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Approved by
Quality Management
Representative

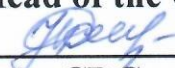
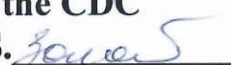
G.S. Zhetessova
04 10 2021



RULES

FOR DEFINING ORGANIZATIONS AS PRACTICE BASES

KTU R IV-12-2021

Developed by: Head of the CDC
Soshkina N.A. 
Methodologist of the CDC
Zolotnikova G.S. 

Karaganda

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Effective date 2021.10.04

1 Scope

These Rules describe the content of professional practice, taking into account the requirements of the Law of the Republic of Kazakhstan "On Education" and regulate the activities of the University management, departments, as well as enterprises, organizations and institutions that are bases of practice for the organization and conduct of professional practice of students.

The Rules of the organization of professional practices are included in the set of documentation of the quality management system of the NLC "Karaganda Technical University" (KTU).

2 Regulatory references

These Rules use references to the following regulatory documents:

ST RK ISO 9001-2016 (ISO 9001:2015) "Quality management system. Requirements".

ST RK ISO 9000-2017 (ISO 9000:2015) "Quality management systems. Basic provisions and vocabulary".

Order of the Minister of Education and Science No. 595 dated October 30, 2018 "On approval of Standard Rules for the activities of educational organizations of appropriate types".

Order of the Minister of Education and Science No. 107 dated January 29, 2016 "On approval of the Rules for the organization and conduct of professional practice and the rules for determining organizations as practice bases".

The Law of the Republic of Kazakhstan dated July 27, 2007 "On Education".

Labor Code of the Republic of Kazakhstan dated November 23, 2015.

SMSE Republic of Kazakhstan of the appropriate level of education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604.

3 Terms, definitions and abbreviations

The following terms with the corresponding definitions and abbreviations are used in these Rules:

Professional practice is one of the forms of training aimed at consolidating the theoretical knowledge gained by students in the process of studying at the University; acquiring practical skills and competencies; mastering best practices.

Educational practice - contributes to the acquisition by students of knowledge,

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skills and abilities necessary to master the specialty.

Pedagogical practice is a type of professional practice aimed at consolidating the theoretical knowledge acquired by students during their studies at the University; acquiring pedagogical skills; mastering advanced experience, professional and organizational work in the profile of the future pedagogical specialty.

Industrial practice is an integral part of the training of specialists, which aims to give students practical knowledge, skills and abilities in their chosen specialty; promotes the consolidation and verification of theoretical knowledge, the development of advanced technological processes in real production conditions.

Pre-graduate practice is a type of professional practice conducted before the commencement of diploma design in order for the student to collect the necessary material to perform bachelor's graduation work. During the period of pre-graduate practice, the student collects factual material on the professional activity of the relevant practice base, practical material on the topic of the thesis (project). The results of the practice are used to write a thesis project (work) and are drawn up accordingly.

The head of the practice is a teacher appointed by the department and responsible for consulting with students on practice issues for the entire period of its implementation.

Referral to practice is a document on the appointment of a student to practice at this enterprise, indicating its name, as well as the place and duration of the student's stay.

The practice report is a document reflecting the necessary information concerning the results of the student's professional practice, as well as his theoretical and practical knowledge and skills acquired during training at enterprises. The report is the final form of control of the student's professional practice, including the material collected, analyzed and systematized during the practice.

The practice diary is a student's record of the sequence of the types of his work at the enterprise, indicating the date and place of its execution, also contains a student's characteristic signed by the heads of the practice from the enterprise and the University with the corresponding estimates of the result of the practice.

Defense of the practice report is a student's presentation to the commission on the content of the professional practice report, confirming his theoretical and practical knowledge and skills acquired during the practice period.

The conference on the results of practice is a conference held by the department, with the invitation of all students of the specialty and representatives of enterprises to discuss the results of practical training, develop proposals for improving the quality and interest of enterprises in inviting students of the specialty to practice with subsequent employment.

Methodological guidelines for practical training - include goals, objectives of

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practical training, a list of materials necessary for writing a report and requirements for its content.

The department's report on the practice - at the end of the practice, a general cathedral report is compiled with an analysis of its results, conclusions and suggestions.

ME&S RK – Ministry of Education and Science of the Republic of Kazakhstan;

KTU – NLC "Karaganda Technical University";

IS – international standard;

CDC – Career Development Center;

R – rules;

QMR – quality management representative;

CQM&A – center of quality management and accreditation;

faculty – teaching staff.

4 Responsibility and authority

Responsibility and authority for the approval, development of Rules for the organization of professional practices, their coordination, approval, registration, commissioning are distributed as follows:

The head of the Career Development Center is responsible for the development of the rules, namely for their content, structure, design and implementation.

The decision on the final version of the draft Rules is made by a representative of the quality management representative (QMR), which is noted in the "Coordination sheet".

5 General provisions

These Rules are developed in accordance with subparagraph 9- Article 43 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", paragraph 39 of the Order of the Minister of Education and Science No. 595 dated October 30, 2018 "On approval of the Standard Rules for the activities of educational organizations of appropriate types", the Labor Code of the Republic of Kazakhstan dated November 23, 2015, the State Educational Institution of the Republic of Kazakhstan of the appropriate level of education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604, Order of the Minister of Education and Science of the Republic of Kazakhstan No. 107 "On approval of the Rules for organizing and conducting professional practice and the rules for determining organizations as practice bases" dated January 29, 2016, by 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

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the educational process on credit technology of education", by Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 No. 125 "On approval of the Standard Rules for the ongoing monitoring of academic performance, intermediate and final certification of students".

The rules regulate organizational and educational and methodological activities for the organization and conduct of professional practices of students throughout the entire training period, aimed at consolidating the results of theoretical training, acquiring practical skills and competencies, as well as the development of innovative technologies.

Intensive processes of structural changes taking place in the economy of the Republic of Kazakhstan have led to the highest demand for specialists of the new formation, who should, based on this historical, economic and political situation in the country, successfully implement these processes.

The practice, the interests of the economy, the intensive development paths that our country is moving along should dictate the goals, methods and content of higher education.

According to paragraph 80 of the Order of the Minister of Education and Science No. 107 dated January 29, 2016 "On approval of the Rules for the organization and conduct of professional practice and the rules for determining organizations as bases of practices" - the industrial practice of students in groups of specialties "Technical Sciences and Technologies" takes into account the principles of the dual training system.

For the current period, the dual training system is one of the most effective forms of training of professional and technical personnel in the world, in which simultaneous theoretical and industrial / practical training is carried out. It involves the direct participation of enterprises in the vocational education of students. The company provides conditions for practical training and bears all costs associated with it, including a possible monthly fee to the student. Educational institutions cooperate with enterprises on an equal basis. The dual training system is one of the possible ways to combine the interests of business, future specialists and the state.

The professional practice of students is part of the educational program of higher professional education.

The purpose of the practice is to consolidate the theoretical and deepen the practical knowledge of students (undergraduates, doctoral students) obtained during their studies at the university, as well as to acquire the necessary practical skills in the field of organization and implementation of modern technologies.

In accordance with the state general education standards of undergraduate education, various types of professional practice are provided: educational (introductory), industrial, pre-graduate.

Professional practice is defined in accordance with work curricula and work curriculum.

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Each type of professional practice has goals, objectives and a program.

6. Rules for the organization and conduct of professional practice and rules for determining enterprises (organizations) as practice bases

6.1 The procedure for organizing and conducting professional practice

The types, terms and content of professional practice are determined by working curricula and plans approved by educational organizations in accordance with paragraph 38 of the Law.

The organization of education for students to undergo professional practice directs students to enterprises (organizations) defined as practice bases for educational organizations.

In order to conduct professional practice, the educational organization, in coordination with enterprises (organizations), approves programs and calendar schedules for the internship.

The direction of students for professional practice is issued by the order of the head of the educational organization (Appendix A) with an indication of the terms of passage, the base and the head of the practice.

The student is given a referral form and a diary on the passage of professional practice according to the forms according to Appendices A, B to these Rules.

During the passage of professional practice, students are appointed managers from the educational organization and from the enterprise (organization). If necessary, consultants are appointed.

6.2 Types of professional practices

The main types of professional practice are educational, industrial and pre-graduate.

6.2.1 Educational practice

Educational practice is conducted for students in all specialties, depending on the specifics of a particular subject area and the professional competence of a future specialist.

Educational practice is assigned to the department, which trains specialists in this specialty.

Depending on the specialty, educational practice is carried out in educational and training workshops, educational farms, training grounds, educational and auxiliary facilities of the organization of education, as well as at enterprises (organizations).

The duration of the working day of students in training practice is 6 academic hours, at enterprises (organizations) in accordance with the current labor legislation, for the appropriate categories of workers, depending on age and production

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conditions.

At the end of the training practice, students are assessed on the basis of examination papers in accordance with the Standard Rules for conducting Ongoing Monitoring of Academic Performance, Intermediate and Final Certification of students in organizations of technical and vocational, post-secondary education, approved by Order No. 125 of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 (registered in the Register of State Registration of Regulatory Legal Acts under No. 5191) (hereinafter - Order No. 125).

6.2.2 Industrial practice

Before starting the production and pre-diploma practice on the basis of an enterprise (organization), students are instructed on the goals, objectives, rules, professional practice program and safe working conditions.

Industrial practice (in the relevant specialty) is carried out at enterprises (organizations).

Industrial practice, depending on its content, is assigned to a special department that trains specialists in this specialty.

Following the results of the internship, the student submits a written report in any form on the implementation of the professional practice program and a diary on the passage of professional practice in accordance with Annex B to these Rules.

The written report of the industrial practice in the educational organization is evaluated by the educational organization taking into account the proposals of the head of the practice from the enterprise (organization).

A qualification commission is created by the educational organization to assign a working qualification upon completion of the industrial practice.

The place of the meeting of the qualification commission is determined by agreement with the enterprise (organization).

The Commission consists of an odd number of members, which includes representatives of enterprises (organizations) and educational organizations.

The chairman of the commission is a representative of the enterprise (organization), who heads the activities of the commission, and in his absence, the deputy chairman, who is the head of the educational organization.

The functions of the secretary of the commission are performed by a representative of an educational organization who is not a member of the commission.

The decision of the commission is adopted by a majority of votes of the total number of participants in the meeting and is drawn up by a protocol in any form.

6.2.3 Pre-graduate practice

Pre-graduate practice for students is conducted at the final year in the specialties.

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The management of the pre-graduate practice is carried out by the supervisor of the thesis (project) or teachers who possess theoretical and practical knowledge and skills in this specialty (qualification).

The content of the pre-graduate practice for which a thesis (project) is provided in accordance with the educational programs is determined by the topic of the thesis (project).

The duration of pre-graduate practice is determined in accordance with the state mandatory standard of education approved in accordance with subparagraph 5-2 of Article 5 of the Law.

The Results of the pre-graduate practice are summed up on the protection of reports on the pre-graduate practice organized by the department and formalized by the minutes.

7. The procedure for determining enterprises (organizations) as bases of practice for educational organizations

The list of enterprises (organizations) is determined from the list of accredited associations, industry associations that are in the register of certification centers of specialists of the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken" and (or) the list of enterprises (organizations) presented to students, also from the Corporate University.

Enterprises (organizations) whose statutory activities correspond to the profile of training specialists and the requirements of the educational program, provided with qualified personnel for the management of professional practice and having good material and technical equipment are determined by the practice bases.

With the organization defined as the base of professional practice, an agreement is concluded on conducting an internship with an indication of its type, drawn up on the basis of a standard form of a contract for conducting professional practice of students. (Appendix D)

The contract with the bases of professional practice of students at the University is concluded no later than one month before the start of the practice. The contract defines the duties and responsibilities of the University, the enterprise (institution, organization), which is the basis of professional practice, and student interns.

To conduct professional practice, the University approves the program, the calendar schedules of professional practice, agreed with the practice base.

When referring to the passage of professional practice, the student-intern is given a work schedule of professional practice, a diary-a report on the passage of professional practice according to the forms according to Appendices E and C.

For each type of professional practice, student interns are assigned managers from the University and from the enterprise (institution, organization) – the practice base.

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If necessary, consultants are appointed.

The functions, duties and responsibilities of managers are determined independently by the University and the enterprise (institution, organization) - the base of practice by agreement.

The organization, which is the base of professional practice, provides places for students to undergo professional practice in accordance with its program, provides students with safe working conditions at the workplace.

If necessary, students can be accepted for temporary work in certain positions with payment of their labor.

The organization - practice base is fully responsible for accidents with students during the period of professional practice in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015.

The following areas of joint activity of educational and industrial structures are relevant:

- development of new regulatory and legal norms that meet the mutual interests of educational institutions and employers in the training of specialists and staffing;
- updating the documentation support of the practice, striving for optimal document management of the processes of organizing and conducting the practice;
- increasing the role of graduate departments in the organization of effective interaction with employer organizations;
- methodological deepening of the content of educational and industrial practice, expert evaluation of work programs of practice;
- implementation of a mechanism for monitoring the quality of practice;
- conducting special lecture courses, seminars, master classes, business games, workshops, etc. by representatives of employers.;
- organization of special training of practice managers;
- internship of teachers at real workplaces;
- professional development of employers' representatives in the educational institution;
- project integration of vocational education institutions and organizations - practice bases.

8 Coordination and implementation

8.1 The R is coordinated with the Compliance officer, the Executive Director, the head of the CQM&A and the head of the LD and is drawn up in the "Coordination sheet" (Appendix F).

8.2 The introduction of PR is carried out in accordance with the order of the First Vice-Rector.

8.3 A document is considered entered if the norms, indicators and requirements

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established by it are applied in accordance with the scope of its distribution.

9 Storage

9.1 After receiving the electronic version of these PR, the performers get acquainted with it and put their signature on the familiarization sheet (Appendix G), which is a mandatory document.

9.2 In divisions, internal regulatory documentation should be stored in ascending order of designations. The head of the department is responsible for the replication, accounting of copies, unauthorized use and preservation of the document.

9.3 The full electronic version of the document is stored in electronic form, and the title page and the familiarization sheet are printed.

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Appendix A (mandatory)

F.R-IV-12-01

«Name of the department»

About the practice

In accordance with the curriculum and academic calendar of the specialty

I ORDER:

1. To direct students of the__ full-time course of study of the specialty " _____ " - _____, to pass _____ practices from _____ to _____ at enterprises and organizations and appoint teachers of the department as heads of practice _____ according to the appendix.

2. On heads of _____ practices from the department " _____ " assign the duties provided for by KTU R II-03-2020 of 11/30/2020 "Rules for the organization and conduct of professional practices".

3. To assign responsibility for the organization and passage of _____ practice to the head of the department _____.

4. Control over the execution of this order should be entrusted to the head of the Career Development Center, N.A. Soshkina.

Appendix: List of students assigned to _____ practice on 1 sheet in 1 copy in English.

First Vice-Rector

Full name

The order makes:

Head of the Department _____

Full name

Ex.: Head of the Department full name
Tel.: 8(7212) 56- int.
e-mail:

| | | |
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Continuation of the appendix A

Appendix

List of students sent to _____ practice

| No. | Full name of the student | Practice base | Head of practice from the department |
|-----|--------------------------|---------------|--------------------------------------|
| 1 | 2 | 3 | 4 |
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Head of the Department _____ Full name

List of students sent for pre-graduate practice

| No. | Full name of the student | Practice base | Topic of the thesis | Head of practice from the department |
|-----|--------------------------|---------------|---------------------|--------------------------------------|
| 1 | 2 | 3 | 4 | 5 |
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Head of the Department _____ Full name

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**Appendix B
(mandatory)**

F.R-IV-12-02

Karaganda Technical University

Referral No. _____ *(number pursuant to the order)*

_____ *student of* _____ *degree program* _____

_____ *Surname, name, patronymic (if any)*

is sent for professional practice _____

_____ *(name of an enterprise)*

Start date of the practical training _____

End date of the practical training _____

Executive Director _____

/Seal/ _____

(signature)

Arrival and departure notice

_____ student of _____

Surname, name, patronymic (if any)

degree program, _____ Group

for undergoing the professional practice job placement _____

in the _____ degree program

(indicate type of professional practice)

Arrived from _____

Left to KTU

название предприятия

«_____» _____ 20__ y.

«_____» _____ 20__ y.

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(Seal, signature of KTU)

(Seal, signature of an enterprise)

| | | |
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**Appendix C
(mandatory)**

F.R-IV-12-03

KARAGANDA TECHNICAL UNIVERSITY

**DIARY
*of job placement***

Student _____
surname, name, patronymic

_____ year _____ faculty

specialty code and name

**Karaganda
20 _____**

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Continuation of the appendix C

D I A R Y

Student _____ **group** _____ **year** _____

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

of passing fact-finding, job placement,
pre-graduation practice (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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Continuation of the appendix C

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.

Continuation of the appendix C

Calendar and thematic plan of practical training

| № | The content of the activity | Forms and methods of organizing activities | Form of control | Deadlines |
|----------|------------------------------------|---|------------------------|------------------|
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Continuation of the appendix C

Tasks for the student’s period of practice

| Date | Brief content of the student’s work | Mark of the work execution |
|------|-------------------------------------|----------------------------|
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Continuation of the appendix C

Comments and offers of the practice supervisor from the enterprise

Comments and offers of the practice supervisor from the University

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Continuation of the appendix C

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.

| Assessment by the alphabetic system | Numerical equivalents of the alphabetic assessment | Percent content of the developed knowledge | Assessment by the traditional system |
|-------------------------------------|--|--|--------------------------------------|
| A | 4,0 | 95-100 | Excellent |
| A- | 3,67 | 90-94 | |
| B+ | 3,33 | 85-89 | Good |
| B | 3,0 | 80-84 | |
| B- | 2,67 | 75-79 | |
| C+ | 2,33 | 70-74 | Satisfactory |
| C | 2,0 | 65-69 | |
| C- | 1,67 | 60-64 | |
| D+ | 1,33 | 55-59 | |
| D | 1,0 | 50-54 | Unsatisfactory |
| F | 0 | 0-49 | |

Assessment of the practice supervisor from the enterprise _____
 _____ name of the practice supervisor, position

Date and seal

| | | |
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Continuation of the appendix C

The final assessment of the practice is determined as 40% assessment of the practice supervisor from the enterprise of and 60% assessment of the practice supervisor from the department for defending the report.

Final assessment of the practice _____

Student’s characteristic of the practice supervisor from the enterprise

| | | |
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Continuation of the appendix C

Signature, date and seal _____

Student's characteristic of the practice supervisor from the University

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**Appendix D
(mandatory)**

F.R-IV-12-04

AGREEMENT

on the Job Placement of Students of Karaganda Technical University

The city of Karaganda _____, 20____

Non-commercial joint-stock company "Karaganda Technical University", hereinafter referred to as "University", represented by the Executive Director A.Z. Issagulov, acting on the basis of a power of attorney, on the one part

_____, hereinafter referred to the “Enterprise”
(name of the enterprise, institution, organization etc.)

represented by _____
(surname, name, patronymic (if any) and position of the legal entity head or another

_____ acting on the basis _____
authorized persons) (details of the consiituent documents)

_____ on the other part, and an individual _____

(surname, name, patronymic (if any))

_____ hereinafter referred to as the “Student”, on the third part, in accordance with the current legislation of the republic of Kazakhstan and the Regulations PR KTU II-3-2020, have entered this Agreement as follows:

1. SCOPE OF THE AGREEMENT

1. The University provides training for the student who entered the university on 20__ 20__ (year) under the educational program _____ with the major (qualification) _____
(code and the name of the major (qualification))

2. The Enterprise provides the Student with a base of job placement in accoedance with specialization of the educational program.

3. The Student leans the educational program in order to obtain the key professional competences that allow for the qualified performance of the work functions and tasks.

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2. RIGHTS AND OBLIGATIONS OF THE PARTIES

Continuation of the appendix D

4. The University shall be obliged to:

1) send to the Enterprise the Student majoring in _____

(Code and name of the major (qualification))

form of training to undergo _____

(type of practical training)

_____ in accordance with the academic schedule for the period from _____ to _____, 20__;

2) clarify the duties and responsibilities specified in this Agreement to the Student;

3) work out and agree with the Enterprise the Job Placement program and Schedule for undergoing the job placement;

4) two weeks prior to the commencement of the job placement within the Agreement period, provide the Enterprise with the Job Placement program, schedule and working plan for undergoing the job placement;

5) pursuant to the order of the education institution head, appoint a job placement supervisor from among the teachers of relevant specialties of the education organization;

6) ensure observing by the Student the labor discipline and internal regulations mandatory for the Enterprise employees;

7) organize the process and performing periodic monitoring of of the Student job placement in accordance with the educational program and academic schedule;

8) provide the employees of the Enterprise with methodological assistance in organizing and conducting the job placement;

9) if necessary, provide the company with information of the Student's educational achievements;

10) take part in the investigation of accidents, if they occurred with the participation of the Student during the period of job placement;

11) in case of liquidation of an education organization or termination of its educational activities, notify the Enterprise and take measures to transfer the Student to continue his studies in another education organization;

12) in the case of a distant location of the job placement base from the place of residence, ensure the possibility of providing the Student with the necessary housing and other conditions.

5. The University shall have the right to:

1) terminate the Agreement unilaterally upon unauthorized termination of training, abandonment for a second year of study, as well as upon expulsion of the

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student in the manner determined by the current legislation of the Republic of Kazakhstan.

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Continuation of the appendix D

6. The Enterprise shall be obliged to:

- 1) provide the Student with conditions for safe work at the workplace (with mandatory training on safety and labor protection) and, if necessary, conduct training for the student in safe working methods;
- 2) consider the candidacy of a graduate who studied under an educational grant for employment in accordance with the specialty received, if there is a corresponding vacancy;
- 3) provide education organizations in accordance with the academic calendar with workplaces for conducting job placement of the Student;
- 4) accept the Student for job placement in relevant specialties in accordance with the terms of this Agreement;
- 5) not to allow the work of the Student in positions that are not provided for by the job placement program and are not related to the specialty of the Student;
- 6) inform the education organization of all the cases of violation by the Student of labor discipline and the internal regulations of the enterprise;
- 7) to form the necessary conditions for the Students to complete the job placement program at the workplace with the provision of the opportunity to use laboratories, offices, workshops, a library, drawings, technical and other documentation necessary for the successful mastering of the job placement program by the Student and their individual assignments;
- 8) upon completion of the job placement, issue a description of the student's work and assess the quality of the Student job placement.

7. The Enterprise shall have the right to:

- 1) participate in the development of an educational program for job placement in accordance with new technologies and changed conditions of the production process;
- 2) propose topics for term papers and theses in accordance with the needs of the Enterprise;
- 3) take part in the final certification of Students;:
- 4) request the information of the current progress of Students.

8. The Student shall be obliged to:

- 1) observe labor discipline, internal regulations, safety regulations and production regulations at the place of job placement, which are mandatory for employees of the Enterprise;
- 2) treat the equipment, instruments, documentation and other property of the Enterprise with care;
- 3) strictly observe and comply with the requirements of the job placement

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Continuation of the appendix D

program;

4) arrive at the disposal of the Enterprise by the established deadline for the job placement;

5) not to disclose confidential information of the Enterprise in the period of job placement and after its completion.

9. The Student shall have the right to:

1) use the necessary tools, equipment, instruments and other production materials, in agreement with the supervisor appointed by the Enterprise, have free access and use of the fund of educational, training and methodological literature on the basis of the library and reading rooms, laboratory facilities, computer and other equipment for educational purposes;

2) use the compensation for harm caused to health in the course of vocational training;

3) after completing professional training and successfully passing the final certification, continue to work in the obtained qualifications at the Enterprise, if there is a vacancy.

3. LIABILITY OF THE PARTIES

10. For non-fulfillment or improper fulfillment of their duties, provided for by this Agreement, the parties shall be liable as established by the current legislation of the Republic of Kazakhstan.

4. DISPUTE SETTLEMENT

11. Disagreements and disputes arising in the course of implementation of this Agreement shall be resolved directly by the parties in order to work out mutually acceptable solutions.

12. The issues not resolved by the parties through negotiations, for developing mutually acceptable solutions, are resolved in accordance with the current legislation of the Republic of Kazakhstan.

5. AGREEMENT DURATION, AMENDMENT AND TERMINATION

13. This Agreement comes into force from the date of its signing by the parties and is valid until its full execution.

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14. The terms of this Agreement can be amended and supplemented by the mutual

Continuation of the appendix D

written agreement of the parties.

15. This Agreement is concluded in three copies, one copy for each party in the state and Russian languages having the same legal force.

16. Duration of the contract _____

17. Legal addresses and bank details of the

Parties:

| Education organization: | Student: | Enterprise: |
|--|--|---|
| Karaganda Technical University NCJSC 100027, Karaganda, N. Nazarbayev Ave., No. 56 BIN 000240004524 CenterCredit Bank BIC KCJBKZKX Kbe 16 Tel./fax +7(7212) 56-95-05/ 56-03-28 | _____ _____ <i>(Surname, name, patronymic (if any) in full)</i> _____ _____ <i>(date of birth, IIN, ID No., who issued and when)</i> _____ | _____ _____ _____ <i>(Name of the enterprise, institution, organizatio)</i> _____ _____ <i>(legal address) (юридический адрес)</i> _____ |
| Executive director | _____ _____ _____ | _____ _____ _____ |
| _____ <i>surname, name , patronymic</i> | _____ <i>(home address, telephone)</i> | _____ <i>(BIN, BIC, Kbe, bank)</i> |
| Seal | _____ <i>(signature)(подпись)</i> _____ <i>Official representative</i> _____ _____ <i>(Surname, name, patronymic (if any) in full)</i> _____ _____ <i>(date of birth, IIN, ID No., who issued and when)</i> _____ _____ _____ <i>(home address, telephone)</i> _____ | _____ _____ _____ <i>(contact telephone, fax with the city code)</i> _____ Director _____ _____ <i>(surname, name , patronymic)</i> _____ <i>(signature)</i> _____ Seal |
| | _____ <i>(signature)</i> | |

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**Appendix E
(mandatory)**

F. R-IV-12-05

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| <p align="center">Approved by Executive Director Issagulov A.Z. _____ <i>(signature)</i> " ____ " ____ 20 ____.</p> | <p align="center">Concurred by Practice Supervisor (from an organizations, enterprise, company) _____ <i>Surname, name, patronymic (if any)</i> _____ <i>(signature)</i> " ____ " ____ 20 ____.</p> |
|--|---|

**Working Plan for the practical training
in the degree program**

of ____-year student _____
(Surname, name, patronymic)

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 ____.

Appendix F (mandatory)

F.04-2020

Coordination sheet

| Position | Name | Date | Signature |
|--------------------|------------------|------------|-----------|
| Compliance officer | Zhetessova G.S. | 01.10.2021 | |
| Executive Director | Issagulov A.Z. | 27.09.2021 | |
| Head of CQM&A | Zhunussova G.Ye. | 24.09.2021 | |
| Head of the LD | Ayazbayeva G.S. | 22.09.2021 | |
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Appendix G (mandatory)

F.05-2020

Familiarization sheet

| Position | Name | Date | Signature |
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2. Zakon Respubliki Kazakhstan ot 27 iyulya 2007 goda «Ob obrazovanii».

3. Trudovoy kodeks Respubliki Kazakhstan ot 23 noyabrya 2015 goda.

4. Prikaz Ministra obrazovaniya i nauki Respubliki Kazakhstan ot 31 oktyabrya 2018 goda № 604 «Ob utverzhdenii gosudarstvennykh obshcheobyazatelnykh standartov obrazovaniya vsekh urovney obrazovaniya».

5. Prikaz Ministra obrazovaniya i nauki Respubliki Kazakhstan ot 20 aprelya 2011 goda № 152 «Ob utverzhdenii Pravil organizatsii uchebnogo protsessa po kreditnoy tekhnologii obucheniya»,

6. Prikaz Ministra obrazovaniya i nauki Respubliki Kazakhstan ot 18 marta 2008 goda № 125 «Ob utverzhdenii Tipovykh pravil provedeniya tekushchego kontrolya uspevayemosti, promezhutochnoy i itogovoy attestatsii obuchayushchikhsya dlya organizatsiy srednego, tekhnicheskogo i professionalnogo, poslesrednego obrazovaniya».