

APPROVED

by Resolution No. (1.1) 150000-TP-10-5 of 6 November 2018 of the Council of the Faculty of Medicine at Vilnius University (version: Resolution No. (1.2) 150000-TP-10-9 of 25 October 2022 and Resolution No.

(1.13 E) 150000-TPN-39 of 5 May 2025 of the Council of the Faculty of Medicine at Vilnius University)

**VILNIUS UNIVERSITY  
FACULTY OF MEDICINE  
INTERNSHIP PROCEDURE**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Internship Procedure at Vilnius University (hereinafter – the Procedure) has been developed in accordance with the Statute of Vilnius University, the Internship Regulations of Vilnius University, the Law of the Republic of Lithuania on Higher Education and Research, the Law on Medical Practice of the Republic of Lithuania and other legal acts regulating integrated studies.
2. This Procedure regulates the organisation, implementation and financing of medical internship (hereinafter – Internship[s]) at Vilnius University (hereinafter – the University) and at Internship facilities (the Internship Base).
3. Internship is a part of the integrated university-level studies of medicine during which interns improve theoretical and practical knowledge and skills acquired during the Medicine Study Programme; acquire additional skills and competencies necessary for working independently as medical practitioners in accordance with medical standards; and prepare for the medical practitioner’s professional activities and Residency Studies. During the Internship, interns learn and perform prescribed duties under the supervision of the Internship Supervisor and gain clinical experience.
4. The Internship consists of the following cycles: Obstetrics and Gynaecology, Surgery and Traumatology, Paediatric Medicine and Internal Medicine (hereafter – the Cycle), and two additional training cycles: Emergency Medicine (emergency medicine in the hospital and with the ambulance service) plus one optional cycle. The work performed by interns during the Cycle or practical training is assessed on a pass/fail basis. The assessment is made by the Internship Supervisor in charge of the Cycle, after checking the interns’ theoretical knowledge and ascertaining that they have acquired all the practical skills specified in the Internship programme (each acquired practical skill must be approved by the doctors in charge). The detailed duration of the Cycle is specified in the Internship Course Description, which is approved by the Medicine Study Programme Committee, however medical students acquire these practical training competencies and skills consistently throughout their six-year studies at the Faculty of Medicine of Vilnius University.
5. A University lecturer or a health professional who works at the Internship Base and who has at least three years’ work experience is eligible to be the Supervisor of an Internship (Cycle) and will supervise the intern during the Internship Cycle or throughout the entire Internship programme.

6. The coordinating lecturer (Internship Coordinator) is responsible for coordinating the content of the Internship Programme.
7. Internship Base refers to the University Hospital or other healthcare institution that has been granted the right to implement an Internship Programme, or part thereof, for a period of five years in accordance with the procedures established by the University.
8. A committee for the selection and evaluation of an Internship Base (hereinafter – the Committee), whose activities are regulated by the Description of the Rules of Procedure of the Committee for the Selection and Evaluation of an Internship Base at Vilnius University, selects Internship Bases for a period of five years.

## **CHAPTER II ORGANISATION AND IMPLEMENTATION OF INTERNSHIPS**

9. The Internship Bases, the lists of students assigned to these and the duration of the Internship, and credits allocated to the base are approved by the Dean's order. On the basis of this order, practical training contracts will be concluded between the University, the Internship Base and the intern.
10. During the Internship, the interns acquire clinical experience, practical medical skills, and perform their Internship under the supervision of the Internship (Cycle) Supervisor assigned by the Internship Base.
11. An Internship may be performed at other clinical bases of the universities in Lithuania or abroad. A student wishing to perform their Internship at other clinical bases of the universities in Lithuania or abroad is required to submit an application to the Study Department of the Faculty of Medicine, signed by the Internship Coordinator and containing the confirmation from another clinical base in Lithuania or abroad that they accept this student for the Internship studies.
12. After the completion of the Internship Programme, each intern must submit a form signed by the Internship (Cycle) Supervisor (Appendix 1). Studies in the relevant Cycles may only be credited *without* the signature of the Cycle Supervisor in the following cases:
  - 12.1. no more than two cycles can be credited provided, no more than five years prior to the start of their Internship studies, the student has held a relevant licence and worked at a unit of a healthcare institution whose profile corresponds to the topics of the Internship Cycles and/or additional training (in this case, a certificate from the relevant place of work and a copy of the licence must be submitted together with the completed form);
  - 12.2. an Emergency Medicine Cycle with the ambulance service may be credited if, no more than five years prior to the start of their Internship studies, the student had completed studies to obtain a paramedic professional qualification (in this case, a copy of the diploma for the paramedic professional qualification must be submitted together with the completed form).

### ***Amendments to the clause:***

*Version of Resolution No. (I.13 E) 150000-TPN-39 of 5 May 2025 Council of the Faculty of Medicine at Vilnius University.*

13. A student may be expelled from an Internship for:
  - 13.1. failure to complete the study programme: failing to attend the relevant assessment without a valid reason, or failure to obtain an assessment for one of the Internship Cycles;
  - 13.2. a serious violation of the University Statute and the Internal Rules of Procedure of the University;
  - 13.3. or, if the head of the Internship Base expels the student from the Internship Base for breaches of the internal rules of procedure of that base.

### **CHAPTER III**

#### **ORGANISATION AND IMPLEMENTATION OF THE INTERNSHIP EXAMINATION**

14. After completing the Internship Programme, interns will take the Internship examination, which will be assessed by a committee of at least 12 members, consisting of lecturers of obstetrics-gynaecology, surgery, paediatrics, internal medicine and emergency medicine. This committee must be approved by an order of the Dean of the Faculty.
15. At the beginning of each cycle for the relevant discipline, interns must be familiarised with the Internship Programme, on the basis of which clinical situations will be selected for the Internship examination.
16. Information on the examination must be provided in the Internship Course Description.
17. The examination committee will assess the following subject-specific competencies of the interns based on their:
  - a) ability to assess patient complaints, collect information on patient medical and life history, make clinical judgements and decisions, and assess the severity of a patient's condition;
  - b) ability to assess clinical symptoms, and prescribe tests, differential diagnoses; carry out a clinical examination, interpret the results of laboratory and imaging tests, make a preliminary diagnosis, and determine the patient's follow-up test plan;
  - c) ability to clearly and carefully prescribe treatment, i.e. medicines and other treatment appropriate to the patient's condition, and assess the appropriateness, benefits and potential side-effects of medicines and other treatments.
18. If an intern fails to pass the final Internship examination, their studies will be terminated and they will only be able to retake the examination in the following year of their studies.
19. Students who have completed the Integrated Medicine Study Programme, have prepared their final thesis, obtained assessment for the thesis, have passed the Internship examination and the final medical examination, will receive an Internship certificate and the diploma of a medical doctor, indicating the award of the professional qualification for a medical doctor.

### **CHAPTER IV**

#### **INTERNSHIP COORDINATOR AND INTERNSHIP (CYCLE) SUPERVISOR. FUNCTIONS, RIGHTS, DUTIES, AND RESPONSIBILITIES**

20. The Internship Coordinator is required to:
  - 20.1. coordinate and organise the implementation of the relevant Internship Programme and be responsible for the implementation of this process;
  - 20.2. prepare the Internship timetable for interns;
  - 20.3. assign interns to Internship Bases;
  - 20.4. monitor the implementation of an intern's Internship timetable and tasks;
  - 20.5. assign tasks related to the implementation of the Internship programme to Internship Supervisors and oversee their work;
  - 20.6. evaluate the content of Internship Cycles completed by interns at foreign bases in accordance with the procedure established by legal acts, and also carry out the credit transfer

procedure.

21. The Internship (Cycle) Supervisor appointed by the Internship Base will:
  - 21.1 supervise the intern during the Internship Cycle, possibly several cycles;
    1. provide the intern with opportunities to acquire theoretical knowledge and practical skills;
    2. notify the Internship Coordinator and the vice-dean of studies about the progress of the Internship, the intern's achievements or any violations;
    3. at the end of the Internship Cycle, assess the theoretical knowledge and practical skills acquired by the intern (Appendix 1).
    4. assign and monitor the performance of tasks or actions in connection with healthcare services independently provided by the intern, in accordance with the procedure established by legal acts;
22. If, for any reason, Internship (Cycle) Supervisor is unable to carry out their duties in accordance with the established procedures, another supervisor of the Internship (Cycle) may be temporarily appointed for the intern.

## **CHAPTER V INTERNSHIP BASE**

23. The Internship Base must meet the requirements of the relevant Internship Programme or part thereof set by the University and provide the intern with the opportunity to acquire practical skills.
24. Internship Bases are approved by the Dean's order, following the recommendations of the Committee for the Selection and Evaluation of an Internship Base at Vilnius University.
25. A healthcare institution has the right to apply to the Committee for the Selection and Evaluation of an Internship Base at Vilnius University with a request to evaluate it for its eligibility for the entire Internship Programme or a cycle thereof.
26. The head of the Internship Base will provide the necessary conditions for interns to carry out their Internship Programme.
27. The head of the Internship Base has the right to expel an intern who violates the internal rules of procedure of the Internship Base and must notify the vice-dean thereof.
28. The head of the Internship Base shall ensure that patients who apply to the healthcare institution are informed about the Internship studies conducted at the institution. The patient participation in the training process shall be governed by the Law on Patients' Rights and Compensation for Damage to Health of the Republic of Lithuania and other legal regulations.

## **CHAPTER VI AN INTERN'S RIGHTS AND OBLIGATIONS**

29. An intern's rights, duties and obligations are determined by the legal acts of the Republic of Lithuania, the Statute of the University, other documents that govern studies, this Procedure, the internal rules of procedure of the Internship Base approved by the head of the Internship Base, and other laws.

30. The intern has the right to:

- 30.1. receive State support in accordance with the procedure established by the Government of the Republic of Lithuania;
- 30.2. acquire the knowledge necessary for medical practice: to learn how to apply diagnostic methods and methods for treatment and rehabilitation, in accordance with the medical standards of Lithuania and the skills already acquired; to refuse to provide healthcare services if this is contrary to the principles of medical ethics or may pose a real risk to the life of a patient or a doctor, except in cases of emergency medical care;
- 30.3. without prejudice to the rules of procedure of the Internship Base and other legislation, obtain information about patients being treated and receiving consultations/medical advice from a physician;
- 30.4. participate in meetings and conferences at the Internship Base where issues of personal and public healthcare are discussed;
- 30.5. consult with the doctors at the Internship Base or the supervisors of the Internship (Cycle); to refuse (in writing), to carry out the orders of the Internship Supervisor, if they do not have the necessary competence and qualifications and if it is not related to the implementation of the Internship Programme.
- 30.6. take the final Internship examination upon completion of the Internship Programme;
- 30.7. other rights provided for in the legal acts of the Republic of Lithuania.

31. The intern obligated to:

- 31.1. comply with the internal rules of procedure of the University or the Internship Base and the laws of the Republic of Lithuania;
- 31.2. provide healthcare services during the implementation of Internship in accordance with this Procedure and other legal acts, only after acquiring the necessary knowledge and skills, within the limits of the acquired competence and qualification;
- 31.3. respect patient's rights and to refrain from violating them;
- 31.4. comply with the principles of medical ethics;
- 31.5. keep medical documents in accordance with the procedure established by legal acts;
- 31.6. carry out the Internship Programme;
- 31.7. students can be on duty no more than twice during each cycle. Night shifts are regulated by the applicable legal acts of the Republic of Lithuania. The duration of one week's study, including on duty periods, shall not exceed 40 hours. After night shifts, interns will be granted benefits in accordance with the internal rules and procedures of the Internship Base and the legal acts of the Republic of Lithuania. Where an intern is on duty at the Internship Base, the physician on duty will perform the role of the Internship (Cycle) Supervisor. Interns are allowed to work, be on duty and to provide medical assistance under the supervision of the Internship (Cycle) Supervisor, within the limits of the legal acts in force in Lithuania and the provisions of this Procedure.

32. The effective date of the Internship Procedure at Vilnius University is 1 November 2022.