

## REGULATIONS ON GENERAL REQUIREMENTS FOR PRACTICE PLACEMENTS

### I. GENERAL REVISIONS

1. The Regulations (hereinafter – the Regulations) on General Requirements for Internships of Lietuvos Inžinerijos Kolegija Higher Education Institution (hereinafter – LIK) have been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania and the General Requirements for the Organisation of Studies, approved by Order No. 535 of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016.

2. Practice periods are defined in the study plans of each Study Programme. Practice scheduling is based on the coherence and continuity of intended learning outcomes, i.e. practice must be planned at a stage when students have achieved a sufficient level of theoretical knowledge enabling its application in real practical activities. Prior to practice, students must also have acquired initial practical skills during practical classes and introductory/training practice.

3. The following terms are used in these Regulations:

**Practice** – a part of a Study Programme during which the student consolidates, applies, and develops general and specialised knowledge, competences, and skills acquired in the programme through practical professional activities.

**Introductory Practice** – a part of a Study Programme during which a student becomes acquainted with the specifics of the chosen profession, strengthens learning motivation, and acquires knowledge and skills necessary for further studies.

**Training Practice** – a part of a Study Programme during which students learn to apply acquired knowledge and develop initial practical vocational skills.

**Professional Practice** – a part of a Study Programme during which students consolidate and develop general and specialised competences in a practical working environment.

**Final Practice** – a part of a Study Programme during which students strengthen previously acquired practical skills in a specific work environment related to the final thesis topic.

**Host Organisation** – an enterprise or organisation that meets the material, theoretical, and practical training requirements of the practice and accepts a student trainee based on a tripartite practice agreement or another form of agreement with LIK.

**Practice Placement** – laboratories and workshops of LIK or practical training places provided by host organisations.

**Tripartite Internship Agreement** – an agreement between LIK, the host organisation, and the student, concluded in accordance with the template approved by Order No. V-1011 of the Minister of Education and Science of 16 November 2016.

**Academic Practice Supervisor** – a LIK lecturer responsible for preparing internship tasks, organising, supervising, and assessing the internship.

**Host Organisation Practice Supervisor** – an employee of the host organisation appointed to supervise the student's practice.

**Practice Report** – a written report in which the student presents and analyses tasks performed and results achieved during the practice.

4. According to Study Programmes implemented at LIK, practice is classified as:

- Introductory;
- Training;
- Professional (industrial/professional/technological);
- Final.

## II. TYPES OF PRACTICE

### 5. Introductory Practice.

5.1. The purpose of introductory practice is to enable students to confirm their choice of profession, deepen theoretical knowledge, and become acquainted with the professional environment.

5.2. During the practice, students familiarise themselves with technologies used in industrial and business enterprises and with future professional activities.

5.3. Students are supervised by lecturers of LIK.

5.4. Introductory practice are carried out at LIK's practical training facilities or host organisations.

### 6. Training Practice.

6.1. The purpose of training practice is to consolidate, expand, and practically apply theoretical knowledge acquired during studies.

6.2. Students independently perform tasks defined in the practice programme under the supervision of a practice supervisor. Training practice are conducted in LIK workshops, enterprises,

6.3. or organisations and are supervised by qualified specialists with at least three years of professional experience. Training practice is conducted in LIK workshops, enterprises, or organisations and are supervised by qualified specialists with at least three years of professional experience.

### 7. Professional Practice.

7.1. The purpose of the practice is to apply theoretical knowledge and initial practical skills in real working environments and to develop professional work and production organisation skills.

7.2. Students are provided with opportunities to work directly in production environments and may carry out research-related tasks, where applicable. Students of certain specialisations may carry out research activities during the practice period.

7.3. The practice takes place in certified enterprises applying advanced technologies. Students shall be supervised by company-appointed supervisors and overseen by lecturers of LIK.

### 8. Final Practice.

8.1. The purpose of the final practice is to acquire new and consolidate existing practical skills and competencies gained during practical training and previous practice in a specific working environment related to the topic of the final thesis.

8.2. During this practice, the student shall apply acquired knowledge in practice, analyse and summarise activity outcomes, draw conclusions, and develop skills in professional production organisation and management. Students shall develop the ability to work in teams and to independently analyse and evaluate situations.

8.3. By familiarising themselves with the latest technologies, work organisation practices and production economics, students shall collect and systematise material for the final thesis.

8.4. Final internships shall be carried out in enterprises, institutions and organisations whose activities correspond to the selected field of study and the topic of the final thesis. Students shall be supervised by a company practice supervisor and overseen by a lecturer of LIK.

9. **Voluntary (Unpaid)** practice is carried out in an enterprise on the basis of a mutual agreement between the student and the enterprise.

9.1. Students shall have the right to conclude agreements for voluntary practice with enterprises, institutions, organisations or other organisational structures (hereinafter – the enterprise) in which the voluntary practice is performed, in compliance with the requirements of Article 10 of the Law on Employment of the Republic of Lithuania.

9.2. Voluntary practice may be recognised as a professional activity practice or another type of practice, provided that the intended practice objectives and learning outcomes have been achieved.

### **III. ORGANISATION OF PRACTICE**

10. Introductory and training practices shall be organised at LIK or in enterprises.
11. Professional (industrial/technological) practices and final practices shall be formalised by tripartite agreements and carried out in enterprises.
12. The templates of tripartite agreements shall be approved by the Director of LIK.
13. The duration and timing of practices shall be specified in the study timetable approved by the Director of LIK. In exceptional cases, upon a reasoned request submitted by a student, and subject to agreement with the Head of the Study Organisation Office, the duration and/or place of practice may be changed.
14. Prior to commencing the Final Practice, a student must have obtained positive assessments in all study subjects provided for in the study plan of the relevant Study Programme.
15. Before commencing practice, the student must be provided with a practice assignment and must be familiarised with the methodological guidelines for the preparation of Practice Reports and other relevant documentation.
16. The content of practice assignments must correspond to the aims, objectives, and expected outcomes of the practice. The practice assignment shall be issued no later than five calendar days before the start of the practice. The assignment shall be prepared by the practice supervisor.
17. The Study Process Specialist at the Faculty of Industrial Engineering and Technology (hereinafter – FIET) and/or practice supervisors at the Faculty of Environmental Engineering (hereinafter – FEE) shall prepare LIK's tripartite agreements with enterprises accepting students for professional or final practice and shall organise the signing procedures. Tripartite agreements may be signed electronically.
18. Practice shall be recognised as completed if not less than two-thirds of the objectives specified in the practice programme are achieved.
19. Where a student fails to fulfil the requirements of the practice programme, an academic debt shall be recorded. Academic debt shall be eliminated in accordance with the procedure established by LIK.
20. For students who are employed in their field of study and who submit documentary evidence confirming such employment, the practice supervisor of LIK may recognise the practice, provided that the nature of the work corresponds to the objectives of the practice and the student submits a Practice Report in accordance with the procedure established by LIK.
21. The procedures for the recognition of voluntary practice or practical activity placements shall be carried out in accordance with LIK Procedure for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Learning.
22. The form of assessment for practice shall be specified in the relevant Study Programme, taking into account the provisions of Chapter 5 of these Regulations. The recording, accounting, and control of assessment results shall be carried out in accordance with LIK Regulations on the Assessment of Study Subjects/Modules.
23. Students shall submit the completed tripartite agreements to the Study Process Specialist at FIET or the Study Programme Field Coordinator at FEE within five working days from the commencement of the practice. Tripartite practice agreements shall be registered and stored for the period prescribed by law by the Study Process Specialist at FIET or the Study Programme Field Coordinators at FEE.
24. Students of LIK undertaking practice at a foreign higher education institution or enterprise under the Erasmus+ exchange programme or other programmes implemented by the European Commission shall comply with the requirements set out in the Erasmus+ Programme Guide, the relevant project documentation, and the Procedure for the Organisation of Student Mobility under the Erasmus+ Programme at LIK.

#### IV. FUNCTIONS OF PRACTICE PARTICIPANTS

25. The main participants in the organisation and implementation of practice as an integral part of a Study Programme are: the student undertaking practice (hereinafter – the practicant), the practice supervisor, and the enterprise practice supervisor.

26. The rights and duties of the student during the period of practice are regulated by the internal regulations of educational institutions, as well as by the internal rules of the enterprise where the practice is carried out.

27. The main duties of the practicant are:

27.1. To carry out the practical training tasks assigned by the practice supervisor;

27.2. To comply with the work rules established at the practice placement, as well as with occupational safety and health and fire safety requirements;

27.3. To safeguard the property of the practice placement;

27.4. To regularly attend consultations organised by the practice supervisor and the enterprise practice supervisor;

27.5. To prepare a Practice Report that complies with the established requirements;

27.6. To submit the Practice Report and defend it within the prescribed deadline.

28. The practicant has the right to:

28.1. Choose a professional activity and/or final practice placement from the list of enterprises published on the website of the Study Organisation Office, with which LIK has concluded cooperation agreements. Practice supervisors inform students about the list of enterprises by email.

28.2. Independently find a professional activity and/or final practice placement (enterprise). The nature of the enterprise's activities and its material resources must ensure the achievement of the practice objectives and the fulfilment of the programme. Students must inform the practice supervisor about the selected practice placement (enterprise) no later than five working days before the start of the practice.

28.3. Apply to the practice supervisor for consultations on all issues arising during the practice;

28.4. Prior to the practice, receive the practice programme and information related to the procedure for carrying out the practice at LIK or in the enterprise, as well as the form and schedule for the preparation and submission of the Practice Report;

28.5. Upon commencing practice in an enterprise, receive the practice assignments, occupational safety and health provisions, and other resources necessary for carrying out the practice.

29. The duties of the practice supervisor are:

29.1. To prepare individual practice assignments for students, the completion of which enables the achievement of the practice outcomes specified in the Study Programme;

29.2. To familiarise the practicant with the methodological requirements for carrying out the practice;

29.3. To provide consultations regarding the performance of specific tasks;

29.4. To issue and assist the student in completing the practice assignment;

29.5. To coordinate the feasibility of task performance with the enterprise practice supervisor;

29.6. To supervise the student's activities during the practice at LIK and in the enterprise, and to cooperate with the enterprise practice supervisor;

29.7. To participate in the defence of the practice and assess the performance of the practice with a final grade;

29.8. To retain students' Practice Reports for one year.

30. The practice supervisor has the right to:

30.1. Change the nature of the practicant's task where objective circumstances arise;

30.2. Refuse to recognise a training practice carried out at LIK if the practicant, without a valid reason, has missed half or more of the scheduled activities;

30.3. Withdraw the practicant from the practice placement if it becomes evident that the practicant fails to comply with the obligations of the tripartite agreement or the instructions of the enterprise practice supervisor, or does not comply with the internal rules of the enterprise;

30.4. Submit proposals to the Head of the Study Organisation Office regarding the recognition or postponement of the practice.

31. The duties of the enterprise practice supervisor are:

31.1. Enterprise practice supervisors are appointed by the enterprise accepting the student for practice in accordance with its internal procedures for assigning employees to positions and/or specific

functions;

31.2. To familiarise the student with occupational safety, health, and environmental protection requirements at the assigned workplace;

31.3. To formulate individual practical tasks and provide the student with the necessary documentation and essential working tools;

31.4. To supervise and coordinate the progress of the practice in the enterprise while providing consultations on task performance;

31.5. To maintain communication with the practice supervisor of LIK;

31.6. Upon completion of the practice, to assess the student's completed tasks in accordance with the established assessment criteria.

32. The enterprise practice supervisor has the right to:

32.1. Issue a warning to the practicum regarding violations of the conditions set out in the practice agreement;

32.2. Where necessary, inform the practice supervisor about the practicum's disciplinary issues at the practice placement;

32.3. Submit recommendations to the enterprise and LIK regarding the potential employment of the practicum.

## **V. PRACTICE REPORT STRUCTURE**

33. Practice Reports are prepared according to assigned tasks and methodological guidelines. The student shall prepare the Practice Report in accordance with the Practice Report structure recommended in Paragraph 34 of these Regulations and the methodological guidelines for the preparation of Practice Reports.

34. Structure of the Report:

- Title page (Annex 1);
- Practice task (Annex 2);
- Table of Contents (if specified in the assignment);
- Introduction (if specified in the assignment);
- Main body;
- Individual task (if applicable);
- Results summary (if specified in the assignment);
- Conclusions and recommendations;
- References;
- Appendices (if applicable);
- Graphical part (if applicable).

35. Formatting requirements are provided in Moodle.

## **VI. ASSESSMENT AND EVALUATION**

36. Practice Reports must be submitted and defended during the relevant semester before a commission approved by the Director. The principal requirement is that the submission and defence of the Practice Report shall take place during the semester in which the practice is organised. The completed Practice Report may be defended either in person or remotely before a committee formed by the Head of the relevant Study Field Programme. The committee shall be approved by an order of the Director, upon submission by the Heads of Study Field Programme, no later than 1 October.

37. The assessment and evaluation of skills acquired during the practice shall be based on a criteria-based assessment model. Assessment criteria shall be formulated in accordance with the intended learning outcomes. Learning outcome assessment criteria shall be understood as a breakdown of the intended outcomes into specific competencies and skills and shall be set out in the description of the practice module.

38. General assessment criteria shall be established for each practice. The final grade shall be determined using a ten-point criterion-referenced scale and a cumulative assessment scheme comprising the evaluation of the practice performed at LIK or enterprise, the Practice Report, and the defence of the report.

39. The structure of the formula for calculating the final grade shall be determined by the practice supervisor or by the lecturer who prepared the practice description.

## **VII. FINAL REVISIONS**

40. These Regulations enter into force upon approval by the Academic Council. Amendments may be initiated by authorised LIK bodies and are approved by the Academic Council. Proposals shall be submitted to the Chair of the Academic Council and considered at the next meeting of the Council. Amendments and supplements shall be approved by the Academic Council