

APPROVED

by Order No. 2025-V-0274 of the Rector
of the Lithuanian University of Health
Sciences of 3 October 2025

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES PROCEDURE FOR ORGANISING ADDITIONAL PRACTICAL TRAINING

CHAPTER I GENERAL PROVISIONS

1. The Procedure for Organising Additional Practical Training for Students of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”, “LSMU” and the “Procedure”, respectively) has been drawn up in accordance with the Law on Science and Studies of the Republic of Lithuania, the University's Study Regulations, and Order No. V-540 of the Minister of Education and Science of the Republic of Lithuania of 19 April 2010 “On the Approval of Recommendations for Additional Practical Training in Second-Cycle Studies”, as subsequently amended.
2. This Procedure establishes the arrangements for organising additional practical training for students of the first-cycle and second-cycle study programmes and integrated study programmes at LSMU, including both Lithuanian and foreign nationals, at practical training placements in Lithuania and abroad.
3. The provisions of this Procedure shall apply *mutatis mutandis* (with the necessary modifications) to University residents wishing to undertake additional practical training.

CHAPTER II KEY TERMS AND DEFINITIONS

4. **Additional Practical Training** (hereinafter referred to as “Practical Training”) means optional, unpaid and voluntary practical training undertaken by a student enrolled in the relevant University study programme, under the supervision of a Practical Training Supervisor, for the purpose of acquiring practical skills, competences and experience in accordance with the objectives and intended learning outcomes specified in the Practical Training Agreement.
5. **Purpose of Additional Practical Training** means providing students with additional practical skills necessary for independent professional practice.
6. **Student Affairs Service** (hereinafter referred to as the “Service”) means the University's organisational unit responsible for organising and administering Practical Training.
7. **Additional Practical Training Placement** (hereinafter referred to as the “Host Institution”) means a host institution in Lithuania or another country at which students undertake Practical Training relevant to their study programme.
8. **Practical Training System** (hereinafter referred to as the “System”) means the system administered by the Service (praktika.lsmuni.lt), through which Practical Training placements are advertised, and Practical Training documentation is submitted and coordinated. Where the

System used to administer Practical Training is replaced, the provisions of this Procedure relating to the System shall apply in full to the replacement system.

9. **Application for Additional Practical Training** (hereinafter referred to as the “Application”) means a document in the form approved under this Procedure, submitted by a student enrolled in the relevant study programme and containing information about the Host Institution at which the Practical Training is to be undertaken.
10. **Additional Practical Training Schedule** (hereinafter referred to as the “Schedule”) means a form approved under this Procedure specifying the dates and duration, in hours, of the Practical Training, scheduled in coordination with the student's study timetable.
11. **Motivated Application** (hereinafter referred to as the “Motivated Application”) means an application completed by a student enrolled in the relevant study programme through the System, setting out the student's reasons for wishing to undertake Practical Training at the relevant Host Institution.
12. **Student Additional Practical Training Agreement** (hereinafter referred to as the “Agreement”) means an agreement entered between the University, the student and the Host Institution concerning the Practical Training, setting out the parties' respective obligations and the terms and conditions and procedures for their performance.
13. **Additional Practical Training Mentor** (hereinafter referred to as the “Mentor”) means a suitably experienced member of staff appointed by the Host Institution to be responsible for supervising the student during Practical Training at the placement and assisting the student in achieving the objectives of the Practical Training.
14. **Student Additional Practical Training Report** (hereinafter referred to as the “Report”) means a report in the approved form recording the practical skills acquired, the level of independence demonstrated in performing those skills, and the duration of the Practical Training in hours. The student shall complete the Practical Training and demonstrate completion of the required activities based on the Report.
15. **Additional Practical Training Certificate** (hereinafter referred to as the “Certificate”) means a document issued to a student confirming completion of Practical Training.
16. **System Administrator** (hereinafter referred to as the “Administrator”) means a member of staff of the Student Affairs Service responsible for administering Practical Training.
17. **Holiday Period** means a period specified as such in the study calendar for the relevant academic year.
18. **Minimum Practical Training Duration** means the minimum number of Practical Training hours required for the Practical Training to be recognised as completed and for the Certificate to be issued to the student.
19. **LSMUSIS** means the Lithuanian University of Health Sciences Study Information System.

CHAPTER III

ADDITIONAL PRACTICAL TRAINING DURING STUDIES

20. The student's Practical Training shall be supervised by the Mentor.
21. A bilateral or trilateral Agreement shall be entered into through the System for the purpose of undertaking the Practical Training:

- 21.1. a bilateral Agreement shall be entered into between the student and the University where the Practical Training is undertaken at the University or one of its structural units (Annex 1 to this Procedure);
 - 21.2. a trilateral Agreement shall be entered into between the student, the University and the Host Institution where the Practical Training is undertaken outside the University or its structural units (Annex 2 to this Procedure);
 - 21.3. where the Practical Training is undertaken abroad, or where it is not technically possible to enter into an Agreement in accordance with Clauses 21.1 or 21.2 of this Procedure, the Agreement shall be executed in hard copy.
22. No later than 10 (ten) working days before the start date of the Practical Training specified in the Agreement, the student shall upload to the System the Application (Annex 3 to this Procedure) and the Schedule (Annex 4 to this Procedure), duly agreed with and signed by the Host Institution.
23. Practical Training shall be undertaken outside the student's scheduled study hours. During academic leave, Practical Training shall be undertaken in accordance with the standard procedure, provided that it does not exceed 20 (twenty) hours per week.
24. The placement shall be undertaken at a Host Institution which the student shall either:
 - 24.1. arrange independently; or
 - 24.2. select from the list of proposed Host Institutions drawn up by the Service and published in the System on the first working day of April of the current year.
25. During the placement, the student shall complete a Report in the System (Annex 5 to the Procedure).
26. The Report shall be completed for each day of the placement and shall specify the duration of the placement in hours, the skills acquired or performed, and the level of independence demonstrated in performing such skills (A, B or C):
 - 26.1. levels of independence shall be defined as follows: A – the skill was performed independently; B – the skill was performed with the assistance of the Placement Mentor; C – the student observed the Placement Mentor performing the skill.
27. Upon completion of the placement, the student shall submit the Report completed in the System to the Mentor no later than within 10 (ten) working days from the end of the placement specified in the Agreement:
 - 27.1. if the Report is not submitted within the time limit specified in Clause 27 of the Procedure, the placement shall not be recognised as completed.
28. The Mentor shall verify the days on which the student undertook the placement, the duration thereof (in hours), the skills performed and the level of independence demonstrated in performing such skills.
29. A student who has completed a placement of at least 40 (forty) hours and submitted the Report to the Mentor within 10 (ten) working days from the last day of the placement specified in the Agreement shall be issued an electronic Certificate in Lithuanian and English (Annexes 6 and 7 to the Procedure). The Certificate shall be issued following the Mentor's approval and no later than within 20 (twenty) working days.
30. Paper copies of Placement Certificates (where a student requests a paper version of an electronic Certificate) shall be issued in accordance with the fees approved by order of the Rector.

31. Uncollected paper Placement Certificates shall be retained by the Student Affairs Service for 5 (five) years from the date of issue indicated on the Certificate and shall thereafter be destroyed. Certificates generated in the System shall be retained until the student completes their studies.
32. Information on completed placements shall be recorded in the Diploma Supplement in Lithuanian and English. All placements that can be accommodated in the Diploma Supplement shall be recorded, starting with the most recent. Where this is not technically possible due to the limited number of characters available, completion of the placement shall be confirmed by the Placement Certificate generated in the System.
33. A student wishing to extend the placement shall enter into a new Agreement.
34. Where a student fails to fulfil the obligations specified in the Agreement, the placement shall not be recognised as completed.
35. Where a student terminates the Agreement, the placement shall not be recognised as completed (Annex 8 to the Procedure).

CHAPTER IV

COMPLETION OF ADDITIONAL PLACEMENTS DURING THE HOLIDAY PERIOD

36. In the case referred to in Sub-Clause 24.2 of this Procedure, the opening of placement reservations shall be announced in the System on the first working day of April of the current year. Students may reserve no more than 3 placement positions in the System. A preferred Host Institution may be reserved until 15 April of the current year.
37. A reserved Host Institution may be changed by notifying the Student Affairs Service by email at studentutarnyba@lsmu.lt no later than 15 April of the current year. A Host Institution may be changed only once.
38. Where the number of students wishing to undertake a placement exceeds the number of students that the Host Institution can accommodate, priority shall be given to students who:
 - 38.1. meet the requirements specified for the placement position (including the required year of study, completed study subjects, etc.);
 - 38.2. have not previously undertaken a placement at any Host Institution;
 - 38.3. are in a higher year of study (priority shall be given to students in higher years of study);
 - 38.4. have a higher study average, based on the data as of 31 August of the preceding academic year; for first-year students, the admission competition score shall be considered;
 - 38.5. have regard to the student's declared place of residence (priority shall be given to students whose declared place of residence is closer to the Host Institution).
39. The data referred to in Sub-Clauses 38.3, 38.4 and 38.5 of this Procedure shall be transferred to the System from LSMUSIS.
40. Where the number of students wishing to undertake a placement exceeds the number of students that the Host Institution can accommodate, within 5 working days of the closing date for placement reservations (15 April), students shall receive information about the competition and participation therein via their University-provided email address. Students wishing to participate in the competition must submit a Reasoned Application in the System by the first working day of May.

41. Following the expiry of the deadline for submitting Reasoned Applications, the Administrator shall, within 7 (seven) working days, allocate students to Host Institutions in accordance with the criteria specified in Clause 38 of this Procedure:
 - 41.1. students who are allocated a placement position shall receive a link to sign the Agreement via their University-provided email address. Agreements shall be signed by 1 June of the current year;
 - 41.2. students who are not allocated a placement position shall receive an information notice via their University-provided email address.
42. By 15 June of the current year, the Administrator shall inform the Host Institution of the number of students wishing to undertake a placement.
43. During the holiday period, students who independently arrange a Host Institution shall submit, via the System, an Application (Annex 3 to the Procedure) no later than 10 (ten) working days before the commencement of the placement. The Application shall be approved by the student, a representative of the Host Institution and the Mentor, by means of an original or electronic signature. The Application shall be accompanied by a Schedule (Annex 4 to the Procedure), agreed and approved by the student and the Mentor (the minimum total placement duration shall be 40 hours). Upon submission of the specified documents by the student via the System, a bilateral or trilateral Agreement shall be concluded in accordance with Sub-Clause 21.1 or 21.2 of this Procedure.
44. The student's total placement hours during the holiday period shall not exceed 40 hours per week.

CHAPTER V

COMPLETION OF ADDITIONAL PLACEMENTS DURING THE STUDY PERIOD

45. Students who independently arrange a Host Institution shall submit, via the System, an Application (Annex 3 to the Procedure), approved by the student, no later than 10 (ten) working days before the intended commencement of the placement. The Application shall be accompanied by a Schedule (Annex 4 to the Procedure), agreed and approved by the student and the Mentor (the minimum total placement duration shall be 40 hours). Upon submission of the specified documents by the student via the System, an Agreement shall be concluded in accordance with Sub-Clause 21.1 or 21.2 of this Procedure.
46. The student's total placement hours during the study period shall not exceed 20 hours per week.

CHAPTER VI

STUDENT RIGHTS AND OBLIGATIONS

47. Students shall have the right to:
 - 47.1. receive the necessary advice and guidance regarding the placement;
 - 47.2. terminate the Agreement by notifying the Administrator thereof in writing (Annex 8 to the Procedure);
 - 47.3. exercise other rights provided for in this Procedure.
48. Students shall be obliged to:

- 48.1. comply with the internal rules and regulations of the University and the Host Institution, as well as with the legislation of the Republic of Lithuania governing professional placements;
- 48.2. comply with the principles of professional ethics;
- 48.3. take due care of the property of the Host Institution and be liable for any material damage caused in accordance with the procedure established by law;
- 48.4. prepare the Report in accordance with the requirements established by the University and submit it to the University within the prescribed time limit. The Report shall also be approved by the Mentor;
- 48.5. notify the Placement Mentor in advance of any absence from the placement;
- 48.6. attend the placement at the Host Institution on time throughout the placement period, in accordance with the Schedule agreed in advance with the Mentor;
- 48.7. perform other obligations provided for in this Procedure.

CHAPTER VII

FINAL PROVISIONS

- 49. This Procedure shall be approved and amended by order of the Rector.
- 50. 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, repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the Regulation), the Law of the Republic of Lithuania on Legal Protection of Personal Data, and other legislation governing the processing of personal data.
- 51. Personal data shall be collected and processed for the following purposes:
 - 51.1. to provide services related to the administration of placements;
 - 51.2. to ensure the proper administration of the placement process;
 - 51.3. to ensure the proper administration of System accounts.
- 52. Personal data may be disclosed to third parties in the cases and in accordance with the procedure prescribed by law.
- 53. Personal data may be disclosed to, or access to such data may be granted to, data processors that provide services to the Lithuanian University of Health Sciences and process personal data on behalf of the Lithuanian University of Health Sciences.
- 54. Data processors shall be entitled to process personal data only in accordance with the instructions of the Lithuanian University of Health Sciences and only to the extent necessary for the proper performance of the obligations set out in the Agreement. The Lithuanian University of Health Sciences shall engage only those data processors that provide sufficient guarantees that appropriate technical and organisational measures will be implemented to ensure that the processing of personal data complies with the requirements of the Regulation and that your personal data are adequately protected.
- 55. Personal data shall be retained for the following periods:
 - 55.1. System account data – until completion of studies;
 - 55.2. Applications, Reasoned Applications and placement attendance schedules – 1 year;
 - 55.3. Agreement data – 5 years;

- 55.4. Report data (skills, level of independence in performing the skills and total number of skills) – 5 years;
- 55.5. Certificate data – 5 years.
- 56. The Privacy Policy may be amended and updated.