

ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB
ORDER OF PERFORMING AN INTERNSHIP AND PREPARING A BACHELOR THESIS
ABROAD

1. This order regulates registration and participation in compulsory stages of an internship and preparing and defence of a Bachelor thesis (hereinafter referred to as BT) of ISM University of Management and Economics, UAB (hereinafter referred to as the University or ISM) Bachelor studies students who are going to perform an internship in foreign countries.
2. Students wishing to undertake a mandatory internship abroad shall submit a request for the internship document form to the Partnerships and Career Center via the my.ism.lt system no later than one week prior to the official commencement of the internship. The document shall indicate the foreign country in which the internship is to be undertaken, the name of the company, the planned start and end dates of the internship, and the contact details of the internship supervisor abroad.
3. Only students who do not have academic debts shall be permitted to undertake an internship abroad during their studies. This provision applies to internships organized during the spring and autumn semesters. During the summer period, a student may undertake an internship abroad even if he/she has academic debts; however, the student shall be obliged to ensure that the performance of the internship does not interfere with the fulfillment of his/her academic obligations.
4. In the event that a student changes the place of internship and/or the start and end dates thereof, the student shall be obliged to immediately inform the University and to resubmit the document referred to in paragraph 2 of these Regulations.
5. The student must upload the tripartite internship agreement to the e-learning system (elearning.ism.lt) no later than the deadline specified in the internship preparation schedule.
6. Once the internship document form has been signed, the student shall be permitted to depart to a foreign country to undertake the internship and, if he/she so wishes, to prepare the Bachelor's Final Thesis remotely.
7. A student, performing an internship abroad, writes an internship report in accordance with the general requirements. The internship report is submitted via electronic system (elearning.ism.lt) not later than the date indicated in the internship schedule.
8. A student who has been granted permission to prepare the Bachelor's Final Thesis remotely shall be obliged to participate remotely in all stages of the Thesis preparation as required by the Thesis preparation schedule.
9. A student who has prepared the Bachelor's Final Thesis remotely shall be obliged to upload the electronic version of the Thesis to the e-learning system (elearning.ism.lt) no later than by the specified date and to participate in the Thesis defence on the date indicated by the Study department.