



CONFIRMED

Rector

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25th January 2016

CONFIRMED

Chairman of the Convent

_____ M.Karols

26th January 2016

PRACTICE REGULATIONS

**of study programs of study direction
“Transport services”**

APPROVED

at the meeting of Senate from
Protocol No. of session 16/1

2016

GENERAL PROVISIONS

1. Regulations drawn up in accordance with Latvian statutory requirements and procedures of Riga Aeronautical Institute (RAI).
2. The regulations define practice goals and tasks, practice the procedure of organizing practice in company and practice report content.
3. Practice in company has been realized after the student's theoretical knowledge and skill acquisition.
4. Practices are determined according to the study program and trilateral agreements between RAI, the trainee and the company in which the practice is planned.
5. The practice is designed for practical vocational skills and learning skills, and can also be used for collecting information, processing and analysis of the diploma or the diploma needs.
6. Practice regulations are binding for the students, mentors, internship coordinators, organizers and other practices in the provision of related parties.

THE GOAL AND TASKS OF PRACTICE

7. Aim of the practice is to improve in a professional environment the student's professional skills and competences, as well as to strengthen and enhance their knowledge in accordance with the requirements of the profession.
8. In order to achieve the aim of the practice, it is necessary to develop practical skills for solving tasks in the following transport services in related fields:
 - 8.1. Transport company management;
 - 8.2. Transport organization of various modes of transport;
 - 8.3. Transport economics;
 - 8.4. Transport logistics;
 - 8.5. International transport law;
 - 8.6. Transport company's business;
 - 8.7. Transport process innovation;
 - 8.8. Customs Organisation;
 - 8.9. Financial and economic analysis of cross-border transport;
 - 8.10. Management of transport;
 - 8.11. Transport Nodes and Terminals;
 - 8.12. Marketing transport;
 - 8.13. Air traffic management;
 - 8.14. Air traffic organization and technology services;
 - 8.15. Observation and navigation radio electronic equipment;
 - 8.16. Air traffic management automated systems.

REQUIREMENTS FOR STUDENTS

9. To know:
 - ✓ The organization of work of transport service sector companies;
 - ✓ Company structure;
 - ✓ International transportation specifics;
 - ✓ Air traffic control organizations.

10. To be able to:

- ✓ Solve production tasks in the undertaking;
- ✓ Plan work units;
- ✓ Predict and prevent "narrow" places in the technological process.

ORGANIZATION OF PRACTICE

11. RAI, students who planned to practice, and practice places enters into a tripartite agreement on the practice practice implementation. Internship Agreement shall be governed:

- student placements;
- mentor - the practice of employees;
- parties' obligations and responsibilities;
- specific conditions and the actual execution of the works according to the internship program;
- conditions of the necessary information for research, analysis and dismissal, which will be used for the development of diploma.

12. Internship program is the program management crafted document that sets out each stage of the practice of general and specific objectives, tasks and practice developments timetable;

13. Practice places students choose themselves or use the RAI offered internships of companies.

14. Practice for each student individually managed by the practice supervisor and coordinator.

15. Practice Manager is a practice the company posted employee, who has a university degree in the area and / or professional experience in the sector concerned, as well as a certificate in this field by virtue of the Latvian Republic of existing laws and regulations.

16. The Coordinator shall be appointed lector of RAI.

17. During the practice the students and officers in regular contact and exchange of information on practices in the course of the problems, if any, incurred in the preparation and practice report.

18. Not later than 5 working days after the practice period students will be submitted to the coordinator to complete and present practice report.

19. Not later than 2 weeks after the practice period takes practice reports defence.

PRACTICE REPORT

20. After graduation practice student submit RAI practice report, accompanied by a review of the company's supervisor. The internship report is drawn up in writing a work in which the student sets out the results achieved in practice and solutions to problems. Reports the amount of no less than 30 pages.

21. Practice report contains:

- 21.1. cover page, contracted in accordance with the model;
- 21.2. introduction - place of practice aims and objectives;
- 21.3. the key aspects in accordance with the practices in the expanded program;
- 21.4. conclusions and proposals;
- 21.5. bibliography and list of sources;
- 21.6. attachments.

22. Practice report presented on A4 (210x297mm) format one side, leaf edge dimensions: left - 30 mm, right - 15 mm, top and bottom - 20 mm, font size - 12, line spacing - 1,5. Font type Times New Roman, the text of evens (justify), the derogation 1.27.

23. In the introduction of businesses in which the practice has taken place during the practice formulated the objective pursued and the achievement of the stated objective, a brief description of the problems addressed in general, characterized by their importance, accounted for the problems addressed in the method, the information and statistical base and restrictions.

24. The main aspects of the report students reflect in practical part of the diploma. In this part of the student to demonstrate the ability to link their theoretical knowledge with practice, the ability to make practical and statistical materials, filing, assessment and analysis. The report should be concise and specific, spelled correctly in the official language and format in accordance with the requirements adopted.

25. Foreign students may draw up a report in English, with all the substantive requirements in accordance with the provisions of this Statute.

26. In the conclusions and proposals student present their findings and assessment of the work done, as well as further research processes and displays the results. Conclusions and proposals should be reasonable and should be drawn from the information provided in the report. Must not include any well-known facts and / or abstracts or use another author of the study results. Conclusions and recommendations required the student to develop their own.

27. The internship report is assessed 10-point system. Commission shall examine the content of the report, and the presentation of the student's professional experience.

28. At the reference shall be admitted to the defense of the students who completed the entire internship program in a timely transferred report received a positive review from the supervisor. Report shall be defended publicly in accordance with the regulations set out requirements. Report taken by the study program director appointed commission.

29. Students who have failed to meet professional practice program, have not delivered a report on the practice or defended the report with an unsatisfactory mark, are not admitted to the diploma defence.

SAFETY REQUIREMENTS

30. Before the practice it is necessary to:

30.1. get in RAI practice working plan;

30.2. Get acquainted with the internship program and the student's obligations in practice;

30.3. Get a diary and to study the practice of filling rules.

31. In practice place it is necessary to:

31.1. Bring each practice day practice plan and a summary procedure for summarizing the practice of the managers;

31.2. Get acquainted with safety regulations and to subscribe for the safety briefing receipt.

32. Obligations during the practice:

32.1. To make note of the practices undertaken in practice diary;

32.2. Get individual tasks of the company supervisor, to complete the appropriate section of the diary;

- 32.3. Systematically complete practice diary every day to submit it to the head of practice for inspection and signature;
- 32.4. Comply with occupational safety, labor and equipment manufacturing sanitary laws and regulations;
- 32.5. Submit a completed diary to practice manager and practice report reviews the receipt.

FRAGMENT OF SAMPLE OF PRACTICE REPORT
RAI students' internship program implementation schedule

Day 1.

- 1.1. Meeting the necessary requirements and documentation formalities. Student reading airline AirBaltic rules and timetable - 2 hours;
- 1.2. B 737 airplane design research. Collection of information exchange project and individual task.

Day 2. Aeroplane B 737 technical condition management programs and its technological realization of research - 2 hours. Classes are run by the airline representative. Technical serving technology acquisition. Documentation decoration. B 737 airplane design research. Collection of information exchange project and individual task.

Day 3. Engineering staff regulating the activities desk research. Damage and defect tracking technology research. Possible hardware diagnostic application. Aircraft practical usefulness of the certificate presentation. B 737 airplane design research. Collection of information exchange project and individual task.

Day 4. Participation in technical maintenance activities (plane B 737, Bombardier Q400). B 737 airplane design research. Collection of information exchange project and individual task.

Day 5. Participation in the aircraft flight preparation activities. Practice report, preparation of individual tasks, its content reconciliation with the practice of AirBaltic representative.