APPROVED
By the Senate of
Mykolas Romeris University
2 April 2026
Resolution No. 1SN-23

REGULATIONS OF STUDENT INTERNSHIP OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Regulations (*hereinafter* the Regulations) for Student Internship of Mykolas Romeris University (*hereinafter* the University) establish the principles for the organization of student Internships.

2. The Regulations have been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Order of the Minister of Education and Science of the Republic of Lithuania No. V-1168 "On the Approval of the Description of the Requirements for the Conduct of General Studies" of 30 December 2016, the Order of the Minister of Education and Science of the Republic of Lithuania No. V-1011 "On the Approval of the Form of the Model Agreement for the Internship of the Student" of 16 November 2016 and the requirements of other legal acts.

3. For the purposes of these provisions, the following definitions shall apply:

3.1. **Internship** is a mandatory (provided for in the study programme) and/or additional (not provided for in the study programme) self-employment internship organised for a student of first, second cycle, vocational pedagogy studies in Lithuanian or foreign companies, institutions or organisations. The internship is carried out under the student's Internship Agreement (Annex 1 to the Regulations), except for the cases provided for in Items 4, 10 and 11 of the Regulations.

3.2. **Internship plan** is a document defining the objectives, tasks, terms of the internship, agreed with the host company, institution or organization, which is approved by the Internship manager of the study program.

3.3. **The programme (description) of the subject of practical studies** is a document which establishes the scope, purpose of the Internship and the results (objectives), content, study methods, assessment methods and criteria, and study sources.

3.4. **The place of Internship** is a Lithuanian or foreign company, institution or organization where the student performs the Internship.

3.5. **Internship manager** is a person appointed by a Lithuanian or foreign company, institution or organization where the student's Internship is organized, who is responsible for the implementation of the Internship plan.

3.6. **The Head of Internship of the Study Programme** is a lecturer of the academic department who organises and evaluates the student's practice.

3.7. **QR Code for Lawful Child Labour** - A digital certificate issued by the competent authority confirming a person’s right to work or engage in activities with children, which, as of November 1, 2024, must be held by persons working, interning, or otherwise engaging in

activities with children, and is used in place of a certificate from the Register of Suspects, Accused, and Convicted Persons regarding the person’s lack of a criminal record.

4. A different form of Internship may be used for students undergoing international internships under the European Union or other international programmes, as well as in the case of agreements between academic departments and institutions for the implementation of individual study programmes.

II. ORGANISATION AND FINANCING OF INTERNSHIP

5. Compulsory Internships provided for in the study programme shall be organised for students of first, postgraduate and professional pedagogical studies. This Internship is carried out to the extent and at the time specified in the study programme. Additional Internships can be organized for students during their free time or during their studies if it is compatible with their studies. For additional Internships, the student must pay in the cases provided for in the University's Fee Payment Administration Procedure.

6. Internship may be organised in Lithuanian or foreign state enterprises, institutions, organisations and structural subdivisions of the University according to the nature of studies. Internship places are approved by the Vice-Dean for Studies by signing the student's Internship agreement. A student performing an Internship in an educational institution must have a QR code, which is submitted to the head of the educational institution before signing the Internship agreement.

7. The Head of the Internship of the study programme shall perform the following functions:

7.1. before the beginning of the Internship, introduces the student to the requirements of the Internship and the documents regulating it;

7.2. assists the student in the preparation and, after the coordination with the host organization, approves of the Internship plan, ensures the supervision of the achievement of the Internship objectives and, if necessary, solves problems related to the student's Internship together with the responsible employees of the host organization;

7.3. coordinates the concluding the student's Internship agreement with the company, institution or organization where the student will carry out the Internship;

7.4. Consults the student on the achievement of the Internship goals.

8. The Internship manager shall perform the following functions:

8.1. consult the student, ensure the supervision of the achievement of his/her Internship goals and, if necessary, solve problems related to the student's Internship together with the head of study programme of the University;

8.2. at the end of the Internship, submits to the University his/her feedback on the Internship performed by the student in accordance with the model form (Annex 2 to the Regulations), except for the cases when, in the case of agreements between academic departments and institutions regarding the implementation of individual study programmes, other forms of Internship documents are applied.

9. The student Internship agreement signed for the study of the Vice-Dean shall be approved by the seal of the academic department (if necessary) and registered in the Register of Student Internship Agreements of the University within 10 days from the date of conclusion of the agreement, except for the cases provided for in Item 4.

10. When organising the student's Internship in the administrative structural units or academic units of the University, an order of the head of the academic unit where the student is studying shall be prepared, indicating the data of the student who will carry out the Internship, the period of the Internship, the manager of the Internship and the place of the Internship. In this case, the student's Internship agreement is not concluded, except for pedagogical studies.

11. Students who have work requiring the education sought may carry out the Internship at their workplace. In this case, the student's Internship agreement is not concluded, except for pedagogical studies. At least 14 days before the start of the Internship in the workplace, the student must present the following documents to the Internship manager of the study programme:

11.1. an application to carry out an internship at his/her workplace;

11.2. the regulations of his/her current position approved by the employer (his/her authorised representative) or his/her description of his/her current position signed by the employer (his/her authorised representative);

11.3. A certificate from the workplace about the current position, indicating when these duties have been performed or a copy of the employment contract.

12. After the expiry of the established internship period, the student has to submit the following documents to the head of the Internship of the study programme within 5 working days from the end of the Internship:

12.1. an Internship report;

12.2. feedback on the student's Internship (Annex 2 to the Regulations).

13. The forms of the Internship report shall be approved of in the academic departments.

14. Under the conditions set out in the student's Internship agreement, the receiving organization may be paid for the organization of the Internship, provided that this does not contradict the founding documents of the receiving organization and the objectives of its activities. The amount to be awarded must be at least 50 percent of the part of the tuition fee allocated to the salary of academic staff and other employees related to their studies, but not higher than the standard tuition fee proportional to the scope of the Internship (number of study credits), unless the University and the receiving organization agree otherwise.

15. The work of the head of the Internship of the study programme shall be accounted for in accordance with the norms of accounting of the workload of the academic staff of the University approved by the University Senate.

III. EVALUATION OF THE RESULTS OF THE INTERNSHIP

16. The results of the Internship shall be evaluated in accordance with the Procedure for the evaluation of the results of studies of the University.

IV. OBLIGATIONS OF THE PARTIES

17. The status of a student in an undertaking, institution or organisation during the internship shall be determined by a tripartite student Internship agreement concluded between the student, the University and the company, institution or organisation where the

Internship is carried out, except for the cases provided for in Items 4, 10 and 11 of these Regulations.

Annex 1
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STUDENT INTERNSHIP AGREEMENT

20- - y. _____ m. _____ d. No. _____
(place of formation)

_____ ('the University'),
(name of University)
represented by _____,
(name, surname, position)
acting under the _____,
_____(hereinafter referred to as 'the
(name of the receiving organisation)
Receiving Organisation'), represented_____
(name, surname, position)
acting in accordance with _____,
and student_____
(study programme name, course, student's name, surname, personal identification number
_____,
or year of birth, address of permanent residence)

(hereinafter collectively referred to as the Parties) shall conclude the following Agreement:

I. GENERAL PROVISIONS

1. This Agreement shall be concluded for the entire period of Internship in the receiving organisation (hereinafter referred to as the Internship).

2. The student performs an Internship according to the study program and the coordinated Internship plan (programme). According to the study programme, this Agreement specifies:

2.1. The purpose of the Internship is _____;

2.2. Expected results (goals) of the Internship _____;

2.3. duration of the Internship – the Internship starts _____ and
(year, month, day)
ends _____ the scope of the Internship _____;
(year, month, day) (number of study credits)

2.4. Conditions and procedure for performing other Internships – _____.

II. RIGHTS AND OBLIGATIONS OF THE UNIVERSITY

3. The University undertakes:

3.1. to ensure the theoretical and practical preparation of the student sent to perform the Internship necessary for the Internship;

3.2. to control the course of the student's Internship and, if necessary, to promptly solve the problems that have arisen together with the responsible employees of the company, institution or organization by providing the necessary assistance to the student;

3.3. to appoint a Study Programme Internship manager - _____
(name, surname, position, e-mail address, telephone number of the internship manager of the study programme)
_____,
who organises and evaluates the student's Internship in accordance with the University's Regulations of the Student Internship, ensures supervision of the achievement of the objectives of the Internship and, if necessary, promptly solves the problems encountered with the student's Internship together with the responsible employees (or civil servants) of the receiving organisation;

3.4. Additional obligations of the University:

_____
_____
_____

4. The University has the right to withdraw a student from the Internship if:

4.1. the company, institution or organization does not provide a place for the student's Internship according to the study programme;

4.2. the student violates the requirements of the Internship discipline;

4.3. the student is used to perform work that is not related to the desired results of the Internship.

III. RIGHTS AND OBLIGATIONS OF AN ENTERPRISE, BODY OR ORGANISATION

5. An enterprise, body or organisation shall undertake:

5.1. to provide the student with an Internship place_____
(name and address of the place of Internship)
_____,
to provide the student with the necessary documentation for the performance of the Internship, not to distract the student from the performance of the Internship tasks;

5.2. appoint an Internship manager _____
(name of the Internship manager)
_____
(position, e-mail address, telephone number)

and to ensure that the student is provided with a qualified employee (or civil servant) with at least 3 years of relevant work experience, with whom the student details the Internship plan (programme) that carries out the supervision of the Internship, after its completion, evaluates it;

5.3. to organise the necessary occupational safety and health and fire safety requirements;

5.4. to assign tasks related to studies and Internship to the student and to ensure that tasks not related to the specifics of studies and practical training are not assigned for the performance of unqualified work;

5.5. to inform the University about the progress of the Internship and, taking into account the assessment of the Internship manager, to issue feedback on the Internship performed by the student;

5.6. to submit the feedback of the Internship manager to the University at the end of the Internship;

5.7. after the end of the Internship, to submit to the University documents justifying the expenses of the Internship manager (salary sheets, copies of assignments, etc.), if such expenses have been incurred and their remuneration is provided for in the Internship Agreement;

5.8. to inform the University about violations of the Internship Discipline;

5.9. Additional obligations of the company, institution or organization:

_____

_____

_____;

6. An enterprise, institution or organisation shall have the right to allow a student independently, without the assistance of the Internship manager, to perform the functions assigned to him in the provision of paid services only in cases where the enterprise, institution or organisation concludes an employment contract or other type of contract with the student in accordance with the procedure established by legal acts.

IV. RIGHTS AND OBLIGATIONS OF THE STUDENT

7. The student shall undertake:

7.1. not later than _____ days before the start of the Internship to prepare the Internship plan (programme) and coordinate it with the Internship manager appointed by the University, not later than on the first day of the Internship to detail the Internship plan (programme) with the Internship manager appointed by the receiving organisation.

7.2. to comply with the requirements set out in the Internship Programme;

7.3. in case of failure to attend the Internship in the enterprise, institution or organization, to immediately notify the Internship manager and indicate the reason, and in case of illness – to submit a doctor's note;

7.4. to comply with the regulations (articles of association) and rules of procedure of the company, institution or organization, to keep confidential the commercial and other secrets of the company, institution or organization, if secret or undesirable data and technical documents are received during the Internship;

7.5. to preserve the property of an enterprise, institution or organization, to be liable for the material damage caused in accordance with the procedure established by laws;

7.6. to comply with the requirements of the occupational safety and health and fire safety rules;

7.7. to prepare the Internship report, fill in the report sheet for the Additional Internship of the first (second, vocational pedagogy) cycle and submit it to the Internship manager of the Study Programme;

7.8. Additional obligations of the student:

_____

_____

_____

8. The student has the right to receive from the enterprise, institution or organization the safety and health of employees and other measures necessary for the performance of the Internship.

V. FINAL PROVISIONS

9. This Agreement may be amended only by written agreement of all the parties. Amendments to the Agreement are an integral part of this Agreement.

10. This Agreement may be terminated:

10.1. if the student is expelled from the University, terminates his/her studies or is granted an academic leave;

10.2. if the student grossly violates the regulations (statutes) and rules of procedure of the enterprise, institution or organization;

10.3. by agreement of the parties.

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

12. This Agreement shall enter into force from the commencement of the Internship provided for in the Internship Agreement and shall be valid until the performance of the Internship and the fulfilment of all other obligations under this Agreement.

13. That Agreement shal be drawn up in three copies of which have the same legal effect, one for each party to the contract.

DETAILS OF THE PARTIES

University representative:

_____

(name, surname, e-mail address, telephone number of the head of the academic department)

_____

Representative of the company, institution or organisation:

_____

(name, position, e-mail address, telephone number of the representative of the company, institution or organisation)

_____

Student:

_____

(Name, e-mail address, phone number)

_____

SIGNATURES OF THE PARTIES

_____	_____	_____
(Mykolas Romeris University)	(Student)	(Enterprise, body or organisation)

Annex 2
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_____
(Name of enterprise, body or organisation)

_____
(Contact details: Register of legal entities, company code, registered office address, telephone, number, e-mail address)

_____

Mykolas Romeris University

FEEDBACK ON THE STUDENT'S INTERNSHIP

20___y. _____m. ___.____d. No._____

_____
(place)

Mykolas Romeris University _____ Study Programmes _____cycle_____ year student _____
(name, surname)
performed the Internship from 20___y. _____m. ____d. to 20____y. _____m. _____d.

During the internship, the student completed the following tasks:

_____
_____
_____
_____
_____
_____

Overall internship grade on a 10-point scale* (or "pass" / "fail" if the internship is graded on a pass/fail basis): _____

* 10 (Excellent) Excellent, exceptional knowledge and skills
9 (very good) Solid, good knowledge and skills
8 (good) Above-average knowledge and skills
7 (average) Average knowledge and skills, with minor errors
6 (satisfactory) Knowledge and skills (competencies) are below average; errors are present
5 (poor) Knowledge and skills (competencies) meet minimum requirements
4–1 (unsatisfactory) Minimum requirements are not met

During the internship, I evaluate the knowledge and skills shown by the student:

Knowledge, abilities	**Grade (on a 10-point scale)**
(The Internship manager of the Study Programme has to include the learning out comes provided for in the Description of the Internship Subject)	

The student's strengths (knowledge, skills, personal qualities) and areas for improvement:

_____
_____
_____
_____
_____

Comments and suggestions for the University on improving student internships:

_____
_____
_____
_____
_____

Internship manager _____ _____

(signature) (name, surname)