

APPROVED  
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Šiauliai Academy

## STUDY INTERNSHIP REGULATION OF VILNIUS UNIVERSITY ŠIAULIAI ACADEMY

### CHAPTER I. GENERAL PROVISIONS

1. *The Study Internship Regulation of Vilnius University Šiauliai Academy* (hereinafter the ‘Regulation’) establishes the procedure for the organization, supervision, control, evaluation, accounting of internship at Šiauliai Academy (hereinafter the ‘Academy’) of Vilnius University (hereinafter the ‘University’).
2. The procedure for the organization, supervision and evaluation of the University study internship is determined by the *Study Internship Regulation of Vilnius University* approved by the Senate of Vilnius University.
3. The Regulation has been drafted in accordance with the *Study Internship Regulation of Vilnius University*.
4. Recommendations for Internship content, structure, interim and the fulfilment of the Internship assignments, assessment criteria, the Internship defence and assessment procedures, etc. are detailed in the *Methodological Recommendations* prepared by each branch academic unit of the Academy (hereinafter the ‘Unit’).
5. Terms used in the Regulation:
  - 5.1. **Internship Administrator at the Academy** is an employee of the Studies Department who is responsible for the administration of the Internship at the Academy.
  - 5.2. **Group Internship Supervisor at the Academy** is a university teacher appointed by the Study Program Committee (hereinafter the ‘Committee’), who teaches in a specific study program and is responsible for coordinating the group’s Internship activities, coordinating the actions between the Internship supervisors of the course unit (module) at the Academy and the Internship supervisors of the Host Organization.
  - 5.3. **Course Unit (Module) Internship Supervisor at the Academy** is a teacher appointed by the Committee, responsible for the use of the knowledge of the taught course units (modules) in the Internship activities, the Academy teacher supervising the Internship.
  - 5.4. **Internship Diary** depends on the content of the Internship and is a part of the student’s Internship Report, which contains a description of the work performed during the Internship, self-evaluation, analysis of practical activities; it is a measure that helps the course unit (module) or group internship supervisor to assess the student’s progress during the Internship.
  - 5.5. **Internship Report (portfolio, reflection)** is a paper prepared by the student on the results of the Internship, their analysis, the usefulness of the Internship, problems, directions for improvement of the Internship.
  - 5.6. **Internship Supervisor at the Host Organization** is an employee of the Host Organization who meets the requirements set out in the Study Internship Regulations of Vilnius University and the Regulation, appointed to supervise the Intern in the Host Organization.
  - 5.7. **Host Organization** is the Internship company, institution or organization that meets the requirements set out in the Internship Description (if such are provided), has sufficient material and human resources and accepts the Intern to carry out the Internship in accordance with the Internship Agreement.
  - 5.8. **List of Internship Organizations** is a list of organizations where students can conduct the Internship, drawn up by the Committee of the Academy and the University.

6. The Internship Administrator of the Academy, the Committees and Group Internship Supervisors appointed by them, Course Unit (Module) Internship Supervisors and Interns follow these Regulations.
7. The Regulation does not apply to the Internship of students of other higher education institutions, carried out at the Academy.

## **CHAPTER II.**

### **PARTICIPANTS OF THE INTERNSHIP PROCESS, THEIR FUNCTIONS AND RESPONSIBILITIES**

#### **8. Internship Administrator at the Academy:**

- 8.1. coordinating the administration of all types of the Internship;
- 8.2. preparing documents regulating the Internship at the Academy level;
- 8.3. initiating and organizing the discussion of the problematic issues of the Internship and the dissemination of good practices;
- 8.4. publishing relevant information about the Internship (the Internship documents, lists of the Internship places, requirements for the Internship, etc.);
- 8.5. optionally, taking into account the results of surveys and investigations, organizing discussions on the Internship with the Committees of the Academy, Group and Course Unit (Module) Internship Supervisors;
- 8.6. as needed, preparing certificates of the Internship performance for students and Internship Supervisors of other organizations;
- 8.7. preparing responses to official Internship-related letters received from other institutions, responding for the compilation and transfer of Internship-related documentation (the Internship Agreements, official feedback from the Internship Supervisors at Host Organisations, etc.) to the archive.

#### **9. Study Program Committee:**

- 9.1. providing assistance to Interns, Group and Course Unit (Module) Internship Supervisors at the Academy on the issues of the Internship organisation;
- 9.2. cooperating with the Academy's administration, Group and Course Unit (Module) Internship Supervisors, Committees of other study programs on the issues of the Internship organisation;
- 9.3. taking into account the problems of the Internship organisation revealed during surveys and investigation, reviewing the scope of the Internships in the study program and the places where they are carried out, making suggestions for improving the Internship organisation;
- 9.4. coordinating the work of the Academy's Group and Course Unit (Module) Internship Supervisors of study programs, which are under the responsibility of the Committee;
- 9.5. drafting the schedule of the Internship of study programs under the responsibility of the Committee, which is approved by the head of the Unit at the Academy;
- 9.6. initiating the preparation of methodological guidelines and instructions.

#### **10. Group Internship Supervisor at the Academy:**

- 10.1. coordinating the Internship performance and assignment fulfilment procedure of the student group(s) of the study program;
- 10.2. contacting Host Organizations where students (unclassified students) of the study program conduct the Internship, searching for the Internship places;
- 10.3. monitoring the Internship activities, predicting the possibilities of its improvement, students' (unclassified students') reflections on the Internship, analysing the quality of the Internship and providing the results to the Committee;
- 10.4. drafting the Internship assignments and the program (if the Internship program consists of assignments from several course units (modules), it is drafted together with the Course Unit (Module) Internship Supervisors);
- 10.5. submitting the lists of students leaving for the Internship to the Internship Administrator at the Academy no later than 10 working days before the beginning of the Internship with the

necessary information for the preparation of agreements (the aim of the Internship, expected outcomes of the Internship, the Internship period, the Internship place, the number of credits, the Internship Supervisor at the University, the head of the organization where a student (an unclassified student) conducts the Internship, and the Internship Supervisor at the Host Organization);

- 10.6. organizing briefings and discussions for student groups;
- 10.7. monitoring the progress of student group Internship;
- 10.8. mediating between study subject internship supervisors and internship supervisors at host organisations.

#### **11. Course Unit (Module) Internship Supervisor at the Academy:**

- 11.1. drafting the Internship program of the course unit (module), which reflects the goals, objectives, teaching/learning methods, assessment criteria, expected outcomes of the Internship, etc. provided for in the course unit (module);
- 11.2. consulting students on the content of course unit (module) Internship;
- 11.3. participating in student group Internship briefings and discussions;
- 11.4. coordinating the procedure for students' Internship performance and fulfilment of assignments (if the Committee does not decide otherwise);
- 11.5. no later than one month from the end of the student's Internship, transmitting the official feedback of the Internship Supervisor at the Host Organization to the Internship Administrator at the Academy;
- 11.6. cooperating with the Internship Supervisor at the Host Organization and the Internship Administrator at the Academy;
- 11.7. if possible, monitoring the work of the Intern at the Host Organization; making decisions on improving the quality of the Internship, submitting recommendations for improving the quality of the Internship to the Committee;
- 11.8. evaluating the Internship results of each Intern and entering the final Internship evaluation grade into the Study Information System, unless the Committee decides otherwise.

#### **12. Internship Supervisor at the Host Organization:**

- 12.1. assisting the student's integration into the organization to implement the Internship program, coordinating the student's activities at the organization;
- 12.2. providing the Internship assistance in the organization, assisting in solving problems;
- 12.3. evaluating the student's competences, predicting the directions and methods of their improvement according to the form of assignment fulfilment for the Internship prepared by the Academy; keeps records of the student's Internship;
- 12.4. cooperating with the Course Unit (Module) Internship Supervisor at the Academy, informing him/her about violations of the student's Internship discipline;
- 12.5. if possible, participating in the Internship discussions, evaluations of study programs, organized surveys for improving the quality of studies.

#### **13. Intern:**

- 13.1. participating in the Internship briefings and discussions;
- 13.2. submitting the *Student's (the unclassified student's) professional practical training agreement* signed by all parties to the responsible employee of the Academy's Studies Department for registration, at least 3 working days before the start of the Internship;
- 13.3. conducting the Internship at the time specified in the *Student's (the unclassified student's) professional practical training agreement* according to the schedule drawn up by the Committee;
- 13.4. conducting practical training assignments;
- 13.5. informing the Course Unit (Module) Internship Supervisor at the Academy and the Internship Supervisor at the Host Organization in the event not completing the Internship (the whole or in part) due to a justifiable reason;
- 13.6. complying with the provisions (statutes) and work procedure rules of the Host Organization where he/she conducts the Internship; preserving the property of the organization in which he/she conducts the Internship, is responsible for the material damage caused in accordance

- with the law; complies with the requirements of worker safety and health and fire protection rules;
- 13.7. preparing the Internship Report (portfolio, reflection), filling in the Internship Diary and submitting the documents to the Course Unit (Module) Internship Supervisor at the Academy by the indicated deadline;
  - 13.8. participating in the Internship discussions or otherwise evaluating the benefits of the Internship, making suggestions for improving the quality of the Internship.

### **CHAPTER III. ORGANISATION OF THE INTERNSHIP**

14. The stages of conducting the Internship:
  - 14.1. the students (the unclassified students) coordinate the places of the Internship with the Course Unit (Module) Internship Supervisor at the Academy, in exceptional cases with the Committee no later than 3 weeks before the start of the Internship;
  - 14.2. providing information about the Internship and appointment to the Internship Host Organization:
    - 14.2.1. the students (the unclassified students) are informed about the time of the Internship no later than 6 weeks before the start of the Internship, if the Internship is carried out in advance (during the summer) – by May 10;
    - 14.2.2. briefings are organized for the students (the unclassified students) before the Internship, during which information is provided about the goals of the Internship, assignments, intended outcomes, evaluation criteria, formalization of official Internship documents, the Internship program is presented and discussed, the contacts of the Course Unit (Module) Internship Supervisor at the Academy are indicated;
    - 14.2.3. the Interns shall have a properly formalised tripartite a *Student (an unclassified student) professional internship training agreement* before leaving;
    - 14.2.4. the Internship Administrator at the Academy, based on the data submitted by the Group Internship Supervisor at the Academy, prepares a *Student's (an unclassified student's) professional internship training agreement*, hands them over to the Course Unit (Module) Internship Supervisor at the Academy or the student;
    - 14.2.5. the agreements are signed by all three parties: the student, the Academy and the Host Organization;
    - 14.2.6. the agreement shall be concluded at least 3 working days before the start of the Internship;
    - 14.2.7. after signing of all parties of the agreement, the agreement is registered by the Internship Administrator at the Academy; the agreement shall be submitted for registration no later than within 3 working days after signing by all parties of the agreement;
    - 14.2.8. the Host Organization can register the Internship agreement in its register, if it so wishes, the registration data of the agreement registered at the Academy is transferred to it;
    - 14.2.9. based on the procedure established by some Host Organizations, a document approved by the Academy's administration regarding a student's (an unclassified student's) Internship (request for permission to conduct the Internship, etc.) is presented to the Host Organizations;
    - 14.2.10. if a student (an unclassified student) conducts the Internship in an organization where he/she already works under an employment agreement, he/she shall also conclude the Internship training agreement for the duration of the Internship;
    - 14.2.11. the nature of the Internship determines the goals, assignments and individual assignments of the Internship, which are focused on the outcomes of the Internship, so the Internship program can consist of assignments from several course units (modules), which are presented to the students (the unclassified students) in one package.

- 14.3. monitoring and control of the Internship:
- 14.3.1. A student's (an unclassified student's) agreement for professional internship training and the official feedback from the Internship Supervisor at the Host Organization are stored in the Academy's Studies Department;
  - 14.3.2. the Committee monitors how the Internships are conducted in the study programs supervised by the Committee, solves the problems that arise (the Internship management, planning, coordination, documentation, etc.), if necessary, contacts the head of the Unit;
  - 14.3.3. the Course Unit (Module) Internship Supervisors at the Academy coordinate the course of the Internship and, if necessary, together with the Internship Supervisor at the Host Organization solve the problems that have arisen, provide the necessary assistance;
  - 14.3.4. the student's Internship at the Host Organization is supervised and coordinated by the Internship Supervisor at the Host Organization.

#### **CHAPTER IV. EVALUATION OF THE INTERNSHIP**

- 15. The students record all the work done during the Internship in the Internship documents prepared by the Academy. These records are signed by the Internship Supervisor at the Host Organization.
- 16. After completing the Internship, a student prepares the documents indicated in the Internship program, adds the official feedback of the Internship Supervisor at the Host Organization and hands it to the Course Unit (Module) Internship Supervisor at the Academy by the deadline approved by the head of the Unit (if the Committee does not decide otherwise). After the final evaluation of the Internship, the documents are stored in the Studies Department. The Internship report is stored at the Unit until the end of a student's (an unclassified student's) studies.
- 17. The Intern's Internship is evaluated and the final grade is written by the Course Unit (Module) Internship Supervisor at the Academy (if the Committee does not decide otherwise), based on the evaluations of his/her (the Course Unit (Module) Internship Supervisor at the Academy) and the Internship Supervisor at the Host Organization. The Internship is evaluated using a cumulative point system. Other forms of evaluation are also applied: formative (informal) evaluation, summative evaluation of a student's (an unclassified student's) achievements, etc.
- 18. If a student (an unclassified student) aims to acquire the skills of several course units (modules) during the Internship, the Internship is not scored if an unsatisfactory grade is obtained from at least one intermediate assignment (course unit (module)). An unsatisfactory graded assignment shall be retaken.

#### **CHAPTER V. FINAL PROVISIONS**

- 19. After the Senate of the University approves fundamental changes to the *Study internship regulations of Vilnius University*, which contradict the principles set out in the *Regulations*, these Regulations shall be updated and approved by the Academy Council.