

APPROVED by  
Order No. A-284 of the rector of  
Kaunas University of Technology of  
28 June 2021

## **GUIDELINES FOR THE ORGANISATION OF INTERNSHIPS FOR THE STUDENTS AND GRADUATES OF KAUNAS UNIVERSITY OF TECHNOLOGY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Guidelines for the Organisation of Internships for the Students and Graduates of Kaunas University of Technology (hereinafter – Guidelines) set out the types of internships for the students and graduates, except for the third cycle studies, of Kaunas University of Technology (hereinafter – University), the responsibilities and functions of the participants of the process of internships, the procedures for the organisation and implementation of internships, the evaluation of the results, and quality assurance.

2. A process flow diagram “Ensure High-Quality and Smooth Organisation of Internship for the Students and Graduates at Kaunas University of Technology” is prepared according to the Guidelines and provided in Appendix to the Guidelines.

3. The Guidelines are prepared following the Law on Higher Education and Research of the Republic of Lithuania, the General Requirements for 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 and the Provisional Academic Regulation of the University approved by Decree No. V3-S-48 of the University’s Senate of 20 June 2012.

4. The University’s academic department providing a study programme is responsible for the organisation of internships for the department’s students and graduates, and the quality assurance. Following these Guidelines, the descriptions of the study fields, approved by the Minister of Education, Science and Sport of the Republic of Lithuania, and taking into consideration the learning outcomes to be achieved in the study programme, the University’s academic departments prepare the methodological instructions for the organisation of professional internship that cannot conflict with the provisions of these Guidelines and are approved by the Dean of the faculty. The methodological instructions for the organisation of professional internship are published for students in the University’s virtual learning environment Moodle (hereinafter – Moodle).

## II CHAPTER TYPES OF INTERNSHIPS

5. **An internship** is an individual study module of the University's study programme, an integral part of the study module or additional practical activities not included in the study programme intended to help a student or graduate to gain the experience required for practical work. The nature of the internship, its scope in study credits, the expected results and their evaluation criteria are set out by the description of the study programme and/or study module. Minimum requirements for an internship are set out by the General Requirements for Provision of Studies; the specific requirements are set out by the descriptions of the study fields; the requirements for the internship not included in the study programme are set out by the University's legislation regulating such an internship.

6. **Practical training** is an integral part of the study module; its scope is set out by the description of the study module. During the internship, the student shapes his/her practical skills and deepens the theoretical knowledge required for further studies. The internship includes the performance of tasks of theoretical nature. The internship is completed during the classes at the University (during the laboratory works) or other organisations (during the outbound visits).

7. **A professional internship** is a mandatory component of all the study programmes of the first cycle, integrated and professional studies; its scope is at least 15 credits in the first cycle studies, 20 credits in the integrated studies and 30 credits in the professional studies. It is completed in one specified semester of the study programme, usually taking a full working day during the specified period. In exceptional cases, with the consent of the Vice-Dean for Studies (if needed, in coordination with the study programme committee of the field), the student can be permitted to complete the internship in another semester but not before he/she completes half of the study programme. During the internship, the students deepen and apply the knowledge obtained in studies in real-life practical activities, perform real job functions, conduct the research of professional activities and can collect data for their final degree project. Usually, the internship is completed at other organisations. The internship place is indicated in the supplement of the graduate's diploma.

8. **A research internship** is intended for the acquisition and improvement of knowledge and research skills by conducting research, collecting and analysing data for research work, conducting other research activities. The internship can be a component of the study programme or recommended for students who intend to pursue an academic career. In this case, the internship is selected as an additional study module exceeding the number of credits indicated for the study programme and completed on the time free from studies when there are no scheduled classes according to the study programme. If the internship is completed at another organisation, its place is indicated in the supplement of the graduate's diploma.

9. **An additional internship** is intended for the acquisition of additional practical skills or deepening of the present practical skills. This internship is not mandatory but recommended for students who intend to pursue a professional career. The internship can be selected as an additional study module exceeding the number of credits indicated for the study programme and completed on the time free from studies when there are no scheduled classes according to the study programme. The internship is completed when the student, another organisation and the University's internship supervisor agree on the nature and conditions of the internship. The internship place is indicated in the supplement of the graduate's diploma.

10. **A graduate internship** is intended for the acquisition of additional skills related to the study programme(s) completed at the University. This internship is not mandatory; it can be completed within 12 months after graduation from the study programme awarding the qualification degree. The internship is completed when the student or graduate, the internship organisation and the University's internship supervisor agree on the content of the internship. The internship place is indicated in the organisation's approval document or the document of the international internship programme.

11. **An internship place** can be a Lithuanian or foreign enterprise, institution or organisation (hereinafter – internship organisation) based in Lithuania or abroad. An internship organisation has to comply with the criteria stipulated by Paragraph 28 of the Guidelines. An internship can also be completed at the University. To complete the internship abroad, the students are recommended to submit an application for the scholarship of the “Erasmus +” or other international programmes under the procedure set out by these programmes.

### **CHAPTER III**

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

12. **The Department of Academic Affairs** is responsible for the preparation and timely updates of the Guidelines, the preparation of the standard form for practical training agreements, the supervision of the administration of internship in the University's Academic Information System (hereinafter – AIS).

13. **The Vice-Dean for Studies** is responsible for the organisation of internships of the academic department's students, the preparation of the methodological instructions for the organisation of professional internship, the information of students about the opportunities to complete the types of internships specified in the Guidelines, the administration of practical training agreements.

14. **The study programme committee of the field** is responsible for the quality of the study module of the professional/research internship included in the study programme.

15. **A responsible lecturer of the internship study module**, who is assigned by the head of the academic department, with the approval of the study programme committee of the field, is responsible for the organisation of professional internship of students and performs the following functions:

15.1. prepares a programme for the study module of the professional internship in the AIS and the content of the electronic study module, which provides the legislation and document forms, terms and tasks relevant to students, in the Moodle;

15.2. organises a seminar for the preparation for the professional internship; at this seminar, introduces the methodological instructions for the organisation of professional internship to students, informs the students about the objectives, procedure, requirements, evaluation criteria of the internship and other relevant aspects;

15.3. consults the students about the search of the professional internship places and assesses the suitability of the internship organisation for the internship;

15.4. assigns the University's internship supervisors, who are assigned to the study module of the professional internship by the head of the academic department, to students with approval of the study programme committee of the field;

15.5. informs and consults the students and the University's internship supervisors on the issues of the organisation of professional internship;

15.6. if stipulated by the methodological instructions for the organisation of professional internship, organises the defence of the students' professional internship (can organise the intermediate assessments), evaluates the student's internship by a final mark;

15.7. if needed, coordinates the issues of the organisation of professional internship with the study programme committee of the field.

16. **The University's internship supervisor** is the University's academic employee (lecturer or researcher) assigned for methodological supervision of the student's professional, research, additional or graduate internship. An internship supervisor can be a person who has at least a master's degree or equivalent higher education qualification, in the case of the group of the study fields of arts – is a recognised artist with higher education. A student of the third cycle studies or the project researcher (postdoctoral trainee) who holds a respective qualification degree and does not take any pedagogical job position can be assigned as an internship supervisor by the decision of the Dean, with an additionally assigned University's professor or associate professor as a consultant. A research internship can only be supervised by the person who holds a doctoral degree or is a recognised artist with higher education. The University's internship supervisor performs the following functions:

16.1. coordinates the student's internship plan with the student and the organisation's internship supervisor;

16.2. consults the student on the issues of the performance of the internship's practical tasks and the preparation of the report;

16.3. cooperates with the organisation's internship supervisor, introduces the methodological instructions for the organisation of professional internship to him/her as well as the functions of the organisation's internship supervisor;

16.4. assesses the suitability of the conditions for the implementation of the internship. If the activities performed by the student at the internship organisation do not comply with the objectives of the internship, he/she applies to the organisation's internship supervisor requesting to provide conditions to the student to perform the activities specified in the internship plan. If the student's internship place does not comply with the requirements, informs the responsible lecturer of the study module of practical internship who decides regarding the continuation of the internship;

16.5. monitors the student's internship:

16.5.1. contacts the student and the organisation's internship supervisor at least twice during the internship period, to confirm the student's arrival at the internship organisation/beginning of the internship and review the progress of the implementation of the internship plan;

16.5.2. it is recommended to visit the student at the internship organisation in Lithuania and, if possible, abroad at least once during the internship period;

16.6. if stipulated by the methodological instructions for the organisation of professional internship, organise the defence of the students' professional internship (can organise the intermediate assessments), evaluates the student's internship by a final mark.

**17. The organisation's internship supervisor** is an employee of the organisation at which the student completes the professional, research, additional or graduate internship, assigned by the organisation's responsible person to supervise the student's internship. The internship supervisor can be a qualified employee who has at least 3 years of experience in the respective work. While implementing the organisation's obligations stipulated by the tripartite practical training agreement, the organisation's internship supervisor performs the following functions:

17.1. coordinates the student's internship plan with the University's internship supervisor;

17.2. provides conditions for the implementation of the internship plan, provides the information required for the implementation of the internship plan;

17.3. introduces the occupational safety rules to the student and ensures the safety of the student's work;

17.4. assigns the tasks related to the organisation's activities and complying with the objectives of the internship to the student;

17.5. coordinates the student's activities, supervises the internship, consults the student and provides assistance;

17.6. informs the University's internship supervisors about the violations of the internship discipline and the student's absence at the internship;

17.7. evaluates the results of the student's internship, write a review of the internship completed by the student including a summary of "Positive" or "Negative" evaluation.

18. **A student** or graduate completes an internship at the chosen internship organisation (not applied to the practical training) according to the internship plan, under the supervision of the University's and the organisation's internship supervisors (depending on the type of the internship), get an assessment for the internship results under the procedure stipulated by the Guidelines (not applied to the graduate internship).

19. The obligations of the participants of internships (except for the practical training and research internships if they are integral parts of the study programme) are defined by the practical training agreement. If the internship organisation is another organisation, a tripartite agreement is made between the University, the internship organisation and the student. If an internship is completed at the University, a bilateral agreement is made between the University and the student.

## **CHAPTER IV ORGANISATION AND IMPLEMENTATION OF INTERNSHIP, AND EVALUATION OF RESULTS**

20. **A practical training** is organised by the University's academic departments under the learning agreement made with a student and the duration of the internship specified in the description of the study module. The student performs the practical activities at the University or other organisations under the supervision of the study module's lecturer. Before the practical training involving the work with the University's laboratory or other technical equipment, the occupational safety rules are introduced to the student upon signed acknowledgement under the procedure stipulated by the University's guidelines for the preparation of safety and health instructions and giving instructions to the students performing laboratory works in training laboratories. Before the practical training involving the work with the other organisation's equipment, the occupational safety rules are introduced to the student under the internal procedure of the organisation. The requirements stipulated by the Guidelines and provided below are not applied to the practical training.

21. **A research internship** is organised by the University's academic departments. If this internship is not included in the study programme, the student can apply to the faculty's Vice-Dean for Studies regarding the internship. The requirements stipulated by Paragraphs 26-30 and 42 of the Guidelines are applied to the research internship. The student performs practical activities in

cooperation with the University's internship supervisor – a researcher of the University or another higher education institution – under the individual research programme. The student can also apply to the faculty's mentorship coordinator regarding the appointment of the academic mentor.

22. **An additional internship** is organised by the University's academic departments under the practical training agreement made with the student. The student can apply to the faculty's Vice-Dean for Studies regarding this internship. The requirements stipulated by Paragraphs 26-43 of the Guidelines are applied to the additional internship.

23. **A graduate internship** is organised by the graduate's hosting internship organisation. The student can apply to the faculty's Vice-Dean for Studies regarding this internship. The requirements stipulated by Paragraphs 26-30, 42 and 44 of the Guidelines are applied to the graduate internship. The University's department organising this internship assists the student in the management of the internship documents; the internship is coordinated by the assigned employee of the department.

24. **A professional internship** is organised by the University's academic departments under the practical training agreement made with the student and the duration of the internship set out by the study programme. The requirements stipulated by Paragraphs 25-43 of the Guidelines are applied to the professional internship.

25. A responsible lecturer of the internship study module organises the **seminar for the preparation for the professional internship** for the students and provides all relevant information in the **internship electronic module in the Moodle** within 2 months before the semester of studies in which the professional internship is completed at the latest. The students learn these Guidelines in the University's student intranet.

26. A student or graduate independently finds an **internship place**; they can also use the following offers for internship places:

26.1. the internship places offered by the study programme committee of the field, the responsible lecturer of the internship study module, the internship supervisors, lecturers, alumni, career mentors;

26.2. the offers of the internship places provided in the University's "WANTED" work and internship platform, submitted by Lithuanian and foreign organisations.

27. **The suitability of the internship organisation** for the student's internship is assessed by the responsible lecturer of the internship study module, the graduate internship – the University's department that will organise this internship. The suitability is assessed under the criteria specified in Paragraph 28 of the Guidelines. The nature of the activities and practice of the internship organisation have to comply with the set objectives of the internship and the tasks performed at the internship place have to provide conditions for the student to achieve the results specified in the internship study module.

28. **The internship organisation** has to comply with the following criteria:

28.1. offers the nature of the internship compliant with the objectives, tasks and expected results of the internship specified in the study programme;

28.2. has experienced employees who can supervise the internship;

28.3. has a relevant material base;

28.4. guarantees that student's internship conditions correspond to the norms of occupational safety, health and hygiene;

28.5. agrees to host the student for the internship and fulfil the obligations stipulated by the practical training agreement.

29. A student or graduate who is searching for an internship place **individually contacts** the preferred internship organisation, provides the required information specified by the organisation, a motivation letter and a CV. A student or graduate can consult the Career and Service Centre regarding the preparation of the latter by registering for a consultation in the AIS.

30. Upon the agreement on the internship place, the responsible lecturer of the internship study module (the Vice-Dean for Studies in the case of the graduate internship) **assigns the University's internship supervisor**, and the internship organisation **assigns the organisation's internship supervisor**.

31. Before making a practical training agreement but no later than 5 days before the beginning of the internship, the student prepares an **internship plan** and coordinates it with the University's and the organisation's internship supervisors. A standard form of the internship plan is provided in the methodological instructions for the organisation of professional internship; the plan is prepared in electronic format. The plan provides a detailed description of the practical tasks to be used for the achievement of the results stipulated in the internship study module and preliminary periods for their performance. If the plan has to be corrected during the internship due to justified reasons, it is repeatedly coordinated with the University's and the organisation's internship supervisors.

32. Before the beginning of the internship, a **practical training agreement** is made; its standard form is approved by the order of the University's Rector. The agreement stipulated the objective and results of the internship, the duration and place of the internship and the obligations of the parties. The agreement is prepared in the AIS; it is initiated and its signing is organised by the student. If one of the parties of this agreement fails to fulfil the obligations stipulated by the practical training, the practical training agreement is terminated.

33. The internship is completed under the **timetable** coordinated with the organisation's internship supervisor; the student is obliged to participate in all the internship activities during the entire internship period. If the student is absent 30% or less of the internship period due to illness or another justified reason, the internship can be extended in agreement with the parties of the practical

training agreement by making an agreement regarding the amendment of the agreement. If the student is absent more than 30% of the internship period, the practical training agreement is terminated.

34. During the internship, the student prepares the **internship report** which standard form is provided in the University's Methodological Guidelines for the Preparation of Written Works and the requirements for its content are provided in the methodological instructions for the organisation of professional internship. In the report, the student provides the characteristics, management structure, the review of the performance process of the internship organisation, describes the progress of the implementation of the internship plan, the performed practical tasks, summarises the achieved results of the internship and the acquired practical skills.

35. An integral part of the internship report (as a chapter of the report or an appendix to the report) is the student's **reflection** provided as a journal, self-reflection or another form, periodically filled in during the internship. In the reflection, the student described how well he/she managed to perform the tasks (questions, difficulties, obstacles, impressions, etc.), identifies the links between the practical activities and theoretical knowledge, assesses his/her progress, defines further needs for and professional and personal development, and summarises the value of the internship.

36. The internship plan and other documents specified in the methodological instructions for the organisation of professional internship have to be attached to the internship report.

37. When the internship is completed, the organisation's internship supervisor prepares a **review** which standard form is provided in the methodological instructions for the organisation of professional internship. In the review, the organisation's internship supervisor assessed the progress of the student's internship, the achieved results and motivation, summarises the internship completed by the student as "Positive" or "Negative" evaluation.

38. When the internship is completed, the student submits an internship report. **The report's similarity check** against other sources is performed using the similarity check system "Turnitin" following the provisions of the Guidelines for the Plagiarism Detection in the Students' Written Works.

39. The responsible lecturer of the internship study module or the University's internship supervisor (under the methodological instructions for the organisation of the professional internship) organises an **internship defence**, during which the student presents the internship report and results.

40. The procedure for the assessment of the internship, specifying the assessed knowledge and skills, is provided in the description of the internship study module.

41. The student's **internship is given a final evaluation by a mark** which is entered in the AIS by the responsible lecturer of the internship study module or the University's internship supervisor (under the methodological instructions for the organisation of the professional internship). The internship study module is evaluated under the following criteria:

41.1. the written review of the organisation's internship supervisor; the internship report prepared by the student and the defence are only evaluated if the evaluation of the organisation's internship supervisor is "Positive";

41.2. the internship report prepared by the student;

41.3. the internship defence by the student.

42. The assessment of the internship completed at the internship organisation abroad and/or under the international programmes has to comply with the requirements stipulated by the Guidelines, the methodological instructions for the organisation of professional internship and the regulations of international programmes.

43. The internship plan, the internship report and the review of the organisation's internship supervisor are **stored** in the internship electronic study module in the Moodle. The practical training agreement is stored in the student's personal file. The documents are stored within the deadlines stipulated by the University's documentation plan.

44. When the graduate's internship is completed, he/she submits a reflection of at least 1 page, describing the place where the graduate completed the internship and how successful he/she was in the performance of the tasks (questions, difficulties, obstacles, impressions, performed tasks and acquired competencies), identifies the links between the practical activities and theoretical knowledge, assesses his/her progress and summarises the value of the internship.

## CHAPTER V QUALITY ASSURANCE IN INTERNSHIP

45. The University's academic department organising the internship is responsible for the quality of the students' internship.

46. To assure the **quality of the content** of the students' internship, a periodical attestation of study modules is performed under the procedure set out by the regulations for attestation of the study modules of the University's first and second cycle studies.

47. To assure the **quality of the process of organisation** of the students' internship, the methodological instructions for the organisation of professional internship are prepared, as well as an electronic module in the Moodle which provides the requirements and deadlines for the internship.

48. To assure the **quality of the organisation** of the students' internship, the reliability of the organisation is assessed, as well as the suitability of the internship place and the conditions of the internship for the achievement of the expected objectives and results. The University's academic departments compile the register of the available internship places.

49. To assure the **quality of the implementation** of the students' internship, the University's and the organisation's internship supervisors monitor the student's internship assessing the performance of the internship tasks and providing assistance in overcoming the obstacles encountered during the internship.

50. To assure the **quality of the acquisition of** the students' practical skills, the internship plan is prepared before the internship, an internship journal is filled in during the internship, the internship and the implementation of the plan are monitored, the internship report (including the student's reflection) is prepared at the end of the internship and assessed, the internship defence is organised, the intermediate assessments of the internship can be organised.

51. When the professional internship is completed, the students' **feedback** (e-survey) about the quality of the internship and the assessment of the acquired skills is collected. The received results are analysed by the study programme committee of the field and used for the improvement of quality, the assessment of the compliance of the competencies provided by the study programmes with the competencies required in the labour market. Additionally, feedback from the University's and the organisation's internship supervisors and the internship organisations can be collected.

52. The University's academic departments can invite the practitioners-professionals to get involved in the process of studies and project activities, create partnerships with other organisations, plan joint activities of the University and other organisations, organise the upskilling of the University's lecturers and the employees of other organisations at the University and other organisations.

53. The University can apply other measures for assessment and improvement of the quality of the students' internship.

## **CHAPTER VI FINAL PROVISIONS**

54. If a student fails to get an assessment for the internship study module, the procedure set out by the University's Regulations on the Assessment of Study Modules is applied. The student who fails to get an assessment for the professional internship cannot defend the final degree project.

55. If a student has already acquired the required practical skills, the professional internship or a part thereof can be included under the procedure stipulated by the University's Guidelines for the Evaluation of the Learning Achievements Acquired via Non-Formal and Informal Education and Recognition of Competencies.

56. The appeals regarding the written decisions made with regards to the student and the complaints regarding the violation of the student's legitimate interests are submitted under the

procedure stipulated by the University's Guidelines for the Submission and Processing of Student Appeals and Complaints.

57. If a student has an accident within the territory of the University during the internship, the procedure set out by the University's Guidelines for the Investigation of the Student Accidents Incurred During the Studies is applied.

58. A student or graduate can choose and independently complete a voluntary internship; it is not to be coordinated with the University and its organisation is regulated by the Description of the Procedure for the Completion of the Voluntary Internship approved by Order No. A1-573 of the Minister of Social Security and Labour of the Republic of Lithuania of 24 October 2014.

59. The Guidelines can be amended, supplemented or revoked by the order of the University's Rector.

---