**1 Annex**

<https://www.mruni.eu/wp-content/uploads/2020/10/0119_Practical_training_regulations_2015_06_01.pdf>

Form approved by

Resolution No 1SN-37 of 1 June 2015 of the

Senate of Mykolas Romeris University

STUDENT PRACTICAL TRAINING AGREEMENT

20 No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place of conclusion)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the “University”),

(title of the University)

represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(name, surname, position)

acting under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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(title of the hosting enterprise, institution or organisation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the “Hosting Organisation”),

represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(title of the study programme, year, name, surname, date of birth,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

address of the permanent residence of the student)

following legal acts of the Republic of Lithuania, enters into the following Student Practical Training

(hereinafter referred to as the Practice):

**I. GENERAL PROVISIONS**

1. Intended learning outcomes of the Practice:

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2. Duration of the Practice (in months and days) and its performance time indicating the start

and end of the Practice. Intended duration of the Practice: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, i.e.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (number of months and days).

3. Funds allocated for the period of the student’s practice EUR \_\_\_\_\_\_\_\_\_ (indicate the total

amount).

4. Other Practice-related conditions and procedures:

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**II. RIGHTS AND OBLIGATIONS OF THE UNIVERSITY**

5. The university shall:

5.1. Ensure necessary theoretical and practical preparedness of the student referred to do the Practice.

5.2. Control the course of the student’s Practice and, if needed, operatively resolve jointly with responsible employees of the hosting enterprise, institution or organisation problems related with the Practice of student providing the necessary help.

5.3. Appoint the Supervisor of the Practice of the Study Programme —

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname, e-mail, telephone of the Supervisor of the Practice of the Study Programme appointed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will organise and assess the student’s Practice in accordance

by the University)

with the University’s procedure for practice of students.

5.4. Additional obligations of the University:

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6. The University shall have the right to recall the student from the Practice, provided that:

6.1. Enterprise, institution or organisation does not provide the place to undertake the Practice for the student according to the study programme.

6.2. Student makes disciplinary breaches of the Practice.

6.3. Student is used only for labour unrelated to the learning outcomes of the Practice.

**III. RIGHTS AND OBLIGATIONS OF THE ENTERPRISE, INSTITUTION OR**

**ORGANISATION**

7. Enterprise, institution or organisation shall:

7.1. Provide the student with a place for practical training

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(title and address of the place of practical training)

provide him/her with the documentation necessary for the Practice, not to distract the student from performance of the tasks of the practical training.

7.2. Appoint the Practice supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(name, surname, position, e-mail address, telephone, of the Practice Supervisor)

7.3. Brief the student about the requirements of the safety and health at work and fire safety regulations.

7.4. After completion of the Practice to provide feedback to the Practice Supervisor of the University.

7.5. After completion of the Practice to submit to the University the documents supporting the expenses of the Practice Supervisor (salary statements, copies of payment orders etc.), if such expenses have been incurred and their compensation is provided in the Practical

Training Agreement.

7.6. Inform the University about infringements of Practice discipline.

7.7. Additional obligations of the enterprise, institution or organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. The enterprise, institution or organisation shall have the right to allow the student to perform the assigned functions in the provision of paid services independently without the assistance of the Practice Supervisor only if the enterprise, institution or organisation makes a provisional employment contract with the student under the procedure prescribed by legal acts.

**IV. RIGHTS AND OBLIGATIONS OF THE STUDENT**

9. The student shall:

9.1. Perform the requirements established in the Practice Programme.

9.2. Having not come to the Practice in the enterprise, institution or organisation, immediately notify of this the Practice Supervisor and specify the reason, in case of illness – provide a medical certificate.

9.3. Follow the statutes (articles of association) and work discipline regulations of the enterprise, institution or organisation, keep commercial and other secrets of the enterprise, institution or organisation in secret, if he/she receives secret or undesirable data and technical documents during the Practice.

9.4. Preserve the assets of the enterprise, institution or organisation, be liable for the caused material damage under the procedure prescribed by laws.

9.5. Conform to the requirements of the safety and health at work and fire safety regulations.

9.6. Prepare Practice reports, fill in the accounting sheet of first-cycle (second-cycle) supplementary practice and submit it to the Supervisor of the Practice of the Study Programme.

9.7. Upon completion of the Practice to submit to the University the documents supporting the expenses specified in the order of the Rector of the University regarding the student’s referral to the Practice.

9.8. Additional obligations of the student:

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10. The student shall have the right to receive from the enterprise, institution or organisation work safety and health equipment and other instruments necessary for the Practice.

**V. FINAL PROVISIONS**

11. This Agreement may be amended only by a written agreement of all parties. Amendments of the Agreement shall form an integral part of this Agreement.

12. This Agreement may be terminated in the following cases:

12.1. Student is expelled from the University in accordance with the procedures prescribed by legal acts.

12.2. Student makes a gross violation of the statutes (the articles of association) and the work discipline regulations of the enterprise, institution or organisation.

12.3. Upon agreement of the parties.

13. All disputes that the parties to the Agreement are unable to solve amicably and by agreement shall be resolved following the procedure prescribed by legal acts of the Republic of Lithuania.

14. This Agreement shall come into force as of the beginning of the Practice provided for in the Practical Training Agreement and shall stay in effect until completion of the Practice and fulfilment of all other obligations under this Agreement.

15. This Agreement has been made in three counterparts of the same legal power, one for each party to the Agreement.

**DETAILS OF THE PARTIES**

Representative of the University:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname, e-mail, telephone of the Faculty Dean (School Director))

Representative of the enterprise, institution or organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, surname, e-mail, telephone of the representative of the enterprise, institution or organisation)

Student:

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(name, surname, e-mail, telephone)

**SIGNATURES OF THE PARTIES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Mykolas Romeris University) (enterprise, institution or organisation) (student)

**2 priedas**

<https://www.mruni.eu/wp-content/uploads/2020/10/0119_Practical_training_regulations_2015_06_01.pdf>

Form approved by

Resolution No 1SN-7 of 1 June 2015 of the

Senate of Mykolas Romeris University

**TYPICAL FORM FOR THE FEEDBACK ON THE STUDENT’S PRACTICE**

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*(title of the enterprise)*

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*(Contacts: Register of Legal Entities, company code, address of the headquarters, telephone, fax, e-mail)*

To: Mykolas Romeris University

**FEEDBACK ON THE PRACTICE OF THE STUDENT**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(location)*

The student of Mykolas Romeris University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*(name, surname)*

study programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, cycle \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

year \_\_\_\_\_\_\_\_\_\_\_\_\_\_, performed the practice from \_\_\_\_ \_\_\_\_\_\_\_\_\_\_, 20\_\_\_

until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_.

During the Practice, the student performed the following tasks:

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I evaluate the student’s knowledge and skills showed during the Practice as follows:

|  |  |  |
| --- | --- | --- |
| Knowledge, skills | Evaluation | Comment |
| (enter the learning outcomes  provided for in the Practice Study  Subject Description) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Total evaluation of the Practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal qualities, knowledge and skills that distinguish the student:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Personal qualities, knowledge and skills that the student should improve

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Comments and suggestions to improve students’ practice:

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Practice Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(signature) (name, surname)*