

APPROVED

by the Order No. V-227 of the Rector of the

Lithuanian University of Health Sciences of 25 March 2020

IMPLEMENTATION PROCEDURE OF ADDITIONAL PRACTICAL TRAINING AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

GENERAL PROVISIONS

1. The Implementation Procedure of Additional Practical Training at the Lithuanian University of Health Sciences (hereinafter LSMU) was prepared on the basis of the LSMU Regulation of the studies of the first and second cycle and the integrated studies and the Order No. V-540 of the Minister of Education and Science of the Republic of Lithuania of 19 April 2010 “Regarding approval of recommendations for additional practical trainings”, as amended.
2. The objective of the implementation procedure of additional practical training of the students (hereinafter procedure) is to determine the planning and organization procedure, the requirements, how to carry out practice so that favourable conditions for the students to gain practical skills of the studied specialty were created, to determine the evaluation procedure of additional practical training and requirements set for the report on additional practical training.
3. This procedure defines the implementation of additional practical training of the LSMU students of the first and second cycle and the integrated studies in the Lithuanian and foreign practical bases.
4. LSMU residents who intend to enroll in another LSMU residency study program and who wish to undertake additional practical training shall be subject to the provisions of this Procedure *mutatis mutandis*.
5. The additional practical training of the students shall be carried out and accounted for according to the reporting form of additional practical training approved by LSMU.

MAIN DEFINITIONS

6. **Additional practical training** – optional, unpaid, voluntary practice, during which the University’s student of certain study programme acquires practical skills, capacities and experience

under the supervision of the supervisor of additional practical training following the objectives and outcomes stipulated in the contract of additional practical training.

7. Base of additional practical training (receiving organization) – a place, where the students carry out voluntary practice and prepare the report on this practice according to the studied study programme.

8. Supervisor of additional practical training – competent specialist of certain area (or civil servant), who has at least 3 – years experience of particular work.

9. Report on additional practical training –report of certain form approved by the LSMU Rector, where the duration of the carried-out practice is defined, as well as the skills implemented during the practice and the level of participation.

10. Justified reason – the circumstances supported by documents, because of which the student could not submit report within the set term: certificate of inability to work, certificate in the set form issued by police, court, other authorities, certificate certifying disease of the family members, close relatives, loss of property (because of fire, theft, natural disaster) issued by police or competent authority, orders of the University’s rector, etc. The following shall not be regarded as justified reason: transport (arrival) problems, holidays, accommodation problems, paid or voluntary work not related to the University or other reasons.

11. Additional practical training attendance schedule - A form on the Career Centre web site that provides the estimated date and time for completing the internship throughout the duration of the internship agreement.

12. System of Additional practical training - Information system for additional practical training administered by the Career Centre (praktika.lsmuni.lt), which announces places, requests, coordinates schedules, etc. when the information system used for the administration of additional practical trainings is changed, these provisions of the Procedure relating to the information system shall apply in full to the new information system.

13. Summer holiday period - means the period from 1 July to 31 August of the current year.

OBJECTIVES AND SKILLS OF THE ADDITIONAL PRACTICAL TRAINING

14. The objective of the additional practical training is to improve the students’ preparation for independent work by providing practical skills to them.

15. Skills of additional practical training:

15.1. to deepen theoretical and practical skills acquired while studying the selected study programme.

15.2. to acquire additional skills and capacities necessary for independent work.

ORGANIZATION AND IMPLEMENTATION OF ADDITIONAL PRACTICAL TRAINING

16. The additional practical training for students is organized by LSMU Career Centre (hereinafter – Career Centre).

17. The supervisor of additional practical training specified in the contract and appointed by the manager of the host organization shall supervise the additional practical training.

18. The trilateral contract (if practice is carried out in the University unit - a bilateral agreement between the LSMU and the student is signed in the form established by the LSMU Rector) of additional practical training (Annex 1, annex 2 (in English)) in the form determined by the LSMU Rector shall be signed by university, base of additional practical training (the head of the company, institution, or organization (or an authorized person), structural unit manager (if available in practice base) and the supervisor of the practice) and the student.

19. The students shall upload one copy of the contract signed by all the parties to the Career Centre system of additional practical training not later than in 3 work days before the beginning of the practice indicated in the contract for additional practical training. Later one copy of the contract signed by all parties is returned to the Career Centre.

20. The additional practical training shall be carried out at free from studies time, after the lectures, during summer holidays or at other time when no contact work time is calculated according to the study programme (including time of professional practice).

21. The additional practical training shall be carried out in the bases of additional practical training, which:

21.1. shall be found by the students independently; or

21.2. shall be elected from the list of Lithuanian and foreign bases of additional practical training offered by the Career Centre on the system of Additional practical training.

22. The students, who want to extend the contract of additional practical training, have to submit the written consent of additional practical training base and additional practical training supervisor about extension of practice to the responsible employee of the Career Centre not later than 5 work days before the expiry of the practice term, as well as study schedule announced by the Study Centre on the LSMU website (academic information) (if the practice is planned during the studies) and schedule of additional practical training approved by the practice supervisor. When the student submits the indicated documents, the trilateral agreement on the contract's extension shall be made. The contract's extension of additional practical training signed by LSMU, base of additional practical training (the head of the company, institution, or organization (or an authorized person) and the supervisor of the practice) and the student.

23. In the duration of the additional practical training, the student shall complete the report of acquired skills in the form established for each study programme (Annex 3). The citizens of the foreign states shall complete the report in English (Annex 4).

24. The report of additional practical training shall be completed on each day of the practice, indicating the level of independence, skills and duration of additional practical training in hours.

25. The supervisor of additional practical training shall assess the skills performed by the student during additional practical training. The evaluation shall be entered on the report of additional practical training.

26. When the student completes the additional practical training, s/he shall submit the prepared report on additional practical training to the responsible employee of the Career Centre no later than 40 calendar days after the end of the additional practical training specified in the contract (if extended – in the contract extension).

27. If the report on additional practical training is not submitted within the term specified in in the paragraph 26 herein without the justified reason, or if it is submitted not completed or incomplete, the Career Centre shall not analyse the report and return it to the student. The practice shall not be accounted. The reason shall be justified by the head of Career Centre.

28. The student submits a request for termination of the contract to the Career Centre no later than 5 days before the termination of the additional practical training. If the student terminates the additional practical training contract without a justified reason, the additional practical training is not counted to any extent. The justification of the reason is assessed by the head of the Career Centre.

29. If the student has performed at least 40 hours of additional practice and submits the properly completed report on additional practical training, the Career Centre shall issue the certificate of additional practical training in Lithuanian and English not later than in 3 months from submission of the report on additional practical training.

30. The certificates of additional practical training that have not been taken because of any reason, shall be stored in the Career Centre for 5 years and then destroyed.

31. The responsible employee of the Career Centre shall enter the hours of the implemented additional practical training into the supplement to the diploma. While not allowing the technical capacity to record all additional practical training completed during study, the completion of the additional practical training is certified by a certificate of additional practical training.

32. If the student does not implement obligations of the additional practical training contract, the additional practical training shall not be recorded. The additional practical training shall not be recorded either in case specified in this Procedure.

Implementation of additional practical training during summer holidays:

33. In the case indicated in the paragraph 21.2 herein, the list of the bases of additional practical training and these students eligible to that practice at the same time shall be posted on the additional practical training system of the Career Centre at the first work day of current April. The student can reserve 3 bases of additional practical training at the system of additional practical training of the Career centre. These bases shall be chosen according to the priority. The students may reserve the desired base of additional practical training until the 15th of current April. The reserved base of additional practical training may be changed on request to the responsible person of the Career Centre submitted before the 15th of current April. The bases of the additional practical training may be changed once.

34. If more students express desire to go to the place of practice than it is possible to admit in that base, the priority shall be given to:

34.1. the students, who satisfy the requirements set by the base of practice;

34.2. the students, who have not yet implemented additional practical training;

34.3. the students of higher study year;

34.4. the students, who have higher mean of studying results;

34.5. regarding the students' place of residence.

35. If it is determined that more students have expressed wish to go to the base of additional practical training than may be admitted, the students shall be notified and obliged by the responsible employee of the Career Centre to submit a reasoned application in 5 work days after the deadline of reservation (15th of April). The students shall submit the necessary documents to the LSMU Career Centre not later than on the last work day of April. The documents submitted later shall not be accepted.

36. The documents supporting the circumstances described in the paragraphs 34.3, 34.4, 34.5 herein (data about the study year, arithmetical mean of previous study year (in case of the first year – competitive admission score) and declared place of residence) shall be submitted by the Study Centre.

37. After the closing date for the submission, the applications are assessed by the responsible employee of the Career Centre within 7 working days, and the students are assigned to their additional practical training placements. Students assigned to additional practical training placements are invited by email to sign the additional practical training contract in accordance with paragraph 18 of these Regulations. The additional practical training contract are signed before 20th May of the current year.

38. The responsible employee of the Career Centre shall inform the bases of additional practical training before the 10th of June about the number of students, who want to perform practical training.

39. In the case referred to in paragraph 21.1, the students having found the practice placement themselves submits a written consent for the additional practical training from their practice supervisor and the head of the organization / clinic / department of their practice placement and also the additional practical training attendance schedule approved by the practice supervisor (the lower limit of total practice hours is 40) no later than 10 days before the beginning of the practice. The contract of additional practical training is signed when the students submit the required documents.

40. The summary duration of additional practical training of the student during summer holidays cannot exceed 40 hours per week.

41. The students, who have found the base of additional practical training independently, shall submit written consent of additional practical training base and additional practical training supervisor regarding performance of additional practical training to the Career Centre not later than 10 work days before the beginning of the practice, as well as a study schedule announced by the

Study Centre on the LSMU website (academic information) and attendance schedule of additional practical training (the minimal number of practice shall be 40 h) approved by the additional practical training supervisor. When the students submit the required documents and ensure implementation of the objectives of practice and studies (the time of studies and practice is adjudged) is signed the contract of additional practical training.

42. The summary duration of additional practical training of the student during studies cannot exceed 20 hours per week.

RIGHTS AND DUTIES OF THE STUDENT

43. Student's rights:

43.1. to receive consultations of the supervisor of additional practical training;

43.2. to refuse in written to follow the assignments of the supervisor of additional practical training and to notify the Career Centre hereof if such assignments are not related to the objectives of the student's additional practical training;

43.3. to reserve the bases of additional summer practices until each 15 April in the Career Centre.

44. Student's duties:

44.1. to follow the internal order rules of LSMU and base of additional practical training, as well as legal acts of the Republic of Lithuania, which regulate the practice of professional activity;

44.2. to observe the principles of professional ethics;

44.3. during additional practical training, to arrive timely to the place of practice following the schedule pre-arranged with the supervisor of additional practical training. To notify the supervisor of additional practical training and responsible employee of the Career Centre about non-arrival in advance.

44.4. to complete the report on additional practical training in the set form and deliver it to the Career Centre on the specified time (Annex 3 (the citizens of the foreign states (Annex 4))).

FINAL PROVISIONS

45. The procedure shall be approved and amended by the Rector's order.