Clause 9 of these Regulations, the administrative assistant shall draw up a tripartite agreement between the UL, the Host organization and the Student (Annex 3).
20. On the basis of the data provided in the Dean's order "On Placement", the administrative assistant prepares a cover letter for the Host organization (Annex 4).
21. Students are registered for autumn and spring semester placements within the timeframe specified by "Procedures for registration for semester and study courses at the UL".
22. For the placements planned for summer period students are registered during spring semester.
23. When registering students for placements, LUIS indicates assessment type, viz. "Placement" for the performance graded on a 10-point grading scale or "Placement (test)", if the placement is assessed as tested or not tested with no grade specified.
24. The results of placement done in summer are entered in LUIS by the first day of the autumn semester registration week.

### Sample of Student Placement Agreement

**AGREEMENT No \_\_\_ / \_\_\_\_**  
on the provision of vocational placement

The University of Latvia, reg. No.3341000218, 19 Rainis Boulevard, Riga, LV-1586 (hereinafter referred to as "UL") and represented by the Dean/ Branch Director of the Faculty of \_\_\_\_\_, of the one part, and \_\_\_\_\_ hereinafter referred to

*(Name of institution, registration No, registered office)*

as the Host Organisation, of the other part, and jointly referred to as "the Parties" shall conclude this Agreement.

#### 1. Subject of the Agreement

**The Parties agree on cooperation in the provision and implementation of student vocational placements (hereinafter - placements) for students of level e.g. Bachelor / Master / Professional Bachelor's, etc. Study Programme "The Title" in the amount of 000 hours.**

#### 2. The UL undertakes:

- 2.1. to timely coordinate with the host organization - no later than \_\_\_ days prior to the commencement of the placement - the duration of the placement and the number of students assigned to placement;
- 2.2. to instruct the host organisation in the vocational placement regulations, aim of vocational placement, objectives and content prior to the commencement of any vocational placement;
- 2.3. to provide the Student with previous training and theoretical preparation and to inform the Student about their rights and responsibilities during vocational placement;
- 2.4. to nominate vocational placement supervisor/s – UL representative/s who shall monitor placement;
- 2.5. to communicate with the placement supervisor in the host organisation regularly and to solve problems if any with the administration of the host organisation;
- 2.6. not to disclose confidential information about the host organization, including not to disseminate internship reports and information, to keep internship documents in conformity with the procedures specified by the University of Latvia. Any information about the host organization that has been communicated or made known in any way through the duration of the placement or its implementation stages is deemed confidential, as well as any other information that the host organization has indicated in writing as confidential during the placement or its implementation;
- 2.7. Field for additions

#### 3. The Host organization undertakes:

- 3.1. to ensure the Student receives an educationally relevant experience through effective supervision, mentorship and assessment of practice learning in accordance with the vocational placement regulations, as well as ensure working conditions complying with occupational safety, fire safety and sanitary hygiene standards;
- 3.2. to ensure that the placement supervisor holds practical experience and hands-on knowledge in the field and, if necessary, concludes an employment contract or a company contract with the University of Latvia;
- 3.3. to instruct the Student on the regulations and labour safety of the host organization and to control the compliance;
- 3.4. to provide instruction to the Student on the observance of personal data protection regulations and to acquaint with the normative acts adopted by the Host organization regarding the issues of personal data protection;
- 3.5. not to disclose confidential information obtained from the UL and the Student, to indicate in writing to the Student what information provided to them shall be considered confidential;
- 3.6. to ensure the Student's access to information for accomplishing the vocational placement tasks;
- 3.7. to notify the UL immediately should the Student fail to attend the host organization, has broken the regulations on labour safety of the host organization or does not fulfil the placement supervisor's orders or the orders of the administration of the host organization;
- 3.8. to prepare the Student's assessment and the supervisor's reference at the end of vocational placement period;
- 3.9. to allow to use the information and data indicated in the student's internship report in the defence of the internship, as validated by the signature of the Site Placement Supervisor on the internship report;
- 3.10. where appropriate, conclude additional arrangements regarding the number of placements the host organization undertakes to provide;
- 3.11. Field for additions

#### **4. Term of Agreement, amendments and termination of Agreement**

- 4.1. This Agreement shall commence once it has been signed by both Parties and shall remain in force indefinitely.
- 4.2. Either Party may terminate this Agreement by giving at least a six months' written notice to the other Party.
- 4.3. This Agreement may be amended, supplemented or terminated by written agreement between the Parties, which shall form an integral part of this Agreement.

#### **5. Final provisions**

- 5.1. Each of Parties shall be responsible to fulfil its obligations under this Agreement and in compliance with the laws of the Republic of Latvia shall indemnify the other Party for losses incurred as a result of the breach.
- 5.2. All disputes concerning contractual obligations shall be settled by negotiation between the Parties. In the event of disagreement between the Parties, the dispute shall be resolved in compliance with the procedure prescribed by the laws and regulations of the Republic of Latvia.
- 5.3. Contact person from the UL:

name and surname: \_\_\_\_\_  
 position: \_\_\_\_\_  
 phone, email: \_\_\_\_\_

- 5.4. Contact person from the Host Organization:

name and surname: \_\_\_\_\_  
 position: \_\_\_\_\_

\_\_\_\_\_

phone, email: \_\_\_\_\_

5.5. This Agreement is drawn up in duplicate and shall be deposited with each Party.

**6. Signatures of the parties:**

On behalf of the  
UL::

\_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

On behalf of the  
Host Organization:

\_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

Done at Riga,

on \_\_\_\_\_20\_\_

## Sample Supplementary Student Placement Agreement

### SUPPLEMENTARY AGREEMENT

to the agreement No. \_\_\_\_ of \_\_. \_\_. \_\_\_\_ on provision of student placement

The University of Latvia, reg. No.3341000218, 19 Rainis Boulevard, Riga, LV-1586 (hereinafter referred to as "UL") and represented by the Dean/ Branch Director of the Faculty of \_\_\_\_\_, of the one part, and \_\_\_\_\_ hereinafter referred to

*(Name of institution, registration No, registered office)*

as the Host Organisation, of the other part, and jointly referred to as "the Parties" agree that":

1. 000 (number of students) students are assigned to placement at the host organization.
2. The remuneration for the supervision of one student's internship, including the taxes specified in the regulatory enactments of the Republic of Latvia, is set at \_\_\_\_ EUR The total remuneration for the placement supervision for all students at the host organization is \_\_\_\_ EUR, including the taxes specified in the regulatory enactments of the Republic of Latvia.
3. The UL shall transfer the total remuneration specified in Clause 2 of this Agreement to the host organization bank account \_\_\_\_\_ within \_\_\_\_ days after the  
*(Bank, Bank Identifier Code, Account number)*

closure of the placement.

#### 4. Signatures of the parties:

On behalf of the  
UL: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

On behalf of the  
Host  
Organization: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

Done at Riga,  
on \_\_\_\_ \_\_ 20\_\_



**Sample Supplementary Student Placement Agreement**

*SUPPLEMENTARY AGREEMENT*

**to the agreement No. \_\_\_\_ of \_\_. \_\_. \_\_\_\_ on provision of student placement**

Done at Riga, \_\_\_\_\_ 20\_\_

The University of Latvia, reg. No.3341000218, 19 Rainis Boulevard, Riga, LV-1586 (hereinafter referred to as "UL") and represented by the Dean/ Branch Director of the Faculty of \_\_\_\_\_, of the one part, and \_\_\_\_\_ hereinafter referred to

*(Name of institution, registration No, registered office)*

as the Host Organisation, of the other part, and jointly referred to as "the Parties" agree that":

1. The host organization undertakes to provide 000 internship placements for UL students during the academic year in accordance with the provisions of the Agreement.
2. This Agreement shall commence once it has been signed by both Parties and shall expire on the Completion Date ("Term").
3. This Agreement may be amended by written agreement of the Parties giving at least six months' notice to the other Party.
4. This Agreement shall be drawn up in duplicate and shall be deposited with each Party.

**5. Signatures of the parties:**

On behalf of the  
UL: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

On behalf of the  
Host  
Organization: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

Done at Riga,  
on \_\_\_\_ \_\_ 20\_\_

**Sample Order “On Vocational Placement”**

FACULTY FORM

ORDER

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

On Placement

To assign the students of the (e.g. second level professional higher education / bachelor / master / professional bachelor, etc.) study programme (Name of the programme) listed hereinafter to placement (study course, study course code) from dd.mm.yyyy. to dd.mm.yyyy and approve placement sites and supervisors:

No.	Name and surname	Student ID number	Placement site	The UL Placement Supervisor(s)
1.				
2.				

Legal grounds: proposal of the study programme director.

Dean of the faculty

Name, Surname

Done at Riga

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

### Sample Agreement on Student Placement

#### AGREEMENT No. \_\_\_ / \_\_\_\_ on the provision of student placement

University of Latvia (hereinafter referred as UL), Reg. No 3341000218, address: Raina Blvd. 19, Riga, LV-1586, represented by \_\_\_\_\_ Dean of the Faculty of \_\_\_\_\_, as one Party, and \_\_\_\_\_ (hereinafter referred as Host organization), Reg. No \_\_\_\_\_, address: \_\_\_\_\_, represented by \_\_\_\_\_, as the second Party, and \_\_\_\_\_, ID number: \_\_\_\_\_, address: \_\_\_\_\_ (hereinafter referred as Student) as the third Party, hereinafter referred separately as Party and jointly as Parties, sign the following Agreement.

#### 1. Subject of the Agreement

**Provision and implementation of internship placement to the Student of [level of studies] Programme "Title" in the amount of [000] hours in the time period from [dd.mm.yyyy.] to [dd.mm.yyyy.]**

#### 2. UL undertakes:

- 2.1. to instruct the host organisation in the vocational placement regulations, aim of vocational placement, objectives and content prior to the commencement of any vocational placement;
- 2.2. to provide the Student with previous training and theoretical preparation and to inform the Student about their rights and responsibilities during vocational placement;
- 2.3. to nominate vocational placement supervisor/s – UL representative/s who shall monitor placement;
- 2.4. to communicate with the placement supervisor in the host organisation regularly and to solve problems if any with the administration of the host organisation;
- 2.5. not to disclose confidential information about the host organization, including non-dissemination of placement reports and information; to keep the placement documents in accordance with the procedures specified by the University of Latvia. Any information about the host organization that has been communicated or made known in any way through the duration of the placement or its organization is deemed confidential, as well as any other information that the host organization has indicated in writing as confidential during the placement or its organization;
- 2.6. Field for additions

#### 3. Host organization undertakes:

- 3.1. to ensure the Student receives an educationally relevant experience through effective supervision, mentorship and assessment of practice learning in accordance with the vocational placement regulations and in conformity with the requirements of [Title of occupational standard No. 000];
- 3.2. to ensure that the placement supervisor holds practical experience and hands-on knowledge in the field;
- 3.3. to provide the Student with working conditions complying with occupational safety, fire safety and sanitary hygiene standards;

- 3.4. to provide instruction to the Student on the rules of internal order and work safety in the host organization and to supervise their observance;
- 3.5. to provide instruction to the Student on the observance of the personal data protection regulations and to acquaint with the normative acts adopted by the host organization regarding the protection of personal data;
- 3.6. not to disclose confidential information obtained from the University of Latvia and the Student, to indicate in writing to the Student what information provided to them shall be considered confidential;
- 3.7. to provide the Student with access to the information at the disposal of the host organization which is necessary for the performance of the placement tasks;
- 3.8. to notify the UL immediately should the Student fail to arrive at the host organization within the set term, has violated the Institution's internal regulations or work safety regulations or does not comply with the orders of the placement supervisor or the host organization's administration;
- 3.9. to give the Student's assessment and the supervisor's reference at the end of vocational placement term;
- 3.10. to allow the use of the information and data specified in the placement report for the defence of the placement, as evidenced by the signature of the Site Placement Supervisor on the internship report;
- 3.11. Field for additions

#### **4. The Student undertakes:**

- 4.1. to observe the internal rules of the host organization, occupational safety, technical safety and hygiene requirements, to handle the property of the host organization carefully;
- 4.2. to fulfil the placement supervisor's orders or the orders of the administration of the host organization;
- 4.3. to fulfil the tasks defined in the vocational placement regulations and submit the vocational placement report to the UL within the set term;
- 4.4. not to disclose any information which is recognized as confidential by the host organization or the UL;
- 4.5. to coordinate the content of the placement report with the Site Placement Supervisor;
- 4.6. not to disclose third party identification data in the placement report, defence or other placement related documentation;
- 4.7. Field for additions

#### **5. Term of Agreement, amendments and termination of Agreement**

- 5.1. The Agreement shall come into force on the day of its signing and be effective till the end of the period of vocational placement.
- 5.2. Either Party may terminate this Agreement by giving a prior written notice to the other Parties.
- 5.3. This Agreement may be amended, supplemented or terminated by written agreement between the Parties, which shall form an integral part of this Agreement.

#### **6. Final provisions**

- 6.1. Each Party shall be responsible for the performance of its obligations under this Agreement and shall, in compliance with the procedures prescribed by the laws and regulations of the Republic of Latvia, shall indemnify the other Party for losses incurred as a result of the breach
- 6.2. Contact person from the UL:  
name and surname: \_\_\_\_\_  
position: \_\_\_\_\_  
phone, email: \_\_\_\_\_
- 6.3. Contact person from the Host Organization:  
name and surname: \_\_\_\_\_  
position: \_\_\_\_\_

phone, email: \_\_\_\_\_

6.4. All disputes concerning contractual obligations shall be settled by negotiation between the Parties. In the event of disagreement between the Parties, the dispute shall be resolved in compliance with the procedure prescribed by the laws and regulations of the Republic of Latvia.

6.5. The Agreement is drawn up in triplicate and shall be deposited with each Party.

**7. Signatures of the parties:**

On behalf of the

UL: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

On behalf of the

Host

Organization:

\_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

Student:

\_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

Done at Riga,

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

### Sample Letter to Host Organization

#### FACULTY FORM

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

On Placement

Name of the organization

The Faculty of the University of Latvia asks the organization to admit to practice from dd.mm.yyyy. to dd.mm.gggg the following levels for students of the study programme "Title" :

1. Name, Surname, st. circ. xxxxx, UL Placement Supervisor - position Name Surname ;
2. Name Surname, st. circ. xxxxx, UL Placement Supervisor - position Name Surname.

Please provide students with an internship opportunity in accordance with the aims and objectives of the internship (enclosed) and at the end of the internship provide an assessment of the student's internship and a reference from the Site Placement Supervisor.

Enclosure: description of placement.

Dean of the faculty

Name, Surname

The original of this document drafted in Latvian contains Annex 5 in English to the Regulations on Principles and Procedures for Student Placement at the University of Latvia

## Sample Agreement on Student Placement

### AGREEMENT No. \_\_\_ / \_\_\_\_\_ on the provision of student placement

University of Latvia (hereinafter referred as UL), Reg. No 3341000218, address: Raina Blvd. 19, Riga, LV-1586, represented by \_\_\_\_\_ Dean of the Faculty of \_\_\_\_\_, as one Party, and \_\_\_\_\_ (hereinafter referred as Host organization), Reg. No \_\_\_\_\_, address: \_\_\_\_\_, represented by \_\_\_\_\_, as the second Party, and \_\_\_\_\_, ID number: \_\_\_\_\_, address: \_\_\_\_\_ (hereinafter referred as Student) as the third Party, hereinafter referred separately as Party and jointly as Parties, sign the following Agreement.

#### 1. Subject of the Agreement

**Provision and implementation of internship placement to the Student of [level of studies] Programme "Title" in the amount of [000] hours in the time period from [dd.mm.yyyy.] to [dd.mm.yyyy.]**

#### 2. UL undertakes:

- 2.1. to instruct the host organisation in the vocational placement regulations, aim of vocational placement, objectives and content prior to the commencement of any vocational placement;
- 2.2. to provide the Student with previous training and theoretical preparation and to inform the Student about their rights and responsibilities during vocational placement;
- 2.3. to nominate vocational placement supervisor/s – UL representative/s who shall monitor placement;
- 2.4. to communicate with the placement supervisor in the host organisation regularly and to solve problems if any with the administration of the host organisation;
- 2.5. not to disclose confidential information about the host organization, including non-dissemination of placement reports and information; to keep the placement documents in accordance with the procedures specified by the University of Latvia. Any information about the host organization that has been communicated or made known in any way through the duration of the placement or its organization is deemed confidential, as well as any other information that the host organization has indicated in writing as confidential during the placement or its organization;
- 2.6. Field for additions

#### 3. Host organization undertakes:

- 3.1. to ensure the Student receives an educationally relevant experience through effective supervision, mentorship and assessment of practice learning in accordance with the vocational placement regulations and in conformity with the requirements of [Title of occupational standard No. [000]];
- 3.2. to ensure that the placement supervisor holds practical experience and hands-on knowledge in the field;

- 3.3. to provide the Student with working conditions complying with occupational safety, fire safety and sanitary hygiene standards;
- 3.4. to provide instruction to the Student on the rules of internal order and work safety in the host organization and to supervise their observance;
- 3.5. to provide instruction to the Student on the observance of the personal data protection regulations and to acquaint with the normative acts adopted by the host organization regarding the protection of personal data;
- 3.6. not to disclose confidential information obtained from the University of Latvia and the Student, to indicate in writing to the Student what information provided to them shall be considered confidential;
- 3.7. to provide the Student with access to the information at the disposal of the host organization which is necessary for the performance of the placement tasks;
- 3.8. to notify the UL immediately should the Student fail to arrive at the host organization within the set term, has violated the Institution's internal regulations or work safety regulations or does not comply with the orders of the placement supervisor or the host organization's administration;
- 3.9. to give the Student's assessment and the supervisor's reference at the end of vocational placement term;
- 3.10. to allow the use of the information and data specified in the placement report for the defence of the placement, as evidenced by the signature of the Site Placement Supervisor on the internship report;
- 3.11. Field for additions

#### **4. The Student undertakes:**

- 4.3. to observe the internal rules of the host organization, occupational safety, technical safety and hygiene requirements, to handle the property of the host organization carefully;
- 4.4. to fulfil the placement supervisor's orders or the orders of the administration of the host organization;
- 4.3. to fulfil the tasks defined in the vocational placement regulations and submit the vocational placement report to the UL within the set term;
- 4.4. not to disclose any information which is recognized as confidential by the host organization or the UL;
- 4.5. to coordinate the content of the placement report with the Site Placement Supervisor;
- 4.6. not to disclose third party identification data in the placement report, defence or other placement related documentation;
- 4.7. Field for additions

#### **5. Term of Agreement, amendments and termination of Agreement**

- 5.1. The Agreement shall come into force on the day of its signing and be effective till the end of the period of vocational placement.
- 5.2. Either Party may terminate this Agreement by giving a prior written notice to the other Parties.
- 5.3. This Agreement may be amended, supplemented or terminated by written agreement between the Parties, which shall form an integral part of this Agreement.

#### **6. Final provisions**

- 6.1. Each Party shall be responsible for the performance of its obligations under this Agreement and shall, in compliance with the procedures prescribed by the laws and regulations of the Republic of Latvia, shall indemnify the other Party for losses incurred as a result of the breach
- 6.2. Contact person from the UL:  
name and surname: \_\_\_\_\_  
position: \_\_\_\_\_  
phone, email: \_\_\_\_\_
- 6.3. Contact person from the Host Organization:



name and surname: \_\_\_\_\_

position: \_\_\_\_\_

phone, email: \_\_\_\_\_

6.4. All disputes concerning contractual obligations shall be settled by negotiation between the Parties. In the event of disagreement between the Parties, the dispute shall be resolved in compliance with the procedure prescribed by the laws and regulations of the Republic of Latvia.

6.5. The Agreement is drawn up in triplicate and shall be deposited with each Party.

**7. Signatures of the parties:**

On behalf of the  
UL: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

On behalf of the  
Host  
Organization: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

Student: \_\_\_\_\_ / \_\_\_\_\_  
*Name, surname*

Done at Riga,

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

to the Regulations on Principles and Procedures for Student Placement at  
the University of Latvia

### Sample of the study programme placement regulations

FACULTY  
LOGO

#### [LEVEL] STUDY PROGRAMME "[TITLE]" PLACEMENT REGULATIONS

##### I. General terms

1. The Placement Regulations have been prepared in accordance with the following regulatory enactments:
  - 1.1. Regulations on the State Standard of the First Level Professional Higher Education (Cabinet Regulations No. 141 of 20.03.2001);
  - 1.2. Regulations on the State Standard of the Second Level Professional Higher Education (Cabinet Regulations No. 512 of 26.03.2014);
  - 1.3. Regulations on the State Academic Education Standard (Cabinet Regulations No. 240 of 13.05.2014);
  - 1.4. "Title" Occupational Standard No. \_\_\_\_\_;
  - 1.5. University of Latvia Regulations on Study Programmes and Continuing Education Programmes (UL Senate Resolution No. 102 of 24.04.2017);
  - 1.6. UL Placement Regulations (UL Order No. 1 / \_\_ of \_\_.\_\_. 2019);
  - 1.7. these regulations and the corresponding descriptions of placement study courses, and e-study courses.

##### II. Aim and objectives of the placement

2. Placement aim.
3. Placement objectives.

##### III. Placement organization

4. Duration, scope and stages of the placement.
5. Place of placement:

*[may include, in accordance with Faculty regulations, information on placement options, placement alignment options, placement documentation and the deadlines for completing the same];*

6. The student's placement is supervised by:
  - 6.1. The UL Placement Supervisor, whose responsibilities include:
    - 6.1.1. *[the proposed options shall be adjusted in accordance with the procedures of the Faculty: to agree with the Site Placement Supervisor on the student's individual placement tasks; to prepare and issue to the student an individual placement assignment; to prepare and issue to the student a cover letter addressed to the host organization; to supervise the student's placement at the host organization; to work with stakeholders to address conflict situations related to the placement ; to advise, evaluate and sign the student's placement report, to inform the student about the necessity to perform the compulsory health examination in the cases prescribed by the laws and regulations ];*
  - 6.2. The Site Placement Supervisor, whose responsibilities include:

6.2.1.[*the proposed options shall be adjusted in accordance with the procedures of the Faculty: to instruct the student on the rules of internal order and work safety in the host organization and to supervise their observance; to instruct the student on the observance of personal data protection regulations and to acquaint with the normative acts adopted by the host organization regarding the protection of personal data; to ensure the student's access to information for accomplishing the vocational placement tasks; to indicate in writing to the student what information provided to them is considered confidential; to notify the UL immediately if the student has not arrived at the host organization within the set time, has violated the host organization's internal regulations or work safety regulations or does not comply with the orders of the placement supervisor or the administration of the host organization; at the end of the internship, get acquainted with and sign the student's internship report, prepare a reference on the student's work during the internship*].

#### **IV. Placement implementation**

7. Commencement of placement:

*[the proposed options shall be adjusted in accordance with the placement commencement procedure at the Faculty: the student gets acquainted with the UL placement supervisor, receives individual assignments and information about the placement duration, placement hours, placement assessment criteria, conditions for notification of absence, conflict resolution, compulsory health examination]*

8. Course of placement:

*[the proposed options shall be adjusted in accordance with the procedures of the Faculty: to get acquainted with the site placement supervisor, to get acquainted with the host organization and structure of the same, work safety, data protection rules in the host organization, to perform individual tasks, consult on the performance of the tasks with both the Site Placement Supervisor and the UL Placement Supervisor].*

9. Completion and defence of the placement:

*[the proposed variants are subject to adjustment in accordance with the student's internship termination and defending procedures at the Faculty: list documentation to be submitted on the completion of placement (placement report and reference written by the Site Placement Supervisor's with the respective assessment), describe the submission procedure, general deadlines, signing procedures, etc; describe the defence process; enclose placement documentation forms or information on where they can be found, if they are integrated into placement courses or e-courses].*

#### **V. Placement assessment**

10. Criteria for placement assessment:

*[ provide a description of the placement assessment criteria, principles of final assessment or, if placement is implemented in several stages, the regulations specify general placement assessment criteria common to all*

*stages and indicate that the information on the assessment requirements of each stage is included in the internship study course description, giving the reference to the title of the course and code].*

## **VI. Final provisions**

11. The Regulations come into force in autumn/ spring semester of 20\_\_.