

VILNIUS UNIVERSITY STUDY INTERNSHIP REGULATIONS

1. GENERAL PROVISIONS

1.1. The Regulations of Vilnius University Study Internship (hereinafter referred to as the Regulations) establish the procedure for the organisation, supervision and evaluation of Vilnius University (hereinafter referred to as the University) internship (hereinafter referred to as the Internship), the functions of persons participating in the process of organising and implementing the Internship.

1.2. The Regulations have been drafted in accordance with the Statute of Vilnius University, the Law on Higher Education and Research of the Republic of Lithuania, the Regulations of Study Programmes of Vilnius University, the Study Regulations of Vilnius University and other legal acts of the Republic of Lithuania and the University.

1.3. The Regulations is the main document, according to which the internship regulations of each core academic unit of the University (hereinafter referred to as the Unit) are drafted.

1.4. Definitions used in the Regulations:

1.4.1. **Cooperation agreements** – a bilateral cooperation agreement between the University and the Internship Institution concluded at the initiative of the University Unit in accordance with the sample form approved by the Rector's order, which provides for the obligations of the parties in the field of Internship organisation and implementation, as well as other joint activities.

1.4.2. **Internship Supervisor of an Institution** – an employee of the Internship Institution who meets the requirements of the Regulations and the internship regulations of the Unit, appointed to supervise the Internship performed at the Internship Institution.

1.4.3. **Unit Internship Regulations** – a document prepared in accordance with the Regulation and approved by the Council of the Unit, regulating the procedure of organisation, supervision and evaluation of the Unit Internship. By the decision of the Council of the Unit, the internship regulations of the Unit for a separate study field (s) according to which the study programmes are implemented in the Unit can be approved in the Unit.

1.4.4. **Internship** – a study subject (module) or an integral part of a subject (module) provided in the study programmes implemented by the University, the studies of which are carried out according to a pre-established Internship Plan under the supervision of the University and the Internship supervisors of the Institution, with the exceptions provided for in the Regulations.

1.4.5. **Trainee** – a student or an unclassified student of the University who performs the Internship in accordance with the procedure provided for in these Regulations and the Internship Regulations of the Unit.

1.4.6. **Internship description** – a description of the Internship subject (module) provided for in the study programme, drafted in accordance with the procedure provided for in the Regulations of Study Programmes of the University. The Internship Description must be submitted to the Institution Internship Supervisor and can be equated with the methodological recommendations for the Internship supervision for the performance of the Internship as specified in the Internship Agreement.

1.4.7. **Internship Institution** – an enterprise, institution or organisation that has sufficient material and human resources for the Internship implementation and accepts the Trainee to do the Internship in accordance with the Internship Agreement, except for the cases provided for in this Regulations when the Internship Agreement may not be concluded.

1.4.8. **Internship Plan** – a document that details the tasks of the Internship, which allow to achieve the goals provided in the Internship Description.

1.4.9. **Supervision of the Internship** – monitoring of the Trainee’s activities in the Internship Institution and the fulfilment of the Internship tasks specified in the Internship Plan, analysis of the gained experience, discussion and assistance in resolving issues arising during the Internship.

1.4.10. **Assessment of the Internship** – assessment of the Trainee’s Internship activities and the fulfilment of the Internship tasks specified in the Internship Plan in accordance with the procedure provided for in the Unit’s internship regulations, the procedure for the assessment of the study achievements and the description of the Internship or another study subject (if the Internship is the integral part of the study subject (module), which is performed by the University internship supervisor or a formed assessment commission, taking into account the assessment of the Trainee’s activities or a report on the Internship performance provided by the Institution Internship Supervisor.

1.4.11. **Internship Agreement** – a tripartite agreement between the University, the Internship Institution and the Trainee on the Trainee’s internship activities drafted in accordance with the sample form of the Student Internship Agreement approved by the Minister of Education and Science of the Republic of Lithuania (hereinafter referred to as the Minister of Education and Science). This agreement is the legal basis for the Trainee to do the Internship at the Internship Institution. The Internship Agreement is concluded regardless of whether a Cooperation Agreement has been concluded with the Internship Institution.

1.4.12. **University Internship Supervisor** – a University lecturer who meets the requirements of the Unit’s Internship Regulations, appointed to supervise the Trainee’s Internship and perform the functions provided for in the Regulations and the Unit’s Internship Regulations.

1.5. The provisions of the Regulations do not apply to internships of students of other higher education institutions, which are performed at the University.

2. FUNCTIONS OF THE INTERNSHIP PROCESS PARTICIPANTS

2.1. The Internship at the University level is coordinated by the Directorate of Academic Affairs. The Internship in the Unit is organised by the structural division administering studies, at the level of the study programme – by the study programme committee. The Internship is implemented by the Trainee, the University Internship Supervisor and the Institution’s Internship Supervisor.

2.2. Functions of the Directorate of Academic Affairs in the process of organising and implementing the Internship:

2.2.1. Drafting of documents regulating the Internship at the University level, updating them if necessary;

2.2.2. Advising the Units in drafting of the documents regulating the Internship at the Unit’s level;

2.2.3. Coordination, at the University level, of the dissemination of information about institutions that can offer Internships;

2.2.4. Coordination of the conclusion of Cooperation Agreements, and, if necessary, monitoring of the fulfilment of contractual obligations;

2.2.5. Organisation of surveys of students (unclassified students) and Internship Institutions about the implementation of the Internship, and organisation of the monitoring of the quality of the Internship;

2.2.6. Initiation of the discussion of problematic issues of the organisation of the Internship, and organisation of the dissemination of good practice.

2.3. Functions of the Unit in the process of organising and implementing the Internship:

2.3.1. Assurance of the quality of the organisation of the Internship in the Unit;

2.3.2. Preparation of documents regulating the Internship at the Unit’s level;

2.3.3. Coordination and organisation of the implementation of the Internship;

2.3.4. Initiation and organisation of the discussion of problematic issues of the Internship, and the dissemination of good practice;

2.3.5. Search for institutions that meet the requirements set for the Traineeship Institution in this Regulations and the Unit's internship regulations, which may offer Internships;

2.3.6. Initiation of the conclusion of the Cooperation Agreements and assurance of the fulfilment of contractual obligations;

2.3.7. Publication of relevant information about the Internship (Internship document forms, lists of Internship places, Internship requirements, etc.);

2.3.8. Appointment of the head of the University Internship Supervisor, who complies with the requirements provided for in the Unit's internship regulations;

2.3.9. Consulting the Internship Institutions on the Internship organisation issues.

2.4. Functions of the study programme committee in the process of organisation and implementation of the Internship:

2.4.1. On behalf of the Head of the Unit, search for institutions that can offer Internship places that meet the requirements for the Traineeship Institution set out in this Regulations and the Unit's internship regulations;

2.4.2. Assessment of the suitability of new Internships places for the Internship, compilation and updating of the lists of recommended Internship places, and assurance of the possibility to perform the Internship;

2.4.3. Submission of proposals to the Head of the Unit regarding the crediting of work experience gained by the student (unclassified student) and/or practical experience gained through voluntary activities as the Internship provided for in the study programme.

2.4.4. Assessment of the compliance of the Institution's Internship Supervisor with the requirements set forth in the Regulations and the Unit's internship regulations.

2.5. Functions of the University Internship Supervisor in the Internship implementation process:

2.5.1. Approval of the Internship Plan drafted by the Trainee and agreed upon with the Institution's Internship Supervisor;

2.5.2. Submission of proposals to the Unit regarding the improvement of the organisation and implementation of the Internship;

2.5.3. Cooperation with the Institution's Internship Supervisor, consulting the Institution's Internship Supervisors on the Internship implementation issues;

2.5.4. Consulting the Intern on the Internship issues, monitoring the compliance with the approved Internship Plan;

2.5.5. Entering the final result of the Internship evaluation into the University's study information system.

2.6. Functions of the Trainee in the process of organisation and implementation of the traineeship:

2.6.1. In accordance with the requirements specified in the Internship description, drafting of the Internship Plan and coordination of it with Institution's Internship Supervisors and the University Internship Supervisor;

2.6.2. Performance of tasks in the Internship Institution in accordance with the agreed Internship Plan;

2.6.3. Submission of the Internship Completion Report to the University Internship Supervisor after completing the Internship;

2.6.4. Fulfilment of the obligations provided for in the Internship Agreement and following this Regulations, the provisions of the Unit's Internship Regulations and other legal acts regulating the implementation of the Internship.

2.7. Functions of the Institution's Internship Supervisor in the process of the Internship organisation and implementation:

2.7.1. Specification of the Internship tasks in the Internship Plan together with the Trainee;

- 2.7.2. Provision to the Trainee of the information necessary for the implementation of the Internship Plan, and sharing of his/her professional experience with the Trainee;
- 2.7.3. Supervision of the Internship in the Internship Institution;
- 2.7.4. After the Internship is accomplished, assessment of the Trainee's activities and performance of the Internship tasks during the Internship.

3. ORGANISATION OF THE INTERNSHIP

3.1. The general scope of the Internship in first cycle studies must comply with the general requirements of study programmes set by the Minister of Education and Science (in first cycle studies and integrated studies – General requirements for the degree-awarding first cycle and integrated study programmes, in second cycle studies (if the second study programme is focused on practical activities) – General requirements for master's study programmes, in non-degree (pedagogical) studies – requirements set out in the Teacher Training Regulation), as well as requirements set out in the Regulation of Study Programmes of Vilnius University.

3.2. The nature, duration, volume of credits of the Internship and the competencies developed during the Internship are specified in the Internship Description or in the description of other study subjects (modules).

3.3. The Internship can be done in Lithuania or in a foreign country.

3.4. Depending on the study area and field, the goals and objectives of the study programme, the Internship can be divided into types.

3.4.1. Practical Training is an Internship of first cycle and non-degree studies, during which the Trainee gets acquainted with the specialty practical activity in the Internship Institution or other place of the Internship, forms abilities, deepens theoretical knowledge;

3.4.2. Professional training is an Internship during which the Trainee consolidates and improves the general competencies of the programme basics and special education acquired in the study programme in practical professional activities;

3.4.3. Research practice is an Internship during which the Trainee collects and analyses data for research work at an Internship Institution, carries out other research activities.

3.4.4. Other types of Internship may be singled out in the Internship regulations of the Unit.

3.5. Students (unclassified students) who will perform the Internship are publicly familiarised with the Internship performance procedure, the issues of the choice of the Internship place, the requirements for the Internship institutions in accordance with the procedure established in the Internship Regulations of the Unit.

3.6. The list of recommended Internship Institutions is announced to the students (unclassified listeners) who will perform the Internship at least 14 calendar days before the start of the Internship, except for the cases when a longer term is specified in the internship regulations of the Unit.

3.7. Students (unclassified listeners) can suggest institutions for Internship. The Study Programme Committee decides whether the proposed institution meets the requirements for the Internship Institution set forth in the Regulations and the internship regulations of the Unit. In this case, the student (unclassified listeners) submits to the Study Programme Committee a description of the institution's activities and, if necessary, additional documents of the institution requested by the Study Programme Committee in accordance with the procedure established in the internship regulations of the unit. With the approval of the Study Programme Committee and the consent of the proposed Internship Institution to accept a student (unclassified listener) to perform the Internship, an Internship Agreement is concluded, except for the cases provided for in this Regulations, when the Internship Agreement may not be concluded.

3.8. The Internship Agreement must be concluded before the start of the Internship. The agreement is signed by the Rector or his/her authorized Head of the Unit, the Trainee and the Head of the Internship Institution or his/her authorized person.

3.9. The subdivisions have the right to supplement the Internship Agreement with other provisions that do not contradict the sample form of the Student Internship Agreement approved by the Minister of Education and Science and the Regulations. Additional provisions, not provided for in the sample form of the Internship Agreement, must be agreed in accordance with the procedure established by the University

3.10. An internship agreement is not concluded when, in accordance with the procedure established in the Regulations, a decision is made to credit the experience gained by the student in the respective field of activity as an Internship provided for in the study programme. The Internship Agreement may not be concluded even if the Internship is performed in a University unit in accordance with part 4 of these Regulations.

3.11. The signed Internship Agreement is registered in the Register of Internship Agreements of the Unit. One copy of the Internship Agreement for the University is kept in the Trainee's personal file. After transferring the students' personal files to the electronic archive, the Internship Agreement is stored in the student's file in the electronic archive in electronic form.

3.12. By the decision of the Head of the Unit, on the proposal of the Chairman of the Study Programme Committee, after assessing whether the nature of the student's (unclassified student's) experience in the respective field of activity complies with the aims and requirements for the Internship specified in the Regulations, the Unit's internship regulations and/or the Internship Description, and the institution meets the requirements for an Internship Institution specified in the Regulations and the Unit's internship regulations, the work experience gained by the student (unclassified student) and / or the practical experience gained through voluntary activity may be credited as the Internship provided for in the study programme.

3.13. If the Trainee misses from 5 to 30 percent of the Internship time due to illness or other important and justifiable reason, the Internship is extended by the order of the Head of the Unit with the approval of the Study Programme Committee. If more than 30 percent of the Internship time is missed, the Internship is not assessed.

3.14. The student may perform the Internship in a foreign state institution, if this institution meets the requirements for the Internship Institution listed in the Regulations and the requirements for the Internship set in the Regulations, the Unit's internship regulations and / or the Internship Description, and confirms its consent to organise the Internship.

3.15. Internships that are implemented in foreign countries in accordance with international programmes are organized in accordance with the procedure established by this Regulations and international programmes.

3.16. The evaluation of the Internship performed in the Internship Institution located in a foreign state is performed in accordance with the procedure provided for in this Regulations and the Unit's internship regulations.

3.17. The Internship may be terminated with one of the parties not fulfilling the obligations provided for in the Internship Agreement and in other cases and under procedure in specified in the Internship Agreement. Termination of the Internship Agreement may be initiated by any party to the Internship Agreement.

3.18. Upon termination of the Internship, the Internship Agreement is terminated and the concerned parties are notified thereof in accordance with the procedure provided for in the Internship Agreement.

3.19. Cooperation agreements may be concluded only with institutions that meet the requirements for the Traineeship Institution provided for in the Regulations and the Unit's internship regulations, with which cooperation in the organisation of the Internship is planned.

3.20. The cooperation agreement is signed by the Rector or his/her authorized person and the head of the Internship Institution or his/her authorized person.

3.21. Copies of the signed cooperation agreements are submitted to the Directorate of Academic Affairs, and the original copies are kept at the University in accordance with the established procedure.

3.22. The Internships provided for in the study programme are financed to the extent provided in the Unit's Estimate of Income and Expenditures for the relevant year under the conditions and in accordance with the procedure established by the legal acts of the Republic of Lithuania and the University. The time devoted to the internship by the University Internship Supervisor is included in the pedagogical workload of the University Internship Supervisor.

4. INTERNSHIP OF UNIVERSITY STUDENTS IN THE UNIVERSITY UNIT

4.1. The internship can be done in the structural unit of the University. In this case, the legal basis of the Internship is an order of the Head of the Unit sending the Trainee for the Internship, which must specify, inter alia, the Trainee, the Internship period, the Unit where the Internship will be performed, the University Internship Supervisor and the Institution's Internship Supervisor (except for cases specified in Paragraph 4.5 of the regulations, when no supervisor is appointed), the purpose of the Internship and the expected results of the Internship. The order of the Head of the Unit is endorsed by the Head of the Unit receiving the Trainee (unless the Internship is performed in the Unit where the Trainee is studying), the Trainee, the University Internship Supervisor and the Institution's Internship Supervisor (if appointed).

4.2. The Unit receiving the Trainee for the Internship performs, *mutatis mutandis*, the functions assigned to the Internship Institution in this Regulation, as well as fulfils the obligations of the host organization (i.e., the Internship Institution) provided in the sample form of the Student Practical Training Agreement approved by the Minister of Education and Science:

4.2.1. provides the Trainee with an Internship place;

4.2.2. offers an Institution Internship Supervisor who meets the requirements specified in Paragraph 5.4 of the Regulations and the Unit's internship and performs the functions provided for in Paragraph 2.7 of the Regulations;

4.2.3. creates conditions for the implementation of the Internship Plan, provides the information necessary for the implementation of the Internship Plan and does not distract the Trainee from the performance of the Internship tasks;

4.2.4. in accordance with regulatory acts, organises the necessary instructions for the safety and health of employees and fire safety;

4.2.5. ensures working conditions for the Trainee in accordance with the occupational safety and health and hygiene standards, if necessary, provides the Trainee with the necessary work tools, work clothes and work footwear, other personal and collective measures for occupational safety and health in accordance with the procedure established by legal acts;

4.2.6. assigns to the Trainee tasks related to the specifics of studies and the Internship and ensures that tasks to perform unqualified work not related to the specifics of studies and the Internship are not assigned;

4.2.7. informs the Trainee that the information about the University provided during the Internship is confidential and cannot be disseminated outside the University;

4.2.8. informs the Unit sending the Trainee about violations of the Trainee's discipline, the Trainee's absence from the Internship Internship.

4.3. A trainee performing an Internship at a University Unit must fulfil the obligations of the student (i.e., the Trainee) provided for in this Regulations and in the sample form of the Student Internship Agreement approved by the Minister of Education and Science:

4.3.1. to diligently perform the Internship tasks; if not-attending the Internship at the University Unit accepting the Trainee for the Internship, to immediately notify the Institution's Internship Supervisor, specifying the reason, and in case of illness – submitting a doctor's certificate;

4.3.2. to sign and comply with the Confidentiality Obligation in the form set out in Annex 1 to the Regulations prior commencing the Internship;

4.3.3. to follow the rules of procedure of the University, to keep secret the confidential information obtained during the Internship and not disseminate it outside the University;

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

4.3.5. to comply with the requirements of the rules for the safety and health of workers and fire protection;

4.3.6. to inform the Unit sending the Trainee for the Internship, if during the Internship the Trainee is assigned to perform the tasks of the unqualified work unrelated to the study and the specifics of the Internship, and if the University Unit accepting the Trainee for the Internship does not create conditions for the implementation of the Internship Plan;

4.3.7. to perform the functions provided for in Paragraph 2.6 of the Regulations.

4.4. The unit sending the Trainee to the Traineeship performs the functions assigned to the Unit in this Regulations, fulfils the obligations of the higher education institution provided in the sample form of the Student Internship Agreement approved by the Minister of Education and Science and ensures that the Trainee signs the Confidentiality obligation (Annex 1 to the Regulations), which is stored in the Trainee's personal file.

4.5. In case the Internship is performed in the Unit where the Trainee is studying, or if another University Unit only provides the territory or facilities for the Internship, the Unit performs all the functions and obligations provided for in Paragraphs 4.2 and 4.4 of the Regulations. In this case, only the University Internship Supervisor may be appointed, who must meet the requirements set forth in Paragraphs 5.4 and 5.5 of the Regulations and who, *mutatis mutandis*, performs the functions provided for in Paragraphs 2.5 and 2.7 of this Regulations.

5. INTERNSHIP QUALITY ASSURANCE

5.1. To ensure the quality of the Internship, the Internship supervision is organized during the Internship, which is performed by the University Internship Supervisor at the University, and at the Internship Institution – by the Institution's Internship Supervisor.

5.2. Prior to the start of the Internship, the Trainee draws up an Internship Plan, in which he / she specifies and coordinates the Internship Tasks with the Institution's Internship Supervisor and the University Internship Supervisor. The Trainee, the Institution's Internship Supervisor and the University Internship Supervisor are involved in the implementation of the Internship Plan.

5.3. Requirements for the Internship Institution:

5.3.1. it is an appropriate place to implement the goals and objectives of the respective Internship;

5.3.2. it agrees to accept the Trainee, create suitable conditions for the Internship (appoint an Internship Supervisor, provide workplace, allow to monitor the work of specialists, work independently, provide practical training tasks, the documentation necessary to perform these tasks, necessary tools, etc.), sign the Internship Agreement

5.3.3. it ensures that the Trainee is assigned a qualified internship supervisor of the institution who meets the requirements provided for in Paragraph 5.4 of the Regulation;

5.3.4. it ensures to the Trainee the Internship conditions that comply with the norms of occupational safety and health and hygiene.

5.4. Requirements for the Institution's Internship Supervisor:

5.4.1. he / she a specialist working in the Internship institution, having a higher university education relevant to the qualification and at least 3 years of relevant work experience;

5.4.2. additional requirements for the Institution's Internship Supervisor can be established in the Unit's internship regulations.

5.5. Requirements for the University Internship Supervisor and the maximum number of Trainees for the supervision of whose individual internships one University Internship Supervisor is assigned (i.e., not with a group of trainees) are determined in the Unit's Internship regulations.

6. FINAL PROVISIONS

6.1. The Regulations and their individual items may be supplemented, amended or repealed by a decision of the University Senate.

6.2. Documents implementing the Regulations may be adopted, supplemented, amended or revoked by the order of the Rector, except for the cases provided for in these Regulations.

Annex 1 to the Vilnius University
Study Internship Regulations

VILNIUS UNIVERSITY

.....
(Name of the Unit of Vilnius University sending the Trainee)

STUDY PROGRAMMES
(name of the study programme)

STUDENTpersonal number...
(name, surname, personal identification number)

PLEDGE OF DISCRETION
OF VILNIUS UNIVERSITY STUDENT DOING INTERNSHIP IN VILNIUS
UNIVERSITY

..... 202...
Vilnius

While doing study internship (hereinafter referred to as the Internship) at _____ [*insert name of the University Unit accepting the Trainee for the Internship*] of Vilnius University (hereinafter referred to as the University) and for an indefinite period after the end of the Internship,

1. I undertake:

1.1. to keep and use only the information specified in Paragraph 3 of this pledge, which will become known to me during the Internship;

1.2. to keep the documents entrusted to me in such a way that they cannot be accessed or used by third parties;

1.3. not to retain any copies of the documents provided to me.

2. It has been made clear to me that confidential information consists of all the information referred to in Paragraph 3 of this pledge, except where such information is required to be disclosed in accordance with legal requirements or contractual obligations.

3. Confidential information is information obtained by the Trainee during the Internship and belonging to the University or which the University is obliged to protect, which has value because it is not known to third parties and cannot be freely accessed by them (including, but not limited to, any information about the products of the University's intellectual activity or their parts, about the performed research or their results, existing or potential customers, suppliers or contractors, salaries and working conditions of employees, conditions of this pledge).

4. Information that was publicly available to the public or became publicly available through no fault of the Trainee, as well as information to which the legislation of the Republic of Lithuania grants the status of public information shall not be considered confidential.

5. In case of doubt as to whether the information is confidential, the Trainee must contact the head of the Unit where the Internship is conducted. The head of the Unit where the Internship is conducted informs the Trainee in writing (by e-mail) about the possibility to disseminate information to the public.

6. I am warned that in case of violation of this pledge, I will be liable in accordance with the procedure provided for in the Code of Academic Ethics of Vilnius University, the Study Regulations and other legal acts of the University and the laws of the Republic of Lithuania.

(signature)

(name and surname)