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# **GUIDELINES ON INDEPENDENT ASSIGNMENTS**

**GUIDELINES ON THE PREPARATION OF RESEARCH PAPERS, QUALIFICATION  
PAPERS, INTERNSHIP REPORTS AND OTHER INDEPENDENT ASSIGNMENTS**

Riga, 2018

Guidelines on Independent Assignments  
Guidelines for the Preparation of Research  
Papers, Qualification Papers, Internship Reports  
and Other Independent Assignments. /Prepared  
by Šteinbergs, K., Kalniņš, A., Saltikova, A. –  
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The Guidelines are to be followed by all the students studying, internship supervisors, academic and administrative staff involved in the preparation and management of independent assignments at the Alberta College.

On the basis of the 2014 cooperation agreement between Alberta College and the EKA University of Applied Sciences, during the drafting of the Guidelines on Independent Assignments account of Guidelines for the Preparation and Defence of Research Papers, Project Reports and Final Papers at the EKA University of Applied Sciences was taken/Titko, J., Lentjušenkova, O., Keišs, S., etc. -Riga, 2017.  
103 pp.

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## 1. GENERAL PROVISIONS

- 1.1. Guidelines on Independent Assignments Guidelines for the Preparation of research papers, qualification papers, internship reports and other independent assignments (hereinafter—Guidelines) provide the requirements for the development and formatting for research papers, qualification papers, study internship reports and qualification internship reports (hereinafter together—internship) and other independent assignments, general order of internship organization and the order of the defence of research papers, qualification papers, internship reports at Alberta College (hereinafter—college).
- 1.2. Brief division and description of independent assignments:
  - 1.2.1. *Research paper* (course assignment) is the learner's independent work, for which 2 credit points are awarded under the study programme requirements. Developing the research paper the student gathers the results of his/her own research, demonstrating skills based on theoretical knowledge, conducting empirical research in a field of science or practical field, drawing up conclusions and drafting recommendations for the improvement of the performance in the enterprise.
  - 1.2.2. *Qualification paper* is an integral part of the State Final Examination for which 8 credit points are awarded. In the qualification paper the student summarizes the results of independent study and/or develops a project proving the student's the ability to investigate empirically one of the aspects of operation of the selected object and, on the basis of theoretical knowledge, draw valid conclusions and draft recommendations for the improvement of the operation of the object.
  - 1.2.3. *Internship report* – student's description of internship task fulfilment.
  - 1.2.4. *Other individual and group assignments*, such as an analysis of publications or documents, case study, business plan, marketing plan, analysis of practical application of theoretical guidelines, project assignment, essay (see Article 1.2.5), etc.
  - 1.2.5. *Essay*:
    - is an independently prepared piece of writing on a particular topic according to the given task;
    - is a publicist composition that expresses the author's subjective emotional attitude towards a process.

- 1.3. Before initiating the development of a research paper, qualification paper, etc., as well as before the beginning of internship, students familiarize themselves with these guidelines and shall comply with the requirements during the fulfilment of the assignments.
- 1.4. The requirements on the formatting of papers mentioned in these guidelines shall apply to all independent assignments and their formatting to the extent that they can be adhered to. In some cases, the tutor of the subject may with proper justification define other requirements for the formatting of independent assignments that are appropriate for their specificity.
- 1.5. The general requirements for the preparation and defence of research papers and qualification papers are set out in Chapter 2 of these Guidelines.
- 1.6. Issues regarding the organization and defence internship are set out in Chapter 3.
- 1.7. The issues regarding the structure and content of research papers, qualification papers and internship reports are set out in Chapter 4 of these Guidelines.
- 1.8. The requirements for formatting of independent assignments are set out in Chapter 5 of these Guidelines.
- 1.9. The research methods are set out in Chapter 6 of these Guidelines.

## 2. PREPARATION AND DEFENCE OF RESEARCH PAPERS AND QUALIFICATION PAPERS

### A. General requirements for students and their advisors during the preparation of assignments

- 2.1. **Research papers** are developed in line with the content of the college study programme. The purpose of developing a research paper, on the basis of theoretical knowledge and developing research skills, is to demonstrate the application of acquired knowledge during the fulfilment of practical assignments.
- 2.2. Students who submit their *course papers* after the entry into force of these Guidelines, shall be regarded as research papers. If a course paper is required under the study programme, then after the date of entry into force of these Guidelines it shall be replaced by a research paper, subject to the decision of the College Council.
- 2.3. During the development of a research paper the student:
  - 2.3.1. analyses theoretical literature and other sources of information using modern data mining and data processing techniques methods;
  - 2.3.2. analyses the functioning and operations of a specific organisation (industry, process) according to the specifics of the study programme;
  - 2.3.3. outlines the progress and results of the study, formulates conclusions and proposals resulting from the study;
  - 2.3.4. publicly defends the theoretical framework of the research, the results obtained from the research, conclusions and proposals.
- 2.4. Development of the **qualification paper** is carried out in the last semester of studies. Student shall develop the qualification paper in accordance with the regulatory requirements.
- 2.5. Development and defence of qualification papers shall not be allowed for students with academic or financial debts.
- 2.6. Development of qualification papers enables students to:
  - 2.6.1. categorise and strengthen theoretical knowledge and their practical application;
  - 2.6.2. promote research skills and capacity to collect and analyse information;
  - 2.6.3. develop and strengthen independent assignment performance skills and competences to defend publicly the results, conclusions and recommendations of the research and/or project developed;

- 2.6.4. improve skills and willingness to continue studying at the next level of higher education.
- 2.7. The development of the research paper and the qualification paper is divided into the following stages:
  - 2.7.1. selection and approval of the subject;
  - 2.7.2. determination of the aim and objectives of the work, development of the working structure in consultation with the advisor;
  - 2.7.3. drafting and approval of the research plan with the advisor;
  - 2.7.4. acquisition and compilation of information, development of an initial list of literature and used sources;
  - 2.7.5. research, systematization, processing and analysis of the obtained information;
  - 2.7.6. development of paper's main body;
  - 2.7.7. formulation of conclusions and recommendations;
  - 2.7.8. development of the list of literature and sources;
  - 2.7.9. developing a presentation on the paper;
  - 2.7.10. checking of the paper's formatting;
  - 2.7.11. submission of the paper to the advisor;
  - 2.7.12. improvement of the draft following the advisor's recommendations and submission of the revised paper draft to the advisor.
- 2.8. In preparing their research paper and the qualification paper, the student's responsibilities include:
  - 2.8.1. working independently, cooperating and consulting with the advisor, prepare the paper, observing academic standards of honesty and ethics;
  - 2.8.2. fulfil the requirements of the study contract, internal rules, including timely execution of financial obligations, the requirements of the study programme, the observance of plagiarism prohibition;
  - 2.8.3. comply with the requirements of these Guidelines;
  - 2.8.4. comply with the specified deadlines and submit the paper in the indicated order;
  - 2.8.5. respect the working time of the advisor and the chosen form of communication (in a written, oral, electronic form or onsite);
  - 2.8.6. respect the recommendations of the advisor of the paper, revise and improve the paper according to the recommendations of the advisor;
  - 2.8.7. consulting the advisor of the paper, prepare independently an application for the theme of the paper (Annexes 1 and 2);

- 2.8.8. ensure that the Paper Development Assessment (Annexes 9 and 10) is signed by the paper's advisor and the director of the study programme;
  - 2.8.9. respect the restriction of the inclusion of confidential information, understanding that all papers are defended publicly.
- 2.9. The responsibilities of the research paper's or qualification paper's advisor shall include:
- 2.9.1. discuss the chosen theme with the student, identify student's motivation and ability to develop the paper on the given topic;
  - 2.9.2. advise the student on the formulation of the paper's aim and objectives;
  - 2.9.3. advise on research methods for the preparation of the paper;
  - 2.9.4. approve the application for the selected paper's theme, and recommend clarifications if necessary;
  - 2.9.5. counsel the student in the development of the research plan and its approval with the student;
  - 2.9.6. advise the student on possible choice of literature and information sources, on the use of research methods and on the development of the paper in general;
  - 2.9.7. control the development of the independent assignment in all its stages;
  - 2.9.8. assess the quality of the paper (content and formatting requirements), provide instructions for the improvement of the paper; to prepare, sign and submit the advisor's review; to sign the Research Development Assessment;
  - 2.9.9. counsel the student in the preparation of paper's defence presentation, including the pre-defence of the qualification paper;
  - 2.9.10. make sure that, as far as possible, the principles of academic ethics are observed in the development of the scientific paper, take due care to prevent plagiarism and ensure precise presentation of references;
  - 2.9.11. inform the student about the schedule of tutorials and the form of communication;
  - 2.9.12. cooperate with the director of the study programme and the Department of Studies during the preparatory phase, where necessary, informing about problems in the preparation of the paper.

## **B. Selection and approval of themes**

- 2.10. Model themes for research papers are defined by the director of the study programme in consultation with the Methodological Commission. Themes for the research paper are derived from the content of the study programme. Students have the right to choose



one of the model themes, as well as to propose their own theme for their research paper having received approval from the advisor of the paper and the director of the study programme.

- 2.11. A list of model themes for qualification papers is drawn up by the director of the study programme in consultation with the relevant methodological commission. The model themes for qualification papers are derived from the content and the results of the study programme. A list of model topics for qualification papers is approved by the College Council.
- 2.12. The schedule of development and defence of the research or the qualification paper's theme is confirmed by the director of the programme, informing the Department of Studies. Department of Studies publishes the schedule on the college website, the director of the study programme – in MOODLE.
- 2.13. The advisor of the research or the qualification paper can be the members of academic staff of the college, academic staff of another higher education institution, as well as representatives of employers, with at least a Master's degree in the field of the study paper or a related field and who are acquainted with these Guidelines and the requirements of the college for the preparation of a research or a qualification paper.
- 2.14. A list of advisors of research papers shall be prepared for each semester by the director of the study programme, naming the advisors and the limit of research papers they can advise, informing about it the Department of Studies before the beginning of the next semester, and by putting the information in MOODLE. Department of Studies shall place the list on the college website.
- 2.15. A list of advisors of qualification papers shall be prepared for each semester by the director of the study programme, naming the advisors and the limit of research papers they can advise, informing the Department of Studies before the beginning of the next semester, and by putting it into MOODLE. Department of Studies shall place the list on the college website.
- 2.16. The student selects the theme for the research/qualification paper from the the list of approved topics or offers another subject and obtains approval from the advisor of the paper and the director of the study programme.
- 2.17. Within the deadlines approved by the study programme director, the student shall submit a written application to the director of the study programme (Annexes 1 and 2) with a request for the approval of the theme for the research/qualification paper. The

student shall obtain the approval for this application first from the advisor of the research/qualification paper, and afterwards the approval from the director of the study programme. If necessary, the director of the study programme shall have the right to specify the theme of the research/qualification paper and/or change the advisor of the research/qualification paper, informing the student.

- 2.18. Themes for research papers and the advisors are approved by the director of the study programme within two weeks after the deadline for the submission of the application for the research paper. Within five working days following the approval of the theme and the advisor of the research paper the director of the study programme shall place the list (Annex 22) with the themes and advisors of papers in MOODLE and in cooperation with the Department of Studies shall ensure the placement of the information on the college website.
- 2.19. Themes and advisors of qualification papers, at the suggestion of the director of the study programme, are approved by Alberta College Council. The Council shall approve the themes and advisors of qualification papers not later than three weeks before the completion of the qualification internship. Within five working days following the approval of the theme and the advisor of the papers the director of the study programme shall place the list (Annex 23) with the themes and advisors of papers on MOODLE and in cooperation with the Department of Studies shall ensure the placement of the information on the college website.
- 2.20. After its approval, the theme of the research/qualification paper may no longer be changed during the semester. Upon the application of the student, the advisor of the research paper may be changed by the director of the study programme. The advisor of the qualification paper may be changed by a decision of the College Board upon a proposal from the director of the study programme, if the student's application has been received.

### **C. Preparation and submission of papers**

- 2.21. After the approval of the theme of the research/qualification paper the student together with the advisor develop a draft of paper content. The purpose of the plan is to organize the study of literature and information sources, collection and processing of materials in line with the content of the paper. The final version of the research/qualification paper content plan is developed by the student, adjusting the initial version of the plan

after the study of literature and internship materials and is approved by the advisor of the paper.

- 2.22. Before the submission of the research/qualification paper the student examines the compliance of the prepared paper with the requirements (issues concerning preparation compliance-Annex 19).
- 2.23. In accordance with the requirements of these Guidelines, the author shall submit the completed paper to the advisor within the time limits set. The method of submission is chosen (e.g. in electronic form, sending to the advisor's e-mail or in a printed form) in agreement with the advisor of the research/qualification paper. After the submission of the research/qualification paper its advisor shall examine the submitted paper within not more than ten working days and shall take a decision whether to sign the Research Development Assessment and recommend the paper for defence or whether to return the paper to the student for improvement.
- 2.24. If necessary, taking into account the recommendations of the research/qualification paper's advisor, the student shall improve the paper, sign and resubmit the paper to the advisor of the paper.
- 2.25. If the research/qualification paper meets the requirements, the advisor shall sign the Research Development Assessment, indicating whether the work is recommended for defence. The advisor of the paper shall prepare and sign the review (Annex 14-15, to be completed on a computer).
- 2.26. The review is supported by an explanation, for example, "the seventh conclusion is too general and does not correspond to the analysis carried out". If the advisor does not recommend the paper for defence (indicating this in the Research Development Assessment), this decision shall be explained in the advisor's reference. The advisor shall send the review to the student and its copy without the signature to the director of the study programme.
- 2.27. The student shall personally submit the research/qualification paper, adding the review of the advisor, to the director of the study programme within the set time limits. With the permission of the study programme director the paper can be submitted by an authorised person. The electronic version of the paper is submitted by the student in MOODLE (in the PDF format).
- 2.28. The director of the study programme shall assess the paper and the review and decide on the approval of the paper for the defence, its return for improvement or the need to prepare a paper on a different theme. In case of inadequate research quality, the

director of the study programme may decide to invite another advisor to improve the paper or to develop a paper on a different theme. The decision of the director of the study programme on refusing to recommend the paper for defence may be appealed under the procedure laid down in the Guidelines on the Order of Studies and Examinations.

- 2.29. Completely formatted and completed draft of the research/qualification paper (bound and with Research Development Assessment signed by the student, the advisor and the director of the programme), with the review of the advisor, inserted in the envelope which is attached to the back cover of the paper, is submitted by the student personally in the Department of Studies within the set time limit. Informing the Department of Studies electronically or in person by presenting a power of attorney signed by the student, an authorised person may also submit the paper.

#### **D. Defence of papers**

- 2.30. In the defence process, the student uses multimedia devices for the presentation which is saved in a PDF form.
- 2.31. All research/qualification papers shall be defended in open sessions. Consequently, the paper cannot be confidential. The student is obliged to inform the management of the organisation (e.g. place of internship) about the choice of the theme, and shall obtain an oral or written permission to use publicly unavailable data during the development of the paper. Student shall obtain the permission of the management of the organization for the publishing of the paper in the catalogue of the college papers after a successful defence.
- 2.32. Only students who submit their research papers with the advisor's review within the deadline and do not have a financial debt are admitted to defence of the research paper.
- 2.33. The director of the study programme shall create a commission for the defence of the research paper.
- 2.34. The Committee for the Defence of Research Papers includes the director of the specific study programme, who carries out the duties of the chairman of the commission, and a college lecturer appointed by the study programme director or an employer's representative.
- 2.35. The defence of research papers is organised on the date set by the director of the study programme.

- 2.36. The student may be given a second opportunity to defend his/her paper, without additional charge, in the following cases:
- 2.36.1. If the research paper was submitted within the deadlines, but it was not admitted for defence;
  - 2.36.2. In case of sickness, as evidenced by a sick-leave certificate or other document indicating health reasons, which is to be submitted to the Department of Studies;
  - 2.36.3. Business trip, attested by an order or certificate from the employer, which is to be submitted to the Department of Studies, before the date of defence;
  - 2.36.4. Participation in an Erasmus programme, as evidenced by the Erasmus mobility agreement with the student;
  - 2.36.5. Special permission from the college director.
- 2.37. If the student fails to defend the Research paper on the set date and if the paper is submitted after the deadline, the research paper shall be regarded as an academic debt. Repeated defence is organised on a day specified by the director of the study programme.
- 2.38. If the number of students in a group is large and defence of Study papers cannot be scheduled on a single day, defence is organised on several days. The schedule of defence on these days is determined by the director of the study programme. The student may defend on another defence day only with the permission of the director of the study programme.
- 2.39. The following order of research paper defence is established for the session of the Defence Committee:
- 2.39.1. Statement of the contents of the work (not more than seven minutes) in which the author of the paper justifies the topicality of the study, sets out the aim and objectives of the work, briefly describes the research methods, the content of the paper, the conclusions and recommendations;
  - 2.39.2. Questions from the members of the Committee;
  - 2.39.3. Final decision about the mark for the research paper, where only the Committee is in the defence room;
- 2.40. Marks for the research paper are entered in the mark sheet which is issued by the Department of Studies to the director of the study programme on the day of defence. The record is signed by the Chairperson of the Defence Committee. If after the defence a student receives a mark that is below almost satisfactory(4) for the research, the Committee may propose to change the theme of the paper by giving its decision in

Research Development Assessment. A student can defend the paper repeatedly on the same theme or a different theme at another time of defence. The student has the right to contest the decision of the Committee in the order defined by the Guidelines on the Order of Research Paper Defence and Examinations.

- 2.41. No later than three working days after the defence, the Chairperson of the Committee shall submit the research papers together with the defence reports (Appendix 20) and the mark sheets to the Department of Studies.
- 2.42. For the purpose of promoting timely and coordinated development of the qualification paper the director of the study programme may organise consultative seminars and a pre-defence, where according to the schedule created by the director of the programme the progress of paper development is assessed and the student may receive advice. A student's presence at seminars and the pre-defence is obligatory. In seminars and the pre-defence, students are giving a presentation on the progress of the qualification paper development and the materials used for the qualification paper.
- 2.43. For qualification paper a reviewer—an employer's representative, a representative of the college or another higher education institution academic staff, or another qualified expert— may be assigned, provided that the person has a Master's degree and appropriate experience. The director of the study programme shall submit a list of the reviewers (Annex 25) not later than within 3 working days after the last deadline for the submission of qualification papers.
- 2.44. The qualification paper shall be submitted to the reviewer within at least ten days before the defence.
- 2.45. The review is prepared using the template (Annex 17, in a computerized script) which defines the issues to be addressed in the review. A reviewer justifies the opinion by providing clarifications.
- 2.46. The reviewer submits the signed review together with the received paper in the College Department of Studies not later than within three days before the defence of the paper, and also sends the review to the director of the programme in the PDF format. A review can be prepared and signed as an electronic document with an electronic signature, sent to the college e-mail address [info@alberta-koledza.lv](mailto:info@alberta-koledza.lv), and also to the e-mail address of the director of a study programme.
- 2.47. In case of a negative or an inappropriately prepared review, the research, on the initiative of the director of the study programme and/or the student's application, may be transferred to another reviewer for additional review or may be moved for defence

without additionally prepared review, and the student has the right to withdraw the submitted qualification paper.

- 2.48. If the reviewer finds plagiarism in the qualification paper, the director of the study programme shall inform the director of the College, who will decide on the admission to the defence, if necessary in consultation with the supervisor and the reviewer.
- 2.49. Defence of the qualification paper is part of the State Final Examination. With the order of the college director thus only those students shall be admitted to the defence of the qualification paper and to the State Final Examination who have fully completed all the requirements of the study programme and have submitted the qualification paper within the prescribed time limit and who have no financial debts. The decision of the director on admission to the State Final Examination and, consequently, in order to defend the qualifying work may be appealed under the procedure laid down in the Guidelines on the Procedure for Studies and Examinations.
- 2.50. For the defence of professional qualification papers and the State Final Examination, the director of the study programme shall set up a commission, a list of the members of the Committee shall be submitted to the Studies Department (form in Annex 24), at least two weeks before the date of the defence.
- 2.51. Department of Studies shall submit the list of those registered students to the State Final Examination Commission who have been admitted to the defence of the qualification paper and to take the final state examination.
- 2.52. Defence of qualification works is organised on the dates set by the Director of the study programme. If the student is unable to participate in the defence of the qualification paper, the College director shall decide what action shall be taken.
- 2.53. The State Final Examination procedure is governed by the Guidelines on the Order of Studies and Examinations.
- 2.54. The results of the State Final Examination are recorded in the Commission minutes (Annex 21).
- 2.55. Upon the defence, all defended papers with the advisor's review of the research/qualification paper, which is inserted in the envelope attached to the back cover, shall be submitted to the archives and shall be stored for the period prescribed by the nomenclature of files. Papers are stored for the period of time set in the record keeping guidelines of the College.

### **3. ORGANIZATION AND DEFENCE OF INTERNSHIPS**

- 3.1. Internship is an integral part of the study process in the College. Internships are divided into two parts: study internship (6-8 credit points) and qualification internship (8-10 credit points). The internship is completed by the college students during the last two-semester according to the curriculum. With the permission of the director, or according to the conditions of the individual plan, if there are substantial grounds and the student has taken all the subjects required for the fulfilment of the internship tasks, the internship may be carried out at another time.
- 3.2. The student demonstrates readiness for the profession by completing the tasks of the internship, preparing the report and defending it.
- 3.3. Recognition of previous professional experience which can substitute the internships shall be performed in accordance with Guidelines on the Recognition of Study Results Obtained in the Previous Education or Professional Experience.
- 3.4. General objectives of the internship:
  - 3.4.1. promote the development of an independent, creative and responsible personality;
  - 3.4.2. encourage comprehensive education for the selected profession;
  - 3.4.3. strengthen theoretical knowledge, to ensure the acquisition of skills and competences according to the specialization of students;
  - 3.4.4. develop organisational and research work skills;
  - 3.4.5. improve communication skills;
  - 3.4.6. explore comprehensively the organisation's activities with an aim to understand all the key aspects of its functioning;
  - 3.4.7. to stimulate the learner to act independently, exploit the knowledge acquired during the studies, analyse the work to be done, obtain information and systematise the materials for future studies;
  - 3.4.8. qualification internship-also to ensure an opportunity to collect, analyse and study the materials needed for the qualification paper and to prepare for the development of the qualification paper.
- 3.5. For successful completion of the internship, a supervisor from the college is appointed (study programme director or another member of the academic or administrative staff of the college), who is responsible for general organisation of the internship and the supervision of its completion.



- 3.6. The place of internship is chosen by the student independently in compliance with the general and individual aims of the internship. Internship may be completed in private enterprises, public authorities, public administration authorities, local authorities or public organisations: associations or foundations (hereinafter- place of internship). Choosing the place of internship it is important to determine whether the student will have an opportunity to fulfil the tasks of internship fully and qualitatively. Providing that the duties of the student correspond to the chosen qualification, the current place of student's employment can be chosen as the place of internship. The place of internship is approved by the internship supervisor at the college.
- 3.7. It is the duty of the student to search for the place of internship. If the student fails to find the place of internship, Alberta College will assist the student in finding the place of internship.
- 3.8. In the place of internship, the supervisor of internship is appointed, who assists the student in full completion of the internship tasks.
- 3.9. During the internship the student:
  - 3.9.1. performs the internship tasks developed by the director of the study programme in cooperation with the Methodological Commission and approved by the College Council;
  - 3.9.2. prepares the internship report, where the completion of all internship tasks is described.
- 3.10. The student is responsible for qualitative performance of the internship tasks at the time specified by the college, a timely and full preparation of the internship report, its submission to the college within the specified deadlines, and its defence in accordance with the requirements.
- 3.11. Only those students who have completed the requirements of the study programme are admitted to qualification internship.
- 3.12. The schedule of internship shall be approved by the programme director notifying also the Department of Studies. Student familiarizes himself/herself with the schedule and the aims of the internship, placed in Moodle by the programme director; in the college website— by the Department of Studies. Student shall familiarize the internship supervisor at the place of internship with the aims of the internship.
- 3.13. Student handles all issues related to the organization of the internship in collaboration with the supervisor of the internship at the place of internship and college, as well as liaising with the director of the study programme.

- 3.14. The internship shall be carried out on the basis of a tripartite agreement between the college, the place of internship and the student (template-Annex 3; template for cases when internship is organized outside Latvia-Annex 4, does not refer to internship organized within Erasmus+ programme). Where the place of internship so requires, the internship agreement may be prepared by the place of internship.
- 3.15. If it is not possible to perform internship tasks in the chosen organization, the student shall immediately inform the internship advisor at the College.
- 3.16. In case if the student fails to achieve the internship aims, the student shall not be admitted to the defence of the internship and it will be deemed that the student has not completed the internship and it will be decided whether the internship must be organized in another organization or it can be continued in the same organization.
- 3.17. A student cannot be admitted to the internship if the internship agreement has been terminated during the internship.
- 3.18. The completed internship report (formatted and prepared in compliance with these guidelines) shall be submitted to the internship supervisor in Moodle for assessment not later than on the last day of the internship. The structure of the internship report and its content are discussed in Chapter 4, formatting requirements-Chapter 5.
- 3.19. Student shall examine the compliance of the internship report with the guidelines before the submission of the report (issues related to preparation compliance are discussed in Annex 18).
- 3.20. If necessary, the internship report may be modified according to the instructions of the internship supervisor within the set timeframe.
- 3.21. A fully completed, printed and spiral-bound internship report shall be submitted to the Study Department and uploaded in MOODLE within the timeframe specified in the internship schedule. Study Internship Development Assessment is signed by the student (Annex 11). Qualification Internship Development Assessment (Annex 12) is signed by the student and the supervisor of the qualification paper, acknowledging the readiness of the student for the development of the qualification paper.
- 3.22. A completed reference form from the internship supervisor at the place of internship shall be added to the internship report (Annex 15), which shall be inserted into the envelope attached inside the back cover of the internship report.
- 3.23. The supervisor of internship at the college evaluates the submitted internship report and the assessment of the internship supervisor from the place of internship and signs

the Internship Development Assessment, indicating whether the internship report is recommended for defence.

- 3.24. The director of the study programme shall decide on the admission of the student to the defence of the internship report by signing the Internship Development Assessment. The decision of the programme director refusing to admit the paper to the defence may be appealed under the procedure laid down in the Guidelines on the Order of Studies and Examinations.
- 3.25. Development and defence of qualification internship shall not be allowed for students with academic or financial debts. Only those students who have completed the requirements of the relevant study programme, have submitted the internship report within the prescribed time limit and have been admitted by the director of the programme to the defence of the internship report and who have not financial debts shall be admitted to the defence of the internship report.
- 3.26. Internship report is organized on the date specified by the programme director.
- 3.27. The student may be given a second opportunity to defend the internship report, without additional charge, in the following cases:
  - 3.27.1. if the internship report was submitted within the prescribed deadlines, but the report was not admitted to defence;
  - 3.27.2. in case of sickness, as evidenced by a sick-leave certificate or other document indicating health reasons, which is to be submitted to the Department of Studies;
  - 3.27.3. in case of a business trip attested by an employer's order or a certificate submitted to the Department of Studies before the scheduled defence;
  - 3.27.4. in case of participation in an Erasmus programme, as evidenced by the Erasmus mobility agreement with the student;
  - 3.27.5. With a special permission from the college director.
- 3.28. If the students fails to defend the internship report this time, and if the report is submitted after the deadline, the report is deemed to be an academic debt. Repeated defence is organised on a day specified by the director of the study programme.
- 3.29. If the number of students in a group is large and the defence of the internship report cannot be scheduled on a single day, the defence is organised on several days. The grouping of students for the defence is determined by the director of the study programme. The student may defend his/her report on another defence day only with the permission of the director of the study programme.

- 3.30. The commission for the defence of the internship reports is set up on the initiative of the director of a study programme.
- 3.31. Before the defence of the internship reports, the Study Department shall prepare and submit the mark sheet and the time sheet to the Defence Commission (Annex 20).
- 3.32. The Commission is composed of two members, one of whom is the internship supervisor at college, who also performs the duties of the chairperson of the Commission, and the other is the employer's representative, the director of another study programme or a lecturer, whose study subjects are related to internship tasks. The other member of the Commission is determined by the programme director.
- 3.33. The following order is set out in the Commission meeting:
  - 3.33.1. The presentation of the report (must not exceed 7 minutes), where the student describes the place of internship and the process to the members of the Commission, briefly describing each of the internship assignments, with a particular focus on conclusions and recommendations;
  - 3.33.2. During the discussion the members of the defence commission ask questions to the student and the student provides answers.
- 3.34. The marks for the assessed reports are entered in the mark sheet prepared by the Department of Studies and signed by the chairperson of the Commission.
- 3.35. If the internship report is assessed with a mark which is below almost satisfactory ("4"), then the Commission decides on the necessity to repeat the internship in another company or institution or to repeat the defence of the report. The student has the right to contest the decision of the Commission in the order defined by the Guidelines on the Order of Studies and Examinations.
- 3.36. No later than three days after the defence, the Commission chairperson shall submit the internship reports together with the mark sheets and the time sheets to the Department of Studies.
- 3.37. After the defence, all the reports together with the assessment of the internship supervisor at the internship place, which is placed in an envelope inside back cover, shall be submitted in the archives and stored for the set time limit. Internship reports are kept in the college's archives for the period determined by the college recordkeeping requirements.

## **4. STRUCTURE AND CONTENT OF THE RESEARCH PAPER, QUALIFICATION PAPER AND THE INTERNSHIP REPORT**

- 4.1. Length of the research paper is 25-40 pages. Length of the qualification paper is 40 – 60 pages. Length of the internship report is 30 – 50 pages. The number of attachments pages is not counted in the amount of work (last page is the last page of the presentation part).
- 4.2. Research paper, qualification paper and the internship report shall include:
  - 4.2.1. Cover sheet (Annexes 5 to 8);
  - 4.2.2. Research/ Internship Development Assessment (Annexes 9 to 12);
  - 4.2.3. Annotation in the official language (for research and qualification paper only) and in a foreign language (only for qualification paper);
  - 4.2.4. Table of Contents;
  - 4.2.5. Abbreviations and notional designations (if applicable);
  - 4.2.6. Introduction;
  - 4.2.7. The main body of the paper (with breakdown of chapters, subchapters);
  - 4.2.8. Conclusion;
  - 4.2.9. Recommendations;
  - 4.2.10. Bibliography and the list of references;
  - 4.2.11. Presentation;
  - 4.2.12. Attachments (if necessary) which contain documents, statistical data, publicity material, etc., prepared or studied by the student;
  - 4.2.13. Declaration of Authorship (only for research and qualification papers, Annex 13);
  - 4.2.14. The research and qualification papers shall be accompanied by a typed and signed review from the scientific adviser, (Annexes 14 and 15), which is placed in the envelope inside the back cover of the work;
  - 4.2.15. The internship report shall be accompanied by a review from the internship supervisor at the internship place, which has been completed and signed (Annex 16), and is placed in the envelope inside the back cover of the report;
- 4.3. The Annotation (lat. annotatio-note) is included only in the research and qualification papers; and is necessary to get a general impression about the paper. The Annotation shall briefly describe the nature, objectives and tasks of the study, the structure, the methods used and the results obtained – the main findings and proposals, and the

length of the paper (indicating the number of pages, not including attachments), the number of tables, images, annexes and the total number of pages, number of literature and information sources. Annotation is concluded with 3 – 5 key words, the basic concepts of the study, describing its topic and essence. Length of the Annotation is not more than 1 page.

4.4. The Introduction of the research and qualification paper includes:

- 4.4.1. justification for the topicality and importance of the research. The topicality of the theme is to be justified from the point of view of important developments in the society, industry and/or organisation. The relevance of the theme in the Introduction is justified from the point of view of significant problems or the lack of research on the subject;
- 4.4.2. the aims of the research and the objectives for its achievement, which are briefly and specifically formulated on the basis of the relevance of the topic;
- 4.4.3. the description of the research methods used; in the research paper, at least two of the special research methods (qualitative, quantitative, mixed) and in the qualification paper at least three methods must be used (see Chapter 6);
- 4.4.4. limits of the research scope (time period, organisation, its unit, individual aspects of the study, etc.);
- 4.4.5. description of literature and information sources;
- 4.4.6. short outline of the research structure (parts thereof).

4.5. The Introduction to the internship reports includes:

- 4.5.1. the place of internship and a brief description thereof;
- 4.5.2. the period of internship;
- 4.5.3. Information about the internship supervisors at the college and the place of internship (position, academic or scientific degree, name, surname);
- 4.5.4. the aim and objectives of the internship and description of their achievement;
- 4.5.5. description of the content and structure of the internship report;
- 4.5.6. Description of research methods used in the preparation of the internship report (short characteristics of research methods – Chapter 6).

4.6. In the opening chapters of the research paper and qualification paper, the author analyses the theoretical aspects of the subject, assesses the views of the various authors on the subject of the study. In the analysis the used literature and information sources (monographs, books, magazines, scientific articles, normative acts, etc.) are described. The analysis shall present a reasoned view of the paper's author on the problem/question analysed.

- 4.7. In the subsequent chapters of the research paper and qualification paper, the author describes the practical study (specific methods, study progress and results) or the project developed. This chapter requires the use of practical data, examples and/or calculations.
- 4.8. The structure and content of the section and subchapters of the internship report are derived from the internship tasks and subtasks. The basic parts of the internship report are structured as follows:
  - 4.8.1. A brief theoretical statement, in the form of theses, of each internship task and subtask, linking it to the practical activities of the organisation and complemented by examples;
  - 4.8.2. activities carried out in the fulfilment of tasks and subtasks;
  - 4.8.3. practical examples and/or calculations;
  - 4.8.4. the results and conclusions of the analysis;
  - 4.8.5. for the qualification internship report— the student also describes the individual task of collecting the materials needed to prepare the qualification paper, their analysis and the presentation of the contents of the qualification paper;
  - 4.8.6. internship report shall cover the activities and events visited during the internship, as determined by the internship supervisor at the college.
- 4.9. The findings of the research and qualification papers reflect the key insights stemming from the theoretical and practical study and must be consistent with the work's aim and objectives. The findings stem from work done and at least one finding is drawn per chapter according to the content of each subdivision. The findings present only the learner's views and insights, they must be justified (in line with the analysis), concrete and concise. Conclusion shall not exceed 2 pages.
- 4.10. The findings of the internship report summarise the performed duties and the results, and conclusions of the internship, which are derived therefrom. It is necessary to formulate at least one finding for each subtask of the internship.
- 4.11. The recommendations are prepared in accordance with the findings, so as to facilitate the organisation of the company performance (industry, process), they must be in accordance with the aim and objectives of the research and the qualification paper. The student shall formulate recommendations stating what needs to be done and, if possible, the deadlines for their implementation. If the implementation of the recommendation involves additional funding, the body or annex of the paper shall include appropriate calculations. The recommendations contain only the student's

views and insights, they must be justified (in line with the analysis), specific and concise. Length of recommendations – not more than 1 page.

- 4.12. The requirements for the creation of the list of references, literature and information sources in the research paper and the qualification paper are set out in Chapter 5 of these Guidelines. In drawing up the research paper and the Internship report, the number of literature and the sources of information to be used for the work must be at least 10 units, while for the qualification paper the number shall not be less than 15 units.
- 4.13. Selection of literature and information sources shall respect their diversity – scientific monographs, textbooks, scientific papers, teaching aids, legislation, strategic documents, statistics, reports, online sources, etc. It is obligatory to use sources in a foreign language. The use of such sources as *Wikipedia*, *Investopedia*, etc., is not permitted.
- 4.14. The presentation part of the research and qualification paper shall include the following information:
  - 4.14.1. The title of the college, the name of the study programme, the specialisation of the study programme (if any), the name and surname of the author (s), the indication "Research paper", "Qualification paper" and the title of the work (1 slide);
  - 4.14.2. Justification of the topicality and significance of the research (1 slide);
  - 4.14.3. Purpose and tasks of the research (1 slide);
  - 4.14.4. Research methods used (1 slide);
  - 4.14.5. The theoretical characteristics of the work (e.g. definitions, guidelines, results of the theoretical analysis, etc.) (Up to 2 slides);
  - 4.14.6. Description of practical research/project description (maximum 3 slides);
  - 4.14.7. Enumerated key conclusions (1-2 slides);
  - 4.14.8. Enumerated main proposals (1-2 slides);
  - 4.14.9. Preferably a closing slide (for example, "Thank you!").
- 4.15. Internship report presentation includes the following information:
  - 4.15.1. The name of the college, the name of the study programme, the specialisation (if any) of the study programme, the name and surname of the author (s) of the internship, the title "Internship report" or "Qualification paper" and the name of the internship enterprise (1 slide);



- 4.15.2. A statement of fulfilment of the internship tasks (at least one slide is prepared for each internship task, providing only the essential information);
  - 4.15.3. Enumerated key conclusions (1-2 slides);
  - 4.15.4. Enumerated main proposals (1-2 slides);
  - 4.15.5. Recommended closing slide (for example, "Thank you!").
- 4.16. If necessary, the presentation slides may be combined to include all the above information.