

APPROVED
by the Order No. 4-3
of 3 May 2017
of the Senate of Vytautas Magnus
University

DESCRIPTION OF INTERNSHIP ORGANIZATION PROCEDURES AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. Description of internship organization procedures (hereinafter referred to as the Description) at Vytautas Magnus University (hereinafter referred to as the University) regulates the internship organization during the first-, second-cycles and integrated studies, evaluation of its achievements and the crediting procedures.
2. The Description is prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Law on Support for Employment, the Study Regulations of the University, other national and internal legislation governing studies and internship.
3. **The internship** is an activity performed by a person to acquire or improve practical skills.
4. The University distinguishes the following types of internships:
 - 4.1. **Professional internship** is a module (subject) provided in the study programme to help a student gain the professional experience required in practical work. The professional internship is implemented by the University by concluding a student internship agreement with a student and the Institution of internship (institution, enterprise, organization) (see Annex 1);
 - 4.2. **Additional internship** is an internship performed during studies but not provided for in the study programme, intended for the acquisition of further knowledge and skills required for professional activities related to studies, which the student did not acquire or insufficiently acquired during the professional internship;
 - 4.3. **Voluntary internship** is an internship not directly related to the studies and not provided for in the study programme for the acquisition or development of general or particular skills of a student which s/he has not acquired or has not sufficiently acquired during the course of his or her studies or additional internship;
 - 4.4. **Graduate internship** is an internship not provided for in the study programme, performed after graduation and obtaining a diploma, intended for the acquisition of additional knowledge and skills required for study-related professional activities which a student did not acquire or insufficiently acquired during studies or other internships.
5. In regard to the specifics of studies, the regulation of internship shall be described in the methodological instructions for the internship approved by each academic subdivision which must not contradict the provisions of this Description.

II. INTERNSHIP PARTICIPANTS, THEIR FUNCTIONS AND LIABILITIES

6. **Internship coordinator** is the representative(s) of the academic subdivision appointed by the decree of the head of the University academic subdivision and the order of the University Rector, responsible for the coordination of the organization of the academic subdivision's internships, shall perform the following functions:
 - 6.1. to prepare a general framework for the internship organization in study programmes carried out by the academic subdivision;
 - 6.2. to advise students on internship issues;

- 6.3. to initiate the search for internship places and prepare lists of internship Institutions, constantly cooperate with internship Institutions on the issues of internship organization;
- 6.4. to coordinate the conclusion and registration of student internship agreements;
- 6.5. to coordinate the process of organization and execution of internships of the subdivision and management of internship documents;
- 6.6. to coordinate the work of the internship supervisors in the academic subdivision;
- 6.7. to manage the crediting of student internships in the academic subdivision.
7. **Internship supervisor at the University** is a person appointed by the head of the academic subdivision of the University, responsible for the implementation of the student internship of a particular study programme and shall perform the following functions:
 - 7.1. to introduce students to the methodological requirements of the internship, the procedures for the organization, execution and reporting about the internship specified therein;
 - 7.2. to provide the student with information on the objectives, procedures, requirements and evaluation of the internship;
 - 7.3. to prepare practical tasks to be performed during the internship by students. The internship tasks shall be related to the objectives and study results of the internship specified in the descriptions of study internship;
 - 7.4. consults the students on all issues related to the preparation of the internship report;
 - 7.5. cooperates with the internship supervisor in the internship Institution, coordinates the internship tasks, assesses whether the work and working conditions performed by the student are suitable for achieving the study results;
 - 7.6. if possible, visits the internship Institution before or during the student's internship period for the purpose of internship quality assurance;
 - 7.7. organizes the processes of defence and evaluation of the internship report (if it is provided for in the internship description) and submits the evaluation of the internship;
 - 7.8. provides feedback (prepares a report) to the internship coordinator about the internship organization process and results.
8. **Internship supervisor in an internship Institution** is an employee of the enterprise, institution or organization where the student performs an internship, appointed to supervise the student's internship, shall perform the following functions:
 - 8.1. to accept students, to organize the management of their documents in the enterprise, institution or organization, to instruct on work safety issues, to introduce the enterprise and the place of practice;
 - 8.2. to assign the student work related to the activities of the internship Institution that meet the objectives of the internship;
 - 8.3. to advise students and provide them with the necessary assistance;
 - 8.4. to monitor and evaluate students' practical activities;
 - 8.5. to evaluate the student's internship achievements at the end of the internship.
9. **A student (a graduate)** shall perform the following functions:
 - 9.1. to cooperate with the internship coordinator of the academic subdivision, the internship supervisor and the head of the internship Institution;
 - 9.2. to perform internship tasks;
 - 9.3. to follow the rules of work safety at the place of internship;
 - 9.4. to prepare the internship report documents and reports on the completed internship on time.

III. ORGANIZATION OF PROFESSIONAL INTERNSHIP

10. **A professional internship** is a compulsory professional practice provided in the study programme, during which students apply theoretical knowledge and practical skills in a specific professional activity and acquire or improve the skills necessary for professional activity.
11. At least 15 ECTS credits must be allocated for professional internship in first-cycle and integrated study programmes. In regard to the study cycle, the nature of the study programme and the desired study results, this internship can be divided into cognitive (introductory), qualifying, pre-diploma, pedagogical, scientific-professional or other form of internship. Each form of professional internship and the intended study results must be clearly described in the internship description. Internship is not compulsory in the second-cycle studies, its inclusion in the study programme is decided by the study programme committee.
12. The student can find the internship Institution independently or choose from the list of internship Institutions which is publicly provided by the internship coordinator or the internship supervisor at the University. The location of the internship selected by the student must be agreed with the internship supervisor. If the student performs an internship organized by the University for the development of entrepreneurial skills, s/he must inform the internship supervisor about it.
13. The student aiming at completion of an internship earlier than provided for in the study programme or to perform an internship for the development of entrepreneurial skills organized by the University must submit an application to the head of the study programme. An application for permission to perform an internship earlier or an internship for the development of entrepreneurial skills organized by the University must be agreed with the internship supervisor and the internship coordinator.
14. The legal basis for the performance of a student internship at an internship Institution is a student internship agreement (see Annex 1) which is prepared and its signing is coordinated by the internship coordinator of the academic subdivision. The student internship agreement is signed in a ranking order by the head of the academic subdivision, the student and the representative of the internship Institution.
15. Student internship agreements are registered in the register of study internship agreements of the academic subdivision conducting the studies. The student internship agreement must be signed and registered before the start date of the internship.
16. Having completed the internship, the student shall report to the internship supervisor at the University by submitting the internship report, as well as other documents that are required to be submitted in accordance with the requirements set by the academic subdivision and specified in the internship guidelines.
17. The achievements of the professional internship shall be evaluated according to the general procedure of evaluation of study achievements provided for in the University study regulations; therefore students who have not achieved the study results of the internship or have received a negative evaluation of their achievements acquire academic debt and have to perform the internship repeatedly.
18. Cases of professional internship crediting, which are decided by the internship supervisor are the following:
 - 18.1. if the duration and the scope of the student's internship in credits include two, three or the entire compulsory internship, several internships provided for in his/her study programme may be combined and credited as a single professional internship period;
 - 18.2. if the internship is longer and includes more study credits than provided for in the study programme, the entire internship period and its scope in credits shall be indicated in the diploma supplement, and the crediting and evaluation of the internship by a mark is performed according to the professional internship results provided for in the study programme and their scope in study credits;

18.3. if no more than 1 (one) year ago the student gained experience related to the requirements for his/her professional internship, s/he may request to credit this experience as a professional internship.

IV. ORGANIZATION OF ADDITIONAL INTERNSHIP

19. **An additional internship** is an internship not provided for in the study programme, intended for the acquisition of additional knowledge and skills required for the study-related professional activities, which the student did not acquire or insufficiently acquired during the professional internship;
20. The additional internship is not a compulsory part of the study programme but must be related to the study programme studied by the student.
21. The additional internship is performed during free time from studies (after lectures or during holidays). The duration of the additional internship is at least 2 months up to a maximum of 20 hours (during studies) or 40 hours (during holidays) per week.
22. The student finds the place for additional internship individually.
23. The student aiming at the performance of additional internship, in coordination with the coordinator of the academic subdivision where s/he studies, must submit an application to the head of the academic subdivision, indicating the place and duration of the internship and the activities to be performed. With the permission of the head of the academic subdivision, the student may perform additional internship.
24. The legal basis for the performance of a student's additional internship at an internship Institution is a student internship agreement (see Annex 1) which is prepared and its signing is coordinated by the internship coordinator of the academic subdivision. The student internship agreement is signed in a ranking order by the head of the academic subdivision, the student and the representative of the internship Institution.
25. Student internship agreements on additional internships are registered in the register of internship agreements of the academic subdivision conducting the studies. The student internship agreements must be signed and registered before the start date of the internship.
26. Having completed the additional internship, the student shall submit the prepared additional internship report (see Annex 2) to the internship coordinator of the subdivision where s/he is studying not later than within 30 days from the end of the additional internship. The additional internship is not credited if the report of the additional internship is not submitted within the specified period.
27. The performance of a student's additional internship is evaluated by the internship supervisor at the Institution, the evaluation of which (see Annex 3) is attached to the additional internship report. Additional internships are not evaluated by a mark but information about them is recorded in the diploma supplement.

V. PERFORMANCE OF VOLUNTARY INTERNSHIP

28. **The voluntary internship** is an internship performed on a voluntary basis, which does not have to be related to the study programme being studied, for the acquisition or development of general or special abilities of the student, which s/he did not acquire during studies or additional internship.
29. The organization and performance of voluntary internship is regulated by the Law on Employment Promotion of the Republic of Lithuania (2015), the “Description of Voluntary Internship Procedure” approved by Order No. A1-13 of the Minister of Social Security and Labour of 13 January 2015 and other by-laws related to this internship.

30. Voluntary internships can be completed by students under the age of 29 during their free time (after lectures or during holidays).
31. The student finds the place for voluntary internship individually.
32. The legal basis for a voluntary internship is a bilateral voluntary internship agreement, the form of which is specified in the valid Order No. A1-13 of the Minister of Social Security and Labour of 13 January 2015, approved in the “Description of Voluntary Internship Procedure”, signed between the student and the internship Institution.
33. The University does not coordinate the organization and performance of voluntary internships but may include information in the diploma supplement on the completed voluntary internship if it is relevant and provides the competencies required for higher education.
34. A student aiming at including his/her voluntary internship in the diploma supplement has to:
 - 34.1. inform the internship coordinator of the academic subdivision where s/he is studying in advance that s/he intends to perform a voluntary internship and to submit a copy of the agreement within 14 (fourteen) days after signing the voluntary internship agreement.
 - 34.2. having completed the voluntary internship, no later than within 14 (fourteen) days a student has to submit a free-form voluntary internship certificate, signed by a representative of the internship Institution and sealed by the stamp of this Institution, where information on the internship period, nature and evaluation is provided. Having evaluated the information specified in the voluntary internship certificate, the internship supervisor makes a decision on the inclusion of this internship information in the diploma supplement.

VI. PERFORMANCE OF GRADUATE INTERNSHIP

35. **Graduate internship** means an internship not provided for in the study programme, performed after graduation and obtaining a diploma, intended for the acquisition of additional knowledge and skills required for study-related professional activities which a student did not acquire or insufficiently acquired during studies or other internships.
36. The recent graduate internship is completed no later than one year after the date of graduation.
37. The recent graduate internship is not a mandatory part of the degree programme but must be related to the study programme the graduate has completed.
38. The student finds the place for the recent graduate internship individually.
39. The student selected for the recent graduate internship coordinates it with the coordinator of the academic subdivision where s/he studied and submits an application to the head of the academic subdivision indicating the place and duration of the internship. With the permission of the head of the academic subdivision, the student may perform the recent graduate internship.
40. The legal basis for a graduate internship at the Institution is a student internship agreement (see Annex 1). The agreement is prepared by the student in cooperation with the internship coordinator at the University and the internship supervisor at the Institution.
41. Graduate internship agreements are stored in the department administering these internships.
42. Having completed the recent graduate internship, the graduate shall prepare a graduate internship report (see Annex 4) and submit it to the coordinator of the subdivision s/he graduated from no later than within 14 days from the date of completion of the graduate internship.
43. The performance of the graduate internship is evaluated by the internship supervisor at the internship Institution, the evaluation of which is attached to the graduate's internship report. Graduate internships are not graded. Graduates who have completed their graduate internship successfully are issued a certificate confirming this.

VII. QUALITY ASSURANCE OF THE INTERNSHIP ORGANIZATION

44. Student internships are organized and their quality is the liability of the academic subdivision, which collects reviews (feedback) on the quality of internships from students and internship supervisors in internship Institutions and uses the results to improve the quality of internships.
45. The University may organize surveys of University internship supervisors, coordinators, students and/or internship supervisors in internship Institutions, take other actions to evaluate the quality of internship organization and improve it.

VIII. FINAL PROVISIONS

46. In accordance with the procedure established by the Institutions of the European Union and/or the Republic of Lithuania, students may perform the professional, additional, voluntary, graduate, as well as other types of internships, which are regulated in the programme competition documents of the Institutions. Students shall submit specified and required documents, their established forms and may receive funds for the implementation of internships for the completion of a defined project or programme. Having completed such an internship and implemented the provisions required in the documents of the Institutions, the student internship may be credited as professional, additional, voluntary or graduate internship, respectively in accordance with the procedure established in this Description.
47. For students who perform an internship for the development of entrepreneurial skills organized by the University, this internship must be credited first of all as a study priority, in the absence of opportunities – as an additional or as a voluntary one.
48. The Description is approved by the resolution of the University Senate.

REGISTERED

.....
 (Place of registration)

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

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

.....
 (Date and number of registration)

STUDENT INTERNSHIP AGREEMENT

_____ No. _____

Vytautas Magnus University (hereinafter referred to as the University) represented by _____ (position, name, surname)

acting in accordance to Rector's order No. _____ of _____

_____ (Name of the enterprise or Institution accepting for internship)

(hereinafter referred to as the Institution), represented by _____

(position, name, surname)

and _____ (Title of the study programme)

student _____ (name, surname, personal identification number or year of birth)

_____ (permanent address of residence)

(hereinafter collectively referred to as the Parties) have concluded the following Agreement:

I. GENERAL PROVISIONS

1. This agreement is concluded for the entire period of the student internship at the Institution (hereinafter referred to as the Internship). The costs of organizing the internship are not reimbursed to the internship Institution.
2. The student performs an internship according to the internship programme agreed with the internship Institution:
 - 2.1 the aim of the intership – _____

 _____;
 - 2.2 expected results of the internship – _____

 _____;
 - 2.3 the internship begins – _____ the intership ends – _____,
 - 2.4 scope of internship in credits – _____.

II. LIABILITIES AND RIGHTS OF THE UNIVERSITY

3. If the internship provided for in the study programme is performed, the University shall undertake:
 - 3.1. to ensure the theoretical and practical preparation necessary for the internship of the student sent for the internship;
 - 3.2. to appoint an internship supervisor – a University lecturer;
 - 3.3. to provide the internship supervisor appointed by the host internship Institution with methodological recommendations (means) for internship management;
 - 3.4. to coordinate with the internship Institution the assignments of the students sent to the internship Institution not later than 14 days prior to the beginning of the internship;
 - 3.5. to control the progress of the student's internship and, if necessary, together with the responsible staff of the internship Institution, to promptly solve the issues, providing the student with the necessary assistance.
4. If the internship provided for in the study programme is performed, the University has the right to withdraw the student from the internship if:
 - 4.1. the internship Institution does not provide the student with a place of the internship corresponding the study programme;
 - 4.2. the student violates the internship discipline;
 - 4.3. the assigned tasks are not related to the objectives of the internship;
 - 4.4. the student is used only for accomplishing non-qualified tasks;
 - 4.5. the internship supervisor at the Institution does not consult the student and does not provide the necessary assistance;
 - 4.6. work safety and health requirements are not ensured in the Institution.

III. LIABILITIES AND RIGHTS OF THE INSTITUTION OR ENTERPRISE

5. The intership institution shall undertake:
 - 5.1. to provide the student with an internship place; _____
 - 5.2. to create conditions for the implementation of the internship plan (programme), to provide the information necessary for the implementation of the internship plan (programme) and not to distract the student from the performance of practical training tasks;
 - 5.3. to ensure that the student is appointed an internship supervisor from qualified employees (or civil servants of a state institution) with at least 3 years of work experience in the relevant field;
 - 5.4. to accept a student for unpaid internship;
 - 5.5. to arrange necessary briefings for employees on safety and health, and fire safety;
 - 5.6. following 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 under the legislation;
 - 5.7. to assign the student the tasks relevant to the specificity of studies and practical training and ensure that no unrelated tasks for unqualified word are allocated;
 - 5.8. to inform the University about the course of the internship and to issue a document on the internship performed by the student taking into account the evaluation of the internship supervisor;
 - 5.9. 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 is fined (if such are provided in internal documents);

5.10. to inform the University about violations of the internship discipline, the student's absence from the internship.

6. The Institution shall have the right to allow the student to fulfil functions assigned to him/her independently, without the assistance of an internship supervisor, when producing industrial production or providing payable services only in cases if the Institution signs an employment contract with the student.

IV. LIABILITIES AND RIGHTS OF THE STUDENT

7. The student shall undertake:

7.1. not later than 14 days before the start of internship to develop an internship plan (programme) and coordinate it with the University internship 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 practical training tasks systematically and diligently; in case of absence from the internship at the Institution, immediately inform the head of the internship indicating the cause, and in case of illness, submit medical verification from a physician;

7.3. to follow the regulations (statute) and the rules of work procedure of the Institution, to keep commercial and other secrets of the Institution in secret if during internship s/he obtains data and technical documents that are secret or undesirable to be distributed;

7.4. to protect the property of the Institution, to be liable for the material damage in accordance with the procedure established by law;

7.5. to follow the requirements of the rules of safety and health, and fire safety;

7.6. to submit a report of internship in accordance with the requirements laid out by the University;

7.7. to inform the higher education Institution if during the internship the tasks relevant to the specificity of studies and practical training are allocated for unqualified work if the host Institution does not create conditions for the implementation of the internship plan (programme).

8. If the internship provided in the study programme is performed, the student shall be entitled:

8.1. to receive a copy of the internship programme from the University and all information related to the internship;

8.2. to receive the internship task(s), tools necessary for the work safety and health and performance of the internship from the Institution.

V. FINAL PROVISIONS

9. This Agreement may be amended only on the agreement of all parties in written form. Amendments to the agreement are an integral part of this agreement.

10. This agreement may be terminated:

10.1. if a student is expelled from the University, terminates his/her studies voluntarily or the student gets an academic leave;

10.2. if one of the parties to the agreement breaches the liabilities outlined in this agreement;

10.3. by mutual agreement of the parties.

11. The party of the agreement shall notify the other parties of the agreement about the termination of the agreement no later than in 14 days.

12. All disputes, which cannot be resolved in good faith and by agreement between the parties of the agreement, shall be settled in accordance with the procedure established by the legislation of the Republic of Lithuania.

13. This agreement enters into force on DD/ MM/

14. YY and shall remain in force till the fulfilment of practice and other liabilities set forth in this agreement.

15. This agreement is concluded in three copies having equal legal force each, a copy for each party to the agreement.

DETAILS OF THE PARTIES

University	Internship Institution	Student
Address: K. Donelaičio g. 58, 44248 Kaunas Tel.: +370 (37) 222 73 E-mail: info@vdu.lt Company code 111950396	Address: _____ _____ Tel.: _____ E-mail: _____ Company code _____	_____ Name _____ Surname

In addition:

Name and surname of the internship supervisor appointed by the University _____ _____ E-mail: _____ Tel.: _____	Position, name and surname of the internship supervisor _____ _____ E-mail: _____ Tel.: _____	Student's E-mail: _____ Tel.: _____
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SIGNATURES OF THE PARTIES

University	Institution	Student
_____	_____	_____

ADDITIONAL INTERNSHIP REPORT
DD/MM/YYYY

Student
(Name and surname)

Faculty

Study programme

Year

Name of the host organization

Department / division where the internship is performed

Supervisor of the additional internship
(Name and surname)

Start of additional internship

End of additional internship

Internship agreement reg. No.

Scope of internship (number of hours)

REFLECTION ON ADDITIONAL INTERNSHIP

1. What was the aim of your internship? What knowledge and skills did you seek to acquire?
2. What did you like during the internship? What did you miss?
3. How do you assess the benefits of the additional internship for your future career?

ACCOUNTING OF TASKS AND HOURS PERFORMED DURING INTERNSHIP

Student

Name of the internship place

Date	Time	Amount in hours	Additional tasks performed during internship	Name, surname and signature of the person you worked with
	Total hours			

Supervisor of the additional internship

.....

(Name and surname, signature)

EVALUATION OF THE ADDITIONAL INTERNSHIP ADVISOR

Student

(Name and surname)

Location of additional internship

Additional internship: done / not done

Feedback of additional internship supervisor on the student's internship

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.....
.....
.....
.....
.....
.....

SIGNATURES

Supervisor of the additional internship

.....

(Date)

(Signature)

(Name, surname)

Student

.....

(Date)

(Signature)

(Name, surname)

GRADUATE INTERSHIP REPORT
DD/MM/YYYY

Graduate
(Name and surname)
Faculty
Study programme
Name of the host organization
Department / division where the internship is performed
Supervisor of the additional internship
(Name and surname)
Start of additional internship
End of additional internship
Scope of internship (number of hours)

REFLECTION ON GRADUATE INTERNSHIP

- | |
|--|
| <ol style="list-style-type: none">1. What was the aim of your internship? What knowledge and skills did you seek to acquire?2. What did you like during the internship? What did you miss?3. How do you assess the benefits of the graduate internship for your future career? |
|--|

Supervisor of the graduate internship

.....

(Name and surname, signature)