



SENATE OF MYKOLAS ROMERIS UNIVERSITY

RESOLUTION

REGARDING APPROVAL OF THE PRACTICAL TRAINING REGULATIONS FOR STUDENTS OF MYKOLAS ROMERIS UNIVERSITY, TEMPLATES OF PRACTICAL TRAINING AGREEMENT AND THE PRACTICAL TRAINING REPORTING SHEET

Pursuant to Order No V-637 of 19 April 2011 of the Minister of Education and Science of the Republic of Lithuania “Regarding Student Practical Training Agreement”, Recommendations for Supplementary Practical Training for Second-cycle Students approved by Order No V-540 of 19 April 2010 of the Minister of Education and Science of the Republic of Lithuania, Procedure of Studies of the University approved by Resolution No 1SN-17 of 27 January 2011 of the Senate of Mykolas Romeris University (as amended), the Senate of Mykolas Romeris University *r e s o l v e s* the following:

1. To approve:

1.1. Practical Training Resolutions for Students of Mykolas Romeris University (enclosed).

1.2. Form of Student Practical Training Agreement of Mykolas Romeris University (enclosed).

1.3. Template of Practical Training Reporting Sheet of Mykolas Romeris University (enclosed).

2. To repeal:

2.1. Resolution No 1SN-10 of 18 November 2011 of the Senate “Regarding Approval of the Procedure for the Organisation of Supplementary Practice for Second-cycle Students of Mykolas Romeris University, Supplementary Practical Training Agreement and Supplementary Practical Training Reporting Sheet”.

2.2. Resolution No 1SN-3 of 16 March of the Senate “Regarding Amendment of the Procedure for the Organisation of Supplementary Practice for Second-cycle Students of Mykolas Romeris University Approved by Resolution No 1SN-10 of 18 November 2011 of the Senate”.

2.3. Resolution No 1SN-43 of 27 April 2012 of the Senate “Regarding Approval of Practical Training Regulations for Students of Mykolas Romeris University, Form of Student Practical Training Agreement and Form of Practical Training Reporting Sheet”.

3. This resolution shall enter into force on 1 September 2015.

I hereby certify that this resolution of the Senate of Mykolas Romeris University is authentic.

Chairman of the Senate

prof. dr. Gintaras Aleknonis

Distribution

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6074, 6075, 6011

PRACTICAL TRAINING REGULATIONS FOR STUDENTS OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. Practical Training Regulations (hereinafter referred to as the “Regulations”) for students of Mykolas Romeris University (hereinafter referred to as the “University”) shall establish principles for organising practical training of students.

2. The Regulations have been developed based on the Recommendations for Supplementary Practical Training for Second-cycle Students approved by Order No V-540 of 19 April 2010 of the Minister of Education and Science of the Republic of Lithuania, Order No V-637 of 19 April 2011 of the Minister of Education and Science of the Republic of Lithuania “Regarding Student Practical Training Agreement”, the Procedure for Studies of the University approved by Resolution No 1SN-17 of 27 January 2011 of the Senate (as amended).

3. Practical training shall mean independent compulsory (set in a study programme) and supplementary (not set in a study programme) working practice organised for first and second-cycle students in Lithuanian or foreign companies, institutions or organisations.

4. Place of the Practice shall mean a Lithuanian or foreign enterprise, institution or organisation where the student does the Practice.

5. Practice Supervisor shall mean a person appointed by the Lithuanian or foreign enterprise, institution or organisation in the place of student practice to be in charge of the implementation of the curriculum of the plan.

6. Supervisor of the Practice of the Study Programme shall mean the person appointed by the University to organise and assess student practice.

7. Practice Study Subject Programme (Description) shall mean a document specifying the scope, objective and learning outcomes of the Practice, as well as the curriculum, methods of studies, methods and criteria of assessment, and study sources.

8. Practice Plan shall mean a document specifying the objectives, tasks, deadlines of the practice agreed with the hosting enterprise, institution or organisation, which shall be approved by the Supervisor of the Practice of the Study Programme. The practice shall be performed in accordance with the Student Practical Training Agreement (Annex No 1), except for the cases provided for by Point 10 herein.

10. Students implementing international practice under the European Union and other international programmes, also in case of the presence of agreements between faculties (schools) and institutions governing the implementation of individual study programmes, may be subject to the Practical Training Agreement of another established form.

II. ORGANIZATION AND FUNDING OF THE PRACTICE

11. The compulsory practice provided for in the study programme shall be organised for first and second-cycle students. The compulsory practice shall be carried out in the scope and time set in the study programme. Supplementary practice can be organised for first and second-cycle students when they are free from studies or during studies, provided that it is compatible with studies. A student shall pay for supplementary practice following the procedure approved by the Council of the University.

12. The Practice may be organized in Lithuanian or foreign enterprises, institutions or organisations according to the nature of studies. The Study Programme Committee shall approve places of the practice for students.

13. When carrying out practice, the Supervisor of the Practice of the Study Programme shall carry out the following functions:

13.1. Introduce students to the requirements of the practice and governing documents before the beginning of the Practice.

13.2. Help a student develop, having agreed with the hosting enterprise, institution or organisation, the Practice Plan and shall approve it, ensure supervision of the achievement of the Practice objectives and, if needed, shall resolve together with responsible employees of the hosting enterprise, institution or organisation problems related with the practice of the student.

13.3. Organise the signing of an Agreement with the enterprise, institution or organisation where the student will do the Practice.

13.4. Consult a student on the achievement of the objectives of the practice.

14. When carrying out practice, the Practice Supervisor shall carry out the following functions:

14.1. Consult the student, ensure the supervision of the achievement of his practice objectives and, if needed, together with the Supervisor of the Practice of the Study Programme, shall resolve problems related to the practice carried out by the student.

14.2. At the end of the practice, provide the University with the feedback on the practice carried out by the student in accordance with the typical form (Annex No 2), except for cases where, due the presence of agreements between faculties (schools) and institutions governing the implementation of individual study programmes, other document forms are applied.

15. The Student Practical Training Agreement signed by the Faculty Dean (School Director) or the person authorised by him shall be registered in the Register of practical training agreements of University students and shall be certified by the seal of the University Faculty (School) within 10 days from the date of concluding the Agreement, except for cases provided for by Point 10 herein.

16. Forms of practice reports shall be approved in faculties, Business and Media School.

17. Following the conditions set in the Agreement, the hosting enterprise, institution or organisation may be paid for the organisation of the Practice if this is not in prejudice to initiation documents and activity aims of the hosting enterprise, institution or organisation. The amount appropriated must make at least 50 per cent of the part of the tuition fee allocated to the salaries of the teachers, scientific workers and other studies-related employees without exceeding the regulatory tuition fee for studies which is in proportion with the scope of the practice (number of study credits) if not otherwise agreed upon by the University and the hosting enterprise, institution or organisation.

18. The work of the Practice supervisor shall be accounted following the procedure for accounting the work loads of University teachers approved by the University Senate

III. ASSESSMENT OF THE LEARNING OUTCOMES OF THE PRACTICE

19. The learning outcomes of the Practice shall be assessed in accordance with the procedure for the assessment of learning outcomes at Mykolas Romeris University.

IV. OBLIGATIONS OF THE PARTIES

20. The status of the student doing the Practice in an enterprise, institution or organisation shall be defined by a trilateral agreement between the student, the University and the enterprise, institution or organisation where the Practice is done.

STUDENT PRACTICAL TRAINING AGREEMENT

20 No

(place of conclusion)_____
(title of the University),
represented by _____,

(name, surname, position)

acting under _____,

(title of the hosting enterprise, institution or organisation)_____
(hereinafter referred to as the "Hosting Organisation"),
represented by _____,

(name, surname, position)

acting under _____, and
student _____

(title of the study programme, year, name, surname, date of birth,

address of the permanent residence of the student)following legal acts of the Republic of Lithuania, enters into the following Student Practical Training
(hereinafter referred to as the Practice):**I. GENERAL PROVISIONS**

1. Intended learning outcomes of the Practice:

2. Duration of the Practice (in months and days) and its performance time indicating the start
and end of the Practice. Intended duration of the Practice: from _____
to _____, i.e. _____ (number of months and days).3. Funds allocated for the period of the student's practice EUR _____ (indicate the total
amount).

4. Other Practice-related conditions and procedures:

II. RIGHTS AND OBLIGATIONS OF THE UNIVERSITY

5. The university shall:

5.1. Ensure necessary theoretical and practical preparedness of the student referred to do the Practice.

5.2. Control the course of the student's Practice and, if needed, operatively resolve jointly with responsible employees of the hosting enterprise, institution or organisation problems related with the Practice of student providing the necessary help.

5.3. Appoint the Supervisor of the Practice of the Study Programme —

(name, surname, e-mail, telephone of the Supervisor of the Practice of the Study Programme appointed _____, who will organise and assess the student's Practice in accordance by the University)
with the University's procedure for practice of students.

5.4. Additional obligations of the University:

6. The University shall have the right to recall the student from the Practice, provided that:

6.1. Enterprise, institution or organisation does not provide the place to undertake the Practice for the student according to the study programme.

6.2. Student makes disciplinary breaches of the Practice.

6.3. Student is used only for labour unrelated to the learning outcomes of the Practice.

III. RIGHTS AND OBLIGATIONS OF THE ENTERPRISE, INSTITUTION OR ORGANISATION

7. Enterprise, institution or organisation shall:

7.1. Provide the student with a place for practical training

(title and address of the place of practical training)

provide him/her with the documentation necessary for the Practice, not to distract the student from performance of the tasks of the practical training.

7.2. Appoint the Practice supervisor

(name, surname, position, e-mail address, telephone,

of the Practice Supervisor)

7.3. Brief the student about the requirements of the safety and health at work and fire safety regulations.

7.4. After completion of the Practice to provide feedback to the Practice Supervisor of the University.

7.5. After completion of the Practice to submit to the University the documents supporting the expenses of the Practice Supervisor (salary statements, copies of payment orders etc.), if such expenses have been incurred and their compensation is provided in the Practical Training Agreement.

7.6. Inform the University about infringements of Practice discipline.

7.7. Additional obligations of the enterprise, institution or organisation:

8. The enterprise, institution or organisation shall have the right to allow the student to perform the assigned functions in the provision of paid services independently without the assistance of the Practice Supervisor only if the enterprise, institution or organisation makes a provisional employment contract with the student under the procedure prescribed by legal acts.

IV. RIGHTS AND OBLIGATIONS OF THE STUDENT

9. The student shall:

9.1. Perform the requirements established in the Practice Programme.

9.2. Having not come to the Practice in the enterprise, institution or organisation, immediately notify of this the Practice Supervisor and specify the reason, in case of illness – provide a medical certificate.

9.3. Follow the statutes (articles of association) and work discipline regulations of the enterprise, institution or organisation, keep commercial and other secrets of the enterprise, institution or organisation in secret, if he/she receives secret or undesirable data and technical documents during the Practice.

9.4. Preserve the assets of the enterprise, institution or organisation, be liable for the caused material damage under the procedure prescribed by laws.

9.5. Conform to the requirements of the safety and health at work and fire safety regulations.

9.6. Prepare Practice reports, fill in the accounting sheet of first-cycle (second-cycle) supplementary practice and submit it to the Supervisor of the Practice of the Study Programme.

9.7. Upon completion of the Practice to submit to the University the documents supporting the expenses specified in the order of the Rector of the University regarding the student's referral to the Practice.

9.8. Additional obligations of the student:

10. The student shall have the right to receive from the enterprise, institution or organisation work safety and health equipment and other instruments necessary for the Practice.

V. FINAL PROVISIONS

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

12. This Agreement may be terminated in the following cases:

12.1. Student is expelled from the University in accordance with the procedures prescribed by legal acts.

12.2. Student makes a gross violation of the statutes (the articles of association) and the work discipline regulations of the enterprise, institution or organisation.

12.3. Upon agreement of the parties.

13. All disputes that the parties to the Agreement are unable to solve amicably and by agreement shall be resolved following the procedure prescribed by legal acts of the Republic of Lithuania.

14. This Agreement shall come into force as of the beginning of the Practice provided for in the Practical Training Agreement and shall stay in effect until completion of the Practice and fulfilment of all other obligations under this Agreement.

15. This Agreement has been made in three counterparts of the same legal power, one for each party to the Agreement.

DETAILS OF THE PARTIES

Representative of the University:

(name, surname, e-mail, telephone of the Faculty Dean (School Director))

Representative of the enterprise, institution or organisation:

(Name, surname, e-mail, telephone of the representative of the enterprise, institution or organisation)

Student:

(name, surname, e-mail, telephone)

SIGNATURES OF THE PARTIES

(Mykolas Romeris University)

(enterprise, institution or organisation)

(student)

TYPICAL FORM FOR THE FEEDBACK ON THE STUDENT'S PRACTICE SUPERVISOR

(title of the enterprise)

(Contacts: Register of Legal Entities, company code, address of the headquarters, telephone, fax, e-mail)

To: Mykolas Romeris University

FEEDBACK ON THE PRACTICE OF THE STUDENT

_____ . ____ 20__ No _____

(location)

The student of Mykolas Romeris University _____,
(name, surname)
study programme _____, cycle _____,
year _____, performed the practice from _____ . 20__ until _____
_____ 20__.

During the Practice, the student performed the following tasks:

I evaluate the student's knowledge and skills showed during the Practice as follows:

<i>Knowledge, skills</i>	<i>Evaluation</i>	<i>Comment</i>
(enter the learning outcomes provided for in the Practice Study Subject Description)		

Total evaluation of the Practice _____

Personal qualities, knowledge and skills that distinguish the student:

Personal qualities, knowledge and skills that the student should improve

Comments and suggestions to improve students' practice:

Practice Supervisor

_____ *(signature)*

_____ *(name, surname)*