

## **RULES FOR ORGANIZATION OF PROFESSIONAL PRACTICE IN BACCALAUREATE**

- 1 The rules determine the requirements to organizing and carrying out professional practice at Al-Farabi Kazakh National University, realizing professional training programs of the higher education.
2. Professional practice is carried out in the organizations which are the bases of practice.
3. Depending on the profile of the students, the bases of practice are industrial enterprises, research institutes, establishments, banks, and also the organizations corresponding to the future professional activity.
4. Terms, duration and content of professional practice are defined by working curricula of specialties, the academic calendar and by practice programs.
5. According to the specific character of specialties educational, introductory and on-the-job training is carried out in training workshops, laboratories, research institutes, training areas and other educational special university departments at the junior courses.
6. On-the-job training where the student practically fulfills the functions of the expert in real working conditions is organized at the senior courses.
7. Pre-degree practice is carried out to collect material on production (professional) activity of the enterprise, and to use it to write the thesis (project).
8. Extra-mural students and students working on the specialty, pass on-the-job training and pre-degree training according to the individual plan on the job. In this case the students bring the letter of employment verification, the diary, the report and the reference letter reflecting their professional activity to the university. The students who don't work on the specialty are sent to the abovementioned types of practice in accordance with the established procedure. They are sent to other enterprises and organizations to be acquainted with working conditions of the chosen specialty, and also to collect the thesis (project) materials.
9. The extramural students and students working on the specialty are exempted from taking educational introductory practice.
10. The students are sent to all types of practice by the order of the head of a higher educational institution with the indication of terms of practical training, base of practice and the head of practice.
11. To organize professional practice the university signs contracts with the bases of practice, agrees with them on programs.
12. The rector and the management of the bases of practice are responsible for the organization of professional practice according to the provisions of the signed contract, and also according to the Labor Law of RK.
- 13 The faculty corresponding chair is responsible for professional practice organization. The chair is confirmed on this right at the meeting of methodological bureau.
14. Corresponding chairs are responsible for educational and methodological support, management of practice, implementation of curricular practice programs and its organization quality control.
- 15 The choice of the head of practice is made among the teachers who submitted application for the management of practice. Practice is carried out by the most high-qualified teachers from the corresponding chairs with creative professional thinking who know specific character of the specialty and successfully passed competition among applicants.
16. Students and also enterprises, institutions, organizations where professional practice is organized, are provided with practice programs.
17. In some cases the students who are sent to professional practice are subjected to medical examination.
18. Before professional practice the chair organizes necessary training for trainee: prepares a task for practice, the referral to practice and organize consultations for students according to the curriculum and the program.
19. The university is responsible for the control of normal working and living conditions and organization of health and safety briefing for students by provided by the enterprises and institutions. Also the university controls the performance of employment policies and procedures by the trainees.

20. The manager of internship from university checks reports of students' practice, gives reviews of their work and submits to the head of the department the written report on carrying out practice, including remarks and suggestions for improvement of students' internship.

21. The head of students' internship of the enterprise gives help in collecting materials, estimates quality of performance of professional duties in real working conditions, makes the professional characteristics containing data on implementation of the program of practice and individual tasks for student- probationers.

22. The student at practical training has to:

- completely execute the program of practice, keep the diary of practice in the required form;
- observe the existing regulations on the corresponding base of practice;
- study and strictly to follow rules of labor protection, safety measures and production sanitation;
- participate in operational work according to the instructions of the relevant chairs;
- submit to the head of practice in certain form the written report, the diary, signed by the head of the base of practice about performance of all the completed tasks.

23. The student after the performance of the tasks, provided by the program of practice, submits the written report following the results of practice signed by the head from the enterprise to the head of practice from the university.

24. The student at practical training cannot participate in the works which aren't provided by the program of internship. If there are vacancies, he can hold the paid positions in the internship training place.

25. Chairs to which professional practice is assigned, develop and approve programs of students' internship, and also take into account the character of the enterprise, establishment, the organization choose the base of practice. The guide to a practice of students contains the purpose and problems of practice, a practice venue, professional requirements to the student probationer, the maintenance of stages of practice, criteria of an assessment of components of practice, an order of preparation of reporting documents (the list, requirements to registration, etc.), samples of forms of the reporting, terms of protection of reports on internship.

26. The final form of control of practice is the report of the student on internship practice including collected, analyzed and systematized material made by him during internship.

27. The report on internship practice is made according to the requirements developed by the graduates training chair and is approved at its meeting. For registration of the report the last 2-3 days of practice are allotted.

28. On the results of internship professional practice, trained students submit the report which is checked by the head of practice of the relevant chair and is defended at the commission, created by the order of the head of the department. The results of protection of the report are estimated by the fixed alphabetic system of mark rating.

29. The structure of the commission on protection of reports and the schedule of its work is discussed and approved previously at faculty meeting no later than 10 days prior to the end of practice.

30. The number of obligatory components of internship includes observance by the student probationer of labor discipline, quantity and quality of the actual collected material, the quality and timeliness of passing of stages of practice, the quality of the submitted report, the quality of protection by the student of the report on internship at the commission.

31. Proceeding from specifics of specialty, the chair can include additional components of an assessment of internship after their consideration and confirmation at the faculty meeting.

32. The results of professional practice are discussed at the Chair. The general results of internship practice are summed up at the council of the faculty with the participation of the representatives of the bases of practice, where it is possible

33. Final sheets on practice have to be closed in the current academic year, as the result of a final assessment with the differentiated offset on the fixed rigid alphabetic system of mark and rating on internship along with results of other disciplines influences GPA and the transference of the student from course to a course. At an unsatisfactory assessment of the total control of internship practice, the student isn't credited in the corresponding type of internship.

34. The student who didn't take part in internship practice without valid excuse or received as a result of final control an assessment F ("unsatisfactory") has the right to pass and take internship during the

subsequent academic period on a paid basis. In case of his absence at practice for a good reason, the student can take internship during the next academic period without payment.

35. The costs of internship, and also trips of the students trained on the basis of the state order to a place of internship are provided from the allocated funds of authorized body in the sphere of education, and the expenses for the students who are trained on a paid basis are taken from the means, received by the university for their training payment.

36. During internship practice for the students who are trained on the basis of the state educational grant, the right to a grant remains in accordance with general practice.

### **Махажанова Л**

We, who below signed, on the one hand Al-Farabi Kazakh National University, in the name of the vice rector \_\_\_\_\_ (First name, middle initial, last name) acting on the basis of KazNU charter and, on the other side lyceum/school No. \_\_\_\_ in the name of the director \_\_\_\_\_ according to the regulations on training of students of KazNU named al-Farabi, approved at meeting of the scientific and methodological council of KazNU named al-Farabi from June 21, 2011 signed the contract on the following:

1. School No. \_\_\_\_\_

as the base of practice takes the obligation:

1.1 To provide the university a place for carrying out training of students (the schedule of professional practice is attached) according to the program and the schedule.

1.2. To appoint the qualified experts for the management of student training in educational institutions according to the appendix 1.

1.3. To provide to students a condition of safe work in each workplace, with briefing on labor protection before passing student training.

1.4. To investigate and consider accidents if they happen to students during practice.

1.5. To provide the account for student- probationers' practice. To report about all cases of violation by students of labor discipline, employment policies and procedures in KazNU named al-Farabi

1.6. To provide opportunity to student- probationers and teachers of university – heads of practice to use offices, library, technical, etc. documentation, necessary for performance of pedagogical practice and completion an individual task by them.

1.7. Upon termination of student training to give characteristics about work to each student probationer and about the quality of the report on practice prepared by them.

1.8. To give out to student- probationers the reports, made by them about practice.

### **2. Al-Farabi Kazakh National University is committed:**

2.1. Before 2 months prior to student training to present to school No. \_\_\_\_\_ for coordination of the program of practice.

2.2. No later than a week prior to practice to provide educational institutions the list of the students directed for internship

2.3. To send students in the terms provided by the planned schedule of carrying out internship.

2.4. To appoint the most qualified professors, associate professors and teachers as heads of internship

2.5. Before sending for internship to organize medical examination of all students.

2.6. To render to heads of student internship the methodological help in the organization of practice

2.7. To investigate and consider accidents if they happen to students during practice.

2.8. To make compensation for teachers, class supervisors, the manager of a training department and the principal on the basis of the existing normative documents.

### **3. The student is obliged:**

3.1. Completely to perform the tasks provided by the program of internship, to keep the diary, to specify the volume of the daily performed work

- 3.2. Strictly to follow rules of labor protection, safety measures and sanitation.
- 3.3. Carefully to handle devices, tools, the equipment, documentation.
- 3.4. To consolidate theoretical knowledge, to gain practical skills of work on the chosen specialty.
- 3.5. To be responsible for the performed work and its results.
- 3.6. To observe the schedule and working hours of educational institution (to follow instructions and tasks of the head and the administration of school).
- 3.7. To give possible help in activity of educational institution, to be directly involved in actions of school.
- 3.8. To examine new pedagogical technologies.
- 3.9. To treat practice creatively, to perform all tasks independently.
- 3.10. To participate in public life of school, to gain experience of organizing, administrative and educational work.
- 3.11. To study experience of carrying out meetings, business meetings, negotiations.
- 3.12. To support and ennoble image of Al-Farabi Kazakh National University.

**The student- intern has the right during practical training:**

- 3.13. To be enrolled in permanent, temporary job or work on performance of single tasks on a specialty profile.
- 3.14. To not participate in the works which aren't provided by the practice program.
- 3.15. To give feasible help in activity of educational institution.
- 3.16. To carry out other duties according to the provision on professional practice.

**4. Liability of the parties for non-performance of the agreement:**

**4. Liability of the parties**

**4.1. Parties answer for non-fulfillment of their responsibilities for the organization and conducting of students' internship in accordance with the legislation of the Republic of Kazakhstan, and current labour protection and safety Rules.**

**4.2. All disputes arising between the parties shall be resolved in the established order.**

**4.3. The Agreement shall enter into force on the date of its signing by the parties.**

**Contract period**

from " \_\_ " \_\_\_\_\_ to " \_\_ " \_\_\_\_\_ .

**Legal addresses of the parties:**

**al-Farabi Kazakh National University:**

**71 al-Farabi Ave., Almaty, Republic of Kazakhstan, 050040**

**Vice-Rector on Academic work**

**al-Farabi Kazakh National University**

\_\_\_\_\_ (FULL NAME)

School:

No.

\_\_\_\_\_  
 \_\_\_\_\_ № \_\_\_\_\_  
 \_\_\_\_\_

**Жанадилова З.**

**Agreement on the organization of t production and educational- introductory internship of students  
 Almaty " \_\_ " \_\_\_\_\_ 2015.**

al-Farabi Kazakh National University, acting in the name of Vice Rector \_\_\_\_\_ under the University Charter (hereinafter - KNU) and \_\_\_\_\_ (hereinafter -internship base) represented by \_\_\_\_\_ and referred to as the parties, in accordance with Regulations on preparing al-Farabi KazNU students, approved at a meeting of scientific and methodological council of al-Farabi KazNU on June 21, 2011, entered into agreement on the following: accept students to the professional internship ( number of students to be agreed).

**1. The internship base is committed:**

- 1.1. In accordance with the program and the calendar, to provide the university with training place for practical internship of students.**
- 1.2. To appoint qualified experts to guide the practice in the enterprise.**
- 1.3. To provide students with conditions of safe operation at every workplace, to conduct briefing on labor protection during the pedagogical practice.**
- 1.4. To investigate and register the accidents with students if they take place during practice.**
- 1.5. For the period of practice, to provide an account of student- interns. Inform the al-Farabi Kazakh National University about all cases of violation of labor discipline and internal regulations.**
- 1.6. To provide student- interns, managers with the opportunity to examine the relevant documentation in the departments of the enterprise.**
- 1.7. Upon completion of the internship, to give each student-intern a characteristics concerning the work done.**

**2. Al-Farabi Kazakh National University is committed:**

- 2.1. To submit to the enterprise for approval the practical and introductory internship program 2 (two) months before the training starts.**
- 2.2. No later than one week before the internship, to provide a company with the list of student-interns.**
- 2.3. To inform students about the terms of the internship according to schedule of the training.**
- 2.4. To appoint professors, associate professors and highly qualified teachers as managers of the training.**

**3. 3. The student must:**

- 3.1. Carry out in full the tasks under the internship program; have a diary to record the necessary data; indicate the amount work performed per day and the consultations (conversations) with the specialists of the enterprise; participate in the social events and other activities in the enterprise.**
- 3.2. Strictly keep to the rules of labor protection, safety and sanitation.**
- 3.3. Be familiarized with the relevant enterprise department and employment placement (availability of job descriptions, further training and retraining, acquaintance with the employees' work schedule, participation in public events).**
- 3.4. Take good care of technical equipment and documentation.**

- 3.5. Secure the theoretical knowledge as well as acquire practical skills for chosen specialty.
- 3.6. Be responsible for the work performed and its results.
- 3.7. Follow the schedule and mode of enterprise operation (follow instructions and tasks from managers and specialists of the department).
- 3.8. Have responsible attitude towards the internship; carry out all tasks independently.
- 3.9. Participate in the community life of the department, in the managerial and educational work.
- 3.10. Maintain and elevate the image of al – Farabi KazNU.
- 3.11. Provide the managers of the internship with a report on the implementation of all tasks, diary and characteristics signed by the enterprise manager.

During the internship period a student-intern has the following rights:

- 3.12. To be enrolled for a permanent/temporary work or one-time tasks on the profile of the specialty.
- 3.13. Not to participate in the work not included into the internship program.
- 3.14. To provide all possible assistance the enterprise's activity.
- 3.15. To perform other duties according to the regulations about internship.

#### 4. Liability of the parties

- 4.1. Parties answer for non-fulfillment of their responsibilities for the organization and conducting of students' internship in accordance with the legislation of the Republic of Kazakhstan, and current labour protection and safety Rules.
- 4.2. All disputes arising between the parties shall be resolved in the established order.
- 4.3. The Agreement shall enter into force on the date of its signing by the parties.

#### Contract period

from "\_\_\_" \_\_\_\_\_ to "\_\_\_" \_\_\_\_\_ .

#### Legal addresses of the parties:

al-Farabi Kazakh National University:

71 al-Farabi Ave., Almaty, Republic of Kazakhstan, 050040

Vice-Rector of al-Farabi Kazakh National University

\_\_\_\_\_ (FULL NAME)

#### Enterprise:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Омарова III.

2. Appendix 3

The model for registration of the order on conducting of students' internship "About the organization and conducting of students' internship  
"

According to the curriculum students of \_\_\_\_\_ course, specialty \_\_\_\_\_ faculty for \_\_\_\_\_ academic year

(code) (name of specialty) \

I ORDER:

1. To send for passing internship students of \_\_\_\_\_ course \_\_\_\_\_ faculty \_\_\_\_\_ of chair for a period of \_\_\_\_\_ weeks from \_\_\_\_\_ to \_\_\_\_\_ 2014 in \_\_\_\_\_\* of Almaty

(date, month) (the list of secondary educational institutions – places of practical training)

in the following structure:

school No. \_\_\_\_\_

1. Full name of students

school No. \_\_\_\_\_

1. Full name of students

2. To appoint manager(s) for student training practice

\_\_\_\_\_  
(Full name of the teacher, position, chair)

with assigning responsibility for implementation of the program of practice

3. To appoint responsible(s) for observance of safety regulations (SR), the labor protection (LP) and timely briefing on SR and LP, according to regulations of KazNU.

(full name of the teacher, position, chair)

(in case of need to specify responsible (First name, middle initial, last name – it must be concrete) for observance of rules of SR and LP and timely briefing on SR and on LR at secondary educational institutions in a section of specialties or groups or offices (r/d or k/.d) of faculty, etc. for example:

On the specialty \_\_\_\_\_

(name of specialty, Full name of the teacher, position, chair)

in the specialty (r/d or k/d t.) \_\_\_\_\_ name of specialty,

Full name of the teacher, position, chair) school No.

\_\_\_\_\_  
(Full name of the teacher, position, chair)

4. To appoint the head (s) of student training practice on the pedagogical department in secondary school (s): \_\_\_\_\_

(Full name of the teacher, position, chair)

responsible for implementation of the program of internship .

5. To appoint the head (-s) of student internship on the department of psychology in secondary school (s): \_\_\_\_\_

(Full name of the teacher, position, chair)

responsible for implementation of the program of internship

1. Accounting departments of the university must pay to the staff of schools, according to the presented sheets.

2. The students directed to student training of internship are to be guided by normative documents on SR and on LR \_\_\_\_\_ in

(name of the enterprise)

in compliance with the contracts on providing base of practice.

8. To assign the general management of student training internship to the head(s) of Chair(s)

\_\_\_\_\_ a full name  
 (Full name of the head(s) of Chair(s) the Vice rector for academic work

<b>(First name, middle initial, last name) of the head(s) of Chair(s) the Vice rector for study</b>		_____ a full name
<b>It is coordinated:</b>		_____ full name
<b>Vice rector for economic and production problems</b>		_____ full name
<b>Department director on the academic issues</b>		_____ full name
<b>Head of department on budgetary policy and economical planning</b>		_____ full name
<b>Head of department on legal work and military mobilization provision</b>		_____ full name
<b>Chief of AMM (Academic Methodological Management)</b>		
<b>Head of CD (Civil Defense), SR (Safety Regulations) LP (Labour Protection) department</b>		
<b>Director of the Center of career</b>		

Appendix 4

The model for registration of the order on pre-degree, production practice "About the organization and carrying out (pre-degree or production, educational) \* practice of students"



practice name according to WCP (Working Curricular Plan)  
 According to the curriculum of students of \_\_\_\_\_ course, specialty \_\_\_\_\_ faculty  
 \_\_\_\_\_  
 (code) (name of specialty) (name of faculty)  
 \_\_\_\_\_ academic year

**ORDER:**

1. To direct for passing \_\_\_\_\_ practice  
 (pre-degree, production)  
 students of \_\_\_\_\_ course \_\_\_\_\_ faculty \_\_\_\_\_ chairs, who  
 passed medical examination and fluorography for a period of \_\_\_\_\_ weeks (number of  
 weeks) \_\_\_\_\_ - \_\_\_\_\_ 2014 in (on) \_\_\_\_\_  
 (number, month, year) (to specify a place of practical training and establishment)  
 in the following structure (in case of practical training by all group in one establishment):

2. First name, middle initial, last name students

3

(in case of practical training of students in different establishments, specify a place of its carrying out opposite surname of the student).

Note: a place passing of educational (production) practice, if necessary, specify by separate point.

2. To appoint the head(s) of practice \_\_\_\_\_

\_\_\_\_\_  
 (First name, middle initial, last name of the teacher, position, chair)  
 with assignment of responsibility for implementation of the program of practice.

3. To appoint responsible(s) for observance of safety regulations (SR), the labor protection (LP) and timely briefing on SR and LP, according to regulations of KazNU.

\_\_\_\_\_  
 (name of specialty, First name, middle initial, last name of the teacher, position, chair)  
 (in case of need to specify responsible (First name, middle initial, last name – it is concrete) for observance of rules SR and LP and timely briefing on SR and LP in practical training places (the name of the enterprises, etc.) in a section of specialties or groups or offices (r / d, k/d) faculty, etc. for example:

in the specialty \_\_\_\_\_

(name of specialty, First name, middle initial, last name of the teacher, position, chair)

in the specialty (r/d and k/d.) \_\_\_\_\_

(name of specialty, First name, middle initial, last name teacher, position, chair)

on groups \_\_\_\_\_

(to specify specialty, groups, First name, middle initial, last name the teacher, a position, chair)

4. *The students sent \_\_\_\_\_ to the practice are to be guided by \_\_\_\_\_*

(name)

*The normative documents on SR and LP \_\_\_\_\_*

(name of the enterprise)

*according to the available contracts on providing base of practice (in case students go to various organizations. In case students go to one organization, respectively the contract is one!).*

<p><b>Note: if practice is organized at KazNU, for example at your faculty, then the interpretation of point 4 is as following – the students _____ sent to the practice are to be guided by the normative documents on</b></p>		
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<b>SR and PL of KazNU named al-Farabi. Vice rector for study Vice rector for academic affairs</b>		_____ full name
<b>It is coordinated:</b>		_____ full name
<b>Vice rector for economic and production issues</b>		_____ full name
<b>Department director on academic issues</b>		_____ full name
<b>Head of department on budgetary policy and economical planning</b>		_____ full name
<b>Head of department on legal work and military mobilization provision</b>		_____ full name
<b>Chief of AMM (Academic Methodological Management)</b>		_____ full name
<b>Head of CD (Civil Defense), SR (Safety Regulations) LP (Labour Protection) department</b>		_____ full name
<b>Director of the Center of career</b>		_____ full name
<b>It is included Dean of faculty</b>		_____ full name

All to whom the order, according to mailing is dispatched have to unpack an additional copy of the order.