

APPROVED

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DESCRIPTION OF THE PROCEDURE FOR ORGANISING STUDENTS' INTERNSHIPS AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. The Description of the procedure for organising students' internships (hereinafter referred to as the Description) at Kauno kolegija Higher Education Institution (hereinafter referred to as KK or Kauno kolegija) has been prepared following the Law on Higher Education and Research of the Republic of Lithuania, the KK Statute, the KK Study Procedure, the Description of the procedure for assessing learning achievements at Kauno kolegija, and other legal documents regulating students' internships. This Description defines the concepts related to the organisation of internships, establishes the procedures for organising internships, the requirements for students and internship supervisors, the principles of reporting, evaluation, and documentation, and assurance of the quality of internships.

2. The content, time, duration, and location of the internship shall be determined based on the study plan of the specific KK study programme, the description of the course unit/module of Internship, and the study schedule.

3. The following key concepts shall be used in the Description:

3.1. an internship (introductory, training, professional, final) is a part of the study programme; during internships, student's knowledge, abilities, and skills are applied and developed in practical professional activities;

3.2. Introductory Internship is a course unit during which the student becomes familiar with the peculiarities of the chosen speciality, consolidates the learning motivation, acquires knowledge and abilities in a particular field, and practical skills;

3.3. Training internship is carried out in the practical training environments of Kauno kolegija through simulation activities; it deepens theoretical knowledge and abilities and develops practical skills;

3.4. Professional Internship is an internship during which the acquired knowledge and skills are consolidated, applied, and developed in practical professional activities in a real working environment;

3.5. Final Internship is an internship during which the acquired knowledge and skills are consolidated, applied, and developed in practical professional activities in a real working environment; it is recommended for the placement of the Final Internship to be aligned with the topic of the professional bachelor thesis and be similar to the workplace for which the graduate is being trained;

3.6. an additional internship is an internship not provided for in the study programme; it is designed to deepen theoretical and practical knowledge and acquire additional skills and abilities necessary for study-related professional activities; it is carried out in Lithuanian or foreign companies, institutions, or organisations having signed a Student's Additional Internship Agreement;

3.7. a voluntary internship is an internship carried out by mutual agreement (between a person and a host organisation) in a chosen company, institution or organisation; its implementation is regulated by order of the Minister of Social Security and Labour of the Republic of Lithuania "On the approval of the Description of the procedure for carrying out a voluntary internship"; its compliance with the established requirements is monitored by the territorial divisions of the Board of the State Social Insurance Fund. This internship is not part of the study programme; therefore, Kauno kolegija does not coordinate and document it;

3.8. an Internship description is a course/module description that specifies the aim of the internship, its volume in credits, the anticipated learning outcomes, teaching methods, self-study assignments, criteria and methods of their assessment, and study materials;

3.9. Student's Practical Training Agreement is trilaterally concluded between Kauno kolegija, the student, and the organisation hosting the internship (Annex 1);

3.10. an internship mentor is a person appointed by the organisation hosting the internship who advises the student on internship issues and is directly responsible for the implementation of the content and smooth organisation of the internship;

3.11. an internship supervisor-lecturer is a KK academic staff member appointed as an internship supervisor who methodically guides the student's internship activities and, together with the department implementing the study programme, is responsible for the student's internship as a part of the study process, the preparation of the internship description, and student's reporting for the internship;

3.12. an international coordinator is a KK staff member who coordinates students' internships abroad and the internships of students coming from foreign countries;

3.13. internship placement is a KK practical training environment or a host organisation where the student undertakes an internship under realistic/simulated working conditions. If possible, part of the internship assignments may be carried out remotely with the agreement of all three parties. The volume of the online activities must be specified in the Student's Practical Training agreement (Annex 1, Paragraph 2.4).

CHAPTER II ORGANISATION OF INTERNSHIPS

4. Internships shall be organised by responsible staff of the KK faculties/division.

5. Internships may take place at Kauno kolegija or in an external organisation, depending on the requirements of the study programme or study plans.

6. The study plan and the internship description shall indicate the student's contact time in academic hours, which in the Student's Practical Training Agreement shall be converted and recorded in astronomical hours.

7. The daily duration of practical training for full-time and part-time students shall not exceed 12 astronomical hours (16 academic hours).

8. The duration of the internship shall not exceed 40 astronomical hours (54 academic hours) per week for full-time students and 60 astronomical hours (80 academic hours) per week for part-time students.

9. Internships, with the exception of additional and voluntary internships and the internships carried out in the framework of exchange programmes abroad, shall be carried out at the times specified in the study schedule.

10. The decision to organise an internship not according to the study timetable shall be taken individually by order of the Dean of the Faculty/Head of the Division.

11. Internships may be carried out on working days, weekends (Saturday, Sunday), public holidays, and nights based on the internship schedule agreed upon and approved in advance by the host organisation.

12. The content of the internship shall be defined in the course/module description of the internship. The time and duration of the internship shall be determined based on the specific study programme, study plan, and study schedule.

13. The students who do not have academic debts in the study courses/modules specified in the description of the internship as necessary to do an internship shall be allowed to do the internship by

order of the Dean of the Faculty/Head of the Division. The students with debts may be allowed to do an internship by the decision of the Dean of the Faculty/Head of the Department by exception.

14. Academic departments shall offer students a list of available internship placements at least 2 months before the start of an internship.

15. The student may find a placement personally, in coordination with the faculty/division staff member responsible for organising internships. If the student has not found a placement, they shall inform the faculty/division staff member responsible for organising internships at least two weeks before an internship starts.

16. The employed students may do their internships in the organisation they work in, provided that the organisation meets the criteria listed in Paragraph 17. In separate cases, when the conditions for achieving the aims of the internship are met, the internship placement may be Kauno kolegija.

17. The host organisation must meet the following minimum requirements:

17.1. the nature of the activity complies with the aims and learning outcomes set out in the course/module description of the internship;

17.2. it has a suitable working environment and provides opportunities for integrating practical training and studies;

17.3. guarantees the student working conditions that comply with occupational health and safety and hygiene standards.

18. The (trilateral) Student's Practical Training Agreement shall be prepared, signed, and registered at the faculty/division before the start of the internship. The agreement concluded in electronic form shall be treated as a written agreement and shall be stored in the KK Document Management System. A signed and scanned agreement transmitted by means of telecommunication devices shall have the same legal force as a normal, signed paper contract, except where the text and(or) signature cannot be identified.

19. All students in the group and the internship supervisor must participate at the time of sending to an internship.

20. Students shall be sent to an internship at least 2 working days before it starts.

21. Based on the requirements of the faculty/division, the documents necessary for an internship shall be prepared and provided to the student.

22. At the time of sending to an internship, students shall be acquainted with the main provisions of the Student's Practical Training Agreement, responsibilities, aims, content, and learning outcomes of the internship and their assessment as specified in the course/module description of the internship.

23. The students shall return from the internship following the procedure established by the faculty/division.

24. Internships of the students who carry them out under exchange programmes shall be organised following the Description of the procedure for organising and financing the mobility of KK students under international exchange programmes.

25. The student shall find the placement for an additional internship independently. A student wishing to carry out an additional internship must submit a request to the Dean of the Faculty/Head of the Division, indicating the place and duration of the internship and the activities to be carried out. The internship placement must comply with the requirements set out in Paragraph 17.

26. The Student's Additional Internship Agreement (Annex 2) shall be prepared, signed, and registered at the faculty/division; the signing of the contract shall be coordinated by the staff member responsible for organising internships.

27. The additional internship is not part of the study programme; therefore, no internship supervisor shall be appointed, no internship report shall be submitted, and it shall not be evaluated. After the student

has presented feedback on the additional internship provided by the internship mentor of the host organisation, the information shall be included in the student's diploma supplement.

28. An additional internship shall be carried out at a time free from studies, after lectures, or during summer holidays.

CHAPTER III CHANGES AND TERMINATION OF THE PRACTICAL TRAINING AGREEMENT

29. The Student's Practical Training Agreement may be terminated by the consent between the parties if the student is expelled from Kauno kolegija, terminates their studies, or is granted an academic leave/study break; if one of the parties to the Agreement breaches the obligations laid down in the Practical Training Agreement, and in cases where the organisation informs the internship supervisor in writing of its intention to terminate the Agreement by a reasoned decision.

30. To change the internship placement, the student shall apply to the Dean of the Faculty/Head of the Division with a motivated request. The Dean of the Faculty/Head of Division, having assessed the situation and the recommendations of the supervisor-lecturer, shall take a decision on whether to authorise the change of the placement within 3 working days of the request. In the case of a change of the internship placement by the consent of the parties, the student shall attach to the request a protocol of termination of the internship written in a free form and signed by the head manager of the organisation and the student, internship mentor's evaluation of the part of the internship carried out, or the mentor's refusal to provide the internship evaluation.

31. Once the change of the internship placement has been authorised, a new practical training agreement for the student shall be prepared and registered.

32. If the duration of the internship is changed, an additional agreement to the Student's Practical Training Agreement must be signed (Annex 4).

CHAPTER IV RIGHTS AND OBLIGATIONS OF THE STUDENT AND THE SUPERVISOR-LECTURER DURING THE INTERNSHIP

33. Student's obligations:

33.1. to submit the Practical Training Agreement to the internship placement no later than 1 working day before the start of the internship, unless otherwise specified by the host institution;

33.2. at the beginning of the internship, to make an internship timetable with the mentor, indicating the working hours;

33.3. to start and finish the internship on time within the period specified in the Practical Training Agreement;

33.4. to meet the requirements defined in the host organisation's establishment and performance documents and rules of procedure, keep the host organisation's commercial and other secrets and information confidential as specified by the host organisation, and sign a confidentiality Commitment upon request by the organisation (provided by the host organisation or in Annex 3);

33.5. to preserve the property of the host organisation and account for material damage following the procedure laid down by law;

33.6. to comply with the requirements of the regulations on occupational health and safety and fire safety;

33.7. to inform the internship supervisor-lecturer if internship assignments are not related to the specifics of studies and practical training and the host organisation does not provide the conditions for achieving the anticipated learning outcomes and implementing the internship programme;

33.8. to inform the internship mentor and supervisor-teacher of any failure to attend the internship at the time scheduled;

33.9. to do the missed internship hours at another time agreed with the internship mentor and inform the internship supervisor-lecturer;

33.10. to complete an internship assessment questionnaire to help ensure the quality of the internship.

34. Student's rights:

34.1. to be provided with the description of the Internship course/module and all information related to the internship;

34.2. to contact the internship supervisor-lecturer in case questions or problematic issues arise during the internship;

34.3. to be briefed on occupational health and safety and fire safety at the internship placement;

34.4. to change the internship placement if the host organisation fails to provide conditions for achieving the aims and learning outcomes set out in the course description or the assignments given are not related to the requirements of the internship programme; occupational health and safety requirements are not ensured; the Host Organisation ceases to operate; the organisation does not comply with the contractual provisions, and the student can prove this, or in case of other objective circumstances;

34.5. to suggest the internship supervisor-lecturer ways for improving the quality of the internship;

34.6. to do an internship in a foreign organisation.

35. Obligations of the internship supervisor-lecturer:

35.1. to prepare internship assignments;

35.2. to advise students on the issues related to the internship and resolve any problems that may arise;

35.3. to assess the suitability of the internship placement found by the student independently for the specific internship;

35.4. to visit students at the internship sites if required;

35.5. to inform the internship mentor of the problems encountered by the student and, if necessary, organise a discussion of the internship;

35.6. to discuss and evaluate the student's performance during the internship with the student after the internship;

35.7. to initiate the termination of the Student's Practical Training Agreement in case of important reasons.

36. The rights of the internship supervisor-lecturer:

36.1. to make suggestions to the faculty/division staff member responsible for organising internships on how to improve the quality of the internship;

36.2. to initiate meetings with students and internship mentors on the improvement of internships.

37. The rights and obligations of the internship mentor shall be defined in the Student's Practical Training Agreement.

CHAPTER V

ASSESSING AND CREDITING INTERNSHIP RESULTS

38. The system for assessing the learning achievements of the internship shall be defined in the description of the course/module of Internship.

39. Having finished the internship, the student shall submit the written paper (project, internship report, etc.) and other documents specified by the faculty/division to the internship supervisor-lecturer.

40. The assessment of the internship course/module shall be carried out following the description of the course/module of Internship.

41. The student's previous internship evaluations recorded while studying at other Lithuanian or foreign higher education institutions shall be credited following the Procedure for crediting learning achievements at Kauno kolegija.

42. When a student returns from a foreign country after an internship under an exchange programme or bilateral cooperation agreement, the internship evaluation shall be credited following the Procedure for crediting learning achievements at Kauno kolegija.

43. For the students who are employed and volunteer, the competencies acquired through non-formal and informal learning, if they correspond to the learning outcomes required, may be recognised as learning outcomes following the Procedure for assessing and recognising the competencies acquired through non-formal and informal learning at Kauno kolegija, upon submission of the following documents to the Head of the Department/Centre/Academy:

44.1. a request to credit the internship;

44.2. documents proving at least a 6-month service, the position held, and the field of activity;

44.3. an internship report/paper or another written assignment provided for in the course/module description.

45. If the internship mentor's evaluation of the internship is negative, the course/module shall be repeated following the KK Study Procedure.

CHAPTER VI QUALITY ASSURANCE OF INTERNSHIPS

46. Students' internships shall be supervised, and their quality shall be the responsibility of the internship supervisor-lecturer and(or) the faculty/division staff member responsible for organising the internship.

47. At the end of the internship, feedback from all stakeholders (students, internship supervisors-lecturers, employers, internship mentors) shall be conducted. The collection of information shall be organised following the Description of the procedure for managing stakeholders' feedback at Kauno kolegija.

48. The internship supervisor-lecturer and faculty/division staff member responsible for organising the internship shall consider the results of the feedback, update the descriptions of internships, if necessary, and ensure the quality of organising and managing internships.

49. To ensure the quality of internships, training for internship supervisors-lecturers and mentors shall be organised if required.

CHAPTER VII FINAL PROVISIONS

50. The issues related to the organisation of internships that are not provided for in this Description shall be handled by the Dean of the Faculty/Head of the Division.

51. This Description shall be approved, amended or declared invalid by a resolution of the Academic Council.

52. The Description shall enter into force on the day following its publication in the internal information system of Kauno kolegija.

(Template for a Student's Practical Training Agreement)

STUDENT'S PRACTICAL TRAINING AGREEMENT

Day Month Year No.

_____ (place of conclusion)

KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION (hereinafter referred to as Kauno kolegija),
represented by _____, acting under Order of the Director No. _____,
(name, surname, position)

_____ (name of the enterprise, institution or organisation hosting the internship)
(hereinafter referred to as Host Organisation), represented by _____,
(name, surname, position)
acting under _____, and the student of the study programme of _____
_____ (hereinafter
(title of the study programme, year of study, student's name, surname, ID number or year of birth)

referred to as the Parties), in pursuance of the legislation of the Republic of Lithuania, enter into the following Student's Practical Training Agreement (hereinafter referred to as the Agreement):

I. GENERAL PROVISIONS

1. This Agreement shall be concluded for the full duration of practical training in the Host Organisation.
2. The student carries out practical training following the internship assignment. Based on the internship assignment, the Agreement shall specify:
 - 2.1. **the aim of the internship** – _____;
 - 2.2. **the anticipated learning outcomes** – _____;
 - 2.3. **the duration of the internship:** the internship starts on _____ and ends on _____;
(day/month/year) (day/month/year)
the duration of the internship in hours is _____, and the volume in credits is _____.
(the number of the ECTS credits)
 - 2.4. other terms and conditions and procedures for carrying out an internship – _____.

II. OBLIGATIONS AND RIGHTS OF THE PARTIES

3. Kauno kolegija shall commit to:
 - 3.1. provide the necessary theoretical and practical training to the student who is sent to do the internship;
 - 3.2. appoint an internship supervisor (a lecturer) _____,
(name, surname, position, email address)
who prepares the student's internship assignments, ensures monitoring of the achievement of the internship aims, and, if necessary, promptly resolves any problems related to the student's internship with the responsible staff of the Host Organisation;
 - 3.3. provide the internship mentor appointed by the Host Organisation with methodological guidance (tools) for supervising the internship;
 - 3.4. additional obligations of Kauno kolegija _____.
4. Kauno kolegija shall have the right to revoke a student from the internship if:
 - 4.1. the Host Organisation fails to provide the student with a placement for the internship that corresponds to the study programme;
 - 4.2. the student violates the disciplinary requirements of the internship placement;
 - 4.3. the student is assigned tasks that are not related to the aims and learning outcomes of the internship;
 - 4.4. occupational health and safety requirements are not met.
5. The Host Organisation shall commit to:
 - 5.2. provide the student with a practical training placement in _____,
(name and address of the host organisation)
ensure conditions for completing internship assignments, provide the necessary information, and not distract the student from completing practical training assignments;
 - 5.3. appoint a qualified internship mentor _____,
(name, surname of the internship mentor, position, email address)

- 5.4. ensure that a qualified staff member with at least 3-year relevant experience is appointed as a mentor, with whom the student makes an internship timetable and who supervises the internship and evaluates it at the end of it;
- 5.5. acquaint the student with the requirements of occupational health and safety and fire safety;
- 5.6. provide the student with working conditions that comply with occupational health and safety and hygiene standards following the procedures set by the Host Organisation or an additional agreement on the working procedures and conditions between the Host Organisation and Kauno kolegija; if necessary, provide the student with the necessary tools, workwear and footwear, other personal and collective occupational health and safety equipment, as required by the legislation;
- 5.7. keep records/monitoring of the student's internship and evaluate the internship at the end of it;
- 5.8. inform the student which information provided during the internship is confidential or is considered a commercial or other secret of the Host Organisation and must not be disseminated outside the Host Organisation and the penalties applicable for the dissemination of such information (if any, as provided for in the internal documents);
- 5.9. inform Kauno kolegija of breaches of internship discipline and student's absences from the internship;
- 5.10. additional commitments of the Host Organisation _____.
6. The Host Organisation shall have the right to allow the student to carry out assigned tasks independently, without the assistance of the internship mentor, in the processes of manufacturing or providing services, in which case the organisation may conclude an employment contract with the student following the procedure laid down by legislation.

III. STUDENT'S OBLIGATIONS AND RIGHTS

7. The student shall commit to:
 - 7.1. at the beginning of the internship, but within ___ days at the latest, make the internship timetable together with the mentor appointed by the Host Organisation;
 - 7.2. meet the requirements and complete the tasks set out in the internship assignments and timetable;
 - 7.3. inform Kauno kolegija if unskilled work tasks unrelated to the specifics of the studies and practical training are assigned during the internship and in case the Host Organisation does not provide the conditions for implementing the internship tasks;
 - 7.4. immediately inform the internship supervisor and mentor when there is no possibility to attend the internship in the Host Organisation, stating the reason and, in case of illness, provide a doctor's note;
 - 7.4. meet the requirements defined in the Host Organisation's establishment and performance documents and rules of procedure;
 - 7.5. protect and not disclose any confidential information and(or) business secrets entrusted to them or those that come to their knowledge during the internship, as specified by the Host Organisation based on Subparagraph 5.8 of this Agreement; sign a confidentiality commitment upon the organisation's request; comply with the requirements of the EU Data Protection Regulation and the Law on Legal Protection of Personal Data of the Republic of Lithuania, and avoid any disclosure of the personal data of the Host Organisation's employees entrusted to them;
 - 7.6. respect the property of the Host Organisation and account for material damage following the procedure laid down by legislation;
 - 7.7. meet the requirements of occupational health and safety and fire safety;
 - 7.8. prepare the internship report/written paper and other internship documents following the requirements set by Kauno kolegija and submit them to the internship supervisor appointed by Kauno kolegija;
 - 7.9. (student's additional obligation) use the information obtained during the internship only for the purposes of the studies, with the exception of the information referred to in Subparagraph 5.8 of the Agreement.
8. The student shall have the right to:
 - 8.1. receive from Kauno kolegija the internship assignments and all information related to the internship and occupational health and safety and other equipment necessary to carry out the internship;
 - 8.2. change the placement of practical training if they cannot reach the aim and learning outcomes anticipated in the course description at the internship placement; if they are required to perform tasks that are not related to the requirements of the internship assignment, or if occupational health and safety requirements are not ensured;
 - 8.3. make suggestions to the supervisor-lecturer on how to improve the quality of the internship.

IV. FINAL PROVISIONS

9. By entering into this Agreement, the Parties shall commit to process personal data legitimately in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons. The legitimacy of processing the data of the Parties' representatives, employees or other natural persons shall be based on the necessity to execute the Agreement. The Parties shall commit to duly inform all natural persons (employees and other representatives) to be engaged in executing the Agreement that they will process personal data only for the purposes of the Agreement. The Parties shall acknowledge that the natural persons engaged in executing the Agreement with the Parties have been made aware of their personal data provided in the Agreement and given their consent following the procedure established by the Party.
10. This Agreement may be amended only by written agreement of all Parties. The amendments shall form an integral part of this Agreement.

11. This Agreement may be terminated:

11.1. if the student is expelled from Kauno kolegija, terminates studies, or is granted an academic leave;

11.2. if one of the Parties breaches the obligations set out in this Agreement;

11.3. by agreement of the Parties.

12. A Party intending to terminate the Agreement unilaterally or proposing to terminate it by agreement between the Parties shall give the other Parties to the Agreement at least 3 days' notice of termination.

13. All disputes that cannot be resolved by the Parties to the Agreement in good faith and by agreement shall be handled following the procedure established by the laws of the Republic of Lithuania.

14. This Agreement shall enter into force upon commencement of the contractual internship and shall remain in force until all obligations under this Agreement have been fulfilled.

15. This Agreement is concluded in three copies, with equal legal force, one for each Party. The Agreement concluded in electronic form shall be treated as a written Agreement and shall be stored in the Kauno kolegija Document Management System. A signed and scanned Agreement, transmitted by means of telecommunications equipment, shall have the same legal force as a normally signed paper Agreement, except where the text and(or) signature cannot be identified.

REQUISITES OF THE PARTIES

Kauno kolegija, legal entity code 111965284, registered office address Pramonės pr. 20, 50468 Kaunas, tel. (+370 37) 352 324, email rastine@go.kauko.lt

Host Organisation, _____
(name, legal entity code)

(registered office address, telephone, email)

Student, _____
(name, surname, telephone, email)

SIGNATURES OF THE PARTIES

Kauno kolegija

(signature)

(name, surname)

(Host Organisation)

(signature)

(name, surname)

Student

(signature)

(name, surname)

(Template for a Student's Additional Internship Agreement)
STUDENT'S ADDITIONAL INTERNSHIP AGREEMENT

Day Month Year No.

_____ (place of conclusion)

_____ (hereinafter referred to as **Education Institution**),
(name of the higher education institution)
represented by _____, acting under _____,
(name, surname, position)
_____ (hereinafter referred to as **Host Organisation**),
(name of the organisation hosting the internship)
represented by _____, and the **Student** of the study programme of
(name, surname, position)

(title of the study programme, year of study, student's name, surname, ID number or year of birth)
(hereinafter referred to as the Parties), enter into the following Agreement:

CHAPTER I
GENERAL PROVISIONS

1. This Agreement shall be concluded for the full duration of the additional internship in the Host Organisation.
2. The aim of the internship is to enhance theoretical and practical knowledge and acquire additional skills and abilities for professional activities.
3. The anticipated outcomes of the internship include _____.
4. The duration of the internship: the internship starts on _____ and ends on _____; the volume
(day/month, year) (day/month, year)
of the internship in hours is _____.
(the number of hours)
5. Other terms and conditions and procedures for carrying out the internship – _____.

CHAPTER II
OBLIGATIONS OF THE PARTIES

6. The Education Institution shall commit to ensure the necessary theoretical and practical readiness of the student who is doing an additional internship.
7. The Host Organisation shall commit to:
 - 7.1. provide the student with a practical training placement in _____,
(name and address of the Host Organisation)
ensure conditions for achieving the aim of the internship, and not distract the student from completing practical training assignments;
 - 7.2. appoint a qualified staff member with at least 3-year relevant experience as an internship mentor, with whom the student specifies the aim of the internship and who monitors the internship and evaluates it at the end of it by providing feedback that includes the duration of the internship in hours and the outcomes achieved during the internship (acquired/developed professional skills, improved general abilities, etc.);
 - 7.3. organise mandatory occupational health and safety and fire safety briefings;
 - 7.4. provide the student with working conditions that comply with occupational health and safety and hygiene standards following the procedures set by the Host Organisation;
 - 7.5. assign tasks relevant to the student's studies and internship and ensure that the student is not given unskilled tasks that are not relevant to the specifics of the studies and internship;

- 7.6. inform the student that the information provided during the internship is a commercial or other secret of the Host Organisation and must not be disseminated outside the Host Organisation and the accountability for disseminating such information;
8. The Host Organisation shall have the right to allow the student to perform the assigned functions independently, without the assistance of the internship mentor, in the processes of manufacturing or providing services if the organisation concludes an employment contract with the student following the procedure laid down by legislation.
9. The student commits to:
- 9.1. in cooperation with the Host Organisation's internship mentor, strive to achieve the internship aim set;
- 9.2. diligently carry out the internship tasks assigned by the mentor of the Host Organisation; in the case of failure to attend the internship at the Host Organisation, immediately inform the mentor of their absence, stating the reason and, in the case of illness, providing a doctor's note;
- 9.3. meet the requirements of the rules of procedure and internal normative documents of the Host Organisation;
- 9.4. keep the commercial and other secrets and confidential information of the Host Organisation secret and sign a confidentiality commitment at the request of the Host Organisation; this provision applies even after the termination or expiry of the Agreement;
- 9.5. strictly comply with the requirements of the relevant legal acts of the European Union and the Republic of Lithuania governing the protection of personal data, the requirements of the normative documents regulating processing of personal data in the Host Organisation, including, but not limited to, those related to processing the personal data of the Host Organisation's patients, clients, and employees, the storage of personal data, and any other relevant actions and, upon the Host Organisation's demand, sign a commitment of protection of secrecy of personal data;
- 9.6. respect the property of the Host Organisation and account for material damage following the procedure laid down by legislation;
- 9.7. meet the requirements of occupational health and safety and fire safety at the internship placement;
- 9.8. inform the Education Institution if unskilled tasks unrelated to the specifics of the studies and the internship are assigned during the internship;
- 9.9. inform the Education Institution of the termination of the Agreement before the due date;
- 9.10. submit the feedback on the internship provided by the mentor of the Host Organisation to the Education Institution.

CHAPTER IV FINAL PROVISIONS

10. By entering into this Agreement, the Parties shall commit to process personal data legitimately in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons governing the processing of personal data. The legitimacy of processing the data of the Parties' representatives, employees or other natural persons shall be based on the necessity to execute the Agreement. The Parties shall commit to duly inform all natural persons (employees and other representatives) to be engaged in executing the Agreement that they will process their personal data for the purposes of the Agreement. The Parties shall acknowledge that the natural persons engaged in executing the Agreement with the Parties have been made aware of their personal data provided in the Agreement and given their consent following the procedures established by the Party.
11. This Agreement may be amended by written agreement of all Parties. The amendments shall form an integral part of this Agreement. This provision shall apply even after termination or expiry of the Agreement.
12. This Agreement may be terminated:
- 12.1. if the student is expelled from the Education Institution or terminates studies;
- 12.2. if one of the Parties breaches the obligations set out in this Agreement;
- 12.3. by agreement of the Parties.
13. A Party intending to terminate the Agreement shall give the other Parties to the Agreement at least 3 days' notice of termination.
14. All disputes shall be resolved by the Parties to the Agreement; in case of disagreement, the dispute shall be settled following the procedure established by the laws of the Republic of Lithuania.
15. This Agreement shall enter into force when it is signed by the last of the Parties and shall remain in force until the internship has been finished and all obligations under this Agreement have been fulfilled.
16. This Agreement is concluded in three copies with equal legal force, one for each Party. The Agreement concluded in electronic form shall be treated as a written Agreement and shall be stored in the Kauo kolegija Document

Management System. A signed and scanned Agreement, transmitted by means of telecommunications equipment, shall have the same legal force as a normally signed paper Agreement, except where the text and(or) signature cannot be identified.

REQUISITES OF THE PARTIES AND SIGNATURES

EDUCATION INSTITUTION	HOST ORGANISATION	STUDENT
Name _____ Legal person code _____ Address _____ _____ Telephone _____ Email _____ _____ (position, name, surname, signature) <div style="text-align: right;">Stamp</div> Date: day/month/year	Name _____ Legal person code _____ VAT payer code _____ Address _____ _____ Telephone _____ Email _____ _____ (position, name, surname, signature) <div style="text-align: right;">Stamp</div> Date: day/month/year	_____ (name, surname) _____ (address) _____ (telephone) _____ (email) _____ (signature) Date: day/month/year

(Template of the Commitment)

COMMITMENT

I, _____, a student who carries out an internship at
(name, surname)

_____,
(name of the host organisation)

c o m m i t:

1. to preserve all information which has been entrusted to me or which I have learned during my internship and not to disclose, lose or pass it on to persons not authorised to know it;
2. to prevent unauthorised acts by other persons that may lead to the disclosure of non-public information and immediately notify the person in charge or the internship mentor of any unauthorised attempts by unauthorised persons to obtain personal data entrusted to me or any other situation that may endanger the security of personal data;
3. to protect the confidentiality and secrecy of personal data against accidental or unlawful destruction, alteration, disclosure or any other unauthorised processing.

I k n o w, t h a t

1. failure to comply with this commitment may result in liability under the procedure laid down by the legislation of the Republic of Lithuania;
2. this commitment shall remain in force for the duration of my internship with this organisation and after the end of the internship.

(signature)

(name, surname)

(Template for an Additional Agreement to Student's Practical Training Agreement)

ADDITIONAL AGREEMENT TO STUDENT'S PRACTICAL TRAINING AGREEMENT

Day Month Year No.

_____ (place of conclusion)

KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION (hereinafter referred to as Kauno kolegija),
represented by _____, acting under Order of the Director No. _____,
(name, surname, position)

_____ (name of the enterprise, institution or organisation hosting the internship)
(hereinafter referred to as Host Organisation), represented by _____,
(name, surname, position)

acting under _____, and the student of the study programme of _____

_____ (hereinafter
(title of the study programme, year of study, student's name, surname, ID number or date of birth)

referred to as the Parties), in pursuance of the legislation of the Republic of Lithuania, conclude this Additional Agreement to Student's Practical Training Agreement No. _____ (hereinafter referred to as the Agreement) and have agreed on the following terms:

1. The parties hereby agree to amend Paragraph X of the Student's Practical Training Agreement to state as follows
" **X. the duration of the internship:** the internship starts on _____ and ends on _____ ;
(day/month/year) (day/month, year)

the duration of the internship in hours is _____, and the volume in credits is _____.
(the number of the ECTS credits)

2. The Parties confirm that the terms of the Agreement comply with the best interests of the Parties and their freely expressed will.

3. This Agreement shall be an integral part of the Student's Practical Training Agreement No. _____. It shall be subject to all the terms and conditions set out in this Agreement.

4. This Agreement shall enter into force when it is signed by the last of the Parties and shall remain in force until all obligations under this Agreement have been fulfilled.

5. This Agreement is concluded in three copies, with equal legal force, one for each Party. The Agreement concluded in electronic form shall be treated as a written Agreement and shall be stored in the Kauno kolegija Document Management System. A signed and scanned Agreement, transmitted by means of telecommunications equipment, shall have the same legal force as a normally signed paper Agreement, except where the text and(or) signature cannot be identified.

REQUISITES OF THE PARTIES

Kauno kolegija, legal entity code 111965284, address Pramonės av. 20, 50468 Kaunas, tel. (+370 37) 352 324, email rastine@go.kauko.lt

Host Organisation, _____
(name, legal entity code)

_____ (address, telephone, email)

Student, _____
(name, surname, telephone, email)

SIGNATURES OF THE PARTIES

Kauno kolegija _____ (signature) _____ (name, surname)

_____ (Host Organisation) _____ (signature) _____ (name, surname)

Student _____ (signature) _____ (name, surname)