

APPROVED

Order No V-20 of 23 March 2021 of the
Director of the College of Saint Ignatius
of Loyola

DESCRIPTION OF PROCEDURES FOR ORGANISING TRAINEESHIPS

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Organisation of Internships at the College of St Ignatius of Loyola (hereinafter referred to as the College) (hereinafter referred to as the Description) regulates the procedure for the organisation, supervision, reporting and evaluation of students' internships, defines the concepts of the organisation of internships in professional activity (hereinafter referred to as the internships), provides the documents of internships, and discusses/detailed the procedures for the organisation of internships.
2. The aim of the internship is to consolidate, apply and improve the student's knowledge, skills, abilities and acquired competences in a specific practical professional activity and to prove the achieved study results.
3. The internship shall be organised in accordance with the internship description of the relevant study programme, which specifies the content, nature and scope of the internship in terms of credits, assessment criteria, and the necessary documentation The total volume of internships for each study programme shall be not less than 30 credits.
5. Internships shall be carried out at the times specified in the study programme in accordance with the study timetables approved by the Head of the Department.

II. BASIC CONCEPTS

Internship - a component of the study process carried out in a Lithuanian or foreign internship placement, where the student, under the guidance of an internship supervisor in the host organisation (mentor), consolidates, develops and refines his/her knowledge, competences and skills in practical professional activities.

The internship programme is a component of the study programme, which formulates the main elements of the content of the internship, i.e. the outcomes of practical learning, the content (tasks), the criteria for assessing the achievements of practical learning, the methods, and the tasks for reporting on the internship.

Study programme tutor - a member of staff of the department who takes care of students' documentation, deals with academic and social issues, provides students with the necessary information about the course of the internship, its organisation, and deadlines for payment.

Practical placement supervisor - a College lecturer (tutor) - a person who methodically supervises the student's practical placement, is responsible for the preparation of practical placement tasks, development of the programme, student's counselling and assessment of practical learning results.

Mentor - an employee of the company or organisation in which the student is undertaking the placement, appointed by the manager to supervise the student's placement and to be responsible for **carrying** out the specific tasks in the placement programme

Student's practical training contract (hereinafter - Tripartite Contract) - a document prepared in accordance with the Order of the Minister of Education and Science of the Republic of Lithuania of 16 November 2016 No.V-1011 "On the Approval of the Model Form of the Student's Practical Training Contract" and signed between the College, a Lithuanian or a foreign legal person engaged in professional activities and a student, regulating the obligations and rights of the parties during the student's practical training.

Student's reflective practice diary - a form of report on the student's professional practice, which is submitted in writing to the tutor at the end of each week of the placement (and submitted in writing to the tutor after the placement) and discussed individually and/or in group meetings/supervisions.

III. PREPARATION FOR STUDENTS' PROFESSIONAL PRACTICES

6.1 Students shall be admitted to the professional practice placement after having completed the relevant courses with the same learning outcomes and having obtained positive grades.

6.2 The location of the professional practice placement shall be proposed by the department, the placement supervisor or found by the student.

6.3. a student who has independently found a place of professional practice shall agree the place of practice with the supervisor of the practice and inform the curator of the study programme thereof.

6.4.2-4 weeks prior to the start of the internship as specified in the schedule of the study process, the curator of the study programme collects information about the places of professional practice chosen by the group of students, discusses it with the internship supervisor and completes the internship registration sheets.

6.5 The placement supervisor, after analysing the students' wishes, communicates with the **placement supervisor in the host organisation (mentors)** and discusses the possibilities of a professional placement.

6.7 The supervisor shall provide the student with the programme of the professional practice at least 3-4 weeks before the start of the professional practice.

III. ROLES AND RESPONSIBILITIES OF THOSE INVOLVED IN THE PRACTICE PROCESS

7. Practice supervisor at the College (tutor):

- 7.1. draw up a programme of professional practice, including the objectives of the practice, the scope of the practice in terms of credits (ECTS), the expected results of the practice, the assessment methods and criteria, the expected learning outcomes of the practice, etc..;
- 7.2 Contact institutions that accept and may accept students of the study programme for internships, initiate the preparation and signing of cooperation agreements;
- 7.3. coordinate the programmes of internships provided for in the study programme, coordinate the locations of professional internships and organise internships;
- 7.4. coordinate and approve internship programmes prepared by lecturers in accordance with the study programme descriptions, and submit proposals for their improvement;
- 7.5 Coordinate the procedures for the completion and reporting of student internships;
- 7.6 Supervise the progress of students' internships;
- 7.7 Advise students on the content of professional practice;
- 7.8 Evaluate students' professional practice on the basis of the results achieved, feedback from employers and reflective diary reports;
- 7.9 Responsible for the crediting of professional practice for students who are exempted from practice.
- 7.10. make proposals to the Head of Department on improving the quality of professional practice;

8. Mentor in the company:

- 8.1 Supervise students in the implementation of the internship programme in the institution/company, assigning tasks and guiding them in solving problems;
- 8.2 Discusses with the student the plan for carrying out the practice activities and individual tasks;
- 8.3 Familiarise students with the institution's/company's rules of procedure, regulations, occupational health and safety and fire safety requirements;
- 8.4 At the end of the placement, discuss with the student his/her performance during the placement, complete the placement evaluation report (Annex 1) and assess the student's practical abilities and the tasks performed;
- 8.5. cooperates with the internship coordinator and the supervisor of professional practice at the College (tutor), informs them about the problems arising, violations of the student's internship discipline, absence from the internship;

8.6. make suggestions to the Practice Coordinator on how to improve the quality of professional practice.

9. Student:

9.1 The status of a student on placement in an institution/company or organisation during the placement shall be determined by a tripartite agreement between the student, the College and the company, institution or organisation where the placement is being undertaken.

9.2. deliver the signed Tripartite Practical Training Agreement to the Department in due time;

9.3. develop theoretical knowledge and practical skills required for professional practice;

9.4. carry out the internship at the time specified in the study timetable and/or the practical training contract;

9.5 Prepare a placement activity plan (Annex 2) and coordinate it with the placement supervisor, mentor and college tutor, and carry out the tasks assigned by the placement supervisor;

9.6. comply with the regulations (statutes), rules of procedure, occupational health and safety and fire safety rules of the institution/company where the traineeship is carried out;

9.7. respect the property of the company where he/she is doing his/her traineeship, and be liable for material damage in accordance with the law;

9.8 Prepare reflective diaries, submit them to the placement supervisor (tutor) at the specified time and report on the placement according to the agreed schedule;

9.9. who is unable to attend and carry out the placement (in whole or in part) for a justifiable reason shall inform the placement supervisor;

9.10. To change the place and time of the internship, the student shall write a request to the internship supervisor, who, taking into account the recommendation of the internship supervisor, shall adjust the list of students to be sent to the internship.

10. Curator of study programmes:

10.1 Prepare a list of students to be sent on internships (Annex 3), specifying the locations and times of the internships; prepare orders;

10.2. draw up Tripartite Practical Training Contracts and register them in the Register of Practical Training Contracts. The registered contracts shall be signed by the Head of Department.

IV. ORGANISATION AND CONDUCT OF TRAINEESHIPS

11. Procedures for organising in-company traineeships:

11.1 The internship shall be carried out within the scope and at the time specified in the study programme. The supervisor of professional practice at the College (tutor) shall prepare and agree with the head of the department the timetables of the study process, which shall include the practices and the time of their completion;

11.2 Practical training contracts signed by the Head of Department shall be recorded in the register of practical training contracts;

11.3. Once the Tripartite Agreement has been signed by the Head of the Company or his/her authorised representative, one copy shall be delivered to the Department, the second copy shall be retained by the Company and the third copy shall be retained by the student;

11.4 Before the start of the placement, the placement supervisor at the college (tutor) familiarises students with the placement tasks, the procedure for completing the reflective diary, the placement evaluation and other forms;

11.5 During the internship, the student completes the tasks set out in the internship programme and provided by the internship supervisor in the company (mentor), and writes a reflective diary of the internship (Annex 4);

11.6 Attendance at internships is compulsory. If 20 per cent or more of the practice time is missed without a justifiable reason, the practice will not be credited;

11.7. A student who fails to attend the internship on time or who is unable to complete the internship at the scheduled time due to justified reasons (studying abroad, illness or other circumstances) shall submit a request to the Head of the Department (with justified documents) to complete the internship at another time;

11.8. During the internship, the student shall submit to the supervisor of the internship at the College (tutor) the completed reflective diary(s), the evaluation of the supervisor of the internship at the institution/company (mentor), and any other documents specified by the supervisor, in accordance with the established schedule.

11.9 Reflective diaries shall be kept in the Department for one year and practical training contracts for three years after the completion of the contract.

11.10. Students have the right to carry out applied research during their internship and to collect data for their coursework and/or final thesis.

12. Organising traineeships in foreign organisations:

12.1 Practical placements abroad may be carried out by sending students to carry out practical placements in foreign institutions under Erasmus+ and other student academic exchange programmes and by concluding practical training agreements that meet the requirements of the programmes. Such placements shall be organised in accordance with the Regulations of the Erasmus Mobility Programme of the College of St Ignatius of Loyola.

12.2. If the student independently finds a placement in a foreign institution/company, the placement shall be organised in the same manner as in Lithuanian companies.

12.3 For any problems arising at the foreign institution, the student should contact the coordinator at Erasmus .

12.4 When leaving the placement in a foreign institution, the student must leave the workplace in good order and return the work equipment, documents, etc.

12.5 After returning from a professional placement in a foreign institution, the student must present to the Erasmus coordinator all the documents listed below:

12.5.1. a traineeship certificate issued by the foreign institution certifying the results and duration of the traineeship at the foreign institution;

12.5.2. a signed copy of the traineeship agreement;

12.5.3. for Erasmus+ exchange programmes, students are required to submit a placement report by completing an online questionnaire (in the Mobility Tool system);

12.6 At the end of the placement, the student's practical learning outcomes in the foreign institution shall be evaluated by submitting the completed reflective diary(s), the evaluation of the by the professional practice supervisor in the foreign institution (mentor) and other documents specified in this procedure to the placement supervisor at the College (tutor).

12.7 The student must be prepared to present his/her good practice abroad experience to the College community at Erasmus+ publicity events.

V. EVALUATION OF PROFESSIONAL PRACTICES

13. Internships are evaluated in accordance with the requirements specified in the internship programmes and the evaluation criteria set out in the College's Study Procedure.

14. The internship supervisor in the companies (mentor) submits an evaluation of the student's internship in the form provided by the College of St Ignatius of Loyola on the last day of the internship.

15. The final assessment of the internship is carried out by the internship supervisor at the College - (tutor), after the student has submitted all the documents specified in this procedure, the assessment of the internship supervisor at the company (mentor) and the defence of the internship.

16. The assessment of professional practice is based on a cumulative assessment system consisting of assessments of intermediate tasks.

17. The final grade consists of the following components: mid-term reports at the practical training site, assessment by the practice mentor, assessment by the practice supervisor, self-assessment of the work collected in the course of the professional practice, and the practice defence.

18. A ten-point scale is used to assess knowledge and skills in professional practice.

16. A student who fails to complete the internship without a justifiable reason or who receives an unsatisfactory internship grade shall be deemed to have incurred an academic debt;

17. A student who has been granted an extension of the examination session and a student who has incurred an academic debt shall be issued an academic debt slip by the curator of the study programme, indicating the new deadline for the completion of the placement;

18. After the student has received the placement assessment, he/she submits the Academic Arrears Sheet to the placement supervisor at the College (tutor).

VI. CREDITING OF PRACTICES

19. Practical training carried out in another educational institution may be credited in accordance with the Procedure for the Recognition of Academic Credits at the College of St Ignatius of Loyola, the Procedure for the Assessment and Recognition of Competences Acquired in the System of Non-formal Adult Education, and the Procedures for the Recognition and Crediting of Vocational Training Credits.

20. A student who has been employed for at least three years in a job corresponding to his/her professional competences shall be entitled to apply for exemption from, and to be credited towards, the completion of a professional practice. He/she must submit the following to the curriculum supervisor and the internship supervisor:

20.1. an application for credit for the placement;

20.2. a certificate from the employer stating the place of work, job title, main functions of the job and the date from which the position was taken up and/or a copy of the individual activity certificate and/or patent.

20.3 Students on a work contract must present a recommendation from their employer and a free-form essay (at least 2 A4 pages, 1.5 line spacing, in Times New Roman font size 12). Participation in the defence of the traineeship is compulsory.

20.4 Students working with a certificate of self-employment and/or a patent must submit a free-form essay (at least 2 pages of A4 paper, 1.5 line spacing, in Times New Roman font size 12).

20.5 Students who volunteer at a medical institution shall submit a free-form letter from the relevant institution to the College confirming the fact of volunteering.

21. A student of the SMP study programme working in a job corresponding to professional competences or volunteering in a medical institution has the right to apply to the College for a 40% credit of the "cognitive" practice.

22. A student of a KM study programme working in a job corresponding to professional competences or volunteering at the College has the right to apply for credit for a 15% of the duration of the "cognitive" practice.

23. A GT student who is working in a job corresponding to his/her professional competences or volunteering at the College has the right to apply for a 40% "cognitive" internship credit.

24. ID, SD, SR SV study programme students working in a job corresponding to their professional competences or volunteering at the College have the right to apply for a 40% credit of "cognitive" practice.

25. For students who receive partial credit for their placement in accordance with this procedure, participation in the defence of the placement is compulsory.

VII. FINAL PROVISIONS

20. This Schedule shall enter into force on 1 September 2021.

Organisation of student
placements
description of procedure
Annex 1

**IN THE INSTITUTION/COMPANY OF THE TRAINEESHIP SUPERVISOR
RELAX
ABOUT THE STUDENT AND HIS/HER TRAINEESHIP**

(Name of higher education institution, study programme, course)

Student _____
(first name, last name)

Place of practice _____

Time of practice _____
(From..... to)

Supervisor of practice _____
(first name, last name)

Please give us your views on the student, his/her professional skills and areas for improvement to facilitate the organisation of the study process and a more flexible entry into the labour market. Please indicate your answers by circling or marking yes or no. Thank you.

1. Are you satisfied with the professional knowledge and skills of the students doing their traineeships at your institution?

- Yes
- Not enough
- No

2. What do you think should be further developed?¹

Knowledge described in the study programme	Answer to
1.	
2.	
3.	

3. What skills and competences do you think should be strengthened?²

Competences that are described in the study programme	Answer to

¹ The table includes the knowledge outcomes from the specific programme of study.

² The competences from the specific study programme description are entered in the table.

--	--

4. What do you consider to be the most important general competences for a professional?

Transferable skills	Very important	Important	No matter	I don't know
Communication				
Logical thinking				
Searching for information				
Use of information technology				
Working in a team				
Work planning and organisation				
Study skills for continuous professional development				
Use of legal and regulatory documents				
Other (please specify)				

5. Your comments and suggestions for improving the study programme

6. Will your organisation need these professionals in the next 5 years?

- Yes
- Difficult to predict
- I don't know
- No

7. You are:

- Company Manager
- Head of Unit
- Other (please write).....

8. Evaluation of the student's practice

Evaluation of the internship by the in-company supervisor (mentor):

Overall practice score (1 - 10)	
	(in numbers and words)

(Position of mentor in the company of the traineeship supervisor) (Signature) (Name)

Date:

A PLAN FOR CARRYING OUT THE PRACTICE ACTIVITIES

(Study programme)

Student _____
(first name, last name)

For of studies _____
(Permanent, continuous)

Course year _____

Practice accomplishment time _____
(From..... to)

_____ (Practice name)

Data	Activities to be carried out (description of the work to be done)	Planned experience (what skills will be improved, acquired)

Trainee _____
(signature) (name)

Mentor in the institution/company _____
(signature) (name)

Tutor at the College _____
(signature) (name)

Date:

(Study programme)

**STUDENTS SENT ON A PROFESSIONAL PRACTICE PLACEMENT,
LIST**

(Data)

Type of practice	
Volume in credits	
Form of study	
Group	
Time of the traineeship	

Eil. No.	Student name, surname	Place of traineeship (exact name of company)	Notes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

Head of Department _____
(signature) (name, surname)

REFLECTIVE DIARY OF A STUDENT PLACEMENT

Data.....

Student/e.....

Name, surname

Study programme.....

Name of practice.....

Place of practice.....

Time of traineeship.....

Based on the reflective model of education based on St Ignatius' pedagogical paradigm, reflect on and evaluate the experience of the day's work placement.

I. EXPERIENCE

What was the most memorable event/situation in my practice today? What was it? How and what happened in it? *Describe in a coherent and, if possible, chronological way.*

II. REFERENCE

Why was this the most memorable event for me today? *Describe.* (Write at least 50 words)

What were my feelings in the situation I experienced? Were these feelings new, surprising or familiar? *Describe.* (Write at least 50 words)

How was communication? What can I say about the wellbeing of the person(s) and their needs? (Write at least 50 words)

How did you manage to help people feel better in that situation? What skills did I use and what was missing? What difficulties did I face? How did I (not) manage to overcome these difficulties? Did I do it alone or did I ask for help? Who helped me? (Write at least 50 words)

III. ACTION

What did I learn about myself from this situation? *Describe.* (Write at least 30 words)

What did I learn from this situation? How does this situation contribute to my professional growth? *Describe.* (Write at least 30 words)

IV. EVALUATION

How do I feel about today's experience? (In a general sense). *Describe.*

How did I manage to make decisions? How do I feel about my specific actions in the situation described? *Describe in as much detail as possible.*

Organisation of student placements
description of procedure
Annex 5

REGISTERED

(Place of registration)

(Responsible person's responsibilities)

(Name and signature of responsible person)

(Registration date and number)

STUDENT PRACTICAL TRAINING CONTRACT

St Ignatius of Loyola College (hereinafter referred to as 'the College'), represented by _____,
(name, surname, job title)

acting in accordance with _____,
_____ ("host organisation"),
(name of the host organisation)

represented by _____,
(name, surname, job title)

acting in accordance with _____,
and student _____,
(name of the study programme, course, student's name, surname, personal identification number)

or year of birth, address of residence)
(hereinafter collectively referred to as the Parties), enter into this Agreement:

CHAPTER I

GENERAL PROVISIONS

1. This contract is for the full duration of the practical training at the host organisation (hereinafter "traineeship").

2. The student shall carry out the internship in accordance with the study programme and the agreed internship plan (programme). In accordance with the study programme, this agreement shall specify:

2.1. _____;

2.2. the expected outcomes of the traineeship - _____;

2.3. duration of the traineeship - the traineeship starts _____
(year, month, day)

and ends _____,
(year, month, day)

scope of practice _____;
(number of study credits)

2.4. other conditions and arrangements for the traineeship - _____.

CHAPTER II

OBLIGATIONS OF THE PARTIES

3. The College undertakes to:

3.1. to ensure that the student who is sent on placement receives the theoretical and practical training necessary for the placement;

3.2. appoint a placement supervisor - a lecturer from the higher education institution who assists the student in the preparation and approval of the placement plan/programme, ensures the supervision of the achievement of the objectives of the placement, and, if necessary, together with the responsible staff (or civil servants) of the host organisation, promptly resolves any problems arising in the student's placement;

3.3. provide the host organisation's nominated placement supervisor with methodological guidance (tools) for supervising the placement;

3.4. additional obligations of the HEI - _____.

4. The host organisation undertakes to:

4.1. provide the student with a practical training placement _____,

(name and address of the practical training site)

provide the conditions for the implementation of the placement plan/programme, provide the information necessary for the implementation of the placement plan/programme, and not distract the student from the practical training tasks;

4.2. ensure that the student is assigned a qualified member of staff (or civil servant) with at least 3 years of relevant experience as a placement supervisor, with whom the student details the placement plan/programme, who supervises the placement, and who evaluates the placement at the end of it;

4.3. organise the necessary health and safety and fire safety briefings;

4.4. in accordance with the procedures laid down by the host organisation and the agreement with the higher education institution on working procedures and conditions, provide the student with working conditions that comply with occupational health and safety and hygiene standards, and, where necessary, provide the student with the necessary tools, work clothes and footwear, and other personal and collective occupational health and safety equipment for the placement;

4.5. to assign tasks relevant to the specific nature of the studies and practical training and to ensure that the student is not assigned tasks that are not relevant to the specific nature of the studies and practical training and that the student is not assigned unskilled work;

4.6. inform the higher education institution of the progress of the internship and, subject to the assessment of the internship supervisor, issue a document about the student's internship;

4.7. inform the student that the information provided to him/her 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 of the penalties (if any, provided for in the internal documents) applicable to dissemination of this information;

4.8. additional obligations of the host organisation - _____

5. The host organisation has the right to allow the student to carry out the tasks assigned to him/her independently, without the assistance of a placement supervisor, in the context of production or service provision, only if the host organisation concludes an employment contract with the student.

6. The student undertakes to:

6.1. at least _____ days before the start of the placement, draw up a placement plan/programme and agree it with the placement supervisor appointed by the higher education institution, and at the latest on the first day of the placement, elaborate the placement plan/programme in detail with the placement supervisor appointed by the host organisation;

6.2. diligently carry out the practical training tasks; if he/she fails to attend the placement at the host organisation, he/she must immediately inform the placement supervisors, stating the reason, and in the event of sickness, provide a doctor's certificate;

6.3. to comply with the host organisation's constitutional and operational documents, rules of procedure, and the terms of the agreement with the higher education institution on terms and conditions of employment; to keep secret the host organisation's trade and other secrets and the information specified by the host organisation in accordance with Clause 4.7 of this Agreement;

6.4. to respect the property of the host organisation and to be liable for material damage in accordance with the law;

6.5. comply with the requirements of the Occupational Health and Safety and Fire Safety Regulations;

6.6. inform the higher education institution if unskilled tasks unrelated to the specifics of the studies and practical training are assigned during the traineeship period, if the host organisation does not provide the conditions for the implementation of the traineeship plan/programme;

6.7. prepare a placement report in accordance with the requirements of the higher education institution and submit it to the placement supervisor appointed by the higher education institution;

6.8. additional student commitments - _____.

CHAPTER III FINAL PROVISIONS

7. This Agreement may be amended only by written agreement of all parties. Amendments to the Contract shall form an integral part of this Contract.

8. This Agreement may be terminated by:

8.1. if the student is expelled from the higher education institution, withdraws from studies, or is placed on academic leave;

8.2. in the event of a breach by either party of its obligations under this Agreement;

8.3. by agreement of the parties.

9. A party to the Contract shall give the other parties to the Contract at least 30 days' notice of termination.

10. All disputes shall be settled by agreement between the parties and, in the absence of agreement, in court.

11. This contract shall enter into force on the date on which the last of the parties signs it and shall remain in force until the completion of the traineeship and the fulfilment of all other obligations under this contract.

12. This Agreement is drawn up in triplicate, each of which shall have equal legal force.

DETAILS OF THE PARTIES

College of St Ignatius of Loyola	Host organisation	Student
Public institution, Vilniaus g. 29, 44286, Kaunas	_____	_____
	(Name)	(Name and surname)
Tel. (8 37) 200 260	_____	_____
	(Home address)	(Address of place of residence)
Code 302485644	_____	_____
	(Telephone, fax)	(Telephone)
Data collection and storage In the Register of Legal Persons	_____	_____
	(Company code)	(Email)
	_____	_____
	(VAT payer code)	(Personal code)
	_____	_____
	(Register of legal persons)	
_____ A.V.	_____ A.V.	_____
(Signature)	(Signature)	(Signature)

(Name and surname)

(Name and surname)

AGREED

Practice supervisor (tutor)

(Signature)

(Name and surname)

20__-__-__