

APPROVED
by Order No. 2026-V-0126 of the Rector of the
Lithuanian University of Health Sciences
30th of April 2026

**DESCRIPTION OF THE PROCEDURE FOR ORGANISING THE
INTERNATIONAL STUDENT SUMMER SCIENTIFIC TRAINEESHIP
AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Organisation of the International Student Summer Scientific Traineeship at the Lithuanian University of Health Sciences (hereinafter – LSMU or the University) has been prepared in accordance with the University Guidelines for the Strategic Development (hereinafter – Guidelines) and the Internationalisation Strategy.

2. The Description of the Procedure for Organising the International Student Summer Scientific Traineeship (hereinafter – the Description of the Procedure) establishes the procedure for planning and organising the summer scientific traineeship at LSMU (hereinafter – the Traineeship), as well as the requirements for the completion thereof, for first-cycle, second-cycle and integrated study students (foreign nationals not studying at LSMU and arriving from a Sending Institution), with the aim of creating favourable conditions for motivated students from foreign higher education institutions to develop scientific competencies.

3. The aim of the International Student Summer Scientific Traineeship is to promote the preparedness of motivated young researchers to conduct scientific research and improve their scientific qualifications and competencies through research activities, as well as to strengthen human resources and competencies for high-level science and science-based technologies through talent identification and development, and by creating conditions for scientific activity and scientific careers.

4. The International Student Summer Scientific Traineeship is partially funded (social-cultural programme and incentives for Traineeship Supervisors) from the budget administered by the International Relations and Study Centre (hereinafter – IRSC).

5. Main definitions:

5.1. **International Student Summer Scientific Traineeship** – a one- or two-month Traineeship of a foreign student (during July–August of the current year) according to their competencies. During the Traineeship, the student participates in a scientific research project conducted within a specific department of LSMU and acquires additional/new competencies agreed upon with the Traineeship Supervisor.

5.2. **Receiving Institution** – the Lithuanian University of Health Sciences (LSMU).

5.3. **Sending Institution** – a foreign higher education institution with which the University has signed inter-institutional agreements.

5.4. **Traineeship Supervisor** – a doctoral student of at least the second year of studies or a researcher holding a position not lower than that of a researcher, supervising the student's Summer Traineeship.

5.5. **Trainee** (hereinafter – foreign students, students) – a student of first-cycle, second-cycle or integrated studies who is a foreign national not studying at LSMU and arriving from a Sending Institution.

5.6. **Duration of the International Student Summer Scientific Traineeship** – 1 or 2 months during the summer vacation period. The workload shall be no less than 6 ECTS credits per month; the duration of the Traineeship shall be indicated in months and/or ECTS credits.

5.7. **Summer vacation period** – from 1 July to 31 August (inclusive) of the current year.

5.8. **Application for the implementation of the International Student Summer Scientific Traineeship** – an application submitted to the LSMU Research Affairs Department by the Traineeship Supervisor, indicating the research topic, the place of implementation of the Traineeship, and the proposed period of the Traineeship.

II. ORGANISATION AND IMPLEMENTATION OF INTERNATIONAL STUDENT SUMMER SCIENTIFIC TRAINEESHIP

6. Functions and responsibilities of the organisers of the International Student Summer Scientific Traineeship:

6.1. Division of International Partnerships of the International Relations and Study Centre of LSMU (hereinafter – Division of International Partnerships):

6.1.1. Disseminates information about the International Student Summer Scientific Traineeship online, on social media, and sends invitations to foreign higher education institutions with which the University has signed inter-institutional agreements;

6.1.2. Announces calls for applications and receives applications from foreign students for the Summer Scientific Traineeship, as well as performs eligibility assessment of applications according to the documents specified in Clause 7.1 of this Description of the Procedure;

6.1.3. Organises the selection of foreign students who have submitted eligible applications;

6.1.4. Ensures the processing of documents of selected candidates, the entry of arriving foreign students' data into the LSMUSIS study information system, and takes care of organisational matters (visa, arrival, accommodation, etc.);

6.1.5. Ensures the implementation of a social-cultural and introductory programme for students.

6.2. LSMU Research Affairs Department:

6.2.1. At the beginning of each year, initiates within the University departments the submission of Applications for the Implementation of the International Student Summer Scientific Traineeship (Annex 3 to the Description of the Procedure);

6.2.2. Performs an administrative review of the Applications for the Implementation of the International Student Summer Scientific Traineeship submitted by LSMU departments;

6.2.3. Provides IRSC with summary information on the received Applications for the Implementation of the International Student Summer Scientific Traineeship that have passed the administrative review.

6.3. Heads of departments carrying out scientific research activities and principal investigators of research projects:

6.3.1. Assess applications initiated by their employees and approve eligible applications. Approved applications shall be submitted to the Research Affairs Department by e-mail;

6.3.2. The Traineeship shall be supervised by a Traineeship Supervisor employed at the Receiving Institution, who implements the academic component of the Traineeship.

7. Announcement of the call for participants and submission of applications:

7.1. Each year, in March, after the Division of International Partnerships receives summary information from the Research Affairs Department regarding applications submitted by LSMU departments, a call for applications shall be announced and foreign students shall be requested to submit applications to the Division of International Partnerships together with the following documents:

7.1.1. A certificate from the Sending Institution indicating the name of the institution, the student's full name, study programme, and year of studies;

7.1.2. A transcript of records indicating all completed study subjects and grades obtained;

7.1.3. A letter of recommendation from a lecturer or researcher of the Sending Institution;

7.1.4. Curriculum Vitae (CV);

7.1.5. A copy of the passport;

7.1.6. An English language certificate (minimum B2 level);

7.1.7. A motivation letter.

8. Selection of participants and organisation of arrival:

8.1. The Division of International Partnerships shall carry out the selection of participants.

8.2. Up to 5 placements for the International Student Summer Scientific Traineeship shall be allocated each year.

8.3. The outcomes of the Traineeship shall be agreed upon between the Traineeship Supervisor and the student according to the research project topic specified in the application.

8.4. A tripartite Training Agreement for the International Student Summer Scientific Traineeship (Annex 1 to the Description of the Procedure) (hereinafter – the Agreement, Tripartite Agreement, Training Agreement) shall be signed between the Receiving Institution, the student, and the Sending Institution.

9. Activities of the International Student Summer Scientific Traineeship and issuance of International Student Summer Scientific Traineeship Certificates:

9.1. The International Student Summer Scientific Traineeship shall be conducted during the summer vacation period.

9.2. The International Student Summer Scientific Traineeship shall take place within an LSMU department and shall conclude upon fulfilment of the contractual obligations. Upon completion of the Traineeship, an International Student Summer Scientific Traineeship Certificate (Annex 2 to the Description of the Procedure) shall be issued and signed by the Dean of the International Relations and Study Centre.

9.3. An International Student Summer Scientific Traineeship Certificate shall not be issued and the Traineeship shall be terminated and/or not recognised for a student who: 1) fails to complete the Traineeship in full; 2) is removed from the Traineeship; 3) terminates the Tripartite Agreement, or whose Tripartite Agreement is terminated by the Sending Institution or the University; 4) fails to fulfil the reporting requirements for the Traineeship as specified in this Description of the Procedure; 5) fails to comply with the obligations of the Tripartite Agreement and the duties/requirements established in this Description of the Procedure.

10. Funding of the International Student Summer Scientific Traineeship:

10.1. The International Student Summer Scientific Traineeship shall be free of charge for foreign students; however, students shall cover visa, travel, accommodation, and living expenses from their own financial resources.

10.2. Up to EUR 500 (*five hundred euros and 00 ct*) per student shall be allocated for the organisation of the social-cultural programme. These financial resources shall be directly managed and administered by the Division of International Partnerships and shall not be paid directly to the student. The social-cultural programme shall be organised by the Division of International Partnerships, which shall cover the expenses of social-cultural activities for the student. Procurement of these services shall be conducted in accordance with the procedures established by LSMU.

10.3. A Traineeship Supervisor shall receive an incentive payment of EUR 1,000 (one thousand euros and 00 ct) before taxes for the full implementation of the International Student Summer Scientific Traineeship for one foreign student (a Traineeship Supervisor may supervise a

maximum of 2 students). The incentive payment to the Traineeship Supervisor shall be paid in September as an additional payment for supplementary work.

10.4. Financial resources allocated for the International Student Summer Scientific Traineeship shall be included annually in the budget of IRSC.

10.5. The Dean of the International Relations and Study Centre shall be responsible for the proper use and control of the expenditures of the International Student Summer Scientific Traineeship.

III. RIGHTS AND OBLIGATIONS OF THE STUDENT

11. Student rights:

11.1. To receive necessary consultations from the Traineeship Supervisor and be provided with methodological guidance during the Traineeship.

11.2. To refuse in writing to carry out assignments given by the Traineeship Supervisor, informing the Division of International Partnerships thereof, if such assignments are not related to the objectives of the Traineeship.

11.3. Other rights established in this Description of the Procedure.

12. Student obligations:

12.1. To comply with the internal regulations of the Receiving Institution, this Description of the Procedure, and other legal acts of LSMU and the Republic of Lithuania, with which the student must familiarise themselves or has familiarised themselves independently.

12.2. To comply with biological safety, occupational safety, and fire safety requirements, with which the student will be familiarised at the place of the Traineeship.

12.3. To adhere to principles of professional ethics.

12.4. To arrive on time at the place of the Traineeship during the Traineeship period, according to the schedule of Traineeship activities agreed in advance with the Traineeship Supervisor. To inform the Traineeship Supervisor in advance about the reasons for any absence.

12.5. The student must participate in the Scientific Traineeship for the entire duration of the Traineeship period.

IV. RIGHTS AND OBLIGATIONS OF THE RECEIVING INSTITUTION

13. Obligations of the receiving institution:

13.1. To provide the student with a placement for the Traineeship and appoint a Traineeship Supervisor.

13.2. To provide the student with the necessary work tools required for the Traineeship and

to create all necessary conditions for the achievement of the objectives of the Traineeship.

13.3. To familiarise the student with behavioural rules, occupational safety requirements, and other requirements at the place of the Traineeship, and to provide information necessary for the Traineeship.

13.4. To issue an International Student Summer Scientific Traineeship Certificate to a foreign student who has completed the full Traineeship.

13.5. Other obligations established in this Description of the Procedure.

14. Rights of the receiving institution:

14.1. To terminate the Traineeship for a foreign student and not issue a certificate on the basis of Clause 9.3 of this Description of the Procedure and/or the grounds specified in the Tripartite Agreement.

14.2. Other rights established in this Description of the Procedure and legal acts of the Republic of Lithuania.

V. RIGHTS AND OBLIGATIONS OF THE SENDING INSTITUTION

15. Obligations of the sending institution:

15.1. To issue to its student a certificate indicating the name of the institution, the student's full name, study programme, and year of studies.

15.2. To issue to its student a transcript of records indicating all completed study subjects and their grades.

15.3. To issue to its student a letter of recommendation.

15.4. To sign a Tripartite Agreement on the International Student Summer Scientific Traineeship (Annex 1).

15.5. To comply with the requirements established in this Description of the Procedure, with which the Sending Institution must familiarise itself or has familiarised itself independently.

16. Rights of the sending institution:

16.1. To select and send a student for the International Student Summer Scientific Traineeship in accordance with the requirements of the study programme, its internal regulations, and applicable legal acts.

16.2. To coordinate, approve, and, if necessary, adjust the programme of the International Student Summer Scientific Traineeship within the Tripartite Agreement together with the Receiving Institution and the student.

16.3. To represent the legitimate interests of the student in case of disputes or ambiguities arising during the Summer Scientific Traineeship related to the conditions or implementation of the practice.

16.4. Other rights established in this Description of the Procedure.

VI. FINAL PROVISIONS

17. This Description of the Procedure shall be approved and amended by order of the Rector of the University.

18. This Description of the Procedure shall enter into force from the date of signature of the Rector's order and shall be stored in the University's PDVS system.

19. Personal data shall be processed during the organisation and implementation of the International Student Summer Scientific Traineeship for the following purposes: planning, organisation, and administration of the Traineeship, including participant selection, allocation of Traineeship placement, conclusion and execution of Traineeship Agreements, as well as supervision and assessment of the Traineeship, including recording of Traineeship results and issuance of certificates.

20. Personal data shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). The processing of personal data is based on the following legal grounds: Article 6(1)(b) of Regulation (EU) 2016/679 – where processing is necessary for the performance of a contract or to take steps at the request of the data subject prior to entering into a contract related to the Traineeship; and Article 6(1)(c) of Regulation (EU) 2016/679 – where processing is necessary for compliance with a legal obligation to which the University is subject under European Union or Republic of Lithuania law.

21. The procedure for exercising the rights of Trainees under Regulation (EU) 2016/679 is regulated by the Rules for the Exercise of the Rights of Data Subjects at the Lithuanian University of Health Sciences, approved by Order No. 2021-V-0195 of the Rector of the Lithuanian University of Health Sciences of 12 April 2021 "Rules for the Exercise of the Rights of Data Subjects at the Lithuanian University of Health Sciences".

22. The implementation of this Description of the Procedure shall be supervised by the Dean of the International Relations and Study Centre.

Lithuanian University of Health Sciences
 Description of the Procedure for the Organisation of the
 International Student Summer Scientific Traineeship,
 approved by Order No. 2026-V-0126 of the Rector of the
 Lithuanian University of Health Sciences
 30th of April 2026
 Annex 1

**Praktikos sutartis dėl tarptautinės studento vasaros mokslo praktikos / Training Agreement for
 International Student Summer Scientific Traineeship**

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/ Department		Address	Country	Contact person name; email; phone	
Receiving Organisation/ Enterprise	Name	Department	Address; website	Country	Size	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone
	Lithuanian University of Health Sciences			Lithuania	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees		

Table A - Traineeship Programme at the Receiving Institution

Planned period of the mobility: from [day/month/year] to [day/month/year]

Traineeship title: International Summer Scientific traineeship	Number of working hours per week: 40
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Detailed programme of the traineeship:
 Please indicate the assigned topic, laboratory, and period for your summer scientific traineeship.

The level of **language competence** in English that the trainee already has or agrees to acquire by the start of the mobility period is:
 A1 A2 B1 B2 C1 C2 Native speaker

Table B - Sending Institution

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Give a grade based on: Traineeship certificate Final report Interview

Accident insurance for the trainee

The trainee shall have an accident insurance Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The trainee shall have a liability insurance: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Institution

The Receiving Institution will provide dormitory accommodation and training to the trainee:
 Yes.

Upon completion of the traineeship, the Institution undertakes to issue an International Student Summer Scientific Traineeship Certificate:
 Yes.

By signing this document, the trainee, the Sending Institution and the Receiving Institution confirm that they approve the Training Agreement for Traineeships and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Institution will communicate to the Sending Institution any problem or changes regarding the traineeship period.

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person at the Sending Institution					
Supervisor at the Receiving Organisation					

Additional Terms of the Agreement:

1. All parties to the Agreement must comply with the requirements of the Description of the Procedure for Organising the International Summer Scientific Traineeship at the Lithuanian University of Health Sciences, approved by Rector's Order No. 2026-V-0126 of 30 April 2026 (hereinafter - Description).

2. The certificate of completion of the International Summer Scientific Traineeship shall not be issued and the traineeship shall be terminated / not recognised for a student if the student: 1) has not fully completed the traineeship; 2) has been removed from the traineeship; 3) has breached this Agreement (the student, the Sending Institution, or the Host Institution); 4) has failed to settle payments for the traineeship as specified in the Description referred to in Clause 1 of the Additional Terms of the Agreement; 5) fails to comply with the obligations of this Agreement and the duties/requirements defined in the above-mentioned Description.

3. This Agreement shall be terminated:

3.1. if the student is expelled from the Sending Institution, terminates studies, or temporarily suspends studies (including students granted academic leave);

3.2. *unilaterally by any of the three parties* if another party breaches, fails to perform, or improperly performs the obligations established in this Agreement and/or in the Description referred to in Clause 1 of the Additional Terms of the Agreement;

3.3. by mutual agreement of the parties.

4. A party to the Agreement shall notify the other parties of the termination of the Agreement no later than 5 (five) working days in advance.

5. All disputes that the parties to the Agreement cannot resolve amicably and by mutual agreement shall be settled in accordance with the procedure established by the legal acts of the Republic of Lithuania, with jurisdiction assigned to the courts of the city of Kaunas.

6. This Agreement may be amended only by a written agreement signed by all three parties. Any amendments shall constitute an integral part of this Agreement.

7. This Agreement shall enter into force on the day it is signed by all parties and when the student arrives at the Host Institution to undertake the traineeship and begins the planned activities and shall remain valid until all contractual obligations are fully fulfilled. If the student does not arrive at the Host Institution on the specified date, the Agreement shall be deemed not to have entered into force and shall not give rise to any rights or obligations.

8. You should familiarise yourself with the documents independently here:

Description of the Procedure for Organising the International Summer Scientific Traineeship at the Lithuanian University of Health Sciences	https://ismu.lt/wp-content/uploads/2026/05/DESCRIPTION-OF-THE-PROCEDURE-FOR-ORGANISING-THE-INTERNATIONAL-STUDENT-SUMMER-SCIENTIFIC-TRAINEESHIP-AT-THE-LITHUANIAN-UNIVERSITY-OF-HEALTH-SCIENCES.pdf
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9. By signing this Agreement, you confirm that it reflects your will, that you have understood its content, and that you have independently familiarised yourself with the Description and undertake to comply with its requirements.

Lithuanian University of Health Sciences
Description of the Procedure for the Organisation of the
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30th of April 2026
Annex 2

**Tarptautinės studentų vasaros mokslinės praktikos pažymėjimas / International Student
Summer Scientific Traineeship Certificate No.**

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(date)

Name of the trainee:
Name of the Receiving Institution: Lithuanian University of Health Sciences
Address of the Receiving Institution: A. Mickeviciaus str. 9. LT 44307 Kaunas, Lithuania, tel. +370 37 327201, e-mail: rektoratas@ismu.lt website: ismu.lt
Start date and end date of traineeship: from [day/month/year] to [day/month/year] ECTS credits:
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Evaluation of the trainee:

Dean of International Relations and Study Centre

.....
(signature) (name, surname)

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 Annex 3

**APPLICATION FOR THE IMPLEMENTATION OF THE
 INTERNATIONAL STUDENT SUMMER SCIENTIFIC TRAINEESHIP**

Name of the Department in which the International Student Summer Scientific Traineeship will be conducted (Faculty / Research Institute / Department / Clinic / Laboratory)		
Preliminary title of the International Student Summer Scientific Traineeship	Title in Lithuanian	
	Title in English	
Annotation of the Scientific Traineeship project (in English), not exceeding 10,000 characters (including spaces)		
Name and surname of the Traineeship Supervisor		
Period of the Traineeship (indicate the months during which the Traineeship will take place)		
Number of students who could undertake the Traineeship		

Traineeship Supervisor _____
 (signature) (name, surname)

APPROVED BY:

Head of Department _____
 (signature) (name, surname)