

Educational Institution "Alikan Bokeikhan University"		
Level 3 QMS document	Edition No. 6 dated 10.10.2022	R.01.05/2022
Regulations	instead of version No. 5 dated February 22, 2022	

**REGULATIONS ON PRACTICE**  
**R.01.05/2022**

Semey - 2022

## Foreword

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3. "RECOMMENDED"

Educational and Methodological Council of the University for intrauniversity  
use

Minutes No. 1 dated September 22, 2022

4. «APPROVED»

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КУРМАНБАЕВА ШЫРЫН, УЧРЕЖДЕНИЕ ОБРАЗОВАНИЯ "АЛІКХАН  
БОКЕІКХАН UNIVERSITY", BIN980440002042

179-И10.10.2022

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## **SECTION 1. RULES FOR ORGANIZING AND CONDUCTING PROFESSIONAL PRACTICE**

### **1.1. APPLICATION AREA**

This provision includes the basic principles for the organization of all types of professional practices, except for teaching practice. It is intended for practice leaders of all organizations, as well as trainee trainees.

### **1.2. NORMATIVE REFERENCES**

This provision has been developed in accordance with the requirements and recommendations of the following documents:

1. Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education".

2. Model rules for the activities of educational organizations of the relevant types approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595.

3. Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for organizing the educational process on credit technology of education."

4. State obligatory standard of higher and postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 2 dated July 20, 2022.

### **1.3. GENERAL PROVISION**

1. The purpose of this provision is to regulate the organization of professional practice (except for teaching practice) of university students. Pedagogical practice is regulated by the Regulations on the organization and conduct of pedagogical practice.

2. Professional practice is aimed at consolidating the results of theoretical training, acquiring practical skills and competencies, as well as mastering innovative technologies.

Professional practice is a mandatory component of the educational training program. Professional practice is an obligatory type of educational work of students. The results of professional practice are taken into account when summing up the results of the intermediate certification.

The duration of the practice is determined in weeks based on the normative time of the student's work in practice during the week, equal to 30 hours (6 hours a day with a 5-day working week).

Types, terms, scope and content of professional practice are determined by the standards, working curricula and programs.

Professional practices are included in the relevant modules of the educational program. Moreover, each type of professional practice belongs to different modules.

Professional practices should be included in the Cycles of basic and major disciplines (DB and PD cycles), depending on the disciplines prerequisite for passing this type of practice.

Professional practices are included in the relevant modules of the educational program. Moreover, each type of professional practice belongs to different modules.

In the case of the implementation of the main educational program (Major) (major) and the additional educational program (Minor) (minor), the organization (enterprise) corresponding to the profile of the main educational program (Major) (major) is determined as the base of practice.

3. In the process of training students in accordance with paragraph 37 of the Model Rules for the Activities of Educational Organizations of the Relevant Types, approved by Order No. 595 of October 30, 2018, various types of professional practices are carried out: educational, pedagogical, research, production, pre-diploma.

4. The direction of students to all types of professional practices is approved by the order of the rector of the university on the proposal of the dean of the faculty, indicating the timing of the internship, the base of the practice and the head of the practice.

Students are given the following documents: referrals and a diary of professional practice (Appendix 1.2).

5. An agreement with the bases of professional practice is concluded no later than one month before the start of the practice.

6. The contract defines the duties and responsibilities of the enterprise, institution, organization that is the basis of professional practice, and students.

7. To conduct professional practice, the educational institution approves the program and agrees with the organization, institution or enterprise that is the base of the practice.

8. Leading teachers of the department are appointed as practice leaders.

9. The head of the practice instructs the students, introduces the students to the practice program, monitors the exact observance by the students of the requirements imposed during the practice.

10. At the end of the practice at the graduating department, a final conference is held with the participation of the faculty and with the involvement of representatives of the practice bases.

11. Acceptance of the defense of practice reports is carried out by a commission, which includes the head of the department and leading teachers of the department. The composition of the commission of at least 3 people is approved by the order of the head of the department.

12. The student during the internship is obliged to:

12.1 complete the practice program (Appendix 4), keep a practice diary in the prescribed form;

12.2 comply with the rules of the internal regulations in force on the relevant basis of practice;

12.3 study and strictly observe the rules of labor protection, safety measures and industrial sanitation;

12.4 submit to the head of practice in the prescribed form a written report (Appendix 3), a diary signed by the head of the practice base on the completion of all tasks.

13. When organizing the educational process, it is allowed to introduce professional practice both separately from the academic period and in parallel with the academic period.

14. The results of professional practice are taken into account when summing up the results of the intermediate certification.

15. Terms of storage of documentation of professional practice are carried out in accordance with the approved nomenclature of affairs of the university.

#### **1.4. PRACTICE PROGRAM**

An important step in the preparation and conduct of a professionally oriented practice is the preparation of practice programs. The internship program is developed by the graduating department and approved at a meeting of the EMC of the university. The program of practice must include prerequisite disciplines.

The professional practice program in its content reflects the profile of the educational program, the specifics of the type of practice, the requirements of professional standards and the educational program, the nature of the organization's activities, the technological process and the object of practice.

The professional practice program is updated as necessary and reflects the latest achievements in science and technology, innovative technologies applied on the basis of practice.

**The program** for any type of practice consists of a number of sections:

1. Title page
2. Preface
3. Explanatory note:
  - goals and objectives of the practice;
  - disciplines-prerequisites;
  - organization of practice.
4. The content of the practice:
  - a list of specific types of work during practice;
  - results of training in professional practice;
  - functions, duties and responsibilities of practice leaders;
  - responsibilities of trainee trainees;
  - reporting forms;
  - criteria for evaluating the work of students;
  - registration requirement
  - recommended literature.

The title page and preface of the practice program are drawn up according to the proposed form (Appendix 4).

The explanatory note makes reference to the normative documents on the basis of which the practice program was drawn up; the type of practice is determined, its place in accordance with the stage of training, according to the curriculum of the educational program; target settings and the range of professional tasks solved in the course of this practice, prerequisite disciplines.

The subsection "Organization of practice" reports the profile of the base for conducting practice with the reasoning for its choice; the time and duration of the practice agreed with the curriculum (in weeks); the number of mandatory activities carried out by students during the period of practice.

The content of the practice is the main section of the program. Practice as an integral part of the educational process is closely related to theoretical and practical training at the university. As you go through various practices within the same educational program, the practice program should be linked to a number of related disciplines in the educational program.

The content lists specific types of work carried out by students in practice, depending on the profile of the chosen educational program, as well as the program of knowledge and professionally oriented skills necessary to perform official functions in each individual case.

The general skills and knowledge acquired by students as a result of passing all types of practices can include:

- mastering the modern achievements of monitoring in the chosen field of professional activity;
- the ability to analyze the content structure of the activity, best practices in the chosen form of professional activity and practically use its elements;
- the ability to navigate in typical and problematic situations of activity and find the best solution in the current non-traditional conditions of activity;
- the ability to use in practice the latest technologies of its organization;
- the ability to show independence in the performance of professional functions.

The educational and methodological guidance of the internship, the implementation of curricula, internship programs and the proper level of its implementation are provided by the appropriately appointed internship leaders from the university and the internship base.

The duties of the trainee during the passage of any type of practice include:

- timely arrival at the place of practice;
- full implementation of the types of work provided for by the practice program;
- obedience to the internal regulations in force in educational institutions;
- Competently and creatively fulfill the tasks and instructions of managers, be responsible for the work performed on an equal basis with full-time employees;
- timely submission of reporting documentation.

The practice program should reflect the form of evaluation of the activity of the student-trainee when summing up the results of the practice.

Note: with a rating system, the work program should reflect the sum of points for all types of activities, their distribution among different types of work and the criteria for grading.

The reporting form included in the program of professional practice includes the following documents:

- practice diary;
- student's report;
- characteristics of the trainee (feedback from the organization on the work of the trainee).

The paragraph "Reporting Forms" establishes the requirements and recommendations for filling out samples for management.

Requirements for the diary: structure, recommended content of daily mandatory diary entries.

Diaries of professional practices are drawn up taking into account the following structure:

- a diary of professional practice (Appendix 2).

In the paragraph "Reporting Forms" examples of registration of practice documents are attached.

The characteristic for the student is drawn up in the form in accordance with Appendix 5.

## **SECTION 2. RULES FOR IDENTIFYING ORGANIZATIONS AS BASES OF PRACTICE**

### **2.1. GENERAL PROVISION**

As a basis for conducting professional practice for students, organizations are determined whose statutory activities correspond to the profile of personnel training and the requirements of the educational program, which have qualified personnel to manage professional practice and material and technical base.

The university concludes an appropriate agreement on cooperation in the field of education with the bases of practice, which is on an ongoing basis for 5 years. The agreement can be concluded within the framework of the Corporate University and Educational Research and Production Center model (if necessary).

### **2.2. BASES OF TRAINING (INTRODUCTION) PRACTICE**

1. Educational (introductory) practice is carried out for students for all educational programs and is organized on the 1st course.

2. The purpose of the educational (introductory) practice of students of higher educational institutions is the acquisition of primary professional competencies, including the consolidation and deepening of theoretical knowledge gained in the learning process, the acquisition of the first skills of research, the skills of conducting business correspondence, the acquisition of practical skills and skills in working in accordance with the educational program of study.

3. The main objectives of the educational (introductory) practice are:

- 1) general acquaintance with the organizational and legal form, structure, management system of organizations that are objects of the future profession;
- 2) study of types, functions and tasks of future professional activity;
- 3) the study of business correspondence and the introduction of office work;
- 4) acquisition of skills of work in a labor collective.

4. Educational (introductory) practice is carried out in a higher educational institution with study tours to organizations that are objects of future professional activity.

5. Based on the results of the educational and educational practice, students submit a report to the relevant department, which is checked by the head of the practice and defended before a commission created by the order of the head of the department. The results of the defense of the report are evaluated by a differentiated test according to the established point-rating letter system of assessment.

### **2.3. BASES OF LANGUAGE PRACTICE**

1. The purpose of language practice is to develop the skills of oral and written translation, as well as the skills of business and friendly communication, including with native speakers of the languages being studied.
2. The main tasks of language practice are:
  - 1) familiarization of students with the basics of the theory and practice of oral and written translation;
  - 2) consolidation and expansion of theoretical and practical knowledge and skills;
  - 3) obtaining practical skills and abilities in the field of language communications;
  - 4) expanding and consolidating the skills of translating special vocabulary;
  - 5) increase in vocabulary according to the relevant educational program;
  - 6) development and consolidation of the spoken language, a dialogue form of communication in a foreign language.
3. Language practice is carried out for students of educational programs that train personnel with knowledge of a foreign language, organized in the 2nd and 3rd year.
4. Language practice is assigned to a special department, which trains specialists in this educational program.
5. The program of language practice should take into account the requirements of the level model of learning and mastering foreign languages.

### **2.4. INTERNSHIP BASES**

1. Industrial practice is organized after the completion of the study of a cycle of special disciplines for which industrial practice is provided, or theoretical training in general.
2. Industrial practice is carried out for students for all educational programs (with the exception of pedagogical and language) and is organized from the 2nd year until the graduation of students.

Industrial practice in the final year is organized after the completion of theoretical training.

3. The purpose of the internship is to consolidate key competencies, acquire practical skills and professional experience in a trained educational program.
4. The main objectives of the production practice are:
  - 1) study of the types of professional activities in the educational program, their functions and tasks;
  - 2) consolidation of theoretical knowledge and the formation on this basis of professional skills, abilities and competencies;
  - 3) mastering innovative technologies, advanced methods of labor and production;
  - 4) acquisition of organizational and professional experience;
  - 5) acquisition of teamwork skills, competencies of corporate management principles;
  - 6) mastering the skills to independently plan their activities, establish useful contacts with colleagues, determine the role of professional position, form a sense of responsibility.
5. The bases of industrial practice are organizations corresponding to the profile of the educational program being studied (or related organizations).

6. Types, terms, volume, and content of professional practice are determined by working curricula and programs.

7. Based on the results of the internship, students submit a report to the corresponding department, which is checked by the head of the practice and defended before a commission created by the order of the head of the department. The results of the defense of the report are evaluated by a differentiated test according to the established point-rating letter rating system.

### **2.5. BASES OF UNDERGRADUATE PRACTICE**

1. For the preparation and writing of a thesis (project), the educational and professional program provides for pre-diploma practice.

The purpose of undergraduate practice is to complete the writing of the thesis (project).

2. The content of undergraduate practice is determined by the theme of the graduation project (work).

3. For individual educational programs, pre-diploma practice, both in terms of purpose, tasks, content, and in terms of time, may coincide with production practice.

4. Scientific supervision of undergraduate practice is carried out, as a rule, by the supervisor of the thesis (project).

5. During the period of pre-diploma practice, the student collects factual material on the professional activities of the relevant practice base, practical material on the topic of the thesis (project). The results of the practice are used to write a graduation project (work) and are drawn up accordingly.

6. The results of pre-diploma practice are summed up at the preliminary defense of the graduation project (work) according to the schedule approved by the head of the department.

7. Based on the results of undergraduate practice, students submit a report to the relevant department, which is checked by the head of the practice and defended before a commission created by the order of the head of the department. The results of the defense of the report are evaluated by a differentiated test according to the established point-rating letter rating system.

**Application 1****Direction**

Remains in production

\_\_\_\_\_

\_\_\_\_\_

from «  »    20

student \_\_\_\_\_

*(surname, name, patronymic (if any))*

sent for professional practice \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Business name)*

Practice start date \_\_\_\_\_

Completion date for internship \_\_\_\_\_

Dean of the Faculty \_\_\_\_\_ Full Name

*(signature)*

P.S.

Returns to school

Check-in and check-out

Student \_\_\_\_\_

*(surname, name, patronymic (if any))*

for professional practice \_\_\_\_\_

\_\_\_\_\_

*(name of professional practice)*

Arrived or Departed at

\_\_\_\_\_

«  »    20

stamp, signature

\_\_\_\_\_

«  »    20

stamp, signature

**Application 2****Practice Diary Title Page Form**

Educational Institution "Alikan Bokeikhan University"

Faculty \_\_\_\_\_

Department \_\_\_\_\_

**DIARY OF PRACTICE**\_\_\_\_\_  
(practice name)\_\_\_\_\_  
(place of internship)

student \_\_\_\_\_

(Full Name)

group \_\_\_\_\_



**Application 3**

Form of the title page of the report on the practice of all types  
professional practitioners

Educational Institution "Alikan Bokeikhan University"  
Faculty \_\_\_\_\_  
Department \_\_\_\_\_

**REPORT**

in practice \_\_\_\_\_

\_\_\_\_\_  
(place of internship)

\_\_\_\_\_  
(terms of internship)

student \_\_\_\_\_  
(Full Name)

group \_\_\_\_\_

practice leader \_\_\_\_\_  
from the university (Full Name, signature)

practice leader from  
the organization \_\_\_\_\_  
(Full Name, signature)

commission members \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Full Name, signature)

report protection result  
grade \_\_\_\_\_  
(score, percentage, letter designation)

Structure  
progress report  
all types of professional practices

The report consists of the following sections:

- title page;
- table of contents;
- introduction;
- the main content of the report on the practice program;
- conclusion;
- list of used literature;
- application

**Application 4**

**Practice Program Title Page Form**

Educational Institution "Alikan Bokeikhan University"

Faculty \_\_\_\_\_

Department \_\_\_\_\_

I approve  
Chairman of UMC University

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Full Name.)

« \_\_\_\_\_ » 20 \_\_\_\_\_

**Practice Program**

\_\_\_\_\_  
(practice name)

Educational program \_\_\_\_\_

Course \_\_\_\_\_

Semey, \_\_\_\_\_ y

**The form of the preface of the program on practice is drawn up on the reverse side of the title page.**

Practice program compiled \_\_\_\_\_  
(position, academic degree, full name compiler)

based on the SGES \_\_\_\_\_  
(code, name SGES)

Considered at the meeting of the department \_\_\_\_\_

Protocol № \_\_\_\_\_ from « \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

Department head \_\_\_\_\_  
(Full Name, signature)

Recommended at a meeting of the Faculty's EMC \_\_\_\_\_

Protocol № \_\_\_\_\_ from « \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

Chairman of the EMC \_\_\_\_\_  
(Full Name, signature)

Approved at the meeting of the EMC of the University \_\_\_\_\_  
from « \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

«Agreed»

Head of professional practice  
(organizations, enterprises, institutions)

\_\_\_\_\_ Full name (if available)

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

**Application 5**

**CHARACTERISTIC  
per trainee  
for educational programs, with the exception of the group  
educational programs "Education"  
CHARACTERISTIC**

student (full name, group) who had an internship

Characteristics for a student who had an internship is compiled by the head of the place of practice in any form and must contain the following information:

- full name of the organization that is the place of practice;
- the period for which the trainee is characterized;
- a list of departments of the organization in which the trainee worked;
- work carried out by the trainee on behalf of the head, including as part of an individual task;
- the attitude of the trainee to the work performed, the degree of fulfillment of instructions, the quality level and the degree of readiness of the student to independently perform individual tasks;
- discipline, business and competence qualities that the student showed during practice;
- the ability to communicate with customers, employees, management of the organization, etc.;
- the presence of negative traits, actions, manifestations that characterize the student from the negative side during the period of internship (if necessary);
- recommended assessment of the internship;
- date of compilation of the characteristics.

The characteristic is drawn up on a regular sheet with the seal of this organization. The characteristic is signed by the head (deputy head) of the organization and certified by the seal of the organization.

An organization that issues a testimonial to a trainee must comply with the order on sending a student for an internship.