

**REGULATIONS OF APPRENTICESHIP DURING THE MASTER STUDIES OF THE
FOOD SCIENCES PROGRAM**

**FACULTY OF VETERINARY MEDICINE OF LITHUANIAN UNIVERSITY OF HEALTH
SCIENCES**

I. GENERAL PART

1. The Regulations of apprenticeship (hereinafter referred to as a placement) for students of Master Thesis of the study program of Food Science of Faculty of Veterinary Medicine of Lithuanian University of Health Sciences (hereinafter referred to as a University) were developed in accordance with the Law of Education and Science of the Republic of Lithuania (No. XI-242 of 29 June 2016. Amendment Act No XII-254), with Veterinary Law of the Republic of Lithuania (Sheet No. 102-2313, 1991), with Decree No. V-637 “Learning Agreement of Student’s Placement” of the Minister of Education and Science of the Republic of Lithuania (Sheet No.49-2383, 1991), with Regulations for Studies of Lithuanian University of Health Sciences (approved by University Senate, decision No. 47-05 on 20 June 2014; amended by University Senate, decision No. 92-05 on 23 June 2017), with Directive 2013/55/EU “Recognition of Professional Qualifications” of European Parliament and Council.

2. These Regulations establish the procedures and assessment of the placement.

3. The placement is organized by the Department of Food Safety and Quality of Faculty of Veterinary Medicine (hereinafter referred to as the Department).

II. MAIN DEFINITIONS

4. **The placement** is a part of undergraduate studies, during which a student of Master Thesis of the study program of Food Science in Faculty of Veterinary, under placement supervisor's supervision and in accordance to the Regulations, gains the practical skills, abilities and experience, required for independent work in food industry.

5. **The Regulations of the placement** is the combination of the study material, methods and physical resources, as well as involvement of the academic and professional staff as a whole, with the description approved by the Council of the Faculty of Veterinary Medicine of the Veterinary Academy of the University.

6. **The placement coordinator** is a person, responsible for coordination of the placement; he is designated by the Dean of the Faculty of Veterinary with the proposal of the Head of the Department.

7. **The placement supervisor** is a skilled employee, designated by the supervisor of the placement base, with experience of working at the placement base for more than three years, has a higher education degree and works as technologist / quality supervisor / production expert or other kind of food industry specialist and is capable of ensuring the implementation of the goal and targets of the placement for a student.

8. **The placement base** is the establishments registered in Lithuania and / or in other countries, providing food and / or raw materials production and catering services and / or organization.

III. THE CONTENT OF THE APPRENTICESHIP

9. The students will carry out the apprenticeship in Lithuanian (or / and) foreign catering and / or food processing establishments, where they will observe working technologists / quality supervisors / production specialists, and will learn to process documentation, will perform in production process, will go into details of production technologies and their improvement possibilities. The trainee will learn to qualify the food technologies (their safety, influence on nutritional value of the product etc) at various levels and to make offers of their optimization based upon the scientific literature and knowledge gained during the studies.

THE GOAL

10. To learn the practical application of the theoretical knowledge gained during study process in food production establishment.

THE OBJECTIVES

11. To describe and to qualify the technologies at various levels (to analyze and describe the influence of raw materials and / or technologies of food production on the nutritional value, chemical safety, biosafety etc. of the product);

12. To make proposals for improvement and optimization of (bio) technologies that went through combined assessment (only if there are deficiencies; if there are no deficiencies then a student has to ground the optimality of the technology), based on scientific literature and knowledge gained during the studies.

13. To deliver a Placement Report in writing.

IV. THE ORGANIZATION, IMPLEMENTATION AND ASSESMENT OF THE PLACEMENT IN FOOD ENTERPRISES

14. The placement is obligatory for all the students of the Master Thesis of Food Sciences study program.

15. The terms for completing the placement are indicated in the study plan.

16. The student completes the placement independently, following the principles of academic honesty and in compliance with the Regulations of Studies in the University.

17. The student carries out the placement in the placement base, under the placement supervisor's supervision.

18. The list of the placement bases is prepared and renewed annually under the decision of the Department. The main criterion of the selection of placement bases is the capability of the base to ensure the conditions necessary for the student to obtain and develop the practical skills indicated in these Regulations.

19. The student can find the placement base by himself if he can choose one from the list of the recommended placement bases.

20. The tripartite agreement of the apprenticeship in food organizations is signed between the University, the student and the placement base (**Annex No. 1**). The University is represented by the person approved by the Rector. Within five business days after the signing of the agreement, one copy of it must be delivered to the placement coordinator (directly or by mail: Lithuanian University of Health Sciences, Veterinary Academy, Department of Food Safety and Quality, Tilžės 18, LT 47181, Kaunas).

21. The placement in foreign placement bases is carried out under the tripartite agreement awarded by the University.

22. The placement Report must be completed following the requirements indicated in **Annex No. 2** and delivered to the study administrator following the existing study plans. The placement Report is assessed by the Placement Assessment Commission (of at least three people), set and approved by the Head of the Department. In order to improve the organization of the placement and implementation of the study process, the placement supervisor provides a feedback based upon the criteria in **Annex No. 3**.

The Report is awarded with grades. The final placement grade is calculated according to the following formula:

$$FG = (PS \times 0.4) + (C1 + C2 + C3) / 3 \times 0.6$$

PS – evaluation of the placement supervisor, according to the criteria indicated in **Annex No. 4**;

C – evaluation of the member of Commission. Each member of the commission evaluates the placement Report according to criteria indicated in **Annex No. 5** (1 to 10 points).

If during the assessment of the Report the academic dishonesty is detected (such as copying, plagiarism, duplication, falsification etc.), the action is taken in accordance with the rules of Chapter XIV and Section 12 of Chapter IX of the Regulations of Studies in LSMU.

V. FUNCTIONS OF THE PLACEMENT COORDINATOR

22. The placement coordinator:

- 22.1. ensures that the placement learning is organized following the Regulations of the placement approved by the Council of Faculty of Veterinary Medicine;
- 22.2. advises the students on writing the Report;
- 22.3. cooperates with the placement supervisor in issues related to the content, organization and implementation of the placement.

VI. FUNCTIONS OF THE PLACEMENT ADMINISTRATOR

23. The placement administrator:

- 23.1. organizes the meeting for students and employees of the Department during which consults the students about the organization, implementation and regulations of the placement;
- 23.2. uploads information into First Class system (the regulations of the placement and related appendices);
- 23.3. ensures the well-timed preparation of the placement agreement and its submission to the students, prepares the placement agreement and submits it to the them;
- 23.4. accepts and registers the placement Reports;
- 23.5. delivers the placement Reports to the members of placement Assessment Commission to evaluate.

VII. FUNCTIONS, RIGHTS AND RESPONSIBILITIES OF THE PLACEMENT SUPERVISOR

24. The placement supervisor:

- 24.1. supervises the student during the placement and creates favorable conditions for the improvement of the student's theoretical knowledge and practical skills;
- 24.2. keeps the student informed about the requirements of safety at work and biosafety;
- 24.3. if needed, informs the placement coordinator and / or administrator (via email) about the disturbances of the placement or student's misconduct;
- 24.4. the placement supervisor gives a feedback about the placement, based on criteria indicated in **Annex No. 3.**, in order to improve the organization of the placement and the implementation of the study program.
- 24.5. Assesses the skills and capabilities acquired by the student during the placement by writing a mark and confirming it by signature (**Annex No. 4**).

VIII. THE RIGHTS AND RESPONSIBILITIES OF THE STUDENT

25. The student must:

- 25.1. complete the placement program;
- 25.2. follow the rules of safety at work and biosafety of the placement base;
- 25.3. follow the principles of academic honesty and work ethics;
- 25.4. submit the placement Report to the placement administrator on time;

26. The student has a right:

- 26.1. to get the placement coordinator's and / or administrator's consultations on organizing, implementing and reporting the placement;
- 26.2. to inform the placement coordinator and / or administrator in writing about any disturbances of the placement.

IX. THE FINAL PROVISIONS

The Regulations comes into force on the 1 September 2023.

REGISTERED

(Place of registration)

(Responsible person's office)

(Responsible person's first and last name and signature)

(Place and number of registration)

STUDENT'S PLACEMENT LEARNING AGREEMENT

20 No.

(place of agreement)

Lithuanian University of Health Sciences (hereinafter - **University**), represented by _____

_____, who is acting on the basis of the University Rector's Decree No. ____ confirmed on 31 October 2016,

(the name of the receiving organization),

(hereinafter – the receiving organization), represented by

(first and last name, the office)

who is acting on the basis of _____,

and the **student** _____
(the study program, year of study, student's first and last name,

date of birth or personal number, place of residence)

(hereinafter referred to as parties), have concluded the Agreement, following the laws of the Republic of Lithuania.

I. THE GENERAL PROVISIONS

1. This Agreement is valid during the whole apprenticeship (hereinafter – placement) period in the receiving organization.

2. The student completes the placement in accordance with the placement plan. Following the Regulations of the Placement, it is indicated in this Agreement:

2.1. The goal of the placement: _____;

2.2. The expected results of the placement: _____;

2.3. The placement period: the placement starts on _____
(day, month, year)

and completes on _____;
(day, month, year)

the scope of the placement _____;
(number of study credits);

2.4. Other conditions and regulations of the placement: _____.

II. THE RIGHTS AND OBLIGATIONS OF THE PARTIES

3. The University is obliged to:

3.1. ensure the student's theoretical and practical preparation, necessary for the placement;

3.2. align the student's placement tasks with the receiving organization;

3.3. appoint the University lecturer (hereinafter – the **placement coordinator**), who supervises the process of the placement, ensures the supervision of the accomplishment of the placement goals, and if needed effectively solves the issues related to the placement, with the help of responsible employees (or the civil servants) of the receiving organization;

3.4. if possible, to provide the placement supervisor (hereinafter – the placement supervisor) appointed by the receiving organization with methodological support.

4. The University has the right to revoke the student from the Placement if:

4.1. the receiving organization is not capable of providing the placement base to the student;

4.2. the student makes infringements that can cause the termination of the Agreement on the basis of the clauses No. 10.2. and 10.3.;

4.3. the student is assigned to complete such tasks that are not related to the specifics of the studies and the placement and carries out the unskilled labor;

4.4. the working conditions does not meet the requirements of safety, hygiene and health at work place.

5. The receiving organization is obliged:

5.1. to provide the student with the practical learning place _____

(name and address of the placement location)

create conditions and provide information required for the implementation of the placement plan (program) and not to distract the student from the placement tasks;

5.2. to ensure the student is appointed with a qualified placement supervisor (or a civil servant) with respective working experience of more than 3 years (_____); with whom the student is able to discuss the placement plan (program) and to who will supervise and evaluate the student afterwards;

5.3. to organize the necessary instruction on health, safety at work and fire safety;

5.4. to ensure such working conditions who meet the regulations of safety, hygiene and health at work; if needed, to provide the student with required working tools, clothes and work shoes, as well as any other personal and collective health and safety equipment following the legal acts;

5.5. to assign the student to complete only such tasks that are relevant to the studies and the placement, as well as to ensure that one is not assigned with tasks that are not skilled nor relevant to placement or studies;

5.6. to issue the document about the student's placement which is assessed by the placement supervisor. The receiving organization must complete a specific form of document regarding the student's evaluation if the University requires;

5.7. to inform the student which piece of information provided by the receiving organization is a commercial or other kind of secret and cannot be disclosed to third parties, as well as to let the student know of the penalties applied (if there are such);

5.8. to inform the placement coordinator of any disciplinary violation or non-arrival to the placement;

5.9. additional obligations of the receiving organization: _____

6. The receiving organization has the right to allow the student to complete the assigned tasks independently, without the assistance of the placement supervisor (i.e. such functions that benefit the receiving organization and exceed the scope of the placement indicated in this Agreement) only if the

receiving organization signs a temporary employment agreement with the student following the legal acts.

7. The student undertakes:

7.1. to be thorough when completing the functions assigned in the receiving organization, to inform the placement supervisor and the placement coordinator immediately of the absence and the reason for it, in case of illness to deliver a medical leaf;

7.2. to follow the statutes and regulations of work order of the receiving organization, to keep in secret the commercial and other kind of secrets or information provided by the receiving organization indicated in point 5.7 of this Agreement;

7.3. to protect the property of the receiving organization and to be responsible for the loss according to the law;

7.4. to follow the requirements of health, safety and fire safety at work;

7.5. to inform the placement coordinator of any functions assigned that are not relevant to the studies or the placement learning (require unskilled labor) or if the receiving organization does not create the conditions required for the implementation of the placement plan (program);

7.6. to prepare and provide the Placement Report following the requirements of the University;

7.7. additional student's obligations (for those who carry out the placement in health organizations) – *to observe and to be responsible for the violation of the patient rights, to protect the confidential information related to the patients during the placement learning from disclosure to the third parties.*

8. The student has the right:

8.1. to obtain the placement plan (program) from the University together with all the information relevant to the placement performance;

8.2. to get the task (tasks) and tools from the University, necessary for the placement.

III. FINAL PROVISIONS

9. This Agreement can only be amended by written agreement of all parties. The amendments of this Agreement are an integral part of the Agreement.

10. The Agreement can be terminated:

10.1. if the student is expelled from University, terminates the studies or suspends them temporarily (including the students who are granted with the academic leave);

10.2. if any of the parties breaches the obligations of the Agreement and it is a fundamental breach of the Agreement;

10.3. if the student seriously breaches the regulations (statute) or the rules of procedures of the receiving organization;

10.4. by the agreement of all parties.

11. The party of the Agreement reports the termination of the Agreement to other parties no later than 14 days in advance.

12. All disputes that are not settled by negotiation are settled following the legal acts of the Republic of Lithuania.

13. This Agreement comes into force once it is signed by all three parties and is valid until the placement and all other obligations indicated in the Agreement are completed.

14. This Agreement is signed in three copies and each copy is legally valid; a copy is for each party.

REQUISITES OF THE PARTIES

University: Lithuanian University of Health Sciences, legal entity code 302536989, A. Mickevičiaus street 9, LT-44307, Kaunas, telephone (8-37) 327201, fax (8-37) 330733, email rektoratas@lsmuni.lt.

Additional information – the first and last name and telephone no. of the placement coordinator appointed by the University

The Receiving organization:

Additional information – the first and last name and telephone no. of the placement supervisor of the receiving organization

The student:

Additional information – contact telephone number

SIGNATURES OF THE PARTIES

(University)

(Receiving Organization)

(Student)

Approved
In the meeting of the Council of the Faculty of Veterinary Medicine

THE STRUCTURE OF THE PLACEMENT REPORT

1. The Report must be written in official Lithuanian language, without any clerical errors and must meet the requirements of spelling and punctuation.

2. The scope of the Report must not exceed 20 pages (excluding annexes). The text must be computer printed (in Times New Roman, font size 12) on A4 format stapled paper sheets. The text is printed on one side of the sheet, with 1.5 cm spacing; margin sizes: 3cm on left, 1 cm on right, 2 cm on top and 2 cm on bottom. The Latin terms may be in *Italic*.

3. The titles of the chapters must be written in bold capital letters, font size 12, and they must be in a new page. The subchapters must be in bold small letters, font size 12.

4. The placement Report must be written in the following structure:

- THE TITLE PAGE (see example at page 2).

- THE CONTENT where the structure of the Report, i.e. the title and page number of each part of the Report is indicated.

- INTRODUCTION (up to 1.5 pages) must describe the essence of the Placement Report; therefore, it must indicate the placement location, the objective and tasks of the work.

- THE DESCRIPTIVE PART. This part is divided into chapters and subchapters which must be coherent, logical and describe all the placement tasks.

- CONCLUSIONS, COMMENTS, SUGGESTIONS. The conclusions must be specific, short and fulfilling the objective and tasks of the placement. The conclusions might be extended, i.e. numbered:

1. The main argument and its conclusion;

1.1. The specific verification of the main argument and its conclusion (1)

1.2. The specific verification of the main argument and its conclusion (2)

Etc.

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

VETERINARY ACADEMY

Faculty of Veterinary Medicine

Department of Food Safety and Quality

THE REPORT OF APPRENTICESHIP

IN (NAME OF THE PLACEMENT ORGANIZATION)

Prepared by: first and last name

Study program, year of study, group

Placement supervisor: first and last name

Kaunas, year

**THE EVALUATION OF THE PLACEMENT BY
THE PLACEMENT SUPERVISOR OF THE RECEIVING ORGANIZATION**

The _____ year student _____ of the study
(first and last name)
program _____ of Veterinary
Faculty of Veterinary Academy of Lithuanian University of Health Sciences, has carried out the
placement in _____
_____, from _____ of _____, to
(įmonės/įstaigos pavadinimas)
_____ of _____.

The suggestions for the improvement of the program, in case if the student had a lack of theoretical
or practical skills:

The placement supervisor's at the receiving organization recommendations for the improvement of the
organization of the placement:

The placement supervisor's at the receiving organization first and last name, office, signature

THE EVALUATION OF THE PLACEMENT SUPERVISOR OF SKILLS AND COMPETENCIES OBTAINED

(Evaluates the placement supervisor)

Practical skills	The level of self-dependence (A, B, C)	Percentage (%)	Filled by the placement supervisor	Filled by the study administrator of the Department
			Assessment from 1 to 10 points	*Assessment in percentage (0.25 x assessment from 1 to 10 points)
Ability to perform (bio) technological processes and teamwork	A B C (level of self-dependence)	25		
Ability to make proposals on optimizing current (bio) technologies	A B C (level of self-dependence)	25		
Awareness of (bio) technological processes and ability to control them	A B C (level of self-dependence)	25		
Ability to make proposals on optimizing the production by decreasing the formation of toxic compounds during technological processes	A B C (level of self-dependence)	25		
The final assessment of the placement supervisor	A B C (level of self-dependence)	100	-	
*Assessment in percentage (0.25 x assessment from 1 to 10 points) – the calculation is performed by the study administrator of the Department of Food Quality and Science				

Explanation:

Mark by encircling a letter corresponding the level of self-dependence:

A – high self-dependence, demonstrates initiative

B – medium self-dependency

C – no self-dependency demonstrated

Evaluation in 10 point system:

10 (excellent)

9 (very good)

8 (good)

7 (average)

6 (satisfactory)

5 (poor)

4 (very poor)

3 (incomplete)

2 (unsatisfactory)

1 (not evaluable)

The placement supervisor's first and last name, signature, date:

**THE EVALUATION OF THE APPRENTICESHIP REPORT OF MASTER THESIS OF
 THE STUDY PROGRAM OF FOOD SCIENCES**

**FACULTY OF VETERINARY MEDICINE OF LITHUANIAN UNIVERSITY OF HEALTH
 SCIENCES**

The author of the Report: _____

The title of the Placement

Report: _____

*The study program: **Master in Food Sciences***

Volume of the Report: _____ pages

No.	The evaluation criteria of the Placement Report (Substantiation of evaluation is a must)	The weighting factor	Evaluation in 10 point system (1-10 points)	Evaluation calculated by multiplying the weighting factor and evaluation in 10 point system (1-10 points)
		A	B	A x B
1.	The formal coincide	0.1		
	The coincide in structure, scope (up to 20 pages excluding annexes) and format requirements <i>The substantiation of the member of Commission:</i>			
2.	The introductory part	0.1		
	The representation of the essentials of the placement (place of performance, type of production made, general knowledge and specifics of the organization). The formulation of placement aim and objectives <i>The substantiation of the member of Commission:</i>			
3.	The descriptive part of the placement	0.6		

	The representation of technologies, the clarity and consistency of the description. The substantiation of the optimization of technologies using scientific literature and knowledge gained during the studies. Providing self opinion. <i>The substantiation of the member of Commission:</i>			
4.	Conclusions (suggestions / recommendations)			
	The certainty of the conclusions, the compliance of recommendations and suggestions with the placement theme and objectives. <i>The substantiation of the member of Commission:</i>	0.2		
	The Placement Report evaluation in mark:	<i>Mark (in words)</i>		<i>The sum of the points (1 to 10)</i>

The first and last name of the member of Commission, signature, date:

IT Tool "TOBULÈKIME"



We invite you to share your well-reasoned ideas and suggestions on how to improve the quality of implementation of the Veterinary Faculty study programs and other activities of the Veterinary Faculty (except for financial accountability issues). Information about implemented activities will be published on the LSMU website in the annual reports of the Veterinary Faculty and the Study Programs Committees.

Link to submit a proposal: <https://lsmu.lt/apie-lsmu/lsmu-struktura/veterinarijos-akademija/veterinarijos-fakultetas/tobulekime/>