

APPROVED
by the Decision No. SEN-N-48
of 18 June 2024
of the Senate of Vytautas Magnus University

DESCRIPTION OF PROCEDURE FOR ORGANISATION OF INTERNSHIPS AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of Procedure for Organisation of Internships (hereinafter referred to as the Description) at Vytautas Magnus University (hereinafter referred to as the University) shall regulate the procedure and conditions for the organisation of internships during the short cycle, first cycle, second cycle, integrated, and professional studies.
2. The Description has been 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, and other national and internal legal acts governing studies and internships.
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. a professional internship;
 - 4.2. an additional internship;
 - 4.3. a voluntary internship;
 - 4.4. a graduate internship.
5. In regard to the specifics of studies, the regulation of internships shall be described in the methodological guidelines for the internship implementation approved by each academic unit, which must not contradict the provisions of this Description.

II. INTERNSHIP PARTICIPANTS, THEIR FUNCTIONS, AND RESPONSIBILITIES

6. **Intern** is a person who has the status of a student or an unclassified student at the University, or is a graduate. The intern shall perform the following functions:
 - 6.1. cooperate with the internship coordinator and internship supervisor of the academic unit as well as with the internship supervisor in the internship institution;
 - 6.2. complete internship tasks;
 - 6.3. follow the rules of work safety at the place of the internship;
 - 6.4. prepare the Internship Report documents and report on the completed internship on time.
7. **Internship coordinator** is the representative of the academic unit who is appointed upon the recommendation of the head of the University academic unit and by the order of the University Rector and who is responsible for the coordination of the organisation of internships in the academic unit. The internship coordinator shall perform the following functions:
 - 7.1. prepare general plans for the internship organisation in the study programmes implemented by the academic unit;
 - 7.2. advise interns on matters related to the internship implementation;
 - 7.3. initiate the search for internship places and prepare lists of internship institutions; cooperate with internship institutions on a regular basis on matters related to the

- internship organisation;
- 7.4. administer the conclusion of internship agreements;
- 7.5. coordinate the process of the organisation and implementation of internships in the unit and the management of the internship documents;
- 7.6. coordinate internship opportunities with internship supervisors of the academic unit and, if necessary, with the heads of the study programme committees.
- 8. **Internship supervisor at the University** is a person who is appointed by the head of the academic unit of the University and who is responsible for the implementation of the student internship in the particular study programme. The internship supervisor at the University shall perform the following functions:
 - 8.1. introduce interns to the methodological requirements of the internship, including the procedures for the organisation and implementation of the internship as well as reporting on the internship, as specified therein;
 - 8.2. provide the intern with information on the aims, procedures, requirements, and evaluation of the internship;
 - 8.3. prepare practical tasks to be performed during the internship by interns. The internship tasks shall be related to the aims and study outcomes of the internship specified in the descriptions of study internships;
 - 8.4. consult interns on all matters related to the preparation of the Internship Report;
 - 8.5. cooperate with the internship supervisor in the internship institution, coordinate the internship tasks, and assess whether the work performed by the intern and working conditions are suitable for achieving the study outcomes;
 - 8.6. if possible, visit the internship institution for the purpose of ensuring the quality of the internship;
 - 8.7. organise the processes of the defence and evaluation of the Internship Report (if it is provided for in the description of the internship) and submit the grade for the internship;
 - 8.8. provide feedback (prepare a report) to the internship coordinator about the internship organisation process and results.
- 9. **Internship supervisor in the internship institution** is an employee of the enterprise, institution, or organisation where the intern does an internship who is appointed to supervise the intern's internship. The internship supervisor in the internship institution shall perform the following functions:
 - 9.1. accept interns, organise the management of their documents in the enterprise, institution, or organisation, instruct them on work safety issues, and introduce them to the enterprise and the place of the internship;
 - 9.2. assign the intern tasks related to the activities of the internship institution that meet the aims of the internship;
 - 9.3. advise interns and provide them with the necessary assistance;
 - 9.4. monitor and evaluate interns' practical activities;
 - 9.5. evaluate interns' internship achievements at the end of the internship.

III. ORGANISATION OF PROFESSIONAL INTERNSHIPS

- 10. **A professional internship** is a part of studies during which students apply acquired (existing) theoretical knowledge and practical skills in specific professional activities, become familiar with their future professional activities, and, by completing assigned tasks, acquire new skills necessary for professional activities.
- 11. Depending on the study cycle, the nature of the study programme, and the intended study outcomes, the professional internship may take different forms: an orientation (introductory) internship, career planning internship, qualification internship, pre-diploma internship,

- pedagogical internship, research-professional internship, entrepreneurship skills development internship, or other forms of internships. Each form of the professional internship and the intended study outcomes must be clearly described in the description of the internship.
12. A pedagogical internship is a part of the professional internship related to the subject being studied and/or a pedagogical specialisation or the acquired qualification degree. It can be done in educational institutions and/or non-governmental organisations that implement educational programmes, provide opportunities for the integration of practical training and studies, and ensure the necessary support for the student doing the internship.
 13. In the short cycle study programmes, the professional internship shall be allocated 30 study credits (if the volume of the study programme is 90 study credits) or 40 study credits (if the volume of the study programme is 120 study credits); in the first cycle study programmes, not less than 15 study credits, and in the professional Bachelor's studies, not less than 30 study credits; in integrated study programmes, the total number of study credits allocated to internships must be not less than 20 study credits, unless otherwise specified in the description of the study field; and the volume of the pedagogical internship must be not less than 30 study credits. In the second cycle studies, the internship shall not be compulsory; it may be included in the study programme at the discretion of the study programme committee.
 14. The intern can find the internship institution independently or choose one from the list of internship institutions which is publicly made available by the internship coordinator or the internship supervisor at the University. The place of the internship selected by the intern must be approved by the internship supervisor.
 15. The student who wishes to undertake the internship earlier than scheduled in the study programme must submit an application to the internship coordinator. The application to undertake the internship earlier must be approved by both the head of the study programme and the internship supervisor.
 16. The legal basis for the student's professional internship in the internship institution shall be a practical training agreement (hereinafter referred to as the Internship Agreement), the form of which shall be approved by the Rector's order, taking into account the model form of the Internship Agreement provided by the Minister of Education, Research and Sport of the Republic of Lithuania. The final version of the Internship Agreement shall be prepared and its signing shall be coordinated by the internship coordinator of the academic unit. The Internship Agreement shall be signed in order of priority by the Rector or his/her authorised representative, the intern, and the representative of the internship institution.
 17. Internship Agreements shall be registered in the Registry of Internship Agreements of the University. The Internship Agreement must be signed and registered before the start date of the internship.
 18. Having completed the internship, the student (unclassified student) shall report to the internship supervisor at the University by submitting the Internship Report, as well as any other documents that are required to be submitted in accordance with the requirements set by the academic unit, which shall be specified in methodological guidelines for the internship implementation.
 19. The achievements of the professional internship shall be evaluated according to the general procedure for the evaluation of study achievements provided for in the University Study Regulations; therefore, for students (unclassified students) who have failed to achieve the intended study outcomes of the internship or have received a negative grade for their achievements, an academic debt shall be recorded, and such students shall have to repeat the internship.
 20. In accordance with the Description of Procedure for Validation of Learning Outcomes or Description of Procedure for Assessment and Recognition of Competences Acquired through Non-Formal and Informal Education at Vytautas Magnus University, the competences acquired by the student through prior learning, non-formal and informal education, or by engaging in other activities may be recognised as part or all of the professional internship.

IV. ORGANISATION OF ADDITIONAL INTERNSHIPS

21. **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.
22. The additional internship shall not be a compulsory part of the study programme; however, it must be related to the student's major or minor study programme and/or aimed at acquiring other competences.
23. The additional internship shall be done during free time from studies (after lectures or during holidays). The duration of the additional internship shall be at least 2 months, with a workload of up to 20 hours per week during the academic period or up to 40 hours per week during holidays.
24. The student shall find the place for the additional internship independently.
25. The student who wishes to undertake the additional internship must coordinate it with the head of the study programme, the internship supervisor, and the internship coordinator of the academic unit in which the student is studying, indicating the place, duration, and planned activities of the internship, as well as any other relevant details.
26. The legal basis for the student's additional internship in the internship institution shall be an additional practical training agreement (hereinafter referred to as the Additional Internship Agreement), the form of which shall be approved by the Rector's order. The final version of the Additional Internship Agreement shall be prepared and its signing shall be coordinated by the internship coordinator of the academic unit. The Additional Internship Agreement shall be signed in order of priority by the Rector or his/her authorised representative, the student (unclassified student), and the representative of the internship institution.
27. Additional Internship Agreements shall be registered in the Registry of Internship Agreements of the University. The Additional Internship Agreement must be signed and registered before the start date of the internship.
28. Having completed the additional internship, the student shall submit the prepared Internship Report in the form approved by the Rector's order to the internship coordinator of the unit in which he/she is studying not later than within 30 (thirty) days from the end of the additional internship. The additional internship shall not be recognised if the Internship Report is not submitted within the specified period.
29. The student's additional internship shall be evaluated by the internship supervisor in the internship institution, whose report shall be attached to the Internship Report. Additional internships shall not be evaluated by a grade, but information about them shall be recorded in the Diploma Supplement.

V. COMPLETING A VOLUNTARY INTERNSHIP

30. **A voluntary internship** is an internship done on a voluntary basis, which does not have to be related to the study programme being studied, but which is intended to help individuals acquire additional competences.
31. The organisation and completion of the voluntary internship shall be regulated by the Law on Employment Promotion of the Republic of Lithuania, the Order of the Minister of Social Security and Labour of the Republic of Lithuania "On Approval of Description of Procedure for Completing a Voluntary Internship," and other by-laws related to this type of the internship.

32. The student shall find a place for the voluntary internship independently.
33. The legal basis for a voluntary internship shall be a bilateral voluntary internship agreement, the form of which shall be approved by the valid Order of the Minister of Social Security and Labour of the Republic of Lithuania “On Approval of Description of Procedure for Completing a Voluntary Internship,”; this agreement shall be signed between the student and a representative of the internship Institution.
34. The University shall not coordinate the organisation and completion of voluntary internships; however, it may include information about the completed voluntary internship in the Diploma Supplement if the internship is relevant and the competences acquired during it are necessary for university-level education.
35. The student who wishes his/her completed voluntary internship to be included in the Diploma Supplement must:
 - 35.1. inform the Career Centre in advance of his/her intention to undertake a voluntary internship and submit a copy of the signed Voluntary Internship Agreement no later than within 14 (fourteen) days after signing it.
 - 35.2. after completing the voluntary internship, submit a free-form certificate of completion of voluntary internship, signed by the representative of the internship institution and stamped with the official seal of the institution, no later than within 14 (fourteen) days after the completion of the internship. The certificate, issued on the letterhead of the institution, must include information about the duration, nature, and evaluation of the internship. The Career Centre shall review the information provided in the certificate of completion of voluntary internship and decide whether the information about the internship should be included in the Diploma Supplement.

VI. COMPLETING A GRADUATE INTERNSHIP

36. **A graduate internship** is an internship not provided for in the study programme, undertaken after graduation and upon receiving a diploma, aimed at acquiring additional knowledge and skills or improving the skills already acquired, which are necessary for professional activities related to the area of studies.
37. The graduate internship shall be completed no later than one year after the date of graduation.
38. The graduate internship must be related to the study programme completed by the graduate.
39. The graduate shall find the place for the graduate internship independently and shall coordinate it with the internship coordinator of the academic unit in which he/she studied, indicating the place, duration, and other conditions of the internship. The graduate internship may be undertaken upon receiving permission from the internship coordinator of the academic unit.
40. The legal basis for the graduate internship in the institution shall be a graduate internship agreement (hereinafter referred to as the Graduate Internship Agreement), the form of which shall be approved by the order of the University Rector or shall be a standard form specific to the relevant study programme. The Graduate Internship Agreement shall be prepared by the internship coordinator of the academic unit in which the graduate studied.
41. Having completed the graduate internship, the graduate shall prepare a graduate internship report and, if required by the regulations of the relevant study programme, submit it, together with the report of the internship supervisor in the internship institution, to the coordinator of the unit he/she graduated from no later than within 14 (fourteen) days from the date of the completion of the graduate internship. Graduate internships shall not be graded. Graduates who have completed their graduate internship successfully shall be issued a certificate confirming the completion of the internship.

VII. QUALITY ASSURANCE OF INTERNSHIP ORGANISATION

42. Student internships shall be organised and their quality shall be ensured by the academic unit responsible for the implementation of internships, which shall collect reviews (feedback) on the quality of internships from students and internship supervisors in internship institutions and shall use this feedback to improve the quality of internships.
43. The University may organise surveys of University internship supervisors, coordinators, students, graduates, and/or internship supervisors in internship institutions, as well as take other actions to evaluate and improve the quality of internship organisation.

VIII. FINAL PROVISIONS

44. In accordance with the procedures established by the institutions of the European Union and/or the Republic of Lithuania, students may undertake a professional internship, additional internship, voluntary internship, graduate internship, as well as other types of internships, specified in this Description, which shall be regulated by the programme competition documents of these institutions. Students shall submit the specified and required documents in the prescribed forms and, in return, shall receive funding allocated for the completion of the internship as part of a specific project or programme. Upon completion of such an internship and fulfilment of the requirements set out in the documents of the institutions, the internship may, in accordance with the procedure established in this Description, be recognised accordingly as a professional internship, additional internship, voluntary internship, or graduate internship.
45. The Description shall be approved by the decision of the University Senate.