

## APPROVED

by Minute Resolution (Minute No SV1-02) of the Meeting of 29 January 2018 of the Academic Council of Klaipėda State University of Applied Sciences  
(by Minute Resolution SV1-06 of 03 December 2019 of the Meeting of the Academic Council of Klaipėda State University of Applied Sciences;  
by Minute Resolution SV1-03 of 29 March 2022 of the Meeting of the Academic Council of Klaipėda State University of Applied Sciences)

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

## 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 Law on Higher Education and Research of the Republic of Lithuania, Order No V-1011 of 16 November 2016 of the Minister of Education and Science of the Republic of Lithuania on the sample form for a student practical training agreement, Study Regulations and other documents regulating studies of the Klaipėda State University of Applied Sciences (hereinafter – the KVK).

3. The key terms used in the Procedure are:

3.1. **Internship** (exploratory, educational, 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 KVK to supervise an internship.

3.4. **Host organisation internship adviser** – an employee of the host organisation where a student is carrying out an internship with 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 tasks, the deadlines for completing the tasks, the scope of the internship (number of study credits), the deadline for the completion of the internship (Appendix 2).

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

3.9. **Student’s practical training contract** – a tripartite contract (Appendix 1) concluded between the KVK, the host organisation, and the student. In individual cases, a bilateral contract may be concluded between the student and the KVK (when the internship takes place at the KVK).

3.10. **Learning Agreement for Student Mobility for Traineeships** – a tripartite contract between the KVK, the sending higher education institution and the student.

3.11. **After the Mobility, Traineeship Certificate** – a document setting out: the outcomes of the internship, the scope of the internship, the duration of the internship, and the final evaluation.

3.12. **Sending higher education institution** – the higher education institution of the foreign student.

## **CHAPTER II ORGANISATION OF INTERNSHIPS IN EXTERNAL ORGANISATIONS**

4. Students perform internships in external organisations according to an approved study schedule.

5. In exceptional cases, internships in external organisations may be carried out at a time other than that provided for in the study schedule, in agreement with the head of the department.

6. Students may also carry out an internship in a company, institution or organisation according to the study plan at the KVK if the place of internship at the KVK meets the requirements for external organisations. Internship at the KVK shall be formalised in the same manner as internship in other external organisations.

7. Students can do internships abroad:

7.1. under Erasmus+ Internship Mobility Programme and/or other international programmes;

7.2. if the student independently finds a place of internship in a foreign company, institution or organisation.

8. If a student independently finds a place of internship in a foreign company, institution or organisation, the internship is organised according to the same procedure as in Lithuanian companies, institutions or organisations. The student's practical training contract may be provided in Lithuanian or English at the request of a company, institution or organisation.

### **1. Preparation for the internship**

9. Internships are overseen by the KVK teacher – the internship adviser.

10. The internship adviser is responsible for drawing up the documents required for carrying out the internship: methodological requirements for the preparation of the internship report (approved at the meeting of the Department), internship plan, internship evaluation form.

11. The staff of the Faculty responsible for the preparation of the student's practical training contract (hereinafter referred to as the contract) shall draw up the contracts at least one month before the commencement of the internship (3 copies for each student). Contracts are registered in the internship contract register of the faculty, approved by the seal of the faculty and the signature of a person authorised by the Director.

12. The internship adviser must provide the students with the contracts and the methodological requirements for the preparation of the internship report no later than one month before the start of the internship. The internship adviser introduces students to the internship description, the purposes of the internship, the outcomes of the internship, the procedure for carrying out the internship, the obligations and rights of the students, the requirements for concluding the contract, the requirements for drawing up the internship reports.

13. The head of the department/internship adviser introduces students to the database of companies, institutions or organisations that are suitable for carrying out the internship no later than one month before the start of the internship.

14. The student, together with the internship adviser, prepares the internship plan and the internship evaluation form no later than one week before the start of the internship and elaborates with the internship adviser appointed by the host organisation no later than the first day of the internship.

15. The student has the right to choose a company, institution or organisation not included in the KVK's database if it meets the requirements for the place of internship. The suitability of places of internship for the achievement of study outcomes is determined by the head of the department and the internship adviser.

16. Management of internship documents and procedural requirements:

16.1. preparation of the draft order of the Dean of the Faculty regarding the release of students to internship;

16.2. one copy of the signed contract is presented by the student to the internship adviser no later than on the first day of the internship.

16.3. Not later than the first day of internship, a contract signed by the internship adviser is presented to the staff of the faculty responsible for the preparation of the order on the release of students to the internship.

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

18. The student, who has not delivered the contract on time and has not left for an internship at the time established in the study schedule, performs an internship in a company, institution or organisation during his/her time off the studies (internship time must not coincide with the time of lectures). When carrying out an internship in a company, institution or organisation at the time that is not established in the study schedule, the duration of the internship is twice as long.

## **2. Execution and completion of the internship**

19. The internship adviser ensures the supervision of the achievement of the goals of the internship and, if necessary, together with the internship adviser of the host organisation, promptly solve the problems encountered with the student's internship.

20. The internship adviser advises students and supervises the internship.

21. During the entire duration of the internship, the student carries out the internship plan and prepares the internship report.

22. At the end of the internship, the student presents the internship report to the internship adviser within two working days.

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

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

25. The procedure for evaluating the student's internship and the components of the final evaluation are described in the description of the internship (subject).

## **CHAPTER III ORGANISATION OF INTERNSHIPS FOR PARTIAL STUDY STUDENTS FROM ABROAD**

26. Students of partial studies from foreign countries who wish to come for a professional internship under the Erasmus+ programme apply to the International Relations Department.

27. The specialists of the International Relations Department coordinate the content of internship (study programme), the place and time of the internship with the head of the department.

28. The head of the department communicates with companies/bodies/organisations on the place of internship and coordinates the content and progress of the internship with the host organisation.

29. The head of the department instructs the staff responsible for drawing up practical training contracts to prepare the contract in English.

30. The head of the department prepares an application to the dean of the faculty for the release of foreign students of partial studies for the professional internship and the appointment of the internship adviser.

31. The internship adviser, in accordance with the Learning Agreement for Student Mobility for Traineeships, assists the student in the preparation of the internship plan and the internship evaluation form, which are handed over to the internship adviser of the host organisation.

32. The internship adviser of the host organisation supervises the internship performance of foreign students of partial studies in accordance with the internship plan. At the end of the internship, the internship adviser evaluates the execution of the internship by entering the evaluation grade in the internship evaluation form.

33. The internship adviser ensures the supervision of the achievement of the goals and outcomes of the internship by assigning tasks to the student, and, if necessary, together with the internship adviser of the host organisation, promptly solve the problems encountered with the student's internship.

34. Students of partial studies from foreign countries submit the internship evaluation form completed by the internship adviser of the host organisation after the internship.

35. The internship adviser prepares a statement with interim and final evaluation and presents it to the head of the department and to the International Relations Department.

36. The International Relations Department prepares the Traineeship Certificate.

#### **CHAPTER IV FINAL PROVISIONS**

37. Students may undertake a voluntary internship or an internship that is not part of the study programme.

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of the Procedure for the Organisation and Assessment of Internships  
of Klaipėda State University of Applied Sciences

**STUDENT'S PRACTICAL TRAINING CONTRACT**

\_\_\_\_\_ (date and No)

Klaipėda

Klaipėda State University of Applied Sciences (hereinafter referred to as KVK), represented by

\_\_\_\_\_ (name, surname, position)

acting in accordance with the Director's order \_\_\_\_\_,

(date and number of the order)

\_\_\_\_\_ (hereinafter – the host organisation),

(name of the host organisation)

represented by \_\_\_\_\_,

(name, surname, position)

acting in accordance \_\_\_\_\_,

and the student

\_\_\_\_\_ (name, surname, personal identification number or year of birth)

\_\_\_\_\_ (name of study programme, course)

\_\_\_\_\_ (address of permanent residence)

(collectively referred to as parties) in accordance with the legislation of the Republic of Lithuania, concludes the following contract:

**CHAPTER I  
GENERAL PROVISIONS**

1. This contract is concluded for the entire duration of the practical training in the host organisation (hereinafter referred to as the internship).

2. The student undertakes an internship in accordance with the internship plan (Appendix 2).

2.1. The internship plan forms an integral part of this contract and includes: the goal of the internship, expected outcomes of the internship, scope of the internship (number of study credits).

2.2. Duration of the internship: internship starts \_\_\_\_\_ and ends \_\_\_\_\_.  
(dd/mm/yyyy) (dd/mm/yyyy)

2.3. Other conditions and procedures for carrying out the internship: \_\_\_\_\_.

**CHAPTER II  
OBLIGATIONS OF THE PARTIES**

3. The KVK 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 KVK who will help the student prepare and approve the internship plan (programme), ensure 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. under the conditions laid down in this contract, where this is not contrary to the founding documents and operational objectives of the host organisation, to pay the host organisation for the organisation of the internship and to allocate for this purpose EUR \_\_\_\_ (the amount to be allocated shall be at least 50 per cent of the part of the study cost allocated to the remuneration of teachers and researchers and other study-related staff, but not higher than the normative cost of studies, proportional to the scope of the internship (the number of study credits), unless otherwise agreed between the KVK and the host organisation.

3.5. additional obligations of the KVK – \_\_\_\_\_.

4. The host organisation undertakes to:

4.1. give the student a place for practical training at

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(name and address of the place of practical training)

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

4.2. ensure that a qualified employee (or a 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 occupational briefings on safety and health and fire safety;

4.4. in accordance with the procedure established in the host organisation and in agreement with the KVK on working procedures and conditions, to ensure that the student's working conditions are in line with occupational safety and health and hygiene standards, if necessary to provide the student with the necessary work tools, work clothes and work footwear, other personal and collective occupational safety and health measures;

4.5. give the student tasks related to the specifics of study 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 KVK about the progress of the internship carried out and to issue a document on the student's internship, taking into account the evaluation of the students' internship adviser;

4.7. inform the student to whom the information provided during the internship is a commercial or other secret of the host organisation, which is not distributed outside the host organisation, and about the penalties applicable for disseminating this information (if such are provided for in internal documents);

4.8. submit a notice on the start of the internship to the territorial division of the State Social Insurance Fund Board under the Ministry of Social Security and Labour (hereinafter referred to as SODRA) at least 1 working day before the start of the internship;

4.9. not later than within 3 working days to submit to the territorial division of the SODRA a notification of the end of the internship when the student's practical training contract ends or is terminated.

5. The host organisation has the right to allow the student to perform the functions assigned to him/her independently, without the assistance of the internship adviser, in the production or provision of services only if the host organisation concludes an employment contract with the student. In the case of practical training of residents, this clause might apply the requirements of the legislation governing the residency of medicine, dentistry and veterinary medicine.

6. The student undertakes to:

6.1. prepare the internship plan (programme) no later than 3 days before the start of the internship and to agree with the internship adviser appointed by the KVK, to detail the internship plan (programme) with the internship adviser appointed by the host organisation no later than the first day of the practice;

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. comply with the documents of establishment and operation of the host organisation, the rules of procedure, the provisions of the agreement with the KVK on working procedures and conditions; keep the commercial and other secrets and information of the host organisation indicated by the host organisation in accordance with clause 4.7 of this Contract;

6.4. take care the property of the host organisation, to be liable for material damage caused in accordance with the procedure laid down by law;

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

6.6. inform the KVK if during the period of the internship there are assigned tasks not related to the specifics of studies and practical training to perform unqualified work, if the host organisation does not create conditions for implementation of the internship plan (programme);

6.7. prepare an internship report in accordance with the requirements established by the KVK, and submit it to the internship adviser appointed by the KVK;

6.8. additional obligations of the student – \_\_\_\_\_.

### **CHAPTER III FINAL PROVISIONS**

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

8. This Contract may be terminated:

8.1. if a student is excluded from the KVK, terminates his/her studies or is granted academic leave;

8.2. if one of the parties to the contract violates the obligations laid down in this Contract;

8.3. by agreement of the parties.

9. The party to the contract notifies the other parties to the contract of the termination of the contract at least 14 days in advance.

10. All disputes are settled by agreement between the parties and, in the absence of an agreement, in court.

11. This contract shall enter into force from the date on which the last of the parties signs it and shall remain in force until the internship is performed and all other obligations under this Contract are fulfilled.

12. This contract is drawn up in triplicate and has the same legal value, one for each of the parties to the contract.

### **PARTIES' DETAILS**

#### **Klaipėda State University of Applied Sciences.**

Jaunystės g. 1, LT-91274 Klaipėda, code 111968056. Tel. (8 46) 489 132, fax (8 46) 314 575, e-mail office@kvk.lt

\_\_\_\_\_  
(name, surname, phone number of the head of the department)

\_\_\_\_\_  
(name, address, phone number, e-mail address of the host organisation)

\_\_\_\_\_  
(name, surname, phone number of the host organisation's internship adviser)

\_\_\_\_\_  
(student's name, surname, telephone number, e-mail)

### **SIGNATURES OF THE PARTIES**

\_\_\_\_\_  
(higher education institution)  
L. S.

\_\_\_\_\_  
(host organisation)  
L. S.

\_\_\_\_\_  
(student)

of the Procedure for the Organisation and Assessment of Internships  
of Klaipėda State University of Applied Sciences

**KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES**

..... **FACULTY**

..... **DEPARTMENT**

**INTERNSHIP PLAN**

Student's name, surname, group	
Study programme	
Title of internship and its scope in credits	
Duration of internship	internship begins <span style="float: right;">internship ends</span>

The goal of the internship:

Outcomes of the internship	Task	Deadlines for performance	Notes
1. Outcome	1.1. Task		
	1.2. Task		
2. Outcome	2.1. Task		
	2.2. Task		
3. Outcome	3.1. Task		
	3.2. Task		
	Prepare an internship report		

Student \_\_\_\_\_  
(name, surname, signature)

Head of the host organisation \_\_\_\_\_  
(name, surname, signature)



of the Procedure for the Organisation and Assessment of Internships  
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**INTERNSHIP EVALUATION REPORT**

Student.....  
(name of name)

Place of internship.....  
(name of host organisation)

Date of internship .....  
(from - to)

Host organisation's internship adviser  
.....  
(position, name, surname)

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

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

Final internship evaluation grade (average) .....  
(in figures and words)

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

.....  
(date)