APPROVED by

Dean of the Faculty of Business Management
of Vilniaus kolegija / Higher Education Institution
adopted on November 10, 2026
Order No. VV V-65

VILNIAUS KOLEGIJA / HIGHER EDUCATION INSTITUTION FACULTY OF BUSINESS MANAGEMENT INTERNSHIP ORGANISATION PROCEDURE

SECTION I
GENERAL PROVISIONS

1. The procedure for organising student internship at the Faculty of Business Management (hereinafter – the Procedure) regulates the professional activity internship organisation (professional and graduation) during studies in real working conditions: place, time and duration of the internship, preparation for the internship, the course of the internship, evaluation of achievements, termination of the internship agreement and the change of places.

2. The description has been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the General Requirements for the Implementation of Studies approved by the Minister of Education, Science and Sport, the descriptions of study programmes, the study regulations of Vilniaus Kolegija / Higher Education Institution (hereinafter – VIKO), the Description of the Procedure for the Assessment of Study Achievements, the Description of the Procedure for the Organisation of Student Internships at VIKO, and other documents regulating studies.

3. The volume of professional and graduation internship is 20 ECTS each.

4. Students carry out their internship in Lithuanian and foreign organisations which provide conditions to perform practical tasks, as well as to achieve the study results foreseen in the internship programme and course descrition by applying knowledge and practical skills in the relevant study programme field.

5. The terms used in the procedure:

internship – the part of studies during which the student's knowledge, abilities and skills are tested and improved in practical professional activities. Depending on the specifics of the field of study (programme), different types of cognitive, educational, professional activities, etc, internships (graduation including) may be carried out;

organisation for internship – an enterprise or institution where students undertake their internship in real working conditions. The internship can also be carried out in a department of VIKO, whose area of activity corresponds to the objectives of the internship and the learning outcomes;

internship supervisor at the Faculty – a lecturer of VIKO appointed to supervise the student's internship. Internship supervisor ensures: the conformity of internship places to the achievement of the outcomes prescribed in the internship programme and course description; timely submission of internship papers; provides guidance to students, and cooperates with the host organisation;

internship supervisor (mentor) from the organisation – a competent employee appointed as a student internship supervisor in accordance with the requirements of the student internship in the trilateral agreement;

description of internship – a description of the subject of study (module), which indicates the nature of the internship, its purpose, volume in credits, expected learning outcomes, content, assessment criteria for the internship, and sources of literature;

student internship agreement – the Trilateral Agreement for Internship between VIKO, Organisation, and a Student;

internship report – a document prepared by a student that reflects the results obtained by the student during his/her internship;

professional internship – a compulsory part of the study programme, during which students working in real working conditions, consolidate the study results foreseen by the corresponding study programme, apply acquired theoretical knowledge, develop practical work skills, perform individual tasks, and are able to work independently;

graduation internship – a compulsory part of the study programme, during which students working in real working conditions, engage in the organisation's activities, examine business processes, their management, evaluate performance, conduct research, and collect information and data for the Graduation Theses;

internship programme – a document that specifies the duration of the internship, purpose, tasks, evaluation, practical requirements for students;

career consultant - Faculty staff member responsible for the high-quality administration of student internships;

list of students sent to internship – a document in which internship supervisors at the Faculty provide the information about students and their internship places.

SECTION II
PLACE, TIME AND DURATION OF INTERNSHIP

6. The internship place chosen by a student must comply with the study field and the study programme.

7. The duration of the internship is 12 calendar weeks / 20 ECTS credits. Of the total workload, 480 hours are allocated to practical training at the internship placement, while the remaining hours specified in the course description of the study programme are allocated to preparation for the internship and the preparation of the internship report (20 hours for students admitted before 2026 and 54 hours for students admitted from 2026 onwards). Practical training at the internship placement shall be carried out according to a schedule agreed upon by the student and the host organisation, not exceeding 8 hours per day and 5 working days per week.

8. Internships are carried out at the scheduled time of the study plan.

9. Permission to conduct internship at a time other than provided for by the curriculum, for medical or other reasons that objectively impede the implementation of internship within the time limits provided for by the curriculum, is given by the Dean, after assessing the validity of the student's reasons for applying, through the mediation of the Faculty's internship supervisor and the Head of the Department coordinating the educational programme.

10. After receiving permission from the Dean of the Faculty to conduct the internship at a time other than that provided for in the curriculum, the student completes the VIKO Tripartite Internship Agreement and submits it to the Faculty internship supervisor for approval. The approved contract is submitted to the career consultant for registration no later than 7 working days before the start of the internship.

11. Students may be accepted to a work place for internship in accordance with a bilateral agreement(s) with the employer if they have at least three years of work experience, during which the acquired competencies correspond to the learning outcomes planned by the internship, without concluding an agreement, by decision of the Dean of the Faculty. Students submit to the Dean of the Faculty in the manner established by the latter:

11.1. An application for an internship at your workplace, agreed upon with the internship supervisor at the Faculty;

11.2. A certificate from the place of work, which indicates the position held, main job functions and length of service in the specified position.

SECTION III
PREPARATION FOR THE INTERNSHIP

12. The supervisor of the internship at the Faculty, no later than six weeks before the start of the internship, organises a meeting with the students and introduces them to the internship programme and this Procedure.

13. The student coordinates the internship location, which corresponds to the field of study and study programme, with the internship supervisor. The internship location must be suitable for achieving the learning outcomes specified in the study programme and the internship programme.

14. Before your internship, it is necessary to follow these steps:

14.1. Introduce the internship supervisor (mentor) to the organisation's internship programme.

14.2. According to the instructions for filling out the Tripartite Internship Agreement provided by Moodle, fill out the tripartite internship Agreement of VIKO and submit it to the the internship supervisor for approval.

14.3. Submit 3 copies of the agreement signed by the student and the internship organisation to the Faculty internship supervisor no later than 9 working days before the start of the internship.

14.4. The requirements established in Clauses 14.2 and 14.3 shall not apply to students undertaking an internship at Vilniaus kolegija, nor to students undertaking an internship in the case specified in Clause 11 of this Procedure.

15. If the student participates in the *Erasmus+* mobility programme, he/she only fills out a copy of the Erasmus+ mobility contract. The student coordinates the completed contract with the internship supervisor at the Faculty and submits it to the internship supervisor at the Faculty with his/her and the internship organisation's signatures.

16. The student is fully liable for the information provided in internship agreements.

17. The internship supervisor at the Faculty accepts only properly executed trilateral internship agreements in accordance with the filling instructions.

18. The internship supervisor submits the internship agreements for students at the Faculty to the career consultant for registration and fills out a list of students sent for internship in Office 365 (using the form specified in Annex 1) no later than 7 working days before the start of it.

19. The career consultant provides the Dean with the registered student internship agreements no later than 5 working days before the start of the internship and shares the *Office 365* link with the list of students sent for it.

20. The student receives 2 copies of the contract signed by the Dean. The student keeps one copy of the contract for himself, and submits another one to the internship supervisor (mentor) in the organisation no later than the first day of the internship.

21. A career consultant submits the signed internship agreement to the staff member of the Study Division.

SECTION IV
COURSE OF INTERNSHIP

22. Internships are led by an internship supervisor at the Faculty and an internship supervisor (mentor) from the organisation.

23. During the internship an internship supervisor at the Faculty:

24.1. Counsels students to collect the information they need to achieve the results of their internship;

24.2. Controls the course of internship by contacting the student and the organisation's internship supervisor by phone, email and/or in person;

24.3. Receives feedback from the internship supervisor from the organisation on the performing of internship tasks, as well as student's theoretical and practical preparation;

24.4. Solves problems encountered during the internship;

24.5. Provides by e-mail the Student Internship Assessment Sheet (Annex 3) to the organisation's internship supervisor to fill in;

24.6. Informs the Head of the Department coordinating the programme and the Dean of the Faculty about discipline violations during internship.

25. During the internship a internship supervisor from an organisation:

25.1. Assigns tasks to achieve internship and study learning results;

25.2. Consults students;

25.3. Evaluates the student's internship by filling in the Student's Internship Evaluation Sheet (Annex 3).

26. During the internship the student performs the tasks foreseen in the internship programme for the achievement of results and prepares the internship report according to the requirements assigned in the internship programme.

SECTION V
TERMINATION OF THE INTERNSHIP AGREEMENT AND CHANGE OF PLACES

27. An agreement for internship is terminated by agreement between the Parties if the student, is removed from VIKO, discontinues studies or is granted an academic leave, if one of the Parties to the agreement violates the obligations laid down in the agreement for internship and in cases where the organisation informs the internship supervisor about the intention to terminate the agreement by a written reasoned decision.

28. The student has the right to change the place of internship:

28.1. If the organisation ceases its activities.

28.2. If the organisation does not comply with the provisions of the agreement and the student can prove it;

28.3. Due to personal objective circumstances preventing the continuation of internship in this organisation.

29. A student changing the place of internship where he/she has been for less than 4 weeks must again complete 12 calendar weeks of internship at the new place.

30. In order to change the place of internship, the student applies with a reasoned request to the Dean of the Faculty, who, in the light of the situation and the recommendations of the internship supervisor and head of the department, decides whether to allow him/her to change the place of internship. The internship supervisor puts a visa on this application only after receiving a internship evaluation sheet (if the internship lasted at least 4 weeks (Annex 3) or the refusal to submit evaluation from the internship supervisor of the organisation for the internship period in it. If the Dean of the Faculty allows the termination of the internship training contract, the protocol of termination of it is signed (Annex 2).

31. After receiving permission to change the place of internship (within 3 working days from the date of application), the student must follow points 13 and 14. The new internship contract, duly completed and signed, is submitted by the Faculty internship supervisor to the career consultant for registration.

SECTION VI
INTERNSHIP EVALUATION

32. Evaluation criteria of internships are indicated in the relevant internship programme:

32.1. The internship is evaluated on a 10-point scale using the internship evaluation formula and the requirements that are indicated in the relevant internship programme.

32.2. The practical work of the student is assessed by the internship supervisor (mentor) in the organisation by filling in the student's internship assessment form (Annex 3) taking into account the academic achievement assessment system (Annex 4).

33. The final evaluation (GV) of internship consists of:

33.1. The evaluation of internship supervisor from the organisation (PV) which makes up 30 percent (coefficient 0.3) of the overall evaluation.

33.2. The evaluation of the internship supervisor from the Faculty which makes up 70 percent (coefficient 0.7) of the overall evaluation, i.e.- the evaluation of the internship report (PA) which equals 40 percent (coefficient 0.4) and the evaluation of internship defence (PG) – 30 percent (coefficient 0.3) accordingly;

GV = PV x 0,3 + PA x 0,4 + PG x 0,3

GV – the final evaluation of the internship;

PV – the evaluation of the internship by the supervisor from the organisation;

PA – the evaluation of the internship report;

PG – the evaluation of the internship defence.

34. Internship defence takes place at the specified time in the exam schedule.

35. During the last week of internship (no later than the day the report is defended), administrators of the administrative group provide students with an evaluation questionnaire on the organisation of internship. Based on the results of the survey, the management group administrators prepare a report on the organisation of the internship, introduce it to the Heads of Departments and internship supervisors, the Dean and the Vice-Dean of the Faculty.

36. Upon completion of the internship, the administrators of the Administration Group enter the data from the survey of internship supervisors (mentors) in the host organisation, and the Career Consultant analyses the survey results and presents the aggregated findings to the Heads of Departments, the Faculty Dean, and the Vice-Dean.

SECTION VII
ELIMINATION OF INTERNSHIP ACADEMIC DEBTS (FAILURES)

37. A student who has not gone to internship on time or has not fulfilled the internship for valid reasons (illness or other circumstances), provides a reasoned application to the Dean (with supporting documents).

38. For a student, who has not gone to internship on time or has not fulfilled the internship without valid reasons, or if an unsatisfactory evaluation of his/her internship by the internship supervisor from the organisation has been obtained, an academic debt (failure) is recorded.

39. A student who has received permission from the Dean to conduct his/her internship outside the timeframes established by the curriculum shall have the timeframes for reporting on the internship determined by the Dean's order.

40. For internships abroad, to which the student was sent under the Erasmus+ or other programmes implemented by order of Rector of VIKO or Faculty Dean, when this internship does not coincide with the period of internship stipulated in the study plan, the student must get an evaluation within 5 working days from the date of the internship end, indicated by the Order.

SECTION VIII
FINAL PROVISIONS

41. This Procedure enters into force from the date of its approval.

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ANNEXES

1. List of students being sent to internship.
2. The protocol of termination of the internship agreement for a student of VIKO.
3. Evaluation of student professional (graduation) internship.
4. Assessment system of academic achievements

Annex 1

VILNIAUS KOLEGIJA / HIGHER EDUCATION INSTITUTION
FACULTY OF BUSINESS MANAGEMENT

A LIST OF STUDENTS BEING SENT TO INTERNSHIP

(Date)

Name of Internship	PROFESSIONAL (GRADUATION) INTERNSHIP
Study programme	*[programme name]*
Volume of credits	20
Group	*[group name]*
Duration of internship	from till

No.	**Student name and surname**	**Internship place: city**	**Organisation name in English**	**Name and surname of the internship supervisor from the organisation, position, contacts: phone number, e-mail**	**Notes**

(Name, surname) (Date)

Annex 2

TERMINATION PROTOCOL No.
THE AGREEMENT ON VILNIAUS KOLEGIJA/HIGHER EDUCATION INSTITUTION STUDENT INTERNSHIP
concluded on_____ of_____ 20_____

(Date)
Vilnius

Vilniaus kolegija / Higher Education Institution (hereinafter – VIKO), represented by _____, acting in accordance with the powers conferred by the Rector of VIKO, and UAB "_____", Organisation code_(hereinafter – the Organisation), represented by theDirector_____, acting in accordance with the articles of association of the Organisation, as well as the student_, the study programme -___collectively referred to as the Parties, and each individually - the Party), have concluded this termination protocol (hereinafter referred to as "the Protocol") of VIKO student internship agreement:

1. The parties agree from ____ _____ 20___to terminate the VIKO Student's Practical Training Agreement No.____ , concluded on ___ _____ 20 . Basis:

_____

_____

2. On the day of signing the protocol, the student returned to the organisation the internship supplies provided for the period of internship.

3. A VIKO student's internship agreement is terminated in accordance with paragraph _____of the internship agreement: (for example, paragraph 8.3: "by agreement of the parties, if such anagreement is caused by unforeseen, objective and justified reasons").

4. Reasons for the agreement termination:

_____

_____

5. The protocol comes into force from the moment of signing and is considered to be an integral part of the student's internship agreement (concluded on _____ _____ of 20____).

6. The protocol is concluded in three copies - one for the VIKO, the Organisation and the Student.

Vilniaus kolegija / Higher Education Institution	**Organisation**	**Student**
Dean	Director	Name, surname
place of seal (signature)	place of seal (signature)	(signature)

Annex 3

VILNIAUS KOLEGIJA / HIGHER EDUCATION INSTITUTION

FACULTY OF BUSINESS MANAGEMENT

STUDENT PROFESSIONAL (GRADUATION) INTERNSHIP EVALUATION

Student_____
(name and surname)
Study programme_____

Internship place _____

INTERNSHIP EVALUATION IN AN ORGANISATION

Each criterion is scored on a scale of 10

No.	CRITERION	Score
1.	Quality of completed tasks and jobs	
2.	Problem solving	
3.	Critical thinking	
4.	Creativity	
5.	Responsibility	
6.	Motivation	
7.	Self -sufficiency	
8.	Collaboration	
9.	Negotiation skills	
10.	Other (can be included)	
	Achievement of results	

Trainee strengths:

The shortcomings in theoretical training identified during the internship:

Other observations:

Internship Supervisor from the Organisation:

_____

(name and surname, position, signature)

_____20___

Annex 4

Description of the evaluation system of learning outcomes

Score	Description of the score	Detailed description of knowledge and understanding	Detailed description of competences	Learning outcomes achieved	Level of achievement
10 (excellent)	Superb, exclusive, knowledge and skills (abilities)	Superb, exclusive, comprehensive knowledge and its application in resolving complex practical problems. Independent studying of additional materials. Excellent understanding and applying of concepts and analysing them in the broader context of the subject. Original and independent thinking. Exceptional analytical and assessment skills, insight. Perfect readiness for further studies.	Superb, exclusive, comprehensive knowledge and its application in resolving complex practical problems. Independent studying of additional materials. Excellent understanding and applying of concepts and analysing them in the broader context of the subject. Original and independent thinking. Exceptional analytical and assessment skills, insight. Perfect readiness for further studies.	All learning outcomes are achieved	excellent
9 (very good)	Strong, good knowledge and skills (abilities)	Strong, good, comprehensive knowledge and its application in resolving complex practical problems. Independent studying of additional material. Excellent understanding and applying of material and concepts. Original and independent thinking. Very good analytical, assessment and synthesis skills. Very good preparation for further studies.	Applies theoretical knowledge very well. Easily performs a complex of standard tasks. Very good performance of the expression and presentation skills. Good comprehension about which methods and techniques to apply and why.	Achieved at least 90% of the learning outcomes	
8 (good)	Better than average knowledge and skills (abilities)	Better than average knowledge in practical problems application. Got introduced with the obligatory material. Able to work independently with additional material. Understands the principles, definitions and applies them properly. Good use of arguments and motivating them by facts. Good preparation for further studies.	Good application of knowledge. Correctly completes tasks of medium and higher difficulty. Good quality of performance. Good expression and presentation skills. Knows which methods and techniques to use.	Achieved at least 80% of the learning outcomes	Typical

7 (average)	Average knowledge and skills, some minor errors	Average knowledge, with minor errors. Applies knowledge to solve practical problems. Got introduced with the main material. Understands and uses concepts and principles. A few of the essential parts are linked to the whole subject. Good enough in giving arguments. Adequate preparation for further studies.	Knowledge is applied using the examples given. Good quality performance. Performs moderate tasks correctly. Sufficient expression and presentation skills.	Achieved at least 70% of the learning outcomes	
6 (satisfactory**)**	Knowledge and skills below average, some errors	Lower than average knowledge containing errors. Applies knowledge to solve non-complicated practical problems. Got introduced with the main material. A satisfactory resolution of the concepts, able to describe the incoming information in one's words. While analysing focuses on a few issues, but there is an inability to link them. Satisfactory preparation for further studies	Lower than average knowledge containing errors. Applies knowledge to solve non-complicated practical problems. Got introduced with the main material. A satisfactory resolution of the concepts, able to describe the incoming information in one's own words. While analysing focuses on a few issues, but there is an inability to link them. Satisfactory preparation for further studies.	Achieved at least 60% of the learning outcomes	threshold
5 (poor)	Knowledge and abilities meet the minimum requirements	Knowledge and abilities meet the minimum requirements	Minimum adequate problem-solving skills with examples. Able to act by analogy. Satisfactory expression and presentation skills.	Achieved at least 50% of the learning outcomes	
4	Minimum requirements are not met	Knowledge does not meet the minimum requirements	Abilities do not meet the minimum requirements	Achieved less than 50% of the learning outcomes	unsatisfactory
3					
2					
1					