

APPROVED
by Order No. 311
of 6 March, 2012
of the Rector
of Vilnius Gediminas Technical University

(The example of Student practical training agreement form)

REGISTERED

(Place of registration)

(Position of the person in charge)

(Name, surname and signature of the person in charge)

(Date and number of registration)

STUDENT PRACTICAL TRAINING AGREEMENT

_____ 20__ No. _____

(Date of conclusion)

Vilnius Gediminas Technical University (hereinafter – VGTU), represented by the dean
_____ of the Faculty of _____,

(Name and surname)

(Name of faculty)

acting in accordance with the role description,

(Name of the admitting organisation)

(hereinafter – the admitting organisation), represented by _____,

(Name and surname, position)

acting in accordance with
and the Student _____

(Study programme, year, a Student's name and surname, personal number,

date of birth and address of the permanent place of residence)

(hereinafter jointly referred to as the parties), acting in compliance with legal acts of the Republic of Lithuania, have concluded this agreement:

I. GENERAL PROVISIONS

1. This agreement shall be concluded for the whole period of practical training in the admitting organisation (hereinafter - practical training).

2. The Student shall perform practical training in compliance with the practical training plan (programme). Pursuant to the practical training plan (programme), this agreement shall include:

2.1. Goal of the practical training – _____

2.2. Expected results of the practical training – _____

2.3. Duration of practical training – the practical training shall start on _____
(Year, month, day)

and end on _____ scope of practical training _____
(Year, month, day) (Number of credit points)

2.4. Other terms and conditions and the procedure of performing practical training – _____

II. OBLIGATIONS OF THE PARTIES

3. VGTU shall undertake:

3.1. to ensure the theoretical and practical readiness of the Student assigned for performance of practical training;

3.2. to appoint the supervisor of practical training – a lecturer of VGTU who will assist the Student in preparation of a practical training plan (programme) and approve thereof, control achievement of goals of practical training, and, in case of necessity, promptly solve the arising problems, related to the Student's practical training, in co-operation with responsible employees of the admitting organisation (or responsible civil servants of state institutions);

3.3. to provide the appointed supervisor of practical training of the admitting organisation with methodological guidelines (tools) for management practices;

3.4. additional obligations of VGTU – _____

4. The admitting organisation shall undertake:

4.1. to provide the Student with a practical training location at _____

(Name and address of the practical training location)

to provide conditions for implementation of the practical training plan (programme), to give access to information required for performance of the practical training plan (programme), and not to distract the Student from performance of the practical training tasks;

4.2. to ensure that a student gets a supervisor of practical training from the qualified staff having no less than 3 years' work experience in a particular field, who will elaborate with the Student the practical training plan (programme), supervise and evaluate the Student's practical training upon its accomplishment;

4.3. to arrange the required health and safety at work as well as fire safety trainings;

4.4. pursuant to the regulations, valid at the admitting organisation, or a supplementary agreement with VGTU on the rules and conditions of work, to provide the Student with working conditions meeting health and safety at work as well as hygiene standards; in case of necessity, to provide the Student with the work instruments, work apparel and footwear required for the performance of practical training, other individual and collective means of health and safety at work in accordance with the procedure stipulated by legal acts, unless the parties of the agreement agree otherwise;

4.5. to assign the studies and practical training related specific tasks to the Student and to ensure the absence of tasks of performing unqualified work which is not related to the studies and practical training;

4.6. basing on the evaluation of the supervisor of practical training, to issue a certificate on the practical training accomplished by the Student;

4.7. to inform the Student which information, disclosed during practical training, is the trade or other secret of the admitting organisation, non-disclosed outside of the admitting organisation; to

inform about applicable penalties for disclosure of the information (if any are provided in internal documents);

4.8. to notify VGTU about disciplinary violations of practical training by the Student, his/her absence at practical training;

4.9. additional obligations of the admitting organisation – _____

5. The admitting organisation shall be entitled to enable the Student to perform functions, assigned herein in production or provision of services, independently, without assistance of the supervisor of practical training, only providing that the admitting organisation enters into a temporary employment agreement with the Student in accordance with the procedure established by legal acts.

6. The Student shall undertake:

6.1. to develop and agree on practical training plan (programme) with the supervisor of practical training of VGTU not later than within _____ days prior to the start of practical training; to elaborate practical training plan (programme) with the appointed supervisor of practical training of the admitting organisation no later than within the first day of practical training;

6.2. to thoroughly perform practical training tasks; in case of a failure to attend the practical training at the admitting organisation, to immediately notify thereof the supervisor of practical training by indicating the reason, in case of sickness – to present a medical certificate;

6.3. to act in compliance with the regulations (articles of association), rules of procedure of the admitting organisation, or provisions of a supplementary agreement with VGTU on the rules and conditions of work; not to disclose trade or other secrets and information, provided by the admitting organisation under the Clause 4.7 herein;

6.4. to protect the property of the admitting organisation and to be liable for the incurred material damage in accordance with the procedure stipulated by laws;

6.5. to comply with the rules of health and safety at work as well as fire safety requirements;

6.6. to inform VGTU about assignment of tasks to perform unqualified work non-related to the studies and practical training during practical training period, if the admitting organisation does not provide conditions for implementation of practical training plan (programme);

6.7. to prepare a report on practical training in accordance with provisions of VGTU; to submit it to the supervisor of practical training appointed by VGTU;

6.8. additional obligations of the Student – _____

III. FINAL PROVISIONS

7. This agreement shall be amended only upon a written agreement of all the parties. Amendments to the agreement shall be an integral part of the agreement.

8. This agreement shall be terminated providing the following:

8.1. if the Student is withdrawn from VGTU, terminates or temporarily suspends the studies (including Students on academic leave);

8.2. if any of the parties is in breach of obligations under the agreement;

8.3. upon the agreement between the parties if such an agreement is subject to unforeseen, objective, and reasoned justification.

9. Any party of the agreement shall notify other parties of the agreement about termination of the agreement no later than within _____ days in advance.

10. All disputes, which cannot be solved by the parties of the agreement in good faith and by negotiations, shall be settled in accordance with the procedure stipulated by legal acts of the Republic of Lithuania.

11. This agreement shall enter into force upon signing it by the last one of all the parties and shall remain valid until accomplishment of practical training and satisfaction of all other obligations under this agreement.

12. This agreement is concluded in three copies with an equal legal effect, one for each party of the agreement.

IV. LEGAL DETAILS OF THE PARTIES

Vilnius Gediminas Technical University

Public Institution, Sauletekio

Ave 11, LT-10223 Vilnius

Phone (8 5) 274 5000,

Fax (8 5) 270 0112

Code 111950243

VAT payer's code

LT119502413

Data is collected and stored in the Register of Legal Entities

The Admitting Organisation

The Student

(Name)

(Name and surname)

(Legal address)

(Place of residence)

(Phone, fax)

(Phone)

(Legal entity's code)

(E-mail)

(VAT payer's code)

(Personal number)

(the Register, where data on the legal entity is collected)

(Signature) L.S.

(Signature) L.S.

(Signature)

(Name and surname)

(Name and surname)

Supervisor of practical training at VGTU

(Signature)

(Name and Surname)

201__-__-__
