

DESCRIPTION OF THE PROCEDURE FOR ORGANISING PRACTICE ACTIVITIES FOR STUDENTS OF THE FACULTY OF ELECTRONICS AND INFORMATICS OF VILNIAUS KOLEGIJA/HIGHER EDUCATION INSTITUTION

CHAPTER I. GENERAL PROVISIONS

1. The Description of the Procedure for Organising Practice Activity for Students (hereinafter - the Description) of the Faculty of Electronics and Informatics of Vilniaus kolegija/Higher Education Institution regulates the procedure for organising, conducting and settling practice activities for students of the Faculty of Electronics and Informatics of Vilniaus kolegija/Higher Education Institution.

2. The Description has been prepared in accordance with the Law of the Republic of Lithuania on Science and Studies, the General Requirements for Study Achievements approved by the Minister of Education, Science and Sports, the descriptions of study fields, the Vilniaus kolegija/Higher Education Institution Study Procedure, the Description of the Procedure for Assessment of Study Achievements and other documents regulating studies.

3. Key concepts used in the description:

3.1. **Practice activity** is a 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, learning, professional practice activities (including theses), etc. may be undertaken.

3.2. **Learning practice activity** - practice carried out in the practical training environment of Vilniaus kolegija/ Higher Education Institution, in which the student develops the practical skills of study subjects, necessary for further studies and professional activities.

3.3. **Professional and final practice activity** - practice in which students demonstrate and improve their practical skills under real working conditions in order to achieve the study outcomes determined in the respective study programme.

3.4. **College practical training environment** - classrooms, laboratories, practical training centres, simulation companies, scientific workshops, or other specialized facilities with an environment similar to real working conditions, where practice activities are carried out.

3.5. **Practice activity institution** - a company, organization or institution where students perform professional and final practice activity under real working conditions. The practice of professional activity may also be carried out in the department of Vilniaus kolegija/ Higher Education Institution, the nature of which is compatible with the intended objectives of the practice activity.

3.6. **Faculty practice activity supervisor** is a college teacher who supervises the student's practice activity.

3.7. Practice activity coordinator (study department specialist) - university staff member responsible for organising and managing practice activities.

3.8. Practice activity coordinator at the institution - practice supervisor at the institution - a competent member of staff at the institution who is appointed as the student's practice supervisor, taking into account the requirements for the student's practical training set out in the tripartite agreement.

3.9. Description of practice activity - a description of the study subject, which indicates the nature and purpose of the practice, the scope in credits, the expected study outcomes, the content, the criteria for evaluating the practice activity and the literature sources.

3.10. The student's practice activity contract is a three-page agreement signed by higher education institution, the institution and the student practical training contract.

3.11. The practice activity report is a document prepared by the student containing the student's results obtained during the practice.

3.12. The practice activity evaluation form - a document containing the feedback and evaluation of the practice activity supervisor of the institution.

3.13. Voluntary practical training activity - carried out in the institution in accordance with the voluntary practice activity contract, the requirements of which are determined by the Labour Code of the Republic of Lithuania and the description of the procedure for carrying out voluntary practice activity approved by the Minister of Social Security and Labour. This practice activity is not part of the College's study programme.

CHAPTER II. ORGANISATION AND EXECUTION OF PRACTICE ACTIVITY

1. The type, scope, duration and implementation time of the practice activity are determined in accordance with the study programme, study plan and study schedule approved by the Dean of the Faculty.

2. Practice activities are organised in accordance with the Descriptions of the Procedure for Organizing Student Practice Activities of Vilniaus kolegija/Higher Education Institution and the Faculty (hereinafter referred to as the Faculty's procedure).

3. The Committee of the study program (field of study) can determine compulsory study subjects, without which the student is not allowed to do the practice activity.

4. Professional and final practice activities may take place in the practical training environment of Vilniaus kolegija/Higher Education Institution, in Lithuanian or foreign institution or in a department of the University, the nature of which is compatible with the intended objectives of the practice activity.

5. The Faculty offers the students possible placement institutions for professional and final year practice activity. The student can also find a practice activity institution by following the procedure established by the Faculty.

6. Requirements for the placement institution:

6.1. create conditions for achieving the study outcomes defined in the practice activity subject description, to provide the necessary information for practice;

6.2. organise the necessary instruction for the student regarding civil safety, safety at workplace, fire protection.

6.3. ensure that the student is assigned a practice activity supervisor at the institution. The practice activity supervisor must be a qualified employee (or officer) with at least 3 years

of relevant work experience with whom the student will formulate the practice activity assignment task and prepare a plan for its implementation. The practice activity supervisor monitors the practice activity, evaluates it after its completion and completes the questionnaire provided by the Faculty on the student's readiness for professional activity.

6.4. ensure working conditions for the student that meet safety at workplace, health and hygiene standards and, where appropriate, provide the student with the necessary work equipment, work clothes and work footwear and other personal and collective work safety and health measures;

6.5. assign the student tasks related to the specifics of the study and practical training and ensure that tasks not related to the specifics of the study and practical training are not assigned to perform unqualified work;

6.6. inform the faculty practice activity supervisor about the progress of the practice activity and submit the practice activity supervisor's evaluation on the student performance of the practice activity;

6.7. inform the student that the information provided during the practice activity is a business or other secret of the host institution that may not be divulged outside the host institution, as well as the fines imposed for divulging such information (if any are provided for in the internal documents).

6.8. process the student's personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals regarding the processing of personal data and on the free movement of such data, which repeals Directive 95/46/EB, and the Law on the Legal Protection of Personal Data of the Republic of Lithuania.

6.9. the student's practice activity contract may include additional requirements based on the requirements specified in the description of study fields and the Faculty's procedure.

7. In accordance with the curriculum, the department of studies of the Faculty announces the introductory lectures to the professional and/or final practice activities in the spring semester of the third year, but no later than one month before the start of the practice activity (excluding semester breaks).

8. In the spring semester of the III year, but no later than one month before the start of the practice activity (not counting holiday periods), the Faculty practice activity supervisor provides students with a description of the practice activity, specifies the objectives, the expected study outcomes, the tasks, and the structure and criteria of the practice activity evaluation.

9. During the introductory lectures for professional and/or final practice activities, the practice activity coordinator (specialist from the Study Department) familiarises students with the procedure for drawing up practice activity contracts.

10. Duties of the practice activity coordinator (specialist of the Study Department):

10.1. coordinates the signing procedure of the practice activity contract between the institution where the student will perform the practice activity and the student;

10.2. ensures the proper use of the practice activity documents and their completion;

10.3. initiates the examination of problematic issues concerning the organisation of the practice activity;

10.4. clarifies all issues related to the selection and organisation of practice locations for the professional practice activity and/or the final practice activity;

10.5. publishes relevant information about the practice (practice announcements, practice document forms, lists of practice locations, etc.).

11. Forms for practice activity contracts and evaluation forms can be found on the website of Vilniaus kolegija/Higher Education Institution, Faculty of Electronics and Informatics in the section "Professional and final practice activities", according to study programs.

12. The student prints out the practice activity contract, fills it out and signs three copies (each copy on one sheet on both sides).

13. The practice activity contract is registered and signed in the study department, but no later than one week before the start of the professional and/or final practice activity. If the contract is not registered before the start of the practice activity, the practice activity will not be credited to the student and will be treated as an academic debt.

14. The student submits all three copies of the practice activity contract to the practice institution for getting a signature.

15. One copy of the practice activity contract remains in the practice institution, one copy remains with the student and one copy remains in the Faculty's study department.

16. The student submits the practice activity evaluation form to the practice supervisor of the practice institution.

17. If the student is unable to complete the tasks and programme requirements at the practice site, the student must contact the practice supervisor and the faculty practice coordinator (study department specialist) to change the practice site.

18. A student who has not found a placement must contact the faculty practice supervisor and placement coordinator (specialist in the department of studies) at least one week before the start of the placement.

19. If professional and/or final practice activities are completed at the university, a bilateral practice activity contract is concluded between Vilniaus kolegija/Higher Education Institution and the student. The model form of the practice activity contract for a Vilniaus kolegija/Higher Education Institution student is approved by order of the Director of Vilniaus kolegija/Higher Education Institution.

20. When professional and/or graduate practice activities are conducted in the administration of Vilniaus kolegija/Higher Education Institution or the Faculty, the practice activity supervisor shall be appointed by order of the college director or dean of Faculty, as the case may be.

21. Students who, in accordance with a bilateral agreement(s) with an employer, have acquired at least three years of professional experience in which the competences acquired are compatible with the study outcomes of the planned practice activity, may, by decision of the dean of the Faculty, undertake practice activity at their place of work without concluding a contract. Students must apply to the dean of the Faculty according to the procedure established by the Faculty:

21.1. an application to perform practice activity at workplace, after an agreement with the faculty practice supervisor;

21.2. certificate(s) of the workplace(s) indicating the position(s) held, the main duties and the work experience in days/months/years.

22. Due to the important reasons, the dean of the Faculty may permit the student to perform practice at a time other than that scheduled in the curriculum. The student must submit an application to the dean of the Faculty agreed with the faculty practice activity supervisor, practice activity coordinator (specialist of the department of studies).

23. The student must start and finish the practice activity at the time specified in the practice activity contract. The student must inform the faculty practice coordinator and the practice supervisor of the practice institution about not coming to the practice.

24. The final practice activity must be completed before the preparation of the final thesis (project) begins.

25. The faculty practice coordinator shall submit a description of the practice to the practice supervisor of the practice institution, maintain relationships with the practice supervisor of the practice institution and the student who performs the practice to ensure opportunities to achieve the outcomes of the practice study, and, if necessary, work with the responsible staff of the practice institution to resolve problems arising from the practice undertaken by the student.

26. Practice activities (internships) abroad under Erasmus+ or other programmes are performed in accordance with the procedure established by the International Relations and Project Service Department and the study plan approved by the Faculty.

27. The payment plan for professional and/or final practice activities is drawn up and published by the Department of Studies in accordance with the study plan approved by the Faculty.

CHAPTER III. PRACTICE ACTIVITY EVALUATION AND CREDIT

28. The student prints out a copy of the evaluation form, on which he/she records his/her first and last name, the name and contact details of the faculty practice activity supervisor.

29. The results of the student's practice activity are:

29.1. practical work results (e.g.: programme, programme module, device, model, prototype, etc.);

29.2. practical report;

29.3. an evaluation form, which is filled in and signed by the practice activity supervisor of the host institution.

30. In the last week of the practice activity, the student reports to the practice activity supervisor at the institution on the practice activity task completed.

31. At the end of the practice activity, the student submits an practice activity report to the faculty practice activity supervisor as listed in the methodological instructions of the programme interns.

32. The structure of the practice activity report and the provisions for its preparation are listed in the General Study Documents in the requirements and methodological instructions of the programme practitioners.

33. The structure, criteria and procedure for the evaluation of the practice activity achievements are determined by the study programme and in the profile description of the final practice activity as well as in the Description of the Procedure for the Evaluation of the Study Achievements.

34. The general evaluation of the results of the student's practice activity takes place within the framework of the evaluation of the practice activity supervisor, the evaluation of the faculty practice activity supervisor and the evaluation of the practice activity report defence.

35. The supervisor of the practice activity at the institution evaluates the results of the student's practice activity with a grade.

36. The supervisor of the practice activity at the institution takes note of the strengths and weaknesses of the student's theoretical preparation and evaluates the results of the practice activity, taking into account the quality of the work performed by the student, the student's demonstrated skills, interest in the work, initiative, neatness, discipline and autonomy during the practice activity.

37. The faculty practice activity supervisor assesses the student's practice activity report and practice defence with a grade and calculates the student's overall grade for the assessment of practice activity results according to the following formula:

$$BV = 0,3PV + 0,3FA + 0,4PG$$

38. Practice activity carried out under Erasmus+ or other programmes are credited according to the description of the procedure for Crediting Partial Study Results.

39. Voluntary or other type of practice activities not defined in the description may be included in the subject of study practice, as well as the achievements of a working student through informal learning process and in the workplace, if they comply with the study outcomes of the practice and the acquired competences are recognised according to the Description of the Procedure for Assessment and Recognition of Learning Achievements at Vilniaus kolegija/Higher Education Institution for informal and self-acquired competences.

CHAPTER IV. FINAL PROVISIONS

40. After the practice activity, the departments regularly conduct surveys among students and employers in accordance with the Description of the Procedure for Improving the Quality of Studies based on the Feedback at Vilniaus kolegija/University of Applied Sciences. The results of student surveys about practice activities conducted outside the faculty and employers' surveys about students' preparation for professional activities are published in the prescribed terms.

41. The procedure description was prepared in October 11, 2021, a working group was established by Dean's Order No. EI V2-27.

42. The description of the procedure will come into force in February 1, 2022.