

A USER GUIDE FOR STUDENTS AND FREE MOVERS ON HOW TO DRAW UP, SIGN, MODIFY AND TERMINATE STUDY INTERNSHIP CONTRACTS

Students (free movers), who wishes to draw up study internship contract, must log in to their <http://studentas.vdu.lt> account with the login credentials provided to them by VMU (the same credentials as when logging in to Outlook and other VMU systems), and in the menu bar, under the section "Studies", find the section "Internship agreement“.

Study internship agreement is drawn up in the following steps:



Study internship agreement can be:



CONTENTS OF THE USER GUIDE

CREATING A NEW INTERNSHIP AGREEMENT	3
SIGNING AND CONFIRMING THE AGREEMENT	5
CHANGING THE AGREEMENT.....	5
TERMINATING THE AGREEMENT	8

CREATING A NEW INTERNSHIP AGREEMENT

The screenshot shows the top navigation bar of the SPIS system. On the left is the logo of Vytautas Magnus University. The main navigation menu includes: [Form new internship agreement](#), [Upload signed internship agreement](#), [My Agreements](#), [Information](#), [Request to cancel or change signed agreement](#), and [Instructions](#). Below the navigation bar, the system title "SPIS - Student Internships Information System" is displayed, followed by a brief description: "Form internship agreements and upload, report, information, requests to change/terminate agreements". A secondary menu below that lists the same navigation options as the top bar.

To create new internship agreement, click *Form new internship agreement*:

This screenshot shows the same navigation bar as the previous image, but the "Form new internship agreement" link is circled in red. Below the navigation bar, the page title "Form new internship agreement" is centered. The main content area contains a form titled "Internship information" with a label "Internship type*" and a dropdown menu currently showing "--- Choose internship type ---". A blue "Next" button is positioned below the form.

Choose internship type and click *Next*:

This screenshot shows the "Form new internship agreement" page with the dropdown menu open. The menu lists the following options: "Internship" (highlighted in blue), "Field internship", "Educational internship", and "Music internship". The "Next" button remains visible below the form.

Template contracts will be provided according to the chosen type of internship. Select the appropriate template and click *Next*:

Form new internship agreement

Internship information	
Internship type Template*	Internship Test --- Choose internship template --- Test

Back Next

In the next step, one must write down the requested details about the company, the internship supervisor, the location of the internship, etc. Once finished with filling in the form, click on the *Create Internship Agreement*:

Form new internship agreement

Internship information	
Program*	Marketing and International Commerce
Name of internship*	Test
Internship type*	Internship
Purpose and tasks of internship*	Develop professional competencies by applying marketing knowledge, performing tasks and analyzing situations in a real organization, as well as self-learning activity, creativity and initiative skills. Qualification Practice consists of practical work in a real business company (practice institution) and preparation of practice report. Student is supposed to perform real tasks assigned by mentor (practice supervisor in practice institution), analyse a real marketing situation, also can collect the information for the thesis in practice organization. Mentor assesses the
Expected results of internship*	1. Student properly performs the assigned tasks at the place of practice (practice institution) according to at least half of the criteria provided in the individual task. 2. Student demonstrates minimal abilities to apply marketing knowledge to the analysis of a specific situation. 3. Student independently prepares an individual independent written work that meets at least half of the established requirements.
Internship scope (in credits)*	11
Internship duration (hours)*	440
Internship supervisor*	Name Surname: Vadovas Vadovaitis Position: Professor

You can see the status of the contract you have submitted for conclusion in *My Agreements*. Agreement status - *Unverified*:

My Agreements

Internship type: --- Choose internship type --- Agreement No.: Institution: Period: mm/dd/yyyy Semester: --- Choose semester --- [Išskirti](#)

Id.	Subject	Internship type	Agreement No.	Signed Agreement	Status	Institution	Survey
54	Qualification Practice in Marketing	Internship	-	-	Unverified	VDU Socialinių tyrimų centras	-

Wait until you receive an email informing you that the internship contract is ready to sign.

SIGNING AND CONFIRMING THE AGREEMENT

Once the agreement is prepared and signed by an authorised representative of the university, you can find it in the section *Upload signed internship agreement*:

SPIS Form new internship agreement **Upload signed internship agreement** My Agreements Information Request to cancel or change signed agreement Instructions LT

Upload signed internship agreement

Agreement No. Institution Semester
--- Choose semester --- Search

Id.	Subject	Internship type	Agreement No.	Unsigned Agreement	Institution	Signed agreement
54	Qualification Practice in Marketing	Internship	SP-24-054	Download	VDU Socialinių tyrimų centras	Choose File No file chosen By uploading this document, I confirm that it is signed by the representatives of the Parties who have the authority to sign it on behalf of the Parties; the signatures of the Parties are authentic. <input type="checkbox"/>

The agreement needs to be downloaded, reviewed, signed and taken to the internship supervisor for signature.

IMPORTANT: It is recommended to sign the agreement with a physical signature rather than an e-signature!

Once the agreement is signed by all three parties, the agreement needs to be scanned and uploaded into the system:

SPIS Form new internship agreement Upload signed internship agreement My Agreements Information Request to cancel or change signed agreement Instructions LT

Upload signed internship agreement

Agreement No. Institution Semester
--- Choose semester --- Search

Id.	Subject	Internship type	Agreement No.	Unsigned Agreement	Institution	Signed agreement
54	Qualification Practice in Marketing	Internship	SP-24-054	Download	VDU Socialinių tyrimų centras	Choose File No file chosen <input checked="" type="checkbox"/> By uploading this document, I confirm that it is signed by the representatives of the Parties who have the authority to sign it on behalf of the Parties; the signatures of the Parties are authentic.

It is mandatory to tick a box indicating that the signatures are authentic.

After clicking the *Upload* button, the agreement will be reviewed by the internship coordinator and either approved or rejected.

If the agreement is rejected, please contact your internship coordinator.

SPIS Form new internship agreement Upload signed internship agreement **My Agreements** Information Request to cancel or change signed agreement Instructions LT

My Agreements

Internship type Agreement No. Institution Period Semester
--- Choose internship type --- mm/dd/yyyy mm/dd/yyyy --- Choose semester --- Išskoti

Id.	Subject	Internship type	Agreement No.	Signed Agreement	Status	Institution	Survey
54	Qualification Practice in Marketing	Internship	SP-24-054 Signed	Download	Confirmed 2024-09-04 10:33:33	VDU Socialinių tyrimų centras	-

CHANGING THE AGREEMENT

You can initiate a change to your agreement.

Under the section *Request to cancel or change agreement* choose *Change*:

Request to cancel or change a signed agreement

A request to change or terminate a signed internship agreement

- Change/Termination -

- Choose an Agreement -

Create request

Change (0) Terminate (0)

Change

Request No.	Agreement No.	Subject	Type	Status	Contact internship coordinator to initiate changes!	Upload	Request	Request agreement deletion
No requests.								

Showing records from 0 to 0 out of 0

Once selected, a drop-down list of all active agreements is displayed. Select the agreement you want to change:

Request to cancel or change a signed agreement

A request to change or terminate a signed internship agreement

Change

Marketingo kvalifikacinė praktika [MAV4013]

- Choose an Agreement -

Marketingo kvalifikacinė praktika [MAV4013]

Change (0) Terminate (0)

Change

Request No.	Agreement No.	Subject	Type	Status	Contact internship coordinator to initiate changes!	Upload	Request	Request agreement deletion
No requests.								

Showing records from 0 to 0 out of 0

Click *Create request*.

In the *Modification* window you will see formed request that can be viewed.

If the request is not suitable, it can be deleted.

If the request is suitable, contact your internship coordinator or provide them reasons why the agreement should be changed.

Request to cancel or change a signed agreement

A request to change or terminate a signed internship agreement

- Change/Termination -

- Choose an Agreement -

Create request

Change (1) Terminate (0)

Prrašymas sėkmingai sukurtas!

Change

Request No.	Agreement No.	Subject	Type	Status	Contact internship coordinator to initiate changes!	Upload	Request	Request agreement deletion
1	SP-24-054	Qualification Practice in Marketing	Change	Unverified	Contact internship coordinator to initiate changes!	-	-	Delete

Showing records from 1 to 1 out of 1 records

After the internship coordinator has reviewed your request, you will receive an email informing you that your request has been approved and you can sign it.

The request needs to be downloaded, reviewed, signed and taken to the internship supervisor for signature.

IMPORTANT: It is recommended to sign the agreement with a physical signature rather than an e-signature!

Once the agreement is signed by all three parties, the agreement needs to be scanned and uploaded into the system:

Pasirašytos sutarties nutraukimas/keitimas

Sudarytos praktikos sutarties keitimo ar nutraukimo prašymai

- Keitimas/Nutraukimas -

- Pasirinkite Sutartį -

Rašyti prašymą

Keitimas (1) Nutraukimas (0)

Prašymo Nr.	Sutarties Nr.	Dalykas	Tipas	Statusas	Kreipkitės į praktikos koordinatoriui dėl pakeitimų inicijavimo!	Įkelti	Prašymas	Prašymo trynimasis
3	SP-24-002	Profesinės veiklos praktika (AGR3029)	Keitimas	Nepasirašytas	Brigita Medveckienė, brigita.medveckiene@vdu.lt	<input type="button" value="Įkelti"/>	<input type="button" value="Atsisakyti"/>	<input type="button" value="Ištrinti"/>

Rodomi prašymai nuo 1 iki 1 iš 1 prašymų

It is mandatory to tick a box indicating that the signatures are authentic.

After clicking the *Upload* button, the agreement will be reviewed by the internship coordinator and either approved or rejected.

If the agreement is rejected, please contact your internship coordinator.

If the agreement is confirmed, you will see it under the section *Request to cancel or change agreement* and *Change* subsection. Request status – *Approved*:

Pasirašytos sutarties nutraukimas/keitimas

Sudarytos praktikos sutarties keitimo ar nutraukimo prašymai

- Keitimas/Nutraukimas -

- Pasirinkite Sutartį -

Rašyti prašymą

Keitimas (1) Nutraukimas (0)

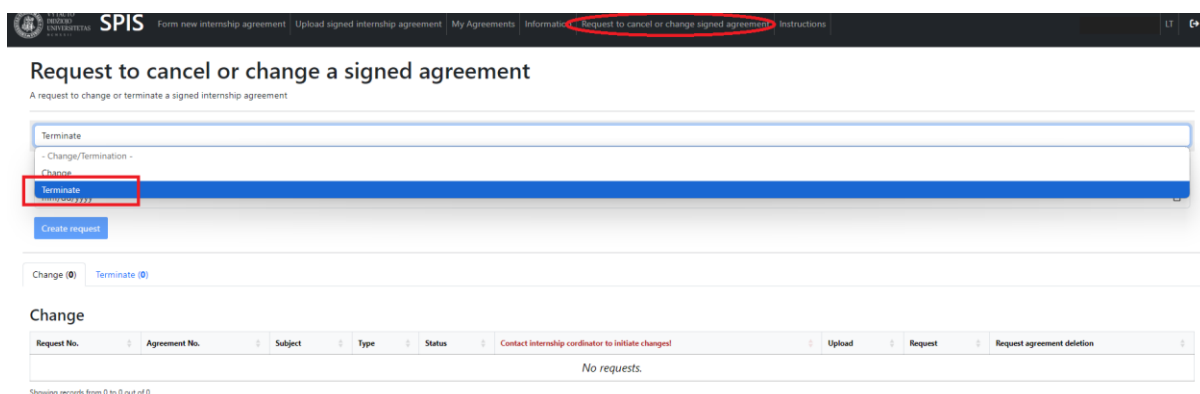
Prašymo Nr.	Sutarties Nr.	Dalykas	Tipas	Statusas	Kreipkitės į praktikos koordinatoriui dėl pakeitimų inicijavimo!	Įkelti	Prašymas	Prašymo trynimasis
3	SP-24-002	Profesinės veiklos praktika (AGR3029)	Keitimas	Patvirtinta	Brigita Medveckienė, brigita.medveckiene@vdu.lt	<input checked="" type="checkbox"/>	<input type="button" value="Patvirtinti"/>	<input type="button" value="Ištrinti"/>

Rodomi prašymai nuo 1 iki 1 iš 1 prašymų

TERMINATING THE AGREEMENT

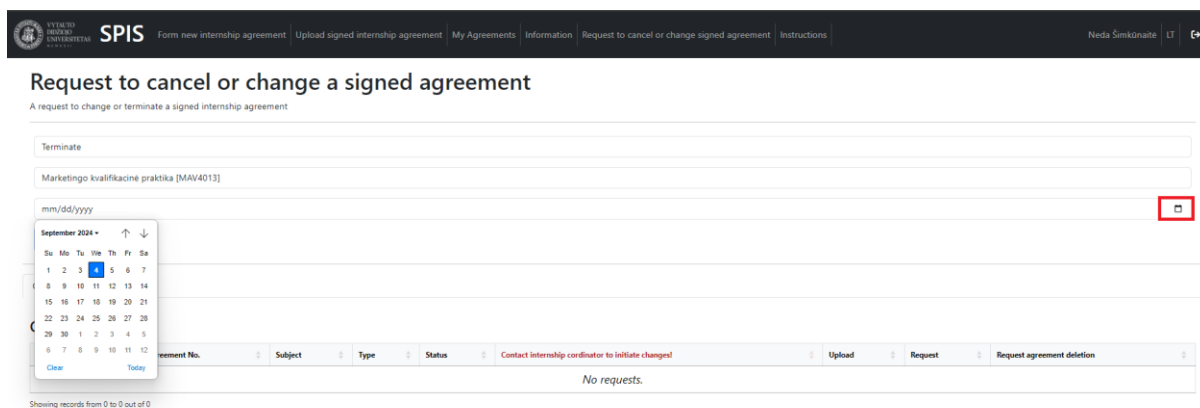
You can initiate the termination of the agreement.

Under the section *Request to cancel or change agreement* choose *Terminate*:



The screenshot shows the SPIS system interface. The navigation bar includes 'Form new internship agreement', 'Upload signed internship agreement', 'My Agreements', 'Information', 'Request to cancel or change signed agreement', and 'Instructions'. The main heading is 'Request to cancel or change a signed agreement'. Below the heading, there is a dropdown menu with 'Terminate' selected. A 'Create request' button is visible. Below the form, there is a table with columns: Request No., Agreement No., Subject, Type, Status, Contact internship coordinator to initiate changes!, Upload, Request, and Request agreement deletion. The table is currently empty, displaying 'No requests.' and 'Showing records from 0 to 0 out of 0'.

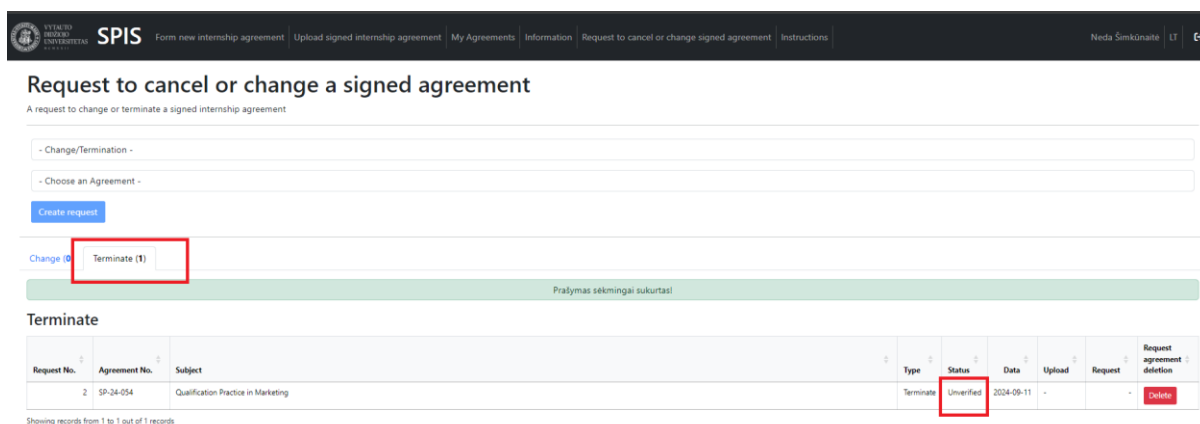
Once selected, a list of all active agreements is displayed. Select the agreement you wish to terminate. Enter the date from which you want to terminate the agreement:



The screenshot shows the SPIS system interface. The navigation bar includes 'Form new internship agreement', 'Upload signed internship agreement', 'My Agreements', 'Information', 'Request to cancel or change signed agreement', and 'Instructions'. The main heading is 'Request to cancel or change a signed agreement'. Below the heading, there is a dropdown menu with 'Terminate' selected. The 'Subject' field contains 'Marketingo kvalifikacinė praktika [MAV4013]'. A date picker is open, showing the date 09/03/2024. A 'Create request' button is visible. Below the form, there is a table with columns: Request No., Agreement No., Subject, Type, Status, Contact internship coordinator to initiate changes!, Upload, Request, and Request agreement deletion. The table is currently empty, displaying 'No requests.' and 'Showing records from 0 to 0 out of 0'.

Click *Create request*.

In the window *Terminate* you will be able to see the request. Status – *Unverified*:



The screenshot shows the SPIS system interface. The navigation bar includes 'Form new internship agreement', 'Upload signed internship agreement', 'My Agreements', 'Information', 'Request to cancel or change signed agreement', and 'Instructions'. The main heading is 'Request to cancel or change a signed agreement'. Below the heading, there is a dropdown menu with 'Terminate' selected. The 'Subject' field contains 'Marketingo kvalifikacinė praktika [MAV4013]'. A date picker is open, showing the date 09/03/2024. A 'Create request' button is visible. Below the form, there is a table with columns: Request No., Agreement No., Subject, Type, Status, Data, Upload, Request, and Request agreement deletion. The table contains one record: Request No. 2, Agreement No. SP-24-054, Subject Qualification Practice in Marketing, Type Terminate, Status Unverified, Data 2024-09-11, Upload -, Request -, and Request agreement deletion Delete. The table is displaying 'Showing records from 1 to 1 out of 1 records'.

If the request is not suitable, it can be deleted.

After the internship coordinator has reviewed the request, you will receive an email informing that your request has been approved and you can sign it.

The request needs to be downloaded, reviewed, signed and taken to the internship supervisor for signature.

IMPORTANT: It is recommended to sign the agreement with a physical signature rather than an e-signature!

Once the agreement is signed by all three parties, the agreement needs to be scanned and uploaded into the system:

The screenshot shows the SPIS system interface for managing signed agreements. The main heading is "Pasirašytos sutarties nutraukimas/keitimas". Below the heading, there are two dropdown menus: "- Keitimas/Nutraukimas -" and "- Pasirinkite Sutartį -". A blue button labeled "Pildyti prašymą" is visible. Below the form, there are two tabs: "Keitimas (1)" and "Nutraukimas (1)". The "Nutraukimas" tab is active, showing a table with the following data:

Pradžymo Nr.	Sutarties Nr.	Dalykas	Tipas	Statusas	Data	Įkelti	Pradžymas	Pradžymo trynimasis
4	SP-24-002	Profesinės veiklos praktika (AGR3029)	Nutraukimas	Nepasirašytas	2024-09-10	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> Patvirtinti šiuo dokumentu	<input type="button" value="Atsisakyti"/> <input type="button" value="Ištrinti"/>

It is mandatory to tick a box indicating that the signatures are authentic.

After clicking the *Upload* button, the agreement will be reviewed by the internship coordinator and either approved or rejected.

If the agreement is rejected, please contact your internship coordinator.

If the agreement is confirmed, you will see it under the section *Request to cancel or change agreement* and *Change* subsection. Request status – *Approved*.