

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES ADDITIONAL PRACTICE ORGANISATION REGULATION

I. GENERAL PROVISIONS

1. The Regulation for the Organisation of Students' Additional Practice Regulation (hereinafter the Regulation) at the Lithuanian University of Health Sciences (hereinafter referred to as the University, LSMU) has been prepared in accordance with the Law of the Republic of Lithuania on Science and Higher Education, the University's Regulation on Higher Education Studies, and the Order of the Minister of Education and Science of the Republic of Lithuania of 19 April 2010, No. V 540 "On the adoption of the guidelines for postgraduate additional practice" (as subsequently amended).
2. This Regulation establishes the procedure for organising additional practice of LSMU first, second cycle students and integrated students (citizens of Lithuania and other countries) in Lithuanian and international practice bases.
3. For University residents wishing to undertake additional practice, the provisions of this Regulation apply *mutatis mutandis* (with certain amendments).

II. BASIC CONCEPTS

4. **Additional Practice** (hereinafter – **Practice**) means optional, unpaid, voluntary Practice in which a Student of the relevant study programme of the University, under the guidance of a supervisor of Practice, acquires practical skills, abilities and experience in accordance with the objectives and results set out in the Additional Practice Agreement.
5. **The aim of additional practice** – to provide the Student with additional practical skills for independent work.
6. The **Student Affairs Office** (hereinafter referred to as **the Office**) is an organisational entity responsible for the organisation and administration of the Practice.
7. **Additional practice base** (hereinafter referred to as the **Host Institution**) – a Host Organisation of Lithuania or an international country, where students practice according to the study programme .
8. The **Practice System** (hereinafter referred to as the **System**) is a system administered by the Office (praktika.lsmuni.lt) in which the Practice sites are published, the Practice documents are provided and coordinated. When the system used to administer practices is changed, the provisions of this procedure relating to the system shall be fully applied to the new system.
9. **An application for additional Practice** (hereinafter referred to as the **Application**) a document in a form approved in accordance with these Regulations, submitted by the Student of the relevant programme of study and containing information about the Host Organisation of the Practice.

10. The **schedule of attendance of additional practice** (hereinafter referred to as the **Schedule**) is a form approved in accordance with these Regulations, which specifies the date and duration of the Practice in the hours coordinated with the study schedule.
11. **Motivated Application** (hereinafter – **Motivated Application**) – a Motivated Application is completed in the Student’s System of the relevant study programme, in which the Student describes their need to practice at the relevant Host Organisation.
12. **The Student’s Additional Practice Agreement** (hereinafter referred to as the **Agreement**) – an agreement between the University, the Student and the Host Organisation regarding the Practice, which establishes the obligations between the parties, the conditions and procedures for their execution.
13. The **Mentor of Additional Practice** (hereinafter referred to as the **Mentor**) – a responsible member of staff with professional experience, appointed by the Host Organisation for the Practice, who guides the Student in their professional activities at the Practice Site and assists them in achieving the objectives of the Practice.
14. The **Student’s Additional Practice Report** (hereinafter referred to as the **Report**) – a Report in an approved form that shows practical skills, level of independence of skills and duration of practice in hours. The Report is the basis for assessment for the Practice.
15. **Certificate of Additional Practice** (hereinafter referred to as the **Certificate**) – a document issued to the Student about the Practice performed.
16. **System Administrator** (hereinafter referred to as the **Administrator**) – an employee of the Student Affairs Office responsible for the administration of the practice.
17. **Holidays** – the period specified in the study calendar of the academic year.
18. The **minimum duration of the practice** – the number of hours of practice, upon which the practice is credited to the Student and a certificate is issued.
19. **LSMUSIS** – the information system of studies of the Lithuanian University of Health Sciences.

III. ADDITIONAL PRACTICE DURING STUDIES

20. The Student’s practice is led by a Mentor.
21. In the course of a practice, a bilateral or trilateral agreement is signed in the System:
 - 21.1 A bilateral agreement is signed between the Student and the University when the practice is carried out at the University or its department (Annex 1 of the Regulation);
 - 21.2 A tripartite agreement is signed between the Student, the University and the Host Organisation when the practice is performed outside the University or its departments (Annex 2 to the Regulation);
 - 21.3 If the practice is carried out in another country or there is no technical possibility to sign the Agreement referred to in su-paragraph 22.1 or 22.2 of the Regulations, a paper Agreement shall be signed.

22. The Student, at least 10 (ten) working days before the beginning of the Practice specified in the Agreement, shall upload to the System an application dated and signed by the Host Organisation (Annex 3 to the Regulation) and a schedule (Annex 4 to the Regulation).
23. The Practice is carried out in the free time from the study schedule. During academic leave, the practice is carried out in the usual order, not exceeding 20 (twenty) hours per week.
24. The practice shall be carried out at the Host Organisation which:
 - 24.1 The Student finds independently;
 - 24.2 Chooses from the list of proposed Host Organisations drawn up by the Office, which shall be published in the System on the first working day of April of the current year.
25. During the Practice, the Student fills in a report in the system (Annex 5 of the Regulation).
26. The report shall be completed on each day of Practice, specifying the duration of the Practice in hours, skills and level of autonomy (A, B, C):
 - 26.1 levels of autonomy: A – a skill performed independently; B – a skill performed with the help of a practice Mentor; C – an observation of how the practice Mentor has performed the skill.
27. The Student who has completed the Practice in the system shall submit the completed Report to their Mentor no later than within 10 (ten) working days from the end of the practice specified in the Agreement:
 - 27.1 If the Report is not submitted within the time limit specified in paragraph 27 of the Regulation, the Student's practice shall not be credited.
28. The Mentor confirms the days, duration (hours) of the Student's Practice, the skills performed and the level of their independence.
29. A Student who has completed at least 40 (forty) hours of Practice and within 10 (ten) working days shall be issued with an electronic certificate in Lithuanian and English (Annexes 6, 7 of the Regulation) from the last day of Practice specified in the Agreement that submitted the Report to the Mentor. The certificate shall be issued after the Mentor's approval not later than within 20 (twenty) working days.
30. Paper certificates of Practice (when a Student wishes a paper version of an electronic certificate) are issued according to the fees approved by the Rector's order.
31. The uncollected paper Practice Certificates shall be kept at the Student Affairs Office for 5 (five) years from the date of their issue specified in the certificate and subsequently destroyed. Certificates formed in the system are stored until the end of the Student's studies.
32. Information about the Practice is recorded in the Diploma Supplement in Lithuanian and English. All practices in the Appendix are recorded from the latest ones, and without allowing technical possibilities (due to the limited number of characters), the practice is confirmed by a Practice Certificate drawn up in the system.
33. The Student enters into a new Agreement in order to extend the Practice.
34. If the Student fails to fulfil the obligations specified in the Agreement, the Practice is not credited.
35. After the Student terminates the Agreement, the Practice is not credited (Annex 8 of the Regulation).

IV. ADDITIONAL PRACTICE DURING THE HOLIDAYS

36. In the case referred to in sub-paragraph 24.2 of this Regulation, the beginning of the Practice reservation shall be announced in the System on the first working day of April of the current year. Students may book no more than 3 Practice places in the system. The desired Host Organisation may be reserved until 15 April of the current year.
37. The reserved Host Organisation may be changed by sending an email to the Student Affairs Office, studentutarnyba@lsmu.lt until 15 April of the current year. The Host Organisation may be changed only 1 time (once).
38. If more students are going to attend the Practice than the Host Organisation can accept, students who:
- 38.1 Meet the requirements specified by the place of Practice (course, study subjects, etc.);
 - 38.2 Have not conducted any Practice at any Host Organisation;
 - 38.3 Higher course (priority applies to higher-level students);
 - 38.4 Have a higher average of studies, according to the data of 31 August of the previous academic year, and the first course of study – an entrance competition score;
 - 38.5 Depending on the Student's declared place of residence (priority is given to students whose declared place of residence is closer to the Host Organisation).
39. The data referred to in sub-paragraphs 38.3, 38.4, 38.5 of this Regulation shall be transferred to the system from the LSMUSIS.
40. If more students are going to attend the Practice than the Host Organisation can accept, students will receive information about the ongoing competition and participation in the e-mail provided by the University within 5 working days from the end of the Practice reservation (15 April). Students wishing to participate in the competition must submit a Motivated Application in the system by the first working day of May.
41. Upon expiry of the deadline for submitting Motivated Applications, the administrator shall allocate students to the Host Organisations within 7 (seven) working days in accordance with the criteria referred to in paragraph 38 of the Regulation:
- 41.1 For students who receive a placement for Practice, a link to the signing of the Agreement is sent to the e-mail provided by the University. Agreements are signed before 1 June of the current year;
 - 41.2 For students who do not receive a placement, an information message is sent to the e-mail provided by the University.
42. The Administrator shall inform the Host Organisation by 15 June of the current year of the number of students wishing to undertake the Practice.
43. During the holidays, students who have independently found a Host Organisation shall submit an application (Annex 3 to the Regulation) approved (with original or electronic signature) by the Student, the Representative of the Host Organisation and the Mentor in the system no later than 10 (ten) working days before the beginning of the Practice. The application shall be accompanied by a schedule (Annex 4 to the Regulation) agreed and

approved by the Student and Mentor (minimum time of practice during the whole period of practice – 40 hours). Upon submission of the specified documents by the students in the system, a bilateral or trilateral agreement shall be concluded in accordance with sub-paragraphs 21.1 or 21.2 of the Regulation.

44. The Student's total practice time during the holidays may not exceed 40 hours per week.

V. ADDITIONAL PRACTICE DURING STUDIES

45. Students who have independently found a Host Organisation shall submit a certified (original or electronic signature) application in the system no later than 10 (ten) working days before the beginning of the intended Practice (Annex 3 of the Regulation). The application is accompanied by a schedule (Annex 4 of the Regulation) agreed and approved by the Student and Mentor (minimum time of practice during the whole period of Practice – 40 hours). Upon submission of the specified documents by the students in the system, the Agreement shall be concluded in accordance with sub-paragraphs 21.1 or 21.2 of the Regulation.

46. The student's total Practice time during the studies may not exceed 20 hours per week.

VI. RIGHTS AND DUTIES OF THE STUDENT

47. Students have the right to:

47.1 To receive the guidance, they need during the Practice;

47.2 Terminate the Agreement by informing the Administrator in writing (Annex 8 to the Regulation);

47.3 Other rights specified in this Regulation.

48. Students have an obligation to:

48.1 Comply with the internal rules of procedure of the University and the Host Organisation and the legal acts of the Republic of Lithuania regulating the practice of professional activity;

48.2 Adhere to the principles of professional ethics;

48.3 To preserve the assets of the Host Organisation, to be held liable for material damage done in accordance with the procedure established by law;

48.4 Prepare a Report according to the requirements set by the University and submit it in time to the University. The Report must also be approved by their Mentor;

48.5 To inform the Practice Mentor in advance of non-attendance;

48.6 During the period of practice, to arrive at the Practice in the Host Organisation in a timely manner in accordance with the Schedule agreed with the Mentor;

48.7 Other duties specified in this Regulation.

VII. FINAL PROVISIONS

49. The Regulation is approved and changed by the order of the Rector.
50. Personal data is 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 (the “General Data Protection Regulation”), the Law on Legal Protection of Personal Data of the Republic of Lithuania, as well as any other legal acts regulating personal data processing.
51. Personal data is collected and processed for the following purposes:
 - 51.1 To provide services related to the administration of Practice;
 - 51.2 To ensure proper administration of the Practice process;
 - 51.3 To ensure proper administration of the System account.
52. Personal data may be provided to third parties in the cases and in accordance with the procedure provided for by legal acts.
53. Personal data may be provided or made available to data processors who provide services to Lithuanian University of Health Sciences and process personal data on behalf of Lithuanian University of Health Sciences.
54. Data processors have the right 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 their obligations under the Agreement. Lithuanian University of Health Sciences uses only those data processors who sufficiently ensure that appropriate technical and organisational measures will be implemented in such a way that the data processing complies with the requirements of Regulation and ensures the protection of your personal data.
55. Personal data storage terms:
 - 55.1 System account data – until graduation;
 - 55.2 Applications, motivational applications, Practice schedule – 1 year;
 - 55.3 Agreement data – 5 years;
 - 55.4 Report data (skills, level of autonomy of performance, total number) – 5 years;
 - 55.5 The certificate data – 5 years.
56. The privacy policy may be changed, updated.