



Study direction

**“Information Technology, Computer Equipment, Electronics,
Telecommunications, Computer Management and Computer
Science” study programmes**

PLACEMENT REGULATIONS

APPROVED

At the Senate meeting of 24 April 2018.

Meeting minutes No. 18/1

GENERAL PROVISIONS

1. The Regulations have been drawn up in accordance with the requirements of regulatory enactments of the Republic of Latvia and the procedure determined by the Riga Aeronautical Institute (RAI).
2. The Regulations lay down goals and tasks of placement, the procedure of organisation of placement in a company and the content of the placement report [for the following study programmes](#):
 - 2.1. [Professional Bachelor's study programme Electronic Equipment Maintenance](#);
 - 2.2. [Level 1 higher education study programme Electronic Equipment Maintenance](#).
3. Placement in a company is implemented after students learn theoretical knowledge and skills.
4. The scope of placement shall be determined in accordance with the study programme and trilateral agreements between RAI, the trainee and the company, where the placement is implemented.
5. Placement is intended for learning professional abilities and skills for practical work, as well as may be used for collection, processing and analysis of necessary information for the needs of the diploma project or the diploma paper.
6. The placement regulations [are binding for students of the study programme defined in Paragraph 2](#), for placement supervisors, placement coordinators, organisers and other persons related to the provision of placement.

GOAL AND TASKS OF PLACEMENT

7. The goal of placement is to improve professional skills and competences of students, as well as to reinforce and supplement their knowledge in accordance with the requirements of the profession.
8. In order to reach the placement goal, it is necessary to develop practical skills for resolution of tasks in the following areas related to transport services:
 - 8.1. [Structure and maintenance of computer networks](#);
 - 8.2. [Radar detection systems, surveillance systems and their maintenance](#);
 - 8.3. [Telecommunication and electronic communication equipment, their structure and maintenance](#);
 - 8.4. [Navigation and radio navigation systems, radioelectronic equipment of the aerial navigation centre, their maintenance](#);
 - 8.5. [Household appliances, their maintenance and repair](#);
 - 8.6. [Electrical and electronic equipment of cars, their maintenance and repair](#);
 - 8.7. [Air conditioning and freezing equipment, their maintenance and repair](#);
 - 8.8. [Maintenance and repair of security alarm and local firefighting alarm](#);
 - 8.9. [Audio, TV and video equipment, their maintenance and repair](#);
 - 8.10. [Architecture of computational complexes and equipment](#);
 - 8.11. [Medical electronic equipment](#);
 - 8.12. [Peripheral devices, their maintenance and repair](#);

REQUIREMENTS TO STUDENTS

9. To know:

- ✓ Organisation of work in a company in the aviation and electronics sector;
- ✓ Structure of enterprise;
- ✓ Production process and its specifics;
- ✓ Operation of electronic equipment maintenance and repair companies.

10. To be able to:

- ✓ Resolve production tasks in a specific company;
- ✓ Plan work of structural units;
- ✓ Predict and eliminate “bottlenecks” in a technological process.

ORGANISATION OF PLACEMENT

11. RAI, the student, for whom the placement is planned, and the placement company conclude a trilateral placement agreement on the implementation of placement. The placement agreement shall state:

- site of student’s placement;
- placement supervisor – an employee in the placement company;
- duties and responsibilities of the parties;
- conditions for the performance of specific and real works in accordance with the placement programme;
- conditions for research, analysis and selection of necessary information, which will be used for the preparation of a diploma paper.

12. The placement programme is a document drafted by the management of the study programme, which lays down general and specific goals, tasks of each placement stage and the time schedule of the placement;

13. Placement sites shall be selected by students themselves or the placement sites offered by RAI in companies may be used.

14. Before placement, an individual placement task shall be set for each student, which is a component of the placement diary.

15. The placement supervisor and coordinator shall lead placement for each student individually.

16. The placement supervisor is an employee designated by the placement company, who has higher education in the relevant areas and/or experience in the relevant sector, as well as has a certificate in this area, if this is prescribed by applicable regulations of the Republic of Latvia.

17. A coordinator is a member of teaching staff designated by RAI.

18. During placement, students and the coordinator shall maintain regular contacts and exchange information about placement, problems, if any, and preparation of the placement report.

19. During placement, students shall write a Placement Diary of according to a certain form, in which they mark the work done and the evaluation received from the placement supervisor with a signature.

20. The placement diary shall contain:

20.1. Information about the student’s duties during the placement;

- 20.2. List of documents to be submitted to the RAI Vice-Rector's Office at the end of the placement;
- 20.3. Content of the placement report;
- 20.4. The placement work plan, which includes:
 - 20.4.1. goal of the placement,
 - 20.4.2. tasks of the placement,
 - 20.4.3. topics (matters) of placement works learned by the student during placement;
- 20.5. Certain form, which is filled by the student on a regular basis, indicating:
 - 20.5.1. topic of the placement work,
 - 20.5.2. information on the work performed,
 - 20.5.3. the date, when the work was performed,
 - 20.5.5. signature of the placement supervisor;
 - 20.5.6. individual task of the placement.
- 21. No later than 5 working days after the end of the placement period the student shall submit to the coordinator a fully completed and prepared placement report.
- 22. No later than within 2 weeks of the end of the placement period there shall be defence of the placement report.

PLACEMENT REPORT

- 23. When placement is over, the student shall submit to RAI a placement report appending a reference from the placement supervisor from the company. A placement report is a written work, in which the student lays down the results achieved during the placement and solutions to problems. The report shall consist of no less than 30 pages.
- 24. The placement report shall contain:
 - 24.1. title page prepared following the sample form;
 - 24.2. introduction – placement place, goal and tasks;
 - 24.3. description of main aspects in accordance with the extended placement programme;
 - 24.4. conclusions and proposals;
 - 24.5. list of references and sources;
 - 24.6. annexes.
- 25. The placement report shall be on one side of an A4 (210x297mm) sheet, page margins: left – 30 mm, right – 15 mm, top and bottom – 20 mm, font size – 12, line spacing – 1.5. Font Times New Roman, justified, first line 1.27.
- 26. The introduction shall characterise the placement company, formulate the goal to be reached during the placement and the tasks set for its achievement, provide a short general description of the problems resolved, characterise its significance, list methods used for resolution of the problems, informative and statistical base and restrictions.
- 27. The students shall reflect in the report the main aspects from the point of view of the practical side of the diploma project. In this part, students should confirm their ability to link their theoretical knowledge with practice, the ability to systematise, evaluate and analyse practical and statistical material. The report should be laconic and specific, written in a correct official language and prepared in accordance with accepted requirements.
- 28. International students are allowed to draft their report in English, observing the content

requirements according to provisions of these regulations.

29. In conclusions and proposals, students should provide their conclusions and an assessment of the work performed, as well as further research process and show work results. The conclusions and proposals should be justified and arise from the information provided in the report. It is not allowed to include well-known facts and/or phrases or use research results of other authors. Students must draw up conclusions and proposals on their own.
30. The placement report shall be assessed using a 10-point scale. The commission shall check the content, presentation of the report and professional experience of the student.
31. Those students shall be allowed to defend their placement report, who have fulfilled all the placement programme, have submitted their reports in a timely manner, have received a positive feedback from the placement supervisor. The placement report shall be defended publicly in accordance with the procedure laid down in these regulations. The report shall be accepted by the commission designated by the director of the study programme.
32. The placement report shall be defended publicly in the form of a presentation in accordance with the procedure laid down by the director of the study programmes.
33. The students, who have not fulfilled the professional placement programme, have not submitted the report about placement or have defended their placement report for an unsatisfactory mark, shall not be allowed to defend their diploma paper.

SAFETY PROVISIONS

34. Before placement it is necessary:
 - 34.1. To receive the work plan for placement at RAI;
 - 34.2. To read the placement programme and student's duties during the placement;
 - 34.3. To receive a placement diary and to read its completion rules.
35. At the placement site, it is necessary:
 - 35.1. To coordinate the placement plan for each day of placement and the procedure of summing it up with the placement supervisor at the company;
 - 35.2. To read safety regulations and sign that a safety briefing has been received.
36. Duties during placement:
 - 36.1. To make a note in the diary that the placement has started;
 - 36.2. To receive individual tasks from the placement supervisor at the company, to make entries in the diary in its relevant section;
 - 36.3. To systematically make entries in the diary, submit it to the placement supervisor for review and signature every day;
 - 36.4. To observe labour safety, sanitary regulations for work equipment and production;
 - 36.5. To submit to the placement supervisor a completed diary and a placement report to get feedback.
37. Public defence of the placement report shall include:
 - I. Answers to theoretical questions of the placement in accordance with the placement programme;
 - II. Questions according to the content of the placement:
 - 37.1. Goal and tasks of the placement;

- 37.2. List of specific works and activities performed during the placement;
 - 37.3. Description and evaluation of the placement site (company, organisation);
 - 37.4. Evaluation of cooperation with the placement supervisor, the placement coordinator and structural units and staff of the placement company;
 - 37.5. Practical knowledge, skills and competences obtained during the placement;
 - 37.6. Shortcomings revealed during the placement and proposals for their elimination;
 - 37.7. Evaluation and conclusions regarding the entire placement;
- III. Answer to questions of commission members.

FRAGMENT OF A SAMPLE PLACEMENT REPORT

Schedule of implementation of the study placement programme of RAI students

Day 1.

- 1.1. Fulfilling necessary requirements and observing formalities in presentation of documents. Students read the rules of AirBaltic airlines and the work schedule – 2 hours;
- 1.2. Studying the design of B 737 aircraft. Collecting information for the fulfilment of the course project and the individual task.

Day 2. Studying the B 737 aircraft technical condition management programme and its technological implementation – 2 hours. The classes are led by a representative of the airline. Mastering the technical service technology. Preparing the documentation. Studying the design of B 737 aircraft. Collecting information for the fulfilment of the course project and the individual task.

Day 3. Studying the documentation regulating activities of the engineering staff. Studying the technology for registration damages and defects. Potential use of diagnostic equipment. Preparing a certificate of practical usefulness of an aircraft. Studying the design of B 737 aircraft. Collecting information for the fulfilment of the course project and the individual task.

Day 4. Participating in technical service activities (aircraft B 737, Bombardier Q400). Studying the design of B 737 aircraft. Collecting information for the fulfilment of the course project and the individual task.

Day 5. Participating in the activities for preparation of an aircraft for a flight. Preparing a placement report, individual task, coordinating its content with the placement representative from AirBaltic.

etc.

Director of study programmes of study direction
“Information Technology, Computer
Equipment, Electronics, Telecommunications,
Computer Management and Computer Science”