



CONFIRMED

Rector

2025

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2025

INTERNSHIP REGULATIONS
of study programs of study direction
“Transport services”

APPROVED
at the meeting of Senate from
Protocol No. of session

2025



GENERAL PROVISIONS

1. The Provisions have been developed in accordance with the requirements of the laws and regulations of the Republic of Latvia and the procedures established by the Riga Aeronautical Institute (RAI).
2. The Provisions define the purpose and tasks of the internship, the procedure for organising the internship in the enterprise and the content of the internship report for the following study programmes:
 - 2.1. Professional Bachelor's study programme "Air Traffic Control";
 - 2.2. Professional Bachelor's study programme "International Transportation Logistics";
 - 2.3. Professional Bachelor's study programme "International Transportation Enterprise Management";
 - 2.4. Professional Master's study programme "Business Management of International Transport".
3. The internship in the enterprise is carried out after the student has acquired theoretical knowledge and skills.
4. The scope of the internship is determined according to the study programme and the tripartite agreement between RAI, the intern and the company where the internship is scheduled.
5. The internship is intended for the acquisition of professional skills and competences for practical work and may be used for the collection, processing and analysis of information required for a bachelor's or master's thesis. Furthermore, the internship is intended for students of all forms and types of studies and is conducted in person.
6. The internship regulations shall be binding on students of the study programmes specified in Paragraph 2 of the present Regulations, internship supervisors, internship coordinators, organisers and other persons involved in the ensuring of the internship.

THE PURPOSE AND TASKS OF INTERNSHIP

7. The purpose of the internship is to develop the student's professional skills and competences in a professional environment, as well as to consolidate and supplement his/her knowledge in accordance with the requirements of the profession.
8. In order to achieve the purpose of the internship, it is necessary to develop practical skills in problem solving in the following areas related to transport services:
 - 8.1. Transport company management;
 - 8.2. Organisation of transport in different modes;
 - 8.3. Transport economics;
 - 8.4. Transport logistics;
 - 8.5. International transport legislation;
 - 8.6. Commercial activities of a transport company;
 - 8.7. Innovation in transport processes;
 - 8.8. Customs organisation;
 - 8.9. Financial and economic analysis in international transportation;
 - 8.10. Transport management;
 - 8.11. Transport hubs and terminals;
 - 8.12. Transport marketing;

- 8.13. Air traffic management;
- 8.14. Air traffic organisation and service technology;
- 8.15. Electronic radio equipment for surveillance and navigation;
- 8.16. Automated air traffic control systems.

REQUIREMENTS FOR STUDENTS

9. Be aware of:
 - ✓ Organisation of a transport services company;
 - ✓ Company structure;
 - ✓ Specific features of international transportation;
 - ✓ Organisation of air traffic management.
10. Be able to:
 - ✓ Solve production challenges in a given company;
 - ✓ Plan the work of departments;
 - ✓ Predict and eliminate bottlenecks in the technological process.

ORGANIZATION OF INTERNSHIP

11. RAI, the student who is to undertake the internship and the company of the internship placement shall conclude a tripartite internship agreement on the implementation of the internship. The internship agreement shall stipulate:
 - the location of the student's placement;
 - the placement supervisor - an employee of the internship placement company;
 - the duties and responsibilities of the parties;
 - the conditions for the performance of the particular and actual tasks in accordance with the internship programme;
 - the conditions for research, analysis and selection of the necessary information to be used for the development of the thesis.
12. The internship programme is a document developed by the management of the study programme which defines the general and specific aims, objectives and timetable of each stage of the internship.
13. Students choose their own internship or use internship offered by RAI in companies.
14. Prior to the placement, each student is assigned an individual placement task, which forms part of the internship diary.
15. Each student is supervised individually by an internship supervisor and a coordinator.
16. The internship supervisor shall be an employee designated by the internship placement company who has appropriate education in the relevant field and/or work experience in the relevant field, as well as a certificate in this field, if required by the laws and regulations in force in the Republic of Latvia.

17. The coordinator is a member of the RAI staff.
18. During the internship, the students and the coordinator shall communicate regularly and exchange information on the progress of the internship, problems, if any, and the preparation of the internship report.
19. During the internship, the student shall keep an internship diary in the prescribed format, in which the work completed and the evaluation received from the supervisor shall be regularly noted and signed.
20. The internship diary shall contain the following:
 - 20.1. Information about the student's responsibilities during the internship;
 - 20.2. A record of the documents to be submitted to the RAI Vice-Rectorate at the end of the internship;
 - 20.3. The content of the internship report;
 - 20.4. The work plan of the internship, containing the following:
 - 20.4.1. the objectives of the internship,
 - 20.4.2. the tasks of the internship,
 - 20.4.3. the topics (issues) of the internship assignments that the student is expected to master during the internship;
 - 20.5. a specific form to be filled in regularly by the student, indicating the following:
 - 20.5.1. the topic of the internship assignment,
 - 20.5.2. information about the work you have done,
 - 20.5.3. the date on which the work was carried out,
 - 20.5.4. an evaluation of the work,
 - 20.5.5. the signature of the internship supervisor;
 - 20.6. internship individual assignment.
21. No later than 5 working days after the end of the internship period, the student shall submit a fully completed and formatted internship report to the coordinator.
22. No later than 2 weeks after the end of the internship period, a defense of the internship report takes place.

INTERNSHIP REPORT

23. Upon completion of the internship, the student submits an internship report to the RAI, together with a reference from the company's internship supervisor. The internship report is a report in written form in which the student presents the results achieved during the internship and the solutions to the problems. The report shall consist of at least 30 pages.
24. Internship report shall contain the following:
 - 24.1. a cover page in a certain format;
 - 24.2. an introduction - the location, purpose and objectives of the internship;
 - 24.3. a description of the main aspects according to the extended programme of the internship;
 - 24.4. conclusions and proposals;

- 24.5. a list of references and sources used;
- 24.6. annexes.
25. The internship report shall be presented on one side of an A4 (210x297mm) page, with left margins of 30 mm, right margins of 15 mm, top and bottom margins of 20 mm, font size 12, line spacing 1.5. Font type *Times New Roman*, text-align: *justify*, line spacing 1.27.
26. The introduction shall describe the enterprise in which the internship has taken place, state the purpose and tasks of the internship, give a brief general description of the problems addressed, describe their significance, list the methods used in solving the problems, the informational and statistical basis and limitations.
27. The student reports on the main aspects of the internship from the practical side of the diploma project. In this part, the student must demonstrate the ability to relate his/her theoretical knowledge to internship, the ability to systematise, evaluate and analyse practical and statistical material. The report must be concise and specific, written in the correct national language and presented in accordance with the accepted requirements.
28. Foreign students may write their report in English, while maintaining all the content requirements in accordance with the provisions of the present Regulations.
29. In the conclusions and proposals, the student presents his/her conclusions and evaluation of the work done, as well as the further research process and shows the results of the work. Conclusions and proposals must be justified and based on the information provided in the report. They should not include common facts and/or phrases or use the results of other authors' research. Conclusions and proposals must be independently developed by the student.
30. The internship report is rated on a 10-point scale. The supervisor checks the content, presentation and professional experience of the student.
31. The students who have completed the entire internship programme, handed in their internship report on time, received positive feedback from the internship supervisor are admitted to the defence of the internship report.
32. The defence of the internship report shall take the form of a public presentation in accordance with the procedure determined by the study programme director.
33. Students who have not completed the professional internship programme, have not handed in the internship report or have received an unsatisfactory mark for the defence of the internship report shall not be admitted to the thesis defence.

SAFETY REQUIREMENTS

34. Prior to the internship the following shall be done:
 - 34.1. Receive an internship work plan at the RAI;
 - 34.2. Get familiar with the internship programme and the student's responsibilities during the internship;
 - 34.3. Receive the internship diary and study the regulations for its completion.
35. The internship requires the following:

- 35.1. Coordinate the internship plan and the summarisation procedure with the internship supervisor for each day of the internship;
 - 35.2. Familiarise with the safety equipment regulations and sign for the receipt of the safety training briefing.
36. Responsibilities during the internship:
- 36.1. Make a note in the diary regarding the start of the internship;
 - 36.2. Receive individual assignments from the company's internship supervisor, make entries in the relevant section of the diary;
 - 36.3. Make systematic entries in the internship diary, submit it daily to the internship supervisor for verification and signature;
 - 36.4. Observe the regulations on occupational safety, work equipment and industrial hygiene;
 - 36.5. Submit to the internship supervisor the completed internship diary and internship report in the prescribed form for obtaining feedback.
37. Internship defense takes place remotely in synchronous online mode for distance learning students and in person for full-time and part-time students, presenting the report at RAI internal commission meeting.
38. The public defence of the internship report includes the following:
- I. Answers to the theoretical questions of the internship according to the internship programme;
 - II. Internship content questions:
 - 38.1. Purpose and tasks of the internship;
 - 38.2. List of specific works and activities carried out during the internship;
 - 38.3. Description and evaluation of the internship placement (company, organisation);
 - 38.4. Evaluation of the cooperation with the internship supervisor, the internship coordinator and the departments and staff of the internship company;
 - 38.5. Practical knowledge, skills and competences acquired during the internship;
 - 38.6. Shortcomings detected during the internship and proposals for remedying them;
 - 38.7. Evaluation and conclusions regarding the internship as a whole;
 - III. Answers to questions from the members of the commission.
39. The internship may be recognized for a student through acknowledgment of previously acquired non-formal education and/or practical work experience that corresponds to the program and qualification being pursued. Recognition shall be conducted in accordance with the regulations "On the Assessment and Recognition of Learning Outcomes Achieved in Prior Education or Professional Experience at Riga Aeronautical Institute".