

**APPROVED**

**by the Order No. V-769 of the Rector of the**

**Lithuanian University of Health Sciences of 7 September 2017**

## **IMPLEMENTATION PROCEDURE OF ADDITIONAL PRACTICES AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

### **GENERAL PROVISIONS**

1. The Implementation Procedure of Additional Practices 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 practices”, as amended.
2. The objective of the implementation procedure of additional practices 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 practice and requirements set for the report on additional practice.
3. This procedure defines the implementation of additional practices of the LSMU students of the first and second cycle and the integrated studies in the Lithuanian and foreign practical bases.
4. The additional practice of the students shall be carried out and accounted for according to the reporting form of additional practices approved by LSMU.

### **MAIN DEFINITIONS**

5. **Additional practice** – 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 tutor of additional practice following the objectives and outcomes stipulated in the contract of additional practice.
6. **Base of additional practice** – a place, where the students carry out voluntary practice and prepare the report on this practice according to the studied study programme.
7. **Tutor of additional practice** – competent specialist of certain area (or civil servant), who has at least 3 – years experience of particular work.

8. **Report on additional practice** – report of certain form approved by the LSMU Rector, where the duration of the carried-out practice is defined, as well as the tasks implemented during the practice.

9. **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.

### **OBJECTIVES AND TASKS OF THE ADDITIONAL PRACTICE**

10. The objective of the additional practice is to improve the students' preparation for independent work by providing practical skills to them.

11. Tasks of additional practice:

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

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

### **ORGANIZATION AND IMPLEMENTATION OF ADDITIONAL PRACTICE**

12. The additional practice of students is organized by LSMU Career Centre (hereinafter – Career Centre).

13. The tutor of additional practice specified in the contract and appointed by the manager of the host organization shall supervise the additional practice.

14. The trilateral contract of additional practice (Annex 1) in the form determined by the LSMU Rector shall be signed by LSMU, base of additional practice and the student.

15. The students shall return one copy of the Contract signed by all the Parties to the Career Centre not later than in 3 work days before the beginning of the practice indicated in the contract for additional practices.

16. The additional practice 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).

17. The additional practice shall be carried out in the bases of additional practice, which:

17.1. shall be found by the students independently; or

17.2. shall be elected from the list of Lithuanian and foreign bases of additional practice offered by the Career Centre, which is formed with regard to the cooperation agreements concluded between LSMU and certain authorities.

18. The students, who want to extend the contract of additional practice, have to submit the written consent of additional practice base and additional practice 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 practice approved by the practice supervisor. When the student submits the indicated documents, the trilateral agreement on the contract's extension shall be made. The students have to return one copy of the agreement signed by all the parties to the Career Centre not later than 1 work day before the expiry of the contract of additional practice.

19. In the course of the additional practice, 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).

20. The report shall be completed on each day of the practice, indicating the level of independence, skills and duration of additional practice in hours (the practice supervisor indicated in the contract shall sign under the performed daily tasks). The time of additional practice has to coincide with the schedule of additional practice approved by the supervisor of additional practice.

21. The supervisor of additional practice shall assess the tasks performed by the student in the course of additional practice, and demonstrated skills, the evaluation shall be entered on the report of additional practice.

22. When the student completes the additional practice, s/he shall submit the prepared report on additional practice to the responsible employee of the Career Centre not later than in 30 calendar days after the termination of the additional practice.

23. If the report on additional practice is not submitted within the term specified in the clause 22 without the justified reason, or if it is submitted not completed or incomplete, the Career Centre shall not analyze the report and return it to the student. The practice shall not be accounted. 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. The reason shall be justified by the manager of the Career Centre.

24. If the student terminates the trilateral contract of additional practice without justified reason, the additional practice shall not be recorded in any amount.

25. If the student has performed at least 40 hours of additional practice and submits the properly completed report on additional practice, the Career Centre shall issue the certificate of additional practice not later than in 2 months from submission of the report on additional practice to the responsible employee of the Career Centre.

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

27. The responsible employee of the Career Centre shall enter the hours of the implemented additional practice into the supplement to the diploma.

28. If the student does not implement obligations of the trilateral additional practice, the additional practice shall not be recorded. The additional practice shall not be recorded either in case specified in this Procedure.

### **Implementation of additional practice during summer holidays:**

29. In the case indicated in the paragraph 17.2 herein, the list of the bases of additional practice and these students eligible to that practice at the same time shall be posted on the website of the Career Centre before the last work day of current March. Starting with the first work day of current April, the student can reserve 3 bases of additional practice at the most on the website of the Career centre. These bases shall be chosen according to the priority. The students may reserve the desired base of additional practice until the 15<sup>th</sup> of current April. The reserved base of additional practice may be changed on request to the responsible person of the Career Centre submitted before the 15<sup>th</sup> of current April. The bases of the additional practice may be changed once.

30. 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:

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

31.2. the students, who have not yet implemented additional practice;

31.3. the students of higher course;

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

31.5. with regard to the students' place of residence.

32. If it is determined that more students have expressed wish to go to the base of additional practice 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 (15<sup>th</sup> 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.

33. The documents supporting the circumstances described in the paragraphs 31.3, 31.4, 31.5 herein (data about the year, in which the student studies, 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.

34. After the closing date for the submission, the applications are assessed by the responsible personnel of the Career Centre within 7 working days, and the students are assigned to their additional practice placements. Students assigned to additional practice placements are invited by

email to sign the tripartite agreements in accordance with paragraph 14 of these Regulations. The tripartite agreements are signed before 20<sup>th</sup> May of the current year. No later than 3 days before the beginning of the practice, one copy of the agreement, signed by all the parties, and the practice placement timetable approved by the practice supervisor should be delivered to the Career Centre.

35. The responsible employee of the Career Centre shall inform the bases of additional practice before the 10<sup>th</sup> of June about the number of students, who want to perform practice.

36. In the case referred to in paragraph 17.1, the students having found the practice placement themselves present a written consent for the additional practice from their practice supervisor and the head of the organization / clinic / department of their practice placement and also the practice placement timetable 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. When the students submit the required documents, the practice placement tripartite agreement is signed.

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

#### **Implementation of additional practice during studies:**

38. The students, who have found the base of additional practice independently, shall submit written consent of additional practice base and additional practice supervisor regarding performance of additional practice 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 schedule of additional practice (the minimal number of practice shall be 40 h) approved by the practice 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). The trilateral contract of additional practice is made. One copy of the contract signed by all the parties shall be returned to the Career Centre not later than in 3 work days.

39. The summary duration of additional practice of the student during studies cannot exceed 20 hours per week.

### **RIGHTS AND DUTIES OF THE STUDENT**

40. Student's rights:

40.1. to receive consultations of the tutor of additional practice;

40.2. to refuse in written to follow the assignments of the tutor of additional practice and to notify the Career Centre hereof if such assignments are not related to the objectives of the student's additional practice;

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

41. Student's duties:

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

41.2. to observe the principles of professional ethics;

41.3. in the course of additional practice, to arrive timely to the place of practice following the schedule pre-arranged with the tutor of additional practice. To notify the tutor of additional practice and responsible employee of the Career Centre about non-arrival in advance.

41.4. to complete the report on additional practice in the set form and deliver it to the Career Centre on the specified time (Annex 3). The citizens of the foreign states shall complete the report in English (Annex 4).

#### **FINAL PROVISIONS**

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