

APPROVED

Vilnius University Business School Council

By resolution of November 28th, 2024

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VILNIUS UNIVERSITY BUSINESS SCHOOL REGULATIONS FOR THE ORGANIZATION OF STUDY INTERNSHIP

I. General provisions

1. The Regulations on the Organization of The Study Internship of Vilnius University Business School (hereinafter referred to as VU BS) (hereinafter referred to as the Regulations) describe the procedure for the organization, supervision and evaluation of compulsory professional internship (hereinafter referred to as internship) and voluntary internship established in the Regulation on The Internship of Studies of Vilnius University in VU BS.

2. The Regulations are drawn up in accordance with the Vilnius University Study Internship Regulation (hereinafter referred to as the Regulation), the terms and concepts used in the Regulations are defined in the Regulation.

II. Goals and objectives of internship

3. The aim of the Internship is to develop the ability of students to apply the theoretical knowledge gained during their studies to solve practical problems of real business organizations.

4. The internship must develop the students' autonomy, creativity, ability to examine emerging problems from various angles and solve them in a complex way, considering the specific situation.

5. Tasks set for the internship:

- 5.1. improve the skills of students that are needed to perform basic business functions in various areas of business (marketing, sales, accounting and finance, personnel management, operations management, etc.);
- 5.2. to improve the skills of students that are needed to analyze the situation of business organizations and make specific decisions;
- 5.3. improve the communicative skills of students;
- 5.4. to improve the general abilities of students: work in a team, make decisions, communicate and collaborate;
- 5.5. to provide students with the opportunity to get acquainted with the internship of a particular business;
- 5.6. to develop the ability of students to analyze and organize the administration of a business organization or its individual subdivisions;
- 5.7. to teach how to analyze the activities of a particular business unit, collect, analyze and summarize statistical data reflecting those activities and draw conclusions;
- 5.8. to provide students with the opportunity to collect data for a bachelor thesis in cases where the topic of the student's final thesis corresponds to the field of activity of a professional internship company.

III. Organization of internship

6. The internship at VU BS is coordinated and organized by the study coordinator working in the Study Service responsible for the process of internships.

7. The following types of internships are organized at VU BS:

- 7.1. compulsory professional internship;
- 7.2. voluntary internship.

8. During the internship, students carry out the semester of study provided for in the plan of

the study program, except for cases when the student studies according to an individual study plan. The duration of the internship is 3 months. (the duration of the traineeship in hours must be at least 390 working hours, including the coordination of the internship plan, the preparation of the report and the presentation).

9. Voluntary (non-credited) internships can be carried out by students of all courses of any level by signing a bilateral or tripartite agreement with the company, as provided for by the laws of the Republic of Lithuania.

10. Traineeships carried out in foreign countries under international programmes (e.g. ERASMUS+, etc.) are organised in accordance with the procedure established by these programmes.

11. Information about the Internship Process, host organizations and forms of Internship documents are published on the VU BS website.

12. Information about the Internship process for a particular year is published at least 5 months before the start of the scheduled internship.

13. Host organisations must meet the following criteria:

13.1. the host organisation has a suitable workplace to achieve the objectives and objectives of the Internship Programme;

13.2. the receiving organisation agrees to accept the student, to create appropriate Conditions of Internship (to appoint a internship Supervisor, a place of work, to allow the monitoring of the work of specialists, to work independently,) to provide practical training tasks, to provide the necessary documents and tools for the performance of these tasks, etc.) and sign the Internship Agreement;

13.3. the receiving organisation shall ensure that the trainee is assigned a master's university degree in the relevant field of study and a traineeship Supervisor of the host organisation with the necessary work experience;

13.4. the receiving organisation shall ensure working conditions in accordance with the standards of safety and health and hygiene of the worker of the student.

14. The study coordinator annually communicates with the host organizations about possible places of internship and publicly shares the received proposals on the VU BS website.

15. Students, consulted by the study coordinator, having chosen the place of internship of the autumn semester, submit the information of the host organization to the relevant study program committee during the spring semester through the internship system of Vilnius University (hereinafter – VU).

16. The Study Programme Committee, after familiarising itself with the information provided by the receiving organisation of the student, shall decide whether the receiving organisation proposed by the student and the nature of the Traineeship meet the criteria set out in point 13 for the host organisation.

17. Internship places of organizations that meet the criteria are approved by order of the Director of VU BS.

18. For students who have not received the approval of the Place of Internship, the study coordinator helps to find the receiving organization.

19. In helping students to find a host organisation, the following shall be considered:

19.1. the correspondence between the nature of the activities of the host organisation and the study programme;

19.2. academic excellence of students.

20. It is allowed to start the internship only for those students who, before the start of the Internship, sign the Internship Agreements prepared by the study coordinator and hand over to the study coordinator a copy of the tripartite Internship Agreement signed by the host organization. The Internship Agreement signed by all parties is stored in the document storage system "Hive".

21. A tripartite Internship Agreement may be signed:

21.1. in the usual written form, signed in triplicate, having equal legal force, one for each party to the contract;

21.2. exchanging signed and scanned copies of the PDF contract by e-mail;

21.3. when the parties sign with a qualified electronic signature (when drawing up and signing a document in ADOC format).

22. Students with at least 3 years of professional experience and who can prove it by

documents (portfolio of experience) may apply to credit their experience as an internship provided for in the study programme.

23. Employed, self-employed students with less than 3 years of professional experience related to the study programme, can carry out the Internship at their workplace if it meets the criteria set for the Internship. Information about the workplace, the activities carried out is provided by filling in the questionnaire provided by the study coordinator (Annex No. 1). The submitted document is registered in the DVS "Hive" system.

24. A proposal for the crediting of the Internship of students who meet the criteria specified in paragraph 22 to the Director of VU BS is submitted by the study program committee of the student.

25. Students who meet the criteria specified in paragraphs 22-23 write the Internship Report, following the guidelines for the preparation of the Internship Report and the recommendations of the VU BS Internship Guide.

26. The Internship of students who meet the criteria specified in paragraphs 22-23 and the defense of its report is evaluated by the Head of Internship of VU BS.

27. VU BS Internship Supervisors, on the recommendation of the Head of Academic Personnel, are appointed by the Director of VU BS to lead the Internship of specific students.

28. Internship guides:

28.1. supervises the Internship of the students under their tutelage in accordance with the agreed Internship Plan and advises the students on the preparation of the Internship Report;

28.2. represents VU BS on internship issues in a specific receiving organization, where the internship is performed by a student supervised by the head of internship;

28.3. evaluates the Internship Report prepared by the student and the goals and objectives achieved during the Internship.

29. The Host Organisation's Internship Supervisor, who supervises the Traineeship in the Organisation, shall be appointed by the receiving organisation, considering the requirements referred to in point 13.3.

30. Until September 15th, the student agrees the Internship Plan with the Head of Internship of VU BS and the head of the host organization (Annex No. 2).

31. For consultations on the performance of specific tasks of the host organization and the collection of the necessary data for the Internship Report, the student can contact the VU BS Internship Supervisor and the head of the host organization.

32. If, due to illness or other justifiable circumstances, the student is unable to come to the Place of Internship, he must inform the study coordinator and the Head of internship of the host organization on the same day. The student, returning to continue the Internship after the break, submits to the study coordinator the documents justifying the absence at the Place of Internship and introduces them to the Internship Guides.

33. During the internship, the student prepares the Internship Report in consultation with the Internship Guides and in accordance with the Guidelines for the Preparation of the Internship Report.

34. At the same time, no more than 2 students performing internships in the same organization can prepare the same Internship Report with the permission of the study coordinator, if their Internship is headed by the same host organization and the same VU BS Internship Supervisor.

35. If the Internship is carried out abroad, the student prepares the Internship Report and other documents related to the internship in English. A student who has submitted a reasoned application and has received the consent of the Study Service may be allowed to prepare a report in Lithuanian.

36. The volume of the internship report - from 10 to 15 pages. If the Internship Report is prepared by 2 students, its volume is from 15 to 25 pages.

37. The internship report describes in detail:

37.1. receiving organisation: objectives, activities, market situation;

37.2. tasks performed and results obtained in accordance with the Internship Plan;

37.3. Knowledge and skills acquired during the internship, their benefits;

37.4. application of the abilities acquired during studies.

38. The student must consider the comments of the VU BS Internship Supervisor and

coordinate the revised Internship Report with the Head of internship of the host organization.

39. The internship plan is attached to the Internship Report at the end of it.

40. At least 2 weeks before the date of the Internship Defense, the student submits the Internship Report in electronic format to the VU BS Internship Supervisor.

41. The student can only defend the Internship Report signed on the title sheet of the internship Supervisors of VU BS and the receiving organization.

42. Together with the Internship Report, the student submits a completed feedback form about the Internship Institution provided by the study coordinator.

43. The receiving organization fills in the feedback form provided by the VU BS Study Coordinator.

IV. Internship assessment

44. The Internship of the students, based on the defense of the Internship Report, is evaluated by the Head of Internship at VU BS.

45. If the Internship Report was written by 2 students, each student's Internship and contribution to the Internship Report and its defense are assessed separately.

46. The internship is evaluated in accordance with the assessment criteria specified in the Internship Description.

47. If the student does not participate in the defenses of the Internship Report, the submitted Internship Report is not evaluated.

V. Final provisions

48. The Internship, which has not been performed or negatively assessed by the head of the VU BS internship within the prescribed time, is the student's debt, which the student must liquidate by repeatedly performing the Internship.

49. Disputes concerning the application of these Provisions shall be heard by the Disputes Commission.

50. These Regulations and its individual paragraphs may be abolished, supplemented or amended by decision of the VU BS Council. In such a case, a recast of the Regulations shall be adopted.

51. The model forms of these Regulations and other documents mentioned in the Regulations shall be approved by order of the Director of VU BS.

52. These Regulations are published publicly on the VU BS website.



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Workplace survey questionnaire

Information about the student who will undergo the internship:

Name	Surname	Study program	Student no.

Information on the workplace:

Name of the workplace	
Address where the internship will be carried out	
Legal entity code	
Activity	
Nature of internationalisation*	
Number of employees	
Year when the company was established	
Other information deemed relevant by the institution	

*identifies one of the alternatives:

- is (if any – briefly described),
- Not.

Information about the place of internship:

The department of the workplace where the internship would be carried out	
Functions performed by the student during the internship (areas of applied competence of the student)	
Duties of the supervisor of internship, education, length of service in the institution	
Name of the supervisor of internship in the workplace	
Phone number of the Internship Supervisor	
E-mail address of the Internship Supervisor	

Responsible person in the workplace
(name, surname, position)

(signature)



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VILNIUS UNIVERSITY
BUSINESS SCHOOLS
IV COURSE STUDENT(S)

.....
name, surname

.....STUDY PROGRAM

Internship programme

Name of the host organisation	
Responsibilities of the supervisor of internship in the host organization	
Name of the head of supervisor in the host organisation	

Eil. Nr.	Task	Task Period	
		Beginning	End