



Kazimieras Simonavicius University
Business School

**REQUIREMENTS AND METHODOLOGICAL GUIDANCE
FOR THE CONDUCT OF OCCUPATIONAL TRAINEESHIP**

APPROVED by
the Director of the Business School
Deimantė Žilinskiėnė

Vilnius, 2021

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Purpose of the description of traineeship

The requirements for and methodological guidance of occupational traineeship are designed for the following study programmes of the Business School of Kazimieras Simonavičius University:

1. Bachelor degree programme Entrepreneurship and Management in the field of business and management of the business and management group of fields in the area of social sciences (state code 612N90005); graduates acquire a bachelor's degree in business and management.
2. Bachelor degree programme Aviation Management in the field of management of the management group of fields in the area of social sciences (state code 612N20014); graduates acquire a bachelor's degree in management.
3. Bachelor degree programme Marketing and Advertising in the field of marketing of the business and management group of fields in the area of social sciences (state code 612N50004); graduates acquire a bachelor's degree in marketing.
4. Bachelor degree programme Business Management in the field of management of the management group of fields in the area of social sciences (state code 612N10009); graduates acquire a bachelor's degree in business.

Key terms and definitions

1. ***Occupational traineeship*** means occupational activities and analysis of actual occupational situations as well as the use of the results of analysis for the preparation of the graduation paper.
2. ***Traineeship institution / organisation*** means the institution or organisation where the student undergoes traineeship, i.e. private and public companies, entities and organisations, public authorities and municipal institutions.
3. ***Traineeship supervisor at the university*** means a lecturer responsible for the realisation of the traineeship programme and assessment of traineeship results.
4. ***Traineeship supervisor at the institution*** means an employee of a company or institution where the student undergoes traineeship appointed to supervise the student's traineeship.
5. ***Traineeship agreement*** means a trilateral agreement between the student, traineeship supervisor at the institution / organisation and traineeship supervisor at the university. It must be signed before the start of traineeship.

6. ***Traineeship report*** means the information prepared by the student undertaking traineeship about the conduct of the traineeship programme, specific tasks carried out during traineeship as well as the relevance, weaknesses and problems of traineeship.
7. ***Feedback by the traineeship supervisor at the institution.*** The traineeship supervisor appointed at the traineeship institution prepares feedback about the course and results of the student's traineeship and makes an assessment of the student's traineeship.
8. ***Traineeship assessment*** will be presented in the timetable (or sent via e-mail) during the specified examination.

Conduct of occupational traineeship

Occupational traineeship is a compulsory subject for the above-mentioned bachelor study programmes. The overall length of occupational traineeship of students is 15 ECTS credits or 400 academic hours. The form of assessment of the completed traineeship is an examination (traineeship report). Occupational traineeship is aimed at the analysis of actual occupational situations during the preparation of the graduation paper. Traineeship is aimed at the preparation of the student for the graduation paper and independent occupational activity. Traineeship is based on independent, individual work by students led by the traineeship supervisor.

The timeframe of traineeship:

1. Full-time students undergo traineeship at the time provided for in the timetable of lectures. The report should be submitted at the end of the semester during which traineeship takes place at least 5 days before the end of the semester. Signed traineeship applications should be submitted by students to the Division of Studies by the end of the third week of the semester.
2. Part-time students undergo traineeship at the time provided for in the timetable of lectures. In exceptional cases and subject to approval of the Business School, they may do it at the end of the eighth semester (in summer). The report should be submitted at the end of the semester at least 5 days before the end of the semester. Signed traineeship applications should be submitted by students to the Division of Studies by the end of the third week of the semester.

Dates may be changed from time to time. Students will be informed about any changes electronically and information will be added on the website of the university.

By completing the application, a student selects a traineeship institution. The student chooses whether to undergo traineeship in Lithuania or abroad as well as whether he/she is able to find the place of traineeship or needs assistance from the university.

Aims of traineeship

1. Reinforce theoretical occupational knowledge acquired during the studies.
2. Develop practical skills of occupational activities enabling to address actual tasks and be able to integrate into the labour market.
3. Provide students with practical experience in the preparation to draw up the graduation paper.
4. Develop the ability of students to link theoretical knowledge and practical skills.
5. Develop comprehensive spread of acquired competences and creative abilities.

General objectives of traineeship

1. Develop the ability to understand the overall structure, functions and processes as well as the general operational principles and mechanisms of business/aviation industry/marketing sector.
2. Take up the working culture, ethics, operational principles and working traditions.
3. Develop practical skills, collect information and analyse situations from various angles and depending on different contexts and change environments.
4. Develop skills through the decision-making process.
5. Develop entrepreneurial, creative and innovative skills of students.
6. Develop student skills necessary to fulfil the main functions of occupational activity.
7. Develop organisational and business communication skills.
8. Develop the ability to adapt knowledge acquired during the studies for performance of specific work tasks.
9. Enable students to formulate the topic of their bachelor thesis and collect source data for the graduation paper.

Tasks of traineeship

A specific task of traineeship is formulated in consultation with the traineeship supervisor at the university and traineeship supervisor at the institution depending on the individual needs of each student and nature of the traineeship institution. If approved by the traineeship supervisor at the university and traineeship supervisor at the institution, one traineeship assignment may cover tasks

of different nature (research and creative traineeship). Regardless of the chosen nature of traineeship tasks, tasks must be linked with the planned topic of the bachelor thesis.

Expected traineeship results and quality assessment

The results should be related to the issues of general and speciality subjects. Upon completion of occupational traineeship, students will be able to:

1. Plan their occupational activity independently.
2. Envisage the stages of occupational activity and choose appropriate solutions to address any encountered problems.
3. Use the acquired knowledge and experience during the preparation of the graduation paper and in subsequent occupational activity.

Having completed his/her occupational traineeship, the student may enclose the traineeship quality assessment (see Annex 5) to the traineeship report. Comments regarding the traineeship organisation can also be outlined by the traineeship supervisor at the institution in his/her feedback. The assessments of students and traineeship supervisors at the institution will be read and taken into account for the purposes of traineeship organisation by the traineeship supervisors at the university and the Director of the Business School.

Responsibility of the Business School for the traineeship organisation

The Business School prepares the general traineeship organisation plans, provides methodological material to students, compiles the lists of traineeship institutions, draws up agreements with companies, institutions and organisations accepting students for traineeship, obtains approval of student groups, their traineeship supervisors at the university and traineeship institution, organises briefing of trainees on the occupational safety rules at the place of traineeship, controls the traineeship process and processing of traineeship documents.

Requirements for the traineeship institution

The traineeship institution delegates assignments related to the activities of the institution to the student which correspond to the traineeship objectives, provides advice and the necessary assistance to the student, monitors and assesses practical activities of the student, checks and signs student's

documents and report, assesses traineeship achievements of the student at the end of traineeship. The traineeship supervisor at the institution must hold at least a master's degree (or have an equivalent higher education background).

Traineeship content: activities carried out during traineeship

During traineeship, inception meetings and consultations with the traineeship supervisors at the university take place, students select the place of traineeship, sign agreements with the traineeship institution (see Annex 2), carry out traineeship tasks and submit traineeship reports to the traineeship supervisors at the university by the specified deadline and arrive to defend the traineeship report at the time indicated in timetables.

Course and procedure of occupational traineeship

A student's occupational traineeship consists of two parts:

1. Conduct of occupational traineeship.
2. Preparation of the report on practical activities.

A student's traineeship is led and assessed by two traineeship supervisors: one from the institution/organisation where traineeship takes place and one from the university faculty (traineeship supervisor).

1. ***Inception meeting.*** Before the start of traineeship could be organized one meeting with the traineeship supervisor at the university is organised. The purpose of the meeting is to present the procedure of organisation, programme and requirements of occupational traineeship. The place and course of traineeship, signing of agreements, selection of tasks, preparation of the traineeship plan and report, etc. are discussed. The time of the inception meeting is published and revised on the website of the university and electronically. Later on, if students have any questions, they can consult the Division of Development of Studies, the Director of the Business School and their respective lecturers. It is recommended to contact them during the specified hours for consultation and by e-mail. Inception meeting at the time specified in the timetable of lectures.
2. ***The place of traineeship is selected*** taking into account student preferences for specialisation in the selected area or sector. Students can choose the place of occupational traineeship independently or from the list provided in methodological materials (see Annex 6). The student is responsible for coordinating the conduct of traineeship at the

institution/organisation. If an institution/organisation included in the list refuses to accept a student for traineeship, the trainee may choose a different institution or ask the staff of the Business School responsible for traineeships to help him/her choose an institution. Traineeship can take place in various business companies, public and state institutions across Lithuania. Students must contact the representatives of the selected place of traineeship themselves and agree on all issues arising in relation to their traineeship. In case of any problems, they should notify the Division of Development of Studies and the Business School. If a student fails to choose the place of traineeship by the specified deadline, the place of traineeship will be selected by the traineeship supervisor at the university.

3. ***Signature of the agreement with the traineeship institution.*** Having chosen the traineeship institution and agreed on the possibility to undergo traineeship there, the student must submit the Traineeship Agreement (3 copies, the agreement form is provided in Annex 2) to the head of the traineeship institution for signing before the start of traineeship, must complete the relevant fields and also sign the agreement. One copy of the signed agreement will be retained by the traineeship institution, one copy will be enclosed to the traineeship report and one copy will be retained by the student.
4. ***Traineeship plan.*** Before the start of traineeship, the student must draw up and deliver for approval by the traineeship supervisor the *traineeship plan* (which contains the main aims, objectives and their time limits, for more see *General requirements for the traineeship plan*). The plan submission date can be modified. The modifications are published on the website of the university. The student is also notified personally by e-mail.
5. ***Undergoing traineeship.*** Students should arrive to start their traineeship at the traineeship institution on the traineeship start date specified in the agreement at the time agreed with the traineeship institution and should contact the contact person of the traineeship institution specified in the agreement. During traineeship, the student must comply with the work discipline requirements and internal regulations of the traineeship institution, carry out the assignments of the coordinator and comply with the agreement. If the student fails to show up for traineeship due to sickness or other justifiable circumstances or is forced to terminate it, he/she must notify thereof the traineeship institution and the traineeship supervisor at the university on the same day. The student must submit documents justifying his/her absence. The traineeship supervisor must be assigned to the student at the selected traineeship institution. The student should formulate the traineeship task independently or together with this supervisor. The traineeship supervisor at the institution delegates assignments related to the activities of the institution to the student which correspond to the traineeship objectives, provides advice and the necessary assistance to the student, monitors and assesses practical activities of the student, checks and signs student's documents and report, assesses traineeship achievements of the

student at the end of traineeship. Having chosen the traineeship place and task, the students consult with the traineeship supervisor at the university on the traineeship implementation. The student should contact the traineeship supervisor at the institution or may consult the traineeship supervisor at the university in relation to the fulfilment of specific tasks of the traineeship institution and collection of data necessary for the traineeship report.

6. ***Traineeship report.*** After the end of traineeship, the student submits the traineeship report (see Structure of traineeship report) to the traineeship supervisor at the university together with the assessment of the traineeship supervisor at the institution (see Annex 4) which is based on specific activities of the student such as efficiency, honesty, ability to use and combine knowledge, values and skills, work discipline.

7. ***Defence of the traineeship report.*** Traineeship reports of students are defended according to the timetable for the semester session drawn up by the Division of Development of Studies. Information on the possible change in the date of traineeship report defence is published on the website of the university and sent to the student electronically. Traineeship can be defended in several ways:

- A. in the presence of the trainee and commission set up by the Director of the Business School which should preferably include the traineeship supervisors at the university;
- B. traineeship can be defended individually in the presence of the trainee and traineeship supervisors at the university only.

The traineeship defence method depends on the diversity and complexity of completed occupational traineeships. The final assessment is made by the traineeship supervisor at the university on the basis of the following:

- A. assessment by the occupational traineeship supervisor at the institution;
- B. occupational traineeship report prepared by the student;
- C. defence of the occupational traineeship report by the student;
- D. overall assessment by the members of the traineeship defence commission (if the first traineeship defence method has been chosen).

The defence of the traineeship report is equivalent to an examination and is scored on a scale of 1 to 10.

General requirements for the traineeship plan

The traineeship plan links occupational knowledge acquired during the studies with the specific workplace. The traineeship plan indicates how this knowledge can be used in the actual

occupational environment and which practical knowledge and skills will be acquired by the student during the traineeship.

The traineeship plan outlines learning aims and objectives of traineeship. They indicate which specific aspects are emphasised in the student's work, what are the scientific and practical priorities, how knowledge acquired during the studies will be used to achieve the aims.

The plan must be logical and reflect the consistency and complementarity of objectives. The traineeship aims and objectives should preferably correspond to the individual profile of the student's traineeship.

The plan should reflect: how the student intends to make use of his/her professional qualification in the actual activities and organisational environment; how he/she will test and improve occupational knowledge acquired during the studies; which practical knowledge and skills the student seeks to acquire. The traineeship plan can identify aspects which are characteristic of a number of activities and organisations in the context of the study programme.

The traineeship plan is a formal document which is chronologically consistent and helps determine the volume and quality of practical work. It is a component part of the traineeship report. The traineeship plan must have the cover page (see Annex 7). The traineeship plan's cover page must be signed by the trainee and traineeship supervisor at the institution. It must be approved by the traineeship supervisor at Kazimieras Simonavičius University or the Director of the Business School. The length of the traineeship plan is 3,000–5,000 characters (1 to 3 pages, A4).

Structure of the traineeship report

The traineeship report is a written paper describing the research, activities, organisation of undertaken tasks, their completion, etc. The length of the report is 23,000–30,000 characters (15 to 20 pages, A4). The report must contain the following:

1. **Title page** which must state: name and surname of the student who underwent occupational traineeship, form, year and title of studies, name of the institution where traineeship takes place (see Annex 1).
2. **Table of contents**
3. **Introduction.** It lists the reasons for choosing traineeship, traineeship aims and presents the traineeship plan (see General requirements for the traineeship plan).
4. **Description** (description of the activities that were carried out). It contains a comprehensive description of the activities carried out during traineeship, problems

addressed, results obtained, conclusions, summary statements and discussion. It details which knowledge was acquired during the studies and how effectively it was used and also presents how knowledge acquired during traineeship complemented theoretical studies. It is recommended to follow these structural items in the description of the activities that were carried out:

- Brief description of the place of traineeship or presentation of the institution / organisation. Brief description of the institution in which traineeship takes place: its employees, structure, services provided, clients, key operational parameters, statistical data and nature of corporate activities, etc.
- How was this traineeship useful for you?
- Did you help the institution while carrying out traineeship tasks and how?
- Which tasks were the most interesting for you?
- What difficulties did you encounter? Identify specific study subjects from which you needed more knowledge.
- Were you able to use the knowledge acquired during your studies in practice? Please give examples.
- What would you change in terms of implementation of traineeship tasks?
- Assessment of the traineeship supervisor at the institution/company.
- Which knowledge and skills acquired during your traineeship will be most valuable during the preparation of the graduation paper?
- Your other comments and proposals for the traineeship organisation.

5. **Summary.** Provide a brief description of the whole traineeship, business-related and organisational conclusions and recommendations.

6. **Annexes.** Enclose documents important for traineeship, methodological descriptions prepared by the student and used during traineeship, reports, research methodologies, results, etc.

7. **Assessment.** Attach the feedback/assessment of the traineeship supervisor at the institution/company (see Annex 4) as an annex to the report.

Defended reports will be stored at Kazimieras Simonavičius University for one year.

Annex 1. Sample cover page of the occupational traineeship report



Kazimiero Simonavičiaus universitetas
Verslo mokykla

Name and surname of the student

PLACE OF OCCUPATIONAL TRAINEESHIP

Occupational traineeship report

Study programme, state code (code under the ISCED)

Traineeship supervisor at the university: _____

(Academic rank, academic degree,
name, surname and signature)

Traineeship supervisor at the institution: _____

(Name, surname and signature)

Student: _____

(Name, surname and signature)

Vilnius, 2021

Annex 3. Feedback by the traineeship supervisor at the institution



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Verslo mokykla

FEEDBACK BY THE TRAINEESHIP SUPERVISOR AT THE INSTITUTION

Student _____
(Name and surname)

Carried out traineeship at _____
(Name of the institution / organisation)

1. What was the task assigned to the trainee? How to you assess the completion of the task by the trainee?

2. Did the student have enough competence to complete the task? What were the characteristics and skills of the student? What are the theoretical knowledge and practical skills that you would recommend the trainee to work on?

3. How often did he/she consult the traineeship supervisor? How to you assess the progress of the trainee during the traineeship?

4. Do you have any comments regarding the organisation of traineeship?

5. Provide an assessment of the occupational traineeship completed by the student (on a scale of 1 to 10 where: 1–4 means negative; 5 weak; 6 satisfactory; 7 average; 8 good; 9 very good; 10 excellent).

6. Would you also agree to accept trainees from Kazimieras Simonavičius University next year?

Traineeship supervisor: _____
(Position, name, surname and signature)

Date: _____

Annex 4. Occupational traineeship feedback by the student



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Verslo mokykla

OCCUPATIONAL TRAINEESHIP FEEDBACK BY THE STUDENT

Student _____

(Name and surname)

Carried out traineeship at _____

(Name of the institution / organisation)

1. What is your assessment of the tasks given to you during traineeship? Were these tasks related to the aims and objectives of traineeship and contents of the study programme? What theoretical knowledge and practical skills did you use during traineeship?

2. What did you learn by performing the tasks? What new skills did you acquire? How to you assess your progress made during traineeship?

3. How often did you consult with your traineeship supervisor at the institution/organisation and university? What kind of assistance did you receive?

4. Do you have any comments regarding the organisation of traineeship?

Student: _____
(Name, surname and signature)

Date: _____

Annex 5. Sample cover page of the occupational traineeship plan



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Verslo mokykla

Name and surname of the student

PLACE OF OCCUPATIONAL TRAINEESHIP

Occupational traineeship plan

Study programme, state code (code under the ISCED)

APPROVED

Traineeship supervisor at the university: _____ (Date)
(Academic rank, academic degree,
name, surname and signature)

Student:

(Name, surname and signature)

Vilnius, 2021

Annex 6. Occupational traineeship plan



Kazimiero Simonavičiaus universitetas
Verslo mokykla

Name and surname of the student

PLACE OF OCCUPATIONAL TRAINEESHIP

Occupational traineeship plan

Study programme, state code

APPROVED

Traineeship supervisor at the university: Lecturer Deimantė Žilinskienė

(Academic rank, academic degree,
name, surname and signature)

(Date)

Student:

(Name, surname and signature)

Vilnius, 2021

Note: A completed occupational traineeship plan (the "plan"), which was printed and signed by the student, must be delivered to the coordinator of full-time studies. An electronic version of the report must also be sent to the coordinator of full-time studies to the following e-mail address: studijos@ksu.lt The plans are assessed and approved by the Director of the Business School (BS) or a lecturer/research fellow appointed by him or a commission set up by him. Softcopies and hardcopies of reports will not be returned to students and will be stored in the BS archive for at least one year.

1. Basic information about traineeship.

1.1. Timeframe of traineeship.		1.2. Traineeship agreements.		
1.1.2. Traineeship date (from to). <i>Traineeship may also include breaks.</i>	1.1.3. Total number of academic hours.	1.2.1 Traineeship takes place under a signed occupational traineeship agreement. Enter "Yes" or "No".	1.2.2. Traineeship took place under a signed voluntary traineeship agreement(s). <i>If traineeship took place earlier, specify the dates of signing of voluntary agreements and indicate in brackets the length of traineeship(s) in academic hours. Enclose the agreements to the traineeship plan.</i>	1.2.3. I wish my voluntary traineeship to be recognised as occupational traineeship. Enter "Yes" or "No". <i>To be completed in case of previous voluntary traineeship.</i>
	400			
1.3. Traineeship supervisor at the university.		1.4. Intended traineeship supervisor(s) at the institution/organisation. <i>To be completed if the supervisor(s) is/are already known.</i>		
1.3.1. Name and surname	1.3.2. Phone and e-mail.	1.4.1. Name and surname.	1.4.2. Phone and e-mail.	
Deimantė Žilinskienė	+370 65330084 Deimante.zilinskiene@ksu.lt			
1.5. Particulars of the student who filled in the traineeship plan.				
1.5.1. Name and surname.	1.5.2. Study programme.	1.5.3. Phone number.	1.5.4. E-mail address.	

2. Information on the place of traineeship

2.1. Basic information about the institution/organisation.		2.2. Activities of institution/organisation. <i>Describe the activities of the company in 5 to 10 sentences. Each type of activity can be described in detail by dividing it into steps.</i>
2.1.1. Name of the institution/organisation.	2.1.2. Contact details. Address, phone number, e-mail, website.	

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3. Aims and objectives of traineeship

3.1. Aim of traineeship. *Expand on the aim and objectives specifying which specific aspects are emphasised in your work, what are the scientific and practical priorities, how knowledge acquired during your studies will be used to achieve the aims. The plan must be logical and reflect the consistency and complementarity of objectives. The traineeship aims and objectives should preferably correspond to the individual profile of the student's traineeship.*

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3.2. Objectives of traineeship. *The number of objectives is unlimited. Each objective should be described in 5 to 8 sentences. The objectives must be numbered and described on separate rows.*

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4. Expected link between traineeship and professional improvement

4.1. What is the expected link between the activities of the institution/organisation and professional improvement of the student? How do you intend to make use of professional qualification in the actual activities and organisational environment both during the traineeship and professional like after the traineeship? *Describe in 10 to 15 sentences. Remember that the traineeship plan should link occupational knowledge acquired during the studies with the specific workplace. The traineeship plan indicates how this knowledge can be used in the actual occupational environment and which practical knowledge and skills will be acquired by the student during the traineeship. Describe in 10 to 15 sentences.*

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4.2. Which practical knowledge and skills do you seek to acquire during traineeship and how will you test and improve occupational knowledge acquired during your studies? *Describe in 10 to 15 sentences.*

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4.3. Identify the expected aspects/phases/objectives/etc. of traineeship which are characteristic of a number of similar activities and organisations in the context of your study programme? *Describe in 10 to 15 sentences.*

4.4. Further information about traineeship. *May be left blank. The number of sentences is unlimited.*

5. Comments of the traineeship supervisor at the university

5.1. Comments and assessment of the traineeship plan. *To be completed by the traineeship supervisor at the university who either approves the traineeship plan or provides reasoning for its rejection.*

Annex 7. Occupational traineeship report



Kazimiero Simonavičiaus universitetas
Verslo mokykla

Name and surname of the student

PLACE OF OCCUPATIONAL TRAINEESHIP

Occupational traineeship report

Study programme, state code

Traineeship supervisor at the university: Lecturer Deimantė
Žilinskienė

degree,

(Academic rank, academic

name, surname and signature)

Traineeship supervisor at the institution:

signature)

(Name, surname and

Student:

signature)

(Name, surname and

Vilnius,

2021

Note: A completed occupational traineeship report (the "report"), which was printed and signed by the student and the traineeship supervisor at the institution, must be delivered to the coordinator of full-time studies. An electronic version of the report must also be sent to the coordinator of full-time studies to the following e-mail address: studijos@ksu.lt. The reports are assessed and approved by the Director of the Business School (BS) or a lecturer/research fellow appointed by him or a commission set up by him. Softcopies and hardcopies of reports will not be returned to students and will be stored in the BS archive for at least one year.

1. Basic information about the completed traineeship

1.1. Timeframe of traineeship.		1.2. Traineeship agreements.		
1.1.2. Traineeship date (from to). <i>Traineeship may also include breaks.</i>	1.1.3. Total number of academic hours.	1.2.1. Traineeship took place under to a signed occupational traineeship agreement. Enter "Yes" or "No".	1.2.2. Traineeship took place under a signed voluntary traineeship agreement(s). <i>If traineeship took place earlier, specify the dates of signing of voluntary agreements and indicate in brackets the length of traineeship(s) in academic hours. Enclose the agreements to the traineeship plan.</i>	1.2.3. I wish my voluntary traineeship to be recognised as occupational one. Enter "Yes" or "No". <i>To be completed in case of previous voluntary traineeship.</i>
	400			
1.3. Traineeship supervisor at the university.		1.4. Traineeship supervisor(s) at the institution/organisation.		
1.3.1. Name and surname.	1.3.2. Phone and e-mail.	1.4.1. Name and surname.	1.4.2. Phone and e-mail.	
Deimantė Žilinskienė	+370 65330084 deimante.zilinskiene@ksu.lt			
1.5. Particulars of the trainee.				
1.5.1. Name and surname.	1.5.2. Study programme.	1.5.3. Phone number.	1.5.4. E-mail address.	

2. Information on the place of traineeship

2.1. Basic information about the institution/organisation.		2.2. Activities of institution/organisation. <i>Provide a brief description of the activities of the institution/organisation and the type of activities delegated to you.</i>
2.1.1. Name of the institution/organisation.	2.1.2. Contact details. Address, phone number, e-mail, website.	

2.3. What new information did you learn about the institution/organisation? <i>Provide a brief description of the composition of the institution/organisation, nature of management, organisational innovations used, organisational structure, etc. A brief description of the history of the institution/organisation can also be provided.</i>	
2.3.1. Brief history.	2.3.2. Vision, objectives, mission and values.
2.3.3. Organisational structure and management	2.3.4. Nature of management and infrastructure
2.3.5. Innovations used and/or lack of innovations	2.3.5. Micro- and macro-environment, external factors and threats
2.4. Communication of the institution/organisation. <i>Discuss the nature of communication. Identify its strengths and weaknesses, provide their assessment and propose your solutions.</i>	
2.4.1. External communication	2.4.2. Internal communication

3. Course of traineeship and achievements

3.1. Aim of traineeship. <i>Mention the aim and briefly discuss if it was achieved (how and why). The aims laid down in the plan and actually achieved may differ. Describe any differences and indicate the reasons.</i>		
3.2. Objectives of traineeship. <i>Mention the traineeship objectives and discuss each of them in detail. Describe how did you manage to achieve the objectives, which (un)expected problems were faced, what methodological assistance was provided at the place of traineeship?</i>		
3.2.1. Objective and/or assignment completed. <i>Provide a detailed description in a numbered list on separate rows. The objectives and previously planned achievement stages may differ upon the traineeship completion. If there are any differences, describe what and how they were caused. The specific dates of completion of tasks can also be mentioned.</i>	3.2.2. Course of achievement of objectives. <i>What (un)expected problems did you face during the implementation of the objective/assignment and how did you tackle them? What decisions did you make? What methodological assistance was provided? In your opinion, was the task useful and why? What study subject knowledge was useful for the implementation of the objective?</i>	3.2.3. Suggestions. <i>What are your suggestions for achievement of a similar objective in the future? What kind of assistance would be necessary if a similar problem is encountered?</i>

3.3. Further information. *May be left blank. Additional insights, comments and proposals in relation to the aim and objectives of traineeship may be provided.*

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4. Assessment of traineeship and recommendations

4.1. Assessment of the institution/organisation. *What is your assessment of the activities of the institution/organisation and why? Provide brief recommendations for the improvement of activities of the institution/organisation. Describe how the institution/organisation changed during your traineeship and why? What innovations were introduced? What other innovations would you suggest to introduce in the activities of the institution/organisation?*

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4.2. Assessment of the traineeship supervisor. *How do you assess the work of the traineeship supervisor (mentoring of the trainee) and why? What changes in the work organisation, definition and performance of tasks would you suggest?*

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4.3. Occupational traineeship benefits and decisive impact on the studies and work. *Which competences acquired during your studies were improved during your occupational traineeship? How could the acquired knowledge and skills be adapted to the actual occupational environment and during the preparation of the bachelor's thesis?*

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4.4. Summary and concluding comments. *Additional information may be provided, e.g. a list of completed assignments, other feedback and recommendations, information collected, etc. May be left blank.*

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5. Assessment and comments of the traineeship supervisor at the university

5.5. Comments about the traineeship report and its assessment. *To be completed by the traineeship supervisor at the university. Both the comments and the final assessment must be provided. The mark also depends on the comments and assessment provided in the feedback of the traineeship supervisor at the institution/organisation.*

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