

VERIFIED

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DESCRIPTION OF THE PROCEDURE FOR ORGANIZING STUDENT INTERNSHIPS

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Organisation of Student Internships (hereinafter referred to as the Description of the Procedure) regulates the procedure for the organisation, execution and settlement of internships of students of the first and second cycle of studies of Vilnius Gediminas Technical University (hereinafter referred to as VILNIUS TECH or the University).

2. This Description of the Procedure does not apply to students' scientific internships organized by the Research Council of Lithuania and internships carried out in foreign institutions under international programs.

3. VILNIUS TECH first and second cycle internships are organised in accordance with *the Description of the General Requirements for the Conduct of Studies, the General Principles for the Formation and Implementation of Study Programmes of Vilnius Gediminas Technical University, the Description of the Procedure for the Assessment of Students' Achievements and the Organisation of Settlements* and other legal acts.

4. For study programmes for which the place, objectives and duration of internships are regulated by other legal acts of the Republic of Lithuania and other agencies directly related to the implementation of the programme, internships are organised by the heads of departments together with the coordinators of the internships, and the implementation of the internships is ensured by the Vice-Dean of Studies of the Faculty.

5. The following terms are used in the description of the procedure:

5.1. **The Faculty Practice Coordinator** is a person approved by the Rector's order on the recommendation of the Dean to lead the organization of practices in the Faculty.

5.2. **Maritime practice** is an integral part of the study programmes of the Lithuanian Maritime Academy, which is intended to apply the theoretical knowledge acquired by students in practical activities on board, to acquire professional skills and helps to prepare for a professional career, is carried out independently and under the guidance of a practice manager, performing the specified work.

5.3. **The Maritime Navigation Practice Training Diary** (hereinafter referred to as the Diary) is a practice diary issued in college study programmes for the performance of maritime navigation practice. The diary has been prepared in accordance with the requirements of the International Maritime Organization.

5.4. **The Coordinator of the Department's Practices** is a person appointed by the Head of the Department to lead the organization of practices in the Department.

5.5. **Educational internship** is the learning of students to work at the university in real conditions with real devices or devices that will be needed in further studies and future work in the desired specialty.

5.6. **Internship of scientific activity** is an internship carried out in scientific centres, laboratories or enterprises, together with the employees of these institutions or enterprises while carrying out scientific or scientific research work in order to form the student's skills for independent scientific work.

5.7. **Additional maritime practice for graduates** is the accumulation of the graduates' work experience on board the study programmes *Maritime Navigation, Operation of Ship Energy Equipment* and *Operation of Ship Electrical Equipment*, which lasts no longer than one year after the completion of the study programme.

5.8. **Cognitive internship** is a form of organization of student internships, when students go

to internship objects to get acquainted with the nature of companies' activities, technical and technological equipment, other resources, organization of work and production, services provided and/or products produced. Cognitive practice can be organized by presenting the activities of companies to students at the university during cognitive practice sessions. Presentation of the activities of companies, introduction to the organization of the company's work, structure, etc. is carried out by a competent employee of that company.

5.9. **Intern** – a student who does an internship.

5.10. **The internship report** is a form of reporting for the internship, prepared in accordance with the requirements set by the department, which includes a description of the implementation of all the tasks provided for in the internship program.

5.11. **Internship programme** – a description of the internship prepared to achieve the objectives of the internship provided for in the study programme.

5.12. **An internship assignment** is a task formulated in writing by the internship supervisor for the implementation of the intended internship tasks.

5.13. **A lecturer is a** lecturer specified in the study schedule, who is appointed to lead the students' internship carried out in accordance with the study programme.

5.14. **An internship manager in a company is one of the** company's qualified employees appointed by the head of the company to lead the student's internship and has the relevant work experience. The internship manager in the company is assigned for the internship period.

5.15. **Place of internship** – a company, organization or institution recognized by VILNIUS TECH as suitable for internship in Lithuania or abroad, where students carry out any type of internship under internship agreements, as well as a university unit whose nature of activity is compatible with the intended goals of the internship.

5.16. **Professional practice** – formation of students' independent work skills, consolidation of theoretical knowledge in the process of practical work and practical acquaintance with the company or higher education institution: its purpose, structure, resources, management, provision and sale of products and services in the market, company or university or other higher education institution.

5.17. **Voluntary student internship** is an independent work internship not provided for in the study program, which the student can carry out on his or her own initiative in a company, university or other higher education institution, if these internships do not coincide with the study schedule.

5.18. **Student Practical Training Agreement** – an agreement that regulates the conditions, place, objectives, form of payment and other conditions of the VILNIUS TECH student's internship.

6. **The internship provided for in the study programme** is a compulsory part of the studies. The purpose of the internship is to develop students' practical abilities by applying the theoretical knowledge acquired at the university; to teach practical and organizational work skills necessary for a specialist in the chosen field of study.

7. The start and end time of the internship is determined in the study program and the study schedule, except for the student's voluntary internship, which is carried out on the student's initiative. The scope of internships is indicated in credits, weeks or hours. Internship can be an independent subject of study (module) or part of a study subject.

8. Individual schedules for the performance of cognitive and educational practices for academic groups and subgroups are compiled by the department organizing the internship, the dean approves.

9. A student who fails to complete the internship provided for in the study programme acquires academic debt, which can be liquidated in accordance with the procedure established by the University.

10. When the Student's Practical Training Agreement is terminated through no fault of the student, the Internship Supervisor and the Student shall agree on another place or/and/or time of the Internship for the remaining period.

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

12. Students' practical training and other internship agreements are registered in the University's information system. Contracts are registered by the administrator of the department

organising the internship . The student's practical training agreement is signed and registered at least two working days before the start of the internship.

13. A copy of the student's practical training agreement belonging to the University must be kept in the student's personal file after the end of the student's internship.

CHAPTER II SAFETY AND HEALTH COACHING OF TRAINEES DURING INTERNSHIPS

14. Every internship must begin with training interns about safety and health. Safety and health instructions for trainees must be prepared in the departments in accordance with the regulatory acts and the nature of the respective practice.

15. The process and content of the coaching depend on the type of practice:

15.1. **Educational practice.** The internship supervisor, the lecturer, instructs students on compliance with safety and health requirements before going to the internship location. Students who are familiar with the instruction sign the Instruction Registration Journal, prepared according to the example of the Occupational Safety and Health Department.

15.2. **Cognitive practice.** The internship supervisor, the lecturer, instructs students on compliance with safety and health requirements before going to the internship location. Students who are familiar with the instruction sign the Instruction Registration Journal, prepared according to the example of the Occupational Safety and Health Department. The internship supervisor must accompany the trainees throughout the cognitive practice.

15.3. **Professional practice.** The internship place, which accepts an intern for internship, performs the functions provided for in this Description of the Procedure, as well as the functions provided for in the practical training agreement, organizes the necessary student safety and health and fire safety briefings and is responsible for the safety of the intern.

15.4. **Practice of sea sailing.** The student must comply with the documents of establishment and operation of the host organization, the rules of procedure, the agreement with the higher education institution on the rules of procedure and conditions, the requirements of occupational safety and health and fire protection regulations.

16. A trainee who has violated the requirements of the safety and health instructions shall be subject to disciplinary liability provided for by the Law of the Republic of Lithuania depending on the nature and consequences of the violation. The internship may be terminated if the trainee fails to comply with the Trainee Safety and Health Coaching Rules.

CHAPTER III ORGANIZATION OF INTERNSHIPS

17. The following internships may be provided for in the study programmes of the first cycle of studies: cognitive, educational, professional practice, final practice (organised only in college study programmes). The following internships may be provided for in the study programmes of the second cycle of studies: scientific activities, professional practice.

18. An internship program must be prepared for each internship provided for in the study programs.

19. The purpose of the internship program is to define the objectives, objectives, expected results, duration, reporting requirements and expected methods and terms of payment for the internship.

20. The department responsible for the organisation of the internship shall draw up the internship programme, which shall be approved by the Study Programme Committee in accordance with the Regulations of the Study Programme Committees approved by VILNIUS TECH.

21. The head of the department that organizes and carries out the internship is responsible for the process of selection of internship places and the suitability of internship places. An internship can also be offered by a student who has coordinated the internship assignment with the internship supervisor lecturer.

22. The internship supervisor assigns the student an individual or group internship task to achieve the intended goals of the internship and to implement the tasks. The internship task must be

related to the main goal and objectives of the internship and the real possibility of performing it at the assigned internship location. The internship task can be adjusted, changed or supplemented by coordinating with the internship supervisor, lecturer and internship supervisor in the company. This document must be attached to the practice report.

23. Before the start of the internship, the trainee must participate in the seminars and occupational safety briefings organized by the Department.

24. The trainee chooses the place of internship from the list of internship places provided by the department or independently, in coordination with the internship supervisor lecturer.

25. Before starting the internship, the intern must fill in the Student Practical Training Agreement on the student self-service page of the VILNIUS TECH information system, on which he/she must collect signatures in three copies (if a bilateral internship agreement is concluded – two copies) and submit them to the Department for registration. The recommended order of signing the student's practical training agreement is: intern, head of the internship site, person authorized by the rector. After the contract has been signed by all the persons provided for in the contract, the contract is registered in the department and one copy is given to all parties to the contract.

26. Each internship can be started by signing the following documents:

26.1. practice assignment;

26.2. the traineeship schedule for the academic group, subgroup or trainee if the traineeship is carried out at a time other than that provided for in the study schedule, except for the trainee if the traineeship is carried out after the end of the session during the summer;

26.3. a traineeship agreement (bilateral or tripartite) if the traineeship is carried out individually rather than in a group. In the event that the place of practice submits for signing an internship contract in the form established by it, two internship contracts may be signed – the forms set out in this description and the forms proposed by the place of practice. An internship agreement is not necessary if the student works in a company for at least the duration of the internship and performs activities that meet the requirements for internship. In this case, the student may request permission to carry out the internship at the workplace or to credit the internship period in accordance with the provisions of Chapter VII.

27. Upon completion of the internship, the intern must prepare an internship report in the form established by VILNIUS TECH, and the internship manager in the company must prepare a feedback and/or conclusion about the student's work during the internship.

28. Internship evaluations are written in study sheets.

CHAPTER IV

ORGANIZATION OF INTERNSHIPS AT THE LITHUANIAN MARITIME ACADEMY

29. The department supervising the study programme is responsible for organising the cognitive, educational, professional activities and final practice of full-time and part-time students. The coordinator of the faculty's practices participates in the organization of maritime sailing practice.

30. The study programmes *Maritime Navigation*, *Operation of Ship Energy Equipment*, *Operation of Marine Electrical Equipment* Professional and Final Maritime Practice and Additional Maritime Practice for Graduates are organized in accordance with the Description of the Procedure and the Instruction on Maritime Navigation Practice (Annex). These documents define the procedure for the organization of the internship and set out the requirements for the student's for the trainee's preparation and payment for the internship, support for the student during the internship period, etc.

31. Before starting the professional activity or final internship, the intern must fill in the Tripartite Student Practical Training Agreement on the student self-service page of the VILNIUS TECH information system, on which he/she must collect signatures in three copies and submit them to the Faculty Internship Coordinator for registration. In cases where the internship is carried out on a ship, the Tripartite Agreement for the practical training of the student on seagoing ships is completed.

32. During the internship, a diary is filled in, which records the place of the internship, the manual, the task, the course of the internship and the results.

33. The Lithuanian Maritime Academy helps students prepare for the internship and find a place to do the internship, but does not guarantee the granting of an internship place.

CHAPTER V ADDITIONAL MARINE SAILING INTERNSHIP FOR GRADUATES

34. Additional maritime practice for graduates is designed to acquire the missing maritime navigation work experience on a ship, which is required to obtain a certificate of competence, within one year after the completion of the study programme.

35. Additional maritime practice can only be completed by students who have successfully completed *the study programme in Maritime Navigation, Operation of Energy Installations of Ships or Operation of Electrical Installations of Ships* and who have received a professional bachelor's diploma confirming the completion of the relevant study programme.

36. Before starting an additional maritime practice the graduate must:

36.1. independently find an internship place;

36.2. present a concluded and signed employment contract with the place of internship or conclude a tripartite practical training agreement;

36.3. Inform the Faculty Practice Coordinator about leaving for the internship and receive a diary, which must be filled in during additional maritime practice.

37. The graduate is assigned a practice supervisor lecturer, who, at the end of the period of additional maritime practice, is provided with a completed and signed diary on board ships for inspection and evaluation.

38. The seniority acquired during the additional maritime practice is approved by the head of the department.

CHAPTER VI BILLING FOR INTERNSHIPS

39. A student who has successfully completed an internship at the place of internship or in higher education institutions must submit an internship report to the internship supervisor lecturer, a feedback from the internship supervisor in the company, a diary filled in and signed on board (only in college study programs) according to the deadlines provided for in the study schedule. In the internship report, the student describes the tasks performed during the internship and summarizes the results. In the diary, the student collects the signatures of the responsible persons for the tasks performed, marks the hours of work performed. Internship reports and diaries must be submitted to the internship supervisor and lecturer within the time period set by the teacher in written or electronic form. Internship reports and diaries are kept in accordance with the procedure established by the University.

40. The internship report and diary are evaluated by the internship supervisor and lecturer.

41. During the practice report and diary defense, the student presents the place of practice or higher education institution where he or she did the internship, as well as the goals of the internship, the problems that have arisen and their solutions, and the results obtained. After completing the presentation, the student must answer the questions asked during the defense.

42. After evaluating the internship report, the feedback of the internship supervisor in the company, the diary and the knowledge, evaluation (grade) shown during the intern's defense, the instructor records it in an electronic sheet. Upon receipt of a negative evaluation, the student may correct and defend the internship report repeatedly in accordance with the procedure established by the University.

43. A student who does not agree with the assessment or due to violations of the procedures for the assessment of achievements may submit an appeal in writing in accordance with the procedure established by the University.

44. If the student did not come to the internship or left the internship place without completing it, did not complete the internship program, received a negative feedback from the internship manager in the company, did not defend the internship report or did not submit a completed and signed diary on the ships, the internship is not credited to him, and if it is not possible to complete it at another

time, the student acquires an academic debt. The student shall liquidate the debt in accordance with the procedure established by the University.

CHAPTER VII CARRYING OUT A TRAINEESHIP IN THE WORKPLACE OR CREDITING A TRAINEESHIP PERIOD

45. Students who work or have worked in companies for at least the duration of the internship or who have carried out activities that correspond to the objectives set for the internship have the right to apply for internship in the workplace or to have the internship period credited to them. However, more than 1 year after the acquisition of work experience, the crediting of the internship period does not apply.

46. No later than 5 working days before the start of the internship period, the student must fill in the Student's Practical Training Form via mano.vilniustech.

46.1. In order to set off the period of work in the company as an internship, the student must attach an employment contract if the internship is not carried out in a Lithuanian company, and in other cases a certificate from the workplace where the position of work, the main job function and the date of commencement of work in the performance of the specified position are indicated (and the date of the end if he/she is no longer employed).

46.2. In order to set off an activity against a valid individual activity certificate or business license, the student must attach a copy of the individual activity certificate or business license, a description of the activity justifying its compliance with the practice objectives and learning outcomes, and evidence of activity (e.g., copies of orders, contracts, invoices, work samples, customer reviews, or other documents).

47. After filling in the Student's practical training form, an application for permission to do internship in the workplace or crediting the internship period is formed in the system. The decision on the permission to do internships in the workplace or the crediting of the internship period is made by the coordinator of internships of the respective faculty or the head of the department (in collegiate study programs).

48. The student prepares and defends the internship report and the diary (only in college study programmes) together with other students who have completed the internship according to the deadline provided for in the study schedule, if the coordinator of internships of the respective faculty or the head of the department (in college study programmes) has approved the student's request for crediting the internship period.

49. The crediting of the internship period is one-time, applies to a specific internship period and is valid only for one semester, during which the internship is mandatory. The crediting of the internship period is not a basis for reducing the amount of the semester contribution.

50. The mere possession of a certificate of individual activity and/or a business certificate is not considered a sufficient basis for crediting professional practice. The decision on the crediting of the internship is made only after assessing the reality of the activity, compliance with the results of the study programme and the submitted objective evidence of activity.

51. Students who have completed an internship under an international programme or an agreement during their studies, the scope of which is greater than that provided for in the study programme, may request to credit the excess credits for another internship, if the content of the completed internship corresponds to the results of the studies of the internship requested to be credited.

CHAPTER VIII PERFORMING INTERNSHIPS AT OTHER TIMES

52. After agreeing with the coordinator of the department's internship and the head of the department and obtaining the permission of the dean, the student may do the internship early, but not earlier than one year before the deadline for the internship specified in the study schedule.

53. The scope of early practice (in hours) must correspond to the intended scope in the study programme, but not more than 20 hours per week during the semester and no more than 40 hours per

week during the summer. In the individual practice schedule, the time of the auditorium sessions and the time of the practice cannot coincide.

54. A student who wishes to complete an internship earlier than stipulated in the study schedule must submit the following documents to the Dean:

54.1. an application for permission to do an internship earlier than provided for in the study schedule. The application in the document management system must be coordinated with the coordinator of the department's practice and the head of the department and the head of the lecturer;

54.2. individual practice schedule (except when the internship is done after the end of the session during the summer). It must be coordinated with the practice supervisor, the lecturer and the person in charge of the receiving place.

55. A student who has completed the internship earlier than provided for in the study schedule shall pay for it at the time specified in the internship schedule.

CHAPTER IX DUTIES OF INTERNSHIP COORDINATORS AND MANAGERS

56. Faculty Practice Coordinator:

56.1. advises the coordinators of the departments' practices in the organisation, implementation and control of the practices, if necessary, substitutes them;

56.2. initiates the search for internships, the conclusion of cooperation or joint activity agreements between VILNIUS TECH and companies;

56.3. makes decisions on the crediting of the period of student internship.

57. Coordinator of the Department's Practices:

57.1. prepares internship programs, schedules for cognitive and educational internship trips, performance and defense;

57.2. together with the department's practice supervisors and lecturers, prepare the tasks of the practitioners;

57.3. mediates in providing students with internship places, updates the list of possible internship places every year;

57.4. organises general seminars for internships;

57.5. organizes the registration of the Student's practical training contracts with the Department.

58. Practice leader lecturer:

58.1. leads student internships up to a maximum of 50 students per semester;

58.2. prepares internship tasks for students according to the internship program and creates an internship schedule for cognitive and educational practices;

58.3. controls the conclusion of the Student's practical training agreements and the compliance of their objectives, objectives and expected practice results with the study programme;

58.4. provides the practice manager appointed by the host organization with methodological recommendations (tools) for the management of the practice as needed and maintains relations with the practice managers in the companies;

58.5. ensures supervision of the achievement of the objectives of the internship and, if necessary, together with the responsible staff of the host organization, promptly solves the problems encountered by the student during the internship, informs the head of the department and the dean about them, if necessary;

58.6. informs the head of the department and the dean in writing about students who have not concluded internship contracts or have not come to internship places;

58.7. organizes the defense of internship reports, accepts and evaluates student internship reports, records the evaluation (grade) in electronic sheets.

59. **The duties and responsibilities of the internship manager in the company** are determined by the signed Student's Practical Training Agreement.

CHAPTER X QUALITY ASSURANCE OF PRACTITIONERS

60. Student internships are led by the internship manager, lecturer, and the department organizing the internship are responsible for the quality of their organization.

61. Departments are required to draw up and keep up to date a list of reliable places to carry out professional internships (i.e. companies with which cooperation agreements have been concluded or where students have already completed internships and for which positive feedback has been received). Such a list must be available to students in the department or published on the website.

62. The department organizing the internship should take into account the comments and suggestions of students who have completed the internship regarding internship places, the suitability of internship supervisors, the reality and usefulness of internship tasks; to take into account the opinion of the internship managers in the company, expressed in communication with the supervisor lecturer, as well as the comments and suggestions of the internship manager in the company written in the feedback about the student's internship.

63. The student also has the right to submit comments to the internship supervisor lecturer if the internship location does not meet the quality requirements. During the internship, the supervisor can optionally go to several internship locations to check how students are doing the internship: whether they are properly instructed, whether they have a job, and to evaluate the conditions of the internship.

64. The head of the department organizes the supervision of the implementation of internships, checks the content of reports by random selection, implements rational proposals of students and practice leaders, and takes care of the expansion of the network of suitable internship places.

65. To assess the quality of internships, surveys of students and internship managers in companies can be organized.

66. The Vice-Rector for Studies or a specially formed commission has the right to visit internship sites at any time during the period of student internships in order to observe the internship. A remote internship check can be organized when the university internship manager contacts the company's internship manager and the student about the internship progress.

CHAPTER XI FINAL PROVISIONS

67. Students can carry out voluntary internships during their free time from studies, when there are no auditory classes according to the study schedule. Voluntary internship agreements are concluded according to the contract forms provided by the place where the internship is performed or according to the voluntary internship form recommended by VILNIUS TECH.

68. Voluntary student internships are not part of the study program, therefore they are not evaluated and not counted. They are not assigned a practice supervisor or lecturer and are not provided with a practice report. Information about the student's voluntary internship can be entered in the diploma supplement.

69. If the place of practice indicates that the information provided to the student is a commercial or other secret and cannot be disseminated outside the place of practice, the student undertakes to keep such information confidential.

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

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MARINE SAILING PRACTICE INSTRUCTION

Information on the terms, conditions and places of practice of maritime navigation practice is provided by the Head of the Study Programme, the Faculty Practice Coordinator and the Head of Practice Lecturer.

The student must:

1. Until departure to the place of maritime sailing practice:

- 1.1. to have a health check in a medical institution providing preventive health check-ups for seafarers and to have a Seafarers' Health Certificate approved by the Chairman of the Commission;
- 1.2. have the following certificates: A-VI/I (Personal *Survival Techniques, Fire Safety and Firefighting, Basics of First Aid, Personal Safety and Social Responsibility*); A-VI/6-1 and A-VI/6-2 (*Seafarers assigned to security-related duties*);
- 1.3. order a certificate on the issuance of a Seafarer's Booklet and only if you have a certificate, apply to the Customer Service Division of the Customer Service and Quality Department of the Lithuanian Transport Safety Administration for the issuance of the Seafarer's Booklet;
- 1.4. fill in the application for referral to the internship and the issuance of a diary. The diary is issued by the coordinator of the faculty's practices;
- 1.5. receive from the appointed traineeship supervisor the traineeship task necessary to prepare the traineeship report;
- 1.6. get acquainted with the procedure for filling in the diary, if you have any questions, contact the appointed practice manager;
- 1.7. to get acquainted with the description of the procedure for the approval of the length of service on board a seagoing ship approved by the Lithuanian Transport Safety Administration;
- 1.8. in order to receive information on practical matters, to participate in meetings, seminars and other events organized by the LJA.

2. During maritime sailing practice:

- 2.1. perform diary tasks;
- 2.2. fill in the diary in accordance with the established procedure;
- 2.3. prepare a report on the internship according to the assigned task of the internship manager;
- 2.4. comply with the internal rules of procedure of the company (vessel);
- 2.5. In case of problems with the performance of the internship or in case of delay in returning on time from the internship to the studies, it is necessary to inform the specialist who administers the studies.

3. At the end of the maritime internship / additional maritime practice for graduates:

- 3.1. Submit to the designated practice manager for inspection and evaluation:
 - 3.1.1. a diary filled in and signed on board ships;
 - 3.1.2. Internship report (except for additional maritime practice for graduates – no need to submit).
- 3.2. To submit to the head of the department a certificate of the acquired length of service on a seagoing vessel. The certificate must be prepared in accordance with the form approved by the Lithuanian Transport Safety Administration.
- 3.3. All issues related to the settlement of the internship should be resolved with the internship manager.
- 3.4. Apart from the diary, the report and the certificate of the acquired work experience on the ship, the practice of sea navigation is not counted.