

## **DESCRIPTION OF INTERNSHIP ORGANIZATION PROCEDURES AT UTENA UNIVERSITY OF APPLIED SCIENCES**

### **CHAPTER I GENERAL PART**

1. Description of internship organization procedures (hereinafter - the Description) at Utena University of Applied Sciences (hereinafter – the University) regulates the procedure for the organization, execution and settlement of student internships.

2. The description was prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania (new edition), the General requirements for conducting studies, the Ministry of Education, Science and Sport by 16 November 2016 order No. V-1011 "Dėl studento praktinio mokymo sutarties pavyzdinės formos," the descriptions of study field, the Study Regulations and other documents regulating studies.

3. Key concepts used in the Description:

**Internship supervisor at the Faculty** – the person who organizes and coordinates practices at the faculty.

**Internship** – part of the study process, carried out in an internship organization, where the student consolidates, develops and improves knowledge, competences and abilities in key professional activities.

**Internship description** – the description of the internship (subject) provided in the study programme, prepared in accordance with the established requirements.

**Internship report** – a written work in which the student analyses the tasks performed during internship and presents the obtained results.

**Internship supervisor** – a University professor appointed to supervise practice.

**Internship supervisor in an internship institution (hereinafter – Mentor)** – an employee, with at least 3 years of professional experience, where the student performs the internship.

**Internship place** – A University training base; a Lithuanian or foreign organization accepting a student to do an internship, providing a place of practical training where the student continues his studies in real working conditions that meet the purpose and results of the intended internship.

**Mentor feedback** – the sample document specified in the Description (Appendix 1), which is filled in by the mentor at the end of the internship.

**The student's internship agreement is a tripartite agreement** (hereinafter – Tripartite agreement) (Appendix 2, Appendix 4) concluded between the University, the Institution and the Student.

## **CHAPTER II INTERNSHIP ORGANIZATION**

4. Internships are carried out at the time specified in the study programme according to the study schedules approved by the Faculty Dean. The internship is regulated by the study programme.

5. The internship is organized by Internship supervisor at the Faculty, together with the Internship supervisor and Mentor.

6. The Internship supervisor prepares the internship task/s to achieve the internship goal and study results, which are approved at the department meeting.

7. The Internship supervisor introduces students to the description of the internship, the purpose of the internship, the expected results of internship studies, the internship task/s, student obligations and rights, the requirements for preparing internship reports; Internship supervisor at the Faculty introduces with the procedure for organizing and carrying out the internship, the requirements of the tripartite contract.

8. Internship supervisor at the Faculty offers students a place of practice in accordance with the cooperation agreements concluded by the University. The student can choose the place of practice independently, if it meets the requirements for the place of practice, after discussing it with Internship supervisor at the Faculty.

9. Internship supervisor at the Faculty prepares a tripartite contract (3 copies for each student) no later than one month before the beginning of the internship. The contract is registered in the register of practice contracts of the Faculty, approved by the seal of the Faculty and the signature of a person authorized by the Director.

10. A tripartite contract is concluded in English when a student is doing an internship in a foreign organization (Appendix 4).

11. The student returns one copy of the tripartite agreement signed by the head of the Internship institution to Internship supervisor at the Faculty within a week of the beginning of the internship.

12. If the student does not carry out internship at the scheduled time, he writes a request for permission to do practice on another time. The place and time of the practice is coordinated with the Internship supervisor at the Faculty, Internship supervisor and the Head of the Department, approved by the order of the Faculty Dean. Practice time must not coincide with lecture time.

13. If the institution has a request to allow the student to carry out an internship at a time other than that provided for in the study schedule, such permission is issued to the student by the Faculty Dean. Together with the permit, a practice schedule is prepared (Appendix 3).

14. The student must complete the internship at the time specified in the contract. If he/she cannot come to the internship, the student must notify the Internship supervisor at the Faculty and

mentor.

15. The student goes to and from the Internship place independently and takes care of his/her own accommodation.

16. After arriving at the Internship place, the student submits internship documents to the administration of the institution: practice task/s, Tripartite agreement, Mentor feedback form, identity document and, if necessary, personal medical book form F 048/a.

17. During the internship, the student must carry out all the Mentor's assignments related to the purpose of the internship, complete the internship task/s and prepare the Internship report, and inform the internship manager about the progress of the internship in the established manner.

18. Missed internship days must be justified by documents that the student presents to the Mentor and the Internship supervisor at the Faculty. If, due to illness or other reasons, the student missed half or more of the internship period, the deadline for completing the internship is extended for the student in accordance with Clause 12 of this Description.

19. During the entire period of practice, Internship supervisor at the Faculty and the Internship supervisor monitor and control the performance of students' Internship:

19.1. Internship supervisor at the Faculty during the first week of students' internship, by phone, e-mail contacts the Mentor to find out if the student went to Internship.

19.2. Internship supervisor at the Faculty together with the Internship supervisor can go to the institutions where students carry out internships in order to find out and evaluate whether the institution provide the conditions to achieve the goal of the internship and the expected results of the internship studies.

20. During the entire internship period, the Internship supervisor advises the student on the execution of the internship task/s and the preparation of the Internship report, cooperates with the institution's representatives, and solves problems related to the execution of the internship task/s that arise during the internship.

21. During the entire internship period, the Mentor helps the student to adapt to the internship location, complete the internship task/s, ensuring that the tasks assigned to the student meet the goal of the internship and the expected results of the internship studies, informs Internship supervisor at the Faculty about the student who is not attending internship, problems encountered by the student, etc.

22. At the end of the internship, the Mentor discusses with the student his activities during the internship and evaluates them by filling out the Mentor's feedback form (Appendix 1).

23. At the end of the internship, the student submits the Internship report, the Mentor's feedback to the Internship supervisor and attaches the documents regulated by the specific study programme.

24. At the end of the internship, the defence of the internship is organized, which is regulated by the description of the internship. The Faculty Dean, the Head of the Department, professors of individual subjects and other interested persons may be invited to the defence of Internship.

25. Internships are evaluated according to the assessment of internship achievements provided in the internship descriptions of the study programme. The achievement of the student's internship results is evaluated by the Internship supervisor.

26. Internship reports are kept by the Internship supervisor for one year, unless otherwise intended in the study programme.

27. A student can carry out an internship in a foreign organization under Erasmus+ or other student academic exchange programs by concluding tripartite internship agreements according to the forms of the specific exchange program. Such internships are organized in accordance with the "Procedure for the participation of Utena University of Applied Sciences students in the Erasmus+ program."

28. Internships completed while studying at another educational institution or foreign organization are credited according to the "Procedure for crediting partial studies, teaching and learning results."

### **CHAPTER III**

#### **FINAL PROVISIONS**

29. The description is approved, changed and supplemented by the decision of the Academic Board.

30. The Description takes effect from the date of the decision of the Academic Board.

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**PRIIMANČIOSIOS ORGANIZACIJOS PRAKTIKOS VADOVO (MENTORIAUS)  
ATSILIEPIMAS**

Utenos kolegijos \_\_\_\_\_ fakulteto

Studento, atlikusio praktiką, vardas, pavardė .....

Akademinė grupė ..... Kursas .....

Studijų programa .....

Praktikos pavadinimas .....

Praktikos pradžia 20..... m. .... mėn..... d.

Praktikos pabaiga 20..... m. .... mėn..... d.

**STUDENTO PRAKTIKOS VERTINIMAS**

1. Studento teorinis pasirengimas – stipriosios, tobulintinos pusės

2. Atliktų užduočių kokybė, savarankiškumas

3. Domėjimasis darbu, iniciatyvumas, pareigingumas, tvarkingumas, drausmė ir kt.

Galutinis praktikos įvertinimas dešimtbalėje sistemoje (įvertinimą rašyti balu ir žodžiu)

.....

Studento praktikai vadovavo ir vertino

.....

(parašas)

(Mentoriaus vardas ir pavardė)

Mentoriaus pareigos.....

.....  
Organizacijos, kurioje studentas atliko praktiką pavadinimas, adresas, telefonas  
.....

20\_\_ m. .... d. A V

**FEEDBACK OF THE INTERNSHIP SUPERVISOR (MENTOR) OF THE INTERNSHIP  
INSTITUTION**

Faculty \_\_\_\_\_ of Utena university of applied sciences

Name and surname of the student who completed the  
internship.....

Academic group..... Course .....

Study Programme .....

Name of Internship .....

Start of Internship .....DD/..... MM/..... YY

End of Internship .....DD/..... MM/..... YY

**EVALUATION OF STUDENT PRACTICE**

1. Student's theoretical preparation: strengths and areas for improvement.
2. Quality of completed tasks and independence.
3. Interest in work, initiative, duty, tidiness, discipline, etc..

Final evaluation of the practice in a ten-point system (write the evaluation in numerical manner and by word describing it)

.....

Supervised and evaluated the student's practice

.....

(signature)

(name and surname of the Mentor)

Mentor's position.....

.....  
Name, address, phone number of the institution where the student did the internship  
.....

Date..... L.S.



## ĮREGISTRUOTA

### VŠĮ Utenos kolegija

(Registracijos vieta)

### Fakulteto praktikos vadovas (-ė)

(Atsakingo asmens pareigos)

\_\_\_\_\_  
(Atsakingo asmens vardas, pavardė ir parašas)

20..... - - d. Nr. ....

(Registracijos data ir numeris)

## UTENOS KOLEGIJOS STUDENTO PRAKTIKOS SUTARTIS

20 - - Nr.

Utena

**VŠĮ Utenos kolegija** (toliau – Kolegija) įmonės kodas 111965850, atstovaujama  
\_\_\_\_\_  
fakulteto dekanı, veikiančio pagal  
Utenos Kolegijos direktoriaus 2018 m. gruodžio mėn. 3 d. įsakymą Nr. V- 299 ir

–

\_\_\_\_\_  
( organizacijos, priimančios studentą atlikti praktiką, pavadinimas, įmonės kodas)

atstovaujama

\_\_\_\_\_  
(vardas, pavardė, pareigos)

veikiančio(s)

pagal \_\_\_\_\_ (toliau

priimanti organizacija)

**bei studento (-ės):** studijų programa –....., kursas –....., studijų forma ..... studijos,  
akademine grupė –

\_\_\_\_\_, toliau

(studento vardas, pavardė)

vadinami šalimis, vadovaudamiesi Lietuvos Respublikos teisės aktais, sudaro šią sutartį:

## I. BENDROSIOS NUOSTATOS

1. Ši sutartis sudaroma visam praktikos laikotarpiui.
2. Studentas atlieka praktiką, suderintą su priimančia organizacija. Vadovaujantis praktikos aprašu šioje sutartyje nurodoma:
  - 2.1. Praktikos pavadinimas:
  - 2.2. Praktikos tikslas:

- 
- 2.3. Numatomi praktikos studijų rezultatai \_\_\_\_\_
- 2.4. Praktikos trukmė – prasideda 20\_\_ m. \_\_\_\_\_ d. ir baigiasi 20\_\_ m. \_\_\_\_\_ d. Apimtis – \_\_\_\_\_ kreditai
- 2.5. Kitos praktikos atlikimo sąlygos ir tvarka: praktikos ataskaita ginama ir vertinama balu.

## II. ŠALIŲ ĮSIPAREIGOJIMAI

### 3. Kolegija įsipareigoja:

- 3.1. užtikrinti studento, siunčiamo atlikti praktiką, būtiną praktikai teorinį ir praktinį pasirengimą;
- 3.2. kontroliuoti studento praktikos eigą ir prireikus kartu su organizacijos atsakingais darbuotojais (arba valstybės institucijos atsakingais valstybės tarnautojais) operatyviai spręsti iškilusias problemas, suteikiant studentui reikalingą pagalbą;
- 3.3. aprūpinti organizacijos paskirtą praktikos vadovą metodinėmis vadovavimo praktikai priemonėmis ne vėliau kaip prieš 10 dienų iki praktikos pradžios, suderinti su organizacija siunčiamo studento praktikos užduotį/užduotis;
- 3.4. esant būtinybei pateikti organizacijai siunčiamo atlikti praktiką studento gyvenimo aprašymą (CV);
- 3.5. skirti praktikos vadovą – Kolegijos dėstytoją, kuris studentą konsultuoja rengiant praktikos ataskaitą, užtikrina praktikos tikslo pasiekimo priežiūrą ir prireikus kartu su priimančios organizacijos atsakingais darbuotojais operatyviai sprendžia su studento atliekama praktika iškilusias problemas;
- 3.6. papildomi Kolegijos įsipareigojimai \_\_\_\_\_

### 4. Kolegija turi teisę atšaukti studentą iš praktikos, jeigu:

- 4.1. priimanti organizacija studento praktikai nesuteikia tinkamos praktikos vietos;
- 4.2. studentas padaro praktikos drausmės pažeidimus;
- 4.3. studentas yra naudojamas vien tik nekvalifikuotam darbui atlikti;
- 4.4. neužtikrinami darbuotojų saugos ir sveikatos reikalavimai.

### 5. Priimanti organizacija įsipareigoja:

- 5.1. suteikti studentui praktikos vietą \_\_\_\_\_  
(praktinio mokymo vietos pavadinimas ir adresas)

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5.2. sudaryti studentui sąlygas praktikos tikslui ir numatomiems praktikos studijų rezultatams pasiekti, aprūpinti jį praktikos užduočiai/užduotims atlikti reikalinga medžiaga, priemonėmis, neatitraukti studento nuo praktinio mokymo užduoties/užduočių vykdymo;

5.3. užtikrinti, kad studentui būtų paskirtas praktikos vadovas (mentorius) iš kvalifikuotų darbuotojų (arba valstybės institucijos valstybės tarnautojų), turinčių ne mažesnę kaip 3 metų atitinkamo darbo stažą, su kuriuo studentas detalizuoja praktikos eigą, kuris vykdo praktikos priežiūrą, jai pasibaigus, ją įvertina;

5.4. esant būtinybei organizuoti būtinus darbuotojų saugos ir sveikatos bei priešgaisrinės saugos instruktažus;

5.5. vadovaujantis priimančioje organizacijoje nustatyta tvarka ir Kolegijos susitarimu dėl darbo tvarkos ir sąlygų užtikrinti studentui darbuotojų saugos ir sveikatos bei higienos normas atitinkančias darbo sąlygas; esant reikalui aprūpinti studentą praktikai atlikti būtiniais darbo įrankiais, darbo drabužiais ir darbo avalyne, kitomis asmeninėmis ir kolektyvinėmis darbuotojų saugos ir sveikatos priemonėmis teisės aktuose nustatyta tvarka, jeigu sutarties šalys šioje sutartyje nesusitaria kitaip;

5.6. skirti studentui su studijų bei praktikos specifika susijusias užduotis bei užtikrinti, kad nebūtų skiriamos su studijų bei praktikos specifika nesusijusios užduotys nekvalifikuotam darbui atlikti;

5.7. informuoti aukštąją mokyklą apie atliekamos praktikos eigą ir atsižvelgiant į praktikos vadovo (mentorius) įvertinimą išduoti dokumentą (Praktikos vadovo (mentorius) atsiliepimą) apie studento atliktą praktiką;

5.8. informuoti studentą, kuri praktikos metu suteikiama informacija yra priimančios organizacijos komercinė arba kita paslaptis, neplatinama už priimančios organizacijos ribų, bei apie už šios informacijos platinimą taikomas baudas (jei tokios yra numatytos vidaus dokumentuose);

5.9. informuoti Kolegiją apie praktikos drausmės pažeidimus, studento neatvykimą į praktiką;

5.10. papildomi priimančios organizacijos įsipareigojimai: \_\_\_\_\_

6. Priimanti organizacija turi teisę leisti studentui savarankiškai, be praktikos vadovo (mentorius) pagalbos, atlikti jam pavestas funkcijas gaminant prekinę produkciją arba teikiant mokamas paslaugas, tik tais atvejais, jeigu priimanti organizacija sudaro su studentu trumpalaikę darbo sutartį teisės aktų nustatyta tvarka.

7. Studentas įsipareigoja:

7.1. stropiai vykdyti praktikos užduotis; neatvykus į praktiką organizacijoje nedelsiant pranešti apie tai praktikos vadovui (mentoriumi) ir fakulteto praktikos vadovui, nurodant priežastį, o ligos atveju – pateikti gydytojo pažymą;

7.2. laikytis priimančios organizacijos steigimo ir veiklos dokumentų ir darbo tvarkos taisyklių ir susitarimo su Kolegija dėl darbo tvarkos ir sąlygų nuostatų, laikyti paslapyje priimančios organizacijos komercines ir kitas paslaptis, jei praktikos metu gaunama slaptų ar nepageidaujamų platinti duomenų bei techninių dokumentų;

7.3. tausoti priimančios organizacijos turtą, už padarytą materialinę žalą atsakyti įstatymų nustatyta tvarka;

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

7.5. informuoti Kolegiją, jei praktikos atlikimo laikotarpiu yra skiriamos su studijų bei praktikos specifika nesusijusios užduotys nekvalifikuotam darbui atlikti, jei priimanti organizacija nesudaro sąlygų pasiekti praktikos tikslą ir numatomus praktikos studijų rezultatus;

7.6. parengti praktikos ataskaitą pagal Kolegijos nustatytus reikalavimus, pateikti ją paskirtam praktikos vadovui;

7.7. papildomi studento įsipareigojimai:

\_\_\_\_\_

8. Studentas turi teisę:

8.1. gauti iš Kolegijos praktikos aprašą, praktikos užduotį/užduotis bei visą informaciją, susijusią su praktikos atlikimu;

8.2. gauti iš priimančios organizacijos pagalbą praktikos užduočiai/užduotims atlikti, darbuotojų saugai ir sveikatai bei kitas praktikos atlikimui reikalingas priemones.

### III. BAIGIAMOSIOS NUOSTATOS

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

10. Ši sutartis gali būti nutraukiama:

10.1. jei studentas pašalinamas iš Kolegijos teisės aktų nustatyta tvarka;

10.2. jei studentas šiurkščiai pažeidžia priimančios organizacijos nustatytą tvarką ir šioje sutartyje nustatytus įsipareigojimus;

10.3. šalių susitarimu.

11. Sutarties šalis praneša kitoms sutarties šalims apie sutarties nutraukimą ne vėliau kaip prieš 5 dienas.

12. Visi ginčai, kurių sutarties šalys negali išspręsti geranoriškai ir susitarus, sprendžiami Lietuvos Respublikos teisės aktų nustatyta tvarka.

13. Ši sutartis įsigalioja nuo 20..... m .....dienes ir galioja iki praktikos atlikimo pabaigos ir visų kitų įsipareigojimų pagal šią sutartį įvykdymo.

14. Ši sutartis sudaryta trimis egzemplioriais, turinčiais vienodą teisinę galią, po vieną kiekvienai sutarties šaliai.

### ŠALIŲ REKVIZITAI

Utenos kolegijos \_\_\_\_\_  
fakultetas.

**Fakulteto praktikų vadovas:**

\_\_\_\_\_  
**Priimanti organizacija**

**Praktikos vadovas (mentorius)**

\_\_\_\_\_  
(vardas, pavardė, telefono numeris, el. paštas)

**Studentas:**

\_\_\_\_\_  
(vardas, pavardė, telefono numeris, el. paštas)

**ŠALIŲ PARAŠAI**

\_\_\_\_\_  
(Kolegija)

A. V.

\_\_\_\_\_  
(priimanti organizacija)

A. V.

\_\_\_\_\_  
(studentas)

UTENOS KOLEGIJA ..... FAKULTETAS ..... KATEDRA

## INDIVIDUALUS PRAKTIKOS ATLIKIMO GRAFIKAS

### Data

### Bendroji informacija

Studento vardas, pavardė .....

Akademinė grupė ..... Kursas .....

Studijų programa .....

Praktikos pavadinimas .....

Praktikos apimtis ..... kreditai ..... valandos(ų)

Praktikos pradžia 20..... m. .... mėn..... d.

Praktikos pabaiga 20..... m. .... mėn..... d.

### Praktikos atlikimo grafikas

| Eil. Nr. | Savaitės diena/data | Laikas val.                     | Iš viso akad. valandų skaičius |
|----------|---------------------|---------------------------------|--------------------------------|
| 1.       |                     | <i>Pvz., 15.00 - 18.00 val.</i> | <i>Pvz., 3 ak. val.</i>        |
| 2.       | .....               |                                 |                                |

Praktikos vadovas \_\_\_\_\_  
(vardas, pavardė, parašas, el. paštas, data)

Fakulteto praktikos vadovas \_\_\_\_\_  
(vardas, pavardė, parašas, el. paštas, data)

### SUDERINTA

Katedros vedėjas

\_\_\_\_\_  
(vardas, pavardė, parašas, data)

Priimančiosios organizacijos praktikos  
vadovas (mentorius)

\_\_\_\_\_  
(vardas, pavardė, parašas, data)

**FUCLTY.....DEPARTMENT .....OF UTENA  
 UNIVERSITY OF APPLIED SCIENCES**

**INDIVIDUAL INTERNSHIP SCHEDULE**

**Date**

**General Information**

Student's name and surname .....

Academic group ..... Course .....

Study programme.....

Name of Internship.....

Internship in .....credits.....hours

Start of Internship .....DD/..... MM/..... YY

End of Internship .....DD/..... MM/..... YY

**The schedule of Internship**

| <b>Queue No.</b> | <b>Day of the week/date</b> | <b>Time in hours</b>                       | <b>Total of academic hours</b> |
|------------------|-----------------------------|--|--------------------------------|
| 1.               |                             | <i>For example., from 3 p.m. to 6 p.m.</i> | <i>For example., 3 ACH</i>     |
| 2.               | .....                       |  |                                |

Internship supervisor \_\_\_\_\_  
 (name, surname, signature, e-mail, date)

Internship supervisor at the Faculty \_\_\_\_\_  
 (name, surname, signature, e-mail, date)

**AGREED**

Head of the Department  
 \_\_\_\_\_  
 (name, surname, signature, date)

Internship supervisor in an internship  
 institution (Mentor)  
 \_\_\_\_\_  
 (name, surname, signature, date)

**REGISTERED AT**  
**PI Utena University of Applied Sciences**

(Place of registration)

**Internship supervisor at the Faculty**

(Position of the responsible person)

\_\_\_\_\_  
(Name and signature of responsible person)

\_\_\_\_\_  
**No.**  
\_\_\_\_\_  
(Date and number of registration)

**STUDENT'S AGREEMENT FOR TRAINEESHIP OF  
UTENA UNIVERSITY OF APPLIED SCIENCES**

Date

Utena

**PI Utena University of Applied Sciences** (hereinafter – Utena UAS), company code 111965850, represented by Faculty Dean of \_\_\_\_\_, acting under the order No. V- 299 of 3<sup>rd</sup> December 2018, of the Director of Utena UAS

\_\_\_\_\_  
(Name and company code of the internship institution)

Represented

by \_\_\_\_\_  
(Name, surname, position)

Acting

under \_\_\_\_\_  
(The receiving organization)

**and student:** Study Programme – \_\_\_\_\_ Course – \_\_\_\_\_, Study Form –  
\_\_\_\_\_ Studies, Academic Group-

\_\_\_\_\_  
hereinafter

(student's name, surname)

referred to as the Parties, in accordance with the legal acts of the Republic of Lithuania, enter into this Agreement:

**I. GENERAL PROVISIONS**

1. This contract is concluded for the entire period of the internship.
2. The student carries out an internship agreed with the internship institution. According to the description of the internship, this agreement states:
  - 2.1. Name of Internship: \_\_\_\_\_
  - 2.2. The purpose of the internship: \_\_\_\_\_
  - 2.3. Expected outcomes of practice studies \_\_\_\_\_

2.4. Duration of the internship – from \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_\_. Scope – \_\_\_\_\_ credits.

2.5. Other conditions and procedures for the internship: the internship report is defended and graded.

## II. OBLIGATIONS OF THE PARTIES

3. Utena UAS undertakes:

3.1. to ensure the theoretical and practical preparation of the student sent for the internship;

3.2. to control the course of the student's internship and, if necessary, together with the responsible employees of the institution (or the responsible civil servants of the state institution) to promptly resolve the problems, providing the necessary assistance to the student;

3.3. to provide the internship supervisor appointed by the institution with methodological means of internship guidance not later than 10 days before the beginning of the internship, to coordinate the internship task/s of the student to be sent with the institution;

3.4. if necessary, submit a curriculum vitae (CV) of the student to be sent to the institution to do the internship;

3.5. to appoint a internship supervisor - a lecturer of the Utena UAS, who advises the student in preparing the internship report, ensures the supervision of the achievement of the internship goal and, if necessary, together with the responsible staff of the internship institution promptly solves problems with the student's mentor;

3.6. additional responsibilities of the Utena UAS

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4. Utena UAS has the right to withdraw a student from the internship if:

4.1. the internship institution does not provide a suitable internship place for the student;

4.2. the student commits a breach of the discipline of the internship;

4.3. the student is used solely for unskilled work;

4.4. occupational safety and health requirements are not met.

5. The internship institution undertakes to:

5.1. to give the student the internship place

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– (the name and address of the place of internship)

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5.2. to create conditions for the student to achieve the goal of the internship and the expected results of the internship study, to provide him / her with the material and means necessary for the internship task/s, not to distract the student from the internship task/s;

5.3. ensure that the student is assigned a supervisor (mentor) from qualified staff (or civil servants of a public institution) with at least 3 years of relevant work experience, with which the student details the course of the internship, who supervises the internship, after which it is evaluated;

5.4. if necessary, to organize the necessary instructions for the safety and health of workers and fire safety;

5.5. in accordance with the procedure established by the internship institution and the agreement of the Utena UAS on the working procedures and conditions to ensure working conditions that meet the standards of occupational safety and health and hygiene; if necessary, to provide the student with the necessary work tools, work clothes and work footwear, other personal and collective measures for the safety and health of employees in accordance with the procedure established by legislation, unless the parties to this contract agree otherwise;

5.6. to assign tasks related to the specifics of studies and practice to the student and to ensure that tasks not related to the specifics of studies and practice are not assigned to perform unqualified work;

5.7. to inform the higher education institution about the course of the internship and, taking into account the assessment of the internship supervisor (mentor), to issue a document (the internship supervisor's (mentor's) feedback) on the internship performed by the student;



- 5.8. to inform the student which information provided during the internship is a commercial or other secret of the internship institution, which is not disseminated outside the internship institution, and about the penalties applied for the dissemination of this information (if such are provided in the internal documents);
- 5.9. to inform Utena UAS about the violations of the internship discipline, the student's absence from the internship;
- 5.10. additional responsibilities of the internship institution: \_\_\_\_\_
6. The internship institution has the right to allow the student to independently, without the assistance of a supervisor (mentor), perform the functions assigned to him / her in the production of commercial products or providing paid services only if the internship institution concludes a short-term employment contract with the student.
7. The student undertakes:
  - 7.1. diligently perform internship tasks; in case of absence from the internship in the institution, immediately notify internship supervisor (mentor) and the internship supervisor at the Faculty, indicating the reason, and in case of illness - submit a doctor's certificate;
  - 7.2. to comply with the provisions of the founding and operating documents and rules of procedure of the internship institution and the agreement with the Utena UAS on the terms and conditions of employment;
  - 7.3. to protect the property of the internship institution, to be liable for the material damage in accordance with the procedure established by law;
  - 7.4. comply with the requirements of the rules on the safety and health of workers and fire protection;
  - 7.5. to inform Utena UAS if during the internship the tasks related to the study and the specifics of the internship are assigned to perform unqualified work, if the internship institution does not create conditions for achieving the goal of the internship and the expected results of the internship;
  - 7.6. to prepare an internship report by the requirements established by the Utena UAS, to submit it to the appointed internship supervisor;
  - 7.7. additional student responsibilities: \_\_\_\_\_.
8. The student has the right to:
  - 8.1. to receive from Utena UAS a description of the internship, the internship task/s and all information related to the internship;
  - 8.2. receive assistance from the internship institution to carry out the internship(s), the safety and health of workers and other facilities required for the internship.

### **III. FINAL PROVISIONS**

9. This agreement may be amended only by written agreement of all three parties. Amendments to the contract are an integral part of this contract.
10. This contract may be terminated:
  - 10.1. if the student is expelled from Utena UAS in accordance with the procedure established by legislation;
  - 10.2. if the student seriously violates the procedures established by the internship institution and the obligations set out in this agreement;
  - 10.3. by mutual agreement.
11. The contracting party shall notify the other contracting parties of the termination of the contract at least 5 days in advance.
12. All disputes, which the parties to the contract cannot resolve in good faith and by agreement, shall be resolved in accordance with the procedure established by the legislations of the Republic of Lithuania.
13. This Agreement shall enter into force on DD/ MM/ YY and is valid until the end of the internship and the fulfilment of all other obligations under this contract.
14. This Agreement is made in triplicate and have equal legal force, one for each party to the Agreement.

### **PARTICULARS OF THE PARTIES**

Utena UAS:

**Faculty** \_\_\_\_\_

**Internship supervisor at the Faculty** \_\_\_\_\_

**Internship institution** \_\_\_\_\_

**Internship supervisor (mentor):** \_\_\_\_\_

(Name, surname, tel. number, e-mail)

**Student:** \_\_\_\_\_

(Name, surname, tel. number, e-mail)

**SIGNATURES OF THE PARTIES**

\_\_\_\_\_  
(Utena UAS)

\_\_\_\_\_  
(Internship institution)

\_\_\_\_\_  
(Student)