

APPROVED

by Decision No. 1-18 of the
Senate of Vytautas Magnus
University of 29 February 2012

**DESCRIPTION OF FIRST-CYCLE AND
INTEGRATED STUDY PRACTICE ORGANISATION
ORDER AT VYTAUTAS MAGNUS UNIVERSITY**

I. GENERAL PROVISIONS

1. The description of practice organisation (hereinafter Order) shall regulate the organisation, implementation and learning outcome assessment of practices included in the first-cycle and integrated study programmes.
2. The Order is based on the following documents: Law of Science and Studies of the Republic of Lithuania No. X1-242 of 30 April 2009; Order No. V-637 of 19 April 2011 of the Minister of Education and Science of the LR “On student practical training agreement”; Order No. V-501 of 9 April 2010 of the Minister of Education and Science of the LR “On approval of description of general requirements for degree awarding first-cycle and integrated study programmes”; Order No. V-54 of 8 January 2010 of the Minister of Education and Science of the LR “On the Approval of Teacher Training Regulations”; Decision No. 1421 of 10 December 1998 of the Government of the Lithuanian Republic “On practice of state higher education institution students in ministries, government institutions, county governor’s administrations and other state management and self-governance institutions”; Statute of Vytautas Magnus University; Study Regulations of VMU; other legal acts of the Lithuanian Republic.
3. The legal basis for the implementation of student practice in a specific institution, enterprise or organisation (hereinafter, the practice institution) is a Trilateral Practice Agreement between the University, the student and the practice institution (Annex 1). Trilateral agreements shall be signed by a member of the academic staff appointed by the rector’s order.
4. Definitions of key words used in this Order:

Practice is a part of studies during which students apply the acquired (current) theoretical knowledge and practical skills in a specific professional activity, become acquainted with the prospective professional activity and, performing the assigned tasks, acquire or improve skills necessary for professional activity.

Practice institution is the institution where the student performs practice, i.e. enterprises, institutions and organisations of private and public economic entity, state management and self-governance institutions.

List of practice institutions is a list of institutions, composed by VMU units, where students can perform their practice.

Practice coordinator is a member of university staff who is responsible for organisation of all practices of a particular study programme. Practice coordinator is appointed by the faculty dean’s decree.

Practice supervisor at the university is a university teacher who is appointed by the faculty dean’s decree to be the student’s practice supervisor, responsible for the realisation of practice programme and practice outcome assessment.

Practice supervisor at the institution is an employee of the enterprise or institution where the student is performing practice, appointed to supervise the student's practice.

Practice outcome assessment committee is a committee created by the faculty dean's decree to assess the student's achievements attained during the practice by writing a mark. Every department shall make a decision with regard to the composition of the committee.

Methodological guidelines for practice is a set of guidelines designed and approved by the department which define practice performing process, order and ways of evaluation.

Practice documents are documents prepared by the student during the practice (they may be a diary, practice assessment forms, reports on task performance and etc.), submitted together with practice report.

Practice report is information prepared by the student who participated in the practice on the realisation of the practice programme, specific tasks performed during practice, usefulness of practice, its shortcomings and problems.

Introductory practice aims at forming the general understanding about the prospective professional activity.

Qualification practice is the development of practical skills in a real work place, assessment of one's own professional capabilities.

Pre-diploma practice is a professional activity and analysis of real work situations as well as application of the analysis results in the final thesis preparation.

Expedition (field) practice is a constituent part of study process during which practical skills are acquired on the basis of theoretical knowledge. These skills are applied in real conditions while observing, collecting and exploring the objects of animate and inanimate nature and evaluating biotic and abiotic relationships.

II. GENERAL REQUIREMENTS FOR PRACTICE ORGANISATION

5. Aims of practice:
 - 5.1. to acquire a general understanding about the prospective professional activity and practical skills at a real work place;
 - 5.2. to assess what theoretical knowledge and practical skills are expected by future employers;
 - 5.3. to assess own professional abilities, to strive for professional development and to plan one's professional career constructively;
 - 5.4. to ensure the compliance of the study outcomes to the rapidly changing needs of the state economy.

III. TIME, DURATION AND ORGANISATION OF PRACTICE

6. Practice shall be allocated no less than 15 credits in the first-cycle and integrated study programmes.
7. Practice volume in credits shall be equal for all study forms.
8. Every unit shall distribute practice in the study programme process according to the study programme specificity.
9. Each unit shall decide upon the period of practice performance according to the study programme specificity.

10. Practice shall be a part of Special study programme.
11. When performing practice abroad, some practices included in the study programme may be combined and validated as one period of practice.

IV. METHODOLOGICAL GUIDELINES FOR PRACTICE ORGANISATION

12. Each practice shall be considered to be a separate independent study subject.
13. Practice programme descriptions shall be prepared by departments and attested by the study programme committees (Group C).
14. Practice programme description shall be prepared in compliance with general requirements for study subject programme preparation.
15. Practice programmes shall be prepared on the basis of study field regulation requirements, study programme descriptions. Study field regulation determines study aims of the relevant field which provide the background for practice programme aims.
16. Practice programme aims shall be formulated clearly and relevant to the study programme aims.
17. Departments which provide study programmes shall prepare practice assignments and methodological guidelines for practice performance (Annex 2).

V. ASSESSMENT OF PRACTICE ACHIEVEMENTS

18. Having completed the practice, the student shall submit the documents indicated in the methodological guidelines for practice performance to the practice supervisor at the university.
19. Practice shall be assessed in compliance with the general study programme subject assessment order, i.e. by writing a mark on the ten-point grading scale.
20. The cumulative system for the assessment of practice achievements shall be used. The final mark for practice assessment shall consist of the constituents of the practice achievement accumulative point defined in the methodological guidelines for practice of each study programme.
21. In exceptional cases where practice is performed abroad and it is not included in the study programme but it is related with the study programme, the mark may not be written. The information on the practice realisation shall be included in the Diploma Supplement.
22. In exceptional cases where practice is performed abroad, part of practice (as indicated in the study programme) shall be validated and assessed by a mark, whereas the whole period of practice duration shall be indicated in the Diploma Supplement.
23. Having failed to complete the practice programme or having received a negative mark for practice achievements, students shall have to perform practice repeatedly.
24. Having failed to perform the practice, students shall have no right to defend their final bachelor thesis.

VI. PRACTICE PARTICIPANTS, THEIR FUNCTIONS AND RESPONSIBILITY

25. The practice coordinator shall perform the following functions:
 - 25.1. develop general practice organisation plans;

- 25.2. organise the provision of students with didactical materials;
 - 25.3. prepare lists of practice institutions;
 - 25.4. prepare agreements with enterprises, institutions and organisations that accept students for practice;
 - 25.5. coordinate the student grouping, appointing practice supervisors at the university and practice institution;
 - 25.6. organise instruction events to discuss safety on the workplace regulations;
 - 25.7. monitor the practice process and presentation of practice documentation.
26. The practice supervisor at the university shall perform the following functions:
- 26.1. acquaint the students with methodological requirements for practice;
 - 26.2. provide information to students on practice performance aims, procedure, requirements and evaluation;
 - 26.3. prepare practical tasks for students to be performed during practice, design guidelines;
 - 26.4. consult students on all practice report related issues;
 - 26.5. communicate with practice supervisor in the practice institution, acquaint with practice programme and practice outcomes defined in it, evaluate if students performed work and work conditions are appropriate to achieve the indicated outcomes;
 - 26.6. if possible, visit the practice institution during the student's practice;
 - 26.7. responsible for student's practice realisation and practice evaluation.
27. The practice supervisor in the practice institution shall perform the following functions:
- 27.1. assign the work tasks to the student related to the institution activity and appropriate to the practice aims;
 - 27.2. consult the student and provides necessary support;
 - 27.3. observe and assess student's practical activity;
 - 27.4. check and sign the student's prepared papers and report;
 - 27.5. at the end of practice assess the student's achievements.
28. The student shall perform the following functions:
- 28.1. cooperate with practice coordinator, with practice supervisor at the university, with practice supervisor at the practice institution;
 - 28.2. perform the assigned tasks;
 - 28.3. follow work safety regulations on the practice site;
 - 28.4. prepare practice report documentation and account for the performed practice.

**VII. PAYMENT FOR PRACTICE COORDINATOR AND PRACTICE SUPERVISOR
AT THE UNIVERSITY**

29. Payment for the practice coordinator and practice supervisor work at the university shall be determined within the scope of other teaching work of the academic staff.

REGISTERED

.....(Place of registration)

.....(Position of the person responsible)

.....(Name and surname of the person responsible)

(Registration date and number)

STUDENT PRACTICAL TRAINING AGREEMENT No.

.....
Vytautas Magnus University (hereinafter referred to as University), represented by
of the Faculty of
(name, surname, position,) operating in accordance with the order of the Rector,

_____ of
(Name of the company or institution accepting students for practice).....

(hereinafter referred to as Institution), represented by
(Name, surname, position)
operating in accordance with and a student

(Title of study programme, student's name, surname, personal code or date of birth).....
.....address of permanent residence),

in accordance with the legal acts of the Republic of Lithuania, conclude this agreement:

I. GENERAL PROVISIONS

1. This agreement shall be effective for the whole period of practice in the Institution (hereafter referred to as practice). Organizational costs are not recoverable to the practice Institution.
2. The student shall have practice provided by the study programme, in accordance with the practice programme established by the Institution:
 - purpose of practice - _____
 - expected outcomes of practice - _____
 - duration — practice begins _____, ends _____, scope of practice in credits _____
3. The agreement shall be registered in accordance with the University regulations within 30 days of its conclusion.

RIGHTS AND LIABILITIES OF UNIVERSITY

4. The University shall agree:
 - 4.1. to ensure theoretical and practical preparation relevant for the practice of a student sent for practical training;
 - 4.2. to appoint a practical training supervisor — a University teacher;
 - 4.3. to provide the practical training supervisor, appointed by the practice Institution, with methodological guidelines (tools) for practice supervision;
 - 4.4. to discuss the tasks of student practice together with the Institution no later than 10 days till the beginning of practice;
 - 4.5. to monitor student progress and, together with the Institution employees responsible, solve problems, providing students with the necessary support should such need occur;
5. The University shall have the right to cancel the student's practice if:

- 5.1. the practice Institution does not provide a student practice placement corresponding with the study programme;
- 5.2. the student violates the practice discipline;
- 5.3. the student is used only for accomplishing non-qualified tasks;
- 5.4. the Institution does not ensure the safety and health requirements of employees.

III. RIGHTS AND LIABILITIES OF INSTITUTION

6. The practice Institution shall agree:

- 6.1. to take the student for practical training in:

(Name of the place of practical training)

to facilitate the implementation of the practice plan (programme), supply the information relevant to the implementation of the practice plan (programme) and not to distract the student from the fulfilment of practical training tasks;

- 6.2. to ensure that the student is appointed a supervisor from the qualified staff (or civil servants of state Institution) having no less than 3 years of work experience in a particular field;
- 6.3. to accept the student for unpaid practical training;
- 6.4. to arrange necessary briefings for employees on safety and health, and fire safety;
- 6.5. in accordance with the regulations of the Institution or an additional agreement between the Institution and University on work procedures and conditions, to ensure work conditions for the student corresponding to safety and health and hygiene norms of employees; when necessary, to provide the student with tools and equipment, work clothes, work shoes, other personal and collective equipment of safety and health of employees in accordance with the legal acts;
- 6.6. to assign the student the tasks relevant to the specificity of studies and practical training and ensure that no unrelated tasks for unqualified work are allocated;
- 6.7. taking into account the evaluation performed by the practice supervisor, to submit the record and evaluation of the student's practice;
- 6.8. to inform the student on what information provided during practice is the host Institution's commercial or other secret and shall not be disseminated outside the host Institution and that the dissemination of this information applies to fines (if such are provided in internal documents);
- 6.9. to notify University about the cases of violation of practice discipline and the student's absence in practice.

The Institution shall have the right to allow the student to fulfil functions assigned to him/her independently, without the assistance of a supervisor of practice, when producing industrial production or providing payable services only in cases if the company or Institution signs a temporary work contract with the student in accordance with legal acts.

IV. STUDENT'S RIGHTS AND LIABILITIES

7. The student shall agree:

- 7.1. no later than _____ days before the start of practice to develop a practice plan (programme) and coordinate it with the University practice supervisor no later than the first day of practice; to detail the practice plan (programme) with the practice supervisor assigned by the host Institution.
- 7.2. to carry out the tasks assigned to him/her systematically and carefully; when absent from practice in the Institution, to immediately notify the supervisor of practice about this by indicating the reason and in case of an illness to submit medical verification from a physician;
- 7.3. to follow the regulations (rules) and the rules of work procedure of the Institution, to keep commercial and other secrets of the Institution in secret if during practice s/he obtains data and technical documents that are secret or undesirable to be distributed;

- 7.4. to conserve the property of the company or Institution and to be liable for the caused material damage under the procedure determined by laws;
 - 7.5. to follow the requirements of the rules of safety and health, and fire safety;
 - 7.6. to submit a report on practical training in accordance with the requirements laid out by the University.
8. The student shall be entitled:
- 8.1. to receive a copy of the practice programme and all information relevant for practice from the University;
 - 8.2. to receive practical tasks, tools and equipment relevant for practice and safety and health of employees.

V. FINAL PROVISIONS

- 9. This agreement may be amended only on the agreement of all parties in written form. The amendments shall be made part of this agreement.
- 10. This agreement shall be terminated:
 - 10.1. if the student is academically expelled from the University, terminates his/her studies voluntarily or temporarily suspends his/her studies (a student gets an academic leave);
 - 10.2. if one of the parties seriously breaches the liabilities outlined in this agreement;
 - 10.3. on the agreement of parties.
- 11. The party of the agreement shall notify other parties of the agreement about the termination of the agreement no later than in _____ days.
- 12. All disputes that the parties of the agreement cannot solve in a well-meant manner and in agreement, shall be solved in accordance with the procedure determined by legal acts of the Republic of Lithuania.
- 13. This agreement is valid from _____ till the fulfilment of practice and other liabilities set forth in this agreement.
- 14. This agreement is drawn in three copies, each having equal legal force, a copy for each party of the agreement.

CONTACT INFORMATION OF EACH PARTY

University	Institution of practice	Student
<p>indicating in addition:</p> <p>.....</p> <p>(Full/ name and telephone number of the supervisor of practical training designated by the University)</p>	<p>.....</p> <p>.....</p> <p>(Student's telephone number) of practical training)</p>	<p>.....</p> <p>(Full name and telephone</p>

SIGNATURES OF EACH PARTY

(University)	(Institution)	(Student)
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RECOMMENDATIONS FOR THE STRUCTURE OF METHODOLOGICAL GUIDELINES FOR PRACTICE ORGANISATION

I. General Part.

1. Concepts.
2. Practice purpose.
3. Practice results (according to the study course description).
4. Aim of practice.
5. Description of practice types (e.g. *introductory, professional, qualification, pre-diploma, study field, pedagogical, production*).
6. Description of criteria for the assessment of students' achievements during practice.
7. Description of the practice report structure.
8. Requirements for the practice report presentation.
9. Description of liabilities of study units (faculties, departments) when organising practice.
10. Requirements for the practice institution.

II. Special Part.

11. Content of practice: description of activities performed during practice.
12. Definition of practice tasks.
13. Description of the consecutive practice process (timetable of tasks and implementation plan, hourly allocation).
14. Practice Diary (a diary sample).
15. Description of practice assessment process.
16. Description of the student's cumulative system for the assessment of achievements.
For example:
 - assessment of the practice supervisor at the institution;
 - assessment of the practice supervisor at the university;
 - self-assessment of practice by the student.
17. Assessment of practice quality.

Annexes

List of institutions recommended for practice.

Description of the practice course.