

APPROVED BY:
Academic Council of Panevėžys College
Resolution No V4-5 as of 25 February 2010
Resolution No V4-12, as of 18 December 2013
Resolution No V4-12, as of November 26, 2014
Resolution No V4-1, as of January 25, 2017
Resolution No V4-16, as of November 27, 2019
Resolution No V4-4, as of April 29, 2020
Resolution No V4-1, as of January 30, 2025 (new version)

DESCRIPTION OF THE PROCEDURE FOR ORGANISING INTERNSHIPS AT PANEVĖŽYS COLLEGE

I. GENERAL PART

1. The Description of the Procedure for the Organisation of Internships at Panevėžio kolegija/State Higher Education Institution (hereinafter - the Description) establishes the procedure for the organisation of students' professional internships at Panevėžio kolegija/State Higher Education Institution (hereinafter - the College), defines the concepts and procedures of the organisation of professional internships, as well as the principles of reporting and evaluation, documentation and requirements for students.

2. The content, timing, duration and location of the internship shall be determined in accordance with the college curriculum and the study timetable.

3. During the internship, the student's knowledge, skills and abilities shall be integrated into professional activities. The practical placement is organised by the supervisor of the practical training together with the study programme lecturer, the supervisor of the practical placement and the supervising representative (mentor) in the institution/enterprise/organisation.

4. Terms used in the description:

4.1. **Internship** - studies under the supervision of lecturers and supervisors, during which a student's knowledge, abilities and skills are tested and developed in professional practical activities.

4.2. **Internship plan** (programme, assignment) - a document specifying the purpose, results, content, assessment criteria and the scope of the internship in credits.

4.3. **Internship sheet** - a document recording the location of the internship, the host organisation and the supervising supervisor.

4.4. **Student's internship diary** - a record of the work carried out by a student during internship training.

4.5. **Internship supervisor** - a person who coordinates and controls the process of students' professional internships, assists the dean of the faculty and the chairpersons of the curriculum committees in solving the issues related to students' internship, and co-operates with the tutor who is in charge of internship.

4.6. **Internship supervising tutor** - a teacher responsible for the methodological supervision of students' internship.

4.7. **Internship mentor** in the institution/company/organisation - a member of staff of the institution/company/organisation in which the student is undertaking the internship, who has been appointed to supervise the student's internship by order of the head of the institution/company/organisation.

4.8. **Internship placement site** means the institution/company/organisation/college where the student is undertaking the internship.

4.9. **Host organisation** means the institution/company/organisation in which the student is undertaking the placement.

4.10. **Internship in an institution/company/organisation** means a part of the study process during which students participate in internship training in institutions/companies/organisations in accordance with the requirements of the study programme.

4.11. **Internship at the College** - a part of the study process during which students, in accordance with the requirements of the study programme, participate in internship training at the College, however, some of the tasks may also be performed outside the College.

4.12. **Student's internship training agreement** - a tripartite agreement between the College, the institution/company/organisation hosting the internship and the student, concluded in accordance with the form approved by the College Director.

4.13. **Internship report** - a written work (or report) prepared in accordance with the requirements of the College's requirements for the formatting of written work and in accordance with the internship assignment drawn up by the internship tutor, in which the student presents and analyses the content of the internship, the fulfilment of the objectives and the achievement of the results.

4.14. **Internship evaluation** - evaluation of the knowledge, skills, abilities acquired by the student during the internship, carried out by the internship supervisor (mentor) in the institution/company/organisation and the supervising lecturer.

II. PROCEDURES FOR PERFORMING INTERNSHIPS

5. The student must consistently complete all the internships provided for in the study programme.

6. Placements for internships are offered to students by the College in accordance with the cooperation agreements concluded with institutions/companies/organisations, or the student chooses his/her own. Internships may be carried out in institutions/companies/organisations and at the College. The chosen placement location must meet the following requirements:

6.1. conditions suitable for the achievement of the objectives and outcomes of the internship programme;

6.2. professionals (mentors) from the institution/company/organisation/College who have completed studies in the relevant field of study, have at least 3 years of practical work experience in the qualification, and are able to supervise the students' internship.

7. Once the internship placement has been agreed upon, a tripartite student internship training agreement in the prescribed form is signed between the College, the institution/company/organisation and the student (unless there is an agreement with the institution/company/organisation not to sign a tripartite agreement and/or the student is doing the internship at the College). The student submits this agreement to the head of the institution/company/organisation. One copy of the agreement, signed by the student, shall be returned to the internship supervisor 3 working days before the internship.

8. The student who has independently found an internship placement shall inform the internship supervisor at least 2 weeks before the start of the internship. The internship supervisor, together with the tutor in charge of the internship, decides whether the institution/company/organisation proposed by the student is suitable for the purpose of the internship. The decision to allow the student to carry out the internship in the specified establishment/company/organisation must be taken at least 10 days before the start of the internship.

9. Functions of a mentor in the institution/company/organisation:

9.1. together with the student and the tutor in charge of the internship, he/she shall be responsible for the implementation of the internship plan/programme, organise the student's work at the internship site, facilitate the student's gaining of practical work experience, and foster the student's independence, responsibility, and activeness;

9.2. monitor the student's work discipline and the quality of his/her performance;

9.3. cooperate with the College's internship supervisor, the tutor in charge of the internship, and, if possible, participate in the meetings of the study programme committee to discuss internship programmes, assessment results, student discipline and other issues related to the internship;

- 9.4. evaluate the practical skills and abilities acquired by the student during the internship;
- 9.5. complete the internship training documentation as prescribed by the College.
10. Duties of the tutor in charge of the internship:
 - 10.1. provide the student with the programme of the internship, the purpose of the internship and the structure of the assessment of the internship, the criteria and the individual work assignment;
 - 10.2. advise the student on the completion of the internship report and individual assignments, and resolve any problems that arise;
 - 10.3. evaluate the student's achievements.
11. The Dean of the Faculty writes a decree at least five days before the students are released for the internship.
12. The student shall travel to and from the internship sites independently.
13. Upon arrival at the placement site, the student submits the internship documents to the administration of the institution/company/organisation:
 - 13.1. the internship plan (programme, assignment);
 - 13.2. the student's tripartite internship training agreement;
 - 13.3. the student's internship diary;
 - 13.4. if requested by the host institution/company/organisation, the student's medical record (health passport F048/a) and the internship sheet.
14. The form of the internship diary shall be approved by the Dean of the Faculty, depending on the specifics of the study programme.
15. During the internship, the student is obliged to carry out all the tasks related to the internship plan (programme, task) given by the internship mentor at the institution/company/organisation/college, to take an active interest in the activities of the institution/company/organisation, and to report the progress of the internship to the tutor in charge of the internship in the prescribed manner.
16. The student is obliged to start and finish the internship at the specified time. If the student is unable to attend the placement, he/she must inform the College's internship supervisor and the internship mentor at the institution/company/organisation/College.
17. If a student misses the internship for important reasons, he/she is obliged to complete it. At least 70 per cent of the missed placement time must be carried out on an individual schedule agreed with the internship supervisor. Internships missed without valid reasons shall be made up 100 per cent.
18. In exceptional cases, in accordance with a decree of the Dean of the Faculty, it shall be permitted to carry out the internship during the time free from study on an individual schedule.
19. Internships (except for the final internship) of students working in a field related to the study programme may be credited in accordance with the Procedures for the Crediting of Study Results and the Recognition of Competences Acquired through Formal Education at Panevėžys College. Students who volunteer and provide assistance during emergency situations have the right to apply for credit for their volunteering period.
20. After successfully completing the internship, the student shall submit the following documents to the tutor in charge of the internship within 3 working days: the internship report, the student's internship diary, the second part of the internship sheet (in the case that the internship sheet has been issued by the College prior to the student's departure for internship).
21. The tutor in charge of the internship evaluates the student's internship according to the criteria specified in the internship (programme).
22. The tutor for full-time students shall, within 5 working days after the professional internship, evaluate the internship, fill in the report in the AKADIS information system and submit the printed and signed report to the faculty. For part-time students, the evaluation of the internship must be completed before the end of the examination session.
23. A student who has not completed or evaluated the internship within the time limit shall have an academic debt which he/she shall be obliged to liquidate by repeating the internship.

24. After the assessment of the internship, the student shall hand over the internship diary to the supervisor of the internship. The student's internship diary shall be kept at the College for two years after graduation.

25. After the assessment of the internship, the student shall hand over the internship report to the tutor in charge of the internship. The internship report shall be kept at the College for one year after completion of the internship.

26. internships at the College shall be carried out in the Applied Research and Innovation Centre, simulation companies and laboratories equipped with the necessary equipment.

27. The necessary occupational health and safety and fire safety briefings shall be given by the person responsible for the specific place of internship.

28. The assessment criteria and forms of reporting for internships at the College shall be laid down in the internship plan (programme).

29. The Dean of the Faculty, taking into account the specifics of the study programmes, may approve the description of the procedure for organising internships at the Faculty.

III. FINAL PROVISIONS

30. The Regulations shall enter into force on the date of their approval at a meeting of the Academic Council.

31. Other matters not provided for in the Regulations shall be decided by the Dean of the Faculty.

32. Amendments and additions to the Description shall be approved by the Academic Council.

MODEL STUDENT INTERNSHIP TRAINING AGREEMENT

DD/MM/YYYY. No. TS8-.....

Panevėžys

Panevėžio kolegija/ State Higher Education Institution represented by Dean _____ of Faculty of Social sciences, acting in accordance with the University Director 's order of 12th September 2018 Nr. V1-162 and

(name of host organization)
Represented by the director _____, acting in accordance with regulations _____
(name, surname, position)
and the student _____
(study program, course, student 's first and last name,

date of birth or personal number, address of the permanent place of residence)
(hereinafter jointly referred to as the parties), have concluded this agreement:

I CHAPTER GENERAL PROVISIONS

1. This agreement shall be concluded for the whole period of internship training at host organisation (hereinafter – internship).
2. The student shall perform the internship in compliance with the internship plan (program). Pursuant to the internship plan (program), this agreement shall include:
 - 2.1. aim of the internship –
 - 2.2. expected results of the internship –
 - 2.3. duration of the internship – the internship starts onand ends on
(year, month, day) (year, month, day)
 - 2.4. scope of internship credits
 - 2.5. other conditions and procedures for internship –

II CHAPTER RESPONSIBILITIES OF THE PARTIES

3. College 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 internship supervisor tutor – a College lecturer who shall assist the student in preparation of the internship plan (program) and approve it, ensure the achievement of internship aims, and, in case of necessity, promptly solve the arising problems, related to the student's internship, in cooperation with responsible employees of the host organisation (or responsible civil servants of state institutions);
 - 3.3. to provide the assigned mentor of the internship at the host organisation with methodological guidelines (tools) in terms of internship management;
 - 3.4. additional responsibilities of the College – _____.
4. The host organisation shall undertake the following responsibilities:
 - 4.1. to provide the student with an internship location at _____
(address of the internship location)
to provide conditions for implementation of the internship plan (program), to give access to information required for performance of the internship plan (program), and not to distract the student from performance of the internship tasks;
 - 4.2. to ensure that the employee (or civil servant) assigned as student's internship mentor, with whom the student elaborates internship plan (program), who is responsible for the monitoring of the internship and its evaluation upon completion, shall have the necessary qualification level and not less than 3 years of work experience in the respective field;
 - 4.3. to arrange the required health and safety at work as well as fire safety trainings;
 - 4.4. pursuant to the regulations, valid at the host organisation and the agreement with the College concerning the terms and conditions of work, to provide the student with work conditions meeting health and safety at work as well as hygiene standards; in case of necessity, to provide the student with the work instruments, 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 studies and internship related specific tasks to the student and to ensure that unqualified tasks not related to the studies and practical training are excluded;
 - 4.6. to provide the College with information concerning the flow of the internship, and to issue a document on student's completed internship with respect to the evaluation of the mentor;
 - 4.7. to inform the student which information, disclosed during the internship, is the trade or other secret of the host organisation, and shall not be revealed outside the host organisation; to inform about applicable penalties for disclosure of such information (if any are foreseen by internal documents);

4.8. to inform the College of disciplinary violations committed during a student's internship or the student's failure to attend internship;

4.9. additional responsibilities of the host organisation – _____

5. The host organisation shall be entitled to allow the student to perform functions assigned herein concerning production or provision of services, independently, without assistance of the mentor, only providing that the host organisation enters into a temporary employment agreement with the student.

6. The student shall undertake the following responsibilities:

6.1. to prepare the internship plan (program) and to coordinate it with the internship supervising tutor of the College not later than within 3 days prior to the start of the internship; to elaborate the internship plan (program) with the assigned mentor at host organisation no later than within the first day of the internship;

6.2. to thoroughly perform internship tasks; in case of absence, the student shall immediately inform both supervising tutor and mentor indicating the reason of absence, in case of illness – the student shall present a medical certificate;

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

6.4. to protect the property of the host organisation and to be liable for the incurred 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 College in case unqualified tasks not related to the studies and internship are assigned during the internship period, if the host organisation does not provide necessary conditions for implementation of the internship plan (program);

6.7. to prepare an internship report in accordance with provisions of the College; to submit it to the internship supervisor at the high school;

6.8. additional responsibilities of the student – _____ .

III CHAPTER FINAL PROVISIONS

7. 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.

8. This agreement shall be terminated providing the following:

8.1. if the student is withdrawn from the College, terminates or temporarily suspends the studies (including students on academic leave);

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

8.3. upon mutual agreement between the parties.

9. Any party of the agreement shall notify other parties of the agreement about termination of the agreement no later than within 7 days prior the termination.

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

11. This agreement shall enter into force at the moment it is signed by the last party and shall remain valid until the accomplishment of internship and fulfilment of all other obligations under this agreement.

12. This agreement is concluded in three copies each having equal legal force, one for each party of the agreement.

REFERENCE DETAILS OF THE PARTIES

College: Faculty ofPanevėžio kolegija/ Panevėžio kolegija/State Higher Education Institution, Klaipėdos g. 3, Panevėžys, phone (8 45) 58 00 60,

email.

Internship supervisor, phone., email.

Host organisation:

(Name, legal entity number, residency address, phone number, e-mail, name, surname, phone number of the mentor at host organisation)

Student:

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

SIGNATURES OF THE PARTIES

Dean of the Faculty of

(host organisation)

(student)

Appendix 2

CONFIRMATION
Head of organization

Place of stamp here _____
signature *n. surname*

DD/MM/20YY

The student submits this part of the internship sheet to the faculty at the end of the internship

PANEVĖŽIO KOLEGIJA/STATE HIGHER EDUCATION INSTITUTION
FACULTY OF.....

Address, phone

INTERNSHIP SHEET

Date

.....

Panevėžys

(address)

Please accept an internship in an institution/company under your supervision at Panevėžys College. Faculty of course students of study program.

Internship name:

.....

Duration of the internship from to

ON THE GROUND OF Faculty dean bylaw of (date)

No.

Internship supervisor
Place of stamp

LIST OF STUDENTS ENTERING THE INTERNSHIP:

No.	NAME, SURNAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
21	
22	

By order of the head of the institution/company
we kindly request to appoint the following to supervise student internships:

1	
2	
3	
4	
5	
6	

Internship mentor _____
(name, surname)

NOTES ON THE INTERNSHIP PROCESS

I conducted an internship for students from _____ to _____
and noticed

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Internship mentor _____
signature n. surname

