

RULES FOR PROFESSIONAL PRACTICE ARRANGEMENT OF MASTER'S AND DOCTORAL STUDENTS

1. General provisions

1. The regulation on the professional practices of master's and doctoral students (hereinafter the regulations) conducts the manner and form of passing the research, teaching and production practices of master's and doctoral students at al-Farabi Kazakh National University.

2. This regulation is developed in accordance with the State Compulsory Educational Standard of postgraduate education, approved by Decree of the Government of the Republic of Kazakhstan dated August 23, 2012, №. 1080, by Orders and Regulatory Enactments of the Ministry of Education and Science of the RK.

3. Professional practice in postgraduate education system is a component of professional training, aimed at consolidating the theoretical knowledge gained in the process of learning in higher education, the acquisition of practical skills and competencies, as well as mastering of innovate experience. There are following kinds of professional practice of postgraduate education: research, teaching and production.

4. The purpose of the research practice of postgraduate education is to study the latest theoretical, methodological and technological achievements of national and foreign science, practical skills, and the use of contemporary methods of data collection, processing and interpretation of experimental data in dissertation research.

5. The purpose of the teaching practice of postgraduate education is to prepare for scientific and educational activities in higher education, the acquisition of practical skills and consolidation of activities for the implementation of the educational process in higher education, including the teaching of special subjects, training activities, scientific-methodical work on the subject.

6. The purpose of the production practice of postgraduate education is the acquisition and consolidation of key competences, practical skills and experience of professional activity according to the future specialty.

7. Date and content of professional practices are defined by the main (working) curricula of specialties and should be reflected in the individual study plans of postgraduate programmes.

8. The program and content of professional practices are developed by Graduate Departments, taking into account the profile of the specialty and individual educational trajectory of master's/doctoral student.

2. Tasks and contents of the professional practices

9. The main tasks of the research practice are:

- mastering the modern methods of organizing and conducting the research/experimental work;
- mastering the modern methods of analysis and interpretation of data;
- collecting factual material for the preparation of the thesis;
- formation of professional competences, necessary for effective self-research in the chosen field of scientific and/or practical activities;
- formation of creative, exploratory approach of students to professional activities, needs for constant self-education.

10. Research practice provides the following types of activity:

- empirical research base in accordance with the chosen theme of the thesis (preparation of the program and plan of research, production and formulation of objectives, definition of the object and the subject of the study, the choice of methodological basis of the study, the study of methods for collecting and analyzing data);
- the study reference and bibliographic systems, different ways to find information; acquisition of bibliographic skills inventories, mapping scientific bibliographic lists, use of bibliographic

description in scientific papers, work with domestic and foreign electronic databases;
-conducting scientific and experimental research related to the theme of the thesis, collection, processing, analysis and synthesis of the received data.

11. The main tasks of pedagogical practice are:

-mastering skills for structuring and transforming scientific knowledge into the learning material, oral and written presentation of substantive material, variety of modern educational technologies, methods of compilation tasks, exercises, tests, and other basics of scientific-pedagogical and methodical work;

-formation of skills for educational purposes, for choosing the type, type classes, use various forms of organization of educational activity learners depending on the pedagogical objectives; diagnostic skills, monitoring and evaluation of the effectiveness of training activities;

-familiarization with the various ways of structuring and presentation of educational material, ways of intensifying training activities with the basic principles of organization of educational process on the credit technology of training in high school, with the specificity of interaction in the 'student-teacher'.

12. Pedagogical practice provides the following types of activity:

-to develop the individual program of pedagogical practices;

to have scientific-methodical consultation, introduction to organization of educational and methodical work of departments;

-to study teaching experience of leading teachers of the University during a visit to the training sessions on discipline, related sciences;

-to study normative and legal documents (the law of RK «On Education», State obligatory standards of work, curricula, modules, etc.);

-to visit and analyze lessons conducted by master's and doctoral students;

-to plan and develop teaching materials;

-to conduct training sessions on discipline (lectures, seminars, practical and laboratory classes);

-to organize individual work with students, guide research student (master's degree) studies, research leadership practice students (master's students).

13. The main tasks of the production practice are:

-to establish professional profile and skills;

-to study of the specificity of the work of enterprises, organizations or institutions in the industry, including the organization and management of production processes;

-to master basic skills, modern management activity (units of activity planning, problem solving, decision making, control of processes and outcomes).

14. Production practice includes the following activities:

-to study the organization of activity of the enterprise, the main normative and regulating documents;

-to study the equipment, devices, measuring instruments, tools, etc;

-to study the basic production and management processes;

-to conduct labor operations within the functional responsibilities of employees.

3. The organization and carrying out the professional practices

15. The professional practices are carried out at the established places. As the places of research and teaching practice are the university departments, production practices are arranged at organizations, institutions, enterprises, etc. The research practice of postgraduate students can also be organized at research institutes and research organizations.

16. Date, duration and content of professional practices are defined by the main (working) curricula for educational programs, academic calendar and approved by programs of the university on practices.

17. The Administration of the University is responsible for the organization and conducting of the professional practice according to the concluded contracts.

18. The educational-methodical management of professional practice, the development of practice program and quality control are provided by the graduating department.

19. Master/doctoral students and places of practice are provided with the programs of practice.

20. Trainees who are to have practice, if necessary, pass a medical examination.

21. At the beginning of the professional practice, the graduating department organizes necessary training and conducts consultations in accordance with the practice program.

22. Direct management of professional practice is conducted, as a rule, by the academic advisor of master/doctoral student. Supervisors of the practice are approved by the Order of the Head of the institution.

23. Practice Supervisor is to:

- provide the organization, planning and accounting of the results of the practice;
- approve the individual program of professional practice of master's/doctoral student;
- select the discipline and training group as a base for teaching practice, organization or company-as a base for research/professional practice;
- provide scientific and methodical help in passing professional practice;
- supervise the work of the student, taking steps to address the shortcomings in organizing and conducting practices;
- perform analysis and assessment of the outcome of professional practice, gives the final report of the results of the practice;
- summarize the educational-methodical experience in practice, makes suggestions for streamlining and improvement.

24. For the teaching practice, the educationists of teaching practice are appointed from the department of general, educational and ethnic psychology and department of general and ethnic pedagogy.

25. Educationists of pedagogical practices are to

- organize individual and group consultations in the framework of psycho-pedagogical teacher training in higher school;
- visit the final classes of students-trainees and provide their detailed psychological-pedagogical analysis;
- participate in the analysis and evaluation of the final report documentation of trainees;
- participate in the organization of orientation and final conferences;
- make suggestions for improving practices, participate in the discussion of issues relating to practices at department meetings.

26. The total load of students for the period of professional practice shall be determined in accordance with the educational Master/PhD programs:30 per cent of the total load is planned for the active professional practice (conducting academic hours, performing researches works in the lab, working at the practice place) and 70 percent for the independent work during the professional practice, including preparatory work with the internship supervisor.

27. The individual program of conducting the professional practice of the master/doctoral students is developed by supervisor and introduced into the overall schedule of the practice,, approved by the department of the faculty. Each student receives individual assignments in accordance with the approved program of practice.

28. Attestation of the results of the students' professional practice of educational postgraduate is carried out in the terms defined by the academic calendar and schedule of practices.

29. At the end of the practice trainees submit reports in accordance with the amount and quality of the work fulfilled. The supervisor of the practice takes into consideration the reports of the trainees and makes a conclusion on the results of the practice.

30. Reports on the practices and conclusions of the supervisors are heard by the special commission, created at the graduating department, which takes a decision on the assessment of the results of the practice. When grading the teaching practice the assessments of the supervisors of

pedagogy and psychology department are taken into account.

4.Rights and obligations of Master/Doctoral students.

31. Master/Doctoral Students during the professional practices are eligible to ask practice supervisors, specialists in practice, using of teaching materials in the respective offices of faculty and University, to make proposals for the improvement of the organization.

32. Trainees during the teaching practice for the tentative agreement have the right to visit classes of leading teachers of the University, with the aim of exploring teaching techniques, sharing advanced pedagogical experience.

33. Students are obliged to implement all activities under the program of professional practice.

34. Trainees should follow the internal regulations of the university, the orders of the administration and supervisors of the practice, the safety requirements, as well as the internal rules of the organization providing the place of practice. In case of non-compliance with the requirements, the trainer may be removed from the practice.

35. Students of the postgraduate educational programs, excluded from the practice or whose work is assessed unsatisfactory, are considered having not fulfilled the practice plan. By the decision of the supervisors, they may re-pass the practice.

36. In conformity with the practice program the trainees are to submit the reports on the practice in due time.