

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES
REGULATIONS ON THE PROCEDURE FOR ORGANISING TRAINEESHIP

1. GENERAL PROVISIONS

- 1.1. The Latvian University of Life Sciences and Technologies (hereinafter referred to as – the LBTU) implements traineeships in accordance with the Cabinet Regulations No. 141 of 20 March 2001 “Regulations regarding the State Standard for First Level Professional Higher Education”, Regulations No. 512 of 26 August 2014 “Regulations regarding the State Standard for Second Level Professional Higher Education” and internal normative documents of LBTU.
- 1.2. Traineeship is an integral part of the professional higher education study programme, which can also be implemented within the academic study programme in accordance with these Regulations.
- 1.3. In accordance with the study plan, traineeship are implemented in the semester provided for, within a full-time or part-time study plan, according to an approved traineeship programme.
- 1.4. LBTU implements:
 - 1.4.1. study traineeship, during which students consolidate the knowledge acquired within the study course, as well as improve their professional skills in accordance with the requirements of the specific profession. The study traineeship takes place under the direct supervision of an academic staff member – traineeship supervisor;
 - 1.4.2. a professional traineeship (pre-diploma, technological traineeship, etc.), during which students consolidate the theoretical knowledge acquired within the specialisation courses of the study programme, as well as create and develop the skills to apply this knowledge. The participation of an academic staff member – the traineeship supervisor, is organisational and advisory;
 - 1.4.3. a research traineeship, during which students conduct research for the development of the final thesis in a company or institution related to his/her specialisation, based on theoretical knowledge. The participation of an academic staff member – the research traineeship supervisor, is advisory.
- 1.5. The purpose of the traineeship is to give students the opportunity to consolidate theoretical knowledge, to acquire the competence and practical skills corresponding to the study programme, which are necessary for specialists in the relevant field, as well as to give students the opportunity to obtain the information necessary for the development of a term paper/project, study project or final thesis, to conduct research work.
- 1.6. Study traineeship, professional traineeship and research traineeship have specific names that correspond to their content.
- 1.7. The content of the traineeship, in accordance with the basic requirements of the professional qualification to be obtained and the specific requirements necessary for the performance of duties and main work tasks in the relevant profession, is

determined by the relevant professional standards and/or the traineeship programme developed at the faculty.

- 1.8. In short-cycle (first level) professional higher education study programmes, the amount awarded for the traineeship is not less than 16 credit points (hereinafter referred to as – the CP).
- 1.9. In first cycle (second level) professional higher education and professional bachelor's study programmes, the amount awarded for the traineeship is at least 20 CP.
- 1.10. In professional master's study programmes, the amount awarded for the traineeship is at least 26 CP if it is intended for graduates of an academic bachelor's study programme, or at least 6 CP if it is intended for graduates of a professional bachelor's or a first cycle professional higher education programme.
- 1.11. In academic bachelor's and master's study programmes, the amount awarded for the traineeship is specified in the study plan.
- 1.12. One credit point (1 CP) corresponds to one week (40 astronomical hours) for both full-time and part-time students.
- 1.13. If the student has started his/her studies at later stages, resumed his/her studies or changed their study programme, then recognition of the traineeship takes place in accordance with these Regulations and the Rector's Orders “On the Procedure for Academic Recognition at LBTU” and “On the Procedure for Commencement of Studies at the Later Study Stages at LBTU”.
- 1.14. The signing of documents related to traineeships is organised in paper form or with a secure electronic signature.

2. ORGANISATION OF TRAINEESHIP

- 2.1. Traineeship are implemented in accordance with these Regulations, the traineeship programme (if necessary, in accordance with the traineeship regulations approved by faculties or departments/institutes) and according to the division of the study year approved by the Study Council.
- 2.2. Study and/or professional traineeship are organised:
 - 2.2.1. during the semester when classes or individual studies and tests are not scheduled;
 - 2.2.2. during the student holidays, if the student undergoes the traineeship abroad within the framework of international exchange programmes or inter-university and other agreements, if there is an emergency situation in the country, or if it is determined by the specifics of the traineeship, then:
 - the traineeship supervisor prepares an application (Appendix 4), indicating the time of the traineeship and the student holidays, or director of study programme indicates this information in the annual study plan extract, if the traineeship is constantly during the student holidays;
 - the application is coordinated with the director of the study programme, the dean and submitted to the Study Centre.
- 2.3. The traineeship programme determines the duration, the period of the traineeship, as well as the type of traineeship evaluation (test, grade test or examination).

- 2.4. The traineeship is led and coordinated by an academic staff member – the traineeship supervisor. If, for objective reasons (illness, business trip, etc.), the traineeship supervisor cannot participate in the traineeship during the scheduled time, then, for the duration of the traineeship, a deputy is appointed by the Dean's Order, but the reports related to the traineeship and the defence are accepted by the traineeship supervisor.
- 2.5. **No later than one week** before the commencement of the traineeship:
- 2.5.1. the student submits to the traineeship supervisor information regarding the chosen place of traineeship and information necessary for drawing up the traineeship agreement;
 - 2.5.2. the traineeship supervisor submits to the compiler of the Dean's Order an application in electronic form, using the LBTU e-mail, regarding the placement of students in study or professional/research traineeship (Appendix 1);
 - 2.5.3. the compiler of the Dean's Order creates a draft of the traineeship order in the LBTU IS regarding the placement of students in the traineeship;
 - 2.5.4. the traineeship supervisor prepares the traineeship agreement for each student in Latvian or English (Appendix 2), if it is a professional or research traineeship.

STUDY TRAINEESHIP

- 2.6. Study traineeship take place within the framework of a specific study course.
- 2.7. Before the traineeship, the students are given an introductory briefing on work safety, in accordance with the procedures established by LBTU. The introductory briefing is carried out by the responsible person of the department/institute in matters of labour protection and fire safety.
- 2.8. The student performs the tasks specified in the traineeship programme under the **direct supervision of an academic staff member**.

PROFESSIONAL AND RESEARCH TRAINEESHIP

- 2.9. The student chooses the professional and research traineeship for professionals (hereinafter referred to as – the traineeship) in Latvia or outside it in such a way as to fulfil the requirements of the traineeship programme, coordinating it with the traineeship supervisor.
- 2.10. The student, the representative of the traineeship provider and the dean of the relevant faculty signs the traineeship agreement prepared by the traineeship supervisor. The original copy of the traineeship agreement is kept at the place of traineeship, in the faculty department/institute and by the student.
- 2.11. The traineeship agreement is signed before the traineeship commencement date or on the first day of traineeship.
- 2.12. If, within the framework of one traineeship, the traineeship takes place at two places of traineeship, then one order is prepared for both places of traineeship and their duration, but, with regard to students assigned to professional/research traineeship, the traineeship supervisor prepares a separate traineeship agreement for each place of traineeship.
- 2.13. If a student performs his/her traineeship outside Latvia:

- 2.13.1. and has found the traineeship by himself/herself, then the Dean's Order and the traineeship agreement are prepared in English, where the faculty is responsible for filling out the agreement and supplementing specific paragraphs, if requested by the traineeship supervisor;
- 2.13.2. within the framework of international exchange programmes, bilateral and other agreements, the documentation and the Rector's decision about a student's traineeship are prepared by the LLU International Cooperation Centre. A copy of the Learning Agreement for Traineeships is sent to the dean's office of the respective faculty.
- 2.14. At the place of traineeship, the student performs the tasks and fulfils the requirements specified in the traineeship programme:
 - 2.14.1. independently, using the knowledge and skills acquired during the study process;
 - 2.14.2. observing the internal normative documents of LBTU and the regulatory enactments of the country in which the traineeship is implemented;
 - 2.14.3. performing assigned duties in good faith;
 - 2.14.4. not disclosing to third parties the information obtained during the traineeship, if its non-disclosure is determined by regulatory enactments or an agreement with the traineeship supervisor at the place of traineeship.
- 2.15. If the student changes the place of traineeship during the traineeship, he/she writes an application to the LBTU traineeship supervisor, stating information about the other place of traineeship, in accordance with Paragraph 2.11 of these Regulations, and the reason for changing the place of traineeship (Appendix 3).
- 2.16. In the case of a change of place of traineeship, a new Dean's Order regarding the placement of the student in the traineeship and the traineeship agreement are drawn up.

3. DUTIES AND RIGHTS OF THE TRAINEESHIP SUPERVISOR

Duties:

- 3.1. to ensure the development and updating of the traineeship programme perform activities related to the organization of the traineeship, and develop proposals for improving the course of the traineeship;
- 3.2. to provide students with the necessary consultations in choosing a suitable place of traineeship and the implementation of the traineeship programme;
- 3.3. to prepare and submit an application to the compiler of the Dean's Order regarding student traineeship;
- 3.4. to prepare traineeship agreements and submit them for signing;
- 3.5. to organise and lead an informative seminar for students on preparation for the traineeship and its implementation;
- 3.6. to introduce students to traineeship tasks;
- 3.7. to advise students on traineeship issues;
- 3.8. to evaluate the implementation of the traineeship programme and students' traineeship reports/reviews;
- 3.9. to lead the defence of the traineeship;

- 3.10. to control the progress of the professional traineeship by communicating with the student and the traineeship supervisor at the place of traineeship.

Rights:

- 3.11. not to approve the traineeship chosen by the student if it does not meet the requirements of the traineeship programme;
- 3.12. not to accept traineeship documents submitted by the student if they are not drawn up in accordance with the traineeship programme and/or the methodological regulations regarding the traineeship developed by the relevant faculty;
- 3.13. to suspend the student from the performance of traineeship tasks for gross violations of behavioural norms and work discipline, by informing the dean of the faculty and the head of the department/director of the institute about it in writing;
- 3.14. to decide whether the student can be allowed to defend the traineeship.

4. PREPARATION OF THE DEAN'S ORDER

- 4.1. The persons responsible for the preparation of the Dean's Order regarding traineeships at LBTU is determined by the order of the vice-rector of studies, which is prepared by the Study Centre.
- 4.2. The person responsible for the preparation of the Dean's Order electronically sends the Study Centre information about missing names place of traineeships in the LBTU system for data entry.
- 4.3. The draft of the Dean's Order prepared by the responsible person of the faculty in LBTU IS is coordinated by the chief specialist of the Study Centre and approved by the dean of the relevant faculty.
- 4.4. If the traineeship is planned starting from:
 - 4.4.1. the first week of the spring or autumn semester, or during the students' holidays, the order is prepared before the students are re-registered for a new semester;
 - 4.4.2. the second week of the spring or autumn semester, the order is prepared only after the students have been re-registered for the next semester.
- 4.5. The responsible person submits the traineeship supervisor's application to the Dean's Office of his/her faculty.

5. FORMATION, ASSESSMENT, DEFENCE AND STORAGE OF DOCUMENTATION RELATED TO TRAINEESHIP

- 5.1. During the traineeship, the student prepares and certifies the traineeship documents with his/her signature, in accordance with the traineeship programme.
- 5.2. The student submits the prepared traineeship documents to the faculty department/institute within the specified period of time.
- 5.3. The traineeship supervisor gets acquainted with the documents submitted by the student and decides on the permission to participate in the defence of the traineeship.
- 5.4. If the defence of the traineeship is managed and the evaluation is carried out by a commission approved by the dean of the faculty or the head of the department/director of the institute, the academic staff member – the traineeship supervisor – shall also be included in its composition.

- 5.5. The traineeship is evaluated with the evaluation specified in the traineeship programme.
- 5.6. The defence of the traineeship takes place within the term specified in the study plan.
- 5.7. Traineeships that are not completed within the specified period of time or are unsuccessfully completed are considered academic debt.
- 5.8. The traineeship supervisor's application and the Dean's Order regarding the traineeship are stored in accordance with the LBTU record keeping nomenclature.
- 5.9. Traineeship agreements and traineeship documentation prepared by the student are stored in accordance with the LBTU record keeping nomenclature.

Annexed:

1. Traineeship supervisor's application regarding study/professional traineeship.
2. Agreement on student traineeship during studies at the Latvia University of Life Sciences and Technologies.
3. Student's application regarding a change of place of traineeship.
4. Traineeship supervisor's application regarding the traineeship period during student holidays.

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

(Faculty)

(department/institute)

APPLICATION
Jelgava

____. ____ . 20 ____ .

To the Dean of

Faculty of _____
Latvia University of Life Sciences and Technologies

About study programme

____. semester students

assigning to _____ study/professional/research traineeship
(name of traineeship)

No.	Name Surname	Place of Traineeship
1.		
2.		
3.		
4.		

from _____ until _____

Traineeship supervisor: position, Name Surname

AGREEMENT No. _____

on student traineeship during studies at the Latvia University of Life Sciences and Technologies.

Jelgava

date

Latvia University of Life Sciences and Technologies, registration No. 90000041898, legal address: Lielā iela 2, Jelgava, LV-3001, hereinafter referred to as – the LBTU, represented by its dean of the Faculty of *name of the faculty Name, Surname*,

acting in accordance with the decision of the LBTU Senate No. 11-78 of 14.12.2022 “On the approval of the LBTU Regulations on the Procedure for Organising Traineeships”,

name of the place of traineeship, registration No., legal address, its authorised person *position, Name, Surname*, acting on *indicates on which basis*,

and the student *Name, Surname, personal identity number* hereinafter referred to as – the Trainee, jointly and individually hereinafter referred to as – the Parties, agree on the following:

1. SUBJECT OF THE AGREEMENT

The traineeship *traineeship name* of the intern of the Faculty of *name of the faculty* takes place at the place of traineeship (*number* weeks) from *date* to *date*.

2. DUTIES AND RIGHTS OF THE PARTIES

2.1. LBTU agrees:

- 2.1.1. ensure the theoretical preparation of the Trainee, introduce him/her to the general regulations regarding labour protection (labour law, occupational safety, sanitary hygiene, fire safety) and work order, as well as his/her rights and obligations during the traineeship, registering him/her in the appropriate registers before commencement of the traineeship.
- 2.1.2. ensure that the traineeship supervisor *position at the department/institute, name, surname, contact phone* coordinates and controls the progress of the traineeship.
- 2.1.3. develop an traineeship programme and introduce it to the Trainee.
- 2.1.4. evaluate the Intern's performance during the traineeship and evaluate the traineeship.
- 2.1.5. If conditions threatening the Trainee's life or health are established at the place of traineeship, the traineeship supervisor may suspend the Trainee from the traineeship until the aforementioned conditions are eliminated, by notifying the place of traineeship thereof. In this case, the place of traineeship may be changed upon written agreement of the Parties.
- 2.1.6. The traineeship supervisor has the right to accept the report/overview of the traineeship submitted by the Intern only if such a report/overview is coordinated with the place of traineeship.

2.2. Place of traineeship agrees:

- 2.2.1. provide the Intern with a job and workplace corresponding to the traineeship programme and/or professional standard.
- 2.2.2. introduce the Intern to the work order, safety equipment and work hygiene requirements, occupational safety and fire safety requirements, and shall inform the Trainee that the Trainee's personal data will be processed in accordance with the regulatory enactments on personal data processing.
- 2.2.3. appoint the traineeship supervisor at the place of traineeship, who will manage the Trainee's work and provide consultations in accordance with the traineeship programme.

- 2.2.4. provide the Trainee with the materials and inventory necessary for the implementation of the traineeship, as well as shall provide the Trainee with access to the information necessary to perform the traineeship tasks.
- 2.2.5. The traineeship supervisor at the place of traineeship shall coordinate the traineeship documents developed by the Trainee, form the Trainee's description.
- 2.2.6. not use the Trainee's workforce in works that do not correspond to the tasks of the traineeship.
- 2.2.7. inform the LBTU traineeship supervisor about cases when the Trainee does not follow the rules of the work order, or about accidents at the place of traineeship. In relevant cases, the place of traineeship may not allow the Intern to continue the traineeship, by notifying the LBTU traineeship supervisor thereof.
- 2.2.8. have the right to refuse to fulfil the obligations arising from this Agreement, if the Trainee repeatedly fails to comply with the instructions of the place of traineeship, the rules of internal procedures, work safety or protection requirements, by notifying the LBTU traineeship supervisor thereof.
- 2.2.9. The traineeship supervisor at the place of traineeship shall inform the LBTU traineeship supervisor about non-compliance with the obligations of this Agreement.

2.3. The Trainee agrees:

- 2.3.1. introduce the place of traineeship to the requirements of the LBTU traineeship programme.
- 2.3.2. comply with the rules of the work order set by the place of traineeship, implement the traineeship programme (including individual tasks and labour protection requirements), follow the instructions of the traineeship supervisor, observing the restrictions on the disclosure of personal data and trade secrets set by the regulatory enactments, draw up the traineeship documents, prepare the traineeship report and submit it to LBTU traineeship supervisor.
- 2.3.3. not disclose confidential information to which access is provided and which the place of traineeship has recognised as such.
- 2.3.4. immediately inform the place of traineeship and the LBTU traineeship supervisor of his/her absence.
- 2.3.5. have the right to refuse to carry out traineeship work if the working conditions pose a threat to personal health and life of the surrounding people, by notifying the traineeship supervisor of the place of traineeship and the LBTU traineeship supervisor thereof.
- 2.3.6. prepare traineeship documents in accordance with the requirements of the traineeship programme and ensure their submission within the deadline set by the LBTU traineeship supervisor.
- 2.3.7. be fully responsible and take good care of the inventory and the technical means transferred for the implementation of the traineeship tasks by the place of traineeship, and shall be responsible for their use in accordance with the technical requirements.

3. ADDITIONAL PROVISIONS

- 3.1. If any party wishes to terminate the Agreement in the event of non-compliance with its terms and conditions, the infringement shall be recorded in writing and the other parties shall be warned about unilateral termination of the Agreement in writing at least five business days in advance. In the event of termination of the Agreement the parties shall fully perform all the obligations incurred before termination of the Agreement. The guilty Party, whose violation

causes the Agreement to be terminated, shall bear the direct damages caused to the other parties in full.

- 3.2. All disputes regarding contractual obligations shall be resolved by the Parties through negotiations. If the Parties fail to negotiate within one month, the disputes shall be resolved in court in accordance with the laws and regulations of the Republic of Latvia.
- 3.3. Any amendments made to the Agreement shall only be valid if submitted in writing and approved by the signatures of all Parties.
- 3.4. This Agreement enters into force on the day of signing and shall be valid until the end of the traineeship.
- 3.5. The Agreement is made in three counterparts, one counterpart is retained by the LBTU, the other by the place of traineeship, the third by the Intern. All counterparts shall have equal legal power.

4. DETAILS AND SIGNATURES OF THE PARTIES

4.1. Education institution:

**Latvia University of Life
Sciences and Technologies**

Legal address: Lielā iela 2,
Jelgava, LV-3001

Unified reg. No. 90000041898

Faculty phone:

Faculty e-mail:

4.2. Place of Traineeship:

Title

Reg. No.:

Address:

Phone:

E-mail

4.3. Trainee:

Name:

Personal identity number:

Phone:

E-mail

(signature and full name)

(signature and full name)

(signature and full name)

AGREEMENT No. _____

on student traineeship during studies at the Latvia University of Life Sciences and Technologies.

Jelgava

*See the date in the stamp of the signature**

Latvia University of Life Sciences and Technologies, registration No. 90000041898, legal address: Lielā iela 2, Jelgava, LV-3001, hereinafter referred to as – the LBTU, represented by its dean of the Faculty of *name of the faculty Name, Surname*,

acting in accordance with the decision of the LBTU Senate No. 11-78 of 14.12.2022 “On the approval of the LBTU Regulations on the Procedure for Organising Traineeships”,

name of the place of traineeship, registration No., legal address, its authorised person *position, Name, Surname*, acting on *indicates on which basis*,

and the student *Name, Surname, personal identity number* hereinafter referred to as – the Trainee, jointly and individually hereinafter referred to as – the Parties, agree on the following:

1. SUBJECT OF THE AGREEMENT

The traineeship *traineeship name* of the intern of the Faculty of *name of the faculty* takes place at the place of traineeship (*number* weeks) from *date* to *date*.

2. DUTIES AND RIGHTS OF THE PARTIES

2.1. LBTU agrees:

- 2.1.1. ensure the theoretical preparation of the Trainee, introduce him/her to the general regulations regarding labour protection (labour law, occupational safety, sanitary hygiene, fire safety) and work order, as well as his/her rights and obligations during the traineeship, registering him/her in the appropriate registers before commencement of the traineeship.
- 2.1.2. ensure that the traineeship supervisor *position at the department/institute, name, surname, contact phone* coordinates and controls the progress of the traineeship.
- 2.1.3. develop an traineeship programme and introduce it to the Trainee.
- 2.1.4. evaluate the Intern's performance during the traineeship and evaluate the traineeship.
- 2.1.5. If conditions threatening the Trainee's life or health are established at the place of traineeship, the traineeship supervisor may suspend the Trainee from the traineeship until the aforementioned conditions are eliminated, by notifying the place of traineeship thereof. In this case, the place of traineeship may be changed upon written agreement of the Parties.
- 2.1.6. The traineeship supervisor has the right to accept the report/overview of the traineeship submitted by the Intern only if such a report/overview is coordinated with the place of traineeship.

2.2. Place of traineeship agrees:

- 2.2.1. provide the Intern with a job and workplace corresponding to the traineeship programme and/or professional standard.
- 2.2.2. introduce the Intern to the work order, safety equipment and work hygiene requirements, occupational safety and fire safety requirements, and shall inform the Trainee that the Trainee's personal data will be processed in accordance with the regulatory enactments on personal data processing.
- 2.2.3. appoint the traineeship supervisor at the place of traineeship, who will manage the Trainee's work and provide consultations in accordance with the traineeship programme.
- 2.2.4. provide the Trainee with the materials and inventory necessary for the implementation of the traineeship, as well as shall provide the Trainee with access to the information necessary to perform the traineeship tasks.

- 2.2.5. The traineeship supervisor at the place of traineeship shall coordinate the traineeship documents developed by the Trainee, form the Trainee's description.
- 2.2.6. not use the Trainee's workforce in works that do not correspond to the tasks of the traineeship.
- 2.2.7. inform the LBTU traineeship supervisor about cases when the Trainee does not follow the rules of the work order, or about accidents at the place of traineeship. In relevant cases, the place of traineeship may not allow the Intern to continue the traineeship, by notifying the LBTU traineeship supervisor thereof.
- 2.2.8. have the right to refuse to fulfil the obligations arising from this Agreement, if the Trainee repeatedly fails to comply with the instructions of the place of traineeship, the rules of internal procedures, work safety or protection requirements, by notifying the LBTU traineeship supervisor thereof.
- 2.2.9. The traineeship supervisor at the place of traineeship shall inform the LBTU traineeship supervisor about non-compliance with the obligations of this Agreement.

2.3. The Trainee agrees:

- 2.3.1. introduce the place of traineeship to the requirements of the LBTU traineeship programme.
- 2.3.2. comply with the rules of the work order set by the place of traineeship, implement the traineeship programme (including individual tasks and labour protection requirements), follow the instructions of the traineeship supervisor, observing the restrictions on the disclosure of personal data and trade secrets set by the regulatory enactments, draw up the traineeship documents, prepare the traineeship report and submit it to LBTU traineeship supervisor.
- 2.3.3. not disclose confidential information to which access is provided and which the place of traineeship has recognised as such.
- 2.3.4. immediately inform the place of traineeship and the LBTU traineeship supervisor of his/her absence.
- 2.3.5. have the right to refuse to carry out traineeship work if the working conditions pose a threat to personal health and life of the surrounding people, by notifying the traineeship supervisor of the place of traineeship and the LBTU traineeship supervisor thereof.
- 2.3.6. prepare traineeship documents in accordance with the requirements of the traineeship programme and ensure their submission within the deadline set by the LBTU traineeship supervisor.
- 2.3.7. be fully responsible and take good care of the inventory and the technical means transferred for the implementation of the traineeship tasks by the place of traineeship, and shall be responsible for their use in accordance with the technical requirements.

3. ADDITIONAL TERMS AND CONDITIONS

- 3.1. If any party wishes to terminate the Agreement in the event of non-compliance with its terms and conditions, the infringement shall be recorded in writing and the other parties shall be warned about unilateral termination of the Agreement in writing at least five business days in advance. In the event of termination of the Agreement the parties shall fully perform all the obligations incurred before termination of the Agreement. The guilty Party, whose violation causes the Agreement to be terminated, shall bear the direct damages caused to the other parties in full.
- 3.2. All disputes regarding contractual obligations shall be resolved by the Parties through negotiations. If the Parties fail to negotiate within one month, the disputes shall be resolved in court in accordance with the laws and regulations of the Republic of Latvia.
- 3.3. Any amendments made to the Agreement shall only be valid if submitted in writing and approved by the signatures of all Parties.
- 3.4. This Agreement is drawn up on 2 pages. Parties sign the Agreement with a secure electronic signature containing a time stamp. The date of signing of the Agreement is the date of the last added safe electronic signature and its time stamp. The Agreement will remain in force until the end of the internship.

3.5. Each Party has access to a tripartite signed Agreement in electronic format.

4. DETAILS AND SIGNATURES OF THE PARTIES

4.1. Education institution:

**Latvia University of Life
Sciences and Technologies**

Legal address: Lielā iela 2,

Jelgava, LV-3001

Unified reg. No. 90000041898

Faculty phone:

Faculty e-mail:

4.2. Place of Traineeship:

Title

Reg. No.:

Address:

Phone:

E-mail

4.3. Trainee:

Name:

Personal identity number:

Phone:

E-mail

Name Surname

Name Surname

Name Surname

* The date of the document is the date of the time stamp of its last signature.

DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS
A TIMESTAMP

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

(Faculty)

Study Programme _____

_____. year student

(Name, Surname)**APPLICATION**

Jelgava

_____. _____. 20_____.

To the Dean of

Faculty of _____
Latvia University of Life Sciences and Technologies***On the change of the hosting organisation***

I request the change of the place of traineeship from _____

(name of the present place of traineeship)

uz _____

(name of the new place of traineeship)

due to the following reason _____

(signature of student)***APPROVED**

LBTU Traineeship supervisor _____

(signature)*

(Name Surname)

_____. _____. 20_____.

* Indicates the text - DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIMESTAMP – if the application is signed and approved electronically.

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

(Faculty)_____
(department / institute)_____
(Traineeship supervisor: position, name surname)**APPLICATION**

Jelgava

____. ____ . 20 ____.

To the dean of

Faculty of _____

***About traineeship time
during the student holidays***

Please allow to change _____

(traineeship name)

the time of traineeship from _____

(dd/mm/yy – dd/mm/yy)

to _____

(dd/mm/yy – dd/mm/yy)

Student holidays will be from-until _____

(dd/mm/yy – dd/mm/yy)

(traineeship supervisor signature)***APPROVED:**

Director of study programme _____

(signature)*

(name, surname)

Dean _____

(signature)*

(name surname)

____. ____ . 20 ____.

* Indicates the text - DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIMESTAMP – if the application is signed and approved electronically.