

Information for TSI students about the procedure for organizing internships

An internship is one of the mandatory study courses at the Transport and Telecommunication Institute (TSI). The process of organizing TSI student internship is regulated in the REGULATIONS ON THE PROCEDURE FOR ORGANIZING TSI STUDENT INTERNSHIP.

IMPORTANT: Internship assignment, list of companies recommended for an internship, all necessary application forms, sample internship contract, and internship report forms are available on the E-TSI system in the subsection "Practice" of the relevant study program section. Students receive the link to this study course and other necessary information at the organizational meeting about practice, attendance of which is mandatory.

| Nr. p.k. | Due Date | Action | Which structural unit the student should contact |
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| 1. | 4 weeks before the end of the pre-practice semester | Invitation to the organizational meeting: notification by e-mail; The date, time, and place of the meeting are indicated in the schedule. | Student Experience and Retention Department (Room 100; e-mail: student@tsi.lv ; tel. +371 67100523) |
| 2. | 4 weeks before the end of the pre-practice semester | First organizational meeting about the practice: presentation of practice tasks and requirements; transfer of the list of internship companies and requirements to students; providing information about the link and registration key to the course in the E-TSI system, where all the necessary documents and materials are located. Attendance is mandatory. | Refer to the vice-dean responsible for the organization of internships (contacts are available in the E-TSI system in the "Information for students" section of the relevant faculty) |
| 3. | Up to 2-4 weeks before the start of the internship | Finding internships. Students choose internships from the offered list of internship companies* and independently agree on internships with companies. | Refer to the vice-dean responsible for organizing internships (contacts are available in the E-TSI system in the "Information for students" section of the relevant faculty). For additional information about companies available for internships, you can contact the Student Recruitment and Business Development Department (SPBAD; room 100a; e-mail: karjera@tsi.lv ; tel. +371 67100659) |
| 4. | 2 weeks before the start of the internship | The second organizational meeting about the internship: handing out internship tasks to students. The class list indicates the date, time, and place of the meeting. Attendance is mandatory. | Refer to the vice-dean responsible for the organization of internships (contacts are available in the E-TSI system in the "Information for students" section of the relevant faculty) |

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| 5. | 1-2 weeks before the start of the internship | Students ask the representatives of internship companies to fill out letters about the agreement regarding the place of internship and submit them to the Student Experience and Retention Department for the preparation of internship contracts. The letter form is available in the E-TSI system in the subsection "Practice" of the relevant study program section. | Student Experience and Retention Department (Room 100; e-mail: student@tsi.lv ; tel. +371 67100523) |
| 6. | 1-2 weeks before the start of the internship | Student Experience and Retention Department prepares Agreements regarding study internships | Student Experience and Retention Department (Room 100; e-mail: student@tsi.lv ; tel. +371 67100523) |
| 7. | 1-2 weeks before the start of the internship | Signing Agreements regarding study internships. Submitting the signed Agreements regarding study internships in the Student Experience and Retention Department. | Company of internship, Student Experience and Retention Department (Room 100; e-mail: student@tsi.lv ; tel. +371 67100523) |
| 8. | 1-3 weeks after the start of the internship | Examination of the progress of the internship at the place of internship (1-2 times during the internship). Student meeting during the internship. | TSI supervisor of the internship |
| 9. | According to the study plan (or according to an individual graphic exceptionally) | Practice. During the internship, students fill in the internship diary and prepare an internship report. Company internship managers prepare feedback on students and their internship progress. All the relevant forms are available in the E-TSI system in the subsection "Internship" of the relevant study program section. | Internship in the company |
| 10. | After the internship, according to the study plan and the schedule | Handing over and defending internship reports, according to the schedule. | TSI supervisor of the internship |

* As a place of internship, students can also use a company that is not included in the list of TSI internship companies. In this case, the student must submit an official letter from the chosen company stating the deadlines when the company is ready to provide the student with an internship and the possibility of completing the internship program, as well as indicating the future internship supervisor with his contact information. The letter must be drawn up on company letterhead and approved by the signature of the company manager. Based on this letter and after discussions with the student, the Director of the Study Programme makes a decision on the possibility of concluding an Agreement regarding study internships with the specific company.