

VILNIUS UNIVERSITY
FACULTY OF MATHEMATICS AND INFORMATICS
INFORMATION TECHNOLOGY STUDY PROGRAMM
REQUIREMENTS FOR THE PROCESS AND DEFENSE OF THE INTERNSHIP

Valid from 2015

I. General part

This document is based on the work of the Vilnius University Senate Commission of 10 March 2005. Prot. No. SK-2005-5 Vilnius University Internship Regulations and the Internship regulations of Vilnius University Faculty of Mathematics and Informatics approved by the Council of the Faculty of Mathematics and Informatics (Minutes No. 3) on 15-12-2009.

The study programme "Information Technologies" includes Internship as a course of the study programme, the course is defined in the study programme plan.

The aim of professional Internship is to apply, deepen and improve the general and specific knowledge and skills acquired during studies at the University. The duration of the traineeship is 11 weeks + 36 hours per week. The supervisor of the professional Internship and the supervisor of the final bachelor thesis may be the same person.

The student carries out the traineeship at a place of his/her own choosing or at a place assigned to him/her, i.e. in a company, institution or an academic institution.

II Requirements for the Internship company, institution or an academic institution.

An Internship agreement can only be awarded for internship that are provided by companies the main activity is the creation, development, maintenance and support of information technology or communication systems or they provide services in fields which require information technology or communication technology to support their activities

The supervisor must be a specialist in the area, a specialist or expert in the field of study who has at least 3 years' experience in the field of study after having completed a bachelor's degree in computer science, mathematics or physics.

A tripartite agreement (3 copies) is signed among the institution, the University and the student, specifying the subject of the internship, the objectives to be achieved and the tasks to be set. The tripartite agreement must be accompanied by the following

The contract shall be accompanied by a description of the internship goals (standard form Annex 2), in which the internship institution shall, at most on no more than one page, a more detailed description:

- 1) the nature of the problem to be solved, the steps or phases of the work,

- 2) the resources expected to be available for the placement,
- 3) the specific technical knowledge required,
- 4) the competences of the Internship supervisor, the experience of supervising trainees or employees

To prove the qualifications of the placement supervisor, a CV approved by the head of the institution and signed by the Internship supervisor must be submitted.

In accordance with the regulations of the Faculty of Mathematics and Informatics of Vilnius University

... the tripartite internship agreement must be signed no later than before the internship

the start of the internship and shall enter into force on the first day of the internship; (point 3.5.2)

... the start of the internship shall be the first day of the semester scheduled in the study programme plan, unless the student, for a serious and motivated reason, with the approval of the chairperson of his/her programme committee and the Faculty Dean, starts the internship earlier or later than the scheduled time. (point 3.1)

III Aims and learning outcomes of Internship

During the traineeship, students should:

- Gain practical experience working in a company, apply the specific and general knowledge acquired at university;
- carry out practical work on a topic specified in the tripartite traineeship agreement and its annex;
- analyse and solve the problems, aims, objectives and tasks raised in the Internship;
- provide solutions to the problems and put them into Internship;
- partially complete/perform part of the work required for the Bachelor's thesis (if the Bachelor's thesis is related to the topic of the internship);
- plan your Internship and study activities properly

IV Content of the Internship report

The internship report must reflect the activities carried out during the internship and their progress. The style and design of the internship report shall be subject to the requirements of the department for written work or thesis. The report shall be neat and clear.

The following are essential elements of a professional Internship report:

- Title page of the traineeship report (see Annex 1)
- Contents of the Internship report
 - A description of the company's activities. The description includes the specifics of the company, its structure, the services provided, i.e. the information that would best present the activities of the company. It is also worthwhile to provide the structure of the student's work team, the working principles or the methodology applied (max. 1 page).
 - Initial description of the traineeship submitted at the time of signing the tripartite agreement (Annex 2)
 - Work and activity plan. The plan must specify the tasks and the expected and actual costs and time for completion of the tasks. The estimated time shall be planned at the beginning of the Internship, the actual time is recorded during the Internship. The format of the plan shall be chosen according to the needs.
 - Plan of meetings with supervisors, description of problems to be solved. The inventory shall record meetings with the head of the company and with the university Internship manager. Include the date, the issues discussed, the date of the next planned meeting.
 - Tasks, description of activities: time, task, problem, etc. (minimum 5 pages)
 - problems and possible solutions
 - implementation of tasks (programming, modelling, maintenance work)
 - The Tasks and Activities section may have several sections with subsections depending on the need.

The writing style can be student diary or academic.

- Personal evaluation of achievements (max. 1 page). Students self-critically evaluate how the planning and execution of the tasks during the Internship went, why some tasks took more time and why some tasks were completed faster than planned.
- Lessons learnt from the Internship (max. 1 page). This section presents which subject-specific and which general competences were enhanced or newly acquired during the Internship.

The Internship report must be at least 10 pages long (including table of contents and title page). All parts of the report, except the description of tasks and activities, are unnumbered. The company activities, the Internship activities and

The sections on activities, tasks, results achieved and experience gained shall be written in coherent text, avoiding information in bullet points. It is recommended that the thesis also include a references section, in which the headings of the references

are correctly formatted. Sources must be correctly referenced in the text. Sources are also considered to be web pages, technology standards or software documentation

The two interim reports and the final placement report must be uploaded to the Virtual Learning Environment or another website specified by the department. Students are informed of the deadlines by VU e-mail and the information is also published on the website of the department supervising the Internship.

V Attendance requirements

The student is required to visit his/her supervisor at the university on a regular basis, i.e. every two to three weeks, to report on the status of the work and to submit interim reports, to coordinate and complete the plan of work and meetings. The internship report should reflect the regularity of the meetings, the problems discussed and the solutions to the problems. It is recommended that tripartite meetings be held at the premises of the University or the Internship and that the outcome of the meeting be documented.

Professional Internship time is spent not only in the workplace, but also for the preparation of the report and communication with the supervisors of the two institutions.

VI Preparing and defending the Internship report

The internship report in the required format with the appropriate signatures must be submitted to the department on the working day after the end of the internship contract. Failure to deliver the report on time will result in the internship not being defended.

Before the date set for the defence of the professional Internship:

1) The supervisor of the internship must fill in the survey form provided in the VU MIF information system, which reflects the student's skills, knowledge, past and acquired experience, etc.;

2) The student has to fill in a survey form in the VU MIF information system, giving his/her opinion about the placement and the course of the placement;

3) The student shall prepare a presentation with slides (up to 10 minutes) for the date of defending the internship.

It is recommended to present the activities of the internship within 7 minutes and the duration of the defence itself is according to the need. It is recommended to use the slide templates provided by the department and to follow the guidelines for the preparation of slides.

The defence presents the aims of the internship, the problems with solutions and the results obtained. In the presentation about the company, all you need to say is

the name of the company and the main activity of the company. The aims of the internship are to solve a specific problem, not to learn about the technology. After the presentation, the student has to answer the questions asked by the commission during the defense.

Internships requiring special confidentiality must be agreed in advance and defended in a closed session of the Board.

VII Assessment procedure and method

Assessment of knowledge and skills. The report of the internship thesis is defended orally in public at the meeting of the internship thesis defence committee of the faculty. If necessary, a private defence may be organised at the written motivated request of the institution or company.

The Internship report and its defence must reflect the informatics side of the problems solved during the Internship, student must use vocabulary and technological artefacts appropriate for computer scientists, use literature references as sources.

The defence commission assesses the accuracy, clarity and focused and professional presentation of the problems and solutions, the content of the report and the ability to answer questions.

1. The university supervisor assesses the overall process of the internship (the whole process) and the content of the internship report - the paper must be neat, written in correct Lithuanian or English, the problems must be described in a coherent manner, indicating the time period, the methods of solution, etc.

2. The commission assesses the quality and content of the presentation - overview of the tasks, identified problems and their solutions.

Components of an evaluation. Typically, the evaluation of the university supervisor is 50%, the evaluation of the head of the company is 25% and the evaluation of the internship defence commission is 25% of the final grade. The percentages are for guidance only and the committee may decide to increase or decrease the final grade (+ or -) by two points from the evaluation of the company or the supervisor of the internship, as appropriate, taking into account the submitted report, the presentation or the absence of other documentation.

Annexes to this document:

Annex 1 The First page of the Internship report

Annex 2 Internship agreement annex form