

APPROVED

Vilnius Gediminas Technical University

Rector's Order No of October, 2020

VILNIUS GEDIMINAS TECHNICAL UNIVERSITY
DESCRIPTION OF THE PROCEDURE FOR THE ORGANIZATION OF STUDY
INTERNSHIP AT VILNIUS GEDIMINAS TECHNICAL UNIVERSITY

I. GENERAL PROVISIONS

1. Description of the Procedure for the Organization of Study Internship at Vilnius Gediminas Technical University (hereinafter - Description of the Procedure) shall regulate the procedure for the organization, implementation, and assessment of study internship for first and second cycle students at Vilnius Gediminas Technical University (hereinafter - Vilnius Tech or the University).

2. This description shall not apply to study research internship organized by Research Council of Lithuania and internship at foreign institutions implemented according to international programmes.

3. Vilnius Tech first and second cycle study internship shall be organized in accordance with the Description of General Study Requirements, the General Principles of the Design and Implementation of Study Programmes at Vilnius Gediminas Technical University, the Description of the Procedure for the Assessment of Student Learning Outcomes, and other legal acts.

4. For study programmes for which internship venue, goals and time are regulated by other legal acts of the Republic of Lithuania and legal acts of institutions directly related to the implementation of the programme, internship is organized by Heads of Department alongside with internship coordinators, while the internship implementation is managed by a Faculty Vice-Dean for studies.

5. Terms used in the Description:

5.1. **Faculty Internship Coordinator** shall be a person who supervises the organization of internship at a Faculty and who is appointed by Rector's Order.

5.2. **Department Internship Coordinator** shall be a person who supervises the organization of internship at a Department and who is appointed by Head of a Department.

5.3. **Traineeship** shall be a process when students learn to work under real conditions with real facilities or devices which is fundamental for further studies and future work in the study field.

5.4. **Scientific Research Internship** shall be the internship carried out in research centres, laboratories, or companies to perform scientific research alongside with the employees of these institutions or companies, and with the view to develop a student's skills for individually carried out research work.

5.5. **Introductory Internship** shall be the form of study internship, when students go to internship institutions to get acquainted with a company activity, technical and technological management, other resources, organization of work and production, services provided and / or products produced. Introductory internship when students are introduced to company activities can be carried out at the University during the Introductory Internship classes. In such cases, a company representative delivers all the information on that company activities, structural organization, etc.

5.6. **Trainee** shall be a student doing an internship.

5.7. **Internship Report** shall be a form of reporting for the internship, prepared in accordance with the requirements set by the department, and which includes a description of the implementation of all the tasks provided for in the internship programme.

5.8. **Internship Programme** shall be a description of the internship to achieve the

internship goals outlined in the study programme.

5.9. **Internship Task** shall be a task specified in a written form by an internship supervisor with the view to implement the internship goals.

5.10. **University Internship Supervisor** shall be the University teacher assigned to supervise study Internship specified in the study programme and the study schedule.

5.11. **Institution's Internship Supervisor** shall be a person from an internship company who has experience and competencies in the area and is appointed by the Head of the company to supervise a student's internship. The internship supervisor in the company is appointed for the internship period.

5.12. **Internship Institution** shall be a company, organization or institution in Lithuania, or a foreign country recognized by Vilnius Tech as eligible for the Internship implementation; also, the University unit which has sufficient resources for the Internship implementation and the activities of which go in line with the goals of the Internship, and which can accept a Trainee to do the Internship in accordance with the Internship Agreement.

5.13. **Professional Internship** shall be the development of students' independent practical work skills, consolidation of their theoretical knowledge in the process of practical work, practical acquaintance with a company or higher education institution: profile, structure, resources, management, provision and sale of products and services in the market, technologies used at the university or other higher education institution.

5.14. **Voluntary Internship** shall be an individual work internship not provided for in the study programme. A student may do voluntary internship in a company, university, or other higher education institution on his / her own initiative, provided for that it does not overlap with the study schedule.

5.15. **Student's Internship Agreement** shall be Vilnius Tech student's internship agreement regulating the Internship terms, venue, goals, assessment forms and other conditions.

6. Internship provided for in the study programme is a compulsory part of studies. The aim of the internship shall be to develop students' practical skills by applying theoretical knowledge acquired at the university; also, to teach the practical and organizational work skills required for a specialist in the chosen field of study.

7. The start and end times of the internship shall be established in the study programme and specified in the study schedule, except for a student's voluntary internship, which is performed on a student's initiative. The scope of the internship shall be expressed in credits, weeks, or hours. The internship can be a separate study unit (module) or a part of the study unit.

8. Schedules of Introductory Internship and Traineeship for academic groups and subgroups shall be drawn up by the Department which organizes the internship; schedules shall be approved by the Dean.

9. A student who has not completed the internship provided for in the study programme shall be not assessed; pass-fail shall be revoked in accordance with the procedure established by the University.

10. When a student's Internship Agreement is terminated through no fault of the student, the Internship supervisor and the student shall agree on another Internship institution and / or time for the remaining period of the Internship.

11. Internship reports shall be stored in accordance with the procedure established by the University.

12. A student's Traineeship and other Internship agreements shall be registered in the University Information System (hereinafter - UIS). Internship agreements shall be registered by the administrator of the Department which supervises the Internship. A student's Internship agreement shall be signed and registered at least two working days prior to the start of the internship.

13. A copy of a student's Internship agreement shall be kept at the University in Student's personal file in accordance with the established procedure.

II. SAFETY AND HEALTH INSTRUCTIONS FOR TRAINEES DURING THE INTERNSHIP

14. Each internship shall begin with instructing and training the trainees on safety and health. Instructions for the safety and health of trainees shall be drawn up by the departments which supervise internships and in accordance with the legal acts and internship regulations.

15. The process and content of instruction depends on Internship type:

15.1. **Traineeship.** The University Internship Supervisor instructs students on safety and health requirements prior to the start of the internship. Having been instructed on safety and health requirements, students shall sign the Instruction Registration Journal, which is prepared in accordance with the sample drawn up by the Department of Occupational Safety and Health.

15.2. **Introductory Internship.** The University Internship Supervisor instructs students on safety and health requirements prior to the start of the internship. Having been instructed on safety and health requirements, students shall sign the Instruction Registration Journal, which is prepared in accordance with the sample form drawn up by the Department of Occupational Safety and Health. The University Internship supervisor shall take care of trainees throughout the Introductory internship.

15.3. **Professional Internship.** The Internship Institution, which accepts a trainee to do the Internship, performs the functions provided for in this Description and in the Internship agreement, upholds student safety and health at work and fire safety at work instructions and is responsible for a trainee's safety at work.

16. A trainee who violates the regulations for the safety and health at work, depending on the nature and consequences of the violation, is subject to disciplinary liability stipulated by the law of the Republic of Lithuania. The traineeship may be terminated if a trainee fails to comply with the safety and health at work regulations.

III. ORGANIZATION OF INTERNSHIP

17. The following internships may be provided for in the first cycle study programmes: introductory internship, traineeship, professional internship. The following internships may be provided for in the second cycle study programmes: scientific research internship, professional internship.

18. An Internship programme shall be drawn up for each study programme internship.

19. The aim of the Internship programme is to specify the Internship goals, objectives, expected outcomes, time, requirements for the preparation of the internship report, assessment methods and terms.

20. The department responsible for the organization of the internship draws up the internship programme, which is approved by the Study Programme Committee in accordance with the procedure established in the internship regulations approved by Vilnius Tech.

21. Head of the department which organizes and conducts the internship is responsible for the selection of internship workplaces. An internship place may also be offered by a student who shall receive the approval of the University Internship Supervisor on the Internship tasks and objectives.

22. The University Internship Supervisor tailors individual or group internship tasks to achieve the Internship goals and objectives specified thereof. The internship tasks shall correlate with the Internship main goal and objectives and the real possibility to perform the Internship in the designated internship place. The Internship task can be modified, changed, or supplemented in coordination with the University Internship Supervisor and the Institution's Internship Supervisor. This document shall be attached to the Internship report.

23. Prior to the start of the Internship, a trainee shall attend seminars and instructions on the

internship safety issues which are organized by the department organizing the study internship.

24. A trainee can choose the internship workplace from the list provided by the department or find the internship venue independently and in agreement with the University Internship Supervisor.

25. Prior to the Internship, a student shall complete Student's Internship Agreement provided for on Vilnius Tech Information System. The agreement shall be signed by all parties involved in the internship process and three copies of the agreement (two copies in case of a bilateral internship agreement) shall be submitted to the department for registration. The recommended sequence of signing Student's Internship Agreement is as follows: trainee, Institution's Internship Supervisor, Supervisor authorized by the University Rector. After the agreement has been signed by all the parties provided for in the agreement, the agreement is registered with the department and each party to the agreement is given one copy.

26. Each internship shall start by signing the following documents:

26.1. Internship Task.

26.2. Internship schedule is designed for an academic group, an academic subgroup or a trainee if the internship is performed at a different time than provided for in the study programme, except for the cases when a trainee performs internship in summer time after the completion of the semester.

26.3. Internship agreement (bilateral or tripartite) if the internship is done individually and not with the group. In case the Institution's Internship Supervisor submits an internship agreement in the form established by the Internship Institution, two internship agreements shall be signed - the forms specified in this Description and the forms offered by the Internship Institution. An internship agreement is not mandatory if a student is employed in the Internship Institution for the period that responds the duration of the internship and performs activities that meet the requirements for the internship. In this case, the student may request a credit for the internship period in accordance with the provisions of Chapter V.

27. After completion of the internship, a trainee shall prepare an internship report in the form established by Vilnius Tech, and Institution's Internship Supervisor shall provide feedback and / or a conclusion on a student's performance during the internship.

28. Assessment of a student's performance at the internship shall be concluded in study sheets.

IV. INTERNSHIP ASSESSMENT

30. A student who has successfully completed an internship at an internship workplace or in a higher education institution shall submit to the University Internship Supervisor an Internship Report and a Feedback from Institution's Internship Supervisor in accordance with the terms provided for in the study schedule. The Internship Report shall contain the description of the tasks performed during the Internship and the summary of the outcomes achieved. Internship reports shall be submitted to the University Internship Supervisor in written or electronic form within a period specified by the supervisor. Internship reports shall be stored in accordance with the procedure established by the University.

31. The internship report shall be assessed by the University Internship Supervisor.

32. During the Internship Report Defence procedure, a student shall describe the internship workplace or the higher school where the internship was performed, the internship goals, encountered problems and their solutions, the outcomes obtained. After completion of the presentation, a student shall answer the questions provided by the Supervisor.

33. The supervisor of the internship evaluates the internship report, the feedback of the Institution's Internship Supervisor, the knowledge shown by the trainee during the Internship defence procedure and submits the assessment (grade) into the University electronic diary. Upon receipt of the negative assessment, a student may introduce amendments to his / her internship report and defend the internship report again in accordance with the procedure established by the

University.

34. A student who does not agree with the assessment grade of his / her internship or because of violations in the assessment procedure may submit a written appeal in accordance with the procedure established by the University.

35. If a student has not performed the internship or has left the internship workplace without the completion of the internship, if a student has not completed the internship programme, if he / she has received negative feedback from the Institution's Internship Supervisor or failed to defend the internship report, the internship shall not be credited, and the student acquires academic pass-fail. A student can revoke academic pass-fail in accordance with the procedure established by the University.

V. CREDITING OF THE INTERNSHIP PERIOD

36. Students who have been employed or are still employed in institutions (companies) for a period which is not shorter than the internship period and who have completed activities that meet the internship objectives shall be entitled to apply for crediting the internship to them. However, the crediting of the internship period does not apply if more than one year has passed since the acquisition of work experience.

37. No later than 5 working days prior to the start of the Internship period, a student shall complete Student's Internship Form via *my VGTU* and attach an authorizing document from the Institution (company) with the information on the workplace, position, functions performed and the date when the student started his work in that company (if applicable, the date when he finished working in that company). After completion of Student's Internship Form, an application for crediting the internship period is uploaded to the Academic System. The decision on the crediting of the internship period is taken by the internship coordinator of the respective faculty.

38. A student prepares and defends his / her internship report together with other students who have completed their internship with reference to the period provided in the study schedule, and if the internship coordinator of the respective faculty has approved student's application for crediting the internship period.

39. The crediting of the internship period is one-time, applicable to a specific internship period and valid only for one semester, when mandatory internship is identified. Crediting of the internship period is not a basis for reducing the semester fee.

40. Students who have completed their study internship according to an international programme or an agreement, the scope of which is larger than provided for in the study programme at Vilnius Tech, may apply for crediting the excess credits for other internships, if the content of the internship goes in line with the outcomes of the internship they apply for crediting.

VI. DOING INTERNSHIP AT ANOTHER TIME

41. In coordination with the Department Internship Coordinator and Head of the Department, and with the permission of the Dean of the respective Faculty, a student may perform the internship prior to the period set in the study programme, but not prior than one year before the internship date which is specified in the study schedule.

42. The scope of the internship (in hours) done at another time shall correlate with the scope of the internship planned in the study programme and shall be no more than 20 hours per week during the semester, and no more than 40 hours per week during the summer. The individual schedule of the internship shall provide for the difference in times scheduled for classroom sessions and the internship hours.

43. A student who applies for doing the internship at another time, i. e. the period different from the one indicated in the study programme, shall submit the following documents to the Dean of the respective Faculty:

43.1. An application asking for permission to perform the internship prior to the period

provided for in the study schedule. The application shall be submitted into the University internal document management system, and it shall be approved by the respective Department Internship Coordinator, Head of the Department, and the University Internship Supervisor.

43.2. Individual schedule of the Internship (except for the cases when the internship is performed in summertime after the completion of the exam session). The individual schedule of the Internship shall be approved by the University Internship Supervisor and a person in charge of the Internship at the Institution where the internship is performed.

44. A student who has completed his / her internship prior to the period indicated in the study schedule shall be assessed with reference to the time specified in the internship schedule.

VII. OBLIGATIONS OF INTERNSHIP COORDINATORS

45. Faculty Internship Coordinator:

45.1. Shall advise the internship coordinators at the departments in organizing, conducting and monitoring the internship; if required, shall temporarily carry out their duties.

45.2. Shall initiate the search of internship places, also, shall conclude cooperation or joint activity agreements between Vilnius Tech and companies where internship is performed.

45.3. Shall enter the names of new Internship companies into the University Information System Internship Register, shall update the information on the companies already registered.

45.4. Shall take decisions on the crediting of a student's internship period.

46. Department Internship Coordinator:

46.1. Shall design internship programmes, draw up schedules for introductory internship and traineeship, defence procedures.

46.2. Alongside with the University Internship Supervisors shall prepare internship tasks.

46.3. Shall act as intermediary between the University and Institutions where internship can be performed, regularly update the list of available internship places.

46.4. Shall organize seminars on general internship issues.

46.5. Shall organize the registration of students' internship agreements at the Department.

47. University Internship Supervisor:

47.1. Shall supervise students' internship. The number of students shall not exceed 50 students per semester.

47.2. Shall design internship tasks for students and draw up an internship schedule for introductory internship and traineeship in accordance with the requirements specified in the internship programme.

47.3. Shall monitor the conclusion of Students' Internship agreements, the compliance of the internship goals, objectives and expected outcomes with the study programme.

47.4. Shall provide Institutions' Internship Supervisors with methodological guidelines (tools) for internship management and liaise with internship supervisors in companies.

47.5. Shall assure the supervision of the internship goals and, if relevant, alongside with the internship supervisors at the Internship organization shall deal with the problems that arise during the internship of a student, also shall notify Head of the Department and the Dean on the internship situation.

47.6. Shall notify in writing Head of the Department and Dean on the students who have not concluded Student's Internship Agreement and who have not arrived to the internship workplaces;

47.7. Shall organize the defence procedure of students' internship reports, accept, and provide assessment to students' internship reports, submit assessment (grade) into the University electronic diary.

48. **The duties and responsibilities of the Institution's Internship Supervisor are provided for in Student's Internship Agreement which shall be signed by all the parties.**

VIII. INTERNSHIP QUALITY ASSURANCE

49. Student internship shall be managed by the University Internship Supervisor and the

Department which organizes the internship. Both the University Internship Supervisor and the Department shall ensure the quality of students' internship process.

50. Departments shall draw up and keep up to date a list of trusted institutions where students' internships can be performed. (The list shall include companies with which cooperation agreements have successfully been concluded and where students have already completed internship or traineeship and for which positive feedback has been received). The list of these internship institutions shall be available to students at the department or on the University website.

51. The department which organizes the internship shall consider the observations and suggestions of the students who have completed their internship regarding the internship places, the suitability of the internship supervisors, the usefulness of the internship tasks; also, the department shall consider the feedback of Institution's Internship Supervisor on a student's internship performance.

52. A student shall also have the right to express his / her attitude to the University Internship Supervisor if in his / her opinion the internship venue does not meet the quality requirements. During the internship period, the University Internship Supervisor can visit internship places to check how students are doing the internship and assess the internship conditions: whether students are properly instructed, have a workplace.

53. Head of the department shall organize the supervision of the internship, check the content of the internship reports by random selection, implement the reasonable proposals regarding the organization of internship, consider the expansion of the network of suitable internship places.

54. Student and Institution Internship Supervisor's surveys can be implemented to benefit the internship quality assurance.

55. The Vice-Rector for Studies or a specially formed commission shall have the right to visit the internship places at any time during the internship period to monitor internship implementation process. A remote internship check can be arranged and the University Internship Supervisor can contact Institution's Internship Supervisor and a student about the course of the internship.

IX. FINAL PROVISIONS

56. Students can do voluntary internship in their free time when they do not have classroom classes scheduled in the study programme. Voluntary internship agreements are concluded in accordance with the agreement forms provided by internship institutions or in accordance with the form of voluntary internship recommended by Vilnius Tech.

57. Voluntary student internships are not part of the study programme and shall not therefore be assessed or credited. They shall not be supervised by the University Internship Supervisor and the Internship Report shall not be required by the University. Information on a student's voluntary internship may be entered in the Diploma Supplement.

58. All other issues not provided for in the Description of this Procedure shall be decided by the Vice-Rector for Studies of the University or the University Rector.