

In JVLMA Senate sitting of, minutes No.

In LMA Senate sitting of, minutes No.

In LKA Senate sitting of, minutes No.

Regulation
on organising the creative artistic practice
in Professional Doctoral Study Programme *In Arts*

1. General terms and conditions

Regulation on organising the creative artistic practice in Professional Doctoral Study Programme *In Arts* (hereinafter referred to as — Programme) is a document governing the procedure, according to which Jazeps Medins Latvian Academy of Music (implements sub-programme *Music and Performing Arts*), Art Academy of Latvia (implements sub-programme *Visual Art and Design*) and Latvian Academy of Culture (implements sub-programme *Audiovisual Art, Theatre and Contemporary Dance*) organise implementation of the creative artistic practice in the Programme.

2. Organising of traineeship / practice

2.1 Volume of credits of the artistic practice is determined in the *Description of content and implementation of Professional Doctoral Study Programme In Arts*. Division of practice along the study semesters as well as types of competence assessments are stated in the Programme. Traineeship / practice content is outlined in study course descriptions and traineeship work programme elaborated according to the study course descriptions.

2.2 The following traineeships and practices are implemented within the framework of the Programme:

2.2.1 sub-programme *Music and Performing Arts*:

Creative Practice and University Traineeship;

2.2.2 sub-programme *Visual Arts and Design*”:

Creative Artistic or Design Practice and University Creative, Pedagogical and Research Traineeship;

2.2.3 sub-programme *Audiovisual Arts, Theatre and Contemporary Dance*:

Performing or Audiovisual Arts Practice and University Traineeship.

2.3 Head of the respective sub-programme is responsible for organising and progress of all traineeship works.

2.4 Traineeship and practice can be implemented in the university offering the relevant sub-programme or outside it — in other institutions of culture or culture education, including outside Latvia.

2.5 Mandatory documents for organising the traineeship:

2.5.1 Traineeship Work Programme — traineeship programme for every semester elaborated jointly by the doctoral student and supervisor of individual artistic project (Annex No. 1);

2.5.2 Traineeship Report — a document demonstrating completion of tasks included in the traineeship programme, a part of the Study card (Annex No. 2).

2.5.3 Traineeship Agreement — if the traineeship takes place outside the university implementing relevant sub-programme (Annex No. 3);

3. Procedure of traineeship implementation

3.1. Sub-programme *Music and Performing Arts*:

3.1.1 *Creative Practice* – doctoral student and supervisor of individual artistic project jointly elaborate programme for study work and creative practice corresponding the goal and level of attainable results of study course within the framework of the study course. *Creative Practice* manifestations (concerts, masterclasses and other artistic projects) are implemented as independent work. The doctoral student describes them in the *Creative Practice Report* submitted to the supervisor of the individual artistic project at the end of semester and subject to assessment.

3.1.2 *University Traineeship* — doctoral student appropates the obtained theoretical knowledge in academic work by performing duties of a tutor or tutor-assistant. *University Traineeship* programme is elaborated jointly by the doctoral student and supervisor of individual artistic project. The traineeship is implemented with students of JVLMA bachelor and master programmes or in cooperation with other partner universities in Latvia or abroad. Course of the traineeship is described in the *University Traineeship Report* submitted by the doctoral student at the end of each semester to the supervisor of individual artistic project and subject to assessment.

3.2 Sub-programme *Visual Arts and Design*:

3.2.1 *Artistic Practice* – doctoral student and supervisor of individual artistic project jointly elaborate study work and practice programme corresponding the goal and level of attainable results of study course within the framework of the study course. *Artistic Practice* manifestations (exhibitions, other artistic projects) are implemented as independent work. The doctoral student describes them in the *Creative Artistic Practice Report*, submitted to the supervisor of individual artistic project at the end of semester and receives assessment.

3.2.2 *University Creative, Pedagogic and Research Traineeship* — doctoral student appropates the obtained theoretical knowledge in academic work by performing duties of a tutor or tutor-assistant, in certain research or elaboration tasks or through participation in implementation of university's creative artistic, technological or non-technological innovation transfer projects. *University Traineeship* programme is elaborated jointly by the doctoral student and supervisor of individual artistic project. The traineeship is implemented with students of LMA bachelor and master programmes or in cooperation with other partner universities in Latvia or abroad. Course of the traineeship is described in the *University Traineeship Report* submitted by the doctoral student at the end of each semester to the supervisor of individual artistic project and subject to assessment.

3.3 Sub-programme *Audiovisual Arts, Theatre and Contemporary Dance*:

3.3.1 *Performing or Audiovisual Arts Practice* – doctoral student and supervisor of individual artistic project jointly elaborate study work and practice programme corresponding the goal and level of attainable results of study course within the framework of the study course. *Performing or Audiovisual Arts Practice* (films, theatre performances and contemporary dance, other artistic projects) is

implemented as independent work of a doctoral student. Course and results of the practice are described by the doctoral student in the *Performing or Audiovisual Arts Practice Report*, submitted to the supervisor of individual artistic project at the end of semester and subject to assessment.

3.3.2 *University Traineeship* — doctoral student appropates the obtained theoretical knowledge in academic work by performing duties of a tutor or tutor-assistant. *University Traineeship* programme is elaborated jointly by the doctoral student and supervisor of individual artistic project. The traineeship is implemented with students of LKA bachelor and master programmes or in cooperation with other partner universities in Latvia or abroad. Course of the traineeship is described in the *University Traineeship Report* submitted by the doctoral student at the end of each semester to the supervisor of individual artistic project and gets an assessment.

4. Procedure for entering into the traineeship agreement

4.1 The traineeship is implemented in compliance with the traineeship agreements. University traineeship agreement form template is elaborated by the head of the Programme. Traineeship agreements of other type or those contracted outside Latvia are elaborated by the traineeship supervisor in cooperation with the lawyer or relevant university and harmonised with the head of the Programme;

4.2 Traineeship agreement is concluded between the relevant university and place of traineeship or between the university, place of traineeship and doctoral student;

4.3 Draft traineeship agreement is drawn up and the traineeship supervisor ensures harmonisation and signing thereof;

4.4 Agreements are registered, and the head of the sub-programme is responsible for their execution;

4.5 Agreements are kept in line with the File classification of relevant university;

4.6 Structure of the content of traineeship agreement:

the agreement must include at least:

4.6.1 type of traineeship name, place and date of agreement, contracting parties — relevant university (hereinafter referred to as — University), represented by its rector, institution of place of traineeship represented by the supervisor, name of study course in the University, position and full name of the traineeship supervisor;

4.6.2 subject of the agreement, goal and tasks of the traineeship agreement;

4.6.3 rights and obligations of the parties:

- University,
- place of traineeship,
- traineeship supervisor in the University.

4.6.4 additional conditions;

4.6.5 legal addresses and signatures of the contracting parties.

Chairman of JVLMA

Senate

Lecturer Jānis Baltiņš

Chairman of LMA Senate

Professor *Dr.art.* Andris Teikmanis

Chairman of LKA Senate

Docent Juris Goldmanis

Professional Doctoral Study Programme *In Arts*
Artistic Practice /
Creative Artistic Practice /
Performing or Audiovisual Art Practice
work programme

____ / ____ academic year

Practice supervisor _____
(academic position, name, surname)

Doctoral student _____
(name, surname)

Semester:

Sub-programme: _____

Practice type (concert, exhibition, performance, masterclasses, artistic project etc.)	Content	Venue, time	Planned number of hours

Instruction for drawing up and control of execution of the *Practice Programme*:

1. Execution of practice work programme is reflected in the doctoral student's *Creative Artistic Practice Report* (sub-programme *Music and Performing Arts*), in the *Creative Artistic Practice Report* (sub-programme *Visual Arts and Design*), in the *Performing or Audiovisual Art Practice Report* (sub-programme *Audiovisual Arts, Theatre and Contemporary Dance*).
2. The volume of practice work programme must meet the number of credits stated in the study plan.
3. Content of work tasks are planned in terms of independent work and contact lessons in accordance with the Practice study course description.
4. Practice work programme is drawn up in two copies, one of them is retained by the practice supervisor and other — by the doctoral student.

Signatures: _____
(practice supervisor)

(doctoral student)

**Professional Doctoral Study Programme *In Arts*
University Traineeship
work programme**

____ / ____ academic year

Traineeship supervisor

(academic position, name, surname)

Doctoral student

(name, surname)

Semester:

Sub-programme:

Work tasks		
<i>Work type</i>	<i>Work start (document name)</i>	<i>Number of hours</i>
Study documentation analysis: Study programme description / study course description etc.		
Elaboration of study documentation: study course description, study course programme for individuals or group (repertoire) for a semester		

<i>Work type</i>	<i>Work start (study course, semester)</i>	<i>Number of hours</i>
Observational practice		

<i>Work type</i>	<i>Work start (study course, semester)</i>	<i>Number of hours</i>
Active practice		

Note for drawing up and control of execution of the *University Traineeship Work Programme*:

1. Execution of the traineeship work programme is reflected in doctoral student's *University Traineeship Report*.
2. The volume of traineeship work programme must meet the number of credits stated in the study plan.
3. Content of work tasks are planned in terms of independent work and contact lessons in accordance with the Traineeship study course description.
4. Traineeship work programme is drawn up in two copies, one of them is retained by the traineeship supervisor and other — by the doctoral student.

Signatures:

(traineeship supervisor)

(doctoral student)

Professional Doctoral Study Programme *In Arts*
Artistic Practice /
Creative Artistic Practice /
Performing or Audiovisual Art Practice
REPORT

(name, surname of doctoral student)

(name of sub-programme)

Ser. No.	Type, name of practice	Content	Venue	Date	Number of hours	Signature of practice tutor / signature of project organiser

Individual preparatory work for project	
Ser. No. (according to project numbering)	Number of hours

Semester assessment:

Date:

Name, surname, signature of practice tutor:

Professional Doctoral Study Programme *In Arts*

University Traineeship

REPORT

(name, surname of doctoral student)

(name of sub-programme)

Started

Completed

TRAINEESHIP SUPERVISORS AND TERMS

Traineeship supervisor _____
name and surname

from

to

Traineeship venue _____
(name of higher education institution)

Traineeship supervisor _____
name and surname

from

to

Traineeship venue _____
(name of higher education institution)

INSTRUCTIONS

on entries in the *Traineeship Report* and their application

1. The Traineeship Report / Practice Report of a doctoral student is a record allowing the doctoral students to accumulate university work experience and specifics.
2. Records are mainly entered by the doctoral student; records are accepted by the traineeship supervisor.
3. Knowledge, skills and competences of the doctoral student are assessed in line with the place of assessment stated in the study programme.
4. Doctoral student's duties include: keeping records in the traineeship report during entire study period according to the traineeship programme.
5. Traineeship Report / Practice Report is a document of doctoral student's Study card.

20__/20__ academic year __ semester

Date	Short description of a contact lesson <i>(observational practice, heading of a lesson)</i>	Number of hours	Signature of traineeship / practice supervisor
Observational practice			
TOTAL:			
Active practice			
TOTAL:			

Number of hours in the independent work:

Work type:

1. Analysis of study programme description / study course description

<i>Task</i>	<i>Number of hours</i>
TOTAL:	

2. Innovation and updating of study programme, study course description

<i>Task</i>	<i>Number of hours</i>
TOTAL:	

3. Assessment of study programme's accreditation documents

<i>Task</i>	<i>Number of hours</i>
TOTAL:	

Semester's work assessment and its substantiation:

Date:

(name, surname, signature of the traineeship supervisor)

Annex No. 3

UNIVERSITY TRAINEESHIP AGREEMENT

Riga, _____

No. _____

[Name of relevant university], reg. No. _____ (hereinafter referred to as –
University), _____ [address], represented by its rector _____,

[name of educational institution], reg. No. _____ (hereinafter referred to as –
Traineeship place), _____ [address], represented by its head
_____ and

[Name of study programme and sub-programme] _____ [study
course] _____
traineeship supervisor [name surname],

_____ collectively referred to as — Parties enter into the agreement on the following:

1. Subject of the Agreement

The University shall send, whereas the Traineeship place shall accept and ensure free of charge doctoral student's traineeship in study programme _____ [name of study programme, sub-programme], according to the study plan, traineeship content stated in the study course description and traineeship work programme.

2. Traineeship goal and task

- 2.1 **Traineeship goal:** to promote qualified and creative development of tutors by deepening professional competences and skills of doctoral students through using theoretical and practical knowledge and insights obtained during the study process.
- 2.2 **Traineeship tasks:** according to those stated in the University traineeship work programme.

3. Rights and obligations of the University

- 3.1 To ensure preliminary professional qualification of doctoral student.
- 3.2 To approve traineeship supervisor in the University.
- 3.3 To harmonise doctoral student's traineeship programme with the Traineeship place.
- 3.4 To provide traineeship programme for doctoral student.
- 3.5 To pay for the work of Traineeship supervisor-tutor according to the number of contact lessons intended for the academic traineeship in the University study plan according to the accepted rate.
- 3.6 To accept from the doctoral student a traineeship report harmonised with the Traineeship place.

4. Rights and obligations of Traineeship place

- 4.1 To ensure traineeship opportunities to the doctoral student according to the tasks of the traineeship programme during the validity period of this Agreement.

- 4.2 To introduce the doctoral student with working regulations of the Traineeship place, with his rights and obligations during the traineeship.
- 4.3 To assign to the doctoral student a traineeship supervisor-tutor, who supervises the doctoral student's work in the Traineeship place and consults the doctoral student in compliance with the traineeship programme.
- 4.4 To assess traineeship attainment at the end of the traineeship.
- 4.5 To provide the doctoral student with information necessary for execution of traineeship programme, except information that is considered confidential under the laws and regulations of the Republic of Latvia or internal regulations of the Traineeship place.

5. Traineeship supervisor in the University shall:

- 5.1 Organise entering into the University Traineeship Agreement and delivery of original copy thereof to the person in charge of the Traineeship place.
- 5.2 Prepare an application, enclosed to the University Traineeship Agreement and make sure they are submitted as annexes to the Agreement to the persons in charge of the University and Traineeship place.
- 5.3 Elaborate the academic traineeship / practice programme jointly with the doctoral student according to the description of academic traineeship study course and submit it to the tutor of the Traineeship place before starting the traineeship.
- 5.4 Coordinate and control and together with the doctoral student of the Traineeship place be responsible for course and results of student's traineeship.
- 5.5 Assess doctoral student's practice work in cooperation with the tutor of the Traineeship place.
- 5.6 Check the accuracy of records in the doctoral student's traineeship documentation.

6. Miscellaneous

The Traineeship place is not obliged to enter into an employment contract with the doctoral student, however the Traineeship place is entitled to agree (incl. in writing) with a doctoral student about compliance with internal regulations of the Traineeship place or other regulations.

7. Validity period and procedure of the Agreement

- 7.1 This Agreement enters in force as of its signing and remains valid until _____.
- 7.2 Each Party is entitled to terminate this Agreement unilaterally by giving at least five month's written notice in advance.
- 7.3 All amendments and annexes to this Agreement are in force only if drawn up in writing and signed by both Parties.
- 7.4 All disputes that arise between the Parties in relation to the performance of this Agreement and its validity that the Parties fail to solve amicably, are examined according to the procedure stated in laws and regulations.
- 7.5 The Agreement has been prepared in three counterparts, first counterpart is retained by the Academy, second counterpart — by the Traineeship place, third — by the supervisor of University Traineeship. All counterparts of the Agreement possess equal legal force.
- 7.6 The Agreement may have the following annexes:
 - 7.6.1. Application (on provision of traineeship in relevant study semester, stating doctoral student's name, surname and tutor of the Traineeship place);
 - 7.6.2. Other obligations and agreements.

Requisites, signatures of the Parties

University

name,
address
Reg. No.

(signature)

Traineeship place

name,
address
Reg. No.

(signature)
place for seal

Traineeship supervisor in the University

Name, surname
Address:
Telephone:
e-mail:

(signature)