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DESCRIPTION OF THE PROCEDURE FOR THE ORGANISATION OF STUDENT TRAINEESHIPS OF VILNIAUS KOLEGIJA

CHAPTER I GENERAL

1. The Description of the procedure for the organisation of student traineeships of Vilniaus kolegija (hereinafter referred to as the “Description”) regulates the procedure for the organisation, execution and accounting of student traineeships of Vilniaus kolegija (hereinafter referred to as the “VIKO”).

2. The Description has been prepared in accordance with the Republic of Lithuania Law on Higher Education and Research, the General Requirements for the Conduct of Studies approved by the Minister of Education, Science and Sport, the descriptions of the study fields, the Vilniaus kolegija Study Procedure, the Description of the procedure for the assessment of learning achievements and other documents regulating studies.

3. For the purposes of the Description:

- 3.1. **Traineeship** means a part of studies during which a student's knowledge, skills and abilities are tested and developed in practical professional activities. Depending on the specifics of the field of study (programme), different types of traineeships can be carried out, such as cognitive, educational, professional (including final), etc.
- 3.2. **Cognitive traineeship** means a traineeship that familiarises the student with the future field of professional activity.
- 3.3. **Educational traineeship**- means a traineeship carried out in VIKO's practical training environment, during which the student develops practical skills in course units (modules) necessary for further studies and professional activity.
- 3.4. **Professional traineeship** means a traineeship in which students demonstrate and develop their practical skills in a real work environment in order to achieve the learning outcomes set out in the relevant study programme.
- 3.5. **VIKO practical training environment** means classrooms, laboratories, practical training centres, simulation companies, science workshops or other specialised places with a similar environment to the actual working conditions in which the traineeships take place.
- 3.6. **Traineeship institution** means an enterprise, organisation or institution where students carry out their professional traineeship under real working conditions. Professional traineeship may also be carried out in a unit of VIKO, the nature of the activity of which is compatible with the intended objectives of the traineeship.
- 3.7. **Traineeship supervisor at the faculty** means a lecturer of VIKO appointed to supervise a student's traineeship.

- 3.8. **Traineeship coordinator** means a VIKO staff member responsible for organising and administering the traineeship.
- 3.9. **Traineeship supervisor (mentor) in the institution** means a competent staff member appointed as the student's traineeship supervisor, taking into account the requirements of the student's practical training tripartite agreement.
- 3.10. **Traineeship description** means a description of a course unit (module), which specifies the nature, purpose, scope in credits, expected learning outcomes, content, criteria for the assessment of the traineeship, and sources of literature.
- 3.11. **Student's practical training agreement** means a tripartite practical training agreement signed by VIKO, the organisation and the student.
- 3.12. **Traineeship report** means a document prepared by the student that presents the results of the student's traineeship.
- 3.13. **Voluntary traineeship** means a traineeship carried out in a company, institution or organisation under a voluntary traineeship agreement, the requirements for which are laid down in the Republic of Lithuania Law on Employment and the Description of the procedure for carrying out a voluntary traineeship approved by the Minister of Social Security and Labour. This traineeship is not part of VIKO's study programme.

CHAPTER II

ORGANISING AND CARRYING OUT TRAINEESHIPS

4. The nature, scope, duration and timing of traineeships shall be determined in accordance with the study programme, the study plan and the study schedule approved by the Dean of the Faculty.

5. Traineeships shall be organised in accordance with the Description and the Procedure for the organisation of traineeships for students of a faculty (hereinafter referred to as the "Faculty Procedure").

6. The study programme (field of study) committee may establish compulsory course units (modules) which, if not completed, will not allow the student to undertake a traineeship.

7. Traineeships may take place in VIKO's practical training environment, in a Lithuanian or foreign company, organisation, institution or unit of VIKO, the nature of the activities of which is compatible with the intended objectives of the traineeship.

8. VIKO offers students a range of possible institutions for professional traineeship. The student may also find a traineeship institution on his/her own, in accordance with the Faculty Procedure.

9. The requirements for the traineeship institution shall be to:

- 9.1. create conditions for achieving the learning outcomes set out in the traineeship description, and provide information needed for the traineeship;
- 9.2. organise the necessary occupational health and safety and fire safety briefings for the student;
- 9.3. ensure that the student is assigned a mentor in the institution (hereinafter referred to as the "mentor"). The mentor shall be a qualified employee (or civil servant) with at least 3 years of relevant work experience, with whom the student will work out the details of the traineeship programme, who will supervise the traineeship, evaluate the trainee at the end of the traineeship, and complete the Student's Pre-Professional Readiness Questionnaire provided by VIKO. If the description of the field of study specifies different requirements for the mentor, the mentor shall be appointed in accordance with the requirements specified in the description of the field of study;
- 9.4. ensure for the student working conditions that comply with occupational safety and health and hygiene standards, and, where necessary, provide the student with the necessary tools,

work clothes and footwear, and other personal and collective occupational safety and health equipment to carry out the traineeship;

- 9.5. assign tasks relevant to the specific nature of the studies and practical training and ensure that students are not assigned tasks that are not relevant to the specific nature of the studies and practical training and that they are not assigned unskilled work;
- 9.6. keep VIKO informed about the progress of the traineeship and provide the mentor's evaluation of the student's traineeship;
- 9.7. inform the student that the information provided during the traineeship is a commercial or other secret of the host organisation and is not to be disseminated outside the host organisation, as well as the penalties for disseminating this information (if any, as provided for in internal documents);
- 9.8. process the student's personal data in accordance with the requirements of Regulation (EU) 95/46 of the European Parliament and of the Council of 2016/679 April 27 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, and the Republic of Lithuania Law on Legal Protection of Personal Data;
- 9.9. the student's practical training agreement (hereinafter referred to as the "Agreement") may contain additional requirements, in accordance with the requirements specified in the description of the fields of study and the Faculty Procedure.

10. On sending the student for a professional traineeship, the traineeship supervisor shall provide students with a description of the traineeship, the objectives of the traineeship, the expected learning outcomes, the tasks, and the structure and criteria for the assessment of the traineeship at the faculty at least one month before the start of the traineeship (not including students' holidays).

11. A tripartite agreement shall be concluded between the student, VIKO and the traineeship institution, except in cases where the professional traineeship is carried out at VIKO. The model form of the Vilniaus kolegija Student Practical Training Agreement is approved by an order of the Director of VIKO.

12. When the professional traineeship is carried out in the administration or a faculty of VIKO, the mentor shall be appointed by an order of the Director of VIKO or the Dean of the Faculty, respectively.

13. The agreement shall be drawn up, signed and registered with the Faculty before the start of the professional traineeship.

14. Students who have gained at least three years of work experience under a bilateral agreement(s) with their employer, during which the acquired competences are in line with the learning outcomes of the intended traineeship, may be allowed to carry out the traineeship in their own workplace without concluding an agreement, upon the decision of the Dean of the Faculty. Students shall submit to the Dean of the Faculty, in accordance with the procedure laid down by the Faculty:

- 14.1. a request for a traineeship at their workplace, agreed with the traineeship supervisor at the Faculty;
- 14.2. certificate(s) from the employer(s) stating the position held, the main job functions and the length of service in the position.

15. For important reasons, the Dean of the Faculty may allow a student to carry out the traineeship at a time other than the time scheduled in the study schedule. The student shall submit a request to the Dean of the Faculty, agreed with the traineeship supervisor at the Faculty / traineeship coordinator.

16. The student shall start and finish the traineeship at the time specified in the Agreement. The student shall immediately inform the faculty supervisor and the mentor of his/her absence from the traineeship.

17. The faculty supervisor / coordinator of the traineeship shall provide the mentor with a traineeship description, methodological guidelines for the management of the traineeship before the start of the

traineeship, shall liaise with the mentor and the student in order to ensure the feasibility of the traineeship learning outcomes, and, if necessary, shall resolve any problems arising in the course of the student's traineeship with the responsible personnel of the traineeship institution.

18. Traineeships abroad under Erasmus+ or other programmes shall be carried out in accordance with the procedure laid down by the International Relations and Projects Office.

CHAPTER III ASSESSMENT AND CREDITING OF TRAINEESHIPS

19. The structure, criteria and procedures for the assessment of the achievements of a traineeship are defined in the traineeship description and in the Description of the procedure for the assessment of learning achievements.

20. At the end of the traineeship, the student shall submit to the traineeship supervisor at the faculty / traineeship supervisor at the faculty, at the time set by the faculty / traineeship supervisor at the faculty, the documents for the traineeship accounting: the traineeship report and other documents provided for in the traineeship description.

21. The structure and provisions for the preparation of the traineeship report are set out in the General Requirements for Academic Essays.

22. The student shall pay for the traineeship in accordance with the Faculty Procedure.

23. If a student fails to complete the traineeship without justifiable reasons or receives an unsatisfactory evaluation from the mentor, an academic debt shall be recorded.

24. The crediting of traineeship carried out under the Erasmus+ or other programmes shall be in accordance with the Description of the procedure for the crediting of partial learning outcomes.

25. A student who has been allowed to undertake a traineeship in his/her own workplace, in accordance with the requirements of paragraph 14, shall pay for the traineeship in accordance with the Faculty Procedure.

26. Voluntary or other traineeships not defined in the Description may be included in the course unit (module) of the traineeship, as well as achievements gained by a working student in informal and workplace learning environment, if their compliance with the learning outcomes of the traineeship provided for in the programme has been evaluated and the acquired competences have been recognised in accordance with VIKO's Description of the procedure for the assessment and recognition of learning achievements acquired through non-formal and informal learning at Vilniaus kolegija.

CHAPTER IV FINAL PROVISIONS

27. The stages of the organisation of the professional traineeship, their description, the deadline for completion and the responsible persons are set out in the Annex to the Description, which is used as a basis for the faculty traineeship supervisor / coordinator to draw up the stages of the organisation of the professional traineeship and to announce them to the students.

28. After the end of the traineeship, in accordance with the Description of the feedback procedure of Vilniaus kolegija for the improvement of the quality of studies, the departments periodically carry out and publish within the set time limits the summarised results of the surveys of students and employers (mentors).
