

APPROVED

by protocol resolution (Protocol No SV1-02)
of the meeting of 29 January 2018
of the Academic Council
of Klaipėda State University of Applied Sciences

(Resolution SV1-06 of the 03 December 2019
meeting of the Academic Council of Klaipėda
State University of Applied Sciences)

KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES PROCEDURE FOR THE ORGANISATION AND ASSESSMENT OF INTERNSHIPS

CHAPTER I GENERAL PART

1. The Klaipėda State University of Applied Sciences Procedure for the Organisation and Assessment of Internships (hereinafter – the Procedure) shall define the terms used in the document, establish the documents and requirements for internships carried out at companies, institutions or organisations, and regulate the organisation and implementation of internships as well as the assessment of internships.

2. This Procedure has been prepared in accordance with the 29 June 2016 Republic of Lithuania Law on Higher Education and Research No XII-2534 (in effect as of 1 January 2017), the General Requirements for the Implementation of Studies, No V-1168 of 30 December 2016, Order No V-1011 of the Minister of Education and Science of the Republic of Lithuania of 16 November 2016 on the sample form for a student practical training agreement, the study field descriptions approved by the Ministry of Education and Science, the Klaipėda State University of Applied Sciences (hereinafter – the University) study regulations and other documents regulating studies.

3. The key terms used in the Procedure are:

3.1. **Internship** (educational, training, professional, etc.) – part of the study programme intended to develop the student's practical abilities. An internship is an independent study subject (module).

3.2. **Host organisation** – an external organisation where the student carries out an internship on the basis of an internship agreement.

3.3. **Internship adviser** – a teacher appointed by the University to oversee an internship.

3.4. **Host organisation internship adviser** – an employee of the host organisation where a student is carrying out an internship who has at least three years of professional experience.

3.5. **Internship description** – the description of an internship (subject) provided for in the study programme, prepared in accordance with the established requirements.

3.6. **Internship report** – a written report in which the student analyses the tasks performed during the internship and presents the results obtained.

3.7. **Internship plan** – a document which specifies: the purpose of the internship, the outcomes of the internship, the scope of the internship (number of study credits), the duration of the internship (Appendix 2).

3.8. **Internship assessment form** – a document in which the host organisation internship adviser evaluates the internship carried out by the student (Appendix 3).

3.9. **Student practical training agreement** – a tripartite agreement (Appendix 1) concluded between the University, the host organisation, and the student.

CHAPTER II INTERNSHIP STAGES OF ORGANISATION AND ACTIVITIES

SECTION ONE PREPARATION FOR THE INTERNSHIP

4. Students complete internships at host organisations in accordance with the approved study schedule.

5. In exceptional cases, internships may be carried out at companies, institutions or organisations at a time other than that provided for in the study schedule by agreeing on this in advance with the head of the department.

6. Internships are overseen by a University teacher – the internship adviser.

7. The internship adviser shall prepare the documents necessary for carrying out the internship: the internship plan, the methodical requirements for preparing the internship report, the internship assessment form. The documents prepared shall be approved at a meeting of the department.

8. The faculty staff responsible for drawing up student practical training agreements (hereinafter – Agreement) shall prepare the Agreements at least one month before commencement of the internship (three copies per student). Agreements are registered in the faculty internship agreement register, stamped with the faculty seal, and signed by a person authorised by the director.

9. The internship adviser must present the Agreements and all of the documents specified in paragraph 7 to the students at least one month before commencement of the internship. The internship adviser shall familiarise the students with the internship description, the purposes of the internship, the procedure for carrying out the internship, the obligations and rights of the students, the requirements for concluding the Agreement, and the requirements for preparing internship reports.

10. The internship adviser shall familiarise the students with the database of companies, institutions and organisations that are suitable for carrying out internships.

11. A student is entitled to choose a company, institution or organisation not included in the University's database if it meets the requirements for internship locations. The suitability of an internship location for the achievement of learning outcomes shall be determined by the internship adviser and the head of the department.

12. The student must deliver one signed copy of the Agreement to the internship adviser by the first day of the internship.

13. By the first day of the internship, the internship adviser must deliver the signed Agreements to the faculty staff responsible for preparing orders for releasing students for internship.

14. A student who has not delivered the Agreement on time and has not left for the internship at the time established in the study schedule shall carry out the internship at the company, institution or organisation outside of study time (internship time should not coincide with lectures). When carrying out an internship at a company, institution or organisation outside of the time established in the study schedule, twice as much time is given for completing the internship.

15. A student who has not left for an internship at the time established in the study schedule must file a request to be released for internship at a different time. The location and time of an internship is coordinated with the internship adviser and the head of department.

SECTION TWO PERFORMANCE OF THE INTERNSHIP

16. Over the entire course of the internship, the internship adviser shall monitor and control how the students perform the internship.

17. The internship adviser shall provide guidance to the students, collaborate with representatives of the companies, institutions or organisations, and resolve the problems that arise during the internship.

18. The student shall prepare an internship report over the entire course of the internship.

SECTION THREE COMPLETION OF THE INTERNSHIP

19. Within two working days of completion of the internship, the student must present the internship report to the internship adviser.

20. The internship report must be accompanied by the internship plan coordinated with the host organisation internship adviser and a completed and signed internship assessment form.

21. Internship reports are defended publicly at the time specified by the internship adviser.

22. The procedure for evaluating a student's internship and the components of the final assessment are detailed in the internship (subject) description.

23. The internship adviser must keep the internship reports for one year.

CHAPTER III ORGANISATION OF INTERNSHIPS ABROAD

24. Internships may be carried out abroad as part of the Erasmus+ Internship Mobility Programme or where a student has independently found an internship position at a foreign company, institution or organisation.

25. Documents for internships that are part of the Erasmus+ Internship Mobility Programme are handled by the International Relations Department.

26. Internships for students who have independently found an internship position at a foreign company, institution or organisation are organised according to the same procedure as for those at Lithuanian companies, institutions and organisations; however, the student practical training agreement shall be supplied in English at the request of the company, institution or organisation (Appendix 4).

CHAPTER IV FINAL PROVISIONS

27. Internships that, according to the study plan, are expected to be carried out at a company, institution or organisation may also be carried out by students at the University if the internship location at the University meets the requirements for external host organisations. Internships performed at the University shall be processed according to the same procedure as for internships performed at other host organisations.

28. Students may carry out a voluntary internship or traineeship that is not part of the study programme.

29. The student must start and finish the internship at the specified time. A student who is unable to start the internship on time must inform the internship adviser and the head of the department thereof by the first day of the internship.

30. Missed internship days must be justified by certificates of the established form.

31. The organisation stages, activities, deadlines and responsibilities for internships are provided in Appendix 5.

REGISTERED

(place of registration)

(position of responsible person)

(full name and signature of responsible person)

(registration date and No)

STUDENT PRACTICAL TRAINING AGREEMENT

_____ 20____ Klaipėda

Klaipėda State University of Applied Sciences (hereinafter – the institution of higher education), represented by

_____, acting in accordance with the order of the director, and

_____ (hereinafter – the host organisation), represented by

(name of the host organisation)

_____ acting in accordance with _____

(full name, position)

(legal basis)

and student

(full name, national identity number or year of birth)

(study programme, course)

(permanent address)

(hereinafter jointly referred to as the parties), in accordance with the legal acts of the Republic of Lithuania, hereby enter into this agreement:

I. GENERAL PROVISIONS

1. This agreement is concluded for the entire period of the internship at the host organisation (hereinafter – the internship).

2. The student shall carry out the internship in accordance with the internship plan (Appendix 2).

2.1. The internship plan, which is an integral part of this agreement, shall specify: the purpose of the internship; the expected outcomes of the internship, and the scope of the internship (the number of study credits).

2.2. Duration of the internship: the internship shall begin on _____ and end on _____

(day, month, year) (day, month, year)

2.3. Other conditions and procedures for performing the internship: _____

II. OBLIGATIONS OF THE PARTIES

3. The institution of higher education undertakes to:

3.1. ensure that the student sent for the internship has the theoretical and practical preparation necessary for the internship;

3.2. appoint an internship adviser – a teacher from the institution of higher education who will help the student prepare and approve the internship plan, ensures supervision of achievement of the internship goals, and, if necessary, work together with responsible employees (or public servants) from the host organisation to resolve problems that arise during the student's internship in a prompt manner;

3.3. provide the internship adviser appointed by the host organisation with methodological guidelines (tools) for overseeing the internship;

3.4. in accordance with the conditions laid down in this agreement, insofar as this is not in conflict with the host organisation's founding documents and operational objectives, internship organisation is free of charge for the host organisation according to the agreement between the institution of higher education and the host organisation.

3.5. additional obligations of the institution of higher education: _____

4. The host organisation undertakes to:

4.1. give the student a place for practical training at: _____

(name and address of the practical training location)

and create conditions for implementation of the internship plan (programme), provide the information necessary for implementation of the internship plan, and avoid distracting the student from performing the practical training tasks;

4.2. ensure that a qualified employee (or public servant) who has at least three years of relevant work experience be assigned to the student as the internship adviser to detail, together with the student, the internship plan (programme), to supervise the internship, and to evaluate it once it is over;

4.3. organise the necessary briefings on occupational safety and health and fire safety;

4.4. in accordance with the regulations in force at the host organisation or an additional agreement with the institution of higher education on the work procedure and conditions, ensure the student working conditions that are in line with occupational safety and health and hygiene standards, and if necessary, provide the student with the work

tools, work wear and footwear, and other personal and collective occupational safety and health measures necessary to perform the internship;

4.5. give the student tasks related to the specifics of studies and practical training and ensure that tasks not related to the specifics of studies and practical training to perform unskilled work are not assigned;

4.6. inform the student which information given during the internship is a commercial or other secret of the host organisation not to be disseminated outside of the host organisation, as well as about the penalties imposed for disseminating this information (if said are provided for in internal documents);

4.7. inform the institution of higher education about internship disciplinary violations and if the student does not show up for the internship;

4.8. additional obligations of the host organisation: _____

5. The host organisation only has the right to allow the student to independently, without the aid of the internship adviser, perform the functions entrusted to him or her in the production or provision of services in cases where the host organisation concludes an employment contract with the student.

6. The student undertakes to:

6.1. prepare an internship plan and coordinate it with the internship adviser assigned by the institution of higher education at least 30 days before commencement of the internship, and detail the internship plan with the internship adviser assigned by the host organisation no later than on the first day of the internship;

6.2. diligently carry out the practical training tasks; upon failing to show up at the internship host organisation, inform the internship adviser thereof immediately, specifying the reason why, and in the case of illness – submitting a medical certificate;

6.3. observe the host organisation's regulations (by-laws) and rules of procedure or the additional agreement with the institution of higher education on the work procedure and conditions, and keep confidential the commercial and other secrets of the host organisation as well as the information specified by the host organisation in accordance with paragraph 4.7 of this agreement;

6.4. take care of the host organisation's property and answer for any material damage caused in the procedure established by law;

6.5. adhere to the requirements of occupational safety and health and fire safety rules;

6.6. inform the institution of higher education if tasks not related to the specifics of studies and practical training to perform unskilled work are assigned during the internship or if the host organisation does not create conditions for implementation of the internship plan;

6.7. prepare an internship report in accordance with the requirements established by the institution of higher education and submit it to the internship adviser appointed by the institution of higher education;

6.8. additional obligations of the student: _____

III. FINAL PROVISIONS

7. This agreement may only be amended by written agreement of all of the parties. Amendments to the agreement are an integral part of this agreement.

8. This agreement may be terminated:

8.1. if the student is expelled from the institution of higher education or discontinues or temporarily suspends his or her studies (including students who are granted academic leave);

8.2. if one of the parties violates the obligations of this agreement;

8.3. by agreement of the parties, if such agreement is conditioned by unforeseen, objective and duly substantiated reasons.

9. The party to the agreement shall notify the other parties to the agreement of termination of the agreement at least two days in advance.

10. All disputes the parties to the agreement cannot resolve in good faith and by agreement shall be resolved in accordance with the procedure established by the legal acts of the Republic of Lithuania.

11. This agreement shall enter into force from the date that it is signed by the last of the parties, and shall be valid until the internship and all other obligations under this agreement have been executed.

12. This agreement is concluded in three original copies having equal legal force, with one for each party to the agreement.

APPENDIX TO THE AGREEMENT:

1. appendix. Internship plan.

DETAILS OF THE PARTIES

Klaipėda State University of Applied Sciences.

Jaunystės g. 1, Klaipėda LT-91274, code 111968056. Tel.: +370 (46) 489 132, fax: +370 (46) 314 575, e-mail: office@kvk.lt

(full name and telephone number of the head of department by the institution of higher education)

(name, address, telephone, e-mail of the host organisation)

(full name and telephone number of the host organisation internship adviser)

(full name and telephone number of the student)

SIGNATURES OF THE PARTIES

(institution of higher education)

(host organisation)

(student)

L. S.

L. S.

KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES
FACULTY OF
DEPARTMENT OF

INTERNSHIP PLAN

Student's full name, group		
Study programme		
Internship name and scope in credits		
Duration of the internship	internship begins	internship ends
Internship adviser	Signature	Telephone, e-mail

Purpose of the internship:

Internship outcomes:

COORDINATED
Host organisation internship adviser

(signature)

(full name)

(date)

INTERNSHIP ASSESSMENT FORM

Student:
(full name)

Internship location:
(name of the host organisation)

Internship date:
(from – to)

Host organisation internship adviser:
(position, full name)

Internship outcome assessment criteria	Point-based grading						
	10 (excellent)	9 (very good)	8 (good)	7 (highly satisfactory)	6 (satisfactory)	5 (sufficient)	4, 3, 2, 1 (unsatisfactory)

Additional notes and comments:
.....
.....
.....

Final internship assessment score (average):
(in figures and words)

.....
(signature of the host organisation internship adviser)

.....
(date)

INTERNSHIP ORGANISATION STAGES, ACTIVITIES, PERIODS AND RESPONSIBILITIES

Stage	Activity	Explanation	Deadline	Person responsible
I. PREPARATION FOR THE INTERNSHIP	1. Preparation of internship documents	The documents required for performance of the internship are prepared: the internship plan, the methodical requirements for preparing the internship report, the internship assessment form.	At least one month before commencement of the internship	Internship adviser
	2. Approval of internship documents	The documents prepared shall be approved at a meeting of the department and delivered to the faculty's practical training coordinator.	At least one month before commencement of the internship	Internship adviser, head of the department
	3. Preparation of student practical training agreements	The student practical training agreements are prepared (three copies per student). Agreements are registered in the faculty internship agreement register, stamped with the faculty seal, and signed by a person authorised by the director.	At least one month before commencement of the internship	The faculty staff responsible for the preparation of agreements
	4. Preparation of the students for internship	The students are given the student practical training agreements, the internship plan, the methodical instructions for preparing the internship report, and the internship assessment form. The students are familiarised with the internship description, the aims of the internship, the procedure for carrying out the internship, the obligations and rights of the students, the requirements for concluding the Agreement, and the requirements for preparing internship reports. The students are familiarised with the internship database.	At least one month before commencement of the internship	Internship adviser
	5. Looking for internship locations and updating the internship location database	The students are given guidance on looking for internship locations. An analysis of companies, institutions or organisations that could host students is conducted. The internship location database is updated.	Ongoing	Internship adviser, head of the department
	6. Internship document management and procedural requirements	The student presents one signed copy of the Agreement to the internship adviser.	By the first day of the internship	Student
		Student practical training agreements are delivered to the faculty staff responsible for preparing the order for releasing students for internship. The of department is to be informed about students who do not leave for internship.	By the first day of the internship	Internship adviser

		The draft order of the dean is prepared for releasing students for internship.	By the first day of the internship	Faculty staff responsible for preparing orders for releasing students for internship
		A student who has not left for an internship at the time established in the study schedule must file a request to be released for internship at a different time. The location and time of the internship is coordinated with the internship adviser and the head of department.	At least five working days before commencement of the internship	Student
II. INTERNSHIP EXECUTION	7. Monitoring and control of internship execution	The internship adviser contacts the host organisation internship adviser by telephone or e-mail to clarify whether the student showed up for the internship (if the former does not participate in releasing students for internship, e.g. at health care institutions).	During the first week of student internship	Internship adviser
		The internship adviser visits the companies, institutions or organisations where students are carrying out internships in order to determine whether the host organisation is creating conditions to achieve the internship outcomes, and evaluates the students' work.	Over the entire course of the internship	Internship adviser
	8. Student counselling	Students are provided guidance throughout the entire course of the internship. The internship advisers help them solve problems that arise during the internship.	Over the entire course of the internship	Internship adviser
	9. Monitoring and control of internship execution progress	Monitoring and control is carried out of execution of the internship and implementation of the tasks provided for in the internship plan.	Over the entire course of the internship	Internship adviser
	10. Cooperation with the host organisation	Contact is kept with the host organisation, and the problems that come up are resolved in a prompt manner.	Over the entire course of the internship	Internship adviser
III. COMPLETION OF THE INTERNSHIP	11. Presentation of the internship report	The internship report is presented to the internship adviser.	Within two working days of completion of the internship	Student
	12. Defence of the internship report	Public defence of the internship report.	At the time specified by the internship adviser	Internship adviser
	13. Presentation of feedback to the student and the host organisation	Presentation of the internship assessment results to the student and the host organisation.	Within three working days of defence of the internship report	Internship adviser
	14. Dissemination of the internship results	Organising dissemination of the internship results and encouraging the student to share his or her internship experience.	Ongoing	Internship adviser, student