

APPROVED
by Resolution No. S-2015-5-5 of 26 May 2015
of the Senate of Vilnius University
(version of Resolution No. SPN-6 of 31 January
2023 of the Senate of Vilnius University)

STUDY INTERNSHIP REGULATION OF VILNIUS UNIVERSITY

CHAPTER I. GENERAL PROVISIONS

1. The Study Internship Regulation of Vilnius University (hereinafter the ‘Regulation’) establishes the organisation, supervision, and evaluation procedures of study (the first cycle, integrated, second cycle and non-degree (pedagogical) studies) internship (hereinafter the ‘Internship’) at Vilnius University (hereinafter the ‘University’), and the functions of the persons involved in the organisation and implementation of the Internship.

2. The Regulation was drafted in accordance with the Statute of Vilnius University, the Republic of Lithuania Law on Higher Education and Research, the Study Regulations of Vilnius University, approved by Resolution No. SPN-43 of 21 June 2022 of the Senate of Vilnius University “On the Approval of the Study Regulations of Vilnius University and on the Amendments and Repeal of Certain Resolutions of a Senate Commission of Vilnius University”, and other legal acts of the Republic of Lithuania and the University.

3. The Regulation is the main document for the preparation of the Internship regulations of each core academic unit (hereinafter the ‘Unit’) of the University.

4. Terms used in the Regulation:

4.1. **Internship Regulations of the Unit** is a document prepared in accordance with the Regulation and approved by the council of the Unit, regulating the organisation, supervision, and evaluation procedures of the Internship at the Unit. By the decision of the council of the Unit, separate Internship Regulations may be approved at the Unit for a specific study field(s) in which the study programmes are implemented at the Unit.

4.2. **Internship** is a course unit (module) or an integral part of a course unit (module) provided for in a study programme of the University, which is carried out in accordance with the Internship Assignments that are taken on, under the guidance of the Internship Supervisors at the University (if any) and the Host Organisation, with the exceptions provided for in the Regulation, when a study programme does not include Internship but the practical activities of the students, unclassified students and graduates are called internship by their nature.

4.3. **Intern** is a student or an unclassified student of the University who does the Internship in accordance with the procedure provided for in this Regulation, the Internship Regulations of the Unit and/or the Description of the Internship.

4.4. **Description of the Internship** is a description of an Internship course unit (module) or a course unit (module), if the Internship is an integral part of that course unit (module), provided for in the study programme and drafted in accordance with the procedure established in the legislation of the University.

4.5. **Internship Supervision** is the monitoring of the Intern’s activities in the Host Organisation and their execution of the Internship Assignments, the analysis of the acquired experience, discussion, and assistance in resolving the issues raised during the Internship.

4.6. **Internship Agreement** is a bilateral Agreement between the Host Organisation and the Intern or a tripartite Agreement between the University, the Host Organisation and the Intern on the Internship of the Intern, prepared in accordance with the model form of the student practical training Agreement, approved by the Minister of Education, Science and Sport of the Republic of Lithuania, or by the Minister of Social Security and Labour of the Republic of Lithuania, or in accordance with the documents related to the organisation of the Erasmus+ programme. This Agreement is the legal basis for the Internship of the Intern at the Host Organisation.

4.7. **Internship Assignments** are coordinated Internship activities, agreed upon by the Intern and the Internship Supervisor at the Host Organisation, approved in accordance with the procedure established by the council of the Unit and/or the study programme committee (hereinafter the ‘Committee’), enabling to achieve the objectives, set out in the Description of the Internship or other course unit (module) (if the Internship is as an integral part of that course unit (module)).

4.8. **Internship Evaluation** is the assessment of the Intern’s fulfilment of the Internship Assignments in accordance with the procedure provided for in the Internship Regulations of the Unit, the Study Regulations and the Description of the Internship or other course unit (module) (if the Internship is as an integral part of that course unit (module)); it is carried out by the Internship Supervisor at the University or in another manner, provided for in the Internship Regulations of the Unit and/or the Description of the Internship, taking into account the evaluation of the Intern’s activities provided by the Internship Supervisor at the Host Organisation and the Internship fulfilment report.

4.9. **Host Organisation** is a company, institution or organisation which meets the requirements (if any) set out in the Internship Regulations of the Unit and/or the Description of the Internship, has satisfactory material and human resources to carry out the Internship and accepts the Intern for the Internship in accordance with the Internship Agreement, except for the cases provided for in this Regulation when an Internship Agreement may not be concluded.

4.10. **Internship Supervisor at the Host Organisation** is an employee of the Host Organisation, who meets the requirements set out in the Regulation and the Internship Regulations of the Unit, and/or the Description of the Internship, and is appointed to supervise the Internship at the Host Organisation.

4.11. **Internship Supervisor at the University** is a University employee or a social partner, who meets the requirements set out in the Internship Regulations of the Unit and is appointed to supervise the Internship of the Intern in addition to performing the functions provided for in the Regulation, the Internship Regulations of the Unit and/or the Description of the Internship.

5. The organisation and fulfilment of voluntary internship shall be regulated by the Republic of Lithuania Law on Support for Employment, the Description of Voluntary Internship Procedure approved by the Minister of Social Security and Labour of the Republic of Lithuania and other legal acts related to this Internship.

6. The organisation and execution of the Internships of graduates shall be governed by a description of the procedure approved by the Rector of the University or their authorised Pro-Rector, governing the organisation of Erasmus+ Internships for the students and graduates of the University, and other documents related to the Erasmus+ program.

7. The provisions of the Regulation shall not apply to the internships of students of other higher education institutions carried out at the University.

CHAPTER II FUNCTIONS OF THE PARTICIPANTS IN THE INTERNSHIP PROCESS

8. The Internship at the University level shall be coordinated by the Department of Student Services and Career of the Central Administration of the University (hereinafter the ‘Department of Student Services and Career’). The Internship at the Unit shall be organised by the administration of the Unit and coordinated at the study programme level by the Committee. The Internship shall be implemented by the Intern, the Internship Supervisor at the University (if any) and the Internship Supervisor at the Host Organisation.

9. The functions of the Department of Student Services and Career in the process of organising and implementing the Internship:

9.1. drafting documents regulating the Internship at the University level and updating them when necessary;

9.2. consulting the Units that are drafting documents governing and implementing Internships at the Unit level;

9.3. coordinating, at the University level, the dissemination of information about

organisations offering Internships;

9.4. searching, if necessary, for organisations that can offer Internships, that meet the requirements for the Host Organisations set out in this Regulation;

9.5. initiating, at the University level, the discussion of the problematic issues of the Internship organisation and organising the dissemination of good practices.

10. The functions of the administration of the Unit in the process of organising and implementing the Internships:

10.1. preparing the documents regulating the Internship at the Unit level;

10.2. administering the conclusion of the Internship Agreements;

10.3. coordinating and administering the implementation of the Internship;

10.4. in accordance with the procedure laid down in the Internship Regulations of the Unit, searching, if necessary, for organisations that can offer Internships that meet the requirements for the Host Organisations set out in this Regulation, the Internship Regulations of the Unit and/or the Description of the Internship;

10.5. publishing relevant information on the Internships (Internship document forms, lists of Internship places, Internship requirements, etc.);

10.6. systematising the survey data on the Internship as the course unit (module) or an integral part of a course unit (module) (if the Internship is an integral part of the course unit (module)), and providing summarised feedback to the Committees;

10.7. consulting the Host Organisations and students (unclassified students) on the issues of Internship organisation;

10.8. extending, in agreement with the Internship Supervisors at the University and the Host Organisation, the Internship of the Intern where there are legitimate grounds and need.

11. The functions of the Committee in the process of organising and implementing the Internships:

11.1. assessing the suitability of new Internship places, compiling and updating the lists of recommended Internships, and ensuring compliance with the conditions for Internships set out in the study programme in accordance with the procedure provided for in the Internship Regulations of the Unit;

11.2. ensuring the compliance of the Internship implementation provided for in the study programme with the objectives set in the study programme;

11.3. deciding on the crediting of the student's (unclassified student's) practical experience gained during their work experience, a voluntary internship and/or a targeted internship as the Internship provided for in the study programme, in accordance with the procedure provided for in the Internship Regulations of the Unit;

11.4. appointing the Internship Supervisor at the University (if any) that meets the requirements set out in the Internship Regulations of the Unit and/or the Description of the Internship;

11.5. assessing, in accordance with the procedure provided for in the Internship Regulations of the Unit, the compliance of the Supervisors at the Host Organisations with the requirements set out in the Regulation, the Internship Regulations of the Unit and/or the Description of the Internship;

11.6. initiating and organising the discussion of the problematic issues of the Internship and the dissemination of good practices of the Internship organisation;

11.7. ensuring the quality of the study Internship process organization:

11.7.1. setting goals, objectives and requirements for the study Internship;

11.7.2. identifying and analysing the content, structure and evaluation of the study Internship;

11.7.3. analysing the quality indicators of the study Internship implementation:

11.7.3.1. the opinion of students and social partners on the goals of the study Internship, the competencies developed therein, the expected results and other aspects of the organisation of the Internship;

11.7.3.2. the cost of organising study Internships.

12. The functions of the Internship Supervisor at the University (if any) in the process of implementing the Internship:

12.1. approving, in accordance with the procedure laid down by the Unit and/or the Committee, the Internship Assignments prepared with the Intern and agreed upon with the

Internship Supervisor at the Host Organisation;

12.2. cooperating with the Internship Supervisor at the Host Organisation, consulting the Internship Supervisor of the Host Organisation on the implementation of the Internship;

12.3. consulting the Intern on the Internship issues, monitoring the performance of the Internship Assignments;

12.4. evaluating the Internship fulfilment report in accordance with the Internship Regulations of the Unit and/or the Description of the Internship, and entering the final result into the study information system of the University;

12.5. ensuring the performance of contractual obligations set out in the Internship Agreement;

12.6. supervising the quality of the organisation and implementation process of the Internship;

12.7. systematising the feedback on the basis of the Internship fulfilment report and/or any other form of Internship reporting.

13. The functions of the Intern in the process of organising and implementing the Internship:

13.1. making a list of the Internship Assignments together with the Internship Supervisor at the University or, if one is not provided for, with another participant in the Internship process in accordance with the procedure provided for in the Internship Regulations of the Unit, prior to the start of the Internship; the list, if provided for in the Internship Regulations of the Unit and/or the Internship Description, shall be detailed and agreed upon with the Internship Supervisor at the Host Organisation;

13.2. doing the Internship at the Host Organisation, in accordance with the assignments that were agreed upon;

13.3. upon completion of the Internship, submitting an Internship fulfilment report to the Internship Supervisor at the University or, if the Internship Supervisor at the University is not provided for, in accordance with the procedure provided for in the Internship Regulations of the Unit, no later than by the date provided for in the Internship Regulations of the Unit and/or the Description of the Internship;

13.4. upon completion of the Internship, providing the evaluation of the place of Internship (the Host Organisation);

13.5. complying with the obligations laid down in the Internship Agreement and following this Regulation, the Internship Regulations of the Unit, the Description of the Internship and other legal acts regulating the implementation of the Internship;

13.6. immediately informing the Internship Supervisor at the Host Organisation in the event of not showing up, providing the reason and proving it with documentary evidence;

13.7. complying with the rules of procedure and safety and, in the event of an agreement with the Host Organisation, protecting and keeping secret the confidential and non-public information learnt during the course of the Internship;

13.8. informing the Internship Supervisor at the University or, if the Internship Supervisor at the University is not provided for, another participant in the Internship process in accordance with the procedure laid down in the Internship Regulations of the Unit, if, during the Internship period, the Intern is assigned tasks not related to the specifics of the studies and the Internship for unskilled work and/or they are not provided with the conditions to perform their Internship Assignments.

14. The functions of the Internship Supervisor at the Host Organisation in the process of organising and implementing the Internship:

14.1. detailing the Internship Assignments together with the Intern, if provided for in the Internship Regulations of the Unit and/or in the Description of the Internship;

14.2. providing the Intern with the information necessary for the implementation of the Internship Assignments and sharing their professional experience with the Intern;

14.3. supervising the Internship at the Host Organisation;

14.4. upon conclusion of the Internship, evaluating the Intern's completion of the Internship Assignments during the Internship in accordance with the Internship Regulations of the Unit and/or the Description of the Internship;

14.5. in accordance with the procedure laid down in the Internship Regulations of the Unit, informing the Internship Supervisor at the University or, if the Internship Supervisor at the

University is not provided for, another participant in the Internship process about the Intern's material breaches of discipline and/or the Intern's systemic absence during the Internship;

14.6. when necessary, informing the Intern and them signing an agreement that the information provided during the Internship is confidential and not to be disseminated outside the Host Organisation;

14.7. ensuring working conditions in accordance with the norms of occupational safety and health and hygiene, and, if necessary, providing the Intern with the necessary work tools, work clothes and footwear, and other personal and collective occupational safety and health measures following the procedure established by the legislation of the University and the Republic of Lithuania;

14.8. facilitating the Intern's implementation of the Internship Assignments and ensuring the provision of necessary specific tools or means (e.g. software, chemicals);

14.9. giving the Intern assignments related to the specifics of the studies and Internship, and ensuring that there are no assignments for performing unskilled work that are not related to the specifics of the studies and Internship.

15. The functions of the administration of the Unit and the Committee in the process of organising and implementing the Internships may be redistributed in accordance with the procedure laid down in the Internship Regulations of the Unit.

CHAPTER III ORGANISATION OF THE INTERNSHIP

16. The general scope of the Internship in the study programmes of the University shall meet the requirements for the study internship set out in the legislation of the Republic of Lithuania and the University. The Internship may be carried out in the Republic of Lithuania or abroad. In both cases, the same procedure and requirements for the organisation of the Internship shall apply.

18. Depending on the study field group and field, the goals and objectives of the study programme, the Internship may be an integral part of the course unit (module) and/or provided for in study programmes or a course unit chosen by the student. The Internship provided for in the study programmes may be divided into types according to the procedure provided for in the Internship Regulations of the Unit.

19. The Internship that is not provided for in the study programme shall be divided into types:

19.1. voluntary internship is an internship not directly related to the study process, not provided for in the study programme, and intended for the additional development of the student's general and/or subject-specific competencies;

19.2. Erasmus+ graduate internship is an internship not provided for in the study programme, carried out after finishing studies and after obtaining a diploma, and intended to acquire additional knowledge and skills necessary for the professional activities related to the studies;

19.3. target internship is an internship coordinated by the Unit and done during the studies after signing an Internship Agreement but not provided for in the study programme, intended to acquire knowledge and skills related to studies and practical professional activities. In one organisation, his internship may not last more than 6 calendar months. If necessary, the completion of this internship may be indicated in the Diploma Supplement.

20. A student who wishes to do a targeted internship shall, after coordinating it with the Committee, submit an application to the head of the Unit indicating the place, duration and intended assignments of the target internship. The student may do a targeted internship with the consent of the head of the Unit.

21. In accordance with the procedure set out in the Internship Regulations of the Unit, an Internship Supervisor at the University may be appointed for the Internships provided for in Item 18 and Item 19(3) of the Regulation when necessary. The requirements for the Internship Supervisor at the University and the maximum number of individual Interns appointed to them to supervise (not within an Intern group) as a single supervisor are determined in the Internship Regulations of the Unit.

22. The Internship is organised in such a way as to comply with the requirements set out in the legislation of the University and the Republic of Lithuania, establishing the safety and health assurance requirements for students doing study internships.

23. The Intern may be assigned both individual and group Internship Assignments.

24. The Internship procedure, the selection of the place of Internship, and the requirements for the Host Organisations shall be introduced to the Interns before the start of the Internship in accordance with the Internship Regulations of the Unit and/or the Description of the Internship.

25. Interns may themselves propose organisations for Internship placements. In accordance with the procedure laid down in the Internship Regulations of the Unit, the Committee shall decide whether the proposed organisation meets the requirements for the Host Organisation laid down in the Regulation and the Internship Regulations of the Unit and/or the Description of the Internship.

26. Requirements for the Host Organisation:

26.1. to agree to accept the Intern, to provide suitable Internship conditions (to appoint an Internship Supervisor, provide a place to work, allow to observe the work of specialists, allow to work independently, provide practical training assignments, provide the necessary documentation and the necessary means for carrying out these tasks, etc.), to sign an Internship Agreement;

26.2. to ensure that the Intern is assigned a qualified Internship Supervisor at the Host Organisation, who complies with the requirements set out in Item 27 of the Regulation, the Internship Regulations of the Unit and/or the Description of the Internship;

26.3. to ensure Internship conditions that are in line with the norms of occupational safety and health and hygiene.

27. Requirements for the Internship Supervisor at the Host Organisation:

27.1. they should be a specialist working in the Host Organisation, holding a university degree of the relevant qualification and having relevant work experience, unless otherwise provided in the Internship Regulations of the Unit and/or the Description of the Internship;

27.2. additional requirements for the Internship Supervisor at the Host Organisation may be set out in the Internship Regulations of the Unit and/or the Description of the Internship.

28. Before the beginning of the Internship, an Internship Agreement is concluded (except for the cases provided for in Item 29 of the Regulation). The Internship Agreement, using the form approved by the Order of the Rector of the University or their authorised Pro-Rector, must be concluded at least 3 working days before the beginning of the Internship. The Internship Agreement is signed by a representative of the Unit, authorised by the Rector of the University, the Intern and the head of the Host Organisation or their authorised person. The Units shall have the right to supplement the form of the Internship Agreement with other provisions which do not contradict the model form of the student practical training Agreement approved by the Minister of Education, Science and Sport of the Republic of Lithuania and the Regulation. The provisions not provided for in the Internship Agreement form must be approved by the Department of Student Services and Career.

29. An Internship Agreement shall not be concluded when a decision is made in accordance with the procedure laid down in the Regulation to credit the student's (unclassified student's) experience in the relevant field of activity as the Internship provided for in the study programme. An Internship Agreement shall also not be concluded when the Internship is done at a Unit of the University in accordance with Chapter IV of this Regulation.

30. After assessing whether the nature of the student's (unclassified student's) experience in the respective field of activity meets the objectives and requirements of the Internship set out in the Regulation, the Internship Regulations of the Unit and the Description of the Internship, and whether the Host Organisation complies with the requirements for the Host Organisation and the Internship Supervisor at the Host Organisation set out in the Regulation, the Internship Regulations of the Unit and/or the Description of the Internship, the head of the Unit, upon submission by the Chairman of the Committee, may decide to credit the student's (unclassified student's) work experience, practical experience gained by target and/or voluntary internship as Internship provided for in the study programme. The relevant competencies related to the study programme acquired in the practical activities of the student (unclassified student) may be credited on the basis of the Description of the Procedure for the Recognition of Non-Formal and Informal Learning Competencies of Vilnius University Students and the Crediting of Study Subjects (Modules).

31. If the Intern has missed 5 to 30 percent of the Internship time due to illness or other

important and justifiable reason, the Internship Agreement may be extended by the order of the head of the Unit after the Intern submits a request, coordinated with the Internship Supervisor at the Host Organisation and the Internship Supervisor at the University, or, if one is not provided for, another participant in the Internship process in accordance with the procedure laid down in the Internship Regulations of the Unit. If more than 30 percent of the Internship time is missed, the Internship is not evaluated, except in cases where the Internship is extended for justifiable reasons, but no longer than before the date of submission of the final thesis for defence.

32. The Internship may be terminated when one of the parties fails to fulfil the obligations laid down in the Internship Agreement and in other cases in accordance with the procedure provided for in the Internship Agreement. The termination of the Internship Agreement may be initiated by any party to the Internship Agreement. The Internship is terminated by signing an arrangement on the termination of the Internship (Annex 1 to the Regulation).

33. The Internships provided for in the study programme may be financed by resources allocated for the financing of the study programmes laid down in the Unit's estimates of income and expenditure for the relevant year, under the conditions and in accordance with the procedure laid down in the legislation of the Republic of Lithuania and the University, regulating the use of the University's funds.

34. The accounting of the working time of the Internship Supervisor at the University dedicated to the Internship is carried out in accordance with the procedure set out in the Description of Accounting of the Working Time of the Lecturers of Vilnius University.

35. The quality of the Internship process organisation shall be ensured by the administration of the Unit at the Unit level and by the Committee at the study programme level.

36. The procedure for organising surveys on the quality of the Internship and the target group shall be set out in the Internship Regulations of the Unit.

37. The quality of the Internship process shall be ensured by the Internship Supervisor at the Host Organisation and the Internship Supervisor at the University, or, if one is not provided for, another participant in the Internship process in accordance with the procedure laid down in the Internship Regulations of the Unit.

CHAPTER IV INTERNSHIP AT A UNIT OF THE UNIVERSITY

38. The Internship may be carried out at a structural unit of the University. In this case, the legal basis of the Internship shall be an order of the head of the Unit sending the Intern to the Internship, which shall specify the Intern, the Internship period, the Unit in which the Internship will be carried out, the Internship Supervisor at the University (if any) and the Internship Supervisor at the Host Unit of the University (hereinafter the 'Host Unit') (except when one is not assigned, pursuant to the cases set forth in Item 45 of the Regulation), the purpose of the Internship and the intended results or assignments of the Internship.

39. The order of the head of the Unit shall be approved by the head of the Host Unit that accepts the Intern for the Internship (except when the Internship is carried out in the Unit where the Intern studies) and the Internship Supervisor at the University. In the University management system, the order of the head of the Unit shall be accompanied by the Intern's application for the Internship at the Host Unit. The application for the Internship at the Host Unit shall include the full name of the Intern, the Internship period and the Unit where the Internship will take place.

40. The Host Unit shall carry out, *mutatis mutandis*, the functions of the Host Organisation and the Internship Supervisor at the Host Organisation set out in this Regulation.

41. An Intern doing Internship at the Host Unit must fulfil the obligations of the Intern provided for in this Regulation:

41.1. before the beginning of the Internship, to submit an Internship application, sign the confidentiality pledge in the form set out in Annex 2 to the Regulation and comply with it;

41.2. to conserve the property of the University, to be liable for material damage in accordance with the procedure established by the legislation of the University and the Republic of Lithuania;

41.3. to perform the functions provided for in Item 13 of the Regulation.

42. The Host Unit accepting the Intern must, at least 5 working days before the start of the

intended Internship, by e-mail or by means of the University document management system, submit to the Personnel Department of the Central Administration of the University (hereinafter the 'Personnel Department') the full name of the Intern (as indicated in their identity document), their personal code (including foreign citizens), and the start and end dates of the Internship. The Personnel Department shall submit this data to the territorial department of the State Social Insurance Fund Board under the Ministry of Social Security and Labour (hereinafter the State Social Insurance Fund Board').

43. The Host Unit accepting the Intern must, no later than within 3 working days after the end of the Internship, inform the Personnel Department about it, and the Personnel Department shall submit a report to the territorial department of the State Social Insurance Fund Board about the end of the Internship when it ends or gets terminated.

44. The Unit sending the Intern to the Internship shall perform the functions assigned to the Unit by this Regulation and ensure that the Intern signs a confidentiality pledge before the start of the Internship (Annex 2 to the Regulation).

45. In the event that the Internship is carried out at the Unit in which the Intern studies, or if another Unit of the University merely provides the territory or means to carry out the Internship, the Unit shall fulfil all the functions and obligations provided for in both Item 40 and Item 44 of the Regulation. In this case, only the Internship Supervisor at the University may be appointed, who shall comply with the requirements set out in Items 21 and 27 of the Regulation, the Internship Regulations of the Unit and/or the Description of the Internship, and who shall, *mutatis mutandis*, perform the functions provided for in Items 12 and 14 of this Regulation.

ARRANGEMENT ON THE TERMINATION OF THE _____ STUDENT
(date)
PRACTICAL TRAINING AGREEMENT _____
(No.)

(date and No.)

(name of the University),
represented by _____,
(name, surname, position)
acting in accordance with _____

(name of the host organisation),
represented by _____,
(name, surname, position)
acting in accordance with _____

and the student _____
(name of the study programme, year, student's name, surname, personal code

or date of birth, address of the permanent place of residence)

hereinafter collectively referred to as the 'Parties' and each individually – a 'Party', in accordance
with Item 10(3) of student practical training agreement No. _____ of _____
(date)

(hereinafter the 'Agreement'), shall conclude this Arrangement, by which they agree:

1. To terminate the Agreement by arrangement of the Parties from _____.
(date)
2. The Arrangement shall enter into force on the signing date and shall form an integral part of
the Agreement.
3. In concluding this Arrangement, the Parties confirm that they have no claim against each
other for the enforcement of the Agreement.
4. The Arrangement shall be concluded (mark or underline as necessary):

in the usual written form, signed in triplicate, all of which shall have the same legal value, one for
each Party;

or

by exchanging signed and scanned copies of the Arrangement in PDF format, by sending them
via e-mail to:
the University: _____,

the Host Organisation: _____,

the Student: _____;

or

by Parties signing it with a qualified electronic signature (drawing up and signing an ADOC
format document).

5. Reference details of the Parties:

University:

Name, legal entity number, residency address, phone number, e-mail, name, surname, phone number and e-mail of the internship supervisor at University

Host Organisation:

Name, legal entity number, residency address, phone number, e-mail, name, surname, phone number and e-mail of the internship supervisor at the Host Organisation

Student:

Name, surname, address, phone number, e-mail

SIGNATURES OF THE PARTIES

(University)

(Host Organisation)

(Student)

VILNIUS UNIVERSITY

.....
(name of the Unit of Vilnius University that is sending the Intern)

STUDY PROGRAMME,
(name of the study programme)

STUDENT, personal code.....
(full name, personal code)

CONFIDENTIALITY PLEDGE

OF A VILNIUS UNIVERSITY STUDENT DOING AN INTERNSHIP AT VILNIUS UNIVERSITY

... (day) (month) 202..
Vilnius

During the course of the study internship (hereinafter the ‘Internship’) at [*indicate the name of the Unit of the University that accepts the Intern for the Internship*] of Vilnius University (hereinafter the ‘University’) and after the end of the Internship period,

1. I hereby pledge:

1.1. to protect and use only for the purposes and in accordance with the procedure established by the law and other legal acts any information specified in Item 3 of this pledge, which will become known to me during the course of my Internship;

1.2. to keep the documents entrusted to me in such a way that they cannot be accessed or used by third parties;

1.3. to not keep any copies of the documents submitted to me.

2. It has been explained to me that confidential information consists of all the information referred to in Item 3 of this pledge unless such information is to be disclosed in accordance with the requirements of the legislation or the obligations entered into in the contracts.

3. Confidential information is information which has been learned by the Intern at the time of the Internship and which belongs to the University or which the University is committed to protecting, which has value because it is not known to third parties and cannot be freely accessible to them (including, but not limited to, any information about the products, or their parts, of the intellectual activities of the University, about the research carried out or their results, current or potential customers, suppliers or contractors, employees’ salaries and working conditions, the conditions of this pledge).

4. Information which at the time of its publication was made publicly available to the public or became publicly available outside the fault of the Intern, as well as information to which the legislation of the Republic of Lithuania grants the status of public information shall not be considered confidential.

5. In case of uncertainty as to whether the information is confidential, the Intern must contact the head of the Unit where they are doing their Internship. The head of the Unit hosting the Internship informs the Intern in writing (by e-mail) about the possibility to disseminate the information to the public.

6. I am warned that if I violate this pledge, I shall be liable in accordance with the procedure established in the Academic Ethics Code of Vilnius University, the Study Regulations of Vilnius University, and other legal acts of the University and the Republic of Lithuania.

The Intern

-
(Signature)

-
(Full name)