

APPROVED

by the Order No. V-1414 of the Rector of the

Lithuanian University of Health Sciences of 10 December 2014

**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.

OBJECTIVES AND TASKS OF THE ADDITIONAL PRACTICE

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

10. Tasks of additional practice:

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

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

ORGANIZATION AND IMPLEMENTATION OF ADDITIONAL PRACTICE

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

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

13. 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.

14. The additional practice of the students is voluntary and optional.

15. The additional practice shall be carried out at the time free from studies.

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

16.1. shall be found by the students independently; or

16.2. 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.

17. In the course of additional practice its base may be changed only if the application to the responsible employee of the Career Centre is submitted. The base of additional practice may be changed just once.

18. In order to record the tasks performed during the additional practice, the student shall fill the report in the form determined by LSMU Rector (Annex 2). The accounting of additional practice shall be recorded in hours in the report.

19. The tutor of additional practice shall evaluate the student's additional practice and enter the evaluation into the report on additional practice.

20. 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.

21. If the report on additional practice is not submitted within the period specified in the clause 20 herein, the practice shall not be recorded.

22. The Career Centre shall issue the certificate on completion of the additional practice to the student, who has implemented it, in 30 work days after submission of the report on additional practice.

23. The certificates of additional practice shall be stored in the Career Centre for 1 year.

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

25. If the provisions of this procedure are not observed, the additional practice shall not be recorded.

Implementation of additional practice during summer holidays:

26. In the case specified in the clause 16.2 herein, the list of bases of additional practice and students, who can carry out additional practice there at the same time, shall be posted on the Career Centre's website until 31 March of appropriate year. Starting with 01 April of appropriate year the students may reserve not more than 3 bases of additional practice on the website of Career Centre. They shall be selected in the order of priority. The students may reserve the desired base of additional practice until 15 April of appropriate year.

27. 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:

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

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

27.3. the students of higher course;

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

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

28. If it is determined that more students express desire to go to the place of practice than it is possible to admit in that base, these students shall be notified and obliged electronically by the administration employee of the Career Centre not later than until 20 April to submit the documents supporting the circumstances specified in the clause 27 herein (reasoned application, certificate from the dean's office about the year of studies and mean of studies, declaration of the place of residence). The students, who are able to produce these documents, have to submit them before 25 April. The documents, which are submitted later, shall not be analyzed in the Career Centre and they shall be returned to the submitting student. When the responsible employees of Career Centre assess the documents submitted by the students, they shall distribute the students to the bases of additional practice.

29. The students, to whom the base of additional practice has been appointed, shall be notified electronically from 01 May of appropriate year about signing of trilateral contracts indicated in the clause 13 herein. The trilateral contracts shall be signed until 20 May of appropriate year.

30. The bases of additional practice shall be informed about the number of students, who want to carry out practice, by the responsible employee of Career Centre until 01 June.

31. In the case specified in the clause 16.1 herein the students, who have found the base of additional practice on their own, shall submit the written consent for additional practice of the base of additional practice and the tutor of additional practice to the responsible employee of the Career Centre and sign the trilateral contracts of additional practice.

Implementation of additional practice during the studies:

32. The students, who have found the base of additional practice on their own, shall submit the written consent for additional practice of the base of additional practice and the tutor of additional practice to the responsible employee of the Career Centre, shall post the timetable of studies announced by LSMU Centre of Studies on the University's website together with the schedule of additional practice approved by its tutor. In order to secure the implementation of the objectives of the practice and studies (after the time of practice and studies has been coordinated), the students, who have submitted the specified documents, shall conclude the trilateral contract and they shall be allowed to carry out the additional practice in the individually chosen base of additional practice.

33. The summary work time of the student's studies (contact and individual work) and additional practices cannot exceed 60 h per week.

RIGHTS AND DUTIES OF THE STUDENT

34. Student's rights:

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

34.2. 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;

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

35. Student's duties:

35.1. 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;

35.2. to observe the principles of professional ethics;

35.3. 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.

35.4. to fill in the report on additional practice in the determined form (Annex 2).

FINAL PROVISIONS

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