

APPROVED

By protocol decision No. SV1-4 of the
Academic Council of Klaipėdos valstybinė
kolegija | Higher Education Institution on 18
June 2025

KLAIPĖDOS VALSTYBINĖ KOLEGIJA | HIGHER EDUCATION INSTITUTION DESCRIPTION OF THE PROCEDURE FOR ORGANISING AND EVALUATING PRACTICE

CHAPTER I GENERAL

1. The Description of the Procedure for Organising and Evaluating Practices at Klaipėdos valstybinė kolegija | Higher Education Institution (hereinafter referred to as the Description) defines the terms used in the document, establishes the documents and requirements for practices carried out in organisations, and regulates the organisation, implementation and assessment of practices.

2. This Description has been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, Order No. V-1011 of the Minister of Education and Science of the Republic of Lithuania of 16 November 2016 ‘On the Model Form of a Student Practical Training Agreement’, the study regulations of Klaipėdos valstybinė kolegija | Higher Education Institution (hereinafter referred to as KVK) and other national and internal legal acts regulating studies and practice.

3. Basic concepts used in the Description:

3.1. **Practice** (exploratory, educational, professional, etc.) – part of the study programme for developing the student's practical skills. The practice is an independent subject of study.

3.2. **Host organisation** – an external organisation where the student performs practice on the basis of a practical training Agreement.

3.3. **Practice Supervisor** – a KVK lecturer appointed to supervise the practice.

3.4. **Host organisation's Practice Supervisor** – an employee of the host organisation where the student performs their practice who has professional experience.

3.5. **Practice description** – a description of the practice (subject) provided for in the study programme, prepared in accordance with the established requirements.

3.6. **Practice Report** – a written paper in which the student analyses the tasks performed during the practice and presents the results obtained.

3.7. **Practice plan** – a document specifying: the purpose of the practice, the results of the practice, the tasks, the deadlines for completing the tasks, the scope of the practice (number of study credits), and the duration of the practice.

3.8. **Practice assessment form** – a document in which the Practice Supervisor of the host organisation assesses the work of the student who completed the practice.

3.9. **Student Practical Training Agreement** – a tripartite agreement concluded between the KVK, the host organisation and the student. In certain cases, a bilateral agreement may be concluded between the student and the KVK (when the practice is carried out at the KVK).

3.10. **International programme practice agreement** – a tripartite agreement concluded between the KVK, the sending Klaipėdos valstybinė kolegija | Higher Education Institution and the student.

3.11. **Practice certificate** – a document indicating: the results achieved during the practice, the scope of the practice, the period, and the final assessment.

3.12. **Sending Klaipėdos valstybinė kolegija | Higher Education Institution** – the Klaipėdos valstybinė kolegija | Higher Education Institution of the foreign student.

4. Students may undertake voluntary practices or traineeships that are not part of their study programme. The organisation and performance of voluntary practices is regulated by the Law on Employment Promotion of the Republic of Lithuania, the Procedure for Voluntary Practices approved

by the Minister of Social Security and Labour of the Republic of Lithuania, and other legal acts related to such practices. Students may undertake voluntary practices during their free time from studies, when there are no classroom activities according to the study schedule.

CHAPTER II ORGANISATION OF THE PRACTICE

5. A description of each practice included in the study programme has been prepared.
6. The purpose of the practice description is to define the objective of the practice, the results of the practice, the methods and content used, the planned assessment system and the assessment structure.
7. Each practice may be started after signing the following documents:
 - 7.1. practice plan (Annex 1);
 - 7.2. practice agreement (bilateral or trilateral) (Annex 2). If the host organisation provides a practice agreement in its own form for signing, two practice agreements may be signed – the form specified in this description and the form offered by the practice place. A practice agreement is not necessary if the student works at the organisation for at least the duration of the practice and performs activities that meet the requirements of the practice. In this case, the student may request that the practice period be credited in accordance with the provisions of Chapter IV.
8. The head of the department that organises and implements the practice is responsible for the practice suitability process. The list of practice places by study programme/practice name is updated at least once a year and is available in the Moodle environment.
9. The Practice Supervisor assigns the student an individual or group practice plan to achieve the planned practice goals and tasks. The practice plan must be linked to the main practice objectives and tasks and the realistic possibility of completing it at the assigned practice place. The practice plan may be adjusted, changed or supplemented in consultation with the Practice Supervisor and the Practice Supervisor of the host organisation. This document must be attached to the Practice Report.
10. Before starting the practice, the student must attend a lecture by the Practice Supervisor on the start of the practice (at the time specified in the timetable).
11. The student chooses the practice place from the list of practice places provided by the department or independently, in agreement with the Practice Supervisor.
12. Before starting the practice of professional activities, the student must fill out the Student Practical Training Agreement, collect signatures on three copies (two copies if a bilateral practice agreement is concluded) and submit it to the department for registration. The recommended order for signing the Student Practical Training Agreement is: the KVK, the student, and the host organisation. Once the agreement has been signed by all parties, it is registered in the prescribed manner and one copy is given to each party to the agreement.
13. Upon completion of the practice, the student must prepare a Practice Report in the prescribed form, and the Practice Supervisor at the company must submit a practice assessment form (Annex 3).
14. Practice assessments are entered into the Study Management Information System. Students complete their practices in accordance with the approved study schedule.
15. Students may complete a practice that is intended to be carried out in an organisation according to the study plan at the KVK if the practice place at the KVK meets the requirements set for external organisations. Practices at the KVK are formalised in the same manner as practices at other external organisations.
16. Under the terms set out in the practice agreement, where this does not conflict with the founding documents and objectives of the host organisation, funds may be allocated to pay the host organisation for organising the practice.
17. Students may undertake practices abroad:
 - 17.1. under the Erasmus+ practice mobility programme and/or other international programmes;
 - 17.2. if the student independently finds a practice position in a foreign company, institution or organisation.

18. If a student independently finds a practice position at a foreign organisation, the practice is organised in the same manner as at Lithuanian organisations. At the organisation's request, the Student Practical Training Agreement may be submitted in Lithuanian or English (Annex 2).

19. **Preparation for the practice.** Practices are supervised by a KVK lecturer – the Practice Supervisor.

19.1. The Practice Supervisor is responsible for preparing the documents required for the practice: methodological requirements for the preparation of the Practice Report (approved at a department meeting), the practice plan, and the practice assessment form.

19.2. Faculty staff responsible for preparing Student Practical Training Agreements (hereinafter referred to as the Agreement) shall prepare the Agreements no later than one month before the start of the practice.

19.3. No later than one month before the start of the practice, the Practice Supervisor shall provide students with the Agreements, the Practice Plan, the methodological requirements for the Practice Report, and the Practice Assessment Form. During the lecture, the Practice Supervisor shall familiarise students with the practice description, the objectives of the practice, the results of the practice, the procedure for completing the practice, the obligations and rights of students, the requirements for concluding the Agreement, the requirements for preparing Practice Reports, and shall familiarise students with the list of organisations that are suitable for practices and the possibilities for crediting the practice period.

19.4. The student has the right to choose an organisation that is not included in the KVK's list of practice places if it meets the requirements for achieving the practice results. The suitability of practice places for achieving outcomes of the studies is determined by the head of the department.

20. Administration of practice documents:

20.1. The student shall submit one copy of the signed Agreement to the Practice Supervisor no later than three days before the start of the practice.

20.2. No later than on the first day of the practice, the Practice Supervisor shall submit the signed Agreement to the faculty staff responsible for preparing the order for the release of students for the practice.

20.3. An order of the dean of the faculty shall be prepared for permission to perform the practice.

20.4. If the student does not go on the practice at the time specified in the study schedule, he/she shall submit a request to the head of the department for permission to go on the practice at another time. The place and time of the practice shall be agreed with the Practice Supervisor and the Head of the Department.

20.5. A student who has not submitted the Agreement on time and has not started the practice at the time specified in the study schedule shall complete the practice at the organisation during their free time from studies (the practice time must not coincide with lecture time).

21. **Part-time students from foreign countries who wish to come to undergo professional practice under the Erasmus+ programme** shall contact the International Relations Department and sign an Erasmus practice mobility agreement. Further document processing procedure:

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

21.2. The head of the department communicates with organisations regarding the place of the practice and coordinates the content and course of the practice with the host organisation.

21.3. Before starting the professional practice, the student must fill in the Student Practical Training Agreement, collect signatures on three copies and submit them to the department for registration. The recommended order for signing the Student Practical Training Agreement is: the KVK, the student and the host organisation. After the agreement has been signed by all parties specified in the agreement, it shall be registered in accordance with the established procedure and one copy shall be given to each party to the agreement.

21.4. The head of the department prepares a draft order for the dean of the faculty regarding the release of part-time students from abroad for professional practice and the appointment of a Practice Supervisor.

21.5. The Practice Supervisor, in accordance with the International Programme Practice Agreement, assists the student in preparing the Practice Plan and the Practice Assessment Form, which are submitted to the Practice Supervisor of the host organisation.

21.6. The Practice Supervisor of the host organisation supervises the practice of part-time students from abroad in accordance with the Practice Plan. At the end of the practice, he/she evaluates the practice by recording the assessment in the Practice Assessment Form.

21.7. The Practice Supervisor ensures the supervision of the achievement of the practice objectives and results by assigning tasks to the student and, if necessary, together with the Practice Supervisor of the host organisation, promptly resolves any problems arising during the student's practice.

21.8. After completing the practice, part-time students from foreign countries submit the Practice Assessment Form completed by the Practice Supervisor of the host organisation to the Practice Supervisor.

21.9. The Practice Supervisor prepares a report with interim and final assessments, which is forwarded to the Head of the Department and the International Relations Division.

21.10. The International Relations Division prepares a Practice Certificate.

CHAPTER III PRACTICE REPORTING AND ASSESSMENT PROCEDURE

22. The Practice Supervisor ensures the supervision of the achievement of practice objectives and, if necessary, together with the Practice Supervisor of the host organisation, promptly resolves any problems arising during the practice performed by the student.

23. The Practice Supervisor advises students and monitors the progress of the practice, providing information to the head of the department.

24. Throughout the practice period, the student implements the Practice Plan and prepares a Practice Report.

25. At the end of the practice, the student submits the Practice Report to the Practice Supervisor within two working days.

26. The Practice Plan, agreed with the Practice Supervisor of the host organisation and the completed and signed Practice Assessment Form must be submitted together with the Practice Report.

27. Practice Reports are defended publicly at the time specified in the timetable.

28. The procedure for evaluating the student's practice and the components of the final assessment are described in the practice (subject) description.

29. The Practice Report is assessed by the Practice Supervisor.

30. During the defence of the Practice Report, the student presents the place where they completed the practice, as well as the objectives of the practice, the problems encountered and their solutions, and the results obtained. After completing the presentation, the student must answer questions during the defence.

31. The Practice Supervisor, after evaluating the Practice Report, the host organisation's practice supervisor's assessment, the knowledge demonstrated by the trainee during the defence, shall enter the cumulative assessment (grade) into the Study Management Information System. If the student receives a negative assessment, they may revise the Practice Report and defend it again in accordance with the procedure established in the *Klaipėdos Valstybinė Kolegija | Higher Education Institution Study Regulations*.

32. A student who disagrees with the assessment or due to violations of the achievement assessment procedures may submit a written appeal in accordance with *The Procedure for Submitting and Examination of Appeals and Complaints of Klaipėdos valstybinė kolegija | Higher Education Institution*.

33. If a student fails to attend the practice or leaves the practice place without completing it, fails to complete the practice programme, receives a negative review from the Practice Supervisor at the company, fails to submit the Practice Report on time or fails to defend the Practice Report, the practice shall not be credited to the student, and if it is not possible to complete it at another time, the

student will receive an academic debt. The student shall eliminate the debt in accordance with the procedure established in the *Klaipėdos Valstybinė Kolegija | Higher Education Institution Study Regulations*.

CHAPTER IV CREDITING OF THE PRACTICE PERIOD

34. Students who work or have worked in organisations for at least the duration of the practice and have performed activities that meet the objectives of the practice are entitled to request that the practice period be credited into their studies. However, if more than 1 year has passed since the work experience was gained the practice period will not be credited.

35. No later than 5 working days before the start of the practice period, the student must submit a request to the head of the department for the practice period to be credited, attaching a certificate from the place of work indicating the place of work, duties, main job functions and the start date of the job (and end date, if no longer employed).

36. The student prepares and defends the Practice Report together with other students who have completed the practice according to the term set out in the study schedule, provided that the head of the department has approved the student's request for the practice period to be counted. The practice assessment score given by the host organisation is counted as “excellent”.

37. The practice period is counted once, applies to a specific practice period and is valid for only one semester during which the practice must be completed. The practice period does not constitute grounds for reducing the semester fee.

CHAPTER V COMPLETION OF PRACTICES AT OTHER TIMES

38. With the agreement of the head of the department and by order of the dean, a student may complete a practice earlier in the same semester or during the summer.

39. The scope of the practice completed earlier (in hours) must correspond to the scope specified in the study programme, but not more than 20 hours per week during the semester and not more than 40 hours per week during the summer. In the individual practice schedule, the time of classroom activities and the time of the practice cannot coincide.

40. Processing of practice documents for students who wish to complete their practice earlier than provided in the study schedule:

40.1. The student must submit a request (on behalf of the dean) to the head of the department to allow the practice to be completed earlier than provided in the study schedule, along with documents justifying the reason. For practices during the summer, the documents must be submitted for approval by the dean by 20 June.

40.2. After signing the practice agreement and agreeing on the documents required for the practice (individual practice schedule (except when the practice is carried out after the end of the session during the summer), Practice plan, Practice assessment form) with the head of the department, who appoints the Practice Supervisor, an order of the dean of the faculty is prepared for permission to perform the practice.

38. A student who has completed a practice earlier than provided in the study schedule shall report on it at the time specified in the study schedule and timetable.

CHAPTER VI ENSURING THE QUALITY OF PRACTICE ORGANISATION

41. The head of the department organising the practice is responsible for the quality of the practice organisation. The Practice Supervisor is responsible for supervising the students' practices and ensuring their proper implementation.

42. The head of the department must prepare and regularly update a list of reliable practice places (i.e. companies with which cooperation agreements have been concluded or where students have already completed practices and about which positive feedback has been received). This list must be available to students in the Moodle environment.

43. The head of the department supervises the implementation of practices: implements reasonable suggestions from students and Practice Supervisors regarding practice places, the suitability of Practice Supervisors, the realism of practice tasks, takes into account the opinion of Practice Supervisors in the organisation, expressed in communication with the Practice Supervisor, and the comments and suggestions of the Practice Supervisor in the organisation written in the feedback on the student's practice.

44. The student has the right to submit comments to the Practice Supervisor if the practice place is not suitable for achieving the practice results. After evaluating the practice place, the Practice Supervisor decides on changing the practice place.

45. The head of the department and/or the Practice Supervisor has the right to visit the practice places at any time during the students' practice period for the purpose of monitoring the practice. A remote practice check may be organised, where the Practice Supervisor contacts the organisation's Practice Supervisor and the student regarding the progress of the practice.

CHAPTER VIII FINAL PROVISIONS

46. All other issues related to the organisation and assessment of practices not covered in these Regulations shall be decided by the Director of the KVK.

47. These Regulations may be amended or repealed by a decision of the Academic Council.

KLAIPĖDOS VALSTYBINĖ KOLEGIJA | HIGHER EDUCATION INSTITUTION

..... **FACULTY**

..... **DEPARTMENT**

PRACTICE PLAN

Student's name, surname, group		
Study programme		
Practice title and credit value		
Practice duration	practice begins	practice ends
Practice Supervisor's name, surname		

Practice objective:

Practice results	Activities	Comments
1. Result	1.1.Activity	
	1.2.Activity	
2. Result	2.1.Activity	
	2.2.Activity	
3. Result	3.1. Activity	
	3.2. Activity	
	Prepare a Practice Report	

Student

 (name, surname, signature)

Host organisation's practice supervisor

 (name, surname, signature)

STUDENT PRACTICAL TRAINING AGREEMENT

(date and No.)

Klaipėda

Klaipėdos valstybinė kolegija | Higher Education Institution (hereinafter referred to as the Klaipėdos valstybinė kolegija | Higher Education Institution), represented by

(name, surname, position)

acting in accordance with the Director's order _____,

(order date and number)

(hereinafter referred to as the host organisation),

(name of the host organisation)

represented by _____,

(name, surname, position)

acting in accordance with _____,
and the student

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

(name of study programme, course)

(permanent residential address)

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

CHAPTER I GENERAL PROVISIONS

1. This agreement is concluded for the entire period of practical training at the host organisation (hereinafter referred to as the practice).

2. The student shall complete the practice in accordance with the practice plan (Annex 1).

2.1. The practice plan is an integral part of this agreement and specifies: the purpose of the practice; expected results of the practice, scope of the practice (number of study credits).

2.2. Duration of the practice – the practice begins on _____ and ends on _____.
(year, month, day) (year, month, day)

2.3. Other conditions and procedures for undergoing the practice - _____.

2.4. Under the terms of this agreement, where this does not conflict with the founding documents and objectives of the host organisation, to pay the host organisation for the organisation of the practice and to allocate _____ EUR for this purpose.

CHAPTER II OBLIGATIONS OF THE PARTIES

3. The Klaipėdos valstybinė kolegija | Higher Education Institution undertakes to:

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

3.2. appoint a practice supervisor – a lecturer at the Klaipėdos valstybinė kolegija | Higher Education Institution who helps the student to prepare a practice plan, ensures the supervision of the achievement of the practice objectives and, if necessary, together with the responsible employees (or

civil servants) of the host organisation, promptly resolves any problems arising during the student's practice;

3.3. additional obligations of the Klaipėdos valstybinė kolegija | Higher Education Institution–

4. The host organisation undertakes to:

4.1. provide the student with a place of practical training _____,
(name and address of the place of practical training)

create conditions for the implementation of the practice plan, provide the information necessary for the implementation of the practice plan and not distract the student from the performance of practical training tasks;

4.2. ensure that the student is assigned a qualified employee (or civil servant) with professional experience as a Practice Supervisor, with whom the student will detail the practice plan, who will supervise the practice and evaluate it upon completion;

4.3. in accordance with the procedures established by the host organisation and the agreement with the Klaipėdos valstybinė kolegija | Higher Education Institution on working procedures and conditions, ensure that the student has working conditions that comply with occupational health and safety and hygiene standards, and, if necessary, provide the student with the necessary work tools, work clothes and footwear, other personal and collective employee safety and health measures;

4.5. assign tasks to the student that are related to the specifics of their studies and practical training and ensure that tasks unrelated to the specifics of their studies and practical training are not assigned for unskilled work;

4.6. inform the Klaipėdos valstybinė kolegija | Higher Education Institution about the progress of the practice and, taking into account the assessment of the Practice Supervisor, issue a document certifying the student's completion of the practice;

4.7. inform the student that any information provided during the practice that constitutes a commercial or other secret of the host organisation shall not be disclosed outside the host organisation, and that penalties apply for the disclosure of such information (if provided for in internal documents);

4.8. at least 1 working day before the scheduled start of the practice, submit a notification of the start of the practice to the territorial branch of the State Social Insurance Fund Board under the Ministry of Social Security and Labour (hereinafter referred to as the State Social Insurance Fund Board);

4.9. no later than within 3 working days, submit a notification to the territorial branch of the State Social Insurance Fund Board about the end of the practice when the practical agreement expires or is terminated.

5. The host organisation has the right to allow the student to perform the assigned functions independently, without the assistance of the practice supervisor, by participating in production or providing services only in cases where the host organisation concludes an employment contract with the student.

6. The student undertakes to:

6.1. detail the practice plan with the Practice Supervisor appointed by the host organisation no later than on the first day of the practice;

6.2. diligently perform practical training tasks; if absent from the practice at the host organisation, immediately notify the practice supervisors, stating the reason, and in case of illness, submit a medical certificate;

6.3. comply with the founding and operating documents of the host organisation, the rules of procedure, and the provisions of the agreement with the Klaipėdos valstybinė kolegija | Higher Education Institution on the rules and conditions of work; keep confidential the commercial and other secrets of the host organisation and the information specified by the host organisation in accordance with clause 4.7 of this agreement;

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

6.5. comply with the requirements of occupational health and safety and fire safety regulations;

6.6. inform the Klaipėdos valstybinė kolegija | Higher Education Institution if, during the practice period, tasks unrelated to the specifics of studies and practical training are assigned for unskilled work, if the host organisation does not create conditions for the implementation of the practice plan;

6.7. prepare a practice report in accordance with the requirements set by the Klaipėdos valstybinė kolegija | Higher Education Institution and submit it to the Practice Supervisor appointed by the Klaipėdos valstybinė kolegija | Higher Education Institution;

6.8. additional obligations of the student—_____.

CHAPTER III FINAL PROVISIONS

7. This agreement may only be amended by written agreement of all 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 Klaipėdos valstybinė kolegija | Higher Education Institution, terminates their studies or is granted academic leave;

8.2. if one of the parties to the agreement violates the obligations set forth in this agreement;

8.3. by agreement of the parties.

9. The party to the agreement shall notify the other parties to the agreement of the termination of the agreement no later than 14 days in advance.

10. All disputes shall be settled by agreement between the parties, and if no agreement is reached, in court.

11. This agreement shall enter into force on the date of its signing by the last of the parties and shall remain in force until the completion of the practice and the fulfilment of all other obligations under this agreement.

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

DETAILS OF THE PARTIES

Klaipėdos valstybinė kolegija | Higher Education Institution

Jaunystės g. 1, LT-91274 Klaipėda Code 111968056, +37060583155, info@kvk.lt

(name, surname, telephone number, e-mail address of the head of the department)

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

(name, surname, telephone number, e-mail address of the host organisation's practice supervisor)

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

SIGNATURES OF THE PARTIES

(name, surname, signature)
(Klaipėdos valstybinė kolegija | Higher Education Institution) (host organisation)

L.S.

(name, surname, signature)
(Klaipėdos valstybinė kolegija | Higher Education Institution) (host organisation)

L. S.

(name, surname, signature)
(student)

PRACTICE ASSESSMENT FORM

Student.....
 (name, surname)

Practice place.....
 (name of host organisation)

Practice date.....
 (from - to)

Host organisation's practice supervisor
 (position, name, surname)

Practice results assessment criteria	Assessment in points						
	10 (excellent)	9 (very good)	8 (good)	7 (highly satisfactory)	6 (satisfactory)	5 (sufficient)	4, 3, 2, 1 (poor)

Additional remarks and comments

.....

Final practice assessment by point (average).....
 (in numbers and words)

.....
 (signature of the host organisation's practice supervisor)

.....
 (date)