



**FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION OF
VILNIUS UNIVERSITY**

PROFESSIONAL INTERNSHIP REGULATIONS

Vilnius, 2021

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I. GENERAL PROVISIONS

1. The Regulations of the bachelor's study internship of the Faculty of Economics and Business Administration of Vilnius University (hereinafter – the Regulations) establish the procedure of organization, supervision and evaluation of professional internship administered by the Faculty of Economics and Business Administration of Vilnius University (hereinafter – VU FEBA). The regulations have been approved by the Council of VU FEBA and published on the website of VU FEBA.
2. The Regulations have been prepared in accordance with the General Requirements for the Provision of Studies approved by Order No. V-1168 of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016; [Vilnius University Study Internship Regulations](#) approved by Resolution No. S-2015-5-5 of the Senate of Vilnius University of 26 May 2015 (hereinafter - the Regulations), [Vilnius University Study Regulations](#) approved by Resolution No. SK-2012-12-8 of the Commission of the Senate of Vilnius University of 21 June 2012 and the version of Resolution No. S-2018-5-2 of the Senate of VU of 22 May 2018), Procedure for Organizing Erasmus + Internships for VU Students and Graduates (approved by the VU Rector's Order No. 371 of 1 August 2014), [the Description of the Procedure for Recognition of VU Students' Competences Acquired through Non-formal and Informal Education and Crediting of Study Subjects \(Modules\)](#) (approved by Resolution No. SPN-63 of the Senate of Vilnius University of 19 November 2019); descriptions of study fields approved by the Ministry of Education, Science and Sport of the Republic of Lithuania and other legal acts.
3. These Regulations comply with the terms and concepts defined in the Rules (see **Annex 1**) and the functions of the participants in the professional internship process.
4. The requirements established in the Rules and the Regulations do not apply to the internship of students of other higher education institutions who carry out their professional internship at VU FEBA.
5. VU FEBA reserves the right, if necessary, to adjust the content, duration and nature of professional internship, taking into account changes in study programmes. These Regulations and individual items thereof may be eliminated, supplemented or amended by the resolution of the Council of VU FEBA. In that case, a new version of these Regulations shall be adopted.
6. Disputes regarding the application of these Regulations shall be examined by the Dispute Commission of VU FEBA.

II. TYPES AND OBJECTIVES OF PROFESSIONAL INTERNSHIP

7. Professional internship administered by VU FEBA can be compulsory, voluntary and graduate internship.
8. **Compulsory professional internship** is included in all VU FEBA bachelor's degree study programmes. The main goal of compulsory professional internship is to consolidate and apply in practice the knowledge acquired during studies. The volume of compulsory professional internship is at least **15 credits**. Compulsory professional internship is carried out at the time specified in the bachelor's study programme plan and amounts to **390 academic hours (14 weeks)**. Compulsory professional internship is carried out individually.
9. Bachelor's and master's degree students of VU FEBA may carry out **voluntary professional internship**, which is a practice not directly related to studies and not provided for in the study programme, therefore study credits are not granted for such internship. Voluntary professional internships are designed to acquire or develop a student's general or specific skills. Students wishing to conduct voluntary professional internship sign a bilateral or tripartite agreement with the internship institution, as established by the laws of the Republic of Lithuania (see an example of a tripartite agreement on voluntary professional internship at VU FEBA in **Annex 2**). Voluntary professional internship can be carried out in Lithuania or in a foreign country. Voluntary professional internships can be conducted in any semester of studies. The time of voluntary professional internship may not coincide with the schedule of academic activities. Voluntary professional internship can be carried out either individually or in a group (for example, smart internship being implemented at VU <https://www.vu.lt/en/studies/academic-info-for->

[students/internships-traineeships/smart-internship](#)). Students who have completed a voluntary professional internship do not prepare an internship report.

10. Bachelor's and master's degree graduates of VU FEBA can conduct the graduate's professional internship within a year from graduation, which does not provide study credits and is intended to continue the consolidation of knowledge and skills acquired during studies in internship and to develop skills of independent professional activity. The graduate's professional internship shall be carried out individually. The graduate's professional internship shall be carried out only under the Erasmus + programme, when the graduates go to the chosen internship institution in a foreign country. Students who have completed a graduate professional internship do not prepare a professional internship report.
11. Compulsory, voluntary or graduate professional internship in foreign countries under the Erasmus + programme is organized according to the procedure stipulated in the Rules and the procedure for organizing Erasmus + internships for VU students and graduates and in accordance with the procedure established by international programmes. Students wishing to carry out a professional internship under the Erasmus + programme or interested in it may refer to the VU FEBA Study Department for consultations.
12. The peculiarities of the performance and assessment of the compulsory professional internship of a specific study programme are specified in the description of the compulsory professional internship as a subject of the study programme.

The objectives and the content of the compulsory professional internship of bachelor study programmes are as follows:

12.1. Accounting and Auditing

The objective of the internship is to consolidate and improve the knowledge, competencies and professional internship performance skills formed (acquired) during the years of study.

The tasks and the content of the internship are as follows:

- Examine – electively or comprehensively – the activities of a specific company (institution), such as:
 - company's (institution's) financial accounting system or its elements;
 - company's (institution's) management accounting organization;
 - company's (institution's) internal control methods, regulation of audit activities performed there; application of the audit process in practice.
- Provide reasonable conclusions and formulate specific proposals for the improvement of the company's (institution's) accounting, internal control system and / or audit activities.

12.2. Economics

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional activity in the fields of economics and / or finance. *The tasks and the content of the internship are as follows:*

- Present the company / institution where the internship was carried out: to describe the activity, structure, economic sector, competitive environment, main results of the performance of company / institution / unit.
- Perform and present specific tasks indicated or selected by the internship supervisor (and agreed with the internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the learning outcomes of the economics study programme.
- Discuss what knowledge and skills acquired during economics studies were used to solve the internship tasks.
- Provide critical evaluation, formulate conclusions and make concrete proposals for sound operational/financial decisions.

12.3. Global Marketing

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional activity in the field of marketing in a global context.

The tasks and the content of the internship are as follows:

- Present the company / institution where the internship was carried out: to describe the activity, structure, economic sector / market, competitive environment, the main results of the performance of the company / institution / unit.
- Perform and present specific tasks indicated or selected by the internship supervisor (and agreed with the vu internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the learning outcomes of the global marketing study programme.
- Discuss what knowledge and skills acquired during global marketing studies have been used to solve internship tasks.
- Provide critical evaluation, formulate conclusions and make concrete proposals for making reasonable marketing decisions.

12.4. Quantitative Economics

The objective of the internship is to acquire the basic professional competencies required for future graduates in the field of economics.

The tasks and the content of the internship are as follows:

- Carry out a thorough analysis of the organization where the internship has been completed, its structure and the competitive environment in which it operates.
- Describe the individual tasks of the internship carried out and the knowledge acquired during the internship.
- Discuss how the individual tasks corresponded to the objectives of the organization and how the skills acquired during the studies were applied in solving them.

12.5. Management

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional performance in the fields of business management and organizational management.

The tasks and the content of the internship are as follows:

- Present the company / institution where the internship was carried out: to describe the activity, structure, economic sector / market, competitive environment, main results of the performance of the company / institution / unit.
- Perform and present specific tasks indicated or selected by the internship supervisor (and agreed with the vu internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the objectives of the management study programme.
- Discuss what knowledge and skills acquired during business management and organizational management studies were used in solving the tasks during the internship.
- Provide critical evaluation, formulate conclusions and specific proposals for making sound decisions in business management or individual organizational management.

12.6. Business Information Systems

The objective of the internship is to consolidate and improve the knowledge accumulated during the study years on the basis of the analysis, design and use of IS in organizations, to strengthen the practical work experience and initiative.

The tasks and the content of the internship are as follows:

- Perform an analysis of the needs of the organization's information systems:

- familiarize oneself with the organization, its field of activity, strategy and organizational structure; organization's microenvironment – customers, competitors, partners; the position and competitiveness of the organization; to study the organization's business processes, to perform value chain analysis; perform SWOT analysis of the organization and identify critical success factors;
- collect, group and analyse data on the information, automation and other needs of the organization's (or organizational unit's) employees, the information system used, its ability to meet the identified needs; compare to the information systems of analogous or related organizations and their role; carry out an analysis of the experience of advanced information systems in this field.

12.7. Business and Law

The objective of the internship is to consolidate, improve and expand the knowledge, competencies formed (acquired) during the study years and to develop the skills of practical professional performance in the fields of business and business law.

The tasks and the content of the internship are as follows:

- Present the company / institution where the internship was carried out: to describe the activity, structure, strategy, economic sector / market, competitive environment, main results of the performance of the company / institution / unit.
- Present the main internal and external normative documents regulating the activity of the company / institution.
- Perform and present specific tasks indicated or selected by the internship supervisor (and agreed with the VU internship supervisor), summarize their results and present conclusions. The internship tasks must be related to the learning outcomes of the business and law study programme.
- Discuss what knowledge and skills acquired during business management and organizational management studies were used in solving the tasks involved in internship.
- Provide critical evaluation, formulate conclusions and specific proposals for making sound decisions in business management or individual organizational management.

III. ORGANIZATION OF COMPULSORY PROFESSIONAL INTERNSHIP

13. Compulsory professional internship is coordinated and organized by the administration of VU FEBA.
14. Students shall be familiarized with the procedure for organizing compulsory professional internship during a meeting arranged in advance and / or by publishing information on the website of VU FEBA.
15. Compulsory professional internship may be carried out in Lithuania or in a foreign state (see Clause 5 of these Regulations).
16. Compulsory professional internship is carried out in internship institutions corresponding to the field of study. The Study Programme Committee (hereinafter referred to as the SPC) may prepare recommendations for the selection of the institution where compulsory professional internship shall be carried out (see the recommendations provided in **Annex 4**). If necessary, the administration of VU FEBA or the appointed internship supervisor of VU FEBA mediates the student in finding the internship institution.
17. An institution who provides internship shall be selected for compulsory professional internship according to the following criteria:
 - 17.1. The place of internship corresponds to the objectives and tasks of the compulsory professional internship provided for in the study programme.
 - 17.2. The institution agrees to receive the student and enter into a compulsory professional internship agreement.

- 17.3. The institution shall create suitable conditions for compulsory professional internship (appoints the internship supervisor at the institution, appoints a workplace, allows the student to monitor the work of specialists, work independently, provides practical training tasks, the necessary documentation for these tasks, necessary tools, etc.).
- 17.4. The institution shall ensure that the intern is assigned a qualified, eligible internship supervisor. Compulsory professional internship in the institution who provides internship may be supervised by a specialist, an employee of the internship institution, who has a university degree of the relevant qualification and with at least 3 years of relevant work experience.
- 17.5. The institution shall provide the intern with means for occupational safety and health and hygiene standards which comply with the conditions of compulsory professional internship.
18. The Study Department of VU FEBA in cooperation with SPC may compile a list of institutions, providers of compulsory professional internship, with whom VU FEBA signs a bilateral cooperation agreement on the provision of professional internship or otherwise agrees on the reception of interns. Cooperation agreements may be concluded only with institutions that meet the requirements for an internship institution provided for in the Rules and the Regulations, with whom cooperation for organizing and implementing professional internship is envisaged. The cooperation agreement is signed by the Rector of Vilnius University or his / her authorized person and the head of the internship institution or his / her authorized person. The originals and copies of the signed cooperation agreements shall be kept in accordance with the procedure established by the Rules.
19. Compulsory professional internship may be carried out in a structural unit of Vilnius University in accordance with the requirements established in Clause 4 of the Rules.
20. If the internship institution agrees to accept the student for compulsory professional internship, a tripartite internship agreement shall be signed (see the example of the VU FEBA compulsory professional internship tripartite agreement in Appendix 3). It shall be signed at least 10 working days before the start of the internship. Internship agreements shall be signed electronically and registered in the VU document management system Avilys. Instructions for electronic signing of agreements shall be provided to students by e-mail and / or published on the website of VU FEBA.
21. Students are referred to the internship institutions to carry out compulsory professional internship by the order of the Dean of VU FEBA.
22. During the period of compulsory professional internship, two professional internship supervisors are assigned to supervise the professional internship and supervise the process: internship supervisor at VU FEBA and an employee appointed by the internship institution - the internship supervisor at the institution. Compulsory professional internship shall be supervised by internship supervisor at VU FEBA who takes into account the requirements set in the description of compulsory professional internship. The internship supervisor at VU FEBA shall be assigned no later than one month before the start of the compulsory professional internship. The supervision of compulsory professional internship (preparation for professional internship, consultations and / or seminars planned during professional internship, evaluation of professional internship reports, etc.) is included in the pedagogical workload of the internship supervisor at VU FEBA in accordance with the procedure established by the Council of VU FEBA.
23. A student who has an employment agreement with an institution operating in Lithuania which meets the requirements for an institution of compulsory professional internship, may carry out compulsory professional internship at his or her workplace. In this case, the student submits to the faculty an official letter from the internship institution, which must include the following information:
 - 23.1. Indicate the beginning and end of the compulsory professional internship period.
 - 23.2. Name, surname, position, tel. Number, e-mail address of the internship supervisor assigned by the institution.
 - 23.3. Approval of the institution who provides internship to create conditions for the student to carry out compulsory professional internship, ensuring the fulfilment of the tasks provided for in the description of the professional internship of the study programme.
 - 23.4. The official letter issued by the internship institution shall be written in the name of the dean of VU FEBA, shall specify the name and address of the internship institution, the signature of the head of the

company or the responsible person (the letter of a foreign institution shall be submitted in English). Official letters of institutions are registered in the VU document management system Avilys.

24. Professional experience acquired by students with at least 1 year of professional experience may be credited as compulsory professional internship provided for in the study programme, if it meets the requirements for professional internship. In this case, via VUSIS the student must submit a request to credit his professional experience, a description of the experience gained and other evidence of experience no later than 15 December, if the compulsory professional internship is provided by the study programme plan in the spring semester, and no later than 15 May, if the compulsory professional internship is provided in the autumn semester. The crediting of a student's professional experience is decided by the SPC of a specific study programme on the basis of [the Description of the Procedure for Recognition of Competencies Acquired by VU students through Non-formal and Informal Education and Crediting of Study Subjects \(Modules\)](#).
25. Compulsory professional internship may be terminated if one of the parties fails to fulfil their obligations provided for in the internship agreement and in other cases in accordance with the procedure provided for in the internship agreement. Termination of the internship agreement may be initiated by any party to the internship agreement. If the period of the internship has not expired, upon termination of the internship agreement with one internship institution, the agreement must be concluded with another internship institution without interrupting the internship period.
26. If a student misses from 5 to 30 percent of the time of compulsory professional internship due to illness or other important and justifiable reason, the professional internship, in coordination with the internship supervisors of the internship providing institution and VU FEBA, may be extended, but not longer than by the deadline for submission of the final thesis for defence. After spending more than 30 percent of the internship time, compulsory internship is not assessed.
27. All disputes, which the parties to the compulsory professional internship agreement cannot resolve by good faith, shall be resolved in accordance with the procedure established by the legal acts of the Republic of Lithuania.

IV. SUBMISSION OF THE COMPULSORY PROFESSIONAL INTERNSHIP REPORT AND ITS ASSESSMENT

28. Students who have completed compulsory professional internship submit their professional internship report to the internship supervisor at VU FEBA (see the title page of the professional internship report in **Annex 5** and the recommended structure for the professional internship report in **Annex 6**). The report is also sent to the administrator who supervises the bachelor's study programme to ensure the storage of the report in accordance with the procedure provided by VU.
29. The date of submission and defence of the report on compulsory professional internship must be no later than 15 May if the professional internship is carried out in the spring semester, and no later than 15 December if the professional internship is carried out in the autumn semester.
30. Compulsory professional internship may be defended and assessed if:
 - 30.1. By the order of the Dean of VU FEBA, the student was referred to an internship provision institution to carry out compulsory professional internship.
 - 30.2. A report on compulsory professional internship that meets the requirements, as set out in these Regulations, has been submitted.
 - 30.3. The feedback of the supervisor at the internship institution on the student who has completed the compulsory professional internship is submitted (see **Annex 7**).
 - 30.4. The student's feedback on the institution he/she has carried out their professional internship shall be provided (see **Annex 8**).
31. The volume of the compulsory professional internship report shall be 5-15 pages. The report of the compulsory professional internship shall be prepared in the language of the study programme, in

accordance with the general language norms and the terminology of the study field. In formatting the report on compulsory professional internship, [VU FEBA Methodological Requirements for Preparation of Course Papers and Bachelor Theses](#) shall be followed.

32. The report of the compulsory professional internship shall be presented to the VU FEBA internship supervisor (or to the professional internship defence commission formed by the decision of the SPC), who carries out the student's final assessment of the professional internship.
33. Professional internship shall be assessed in accordance with the assessment criteria specified in these Regulations (see Annex 9) and the description of internship as a course unit of the study programme, as well as based on the institution's internship supervisor's feedback on the student who has concluded the internship and the results of the internship report.
34. If the professional internship report is not submitted in time without justifiable reasons or if a negative assessment of the professional internship is received, the student gains an academic debt, which shall be liquidated in accordance with the VU study regulations.

V. ANNEXES

Annex 1. Definitions used in the VU Internship Rules

1. **Cooperation Agreement** – a bilateral cooperation agreement between the University and the Internship Institution concluded on the initiative of the University Department in accordance with the model form approved by the Rector's Order, stipulating the obligations of the parties in the field of organising and implementing Internship, as well as other joint activities.
2. **Internship supervisor assigned by the Institution** – an employee of the Internship Institution who meets the requirements of the Rules and the Internship Regulations of the Department, assigned to supervise the Internship conducted at the Internship Institution.
3. **Internship Regulations of the Department** – a document prepared in accordance with the Regulations and approved by the Council of the Department, regulating the procedure of organising, supervising and evaluating the Internship of the Department. By the decision of the Council of the Department, the internship regulations may be approved in the Department for a separate study field (s) according to which the study programmes are implemented in the Department.
4. **Internship** – a study subject (module) or an integral part of a subject (module) provided in the study programmes implemented by the University, the studies of which are carried out according to an Internship Plan designed in advance under the supervision of the University and Institution internship supervisors.
5. **Intern** – a student or listener of the University carrying out the Internship in accordance with the procedure provided for in these Rules and the Internship Regulations of the Department.
6. **Internship description** – a description of the Internship subject (module) provided for in the study programme, prepared in accordance with the procedure provided for in the Regulations of the University study programmes. The Internship description must be submitted to the internship supervisor of the Institution and can be equated with the methodological recommendations for the Internship supervision provided in the Internship Agreement for the implementation of the Internship.
7. **Internship institution** – an enterprise, institution or organization that has sufficient material and human resources to implement the Internship and accepts the Intern to perform the Internship in accordance with the Internship Agreement, except for the cases provided for in these Rules, when the Internship Agreement may not be concluded.
8. **Internship plan** – a document detailing the tasks of the Internship, which allows to achieve the learning outcomes provided in the Internship description.
9. **Supervision of the Internship** – monitoring of the Intern's activities in the Internship Institution and the fulfilment of the Internship tasks detailed in the Internship plan, analysis of the gained experience, discussion and assistance in resolving issues arising during the Internship period.
10. **Internship evaluation** – evaluation of the Intern's Internship activities and fulfilment of the Internship tasks detailed in the Internship Plan in accordance with the Department's Internship Regulations, the procedure for assessment of study achievements and the description of the Internship or other study subject (if the Internship is an integral part of the study subject (module)) and is performed by the Supervisor of the University Internship or an evaluation commission, taking into account the evaluation of the Intern's activity performed by the Internship Supervisor at the Institution and the report on the implementation of the Internship.
11. **Internship Agreement** – a tripartite agreement between the University, the Internship Institution and the Intern on the internship of the Intern prepared in accordance with the model form of the Student's Practical Training Agreement approved by the Minister of Education and Science of the Republic of Lithuania (hereinafter – the Minister of Education and Science). This agreement is the legal basis for the Intern to complete the Internship at the Internship Institution. The Internship Agreement is concluded regardless of whether a Cooperation Agreement has been concluded with the Internship Institution.
12. **University internship supervisor** – a University lecturer who meets the requirements of the Regulations of the Department, assigned to manage the Internship of the Intern and to perform the functions provided for in the Rules and the Regulations of the Department.

Annex 2. An example of a tripartite agreement on a student's voluntary professional Internship

TRIPARTITE AGREEMENT ON A STUDENT'S VOLUNTARY PROFESSIONAL INTERNSHIP No.

20
(day, month, year)
Vilnius

Vilnius University (hereinafter – the Higher Education Institution, HEI), represented by **Vice-Dean** of Faculty of Economics and Business Administration, VU ... , acting on the basis of warrant No. RI-276 of the Rector of Vilnius University, and **(name of the Host Organisation)** hereinafter – the Host Organisation), represented by **(name, surname, position)**, acting on the basis of **(order by the organisation)** and **the (year) Student** of the study programme **(title) (Student's name, surname)**, born **(birth date)**, residing **(address of permanent place of residence)**, in consideration of the laws of the Republic of Lithuania, hereby agree as follows:

I. GENERAL PROVISIONS

1. This agreement is concluded for the entire period of voluntary Internship at the Host Organisation.

II. RIGHTS AND OBLIGATIONS OF THE HEI

2. The HEI undertakes:
 - 2.1. To ensure the necessary theoretical and practical preparation of the student for carrying out the Internship.
 - 2.2. If necessary, along with the responsible Host organisation employees effectively solve any emerging problems and provide the student with the necessary assistance.

III. RIGHTS AND OBLIGATIONS OF THE ORGANISATION

3. The host organization undertakes:
 - 3.1. To provide the student with the voluntary internship place at **(title and address of the Internship workplace)**, provide the student with internship tasks and required documents, do not distract the student from performing said tasks.
 - 3.2. To ensure that the student is assigned with a qualified internship supervisor in the organisation.
 - 3.3. To organize the necessary briefings on workplace safety, health protection and fire safety.
 - 3.4. Unless otherwise agreed by the Parties, to ensure that the Student's working conditions meet workplace safety, health and hygiene standards.
 - 3.5. To keep records of the internship of the student; after the internship, provide the student with the conclusions and results of his/her internship.
 - 3.6. Additional obligations of the organisation –
4. The Host Organisation is entitled to allow the Student to perform the assigned functions of taking part in production or service supply processes only if the Host Organisation and the Student sign a temporary work contract, as prescribed by the legal acts.

IV. RIGHTS AND OBLIGATIONS OF THE STUDENT

5. The Student undertakes:
- 5.1. To perform the assigned tasks of the internship, in case of absence immediately inform the internship supervisor in the organisation and provide a reason, in case of illness – provide a doctor's note;
 - 5.2. To follow the regulations and rules of procedure of the organisation, to not reveal any commercial and otherwise confidential information of the organisation, in case the student receives any sensitive data and technical documentation;
 - 5.3. To protect property of the Host Organisation and to take responsibility for inflicted material damage as prescribed by the law;
 - 5.4. To follow the requirements of workplace safety, health protection and fire safety rules;
 - 5.5. Additional obligations of the student – .
6. The student is entitled to receiving internship tasks, work safety and health protection equipment as well as other equipment necessary for the internship.

V. FINAL PROVISIONS

7. The agreement may be amended only by a written agreement of all the Parties. All amendments to the agreement are deemed as an integral part of the agreement.
8. The agreement may be terminated in the following cases:
- 8.1. If a Student violates the regulations and rules of procedure of the organisation.
 - 8.2. Upon mutual agreement by both Parties.
9. A Party shall notify the other Parties hereto about termination of the agreement no later than 5 working days prior to its termination.
10. Any disputes which the Parties cannot resolve in good faith shall be settled in the manner prescribed by the legal acts of the Republic of Lithuania.
11. This agreement shall come into effect (**day, month, year**) and shall remain in effect until completion of the Internship (**day, month, year**) and full satisfaction of all other obligations set out herein.
12. The agreement is concluded in three copies of equal legal force, one for each Party hereto.

DETAILS OF THE PARTIES

The HEI:

Vilnius University
Universiteto str. 3,
LT-01513 Vilnius
Company code 211950810
PVM code LT 119508113
VU Faculty of Economics and Business
Administration
Saulėtekis al. 9, II building
LT-10222 Vilnius

The Student:

(Student name, surname, phone number, e-mail)

The Host Organisation:

(Host Organisation name, address, company code)

Internship supervisor:

(name, surname, position, phone number, e-mail)

SIGNATURES OF THE PARTIES

(VU FEBA vice dean)

(Host Organisation)

(Student)

Annex 3. An example of a tripartite agreement on a student's compulsory professional internship

TRIPARTITE AGREEMENT ON A STUDENT'S COMPULSORY PROFESSIONAL INTERNSHIP No.

20

(day, month, year)

Vilnius

Vilnius University (hereinafter – the Higher Education Institution, HEI), represented by the **vice-dean ...**, acting on the basis of warrant No. RI-276 of the Rector of Vilnius University, and **(name of the Host Organisation)** (hereinafter – the Host Organisation), represented by **(name, surname, position)**, acting on the basis of **(order by the organisation)** and the **4th-year Student** of the study programme **(title) (Student's name, surname)**, born **(birth date)**, residing **(address of permanent place of residence)**, in consideration of the laws of the Republic of Lithuania, hereby agree as follows:

I. GENERAL PROVISIONS

2. This agreement is concluded for the entire period of Internship at the Host Organisation.
3. The Student implements Internship according to the internship requirements of the HEI:
 - 2.1. **The purpose of the Internship** – ...
 - 2.2. **The Contents of the Internship**: ...
 - 2.3. Internship begins on the ... and finishes on the ...

II. RIGHTS AND OBLIGATIONS OF THE HEI

3. The HEI undertakes:
 - 3.1. To ensure the necessary theoretical and practical preparation of the Student for carrying out the Internship.
 - 3.2. To control the process of the Student's internship and if necessary, along with the responsible Host Organisation employees effectively solve emerging problems and provide the Student with the necessary assistance.
 - 3.3. To prepare a plan for the internship and arrange it with the Host Organisation.
 - 3.4. To assign the Student with a supervisor – a professor in the faculty.
4. The HEI is entitled to cancel the Student's internship if:
 - 4.1. The Host Organisation does not provide the Student with the internship place according to the Student's study programme.
 - 4.2. The Student violates the requirements of the internship agreement.
 - 4.3. The Student is assigned only with an unqualified job.

III. RIGHTS AND OBLIGATIONS OF THE HOST ORGANISATION

5. The Host Organisation undertakes:
 - 5.1. To provide the Student with an Internship workplace at **(name and address of the internship workplace)**, internship tasks and their necessary documents, and to not distract the Student from the performance of the internship tasks.

- 5.2. Ensure that the Student is assigned with a qualified supervisor in the Host Organisation.
- 5.3. Organise necessary briefings on workplace safety, health protection and fire safety.
- 5.4. Ensure that the Student's working conditions meet workplace safety, health and hygiene standards.
- 5.5. To keep records of the internship of the Student; after the internship, provide the Student with the conclusions and results of his/her internship.
- 5.6. To inform the HEI about the violations of the internship agreement and Student's absence from the internship.
6. The Host Organisation is entitled to allow the Student to perform the assigned functions of taking part in production or service supply processes only if the Host Organisation and the Student sign a temporary work contract, as prescribed by the legal acts.

IV. RIGHTS AND OBLIGATIONS OF THE STUDENT

7. The Student undertakes:
 - 7.1. To perform the assigned tasks of the internship, in case of absence immediately inform the internship supervisor in the organisation and provide a reason, in case of illness – provide a document from the doctor.
 - 7.2. To follow the regulations and rules of procedure of the organisation, to not reveal any commercial and otherwise confidential information of the organisation, in case the Student receives any sensitive data and technical documentation during the internship.
 - 7.3. To protect the property of the Host Organisation and to take responsibility for inflicted material damage as prescribed by the law.
 - 7.4. To follow the requirements of workplace safety, health protection and fire safety rules.
 - 7.5. To prepare the Internship report.
8. The Student is entitled to:
 - 8.1. Receiving the internship programme from the HEI, as well as all information that is relevant to the internship.
 - 8.2. Receiving the internship task (tasks) from the Host Organisation, workplace safety and health equipment necessary for the internship.

V. FINAL PROVISIONS

9. The agreement may be amended only by a written agreement of all the Parties. All amendments to the agreement are deemed as an integral part of the agreement.
10. The agreement may be terminated in the following cases:
 - 10.1. When a Student is expelled from the HEI, terminates or temporarily suspends studies (including the Students who take an academic leave).
 - 10.2. When a Student violates the regulations and rules of procedure of the organisation.
 - 10.3. Upon mutual agreement of the Parties.
11. A Party shall notify the other Parties hereto about termination of the agreement no later than 5 days prior to its termination.
12. Any disputes which the Parties cannot resolve in good faith shall be settled in the manner prescribed by the legal acts of the Republic of Lithuania.
13. This agreement shall come into effect **on the ...** and shall remain in effect until completion of the Internship and full satisfaction of all other obligations set out herein.
14. The agreement is concluded in three copies of equal legal force, one for each Party hereto.

DETAILS OF THE PARTIES

The HEI:

Vilnius University
Universiteto str. 3,
LT-01513 Vilnius
Company code 211950810
PVM code LT 119508113
VU Faculty of Economics and Business
Administration
Saulėtekis al. 9, II building
LT-10222 Vilnius

The Student:

(Student name, surname, phone number, e-mail)

The Host Organisation:

(Host Organisation name, address, company code)

Internship supervisor:

(name, surname, position, phone number, e-mail)

SIGNATURES OF THE PARTIES

(VU FEBA vice dean)

(Host Organisation)

(Student)

Annex 4. Recommendations for selecting compulsory professional internship institutions

ECONOMICS STUDY PROGRAMME

Branch of Banking

Students can carry out internships in the Bank of Lithuania, commercial banks, other financial institutions.

Branch of Economic Analysis

Students can carry out internships wherever there is a need for skills in assessing social, economic or business status and development trends, modelling and optimizing further development perspectives, i.e. in public administration institutions (Bank of Lithuania, State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania, National Audit Office of Lithuania, Competition Council of the Republic of Lithuania, Statistics Lithuania, ministries), commercial banks and other institutions working in the field of financial intermediation and insurance, large audit companies, large companies in the industrial and service sectors, analytical-consulting institutions, analysis, forecasting and planning departments.

Branch of Finance

Students can carry out internships in business enterprises and public sector institutions (organizations), performing tasks related to the duties of a financier.

Branch of International Economy

Students can carry out internships in companies (institutions) that carry out or are preparing to carry out activities in foreign markets, are related to foreign markets, analyse international economic phenomena, forecast foreign trade and investment trends. These can be international companies, local companies, and state institutions.

Branch of Welfare State Economy

Students can carry out internships in companies (institutions) that belong to the public sector or implement various projects with them. These can be business, consulting companies and state institutions.

MANAGEMENT STUDY PROGRAMME

Branch of Marketing and Global Business

When choosing an internship place, it is recommended to evaluate the suitability of the internship place by taking into account three aspects¹: 1) the specifics of the company / organization; 2) the specifics of the department of the company / organization where the internship is to be carried out; 3) the specifics of the functions / activities / tasks to be performed during the internship.

1) In terms of the specifics of companies and organizations, students are allowed to select from:

- Any business enterprises;
- Non-profit enterprises and organizations whose activities are at least partly related to marketing, market research, trade / commerce, individual marketing areas (advertising, public relations, etc.) Or consulting on the above issues, or enterprises that perform any marketing functions or projects related to marketing;
- Public institutions and organizations that carry out any marketing functions or related projects (e.g. Market research, organizing public relations campaigns, advertising, communicating through interactive, social marketing / communication channels, etc.).

2) In terms of the specifics of divisions of enterprises and organizations, students are allowed to select from:

- Marketing units, divisions or departments (including e-marketing, m-marketing, interactive marketing, direct marketing, etc.);

¹ N.B. Names, terms, activities may differ from those listed, but the essence must remain the same. (For example: the internship may be performed not in the company's marketing department, but by participating in a marketing project group, or in the absence of a separate marketing department in the company – by holding the position of marketing manager, assistant manager, marketing assistant, etc.).

- Sales units, divisions or departments (including e-commerce, international trade, merchandising);
- Units, divisions or departments in charge of public relations / communication / communication with clients / general public / audience;
- Units, divisions or departments of goods / services / brands / market segments;
- Customer service / customer management units, divisions or departments;
- Market research units, divisions or departments;
- Customer / sales / marketing data analysis units, divisions or departments;
- New product / service / brand development units, divisions or departments;
- Pricing units, divisions or departments;
- Logistics / merchandise delivery units, divisions or departments, etc.

3) In terms of the specifics of activities and functions performed during the internship (at least 3/4 of the total internship time must be allocated for these activities), students shall select from:

- Functions / responsibilities performed during the internship related to marketing or its individual activities (branding, advertising, public relations, customer service, etc., as well as everything listed in section “2”):
 - planning and implementation of strategies, implementation control, analysis and presentation of results;
 - planning and implementation of individual marketing campaigns, implementation control, analysis and presentation of results;
 - creation, testing, improvement and development of individual marketing solutions (new products / services / brands, advertising media, press releases, websites, etc.), analysis and presentation of results;
 - search and selection, negotiation for marketing partners (advertising companies, media planning companies, public relations companies, market research companies, media companies, etc.);
- Activities / functions related to market research or individual stages of the market research process (analysis of the marketing situation and formulation of research objectives, development of research tools, execution of various research, processing of results, analysis and presentation, etc.);
- Activities / functions related to sales or individual stages of the sales process (search for potential customers, introduction of (new) goods / services to the existing or potential market, sale / negotiation of goods / services, sales control, analysis and presentation of sales results, etc.);
- Customer service activities / functions;
- Activities / functions related to training of the company's customers / employees, professional development in marketing (all the items listed in section “2”).

Additional information. Depending on the title and content of the study programme (Marketing and Global Business), it is recommended that during the internship it could be possible to link it with the specifics or problems of foreign markets, consumers, cultures, global business, etc. (e.g.: The internship is carried out in a foreign company, international market, working with foreign clients, communicating in a foreign language, in an international team, etc.).

Branch of Business Management

Students in the field of business management can carry out internships in various areas of activity in both profit and non-profit companies / organizations where business organization is carried out, i. e. business development and management processes.

The Intern's activities should include (where possible) the implementation of tasks in various business development and management processes.

BUSINESS INFORMATION SYSTEMS STUDY PROGRAMME

Students can carry out internships in various companies or public institutions. The intern's activities should include at least one of the following: assistance in the preparation and implementation of IT projects or operational changes in the implementation of information systems; participation in the project of information system implementation: analysis, design, development, implementation, testing or training stages; activities in information system maintenance and support activities, and / or user consulting.

BUSINESS AND LAW STUDY PROGRAMME

Students of the Business and Law study programme can carry out internships in various areas of activity in private and public legal entities. If possible, it is recommended to choose the place of internship in an organization who carries out the activities related to the organization of work processes, application of legal acts and their analysis. For example, an organization where draft legal acts are prepared, public administration functions are performed (entities of public administration, the Seimas of the Republic of Lithuania, the Government, ministries, etc.); legal services provided (law firms and bailiffs' offices, notary offices, their self-government institutions); financial and insurance services are provided (banks, credit unions, insurance companies, etc.).

The intern's activities should include (where possible) the implementation of tasks related to the organization of the work process, preparation of draft normative documents, analysis of legal acts or their implementation.

Annex 5. Title page of the compulsory professional internship report

VILNIUS UNIVERSITY
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

(STUDENT'S NAME, SURNAME IN CAPITAL LETTERS)

(Year of study, study programme, branch)

Compulsory Professional Internship
REPORT

(Title of the internship institution)

Internship supervisor at VU FEBA

(Supervisor's academic title, degree, name, surname)

Internship supervisor at the institution

(name, surname)

Vilnius, 20....

Annex 6. Recommended structure for the compulsory professional internship report

1. Duration of compulsory professional internship period: from ____ (day) ____ (month) 20 ____ (year) to ____ (day) ____ (month) 20 ____ (year).
2. The objective and tasks of the compulsory professional internship of the study programme and a description of their implementation.
3. Individual tasks performed during the compulsory professional internship and a description of their performance.
4. Discussion of the knowledge and skills that have been successfully applied during the internship period.
5. Discussion of knowledge and skills that were lacking during the internship period.
6. The tasks that have brought the most benefit to the internship institution.
7. Suggestions regarding the improvement of the organization of the compulsory professional internship submitted to the professional internship institution and to VU FEBA.
8. Feedback from the supervisor at the internship institution.
9. Student's feedback on the internship institution.

**Annex 7. Feedback from the institution's internship supervisor on a student who
has completed a compulsory professional internship**

**FEEDBACK FROM THE INTERNSHIP INSTITUTION'S SUPERVISOR ON A STUDENT WHO
HAS COMPLETED A COMPULSORY PROFESSIONAL INTERNSHIP**

Dear Supervisor of the internship,

We are thankful to your institution and you for the opportunity offered to the student to complete the compulsory professional internship and gain professional experience.

Your observations, insights and evaluations will be most valuable in improving the process of organizing compulsory professional internship. Therefore, please, chose between yes or no in the table below and comment on the competence of the student who has completed the compulsory internship at your institution. If you an individual skill or ability cannot be assessed, please, do not write anything.

*Administration of VU Faculty of Economics and Business Administration
and the student's Study Programme Committee*

Student's name, surname _____

Name of the internship institution _____

Period of compulsory professional internship (date from ... to) _____

Student's knowledge, skills and abilities	Yes	No	Don't know
The student applied the knowledge and skills acquired at the university during the internship			
The student demonstrated excellent analytical skills			
During the internship the student was active, showed initiative and was involved in the activities of the internship institution			
The student responsibly and dutifully performed the tasks assigned to him / her			
The student was able to independently perform the tasks assigned to him / her and make decisions			
The student was able to work in a team			
The student was able to plan his / her activities			
The student performed the assigned tasks perfectly			
The student demonstrated good communication skills			
The student's knowledge and skills improved during the internship			
The tasks performed by the student benefited the internship institution			
Other skills useful for the future career (please, specify)			
Overall assessment of the internship and comments			
Your suggestions for the improvement of the organization process of compulsory professional internship administered by VU FEBA			

Professional internship supervisor at the institution

Position, name, surname, signature

Date

Annex 8. Student's feedback on the professional internship institution

STUDENT'S FEEDBACK ON THE PROFESSIONAL INTERNSHIP INSTITUTION

Dear student,

We are seeking to improve the organization of compulsory professional internship at the VU Faculty of Economics and Business Administration, therefore your feedback on the institution of professional internship is extremely valuable. Please assess and comment on the competence of the internship institution and the institution's internship supervisor in the table below.

Administration of VU Faculty of Economics and Business Administration
and the student's Study Programme Committee

Name of the internship institution _____

Position, name, surname of the internship supervisor at the institution _____

Period of the compulsory professional internship (date from ... to) _____

Statements	Yes	No	Don't know
The competence of the internship supervisor of the institution is excellent			
The institution's internship supervisor clearly formulated the tasks			
The institution's internship supervisor provided all the information needed to carry out the internship tasks			
The institution's internship supervisor shared his knowledge and experience			
The institution's internship supervisor provided me with the necessary means to perform the tasks			
The institution's internship supervisor performed the surveillance of my professional internship			
The institution's internship supervisor helped me when problems arose during the internship			
In the internship institution, I was provided with working conditions that met safety and health and hygiene standards			
I would like to stay to work in such an institution			

Student's name, surname

Date

Annex 9. Criteria for evaluating compulsory professional internship and the report

Compulsory professional internship is assessed on the basis of the following criteria:

Professional competencies. It is assessed to what extent the student, while carrying out professional internship, consolidated and applied the knowledge and skills acquired during studies, and what professional skills he/she has gained.

Analytical skills. It is assessed how the student managed to analyse and implement the objectives and tasks set in the description of the compulsory professional internship of the study programme or individually.

Independence criterion. The extent to which the student has independently and reasonably prepared a report on compulsory professional internship is assessed.

Criterion for activity and initiative. It is assessed how and to what extent the compulsory professional internship carried out by the student contributed to the better functioning of the internship institution.

Formatting of the report. The extent to which the report of compulsory professional internship meets the requirements for the VU FEBA professional internship report is assessed.

Pass/ Fail	Assessment scores	Assessment criteria
Pass	Excellent (10) Rounding 9.5–10	The student very actively contributed to the work of the internship institution, perfectly applied and improved the professional knowledge acquired during the studies, provided an independent, clear, comprehensive professional internship report of practical value (with suggestions on how to improve the activities and structure of the internship institution) and without any technical shortcomings.
	Very good (9) Rounding 8.5–9.4	The student actively contributed to the work of the internship institution, applied and improved the professional knowledge acquired during the studies, submitted an independent, clear, comprehensive, professional internship report of practical value, and without technical shortcomings (or only with partial shortcomings).
	Good (8) Rounding 7.5–8.4	The student participated in the work of the internship institution, partially applied and improved the knowledge acquired during the studies, submitted a clear, comprehensive and independent report of the internship with partial practical value (some technical shortcomings are possible).
	Highly satisfactory (7) Rounding 6.5–7.4	When working at the internship institution, the student partially applied and improved the knowledge acquired during the studies, submitted a report of professional internship that was more descriptive than analytical and had technical shortcomings.
	Satisfactory (6) Rounding 5.5–6.4	The student participated in the work of the internship institution inactively, submitted a professional internship report based on passive layout of the material, insufficiently detailed, with technical shortcomings.
	Sufficient (5) Rounding 4.5–5.4	The student participated in the work of the internship institution inactively, inaccurately fulfilled the orders of the internship supervisor of the institution, and submitted an incomplete report of the professional internship with technical shortcomings.
Fail	Insufficient (1, 2, 3, 4) Rounding 1–4.4	The student did not fulfil or badly fulfilled the instructions of the internship supervisor of the institution, submitted a plagiarism or incomplete, unclear and significantly deficient professional internship report.