

Appendix 1
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REGULATIONS

On the procedure for conducting the practice of higher education Igor Sikorsky Kyiv
Polytechnic Institute

Kyiv-2020

INTRODUCTION

Regulations on the procedure for conducting the practice of higher education Igor Sikorsky Kyiv Polytechnic Institute (hereinafter - the University) developed in accordance with the Law of Ukraine "On Higher Education", Regulations on the practice of students of higher educational institutions of Ukraine, approved by order of the Ministry of Education of Ukraine 08.04.1993 №, taking into account the Regulations on the organization of educational process in Igor Sikorsky Kyiv Polytechnic Institute.

GENERAL REGULATIONS

1.1. The practical training of higher education students of the University is a mandatory component of educational-professional and educational-scientific training programs and aims to acquire students of higher education professional skills and abilities, carried out at enterprises and organizations of various sectors of economy, science, education, health and public administration.

1.2. The purpose of practice is the application, generalization and consolidation of knowledge obtained at the University in practice, mastering professional experience and skills of independent work in the enterprise, institution, organization; mastering modern methods, forms of labor organization, tools in the field of their future specialty.

1.3. Types and scope of practices are determined by educational-professional and educational-scientific programs of higher education, which are reflected respectively in the curricula, working curricula and schedules of the educational process.

1.4. The content of each type of practice is determined by its program, which is developed by the relevant departments and approved by the Dean of the Faculty, director of the institute.

1.5. The internship program must:

- correspond to the educational program of specialist training, provide for the acquisition by the higher education seekers of one or more competencies;
- determine the sequence of obtaining practical knowledge and skills;
- contain a description of the procedure and specific criteria for assessing the level of knowledge, skills and abilities that must be achieved by higher education students during the internship.

1.6. The evaluation of the results of the practice of higher education seekers is carried out on a 100-point scale with the obligatory transfer of scores to the national scale (with grades "excellent", "very good", "good", "satisfactory", "sufficient" or "unsatisfactory").

1.7. The place of practice can be enterprises, institutions, organizations of various economic activities, forms of ownership in Ukraine, which meet the conditions of the practice program. As a basis for the practice of higher education seekers can be used and structural units of the Igor Sikorsky Kyiv Polytechnic Institute, which have the necessary equipment and meet the programs of practice.

TYPES AND CONTENT OF PRACTICE

2.1. Depending on the specific specialty, the goals of the educational program and / or the requirements of higher education standards, different types of practices can be conducted: educational, technological, operational, design, economic, clinical, pedagogical, research, undergraduate, etc.

2.2. Types of practice, their duration, scope and timing are determined by higher education standards and educational programs.

2.3. The content of all types of practices and the sequence of their implementation is determined by the program developed at the department in accordance with the curriculum in accordance with educational-professional and educational-scientific programs of higher education, considered by the scientific-methodical commission of the faculty (institute) and approved by the Dean of the Faculty.

2.4. The internship program is the main organizational and methodological document that regulates the purpose, content and sequence of internships, summarizing the internship and contains recommendations on types, forms and methods of quality control of training, the level of competencies that graduates should receive during each type practices. The program of practices is developed and discussed at the meetings of the department. Based on the internship program, the departments of the University develop working programs of relevant types of internships (Appendix 1), which are agreed with the management of the internship base. The development of internship programs for new educational programs is carried out no later than one semester before the start of internships.

2.5. The main task of the internship program is to clearly plan and regulate all activities of higher education seekers and interns during the internship. Guided by the requirements, the department describes the requirements for the stages of practice and work programs of practice, which are made taking into account the specifics of the enterprise or organization where the practice will take place.

2.6. Departments can develop, in addition to work programs of practice, other methodological documents that contribute to achieving high quality of practical training of higher education.

3. BASES OF PRACTICE

3.1. The bases of practice can be enterprises, institutions, organizations of various types of economic activity, as well as structural units of the University, provided that they ensure the full implementation of practice programs.

3.2. Determining the bases of practice is carried out by the management of educational units on the basis of direct agreements with enterprises, institutions, organizations, as well as agreements on partnership and cooperation, regardless of organizational and legal forms and forms of ownership of enterprises, institutions, organizations.

3.3. Based on the orders (Appendix 2) provided by the departments to the educational department, complex agreements (including several faculties / institutes) are drawn up between the University and enterprises, organizations, institutions for all types of practices of the calendar year.

3.4. Higher education seekers can independently, in agreement with the management of the department, choose the base of practice and offer it for use provided that it fully meets the requirements of practice programs.

3.5. Faculties (institutes) conclude with enterprises, organizations, institutions offered by higher education seekers, individual agreements on practice in a certain form (Appendix 3) taking into account agreements on partnership and cooperation with enterprises, institutions, organizations concluded by faculties, institutes.

3.6. In the case of training specialists under targeted agreements, the bases of practice may be enterprises (organizations, institutions) for which such training is carried out. If the contract for the training of a specialist stipulates the place of practice, separate contracts are not concluded.

3.7. In the case of training specialists on the orders of individuals, legal entities, the bases of practice may be determined by the terms of the agreement (contract) for their training.

3.8. For higher education seekers of foreigners, the bases of practice are provided in the relevant contract or agreement of the customer country for training and can be located both in Ukraine and abroad - in the customer country. During the internship in Ukraine, higher education seekers - foreigners adhere to this Regulation.

3.9. For higher education seekers by correspondence, internships are conducted according to an individual plan without separation from production.

4. ORGANIZATION OF PRACTICE

4.1. The responsibility for the organization and conduct of the internship rests with the Rector of the University. The general organization of practice and control over its

carrying out is carried out by the vice-rector for educational work. Direct educational and methodical guidance and implementation of the internship program are provided by the relevant departments of faculties and institutes.

4.2. All types of practice must be formalized by orders prepared by the Deans of the Faculties on the submission of the departments of the lists of higher education seekers. Orders on conducting internships with providing lists of distribution of higher education seekers by places of internship in accordance with the concluded agreements are agreed with the educational department and submitted to the department for accompanying documents of higher education seekers. The order specifies the course, group, term of practice, surname, name and patronymic of the head of practice from the University, as well as, if necessary, the period of stay of the head on the basis of practice. Orders are submitted within the timeframe regulated by the order on the organization of the practice of higher education students of the University and curricula. Lists of higher education seekers - citizens of Ukraine who study at the expense of legal entities or individuals are submitted separately. Orders for the practice of foreign higher education seekers are submitted to the Center for International Education.

4.3. Organizational measures to ensure the preparation and conduct of the practice are:

- development of programs of practice of higher education seekers, the preparation of which is carried out according to various educational programs;
- appointment of the person responsible for the organization of the practice of higher education at the department;
- definition of practice bases;
- concluding agreements on internships between the University and the enterprise, organization, institution;
- appointment of direct practice leaders from the department;
- development of work programs of practice;
- compilation of topics for individual tasks for practice;
- distribution of higher education seekers on the basis of practice;
- registration of a referral for practice according to the concluded agreements;
- acquaintance with the rules of filling in the practice diary; -
- preparation of form of reporting documentation based on the results of the internship.

4.4. The main organizational and methodological document governing the activities of higher education seekers education and practice leaders is a program of practice, which should be developed on the basis of the educational training program, take into account the specifics of the specialty and reflect the latest achievements of science

and production. The development of the internship program for new educational programs is carried out not later than a semester before its beginning.

Practice programs should contain the following main sections:

- purpose and objectives of practice;
- organization of practice;
- content of practice;
- individual tasks;
- requirements for the practice report;
- summarizing the practice.

In addition, sections of the internship program may include guidelines (recommendations) for the internship, a list of literature and necessary documentation, excursions during the internship and other activities that contribute to the consolidation of knowledge gained during training.

4.5. Practice leaders from the departments of the University and from the enterprise are appointed to lead the practice. The head of practice from the department carries out the general management of practice, supervises performance of the working program of practice, carries out control over attendance of practice, together with the head of practice from the enterprise accepts a test from practice.

4.6. The head of the practice from the enterprise, institution, organization ensures that the higher education seekers undergoes safety briefing and acquaintance with the Rules of Procedure of the enterprise, institution, organization provides assistance in collecting the necessary materials for the report, assesses the quality of work of each higher education seekers during the internship.

To ensure high efficiency of the internship, the educational department of the University and the departments must perform the following:

- by May 30 of the current year to submit to the educational department an order for the conclusion of complex agreements for the practice of higher education for the next calendar year;
- to conclude individual agreements with enterprises, organizations, institutions at the choice of higher education seekers at the level of faculty, institute.
- at the end of the calendar year, the educational department to draw up complex agreements between the University enterprises (institutions, organizations) in accordance with the orders of the departments.
- The head of practice from the department must:
- no later than two weeks before the start of the internship, to coordinate with enterprises, institutions and organizations work programs for the internship;

- not later than 7 days before the start of the internship, to provide enterprises, institutions, organizations with lists of higher education seekers - interns for registration of a temporary pass to the enterprise;
- to warn higher education seekers about the issuance of a medical certificate of health (if necessary) before the start of practice;
- to provide working programs of practice of heads of divisions of the enterprise, establishment, the organization where higher education seekers pass practice;
- when sent to the enterprise, institution, organization for the practice of three or more applicants for higher education seekers a senior group who is an assistant to the head of practice;
- hold meetings with applicants for higher education on internships;
- to acquaint higher education seekers with the work program of the internship;
- to publish diaries with individual tasks for higher education seekers.

The diary is the main document of the higher education seekers during the internship and should have sections:

- instructions for practice;
- memo on the provisions of practice and diary keeping;
- calendar plan of practice with an individual task;
- remarks of managers during the internship, response of the manager from the company about the internship by the applicant;
- conclusion of the head of the department about the practice of the applicant with higher education with a credit assessment of practice.

The content of the individual task of the educational process must meet both the tasks and needs of production, take into account the capabilities and proposals of the enterprise, organization, institution. In the case of undergraduate (research) practice, the content is consistent with the subject of the qualification work.

- The head of practice from the University should also:
- draw up a journal of practice, as well as conduct safety briefings, if higher education seekers are practicing at university departments;
- write a referral for practice at an enterprise, institution, organization for higher education seekers or a group of higher education applicants;
- to ensure the timely arrival of applicants for higher education to places of practice and to control the practice;
- systematically, at least once a week, to advise and monitor the stages of the individual task;
- to assist the head of practice from the enterprise in compiling the characteristics of each higher education seekers;
- to take part in accepted tests from practice;

- to inform about the end of practice. The results of the practice are discussed at meetings of the department and meetings of the Academic Council of the faculty, institute;
- check the return of all higher education seekers passes, literature and property of the enterprise, institution, organization;
- submit to the dean's office a report on the results of the practice with proposals for its improvement;
- get information about the adaptation and quality of training of graduates in the presence of young professionals who graduated from Igor Sikorsky Kyiv Polytechnic Institute;
- provide (if necessary) the possibility of remote control of practice in accordance with the developed guidelines.

4.7. Responsible for the organization and conduct of internships for higher education is the Dean of the Faculty, director of the institute, who:

- manages educational-methodical and organizational support of practice;
- exercises control over the organization and conduct of practice by departments, implementation of practice programs, timely preparation of tests and reporting documentation on the results of practice;
- listens to the reports of the departments on the practice at the meeting of the Academic Council of the faculty, institute;

4.8. The direct educational and methodical guidance of the practice of higher education seekers is provided by the head of the department. The department carries out the following activities:

- development of programs, work programs of practice;
- determination of bases of practices, coordination with them of the number of applicants of higher education seekers for practice, drawing up of the corresponding application which is submitted to educational department for the conclusion of complex contracts;
- development of individual tasks for the period of practice;
- development (if necessary) of methodical recommendations of carrying out practice in a remote mode;
- holding a meeting of applicants for higher education on internships with the participation of practice leaders;
- implementation of management and control over the practice;
- discussion of the results and analysis of the implementation of internship programs at the meetings of the department;
- submission to the Deans of the Faculties, directors of institutes of reports on the practice with proposals for improving its organization.

Head of practice from the enterprise, institution, organization:

- is personally responsible for the practice;
- organizes acquaintance of higher education seekers with the rules of safety and labor protection;
- organizes internships in accordance with work programs of internships;
- determines the places of practice, provides the greatest efficiency of its passage;
- ensures the implementation of agreed with the curriculum schedules of practice in the structural units of the enterprise;
- provides trainees with the opportunity to use the available literature, the necessary documentation;
- monitors the observance of internal regulations by higher education seekers;
- creates the necessary conditions for trainees to learn new equipment, advanced technologies, modern methods of work organization;
- monitors the implementation of the Labor Code of Ukraine, etc.

4.10. If there are vacancies, higher education seekers of the University can be enrolled in full-time positions, if the work on them meets the requirements of the internship program. At the same time, at least 50 percent of the time is devoted to general training in the internship program.

4.11. Higher education seekers at the University during the internship are required to:

- before the start of the internship to receive from the head of the internship from the University directions, methodical materials (methodical instructions, program, diary, individual task) and consultations on registration of all necessary documents;
- arrive at the practice base on time;
- fully perform all tasks provided by the work program of practice and instructions of its leaders;
- study and strictly follow the rules of labor protection, safety, industrial sanitation and internal regulations;
- be responsible for the work performed;
- timely draw up reporting documentation and take a test of practice.

5. ORGANIZATION OF PRACTICE IN REMOTE MODE

5.1. The internship, which provides for its passage on the basis of enterprises, institutions or organizations, may be conducted remotely or directly on the territory of the enterprise, organization or institution at the request of an adult applicant, provided that the practice base is located as close as possible to his place of residence.

5.2. The decision on the form of all types of internships is made by the graduating department.

6. MATERIAL SUPPORT OF PRACTICE

6.1. Sources of funding for higher education internships are determined by the form of an order for specialists: state or regional funds, funds of individuals and / or legal entities. Additional sources of funding, not prohibited by law, may be used to finance higher education internships.

6.2. Financing of expenses for the organization and carrying out of practice of applicants of the higher education studying under the state order, is not provided by a separate position in estimates at the expense of the general fund of the state budget. These contributions are allowed only at the expense of savings within the approved estimates.

6.3. Payment for business trips to teachers of the University - heads of practice of higher education seekers is carried out in accordance with current legislation within the available funding.

6.4. Travel to the bases of practice and back by urban and suburban (up to 50 km) transport is paid by higher education seekers at their own expense.

6.5. During the internship during the period of work at workplaces and positions with payment of salaries for higher education seekers, the right to receive a scholarship based on the results of semester control is preserved. During this practice, the applicant may also acquire a working specialty.

6.6. The training load of managers is determined based on the number of training hours provided by the curriculum.

7. SUMMARY OF PRACTICE

7.1. At the end of the internship, higher education students report on the implementation of the program and the individual task. The internship reporting form is the submission of a written report, signed and evaluated directly by the supervisor from the internship database. The written report together with other documents established by the University and specified in the work program of practice, are submitted for review to the head of practice from the University. The report should contain information on the implementation by the higher education seekers of all sections of the program of practice and individual task, conclusions and suggestions, list of references, etc. The report on the requirements defined in the program of practice is made out.

7.2. The report is defended by higher education seekers in a commission appointed by the Head of the Department. The Commission consists of teachers-heads of the internship from the Department and (if possible) the head of the centre for the internship. The Commission takes the higher education seeker's credit in the centre for the internship in the last days of its duration period or at University during the first ten days after the end of the internship. The report on the internship is stored at the Department for three years.

7.3. Higher education seekers who have not completed the internship program without good reasons may be granted the right to repeat the internship under the conditions specified by the University. The higher education seeker, who was assessed negatively for the internship under these conditions by the Commission, is expelled from the University.

7.4. The result of the internship test is entered in the test-examination list and in the Transcript of Records of the seeker under the signature of the Chairman of the Commission and is taken into account by the Scholarship Commission when determining the scholarship on the basis of seeker's points and results of the final control.

7.5. The results of each internship are discussed at a meeting of the Department. The general results of the internship are summed up by the Academic Council of the educational unit at least once during the academic year.