

APPROVED by  
Mykolas Romeris University  
Rector's decree of 2024-01-19  
No. 11-10

**MYKOLAS ROMERIS UNIVERSITY'S CONDITIONS  
FOR THE SELECTION OF FOREIGN DEGREE-SEEKING STUDENTS AND  
FOREIGN GRADUATES FOR ADDITIONAL INTERNSHIP IN COMPANIES AND  
ORGANIZATIONS OPERATING IN LITHUANIA UNDER THE "UPINLT"  
PROJECT**

**I. GENERAL PROVISIONS**

1. These are the Mykolas Romeris University's conditions for the selection of foreign degree-seeking students and foreign graduates of Mykolas Romeris University (hereinafter referred to as the University) for additional internship in companies and organizations operating in Lithuania under the "UPinLT" project (Foreign Practitioners in Lithuania Program) (hereinafter referred to as "UPinLT" project). These conditions establish the regulations (hereinafter referred to as the Regulations) for the organization and implementation of the selection process for foreign degree-seeking students and foreign graduates of University. The Regulations were developed in accordance with the Educational Development Program Progress Instrument No. 12-003-03-04-01, specifically addressing the activity "Create conditions for high-quality, foreign, and accessible studies". This activity includes the [description of the procedure](#) for awarding scholarships for internships, which was approved by the director of the Education Exchanges Support Foundation on October 10, 2023, under order No. ve-195.

2. The additional internship for foreign students and foreign graduates under the "UPinLT" project entails:

2.1. the additional internship for university students who are citizens of European Union member states (excluding Lithuania) and other foreign countries. These students are enrolled at the University as degree-seeking students in the first cycle (excluding the first year), second cycle, or integral studies, hereinafter referred to as foreign students. The additional internship under the "UPinLT" project is focused on providing practical training for foreign students, allowing them to acquire or enhance additional practical skills related to their ongoing study programme. The additional internship under the "UPinLT" project can only be chosen as an extra study module, exceeding the specified credit limit in the study program. It must be conducted during free study periods when no academic activities are scheduled, providing students with the opportunity to engage in practical experiences in companies and organizations operating in Lithuania.

2.2. The additional internship under the "UPinLT" project includes foreign university graduates who are citizens of European Union member states (excluding Lithuania) and other foreign countries. This applies to those who graduated from the first and second cycles, as well as graduates of integrated studies if no more than 12 months have passed from the end of their studies to the first day of their practical training under the "UPinLT" project, hereinafter referred to as foreign graduates. The internship is conducted in companies and organizations operating in Lithuania to acquire additional skills related to the completed study program or the obtained higher education qualification.

3. "UPinLT" project is funded by [NextGenerationEU](#) funding (hereinafter referred to as EGADP) and its support (hereinafter referred to as assistance) is provided [through EGADP funds](#). [The Education Exchanges Support Foundation](#) (hereinafter referred to as the Foundation) allocates support to the University in accordance with the Funding Agreement No. RRF0199 concluded between the Foundation and the University. The disbursement of support (hereinafter referred to as Scholarship) for foreign students' and graduates' additional internship under "UPinLT" project is

administered by the University. Scholarship for internships for foreign students and graduates can only be awarded if the student or graduate has been selected following these Regulations.

## **II. SCHOLARSHIP ALLOCATION CONDITIONS, AMOUNT AND REQUIREMENTS FOR THE PRACTICE**

4. Scholarships for foreign students' and graduates' practical training under the "UPinLT" project can be allocated based on the quotas outlined in Funding Agreement No. RRF0199, subject to the following conditions:

4.1. Foreign students, with an internship duration of 2 (two) months, working no less than 20 hours per week - 3 quotas;

4.2. Foreign students, with an internship duration of 3 (three) months, working no less than 20 hours per week - 17 quotas;

4.3. Graduates' internship duration, lasting 4 (four) months, working no less than 30 hours per week - 27 quotas;

4.5. Scholarships for internship for graduates can be allocated if no more than 12 months have passed from the end of studies to the first day of the graduate's practical training under the "UPinLT" project.

5. The Scholarship amount for additional internship under the "UPinLT" project is 650 EUR/month. The Scholarship amount is fixed for the entire duration of the activity.

6. The Scholarship for additional internship is awarded for a full month (when the monthly duration of the internship corresponds to a total of no less than 20 hours per week for a student and no less than 30 hours per week for a graduate), and it is not divided into days.

7. The Scholarship for additional internship for one foreign student or graduate can be awarded only once during the entire implementation period.

8. The Scholarship can be awarded for additional internship with a cumulative duration only if it is not less than 20 hours per week for the type of Scholarship specified in sections 4.1 and 4.2 or not less than 30 hours per week for the type of Scholarship specified in section 4.3.

9. The additional internship under the "UPinLT" project must end no later than August 31, 2024.

10. The Scholarship for additional internship under the "UPinLT" project cannot be awarded if the internship takes place at a higher education institution where the student is currently enrolled or if they are a graduate of that institution.

11. A foreign student or graduate working with a company or organization where they plan to carry out additional internship under the "UPinLT" project cannot have a valid employment contract for the entire duration of the practice.

12. The additional internship under the "UPinLT" project and the allocation of the scholarship for the selected foreign student or foreign graduate (hereinafter referred to as the selected participant) are formalized by the issuance of a decree signed by the University Rector. The student cannot commence activities within organizations or expect to receive the scholarship until the Rector's decree has been released and the scholarship agreement has been signed.

13. To formalize participation in the additional internship under the "UPinLT" project, the selected participant is required to submit to the Career Center a formal request, signed Student Practical Training Agreement. This agreement involves signatures of the University, the Hosting Organization, and the foreign student/graduate, as well detailing information such as internship placement, duration, key tasks, and desired outcomes. The submission of formal request and a signed Student Practical Training Agreement as well as info about participants bank account (the participant must be holder of a local bank account) and Insurance against accidents and Civil liability insurance policy copies must be submitted no later than 7 working days before the commencement of the internship under the "UPinLT" project, except in cases beyond the student's control.

14. After approval by the Career Center, a process that will take no more than two days, the formalization documents as specified in Article 13 will be sent to the International Office. Upon

receiving the participant's documents, the International Office will proceed to prepare the Rector's decree and the Scholarship agreement for participation in the Internship under the 'UPinLT' project within two working days. The participant is required to personally sign the Scholarship agreement no later than 5 working days before the internship commences. The University disburses the Scholarship for the practice under the "UPinLT" project to the participant on a monthly basis, in accordance with the conditions and terms specified in the Scholarship agreement. The last month's Scholarship is paid upon submission of the practice report by the participant, following the conditions and terms outlined in the Scholarship agreement.

### III. CRITERIA FOR CANDIDATES IN THE SELECTION PROCESS

#### 15. Eligibility criteria:

15.1. Eligible candidates must be foreign students, which includes citizens of European Union member states (excluding Lithuania) and other foreign countries, who are enrolled in University degree-seeking programs within the first cycle (BA, excluding first-year undergraduate students), second cycle (MA), and integrated study programs.

15.2. Eligible candidates for recent graduates must be foreign students, including citizens of European Union member states (excluding Lithuania) and other foreign countries, who have successfully graduated the first, second, and integrated study programs of University. Moreover, no more than 12 months should have passed from the graduation of their studies to the commencement of practical training under the "UPinLT" project.

15.3. Eligible candidates, whether enrolled students or recent graduates, are required to hold a Temporary Residence Permit in the Republic of Lithuania or, for EU citizens, a Certificate of Temporary Residence in Lithuania (hereinafter referred to as TRP or TRC) valid throughout the entire duration of practical training under "UPinLT" project.

15.4. Eligible candidates, specifically foreign students and graduates, are required to complete the application by the specified deadline, as announced on the [University's Career Centre website](#). They must attach a motivational letter, a curriculum vitae (CV), a certificate of completed Lithuanian language courses indicating the language level, or a test result certificate with the specified language level, along with a copy of both sides of their TRP or TRC. Graduates must also include a copy of the diploma supplement.

15.5. Applicants, while completing the application, may choose 1-2 preferred internship positions from the provided list on the [University's Career Centre website](#).

15.6. Applicants have the option to independently search for practical training placements within companies and organizations operating in Lithuania. In such cases, the University must assess and approve whether the independently chosen organization meets the "UPinLT" project requirements.

16. The competitive (selection) score is determined by assessing specific criteria as a percentage:

16.1. Candidate motivation evaluation contributes 30 percent to the competitive score. Motivation is appraised based on the motivational letter, explicit motivation, and the candidate's articulated motivation during the interview. When scoring motivation, three constituent aspects are considered: the rationale behind selecting an internship placement in Lithuania, the adaptability of the candidate's experience/knowledge/skills to the internship placement, and the additional value of the internship activities in Lithuania for the candidate's future career and personal development. An average score on a 5-point scale is calculated from these assessments:

Table 1. Evaluation of Candidate's Motivation on a 5-point Scale

5	Excellent: The motivation is excellently described and well-founded.
4	Very Good: The motivation is very well described and well-founded.
3	Good: The motivation is clearly described and well-founded.
2	Moderate: The motivation is satisfactorily described and well-founded.
1	Satisfactory: The motivation meets minimum requirements.

0	Unsatisfactory: Significant deficiencies.
---	---

16.2. 50 (Fifty) percent of the competitive (selection) score is determined by evaluating students' academic achievements. This evaluation involves calculating the arithmetic average of grades for enrolled students, where the average grade is derived from the assessments of completed study subjects. For recent graduates, the average grade is calculated based on the diploma supplement.

Table 2. Evaluation of Candidate's Academic Achievements on a 5-Point scale:

5	The arithmetic average of grades for completed study courses or graduate studies is equal to or greater than 9.5 points.
4	The arithmetic average of grades for completed study courses or graduate studies is equal to or greater than 9 points.
3	The arithmetic average of grades for completed study courses or graduate studies is equal to or greater than 8 points.
2	The arithmetic average of grades for completed study courses or graduate studies is equal to or greater than 7 points.
1	The arithmetic average of grades for completed study courses or graduate studies is equal to or greater than 6 points.
0	The arithmetic average of grades for completed study courses or graduate studies is lower than 6 points

16.3. The proficiency in the Lithuanian language contributes to 20 percent of the competitive (selection) score. The evaluation of Lithuanian language proficiency takes into consideration candidates' certificates from completed Lithuanian language courses, indicating the language level, or a test result certificate specifying the language level. Additionally, Lithuanian language skills will be assessed during an interview. The candidate's proficiency in the Lithuanian language is evaluated on a 5-point scale.

Table 3. Candidate's proficiency in the Lithuanian language evaluation on a 5-point scale.

5	Completed studies in Lithuanian philology or a proficiency level higher than B2, supported by documentation.
4	Proficiency at level B2 or equivalent, supported by provided documentation.
3	Proficiency at level B1 or equivalent, supported by provided documentation.
2	Proficiency at level A2 or equivalent, supported by provided documentation.
1	Proficiency at level A1 or equivalent, supported by provided documentation.
0	No documentation confirming proficiency in the Lithuanian language has been provided.

16.4. Foreign students and graduates are selected based on the highest competitive score among those vying for the same internship position. If required, the Selection Committee may arrange an additional interview for candidates who applied to the same institution within the same field of study and obtained an identical total competitive score.

16.5. The selection committee will nominate the selected candidates to the hosting organization. If the hosting organization refuses to sign a [Student Practical Training Agreement](#) with a nominated candidate or rejects the candidacy for significant reasons, the participant may be offered the remaining available positions.

17. The selection of foreign students and graduates for the practice under the "UPinLT" project is carried out in accordance with the following principles: transparency, publicity, equality (non-discrimination), and sustainable development (sustainability).

18. The selection committee consists of two (2) representatives from the University Career Center, of one (1) representative from the International Office, of one (1) representative of faculty and, if desired by the hosting organization, 1 (one) or more representatives from the hosting organization. The selection committee evaluates and consolidates applications, compiling a list of selected candidates in descending order of competitive scores.

19. The selection committee will directly notify individual candidates about the selection results at the email address they provided in their applications. Additionally, the university will announce de-identified outcomes on its webpage <https://www.mruni.eu/en/career-centre/UPinLT-practice/> , and the Foundation will share de-identified outcomes of all participants involved in the "UPinLT" project on its website. [www.smpf.lt](http://www.smpf.lt).

## FINAL PROVISIONS

20. The University collects and processes personal data of foreign students and foreign graduates participating in the selection process for the purposes of selection, in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council dated April 27, 2016, on the protection of persons with regard to the processing of personal data and on the free movement of such data. This regulation repeals Directive 95/46/EC (General Data Protection Regulation), the Republic of Lithuania Law on Personal Data Protection, and the University's legal acts governing the processing of personal data. These acts are accessible on the University's website (<https://www.mruni.eu/privatumo-politika/>).

21. Conditions for the selection of foreign students and foreign graduates of Mykolas Romeris University for additional internships in companies and organizations in Lithuania, as part of the "UPinLT" program, and other information related to the implementation of the "UPinLT" program at the University, are announced on the University's Career Centre website (<https://www.mruni.eu/en/career-centre/upinlt-practice/>) and the International Relations Office website (<https://www.mruni.eu/en/university/internationalization/>).

---