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Appendix E
(mandatory)

F. R -V-01-2025-05

NPJSC “Abylkas Saginov Karaganda Technical University”

DIRECTION No. ____

from “____” _____ 20____, the student _____ (master's
student/doctoral student)

(full name, patronymic if applicable)
is assigned to undergo professional practice _____

(name of professional practice)
at _____

(name of the practice base - enterprise)

Start date of the internship _____ 20____

End date of the internship _____ 20____

Dean of the Faculty _____

Seal _____
(Signature)

Arrival and Departure Note

The student (master's student/doctoral student)

(full name, patronymic if applicable)
is undergoing professional practice _____

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(name of professional practice)

Arrived from _____

Departed to KSTU

name of the enterprise

“ ” 20 _____

Seal, Signature

“ ” 20 _____

Seal, Signature

Appendix F (mandatory)

F.R-V-10-2022-06

<p>Approved by Dean of the faculty (signature) " " 20 _____.</p>	<p>Concurred by Practice Supervisor (practice bases: from an organizations, enterprise, company) _____ Surname, name, patronymic (if any) (signature) " " 20 _____.</p>
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Working Plan for the practical training in the educational program EP code

of ____-year student (master's student/doctoral
student) _____

(Surname, name, patronymic)

Abylkas Saginov Karaganda Technical University

(Name of educational institution)

No.	The list of works to be executed (studied) in accordance with the Job Placement Program	Timeframes of the professional practice program execution		Note
		start	end	

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Signature _____

(Practice Supervisor from an educational institution)

" _____ " _____ 20 ____.

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Appendix G
(mandatory)

F.R -V-01-2025-07

NJSC ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

DIARY
of job placement

**Student (master's student/doctoral
student)** _____

тегі, аты, әкесінің аты/ surname, name, patronymic

_____ year _____ faculty

specialty code and name

Karaganda
20 _____

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D I A R Y

Student (master's student/doctoral student)_____ group
_____year_____

student's surname, name, patronymic (in full))

on the completion of practice: academic, job placement, pre-graduation practice,
pedagogical, research
(underline the needed)
at

name of organization or enterprise

Beginning of the practice _____

Completing of the practice _____

This Diary is included into the structure of the report of the practice.

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Instruction

Basic provisions of the job placement

1.1 Job placement is an integral component of the educational process in training experts and is aimed at consolidation of the theoretical knowledge acquired in the course of training at a higher educational institution, acquisition of practical skills and competences, as well as development of the best practices.

1.2 A student in practical training is:

1.2.1 to execute completely the program of practice, to keep the diary of practice in the established form;

1.2.2 to submit to the regulations existing at the relevant base of practice;

1.2.3 to study and to follow strictly the rules of occupational safety, safety measures and production sanitation;

1.2.4 to submit to the practice supervisor a written report of the established form signed by the head of the practice base regarding to the performance of all tasks;

1.2.5 a student who has not submitted the report in the term established by the department organizing the practice or who has not defended it, has an academic debt which is considered when conferring a grant, calculating the transferred point of GPA and admission to certification;

1.2.6 receiving an unsatisfactory assessment or non-presentation of the report involves the repeated passing the job placement on the paid basis.

The terms and conditions of the repeated practical training are established by the department organizing the practice and the dean of the faculty.

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**Calendar-thematic plan
of work of a student (master's student/doctoral candidate) during the practice
period**

[illegible]

Head of practice _____
(Full name)

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Mark for the job placement

The supervisor of the student's job placement from the enterprise needs to estimate the passing of the job placement according to the table.

Әріптік жүйе бойынша бағалау Assessment by the alphabetic system	Әріптік бағалаудың цифрлық баламалары Numerical equivalents of the alphabetic assessment	Менгерілген білімнің пайыздық құрамы Percent content of the developed knowledge	Дәстүрлі жүйе бойынша бағалау Assessment by the traditional system
A	4,0	95-100	Өте жақсы
A-	3,67	90-94	Excellent
B+	3,33	85-89	Жақсы Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Қанағаттанарлық Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
F	0	0-49	Қанағаттанарлықсыз Unsatisfactory

Assessment of the practice supervisor from the enterprise _____

_____ name of the practice supervisor, position
Date and seal

Final assessment of the practice
signature, date and seal _____

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**Conclusion of the commission on the student's internship
(master's student/doctoral student)**

last name, first name, patronymic

passed introductory, production, pre-diploma

practice (underline as appropriate) in _____

name of body or institution

Signature of the commission chairman _____

«____» _____ 20__ y.

results of defending a report on practice in the department

committee: _____

«____» _____ 20__ y.

Signature of the commission members _____

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Appendix H (mandatory)

F.R -V-01-2025-08

Report of the job placement supervisor

Karaganda Technical University

Department _____

REPORT OF JOB PLACEMENT

(place)

Supervisor

(mark)

(signature from the Enterp., name)

Члены комиссии

(signature from the faculty, name)

Student

(signature) (name)

(surname, initials)

(signature) (name)

(group)

(signature) (name)

(signature) (date)

20__ г.

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REPORT

of _____ job placement

(name of job placement)

year _____ group _____

department _____

EP code _____

specialty _____

Job placement supervisor

 (Scientific supervisor)

Karaganda 20__

1. The period of the job placement according to the plan
from _____ to _____ 20____,
in fact from _____ to _____ 20____

Job placement supervisor

From the enterprise _____

2. Topics of lectures, consultations conducted within the job placement _____

3. Participation of students (master, doctoral students) in social life of the enterprise

4. Participation of students (master, doctoral students) in the enterprise work (full -
time work, scientific work) _____

5. Supervisors notes of the job placement _____

6. Supervisor's proposals _____

7. Department decision of the job placement _____

8. Positions of the job placement supervisors from the enterprise _____

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9. Participation of students (master, doctoral students) in rationalization and inventive work (indicate the number of proposals for improving technological processes and their brief description). Economic efficiency of implementation of the proposed improvements _____

10. Conducting excursions within the job placement (place, duration, purpose)

11. Assessment of the students' discipline (master, doctoral students) at work and at home (disciplinary sanctions, encouragements, letters of thanks) _____

12. Results of _____ job placement.

In total there are _____ people in the group, _____ defended reports, of which they excellent: _____ people.

good _____ people

satisfactory _____ people

did not protect _____ people

released _____ people

13. After the group reports and the analysis carried out, the head of the department draws up the information according to form No. 1 "On organization of job placement at the department" in 20____ and submits all the reports to the Career Development Center with conclusions and proposals.

_____ 20____

Head of the department _____ Full name
signature

Dean of the faculty _____ Full name
signature

Head of the HR dept _____ Full name
signature

Head of the CDC _____ Full name
signature

TABLE

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No	Surname, name, patronymic of the student (master, doctoral student)	Place of the job placement	Full-time position	Dubbing position	Job placem ent mark	Signature of the supervisor
1						
2						
3						
4						
5						
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