



VILNIUS UNIVERSITY
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

PROFESSIONAL INTERNSHIP REGULATIONS

Document approved by the Council of the Faculty of Economics and Business Administration, Vilnius University, on April 12 2021 in the remote meeting, protocol No. 210000-TP-12.

The corrections were approved by the Council of the Faculty of Economics and Business Administration, Vilnius University, on June 14 2022 at the meeting, protocol No. 210000-TP-9.

The corrections were approved by the Council of the Faculty of Economics and Business Administration, Vilnius University, on April 5 2023 at the remote meeting, protocol No. 210000-TP-4.

The corrections were approved by the Council of the Faculty of Economics and Business Administration, Vilnius University, on October 8 2024 at the remote meeting, protocol No. 210000-TP-9.

Vilnius, 2024

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I. GENERAL PROVISIONS

1. The Professional internship regulations of the Faculty of Economics and Business Administration of Vilnius University (hereinafter – the Regulations) establish the procedure of organization, supervision and evaluation of professional internship at the Faculty of Economics and Business Administration of Vilnius University (hereinafter – VU FEBA). The regulations have been approved by the Council of VU FEBA and published on VU FEBA website.
2. The Regulations have been prepared in accordance with the General Requirements for the Provision of Studies approved by Order No. V-1168 of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016; [Vilnius University Study Internship Regulations](#) approved by Resolution No. S-2015-5-5 of the Senate of Vilnius University of 26 May 2015 (hereinafter - the Regulations), [Vilnius University Study Regulations](#) approved by Resolution No. SK-2012-12-8 of the Commission of the Senate of Vilnius University of 21 June 2012 and the version of Resolution No. S-2018-5-2 of the Senate of VU of 22 May 2018), Procedure for Organizing Erasmus + Internships for VU Students and Graduates (approved by the VU Rector's Order No. 371 of 1 August 2014), [the Description of the Procedure for Recognition of VU Students' Competences Acquired through Non-formal and Informal Education and Crediting of Study Subjects \(Modules\)](#) (approved by Resolution No. SPN-63 of the Senate of Vilnius University of 19 November 2019); descriptions of study fields approved by the Ministry of Education, Science and Sport of the Republic of Lithuania and other legal acts.
3. These Regulations comply with the terms and concepts defined in the Rules (see **Annex 1**) and the functions of the participants in the professional internship process.
4. The requirements established in the Rules and the Regulations do not apply to the internship of students of other higher education institutions who carry out their professional internship at VU FEBA.
5. VU FEBA reserves the right, if necessary, to adjust the content, duration and nature of professional internship, taking into account changes in study programmes. These Regulations and individual items thereof may be eliminated, supplemented or amended by the resolution of the Council of VU FEBA. In that case, a new version of these Regulations shall be adopted.
6. Disputes regarding the application of these Regulations shall be examined by the Dispute Commission of VU FEBA.

II. TYPES AND OBJECTIVES OF PROFESSIONAL INTERNSHIP

7. Professional internships at VU FEBA can be of three types - compulsory, target and Erasmus graduate's internships.
8. **Compulsory professional internship** is included in all VU FEBA bachelor degree study programmes. The main goal of compulsory professional internship is to consolidate and apply in practice the knowledge acquired during studies. The volume of compulsory professional internship is at least **15 ECTS**. Compulsory professional internship is carried out at the time specified in the bachelor study programme plan and amounts to **390 academic hours (12 weeks)**. Compulsory professional internship is carried out individually.
9. Bachelor and master degree students of VU FEBA may carry out **target internship**, which is not envisaged in the study programme, but is intended to acquire knowledge and skills related to studies and practical professional activities. In one organisation, this internship may not last more than 6 calendar months. A student who wishes to do a target internship shall, after coordinating it with the Study Programme Committee, submit an application to the Dean of the Faculty indicating the place, duration and intended assignments of the target internship. The student may do a target internship with the consent of the Dean of the Faculty. Students wishing to conduct a target professional internship have to sign a tripartite agreement with the host organisation and the University, as established by the laws of the Republic of Lithuania (see an example of a tripartite professional internship agreement at VU FEBA in **Annex 2**). The

time of target internship may not coincide with the schedule of academic activities. Target internship can be carried out either individually or in a group (for example, smart internship being implemented at VU <https://www.vu.lt/en/studies/academic-info-for-students/internships-traineeships/smart-internship>).

Students who have completed a target internship do not need to prepare an internship report.

10. Bachelor and master degree graduates of VU FEBA can conduct the Erasmus+ graduate's internship within a year from graduation, which does not provide study credits and is intended to continue the consolidation of knowledge and skills acquired during studies and to develop skills of independent professional activity. The graduate's internship shall be carried out individually. The graduate's internship shall be carried out only within the framework of Erasmus+, when the graduates go to a chosen host organisation in a foreign country. Students who have completed a graduate's internship do not need to prepare an internship report.
11. Compulsory, target or graduate's internship in foreign countries within the framework of Erasmus+ programme is organized according to the procedure stipulated in the Regulations and the procedure for organizing Erasmus+ internships for VU students and graduates and in accordance with the procedure established by international programmes. Students wishing to carry out an internship within the framework of Erasmus+ programme or interested in it may refer to VU FEBA Study Office for consultations.
12. Compulsory or target internship may be carried out at a structural unit of the University. In this case, the legal basis of the Internship shall be an order of the head of the Unit sending the Intern to the Internship, which shall specify the Intern, the Internship period, the Unit in which the Internship will be carried out, the Internship Supervisor at the University (if any) and the Internship Supervisor at the Host Unit of the University (hereinafter the 'Host Unit') (except when one is not assigned, pursuant to the cases set forth in Item 45 of the Regulation), the purpose of the Internship and the intended results or assignments of the Internship. The student wishing to do an internship at a specific unit of the University must sign the confidentiality pledge in the form set out in Annex 3 to the Regulation and comply with it
13. The peculiarities of the performance and assessment of the compulsory professional internship of a specific study programme are specified in the description of the compulsory professional internship as a subject of the study programme.

The objectives and the content of the compulsory professional internship of bachelor study programmes are as follow:

13.1. **Accounting and Auditing**

The objective of the internship is to consolidate and improve the knowledge, competencies and practical performance skills formed (acquired) during the years of study.

The results of the internship are as follow:

- The student is able to examine – electively or comprehensively – the activities of a specific company (institution), such as: a) company's (institution's) financial accounting system or its elements; b) company's (institution's) management accounting organization; c) company's (institution's) internal control methods, regulation of audit activities performed; d) application of the audit process in practice.
- The student is able to provide reasonable conclusions and formulate specific proposals for the improvement of the company's (institution's) accounting, internal control system and / or audit activities.
- The student is able to present the knowledge and skills acquired during the internship and its experience in speaking and writing.

13.2. **Economics (Economics and Finance)**

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional activity in the fields of economics and / or finance.

The results of the internship are as follow:

- The student is able to present the company / institution where the internship was carried out: to describe the activity, structure, economic sector, competitive environment, main results of the performance of company / institution / unit.
- The student is able to perform and present specific tasks indicated or selected by the internship supervisor (and agreed with the internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the learning outcomes of the Economics / Economics and Finance study programme.
- The student is able to discuss what knowledge and skills acquired during Economics / Economics and Finance studies were used to solve the internship tasks.
- The student is able to provide critical evaluation, formulate conclusions and make concrete proposals for sound operational/financial decisions.

13.3. **Global Marketing**

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional activity in the field of marketing in a global context.

The results of the internship are as follows:

- The student is able to present the company / institution where the internship was carried out: to describe the activity, structure, economic sector / market, competitive environment, the main results of the performance of the company / institution / unit.
- The student is able to perform and present specific tasks indicated or selected by the internship supervisor (and agreed with VU internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the learning outcomes of the Global Marketing study programme.
- The student is able to discuss what knowledge and skills acquired during Global Marketing studies have been used to solve internship tasks.
- The student is able to provide critical evaluation, formulate conclusions and make sound proposals for making reasonable marketing decisions.

13.4. **Quantitative Economics**

The objective of the internship is to acquire the basic professional competencies required for future graduates in the field of economics.

The results of the internship are as follows:

- The student is able to carry out a thorough analysis of the organization where the internship has been completed, its structure and the competitive environment in which it operates.
- The student is able to describe the individual tasks of the internship carried out and the knowledge acquired during the internship.
- The student is able to discuss how the individual tasks corresponded to the objectives of the organization and how the skills acquired during the studies were applied in solving them.
- The student is able to present a critical evaluation of an economic problem that has been analysed during their internship and suggest (and implement) possible solutions.

13.5. **Management**

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional performance in the fields of business management and organizational management.

The results of the internship are as follows:

- The student knows and understands economic, political, legal, technological and social environment of the host organization and is able to evaluate it while making managerial decisions at a company/organization.
- The student is able to gather, analyse and interpret data necessary for solving managerial problems; is able to analyse and systemise problems.
- The student is able to communicate efficiently in the professional field, conduct themselves ethically, is able to work efficiently in a team and plan their tasks and activities.
- The student is able to perform and present specific tasks indicated or selected by the internship supervisor (and agreed with VU internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the objectives of the Management study programme.
- The student is able to discuss what knowledge and skills acquired during Business management and Organizational management studies were used in solving the tasks during the internship.
- The student is able to provide critical evaluation, formulate conclusions and specific proposals for making sound decisions in business management or individual organizational management.

13.6. **Business Information Systems**

The objective of the internship is to consolidate and improve the knowledge accumulated during the study years on the basis of the analysis, design and use of IS in organizations, to strengthen the practical experience and initiative.

The results of the internship are as follows:

- The student is able to perform the analysis of the needs of the organization's information systems:
 - Is able to familiarize oneself with the organization, its field of activity, strategy and organizational structure; organization's microenvironment – customers, competitors, partners; the position and competitiveness of the organization; study the organization's business processes, perform value chain analysis; perform SWOT analysis of the organization and identify critical success factors;
 - Is able to collect, group and analyse data on the information, automation and other needs of the organization's (or organizational unit's) employees, the information system used, its ability to meet the identified needs; compare the information systems with the analogous or related organizations and their role; carry out the analysis of the experience of advanced information systems in this field.

13.7. **Business and Law**

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional performance in the fields of business and business law.

The results of the internship are as follows:

- The student is able to present the company / institution where the internship was carried out: to describe the activity, structure, strategy, economic sector / market, competitive environment, main results of the performance of the company / institution / unit.
- Present the main internal and external normative documents regulating the activity of the company / institution.
- The student is able to perform and present specific tasks indicated or selected by the internship supervisor (and agreed with VU internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the learning outcomes of the Business and law study programme (the student is able to provide solutions for socio-economic, business legal, financial and with economic safety related problems, apply systematic analysis, econometric statistics and other methods as well as contemporary information technologies).

- The student is able to discuss what knowledge and skills acquired during business management and organizational management studies were used in solving the tasks involved in internship.
- The student is able to provide critical evaluation, formulate conclusions and specific proposals for making sound decisions in business management or individual organizational management.

III. ORGANIZATION OF COMPULSORY PROFESSIONAL INTERNSHIP

14. Compulsory professional internship is coordinated and organized by the administration of VU FEBA.
15. Study Programme Committee (henceforth – SPC) shall set up the aim, objectives, requirements, goals, structure and evaluation of professional internship, and analyse the organisation on conduct of professional internship with regards to the opinions of students and social partners.
16. Students shall be familiarized with the procedure for organizing compulsory professional internship during a meeting arranged in advance and / or by publishing information on the website of VU FEBA.
17. Compulsory professional internship may be carried out in Lithuania or in a foreign state (see Clause 11 of these Regulations). Compulsory professional internship shall be carried out at organisations that operate within the field of a specific study programme. Students shall suggest their host organisations themselves. The Study Programme Committee (hereinafter referred to as the SPC) may prepare recommendations for the selection of the organisation where compulsory professional internship shall be carried out (see the recommendations provided in **Annex 5**). If necessary, the administration of VU FEBA or the appointed internship supervisor of VU FEBA mediates the student in finding the host organisation.
18. An organisation providing an internship placement shall be selected for compulsory professional internship according to the following criteria:
 - 18.1. The internship placement corresponds to the objectives and tasks of the compulsory professional internship provided for in the study programme.
 - 18.2. The host organisation agrees to accept the student and sign the compulsory professional internship agreement.
 - 18.3. The host organisation shall establish suitable conditions for compulsory professional internship (appoints the internship supervisor at the organisation, provides a workplace, allows the student to monitor the work of specialists, work independently, provides practical training tasks, the necessary documentation for these tasks, necessary tools, etc.).
 - 18.4. The host organisation shall ensure that the intern is assigned a qualified internship supervisor. Compulsory professional internship in the host organisation providing internship may be supervised by a specialist, an employee of the host organisation, who has a university degree of the relevant qualification and has relevant work experience.
 - 18.5. The host organisation shall provide the intern with means for occupational safety and health hygiene standards which comply with the conditions of compulsory professional internship.
19. VU FEBA Study Office in cooperation with SPC may compile a list of organisations for compulsory internship placements with whom VU FEBA signs a bilateral cooperation agreement on the provision of professional internship or otherwise agrees on the acceptance of interns. Cooperation agreements may be concluded only with organisations that meet the requirements for a host organisation provided for in the Regulations, with whom cooperation for organizing and implementing professional internship is envisaged. The cooperation agreement is signed by the Rector of Vilnius University or their authorized person and the head of the host organisation or their authorized person. The originals and copies of the signed cooperation agreements shall be stored in accordance with the procedure established by the Regulations.
20. If the host organisation agrees to accept the student for compulsory professional internship, a tripartite internship agreement shall be signed (see the example of the VU FEBA professional internship agreement in Appendix 2). It shall be signed at least 10 working days before the start of the internship. Internship

- agreements are usually signed electronically and registered in the VU document management system *Avilys*. Instructions for electronic signing of agreements shall be provided to students by e-mail and / or published on the website of VU FEBA.
21. Students are referred to the host organisations to carry out compulsory professional internship by the order of the Dean of VU FEBA.
 22. During the period of compulsory professional internship, two professional internship supervisors are assigned to supervise the professional internship and its process: internship supervisor at VU FEBA and an employee appointed by the host organisation - the internship supervisor at the organisation. Compulsory professional internship shall be supervised by internship supervisor at VU FEBA who takes into account the requirements set in the description of compulsory professional internship. The internship supervisor at VU FEBA shall be assigned no later than one month before the start of the compulsory professional internship. The supervision of compulsory professional internship (preparation for professional internship, consultations and / or seminars planned during professional internship, evaluation of professional internship reports, etc.) is included in the pedagogical workload of the internship supervisor at VU FEBA in accordance with the procedure established by the Council of VU FEBA.
 23. A student who has an employment agreement with an organisation operating in Lithuania which meets the requirements for an organisation of compulsory professional internship, may carry out compulsory professional internship at their workplace. In this case, the student submits to the Faculty an official letter from the host organisation, which must include the following information:
 - 23.1. The exact dates of the compulsory professional internship period.
 - 23.2. Name, surname, position, phone number, e-mail address of the internship supervisor assigned by the organisation.
 - 23.3. Approval of the organisation who provides the internship placement to establish suitable conditions for the student to carry out compulsory professional internship, ensuring the fulfilment of the tasks provided in the description of the professional internship of the study programme.
 - 23.4. The official letter issued by the host organisation shall be addressed to the Dean of VU FEBA, shall specify the name and address of the host organisation, the signature of the head of the company or the responsible person (the letter of a foreign organisation shall be submitted in English). Official letters of organisations are registered in VU document management system *Avilys*.
 24. Previously carried out target internship or at least 6 months long professional work experience acquired by students may be credited as compulsory professional internship envisaged in the study programme if it meets the requirements for professional internship. In this case, the student must submit a request in VUSIS to recognise and credit their professional experience no later than 15 December, if the compulsory professional internship is structured in the study programme plan to take place in the spring semester, and no later than 15 May, if the compulsory professional internship is envisaged in the autumn semester. The request must be accompanied by a detailed description of the student's professional activities, including an introduction of the workplace and details of the student's responsibilities, roles, tasks and achievements. In the description of professional internship, the student must also explain and give examples of how the knowledge and competences acquired during the studies have been used and applied in practice. The student's description of professional experience and any additional evidence of professional experience added by the student (e.g. a contract of employment; a certificate from the employer confirming the student's work experience; examples of the student's work performance, etc.) shall be assessed by the student's supervisor at VU FEBA, who shall submit their assessment to the study programme committee. The crediting of a student's professional experience is decided by the SPC of a specific study programme on the basis of [the Description of the Procedure for Recognition of Competencies Acquired by VU students through Non-formal and Informal Education and Crediting of Study Subjects \(Modules\)](#).
 25. Compulsory professional internship may be terminated if one of the parties fails to fulfil their obligations provided in the internship agreement and in other cases in accordance with the procedure provided in the internship agreement. Termination of the internship agreement may be initiated by any party to the internship agreement. If the period of the internship has not expired, upon termination of the internship

agreement with one host organisation, the agreement must be concluded with another host organisation without interrupting the internship period.

26. If a student misses from 5 to 30 percent of the time of compulsory professional internship due to an illness or other important and justifiable reason, the professional internship, in coordination with the internship supervisors of the host organisation and VU FEBA, may be extended, but not longer than by the deadline for the submission of the final thesis for defence. If a student misses more than 30 percent of the internship time, compulsory internship cannot be evaluated.
27. Internships have to be organised in accordance with the regulations and laws of Vilnius University and the Republic of Lithuania ensuring safety and health of students conducting the internship.
28. All disputes, which the parties of the compulsory professional internship agreement cannot resolve by good faith, shall be resolved in accordance with the procedure established by the legal acts of the Republic of Lithuania.

IV. SUBMISSION OF THE COMPULSORY PROFESSIONAL INTERNSHIP REPORT AND ITS ASSESSMENT

29. Students who have completed compulsory professional internship submit their professional internship report to the internship supervisor at VU FEBA (see the title page of the professional internship report in **Annex 6** and the recommended structure for the professional internship report in **Annex 7**). The report is also sent to the administrator who supervises the bachelor study programme to ensure the storage of the report in accordance with the procedures provided by VU.
30. The date of the submission and defence of the report on compulsory professional internship must be no later than 15 May if the professional internship is carried out in the spring semester, and no later than 15 December if the professional internship is carried out in the autumn semester.
31. Compulsory professional internship may be defended and assessed if:
 - 31.1. By the order of the Dean of VU FEBA, the student was referred to a host organisation to carry out compulsory professional internship.
 - 31.2. A report on compulsory professional internship that meets the requirements, as set out in these Regulations, has been submitted.
 - 31.3. The feedback of the supervisor at the host organisation on the student who has completed the compulsory professional internship is submitted (see **Annex 8**).
 - 31.4. The student's feedback on the host organisation is provided (see **Annex 9**).
32. The volume of the compulsory professional internship report shall be 5-15 pages. The report of the compulsory professional internship shall be prepared in the language of the study programme, in accordance with the general language norms and the terminology of the study field. In formatting, the report on compulsory professional internship should follow [VU FEBA Methodological Requirements for Preparation of Course Papers and Bachelor Theses](#).
33. The report of the compulsory professional internship shall be presented to the VU FEBA internship supervisor (or to the professional internship defence commission formed by the decision of the SPC), who carries out the student's final assessment of the professional internship.
34. Professional internship shall be assessed in accordance with the assessment criteria specified in these Regulations (see **Annex 10**) and the description of internship as a course unit of the study programme, as well as based on the internship supervisor's at the host organisation's feedback on the student who has concluded the internship, and the results of the internship report.
35. If the professional internship report is not submitted in time without justifiable reasons or if a negative assessment of the professional internship is received, the student receives an academic debt, which shall be liquidated in accordance with the VU study regulations.

V. ANNEXES

Annex 1. Definitions used in VU Internship Regulations

1. **Internship Supervisor at the Host Organisation** is an employee of the Host Organisation, who meets the requirements set out in the Regulation and the Internship Regulations of the Unit, and/or the Description of the Internship, and is appointed to supervise the Internship at the Host Organisation.
2. **Internship Regulations of the Unit** is a document prepared in accordance with the Regulation and approved by the council of the Unit, regulating the organisation, supervision, and evaluation procedures of the Internship at the Unit. By the decision of the council of the Unit, separate Internship Regulations may be approved at the Unit for a specific study field(s) in which the study programmes are implemented at the Unit.
3. **Internship** is a course unit (module) or an integral part of a course unit (module) provided for in a study programme of the University, which is carried out in accordance with the Internship Assignments that are taken on, under the guidance of the Internship Supervisors at the University (if any) and the Host Organisation, with the exceptions provided for in the Regulation, when a study programme does not include Internship but the practical activities of the students, unclassified students and graduates are called internship by their nature.
4. **Intern** is a student or an unclassified student of the University who does the Internship in accordance with the procedure provided for in this Regulation, the Internship Regulations of the Unit and/or the Description of the Internship.
5. **Description of the Internship** is a description of an Internship course unit (module) or a course unit (module), if the Internship is an integral part of that course unit (module), provided for in the study programme and drafted in accordance with the procedure established in the legislation of the University.
6. **Internship Supervision** is the monitoring of the Intern's activities in the Host Organisation and their execution of the Internship Assignments, the analysis of the acquired experience, discussion, and assistance in resolving the issues raised during the Internship.
7. **Internship Agreement** is a bilateral Agreement between the Host Organisation and the Intern or a tripartite Agreement between the University, the Host Organisation and the Intern on the Internship of the Intern, prepared in accordance with the model form of the student practical training Agreement, approved by the Minister of Education, Science and Sport of the Republic of Lithuania, or by the Minister of Social Security and Labour of the Republic of Lithuania, or in accordance with the documents related to the organisation of the Erasmus+ programme. This Agreement is the legal basis for the Internship of the Intern at the Host Organisation.
8. **Internship Assignments** are coordinated Internship activities, agreed upon by the Intern and the Internship Supervisor at the Host Organisation, approved in accordance with the procedure established by the council of the Unit and/or the study programme committee (hereinafter the 'Committee'), enabling to achieve the objectives, set out in the Description of the Internship or other course unit (module) (if the Internship is as an integral part of that course unit (module)).
9. **Internship Evaluation** is the assessment of the Intern's fulfilment of the Internship Assignments in accordance with the procedure provided for in the Internship Regulations of the Unit, the Study Regulations and the Description of the Internship or other course unit (module) (if the Internship is as an integral part of that course unit (module)); it is carried out by the Internship Supervisor at the University or in another manner, provided for in the Internship Regulations of the Unit and/or the Description of the Internship, taking into account the evaluation of the Intern's activities provided by the Internship Supervisor at the Host Organisation and the Internship fulfilment report.
10. **Host Organisation** is a company, institution or organisation which meets the requirements (if any) set out in the Internship Regulations of the Unit and/or the Description of the Internship, has satisfactory material and human resources to carry out the Internship and accepts the Intern for the Internship in accordance with the Internship Agreement, except for the cases provided for in this Regulation when an Internship Agreement may not be concluded.

11. **Internship Supervisor at the Host Organisation** is an employee of the Host Organisation, who meets the requirements set out in the Regulation and the Internship Regulations of the Unit, and/or the Description of the Internship, and is appointed to supervise the Internship at the Host Organisation.
12. **Internship Supervisor at the University** is a University employee or a social partner, who meets the requirements set out in the Internship Regulations of the Unit and is appointed to supervise the Internship of the Intern in addition to performing the functions provided for in the Regulation, the Internship Regulations of the Unit and/or the Description of the Internship.

Annex 2. Sample student practical training agreement template

PATVIRTINTA

Vilniaus universiteto studijų prorektorius
2023 m. vasario 1 d. įsakymas Nr. R-44
(Vilniaus universiteto studijų prorektorius
2023 m. balandžio 25 d. įsakymo Nr. R-166
redakcija)

STUDENTO PRAKTIŠIO MOKYMO SUTARTIS

_____ (toliau – Universitetas),
(Universiteto pavadinimas)
atstovaujamas _____ ,
(vardas, pavardė, pareigos)
veikiančio pagal _____ ,

_____ (priimančios organizacijos pavadinimas)
(toliau – priimanči organizacija),

atstovaujama _____ ,
(vardas, pavardė, pareigos)
veikiančio pagal _____ ,
ir
studentas _____ ,
(studijų programos pavadinimas, kursas, studento
vardas, pavardė, asmens kodas arba gimimo metai,

_____ (toliau kartu vadinami šalimis), sudaro šią
sutartį:
_____ gyvenamosios vietos adresas)

I SKYRIUS BENDROSIOS NUOSTATOS

1. Ši sutartis sudaroma visam praktinio mokymo priimančioje organizacijoje (toliau – praktika) laikotarpiui.

2. Studentas atlieka praktiką pagal studijų programą ir suderintas praktikos užduotis. Vadovaujantis studijų programa šioje sutartyje nurodoma:

2.1.praktikos tikslas – _____ ;

2.2.numatomi praktikos rezultatai – _____ ;

_____ ;

2.3.praktikos trukmė – praktika

prasideda _____ ,

(metai, mėnuo, diena)

ir baigiasi _____ ,

(metai, mėnuo, diena)

STUDENT PRACTICAL TRAINING AGREEMENT

_____ (hereinafter – University),
(name of the University)

represented by _____ ,
(name, surname, position)

acting in accordance with _____ ,

_____ (name of the host organization)
(hereinafter – host organization),

represented by _____ ,
(name, surname, position)

acting in accordance with _____ ,
and

the student _____
(study program, year, student's name, surname, personal

_____ ,
number or year of birth, the address of the permanent

_____ ,
place of residence)

(hereinafter jointly referred to as parties), have
concluded this agreement:

I. GENERAL PROVISIONS

1. This agreement shall be concluded for the whole period of practical training at the host organization (hereinafter – internship).

2. The student shall perform the internship in compliance with the study program and the agreed-upon internship tasks. Pursuant to the study program, this agreement shall include:

2.1.the aim of the internship – _____ ;

2.2.expected results of the internship – _____ ;

_____ ;

2.3.the duration of the internship – the

internship starts on _____

(year, month, day)

and ends on _____ ,

(year, month, day)

the volume of the internship _____ ;

(number of study credits)

2.4.Other terms and conditions of the

praktikos apimtis _____ ;

(studijų kreditų skaičius)

2.4. kitos praktikos atlikimo sąlygos ir tvarka – _____ .

II SKYRIUS ŠALIŲ ĮSIPAREIGOJIMAI

3. Universitetas įsipareigoja:

3.1. užtikrinti studento, siunčiamo atlikti praktiką, būtiną praktikai teorinį ir praktinį pasirengimą;

3.2. skirti praktikos vadovą – Universiteto darbuotoją arba socialinį partnerį, kuris studentui padeda parengti ir tvirtina praktikos užduotis, užtikrina praktikos tikslų pasiekimo priežiūrą ir prireikus kartu su priimančios organizacijos atsakingais darbuotojais (arba valstybės tarnautojais) operatyviai sprendžia su studento atliekama praktika iškilusias problemas;

3.3. papildomi Universiteto įsipareigojimai – _____ .

4. Priimanti organizacija įsipareigoja:

4.1. suteikti studentui praktinio mokymo vietą _____ ,

(*praktinio mokymo vietos pavadinimas ir adresas*)

sudaryti sąlygas praktikos užduotims įgyvendinti, aprūpinti praktikos užduotims įgyvendinti reikalinga informacija ir priemonėmis, neatitraukti studento nuo praktikos užduočių vykdymo;

4.2. užtikrinti, kad studentui būtų paskirtas praktikos vadovu kvalifikuotas darbuotojas (arba valstybės tarnautojas), su kuriuo studentas detalizuoja praktikos užduotis, kuris vykdo praktikos priežiūrą, jai pasibaigus, ją įvertina;

4.3. organizuoti būtinus darbuotojų saugos ir sveikatos bei priešgaisrinės saugos instruktažus;

4.4. vadovaudamasi(s) priimančioje organizacijoje nustatyta tvarka ir susitarimu su Universitetu dėl darbo tvarkos ir sąlygų, užtikrinti studentui darbuotojų saugos ir sveikatos bei higienos normas atitinkančias darbo sąlygas, prireikus aprūpinti studentą praktikai atlikti būtiniais darbo įrankiais, darbo drabužiais ir darbo avalyne, kitomis asmeninėmis ir kolektyvinėmis darbuotojų saugos ir sveikatos priemonėmis;

4.5. skirti studentui su studijų bei praktinio mokymo specifika susijusias užduotis bei užtikrinti, kad nebūtų skiriamos su studijų bei

internship – _____ .

II. RESPONSIBILITIES OF THE PARTIES

3. University shall undertake the following responsibilities:

3.1. to ensure the theoretical and practical readiness of the student assigned for the internship;

3.2. to assign the supervisor of the internship – a member of the University staff or a social partner who shall assist the student in the preparation of the internship tasks and approve it, ensure the achievement of the internship goals, and, in case of necessity, promptly solve the arising problems, related to the student's internship, in cooperation with responsible employees of the host organization (or responsible civil servants of state institutions);

3.3. any additional responsibilities of the University – _____ .

4. The host organization shall undertake the following responsibilities:

4.1. to provide the student with a practical training vacancy at _____ ,

(*name and address of the practical training organization*) to provide conditions for completing the internship tasks, to give access to information and tools required to execute the internship tasks, and not to distract the student from performing the internship tasks;

4.2. to ensure that the employee (or civil servant) assigned as the student's internship coordinator, with whom the student coordinates the internship tasks, who is responsible for the monitoring of the internship and its' evaluation upon completion, shall have the necessary qualification level;

4.3. to arrange the required health and safety at work trainings as well as fire safety trainings;

4.4. pursuant to the regulations, valid at the host organization and the agreement with the University concerning the terms and conditions of work, to provide the student with work conditions meeting health and safety at work regulations as well as hygiene standards; in case of necessity, to provide the student with the work tools, work apparel and footwear required for the performance of the internship, as well as other individual and collective means of health and safety at work;

4.5. to assign the student specific tasks related to the studies and practical training and to

praktinio mokymo specifika nesusijusios užduotys nekvalifikuotam darbui atlikti;

4.6. informuoti Universitetą apie atliekamos praktikos eigą ir atsižvelgiant į praktikos vadovo įvertinimą išduoti dokumentą apie studento atliktą praktiką;

4.7. pasirašytinai informuoti studentą, kuri praktikos metu jam suteikiama informacija yra priimančios organizacijos komercinė arba kita paslaptis ir negali būti atskleidžiama, platinama už priimančios organizacijos ribų, bei apie už šios informacijos neteisėtą atskleidimą ir (ar) platinimą taikomas baudas (jei tokios yra numatytos vidaus dokumentuose);

4.8. papildomi priimančios organizacijos įsipareigojimai – _____.

5. Priimanti organizacija turi teisę leisti studentui savarankiškai, be praktikos vadovo pagalbos, atlikti jam pavestas funkcijas dalyvaujant gamyboje arba teikiant paslaugas tik tais atvejais, jeigu priimanti organizacija sudaro su studentu darbo sutartį. Rezidentų praktinio mokymo atveju šis punktas gali būti netaikomas vadovaujantis medicinos, odontologijos ir veterinarinės medicinos rezidentūrą reglamentuojančių teisės aktų reikalavimais.

6. Studentas įsipareigoja:

6.1. ne vėliau kaip prieš 3 darbo dienas iki praktikos pradžios kartu su Universiteto paskirtu praktikos vadovu parengti praktikos užduotis, ne vėliau kaip per pirmąją praktikos dieną detalizuoti praktikos užduotis su priimančios organizacijos paskirtu praktikos vadovu;

6.2. vykdyti praktikos užduotis; neatvykęs į praktiką priimančioje organizacijoje, nedelsdamas turi pranešti apie tai praktikos vadovams, nurodydamas priežastį, o ligos atveju – pateikdamas gydytojo pažymą;

6.3. laikytis priimančios organizacijos steigimo ir veiklos dokumentų, darbo tvarkos taisyklių, susitarimo su Universitetu dėl darbo tvarkos ir sąlygų nuostatų; laikyti paslapyje priimančios organizacijos komercines ir kitas paslaptis bei informaciją, kurią nurodo priimanti organizacija pagal šios sutarties 4.7 papunktį;

6.4. tausoti priimančios organizacijos turta, už padarytą materialinę žalą atsakyti įstatymų nustatyta tvarka;

6.5. laikytis darbuotojų saugos ir sveikatos bei priešgaisrinės apsaugos taisyklių reikalavimų;

6.6. informuoti Universitetą, jei praktikos atlikimo laikotarpiu yra skiriamos su

ensure that unqualified tasks that are not related to the studies and practical training are excluded;

4.6. to provide the University with information concerning the progress of the internship, and to issue a document on the student's completed internship considering the evaluation of the internship coordinator at the host organization;

4.7. to inform the student in writing about which information disclosed during the internship is the trade or other secret of the host organization, and must not be disclosed and shared outside of the host organization; to inform about applicable penalties for disclosure and/or sharing of such information (if any are foreseen by internal documents);

4.8. any additional responsibilities of the host organization – _____.

5. The host organization shall be entitled to allow the student to perform functions assigned herein concerning the production or provision of services independently, without the assistance of the coordinator, only if the host organization concludes a temporary employment agreement with the student. In the case of residents' internships, this clause can be ignored in accordance with legislation governing medical, odontology and veterinary residency requirements.

6. The student shall undertake the following responsibilities:

6.1. to prepare the internship tasks together with the internship coordinator in the University at least 3 working days in advance of the start of the internship; to coordinate the internship tasks with the assigned coordinator at the host organization no later than on the first day of the internship;

6.2. to perform internship tasks; in case of absence, the student shall immediately inform both internship coordinators (in the University and in the host organization) indicating the reason for absence, in case of illness – the student shall present medical documents;

6.3. to act in compliance with the statutory regulations and operational documents, rules of procedure of the host organization, as well as with the terms and regulations of the agreement with the University on the rules and conditions of work; to keep in secret trade or other secrets of the host organization as well as information, provided by the host organization under the clause 4.7 herein;

6.4. to protect the property of the host organization and to be liable for the incurred

studijų bei praktinio mokymo specifika nesusijusios užduotys nekvalifikuotam darbui atlikti, jei priimanti organizacija nesudaro sąlygų praktikos užduotims įgyvendinti;

6.7. parengti praktikos ataskaitą pagal Universiteto nustatytus reikalavimus, pateikti ją Universiteto paskirtam praktikos vadovui;

6.8. papildomi studento įsipareigojimai – _____ .

III SKYRIUS INTELEKTINĖ NUOSAVYBĖ

7. Šios sutarties vykdymo metu sukurti intelektinės veiklos rezultatai priskiriami juos sukūrusiai (sukūrusioms) šaliai (-ims) ir tampa jos (-ų) nuosavybe. Jeigu intelektinės veiklos rezultatų negalima priskirti konkrečiai (-ioms) šaliai (-ims), šie intelektinės veiklos rezultatai yra laikomi visų šalių bendra daline nuosavybe ir šios intelektinės nuosavybės dalys yra nustatomos šalių pasirašomame atskirame susitarime, kuriame numatyta tokių intelektinės nuosavybės objektų naudojimo, disponavimo jais ir publikavimo tvarka.

8. Asmeninės neturtinės teisės į intelektinės nuosavybės objektus priklauso juos sukūrusiems autoriams.

IV SKYRIUS BAIGIAMOSIOS NUOSTATOS

9. Ši sutartis gali būti pakeista tik rašytiniu visų šalių susitarimu. Sutarties pakeitimai yra neatsiejama šios sutarties dalis.

10. Ši sutartis gali būti nutraukiama:

10.1. jei studentas pašalinamas iš Universiteto, nutraukia studijas arba jam suteikiamos akademinės atostogos;

10.2. jei viena iš sutarties šalių pažeidžia šioje sutartyje nustatytus įsipareigojimus;

10.3. šalių susitarimu.

11. Sutarties šalis praneša kitoms sutarties šalims apie sutarties nutraukimą ne vėliau kaip prieš 10 dienų.

12. Visi ginčai sprendžiami šalių susitarimu, o nesusitarus – teisme.

13. Ši sutartis įsigalioja nuo tos dienos, kai ją pasirašo paskutinioji iš šalių ir galioja iki praktikos atlikimo ir visų kitų įsipareigojimų pagal šią sutartį įvykdymo.

14. Ši sutartis sudaroma (pažymėti arba pabraukti reikalingą):

įprasta rašytine forma pasirašant trimis

material damage in accordance with the procedure stipulated by laws;

6.5. to comply with the rules of health and safety at work as well as fire safety requirements;

6.6. to inform the University in case unqualified tasks not related to the studies and practical training are assigned during the internship period if the host organization does not provide the necessary conditions for the implementation of the internship tasks;

6.7. to prepare an internship report in accordance with provisions of the University; to submit it to the internship coordinator at the University;

6.8. any additional responsibilities of the student – _____ .

III. INTELLECTUAL PROPERTY

7. The results of intellectual activity created during the performance of this agreement are assigned to the party (parties) that created them and become their property. If the results of intellectual activity cannot be attributed to a specific party (parties), these results of intellectual activity are considered the joint partial property of all parties. The parts of such intellectual property are determined in a separate agreement that is signed by the parties and provides for the use and disposal of such intellectual property objects and order of publication.

8. Personal non-property rights to intellectual property objects belong to the authors who created them.

IV. FINAL PROVISIONS

9. This agreement shall be amended only upon a written agreement of all parties. Amendments to the agreement shall be an integral part of the agreement.

10. This agreement shall be terminated providing the following:

10.1. if the student is expelled from the University, terminates their study agreement or takes an academic leave/suspend their studies;

10.2. if any of the parties is in breach of the obligations under this agreement;

10.3. upon mutual agreement between the parties.

11. Any party of the agreement shall notify other parties of the agreement about termination of

egzemplioriais, turinčiais vienodą teisinę galią,
po vieną kiekvienai sutarties šaliai;
arba

apsiikeičiant pasirašytomis ir skenuotomis
sutarties kopijomis PDF formatu išsiunčiant
elektroninio pašto adresais:

Universiteto: _____,

Priimančios organizacijos: _____,

Studento: _____;

arba

šalims pasirašant kvalifikuotu
elektroniniu parašu (sudarant ir pasirašant ADOC
formato dokumentą).

15. Esant neatitikimams tarp lietuviškos versijos
ir jos vertimo į anglų kalbą, pirmenybė teikiama
lietuviškai versijai.

the agreement no later than within 10 days prior
the termination.

12. All disputes shall be solved by mutual
agreement; if the agreement shall not be reached –
in court.

13. This agreement comes into force from
the day it is signed by the last of the parties and
shall remain valid until the end of the internship
and the fulfilment of all other obligations under
this agreement.

14. The agreement is concluded (please tick
or underline one):

by signing it in the written form in 3 (three)
counterparts, of which each shall have the
same legal effects, one counterpart for each
Party;

Or

by exchanging signed and scanned copies of
the Agreement in PDF format using the
following e-mail addresses:

The University: _____,

The host Organization: _____,

The student: _____;

Or

by qualified electronic signature (creating
and signing an ADOC document).

15. The Lithuanian version shall prevail in case of
any discrepancy between the Lithuanian version
and its English translation.

ŠALIŲ REKVIZITAI / REFERENCE DETAILS OF THE PARTIES

Universitetas/ University:

Pavadinimas, juridinio asmens kodas, buveinės adresas, telefonas, el. paštas, Universiteto paskirto
praktikos vadovo vardas, pavardė, telefono numeris /
Name, legal entity number, residency address, phone number, e-mail, name, surname, phone number of the
supervisor at University

Priimanti organizacija / Host organization:

Pavadinimas, juridinio asmens kodas, buveinės adresas, telefonas, el. paštas, priimančios organizacijos
praktikos vadovo vardas, pavardė, telefono numeris /
Name, legal entity number, residency address, phone number, e-mail, name, surname, phone number of the
mentor at host organization

Studentas / Student:

Vardas, pavardė, adresas, telefonas, el. paštas / Name, surname, address, phone number, e-mail

ŠALIŲ PARAŠAI / SIGNATURES OF THE PARTIES

(Universitetas / University)

(Priimanti organizacija / Host organization)

(Studentas / Student)

Annex 3. An example of a confidentiality pledge

VILNIUS UNIVERSITY

.....

(name of the Unit of Vilnius University that is sending the Intern)

STUDY PROGRAMME,

(name of the study programme)

STUDENT, personal code.....

(full name, personal code)

CONFIDENTIALITY PLEDGE

OF A VILNIUS UNIVERSITY STUDENT DOING AN INTERNSHIP AT VILNIUS UNIVERSITY

... (day) (month) 202..

Vilnius

During the course of the study internship (hereinafter the 'Internship') at [indicate the name of the Unit of the University that accepts the Intern for the Internship] of Vilnius University (hereinafter the 'University') and after the end of the Internship period,

1. I hereby pledge:

1.1. to protect and use only for the purposes and in accordance with the procedure established by the law and other legal acts any information specified in Item 3 of this pledge, which will become known to me during the course of my Internship;

1.2. to keep the documents entrusted to me in such a way that they cannot be accessed or used by third parties;

1.3. to not keep any copies of the documents submitted to me.

2. It has been explained to me that confidential information consists of all the information referred to in Item 3 of this pledge unless such information is to be disclosed in accordance with the requirements of the legislation or the obligations entered into in the contracts.

3. Confidential information is information which has been learned by the Intern at the time of the Internship and which belongs to the University or which the University is committed to protecting, which has value because it is not known to third parties and cannot be freely accessible to them (including, but not limited to, any information about the products, or their parts, of the intellectual activities of the University, about the research carried out or their results, current or potential customers, suppliers or contractors, employees' salaries and working conditions, the conditions of this pledge).

4. Information which at the time of its publication was made publicly available to the public or became publicly available outside the fault of the Intern, as well as information to which the legislation of the Republic of Lithuania grants the status of public information shall not be considered confidential.

5. In case of uncertainty as to whether the information is confidential, the Intern must contact the head of the Unit where they are doing their Internship. The head of the Unit hosting the Internship informs the Intern in writing (by e-mail) about the possibility to disseminate the information to the public.

6. I am warned that if I violate this pledge, I shall be liable in accordance with the procedure established in the Academic Ethics Code of Vilnius University, the Study Regulations of Vilnius University, and other legal acts of the University and the Republic of Lithuania.

The Intern

-

(Signature)

-

(Full name)

Annex 4. An example of an internship agreement termination form

ARRANGEMENT ON THE TERMINATION OF THE _____ STUDENT (date) PRACTICAL TRAINING AGREEMENT _____ (No.)

(date and No.)

(name of the University),
represented by _____,

(name, surname, position)

acting in accordance with _____ (hereinafter the 'Host Organisation'),
(name of the host organisation)

represented by _____,
(name, surname, position)

acting in accordance with _____,
and the student _____

(name of the study programme, year, student's name, surname, personal code

or date of birth, address of the permanent place of residence)

hereinafter collectively referred to as the 'Parties' and each individually – a 'Party', in accordance with Item 10(3) of student practical training agreement No. _of _____
(date)

(hereinafter the 'Agreement'), shall conclude this Arrangement, by which they agree:

1. To terminate the Agreement by arrangement of the Parties from _____.

(date)

2. The Arrangement shall enter into force on the signing date and shall form an integral part of the Agreement.

3. In concluding this Arrangement, the Parties confirm that they have no claim against each other for the enforcement of the Agreement.

4. The Arrangement shall be concluded (mark or underline as necessary):

in the usual written form, signed in triplicate, all of which shall have the same legal value, one for each Party;

or

by exchanging signed and scanned copies of the Arrangement in PDF format, by sending them via e-mail to:

the University: _____,

the Host Organisation: _____,

the Student: _____;

or

by Parties signing it with a qualified electronic signature (drawing up and signing an ADOC format document).

5. Reference details of the Parties:

University:

(Name, legal entity number, residency address, phone number, e-mail, name, surname, phone number and e-mail of the internship supervisor at University)

Host Organisation:

(Name, legal entity number, residency address, phone number, e-mail, name, surname, phone number and e-mail of the internship supervisor at the Host Organisation)

Student:

(Name, surname, address, phone number, e-mail)

SIGNATURES OF THE PARTIES

(University)

(Host Organisation)

(Student)

Annex 5. Recommendations for selecting host organisations

ACCOUNTING AND AUDIT STUDY PROGRAMME

Students may undertake internships in national and international companies or organisations in a wide range of business areas and categories in private and public sectors; in international financial management centres in any part of the financial, tax, management accounting system, accounting information collection, systematization, analysis, evaluation, forecasting, strategic planning etc. areas; in national and international audit firms at any stage of the audit process.

GLOBAL MARKETING STUDY PROGRAMME

When choosing an internship place, it is recommended to evaluate the suitability of the internship place by taking into account three aspects¹: 1) the specifics of the company / organization; 2) the specifics of the department of the company / organization where the internship is to be carried out; 3) the specifics of the functions / activities / tasks to be performed during the internship.

1) In terms of the specifics of companies and organizations, students are allowed to select from:

- Any business enterprises;
- Non-profit enterprises and organizations whose activities are at least partly related to marketing, market research, trade / commerce, individual marketing areas (advertising, public relations, etc.) Or consulting on the above issues, or enterprises that perform any marketing functions or projects related to marketing;
- Public institutions and organizations that carry out any marketing functions or related projects (e.g. Market research, organizing public relations campaigns, advertising, communicating through interactive, social marketing / communication channels, etc.).

2) In terms of the specifics of divisions of enterprises and organizations, students are allowed to select from:

- Marketing units, divisions or departments (including e-marketing, m-marketing, interactive marketing, direct marketing, etc.);
- Sales units, divisions or departments (including e-commerce, international trade, merchandising);
- Units, divisions or departments in charge of public relations / communication / communication with clients / general public / audience;
- Units, divisions or departments of goods / services / brands / market segments;
- Customer service / customer management units, divisions or departments;
- Market research units, divisions or departments;
- Customer / sales / marketing data analysis units, divisions or departments;
- New product / service / brand development units, divisions or departments;
- Pricing units, divisions or departments;
- Logistics / merchandise delivery units, divisions or departments, etc.

3) In terms of the specifics of activities and functions performed during the internship (at least 3/4 of the total internship time must be allocated for these activities), students shall select from:

- Functions / responsibilities performed during the internship related to marketing or its individual activities (branding, advertising, public relations, customer service, etc., as well as everything listed in section “2”):
 - planning and implementation of strategies, implementation control, analysis and presentation of results;

¹ N.B. Names, terms, activities may differ from those listed, but the essence must remain the same. (For example: the internship may be performed not in the company's marketing department, but by participating in a marketing project group, or in the absence of a separate marketing department in the company – by holding the position of marketing manager, assistant manager, marketing assistant, etc.).

- planning and implementation of individual marketing campaigns, implementation control, analysis and presentation of results;
- creation, testing, improvement and development of individual marketing solutions (new products / services / brands, advertising media, press releases, websites, etc.), analysis and presentation of results;
- search and selection, negotiation for marketing partners (advertising companies, media planning companies, public relations companies, market research companies, media companies, etc.);
- Activities / functions related to market research or individual stages of the market research process (analysis of the marketing situation and formulation of research objectives, development of research tools, execution of various research, processing of results, analysis and presentation, etc.);
- Activities / functions related to sales or individual stages of the sales process (search for potential customers, introduction of (new) goods / services to the existing or potential market, sale / negotiation of goods / services, sales control, analysis and presentation of sales results, etc.);
- Customer service activities / functions;
- Activities / functions related to training of the company's customers / employees, professional development in marketing (all the items listed in section "2").

Additional information. Depending on the title and content of the study programme (Marketing and Global Business), it is recommended that during the internship it could be possible to link it with the specifics or problems of foreign markets, consumers, cultures, global business, etc. (e.g.: The internship is carried out in a foreign company, international market, working with foreign clients, communicating in a foreign language, in an international team, etc.).

MANAGEMENT STUDY PROGRAMME

Students in the field of business management can carry out internships in various areas of activity in both profit and non-profit companies / organizations where business organization is carried out, i. e. business development and management processes.

BUSINESS INFORMATION SYSTEMS STUDY PROGRAMME

Students can carry out internships in various companies or public institutions. The intern's activities should include at least one of the following: assistance in the preparation and implementation of IT projects or operational changes in the implementation of information systems; participation in the project of information system implementation: analysis, design, development, implementation, testing or training stages; activities in information system maintenance and support activities, and / or user consulting.

QUANTITATIVE ECONOMICS STUDY PROGRAMME

Students can carry out the internship in any host organisation, including non-profit and governmental institutions, in which they can achieve the aim of the internship stated in the clause 13.4. of the Regulations.

Internship has to be closely related with the fields of economics, finance, data science, IT and (or) accounting. The internship has to be carried out in an organisation that requires employees specialising in the fields of economics, finance, data science, IT and (or) accounting.

As an example, the internship can be carried out state governing institutions (Bank of Lithuania, State Tax Inspection, National Audit Office, Competition Council of the Republic of Lithuania, Statistic Lithuania Department, various ministries), commercial banks and other organisations operating within the finance sector (Nasdaq Vilnius), biggest audit companies, large industrial and service organisations, analytic consultancy companies.

Annex 6. Title page of the compulsory professional internship report



VILNIUS UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

(STUDENT'S NAME, SURNAME IN CAPITAL LETTERS)

(Year of study, study programme, branch)

Compulsory Professional Internship REPORT

(Title of the host organisation)

Internship supervisor at VU FEBA

(Supervisor's academic title, degree, name, surname)

Internship supervisor at the host organisation

(name, surname)

Vilnius, 20....

Annex 7. Recommended structure for compulsory professional internship report

1. Duration of compulsory professional internship period: from ____ (day) ____ (month) 20____ (year) to ____ (day) ____ (month) 20____ (year).
2. The objective and tasks of the compulsory professional internship of the study programme and the description of their implementation.
3. Individual tasks performed during the compulsory professional internship and the description of their performance.
4. Discussion of the knowledge and skills that have been successfully applied during the internship period.
5. Discussion of knowledge and skills that were lacking during the internship period.
6. The tasks that have brought the most benefit to the host organisation.
7. Suggestions regarding the improvement of the organisation of the compulsory professional internship submitted to the host organisation and to VU FEBA.
8. Feedback from the supervisor at the host organisation.
9. Student's feedback on the host organisation.

Annex 8. Feedback from the host organisation's internship supervisor on an intern

FEEDBACK FROM THE HOST ORGANISATION'S SUPERVISOR ON A STUDENT WHO HAS COMPLETED A COMPULSORY PROFESSIONAL INTERNSHIP

Dear Supervisor of the internship,

We are thankful to your organisation and you for the opportunity offered to the student to complete the compulsory professional internship and gain professional experience.

Your observations, insights and evaluations will be most valuable in improving the process of organising compulsory professional internship. Therefore, please, select between yes or no in the table below and comment on the competence of the student who has completed the compulsory internship at your organisation. If an individual skill or ability cannot be assessed, please do not write anything.

Administration of VU Faculty of Economics and Business Administration
and the student's Study Programme Committee

Student's name, surname _____

Name of the host organisation _____

Period of compulsory professional internship (date from ... to) _____

Student's knowledge, skills and abilities	Yes	No	Don't know
The student applied the knowledge and skills acquired at the university during the internship			
The student demonstrated excellent analytical skills			
During the internship the student was active, showed initiative and was involved in the activities of the host organisation			
The student responsibly and dutifully performed the tasks assigned to them			
The student was able to independently perform the tasks assigned to them and make decisions			
The student was able to work in a team			
The student was able to plan their activities			
The student performed the assigned tasks perfectly			
The student demonstrated good communication skills			
The student's knowledge and skills improved during the internship			
The tasks performed by the student benefited the host organisation			
Other skills useful for the future career (please, specify)			
Overall assessment of the internship and comments			
Your suggestions for the improvement of the organisation process of compulsory professional internship at VU FEBA			

Professional internship supervisor at the host organisation

Position, name, surname, signature

Date

Annex 9. Student's feedback on the host organisation

STUDENT'S FEEDBACK ON THE HOST ORGANISATION

Dear student,

We are seeking to improve the organization of compulsory professional internship at VU Faculty of Economics and Business Administration, therefore your feedback on the host organisation is extremely valuable. Please assess and comment on the competence of the host organisation and the organisation's internship supervisor in the table below.

Administration of VU Faculty of Economics and Business Administration
and the student's Study Programme Committee

Name of the host organisation _____

Position, name, surname of the internship supervisor at the host organisation _____

Period of the compulsory professional internship (date from ... to) _____

Statements	Yes	No	Don't know
The competence of the internship supervisor of the organisation is excellent			
The organisation's internship supervisor clearly formulated the tasks			
The organisation's internship supervisor provided all the information needed to carry out the internship tasks			
The organisation's internship supervisor shared their knowledge and experience			
The organisation's internship supervisor provided me with the necessary means to perform the tasks			
The organisation's internship supervisor performed the surveillance of my professional internship			
The organisation's internship supervisor helped me when problems arose during the internship			
In the host organisation I was provided with working conditions that met safety, health and hygiene standards			
I would like to stay to work in such an organisation			

Student's name, surname

Date

Annex 10. Criteria for evaluating compulsory professional internship and its report

Compulsory professional internship is evaluated on the basis of the following criteria:

Professional competences. It is assessed to what extent the student, while carrying out professional internship, consolidated and applied the knowledge and skills acquired during studies, and what professional skills they have gained.

Analytical skills. It is assessed how the student managed to analyse and implement the objectives and tasks set in the description of the compulsory professional internship of the study programme or individually.

Independence criterion. The extent to which the student has independently and reasonably prepared a report on compulsory professional internship is assessed.

Criterion for activity and initiative. It evaluates how and to what extent the compulsory professional internship carried out by the student contributed to the better functioning of the host organisation.

Formatting of the report. The extent to which the report of compulsory professional internship meets the requirements for the VU FEBA professional internship report is assessed.

Pass/ Fail	Evaluation scores	Evaluation criteria
Pass	Excellent (10) Rounding 9.5–10	The student very actively contributed to the work of the host organisation, perfectly applied and improved the professional knowledge acquired during the studies, provided an independent, clear, comprehensive professional internship report of practical value (with suggestions on how to improve the activities and structure of the host organisation) and without any technical shortcomings.
	Very good (9) Rounding 8.5–9.4	The student actively contributed to the work of the host organisation, applied and improved the professional knowledge acquired during the studies, submitted an independent, clear, comprehensive, professional internship report of practical value, and without technical shortcomings (or only with partial shortcomings).
	Good (8) Rounding 7.5–8.4	The student participated in the work of the host organisation, partially applied and improved the knowledge acquired during the studies, submitted a clear, comprehensive and independent report of the internship with partial practical value (some technical shortcomings are possible).
	Highly satisfactory (7) Rounding 6.5–7.4	When working at the host organisation, the student partially applied and improved the knowledge acquired during the studies, submitted a report of professional internship that was more descriptive than analytical and had technical shortcomings.
	Satisfactory (6) Rounding 5.5–6.4	The student participated in the work of the host organisation inactively, submitted a professional internship report based on passive layout of the material, insufficiently detailed, with technical shortcomings.
	Sufficient (5) Rounding 5–5.4	The student participated in the work of the host organisation inactively, inaccurately fulfilled the orders of the host organisation internship supervisor, and submitted an incomplete report of the professional internship with technical shortcomings.
Fail	Insufficient (1, 2, 3, 4) Rounding 1–4.9	The student did not fulfil or badly fulfilled the instructions of the internship supervisor of the host organisation, submitted a plagiarised or incomplete, unclear and significantly deficient professional internship report.