

## APPROVED

Business Administration BSP Council meeting  
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### Bachelor's Degree Study Programme *Business Administration*

#### Academic placement provisions<sup>\*</sup>

##### 1. General provisions

- 1.1. Academic placement is an integral component of Bachelor's Degree programme. The placement training aims to give students an opportunity to consolidate the theoretical knowledge, acquire appropriate expertise and practical skills needed for management professionals as well as to provide for data collection for the development of Bachelor Thesis and to carry out research work.
- 1.2. Academic placement period (8 weeks in the 8th semester) and time are specified in the study programme each academic year, per its calendar schedule (approximately 15 February to 15 April \*\*).
- 1.3. Specific objectives and tasks during the academic placement are determined by study directions in the study course descriptions in LUIS system.
- 1.4. During the period of academic placement, students complete the tasks specified by the placement programme, thus showing independence, training, theoretical knowledge and practical skills with respect to the laws of the Republic of Latvia, honestly performing their duties, not disclosing to third parties any confidential information obtained during the placement.

##### 2. Placement organization

- 2.1. The study programme includes academic placement of 4 credits (6 ECTS).
- 2.2. The organization of academic placements in the relevant field of study is the responsibility of its methodological group composed of placement supervisors and designated by the respective department following the decision of the Department Chair.
- 2.3. Responsible methodical group:
  - develops and, where required, each academic year, improves the placement programme, which specifies the placement aims, objectives and content;
  - organizes a pre-placement seminar;
  - manages and monitors the placement programme progress.
- 2.4. Academic placement supervisors are the members of the faculty of the respective departments and corporate/ institutional managers or department managers and specialists. Each student is guided by two placement supervisors - the UL Placement Supervisor, and the Site Placement Supervisor.
- 2.5. Academic placement supervisors are responsible for:
  - student counselling on placement issues
  - placement programme progress monitoring
  - consideration of the placement report and evaluation.
- 2.6. Academic placement site is chosen by the student independently or from the offer provided by the respective Department. Placement is effected in accordance with the placement agreement. The student may also choose their workplaces as a placement site. The student must submit the name of the selected placement site to the UL Placement Supervisor **no later than one (1) week** prior to starting the placement (Annex 1).

\* Academic placement regulations are developed in conformity with the **UNIVERSITY OF LATVIA PRINCIPLES AND PROCEDURES FOR STUDENT PLACEMENT** (approved by the University of 16.04.2007. Order No. 1/86).

\*\* In accordance with the Regulations on final tests at the UNIVERSITY of LATVIA (Approved by the University Senate Resolution No. 162 of 28.04.2003.), particularly, subparagraph 3.3 of paragraph 3 on the preparation for final assessment procedure, final examinations are open to all students, who no later than three weeks prior to the meetings of the Board comply with the theoretical part of the programme (including the placement programme). The completion of the study programme theoretical part is confirmed by the programme director at of the Faculty Dean's Office.

### 3. Formatting, evaluation and archiving of academic placement materials

3.1. At the end of the academic placement training, within the prescribed period, the student shall submit to the UL Placement Supervisor the placement report and placement certificate (Annex 2 and 3).

3.2. Academic placement report shall be presented in electronic form and printed form. In terms of content it must comply with the placement programme. Placement report is signed by its author.

#### 3.2.1. Placement report structure

Placement report should first describe the placement site - a host company/ institution that provided placement opportunities. The description must be carried out per the placement programme specified content. The placement report should be based on the following principles:

- describe how processes are organized in the company/ institution, how effectively, efficiently it is done (process diagrams, documents forms, guidelines, etc. can be included in Appendixes);
- describe any problems, failures, risks, etc. student identifies in the current situation;
- develop proposals that address the problems identified and prevent failures. Placement report should be concluded by drawing conclusions and emphasizing positive and negative effects that may arise from the described above, and to formulate proposals on how to improve these processes.

#### 3.2.2. Placement report volume

The report volume is 15-20 pp.

#### 3.2.3. Placement report formatting

The formatting shall comply with the Republic of Latvia regulations set on record-keeping standards. The report should be computer typed on A4 pages, text on one side. Font size is 12 points, font - *Times New Roman*, chapter heading font size - 12 points in capital letters, and sub-chapters - in small letters 12 points in bold, line spacing - 1,5. Margins: 3.0 cm for left margins, 2.0 cm for top, bottom, and right margins. Pages should not end up with the heading. There is no full stop in the headings. Each section heading is preceded by a serial number, subchapter - chapter number to which it belongs and subchapter's serial number (for example, 1.1., 1.2., etc.). The heading is separated from the preceding and subsequent text by a single space. Page numbers are at the bottom middle in Arabic numerals, starting with the table of contents page.

#### 3.2.4. Content

Content of the report consists of: the title page, table of contents, placement report represented by the respective chapters (per the placement goals and objectives), conclusions, proposals, bibliography, Appendices, placement certificate, defence statement (Annex 4).

3.3. The placement report shall be defended with the UL Placement Supervisor, who will have thoroughly studied the report and prepared discussion questions regarding the placement progress, student's activities during the placement and unclear elements in the placement report.

3.4. The academic placement is graded on a 10-point grading scale per the following evaluation criteria:

- Placement programme aims and objectives - 30%
- Placement report preparation and submission to the respective Department - 40%
- Placement report defence (presentation and answers to discussion questions) - 30%.

3.5. Placement reports are stored at the Faculty for the period of one year as regulated by the procedures set by the Dean and then are destroyed in compliance with the procedures set by the UL.