

APPROVED

by the Order No V-227 of the Rector of the

Lithuanian University of Health Sciences on 25 March 2020

IMPLEMENTATION PROCEDURE OF EXTRA-CURRICULAR TRAINING AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

GENERAL PROVISIONS

1. The Implementation Procedure of the Extra-Curricular Training at the Lithuanian University of Health Sciences (hereinafter LSMU) was prepared on the basis of the LSMU Regulation for the studies of the first and second cycle, the integrated studies, and the Order No V-540 of 19 April 2010 by the Minister of Education and Science of the Republic of Lithuania “Regarding approval of recommendations for extra-curricular training”, as amended.
2. The objective of the implementation procedure of the extra-curricular training of the students (hereinafter the procedure) is to determine the planning and organisation procedure, the requirements, how to carry out the training so that favourable conditions are created for the students to gain practical skills of the studied specialty, to determine the evaluation procedure of additional practical training and requirements set for the report on extra-curricular training.
3. This procedure defines the implementation of extra-curricular training for the LSMU students of the first and second cycle and the integrated studies at the Lithuanian and international training bases.
4. LSMU residents who intend to enrol in an another LSMU residency study program and who wish to undertake additional extra-curricular training shall be subject to provisions of this Procedure *mutatis mutandis*.
5. The extra-curricular training of the students shall be carried out and accounted for according to the reporting form of the extra-curricular training approved by the LSMU.

MAIN DEFINITIONS

6. **Extra-curricular training** – optional, unpaid, voluntary practice, during which the LSMU student of a certain study programme acquires practical skills, capacities and experience under the supervision of the extra-curricular training supervisor following the objectives and outcomes stipulated in the contract of the extra-curricular training.
7. **Base of the extra-curricular training (receiving organisation)** – a place, where the students carry out their voluntary training and prepare a report on their training according to the completed study programme.

8. **Supervisor of the extra-curricular training** – a qualified specialist (or a civil servant), who has at least 3 – years’ experience in a specific field.

9. **Report on the extra-curricular training** – a report completed on a specific form, as approved by the LSMU Rector, where the duration of the training carried-out is defined, as well as the skills implemented during the training and the level of participation.

10. **Justifiable reason** – the circumstances supported by documents, due to which the student could not submit the report within the set time: certificate of inability to work; certificate in the set form issued by the police, court, other authorities; certificate certifying illness of family members, close relatives; loss of property (because of fire, theft, natural disaster) issued by the police or a competent authority; orders of the LSMU rector, etc. The following shall not be regarded as a justifiable reason: transport (arrival) problems, holidays, accommodation problems, paid or voluntary work not related to the University or other reasons.

11. **The extra-curricular training attendance schedule** – a form on the Career Centre website that provides the estimated date and time for completing the training throughout the duration of the training agreement.

12. **The extra-curricular training system** – information system for the extra-curricular training administered by the Career Centre (praktika.lsmuni.lt), which announces places, requests, co-ordinates schedules, etc. If the information system used for the administration of the extra-curricular training shall be changed, these provisions of the procedure relating to the information system shall apply in full to the new information system.

13. **Summer holiday period** - means the period from 1 July to 31 August of the current year.

OBJECTIVES AND SKILLS OF THE EXTRA-CURRICULAR TRAINING

14. The objective of the extra-curricular training is to improve the students’ preparation for independent work by providing them with practical skills.

15. The purpose of the extra-curricular training is:

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

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

ORGANISATION AND IMPLEMENTATION OF THE EXTRA-CURRICULAR TRAINING

16. The extra-curricular training for students is organised by the LSMU Career Centre (hereinafter – the Career Centre).

17. The supervisor of the extra-curricular training specified in the contract and appointed by the manager of the host organisation shall supervise the extra-curricular training.

18. A trilateral contract of extra-curricular training, in the form determined by the LSMU Rector, shall be signed by the university, the representative of the extra-curricular training base (the head of the company, institution or organisation, or any authorised person, structural unit manager (if available at the training base), the training supervisor) and the student (Annex 1, Annex 2 (in English)). If extra-curricular training is carried out at the University department – then a bilateral contract shall be signed between the LSMU and the student in the form established by the LSMU Rector.

19. The students shall upload one copy of the contract signed by all of the parties to the Career Centre system of extra-curricular training no later than in 3 working days prior to the beginning of training indicated in the contract for the extra-curricular training. Later one copy of the contract signed by all parties is returned to the Career Centre.

20. The extra-curricular training shall be carried out at free from studies time, after lectures, during summer holidays or at any other time when no contact work time is allocated/calculated according to the study programme (including time of professional training).

21. The extra-curricular training shall be carried out in the bases of extra-curricular training, which:

21.1. shall be found by the students independently; or

21.2. shall be elected from the list of Lithuanian and international bases of extra-curricular training offered by the Career Centre on the extra-curricular training system.

22. The students, who want to extend the contract of the extra-curricular training, have to submit the written consent of the extra-curricular training base and the extra-curricular training supervisor about extension of training to the responsible employee of the Career Centre no later than 5 working days prior to the expiry of the training term, as well as a study schedule announced by the Study Centre on the LSMU website (academic information) (if the training is planned during the studies) and schedule of the extra-curricular training approved by the training supervisor. When the student submits the indicated documents, the trilateral agreement on the contract's extension shall be made: the contract extension of the extra-curricular training is signed by the LSMU, the extra-curricular training base (the head of the company, institution, or organisation (or any authorised person), the training supervisor) and the student.

23. Throughout the duration of the extra-curricular training, the student shall complete the report of acquired skills in the form established for each study programme (Annex 3). International students shall complete the report in English (Annex 4).

24. The report of extra-curricular training shall be completed on each day of practice, indicating the level of independence, skills and duration of the extra-curricular training in hours.

25. The training supervisor shall assess the skills used by the student during the extra-curricular training. The evaluation shall be included on the extra-curricular training report.

26. When the student completes their extra-curricular training, they shall submit the prepared report on extra-curricular training to the responsible employee of the Career Centre no later than 40 calendar days after the end of the extra-curricular training specified in the contract (if extended – in the contract extension).
27. If the report on extra-curricular training is not submitted within the term specified in the paragraph 26 herein without the justifiable reason, or if it is submitted not completed or incomplete, the Career Centre shall not analyse the report and return it to the student. The training shall not be held accounted for. The reason shall be justified by the head of the Career Centre.
28. The student submits a request for termination of the contract to the Career Centre no later than 5 days before the termination of the extra-curricular training. If the student terminates the extra-curricular training contract without a justifiable reason, the extra-curricular training is not counted to any extent. The justification of the reason is assessed by the head of the Career Centre.
29. If the student has performed at least 40 hours of extra-curricular training and submits the properly completed report on their extra-curricular training, the Career Centre shall issue the certificate of extra-curricular training in Lithuanian and English no later than within 3 months from submission of the report on extra-curricular training.
30. The certificates of extra-curricular training that have not been collected for of any reason, shall be stored in the Career Centre for 5 years and then destroyed.
31. The responsible employee of the Career Centre shall enter the hours of the implemented extra-curricular training into the diploma supplement. While not allowing the technical capacity to record all of the extra-curricular training completed during study, the completion of the extra-curricular training is certified by a certificate of extra-curricular training.
32. If the student does not implement obligations of the extra-curricular training contract, the extra-curricular training shall not be recorded. The extra-curricular training shall not be recorded in either case specified in this Procedure.

Implementation of extra-curricular training during summer holidays:

33. In the case indicated in the paragraph 21.2 herein, the list of the bases of the extra-curricular training and the students eligible for such training at the same time shall be posted on the extra-curricular training system of the Career Centre on the first work day of April in the current year. The student can reserve up to 3 bases of extra-curricular training on the system of extra-curricular training of the Career centre. These bases shall be chosen according to priority. The students may reserve the desired base of extra-curricular training until 15 April in the current year. The reserved base of extra-curricular training may be changed by request made to the person in charge of the extra-curricular training at the Career Centre and submitted before the 15 April of the current year. The bases of the extra-curricular training may be changed once.

34. If more students express desire to go to the place of training than it is possible to admit in that base, the priority shall be given to:

34.1. the students, who satisfy the requirements set by the training base;

34.2. the students, who have not yet implemented extra-curricular training;

34.3. the students of higher study year;

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

34.5. in reflection to the students' place of residence.

35. If it is determined that more students have expressed their wish to go to the base of extra-curricular training than may be admitted, the students shall be notified and obliged by the responsible employee of the Career Centre to submit a reasoned application within 5 working days after the deadline of the reservation (15 of April). The students shall submit the necessary documents to the LSMU Career Centre no later than on the last working day of April. The documents submitted later shall not be accepted.

36. The documents supporting the circumstances described in the paragraphs 34.3, 34.4, 34.5 herein (data about the study year, arithmetical mean of previous study year (in case of the first year – competitive admission score) and declared place of residence) shall be submitted by the Study Centre.

37. After the closing date for the submission, the applications are assessed by the responsible employee of the Career Centre within 7 working days, and the students are assigned to their extra-curricular training placements. Students assigned to the extra-curricular training placements are invited by email to sign the extra-curricular training contract in accordance with the paragraph 18 of these Regulations. The extra-curricular training contracts are signed before 20 May of the current year.

38. The responsible employee of the Career Centre shall inform the bases of the extra-curricular training before 10 June about the number of students, who wish to complete extra-curricular training.

39. In the case referred to in paragraph 21.1, the students having found the extra-curricular training base themselves submit a written consent for the extra-curricular training from their training supervisor and the head of the organisation / clinic / department of their training base and also the extra-curricular training attendance schedule approved by the training supervisor (the lower limit of total training hours is 40) no later than 10 days before the beginning of training. The contract of extra-curricular training is signed when the students submit the required documents.

40. The total duration of the extra-curricular training of the student during summer holidays cannot exceed 40 hours per week.

41. The students, who have found a base of extra-curricular training independently, shall submit written consent of the extra-curricular training base's extra-curricular training supervisor regarding

completion of the extra-curricular training to the Career Centre no later than 10 working days prior to the beginning of training, as well as a study schedule announced by the Study Centre on the LSMU website (academic information) and attendance schedule of the extra-curricular training (the minimum number of hours dedicated for training is 40) approved by the extra-curricular training supervisor. When the students submit the required documents and ensure implementation of the objectives of training and studies (the time of studies and training is decided) a trilateral extra-curricular training contract is signed.

42. The total duration of the extra-curricular training of the student during the academic year cannot exceed 20 hours per week.

RIGHTS AND DUTIES OF THE STUDENT

43. Student's rights:

43.1. to receive consultations from the training supervisor;

43.2. to refuse in writing to follow the assignments of the extra-curricular training supervisor and to notify the Career Centre hereof if such assignments are not related to the objectives of the student's extra-curricular training;

43.3. to reserve the bases of the extra-curricular summer training until 15 April of the current year at the Career Centre.

44. Student's duties:

44.1. to follow the internal rules of the LSMU and the internal rules of the base of the extra-curricular training, as well the laws of the Republic of Lithuania, which regulate the practice of a professional activity;

44.2. to observe the principles of professional ethics;

44.3. during the extra-curricular training, to arrive on time at the place of training following the schedule pre-arranged with the extra-curricular training supervisor. To notify the extra-curricular training supervisor and the responsible employee of the Career Centre about non-arrival in advance.

44.4. to complete the report on extra-curricular training in the set form and deliver it to the Career Centre at the specified time (Annex 3 (international students (Annex 4))).

FINAL PROVISIONS

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