

## **The Order of performing an internship and completing a Bachelor thesis (BT) abroad**

1. This order regulates the registration and participation in compulsory stages of an internship and writing and defense of a Bachelor thesis (BT) of the ISM undergraduates who are going to perform an internship in foreign countries not according the Erasmus+ exchange programme.
2. Students willing to perform an internship abroad after the end penultimate semester, but not later than one week prior to the beginning of the official internship, submit an application addressed to the Vice President to Studies via the Studies department regarding the permission to perform the internship at a foreign company. The following information should be indicated in the application: the foreign country, where the internship is being performed, the company name, the planned date of the internship's beginning and end, the duration of the internship in hours. The internship should end not later than the date indicated in the internship schedule.
3. The students who have no academic debts are allowed to perform an internship abroad.
4. Not later than by the end of the first internship week abroad a student shall send a trilateral internship agreement to the ISM Career Center via e-mail [karjeroscentras@ism.lt](mailto:karjeroscentras@ism.lt).
5. A student, who has performed an internship abroad, shall submit to the Career center certificate form on internship completion, where the company's name, the internship duration as well as the hours of the internship are indicated. The note is submitted not later than the date indicated in the internship schedule.
6. If a student intends to complete a BT in a distant form, in the same application regarding the internship performance abroad an extra subsection is included, where a permission is requested to write the BT in a distant form.
7. If the request is satisfied, a student may go and perform an internship abroad, and if he/she has requested, to write a BT in a distant form.
8. A student, performing an internship abroad, writes an internship report in accordance with the general requirements. The internship report is submitted via distance (upload in e-learning system) not later than the date indicated in the internship schedule.
9. A student, having received a permission to write a BT in a distant form, shall participate in all stages of the BT writing via distant means, as it is foreseen in the preparation schedule of the BT. The student does not participate only in his/her personal BT topic defense, however he/she is obliged to send the presentation of the BT topic defense via e-mail to the Studies manager not later than the date indicated in the preparation schedule of the BT. Approved BT topics are published in the e-learning system.
10. A student who has written a BT in a distant form is obliged to upload an electronic version of the BT in e-learning system not later than the foreseen date and participate at the BT defense on the date indicated by the Studies department.