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Approved by
Quality Management
Representative





G.S. Zhetessova
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RULES

OF ORGANIZATION AND CARRYING OUT PROFESSIONAL PRACTICES

KTU R IV-13-2021

Developed by:
Head of the Career
Development Center
 Soshkina N.A.
Teaching methodology expert of the
Career Development Center
 Mazhitova D.S.

Karaganda

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Effective date 2021.10.04

1 Field of application

These Rules describe the content of professional practice, taking into account the requirements of Education Act of the Republic of Kazakhstan and regulate an activity of the university leadership, departments, as well as enterprises, organizations and institutions that are bases of the practice for organizing and carrying out the professional practice of students.

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

2 Normative references

These Rules use references to the following normative documents:

Standard of the Republic of Kazakhstan ISO 9001-2016 (ISO 9001:2015)
"Quality Management System. Requirements".

Standard of the Republic of Kazakhstan ISO 9000-2017 (ISO 9000:2015)
"Quality Management System. General provisions and glossary".

Order of the Minister of Education and Science No. 595, dated October 30, 2018
"On approval of the standard rules of the activity of educational organizations of the corresponding types".

Order of the Minister of Education and Science No. 107, dated January 29, 2016
"On approval of the rules of organizing and carrying out the professional practice and the rules of defining organizations as the bases of practices".

Education Act of the Republic of Kazakhstan dated July 27, 2007.

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

State Compulsory Educational Standard of the Republic of Kazakhstan of the corresponding 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 are used with corresponding definitions and abbreviations in these Rules:

Professional practice is one of the forms of training, aimed at consolidating

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Professional practice is one of the forms of training, aimed at consolidating theoretical knowledge, gained by students in the process of training at the university; acquisition of the practical skills and competencies; mastering advanced experience.

Training practice contributes to the acquisition of knowledge, skills and abilities by the students, which are necessary for mastering a specialty.

Teaching practice is a type of the professional practice, aimed at consolidating the theoretical knowledge, acquired by the students in the process of studying at the university; the acquisition of teaching skills; mastering the advanced experience, professional and organizational work, as per an area of the future teaching speciality.

Job placement is an integral organic part of training specialists, aimed at giving practical knowledge, abilities and skills to the students, as per a chosen specialty; it facilitates consolidation and check of the theoretical knowledge, mastering progressive technological processes in the real production conditions.

Pre-graduation practice is a type of the professional practice, carried out before the start of graduation project in order to collect necessary material by the student to write a bachelor's graduation work. During the period of pre-graduation practice, the student collects actual material, related to a professional activity of the appropriate base of practice, practical material, as per a topic of the graduation work (project). The results of the practice are used to write the graduation project (work) and are drawn up accordingly.

Practice supervisor is a teacher assigned by a department and who is responsible for an advisory work with the students on practice issues for the entire period of its fulfilment.

Referral to practice is a document of the student's assignment to undergo the practice at this enterprise, specifying its name, as well as a place and timeframes of the student's attendance.

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

Diary of the practice is a student's record of the sequence of performing types of his work at the enterprise, with the indication of date and place of its execution; it also contains a student's testimonial, signed by the supervisors of the practice from the enterprise and the university with corresponding marks of the result of the practice.

Defense of the practice report is delivery of the student's speech to a committee

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about content of the report of the professional practice, confirming his theoretical and practical knowledge and skills, acquired during the practice.

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

Methodical guidelines of undergoing the practice include goals, tasks of the practical training, a list of materials required for writing a report and requirements to its content.

Practice report of the department – when the practice is completed, a general report of the department is drawn up with an analysis of its results, conclusions and proposals.

MES RK – Ministry of Education and Science of the Republic of Kazakhstan;

KTU – NLC “Karaganda Technical University”;

IS – international standard;

R – rules;

QMR – quality management representative;

CQM&A – Center of Quality Management and Accreditation;

ATS – academic teaching staff.

4 Responsibility and authority

Responsibility and authority for approval, development of the rules of organizing the professional practices, their agreement, approval, registration, introduction into effect are distributed as follows:

A leader of the Career Development Center is responsible for development of the rules, i.e. for their content, structure, drawing up and introduction.

The decision of the final version of the draft rules is made by a quality management representative (QMR), which is noted in the “Approval sheet”.

The Rules are approved by the quality management representative (QMR).

5 General provisions

These Rules are developed in accordance with the sub-item No. 9 of the article No. 43 of the Education Act of the Republic of Kazakhstan dated July 27, 2007; the item No. 39 of the Order of the Minister of Education and Science No. 595 dated October 30, 2018 “On approval of the standard rules of the activity of educational

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organizations of the corresponding types”, the Labor Code of the Republic of Kazakhstan dated November 23, 2015; the State Compulsory Educational Standard of the Republic of Kazakhstan of the corresponding level of education, approved by PPRK, the 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 No. 107, dated January 29, 2016 “On approval of the rules of organizing and carrying out the professional practice and the rules of defining organizations as the bases of practices”, Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 “On approving the rules of organizing the educational process of the credit learning technology”, 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 of current monitoring the progress, midterm and final attestation of students”.

The rules regulate organizational and educational and methodological activities of organizing and carrying out the professional practices of students during the entire period of studying, aimed at consolidating the results of theoretical training, the acquisition of the practical skills and competencies, as well as mastering innovative technologies.

Intensive processes of the structural changes, taking place in the economy of the Republic of Kazakhstan have caused the highest demand for specialists of a new formation, who must successfully realize these processes, on the base of this historical, economic and political situation in the country.

Practice, interests of the economy, intensive paths of development which our country moves on, should dictate the goals, methods and content of higher education.

The job placement of the students, as per the groups of the specialties “Engineering sciences and technology” takes into account principles of the dual training system, according to the item No. 80 of the Order of the Minister of Education and Science No. 107 dated January 29, 2016 “On approval of the rules of organizing and carrying out the professional practice and the rules of defining organizations as the bases of practices”.

At the moment, the dual training system is one of the most effective forms of training professional and technical personnel in the world, where theoretical and industrial / practical training is carried out at the same time. It involves the direct participation of the enterprises in the vocational education of students. The enterprise provides conditions for the practical training and defrays all related expenses, including a possible monthly salary of the student. Educational institutions cooperate with enterprises on an equal basis. The dual training system is one of the

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possible ways to combine the interests of business of the future specialist and state.

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

A purpose of the practice is to consolidate the theoretical knowledge and deepen the practical knowledge of the students (graduate students, doctoral students) obtained in the process of studying at the university, as well as to acquire the necessary practical skills in the field of organizing and introducing modern technologies.

Various types of the professional practice are included, in accordance with the state general educational standards of the bachelor’s degree program: training (introductory) practice, job placement, pre-graduation practice.

The professional practice is defined in accordance with working educational programs and working curricula.

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

6 Rules of organizing the professional practices of bachelor's degree program

6.1 Organization of the professional practice

The professional practice is a compulsory component of the educational program.

Responsibility for organizing and carrying out the professional practice is born by the heads of a higher educational institution and bases of the practice in accordance with the terms of the concluded contract (Appendix A), as well as in accordance with the Labor law of the Republic of Kazakhstan.

Sending the students to all types of the professional practices is formalized by the order of the rector, specifying timeframes of undergoing the practice, the bases and the supervisor of the practice. The students are given a referral, as per a form (Appendix B).

The timeframes of the professional practices are specified in the schedule of the professional practices. (Appendix C).

Types, volume, and content of the professional practice are determined by standards, standard and working curricula and educational programs.

The content of the professional practice’s program presents the area of the specialty, a particularity of the type of practice, the requirements of professional standards and educational program, the nature of the organization's activity, a technological process and an object of the practice.

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The program of the professional practice is periodically updated and presents modern achievements of the science and technology, the innovative technologies applied on the basis of practice.

Corresponding departments carry out and are responsible for educational and methodological support and supervision of the practice, execution of the curricula, a practice program and quality control of its fulfilment.

The supervision of the professional practice is carried out by teachers of the corresponding departments, who are the most qualified, experienced, have creative professional thinking and knowledge of the special features of speciality.

If it is necessary, the students sent to the professional practice must have a medical check and receive appropriate vaccinations.

The university monitors provision of the students (graduate students, doctoral students) with normal working and living conditions by the enterprises and institutions, giving mandatory briefings of the occupational safety and health, compliance with internal labor regulations by trainees.

The students of correspondence mode of training are released from the training practice and job placement (technological practice) if they work in speciality. In this case, they provide a reference from the place of work and the testimonial, representing their professional activity to the supervisor of the practice from the department. The students of the correspondence mode of training perform a pre-graduation practice program.

The supervisor of the practice (scientific advisor) from the university checks the students' practice reports (Title page of the report - Appendix D), gives feedback on their work and submits a written practice report, including comments and the proposals of the improvement of training the students (graduate students, doctoral students) to the head of the department.

The supervisor of the students' practice from the enterprise assists in the collection of materials, assesses the quality of performing professional duties in the real production conditions, draws up professional testimonials for student trainees, containing data of execution of the practice program and individual tasks.

6.1.1 Obligations of the practice supervisor

Obligations of the practice supervisor include:

- to hold a meeting, where to timely notify students about the timeframes and the special features of undergoing the practice on-the-spot, before sending the students to the practice;

- to provide all students with the methodical guidelines of undergoing the practice and drawing up the report, the program, the diary of the practice (Appendix J, K) and the referral, and for senior students - the methodical guidelines of collecting materials and drawing up the report for writing the graduation project;

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- to ensure control of instructing the students on the occupational safety and health in the organizations where the practice is carried out;
- to send the students to the enterprises and organizations within the timeframes determined by the schedule of training practice, job placement and pre-graduation practice;
- to provide methodological assistance to the students in the execution of individual tasks and collecting the materials for a term work and the graduation work (project);
- to monitor a work of the trainees by means of the check of keeping the diaries of the practice, their oral and written reports of the performed work;
- to help each student to make an individual plan of the practice, to agree it with a leader of the enterprise and approve it;
- to provide the methodological and organizational assistance to the student trainees in their execution of the practice program and the individual plan on a regular basis;
- to monitor the timeliness of providing the practice report by the students, conformity of the task and the content of the practice report of the main activity of the enterprise, where the students undergone the practice;
- to evaluate the results of the execution of the practice program by students and make an appropriate record in the diary at the end of the practice.

6.1.2 Obligations of the student

During the practice, the student must:

- completely fulfill the program and works defined by the individual task;
- keep the rules of the occupational safety and health and the current internal labor regulations;
- keep the diary in the prescribed form and make records in the practice report, get the testimonial of the supervisor of the practice from the enterprise;
- carry out all types of the works determined by practice programs, what an individual schedule plan of the practice is made for;
- fully comply with the timeframes of undergoing the practice at the enterprises, in addition it should have the diary, a referral pass, a tear-off coupon, which is sent to the university, as per an address specified there;
- submit the practice report, drawn up in accordance with the requirements of QMS, with the diary and the referral, certified by a signature and seal, to your supervisor during a week;
- prepare and defend the practice report in the department.

6.2 Procedure and fulfilment of practices

6.2.1 Training practice

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Training practices are mandatory for the first year students of the full-time mode of training, according to the “Rules of organizing and carrying out the professional practice and the rules of defining organizations as the bases of practices” (the order of the Ministry of Education and Science of the Republic of Kazakhstan No. 107 dated 29.01.2016).

The purpose of the training (introductory) practice is the acquisition of primary professional competencies, including the consolidation and deepening the theoretical knowledge gained in the process of studying, the acquisition of the first skills of research activity, knacks; business letter writing, acquiring the practical skills and knacks of work in accordance with a training speciality, types, functions and tasks of the future professional activity.

The training (introductory) practice is carried out for the students in all specialties and is organized in the 1st academic year.

The main tasks of the training (introductory) practice are:

- 1) familiarization of the student with the areas of activity of the higher education institution;
- 2) familiarization with the speciality and its educational programs realized by the higher educational institution;
- 3) general acquaintance with an organizational and legal form, a structure, a management system of the organizations that are objects of the future profession;
- 4) studying the types, functions and tasks of the future professional activity;
- 5) studying business correspondence and paperwork management;
- 6) acquisition of the skills of working with the staff.

There are varieties of the training practice, depending on the special features of a particular subject area and a professional competence of the future specialist: introductory practice, geological and geodetic practice, computer practice, teaching practice and others.

Programs of the training practice and training introductory practice are developed by a general or graduating department in accordance with the requirements of the educational program and a sphere of the speciality.

The bases of the training practice are educational center and training centers, training workshops, laboratories and other educational and auxiliary departments of the university, a geological and geodetic testing site in the sports and recreation camp "Polytechnic", as well as organizations, corresponding to the future professional activity of the graduates.

If the training practice and training introductory practice are carried out by external organizations, it is necessary to have appropriate contracts.

The duration of the training practice and training introductory practice is 5

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weeks.

When the training practice ends, the students, being trained, submit the report to the corresponding department, which is checked by the supervisor of the practice and defended in front of the committee, created by the order of the head of the department (Appendix I). The results of the report defence are assessed by a differential pass-fail exam, according to an established grade-rating letter system of assessments.

6.2.2 Job placement

The purpose of the job placement is to consolidate the professional competence, to acquire the practical skills and experience of the professional activity.

The main tasks of the job placement are:

- 1) studying types of the professional activity in speciality, their functions and tasks;
- 2) consolidation of the theoretical knowledge and formation of the professional skills, knacks and competencies on this basis;
- 3) mastering the innovative technologies, advanced methods of the labor and production;
- 4) acquisition of the organizational and professional growth;
- 5) acquisition of the teamwork skills, competencies of the corporate management principles;
- 6) mastering the skills to independently plan your activities, to establish useful contacts with colleagues, to determine a role-based professional position, to form a sense of responsibility.

The job placement is carried out for the students in all specialties (except for teaching specialties) and is organized, starting from the 2nd academic year, until graduation of the students.

The job placement is organized after completing the study of a cycle of the special disciplines which the job placement is involved for, or theoretical training in general.

The students of the correspondence mode of training are released from the job placement, if they work in speciality. In this case, the students provide the reference from the place of work and the testimonial, representing their professional activity to the higher educational institution. Otherwise, undergoing the job placement is organized by the graduating department on a paid basis.

The program of the job placement in speciality is developed in accordance with the requirements of the educational program of speciality and should be aimed at developing professionally significant skills at the students and formation of the special competencies in accordance with the requirements of the professional

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standards.

The job placement of the students, as per the groups of the specialties "Engineering sciences and technology", "Services" takes into account the principles of the dual training system.

The bases of job placement are organizations corresponding to the area of the taught speciality (or related organizations).

The duration and number of the job placement are determined by the state compulsory standards, as per an appropriate speciality.

When the job placement ends, the students submit the report to the corresponding department, which is checked by the supervisor of the practice and defended in front of the committee, created by the order of the head of the department. The results of the report defence are assessed by the differential pass-fail exam, according to the established grade-rating letter system of the assessments.

6.2.3 Pre-graduation practice

The purpose of the pre-graduation practice is completion of writing the graduation work (project).

The main tasks of the pre-graduation practice are:

- 1) collection, processing and generalization of the practical material, related to a topic of the graduation work (project);
- 2) analysis of the statistical data and the practical material as per the topic of the graduation research work;
- 3) drawing conclusions, patterns, recommendations and proposals related to the topic of the graduation work (project);
- 4) drawing up the graduation work (project) in accordance with the established requirements.

The content of pre-graduation practice is determined by a theme of the graduation project (work).

The supervision of the pre-graduation practice is carried out, as a rule, by the scientific advisor of the graduation work (project).

The duration of the pre-graduation practice is determined by quantity of the academic hours or credits allotted for writing the graduation work (project) in accordance with the state compulsory standards of higher education.

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

The results of the pre-diploma practice are summed up at the preliminary defense of the graduation project (work), the organization of which is determined by

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the graduating department.

Successful completion of all stages of the practice, both training practice and job placement, is impossible without a priority role of the basic organizations, defined as social partners. A vocational education system cannot remain a closed system, this system must initiate the processes of transferring organizations - potential employers who take a position of outside observers and passive consumers of the educational services to the position of stakeholders realizing innovative educational processes.

Thus, it is the job placement that becomes a kind of criterion of what and how the student was taught in classrooms. A specific result of the practice, received by the student at the workplace, determines a special level of his responsibility and is a guarantee of successful employment.

7 Rules of organizing the professional practices of master's degree program

7.1 Content of the professional practices

The professional practice in the system of postgraduate education is a component of professional training, aimed at consolidating the theoretical knowledge gained in the process of studying in the higher educational institution, acquiring the practical skills and competencies, as well as mastering the advanced experience. There are the following types of the professional practice of postgraduate education: research practice, teaching practice and job placement.

The purpose of the research practice of postgraduate education is to study the latest theoretical, methodological and technological achievements of domestic and foreign science, to consolidate the practical skills, to use modern methods of collecting, processing and interpreting experimental data in the dissertation research.

The goal of the teaching practice of postgraduate education is to be prepared for educational research activity in the higher educational institution, to acquire and consolidate the skills of practical activity on execution of the educational process in higher education, including teaching special disciplines, organizing an educational activity of the students, scientific and methodological work in the subject.

The purpose of the job placement of postgraduate education is the acquisition and consolidation of key competencies, the acquisition of the practical skills and professional experience as per the area of the future speciality.

The timeframes and content of the professional practices are determined by the main (working) curricula of specialties and should be specified in the individual plans of students of the postgraduate educational programs.

The programs and content of the professional practices are developed by the

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graduating departments, taking into account the area of the speciality and an individual trajectory of the graduate student's training.

The main tasks of the research practice are:

- mastering modern methods of organizing and conducting a research work / experimental work;
- mastering the modern methods of data analysis and interpretation;
- collection of actual material for preparation of the dissertation;
- formation of the professional competencies, which are necessary for an effective independent research activity in the chosen field of scientific and / or practical activity;
- formation of the students' creative, research approach to the professional activity, the need for constant self-education.

The research practice includes the following kinds of activity:

- work with an empirical base of research in accordance with a chosen topic of the dissertation (drawing up a program and research plan, setting and formulation of problems, defining an object and subject of research, choosing a methodological basis for research, studying the methods of data collecting and analyzing);
- studying referential and bibliographic systems, methods of information research; acquisition of skills in working with bibliographic reference books, making scientific and bibliographic lists, usage of bibliographic descriptions in scientific works, work with domestic and foreign electronic databases;
- conducting scientific and experimental research related to the topic of the dissertation, processing, analysis and generalization of the obtained data.

The main tasks of the teaching practice are:

- 1) mastering the skills of structuring and transforming scientific knowledge into educational material, oral and written presentation of subject material, a variety of modern educational technologies, methods of drawing up problems, exercises, tests and other bases of educational research work and educational and methodological work;
- 2) formation of skills for setting educational goals, choice of the type of lesson, the usage of various forms of organizing the educational activity of the students, depending on the set pedagogical tasks; mastering the skills of diagnostics, monitoring and evaluation of the effectiveness of the educational activity;
- 3) familiarization with various ways of structuring and presenting educational material, ways of activating the educational activity, basic principles of organizing the educational process, related to a credit technology in higher education, the special features of interaction in the “student-teacher” system.

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Teaching practice includes the following kinds of activity:

- development of an individual program of undergoing the teaching practice;
- attending scientific and methodological consultations, familiarization with organization of the educational and methodological work of departments;
- studying the teaching experience of the leading university teachers during attending classes of the scientific discipline, related sciences;
- studying normative and legal documents (Education Act of the Republic of Kazakhstan, state compulsory standards, working curricula, standard programs, etc.);
- attendance and analysis of classes given by graduate students and doctoral students;
- individual planning and development of the content of classes, development of educational and methodological materials;
- giving the classes on an academic discipline (lectures, seminars, practical and laboratory classes);
- individual work with the students, supervision of scientific student (master's) research, supervision of the research practice of students (graduate students).

The main tasks of the job placement are:

- 1) formation of professional and labor skills according to the area of the speciality;
- 2) studying the special features of the work of enterprises, organizations or institutions in the appropriate industry, including the organization and management of production processes;
- 3) mastering the basic skills of modern management activity (planning an activity of the division, solving problems, making managerial decisions, monitoring processes and results of the activity).

The job placement includes the following kinds of activity:

- familiarization with the organization of the enterprise’s activity, the main normative and regulatory documents;
- familiarization with equipment, apparatus, control and measuring devices, tools, etc.;
- studying the main production and management processes;
- fulfilment of the works within the framework of functional duties of the enterprise’s employees.

7.2 Fulfilment of the professional practices

Professional practices are carried out on bases of the practice. As a rule, the bases of research and teaching practice are faculties and divisions of the university, the bases of the job placement are organizations, institutions, enterprises, etc.

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The timeframes, duration and content of the professional practices are determined by the main (working) curricula of the educational programs, an academic calendar and approved programs of the university related to the practices.

Educational and methodological supervision of the professional practice, development of the practice program and quality control of the practice execution are carried out by the graduating departments.

The students, sent to the job placement (trainees), undergo a medical examination, if it is necessary.

The graduating department organizes necessary training for the trainees and holds consultations in accordance with the practice program before the beginning of the professional practice.

As a rule, the direct supervision of the professional practice is carried out by the scientific advisor of the graduate student / doctoral student. The practice supervisors are approved by an order.

The practice supervisor:

- ensures the organization, planning and recording the results of practice;
- approves the individual program of undergoing the professional practice for the graduate student / doctoral student;
- selects a discipline and a training group as a base for teaching practice execution, the organization or the enterprise - as a base for research / professional practice;
- provides scientific and methodological assistance when students undergo the professional practice;
- monitors a work of the trainee, takes measures to eliminate shortcomings in the organization and execution of the practice;
- analyzes and evaluates the results of undergoing the professional practice, gives the final feedback of the results of the practice;
- generalizes educational and methodological experience of the practice, makes the proposals for its rationalization and improvement.

To execute the teaching practice, teaching methodology experts of the teaching practice are assigned from the Department of General, Pedagogical and Ethnic Psychology and the Department of General and Ethnic Pedagogy.

The supervisors of the teaching practice:

- organize individual and group consultations within the framework of psychological and pedagogical training of a university teacher;
- attend examinational lessons of the trainees, make their detailed psychological and pedagogical analysis;
- participate in the analysis and assessment of the trainees' final reporting

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documentation;

- participate in holding kick-off and final conferences;
- make the proposals of improving the practice, participate in the discussion of organizational questions of the practice at the meetings of the departments.

A total workload of the students for a period of the professional practice is determined in accordance with a working curriculum of the master’s degree program’s speciality, at the same time 30 percent of the total workload is planned for the active professional practice (giving classes, conducting a research work in the laboratory, a work at the place of production), 70 percent, including a preparatory work with the supervisor of the practice is planned for an independent work during the professional practice.

The individual program of undergoing the professional practice for the graduate student is developed by the direct supervisor and is included in the general schedule of the practice execution at the department, approved by the head of the department. Each student receives individual tasks, according to the approved practice program.

Attestation of the results of the students’ professional practice of postgraduate education programs is carried out as per the timeframes determined by the academic calendar and the schedule of the practice execution.

When the practice ends, the students submit the reports in accordance with a volume and level of the performed work. The supervisor of the practice makes a conclusion about the results of the practice, based on the consideration of the practice’s results and the reports of the trainees.

The reports of the practices and the conclusions of the supervisors are heard by a special committee created at the graduating department, which makes a decision of the assessment of the practice’s results. When putting marks on the teaching practice, the marks of the teaching methodology experts from the Departments of Pedagogy and Psychology are taken into account.

7.3 Rights and obligations of the graduate students during undergoing the practice

The graduate students, during their professional practice (trainees), have a right to contact the practice supervisors, the teaching methodology experts on all issues arising in the process of practice, to use study guides located in the corresponding offices of the faculty and the university, to make the proposals of improving the organization of the practice.

The trainees have a right to attend the leading teachers of the university at the lessons during undergoing the teaching practice, by preliminary agreement in order to study teaching methods, to get acquainted with advanced pedagogical experience.

The trainees must perform all types of work, included in the professional

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practice program.

The trainees are subjected to internal rules of the university, orders of the administration and the supervisors of the practice, the requirements of the occupational safety and health, as well as the internal rules of the organization being as the base of the practice. If the requirements, imposed to the trainee are not fulfilled, the student may be suspended from the practice.

The graduate student, suspended from practice or whose work during the practice is recognized as unsatisfactory, are considered as people, who did fulfil the curriculum.

The trainees must submit the reporting documentation in a timely manner after the completion of the practice in accordance with the practice program.

8 Rules of organizing the professional practices of doctoral program

8.1 Content of the professional practices

The practice of the doctoral students is an integral part of the main educational program of the postgraduate education.

The main types of the practices are the teaching practice and the research practice in accordance with the professional competencies.

All types of the practices are realized in accordance with an individual curriculum during the timeframes determined by the academic calendar and an individual work plan of the doctoral student.

The doctoral student’s referral to the practice is formalized by the order of the rector of the university.

The teaching practice is an important and integral component of the doctoral educational programs in the system of the postgraduate education and is a type of the practical activity of the students in realization of the educational process in the university, including teaching courses, organizing students' educational activity, scientific and methodological work, acquiring the skills and knacks of the practical teaching activity.

The teaching practice is aimed at the formation of comprehensive psychological, pedagogical, informational and methodological readiness of the doctoral student for the educational research activity at the university.

The teaching practice is carried out during the period of theoretical training without interrupting the educational process in the amount established by the state compulsory standard of the postgraduate education (SCSPE).

The main base of the teaching practice of the doctoral students is the

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graduating departments. In exceptional cases, it is allowed to undergo the practice in other universities which there are contractual relationships with.

An organizer of the teaching practice is the graduating departments of the university in the area of doctoral students training. The general supervision and control of undergoing the practice is laid on the head of the department and a leader of the Postgraduate Education Department.

The program of the teaching practice is developed by the supervisor of the practice together with the doctoral student, and is approved by the head of the department.

The doctoral student provides a detailed report and defends it at the meeting of the department based on the results of undergoing the teaching practice. The doctoral student gets a final mark, based on the results of the attestation.

The duration and the timeframes of undergoing the teaching practice are established in accordance with the approved academic calendar.

The goals of undergoing the teaching practice are:

- formation of the professional competencies among the doctoral students, ensuring the readiness for the teaching activity in the universities, designing the educational process in accordance with the field of training and giving certain types of the classes using innovative educational technologies;
- development of the practical skills and knacks of the professional pedagogical and educational methodological work in the higher educational institutions;
- consolidation of the psychological and pedagogical knowledge in the field of professional pedagogy and the acquisition of the skills of a creative approach to solving scientific and pedagogical problems.

The main tasks of the teaching practice are:

- development of the professional and pedagogical orientation of the doctoral students;;
- development of the doctoral students' skills in structuring and transforming the scientific knowledge into the educational material, oral and written presentation of the subject material;
- acquainting the doctoral students with real problems, solved in the educational process of an institution of the higher professional education;
- studying the modern educational technologies, methods, techniques, technologies of the teaching activity in the higher educational institutions;
- mastering the skills of diagnostics, monitoring and evaluation of the educational activity's effectiveness;
- gaining experience in teaching at the university.

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The teaching practice is organized by the Postgraduate Education Department together with the graduating department in the area of doctoral students training.

The general supervision and control of undergoing the practice is laid on the head of the department and the leader of the Career Development Center.

The head of the graduating department in the speciality of doctoral program:

- prepares an order of undergoing the practice by the doctoral student, where the supervisor of the practice is appointed, based on the assigned workload;

- organizes a general meeting with the doctoral students and practice supervisors to explain the requirements for the teaching practice, if it is necessary;

- provides necessary conditions for execution of the teaching practice at the department, a clear organization, planning and assessment of the results of the practice;

- approves the program and schedule of the practice, presented by the supervisor of the practice;

- organizes a meeting of the department for the defence of the doctoral students' reports of the teaching practice;

- makes the proposals to the leader of the Postgraduate Education Department to improve the organization and execution of the teaching practice of the doctoral students.

At the end of the practice, the attestation is carried out on the basis of the defense of the doctoral student's report, a review of the supervisor of the practice, in agreement with the head of the department. The doctoral student's report of the teaching practice includes the collected, analyzed and systematized material during undergoing the practice. The final mark is put, based on the results of the positive attestation. A copy of the report is submitted to the Career Development Center (Appendix E).

Contact (classroom) hours include the following types of the teaching work: give lectures, practical classes, SIWT, consultations for the students, attending classes of the leading teachers of the department, speaking at the educational and methodological seminar of the department, and other types of the teaching activity, that involve the participation of the doctoral students in off-line mode.

IWD includes all types of the teaching activity related to the preparation of the educational and methodological documentation on the discipline of the department, including drawing up a syllabus of the discipline, a plan and content of the lecture or practical lesson of the defined discipline, studying educational

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and methodological literature, studying regulatory documents, which regulate the educational process and other types of work, that do not require the presence of the doctoral student in the classroom or at the department.

The content of the teaching practice is determined by the program, which is developed by the supervisor of the practice in accordance with this Provision, taking into account a level of preparedness of the doctoral student, a schedule of classes and the execution plan of research work of the doctoral student, as well as scientific, educational and methodological interests and capabilities of the department.

The program of the teaching practice of the doctoral student is approved by the head of the department which he is attached to for undergoing the practice, in agreement with the leader of the Postgraduate Education Department and is communicated to the doctoral student.

The teaching practice of the doctoral student can include fulfillment of the following types of organizational, educational and methodological works:

- acquaintance with the structure of the university and faculty (school);
- familiarization with the organization of the educational and methodological work of the department;
- studying normative and legal documents, regulating the educational process (Education Act of the Republic of Kazakhstan, state compulsory standards, the Rules of organizing the educational process on the credit technology of education, etc.), as well as internal documents of the university (provisions, methodological guidelines, working curricula, teaching materials of the discipline, syllabuses);
- attending the scientific and methodological consultations of the supervisor of the practice;
- studying the teaching experience of the leading university teachers during attending the classes;
- individual planning and development of the content of classes of the proposed discipline, development of the teaching materials, notes;
- giving the classes on the academic discipline (lectures, seminars and practical classes) using interactive teaching methods, analysis of the given lesson together with the supervisor of the practice;
- preparation of the testing and assessment materials: tests, examination questions, tests and other forms of the teaching control;
- individual extracurricular work with the students (graduate students).

If the doctoral student has more than 5 years of teaching experience at the university in the corresponding speciality and works as a teacher of this

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department during undergoing the teaching practice, his teaching activity can be credited in terms of contact (classroom) hours of the teaching practice. At the same time, the doctoral student must give 1 open lesson during the period of the teaching practice, where the supervisor of the teaching practice, the scientific advisor of the doctoral student and the head of the department must be present. In addition, appropriate supporting documents must be presented to the head of the department.

A doctoral student-trainee can be involved in the research work with the students within the framework of execution of their term works, publications, in order to familiarize students with science and research.

Graduates of the doctoral program must be competent in the field of scientific and teaching activity in the conditions of rapid renewal and increase of the information flows, in accordance with the State Compulsory Standard of the Postgraduate Education, approved by the Decree of the Government of the Republic of Kazakhstan dated August 23, 2012 No. 1080 (with amendments and additions dated 13.05.2016).

The teaching practice gives an opportunity to form the professional competencies during the teaching activity, and is directly aimed at the formation and development of the universal and general professional competencies of the university teacher.

During undergoing the teaching practice, the doctoral students must master practical bases of the educational and methodological activity, including:

- skills of setting and systematizing educational goals and tasks in the realization of the basic educational programs of higher education;
- methods of the normative documents analysis in the field of higher and postgraduate education;
- basics of the pedagogical design of the educational and methodological documentation for academic disciplines in accordance with the area of training;
- skills of substantiating a choice of the innovative educational technologies and their approbation in the educational process;
- skills of giving various forms of the classes, to supervise the practice, a term project, the research work of the students and graduate students in accordance with the area of training;
- methods and techniques of drawing up the tasks and test materials for a specific discipline of the curriculum of bachelor's degree program and / or master's degree program for monitoring current progress and final check of knowledge in the discipline;
- skills of diagnostics, monitoring and evaluation of the effectiveness of

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the students' educational activity.

When the teaching practice ends, the doctoral student should **know**:

- legal and normative bases of functioning a higher education system; the procedure of the realization of the main provisions and documents, regulating an activity of the university to improve educational, methodological and scientific work at the university;
- modern approaches to modeling the educational research activity;
- procedure of organization of planning, conducting and assurance of the educational process, using the latest teaching technologies;
- basic principles, methods and forms of organizing an educational research process in the economic university;
- means and methods of activation of the students’ cognitive activity;
- main requirements for the theoretical, practical and methodological readiness of the university teacher.

to be able to:

- use the educational technologies, methods and techniques of giving the lectures and practical classes;
- use the interrelationships of research and educational processes in the presentation of the subject material, including a possibility of including own scientific research as a means of improving the educational process;
- carry out a methodological work of designing and organization of the educational process;
- speak in front of an audience and create a creative atmosphere during the classes;
- analyze difficulties arising in the teaching activity and develop an action plan to solve them;
- choose adequate ways of planning and giving the classes; to draw up tasks, exercises, tests of various topics;
- structure and competently transform the scientific knowledge into the educational material.

to have:

- skills of the scientific and methodological work, educational and methodological work in the university;
- methodology and technique of giving the lesson (lectures, seminars, practical classes, consultations on the discipline, the term project, checking various types of homework);
- experience of application of the modern information technologies in the educational and scientific processes;

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- skills of public speaking, academic writing and scientific style of presentation of the educational material;
- methods of self-assessment and self-analysis of the results and effectiveness of conducting classroom activities of various types.

The practice programs are developed by the graduating department, taking into account the area of the specialty, the organization – an object of the practice, are considered at the meeting of the department, a methodological council of the faculty and approved by the rector of the university.

When the practice ends, the doctoral student must submit the written report of the performed work during the period of undergoing the practice to the department, which should contain the conclusions and proposals.

The results of the report are evaluated by the differential pass-fail exam, according to the established grade-rating letter system of the assessments and are put in the examination record sheet of the practice, record books of the doctoral students. The mark of the practices is taken into account when calculating the GPA.

The research practice is a mandatory component of the doctoral program and is a type of the practical activity related to conducting the scientific research within the framework of a chosen topic of the dissertation research, preparation of the scientific publications and an analytical part of the dissertation.

The research practice of the doctoral students is aimed at deepening and systematizing the theoretical and methodological training of the doctoral student, as well as at the formation and development of research competencies, which are necessary for the analysis of modern scientific achievements, the usage of research methods in solving practical scientific problems.

The research practice is carried out after the theoretical training of the doctoral students, in the amount established by the state compulsory standard of the postgraduate education (SCSPE).

The organizer of the research practice is the Postgraduate Education Department and the graduating departments of the university in the area of doctoral students training. The general supervision and control of undergoing the practice is laid on the leader of the Postgraduate Education Department and the head of the department.

The content of the research practice of the doctoral student is determined by the program of the practice, taking into account the special features of the direction of training, as well as in accordance with the individual work plan of the doctoral student.

The program of undergoing the research practice is developed by a research

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supervisor together with the doctoral student, agreed with the head of the department and approved by the rector of the university.

The doctoral student provides the detailed report and defends it at the meeting of the department based on the results of undergoing the research practice. The doctoral student gets the final mark, based on the results of the attestation.

The duration and the timeframes of undergoing the research practice are established in accordance with the approved academic calendar of the doctoral program.

The goals of undergoing the research practice are:

- formation of professional and research competencies that contribute to qualified conducting the scientific research within the framework of the chosen topic of the dissertation research;
- studying the latest theoretical, methodological and technological achievements of the domestic and foreign science;
- consolidation of the practical skills and the usage of modern methods of the scientific research, analysis, processing and interpretation of the experimental data in the dissertation research.

The main tasks of the research practice are:

- 1) developing the skills of conducting the scientific research, using the modern methods of organizing and conducting the research / experimental work;
- 2) collection, processing and analysis of the main production, economic and financial indicators and statistical data to assess the activity of the research object for a certain period;
- 3) independent execution of the calculations based on the usage of the advanced methods of analysis and processing of the results;
- 4) selection and processing of the necessary materials for the preparation of the dissertation;
- 5) formation of the ability to design and carry out complex research, including interdisciplinary research;
- 6) acquisition of the practical experience in the research work.

The research practice is organized by the Postgraduate Education Department together with the graduating department in the area of the doctoral student training.

The timeframes of undergoing the research practice are established by the Postgraduate Education Department in accordance with the approved academic calendar.

The objects (base) of the research practice can be organizations of various

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forms of ownership (private, state) and various organizational and legal form (LLP, JSC, etc.), which have been working on the market for more than 5 years and can be considered as experimental sites for conducting the research on the topic of doctoral dissertation.

The supervisor of the practice and the doctoral student are responsible for concluding a contract with the organization, being the base of the practice.

The general supervision and control of undergoing the practice is laid on the head of the department and the leader of the Postgraduate Education Department.

The scientific advisor of the doctoral student is assigned as the direct supervisor of the research practice. The practice supervisors are approved by the order of the rector of the university.

The head of the department in the speciality of the doctoral student:

- monitors the high-quality execution of the research practice;
- prepares an order of the research practice execution (assignment of the supervisors and the base of the practice);
- organizes a general meeting with the doctoral students and the practice supervisors to explain the requirements for the research practice and reporting documentation, if it is necessary;
- approves a program of the research practice;
- develops and makes the proposals to the university leadership on improving the organization and execution of the research practice for the doctoral students;
- verifies and approves the program of undergoing the research practice, presented by the supervisor of the practice;
- organizes meetings of the department on questions of undergoing the research practice and monitors the timely submission and defense of the report by the doctoral student;

At the end of the practice, the attestation is carried out on the basis of the defense of the doctoral student's report, the review of the supervisor of the practice.

The doctoral student's report of the research practice includes the collected, analyzed and systematized material during undergoing the practice. The final mark is put, based on the results of the positive attestation.

The content of the research practice is determined by the program, which is developed by the supervisor of the practice in accordance with the topic of the doctoral student's dissertation research.

The research practice of the doctoral student can include the following types

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of activity:

- work with an empirical base of the research in accordance with the chosen topic of the dissertation (studying methods of data collecting, processing and analyzing, systematization of the scientific information on the topic of research);

- studying the referential and bibliographic systems, methods of searching for the scientific information; acquisition of the skills of working with modern IT technologies and online platforms, the work with domestic and foreign electronic databases;

- conducting the scientific and experimental research related to the topic of the dissertation, using the modern methods of the scientific research;

- processing, analysis and generalization of the obtained data;

- systematization of the collected material for the preparation of the doctoral dissertation;

- preparation and publication of the obtained results in the scientific journal;

- speaking at the republican or international conference with the presentation of the obtained research results.

During the research practice, the doctoral student can be additionally involved in the scientific projects of the department / university, as well as international projects, if the topic of the project coincides with the area of the doctoral student's dissertation research.

To successfully undergo the research practice, the doctoral student must know:

- modern scientific methods, used in conducting the scientific research in the field of the doctoral student specialization;

- main results of the latest research, published in the leading scientific journals and publications in the field of the doctoral student specialization; The doctoral student must be able to:

- organize, plan and realize the research process;

- apply modern scientific tools to solve practical tasks in the field of the research;

- analyze and process information from the various sources;

- use modern software when conducting the scientific research;

- analyze, evaluate and compare various theoretical concepts in the field of the research and make the conclusions.

The doctoral student must have the methods of collecting, analyzing and summarizing scientific material for:

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- conducting the scientific research independently;
- development of the scientifically based proposals and scientific ideas for the preparation of the doctoral dissertation;
- searching for the scientific information, using electronic information search systems on the Internet;
- scientific modeling, using the modern scientific tools;
- publication of the scientific articles in the peer-reviewed journals;
- preparation of the public speech with scientific reports at the international conferences.

The doctoral student must have the skills of:

- scientific writing and scientific communication;
- planning, coordination and realization of the research processes;
- systematic understanding of the field of study and demonstrate the quality and effectiveness of the selected scientific methods.

The criteria of evaluating the results of the practice are:

- opinion of the supervisor on the fulfillment of the goal and tasks of the practice by the doctoral student;
- degree of execution of the practice program;
- content and quality of the reporting documentation submitted by the doctoral student;
- opinion of the department on the results of the doctoral student’s practice.

The supervisor of the practice puts the final mark, which is specified in the scholastic record, based on the results of the submitted reporting documentation and the results of the defense of the report.

8.2 Rights and obligations of the doctoral students during undergoing the practices

The doctoral student has a right:

- to use information materials of the department / university for educational and scientific purposes and seek advice from the supervisor of the practice;
- to attend the classes of the leading teachers of the university (other departments) by preliminary agreement, in order to study the teaching methods, to get acquainted with advanced pedagogical experience, besides the classes of the professors of the department;
- to attend the classes of the leading professors of other universities with whom there are cooperation agreements;
- to take online courses of the foreign professors in the field of training.

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The doctoral student must:

- start to undergo the practice in a timely manner, fully perform all types of works determined by the individual program of the teaching practice;
- comply with the internal rules, which are valid at the department and in other divisions of the university;
- contact the scientific advisor, the head of the department, the Postgraduate Education Department on all issues of undergoing the research practice;
- use the necessary scientific and scientific-methodological literature, normative documentation, being available at the department and in the scientific library of the university;
- use information resources of the department / university for educational and scientific purposes and seek advice from the professors of the department and directly from the scientific advisor;
- take part in the scientific seminars of the university, present intermediate research results;
- publish the results of own research in the peer-reviewed scientific journals;
- participate in the republican and international conferences with the presentation and subsequent publication of the research results in the proceedings of the conference;
- determine the base of the practice and propose it to the supervisor for consideration;
- make proposals on the practice program to the supervisor of the practice;
- start to undergo the practice in a timely manner, fully perform all types of works determined by the practice program, keep the diary of the practice;
- comply with the internal rules of the organization; study and strictly follow the rules of the occupational safety and health;
- always keep in touch with the supervisor of the practice, inform and present the intermediate results of the conducted research;
- attend scientific, scientific and methodological events, organized and carried out by the department / school / university;
- submit the reporting documentation to the supervisor after 2 weeks, after the completion of the practice.

If the requirements, imposed to the trainee, are not fulfilled, the trainee can be suspended from the practice.

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The doctoral students who have not completed the practice, or who have undergone, but have not defended the practice report on for a good reason (you must provide the supporting documents), the timeframes of the practice (or defense of the report) are postponed to another period by the order of the rector.

The doctoral students, who have not undergone the practice or have not fulfilled the requirements of the practice program without a valid reason, must completely undergo the practice on a paid basis as per the determined period.

When the practice ends, the doctoral student must submit the following reporting documentation to the department:

- practice program with a signature of the scientific advisor, the head of the department and approved by the rector of the university;
- diary of the research practice (Appendix K);
- report of the practice in accordance with the practice program;
- copy of the publication of the scientific article (imprint) or the supporting document of the article acceptance for publication.

9 Report of the practice

The students submit the written report of the results of the practice to the supervisor of the practice from the university, signed by the leader from the enterprise, after completing the tasks included by the practice program.

During the practice, the student can not participate in the works, which are not included in the practice program, he can hold paid positions at the place of undergoing the practice.

The departments, which the professional practice is assigned for, develop the programs of the professional practice of students in accordance with the requirements of the state compulsory educational standard in the speciality, as well as taking into account the nature of the enterprise, institution, organization - the base of the practice.

The program must contain the purpose and tasks of the practice, the place of the practice, professional requirements to the student trainee, the content of the practice stages, the criteria of evaluating components of the practice, the procedure of preparing the reporting documents (list, requirements to drawing up, etc.), samples of the reporting forms, the timeframes of the practice reports' defence.

The final form of the practice control is the student's report of the practice, including the collected, analyzed and systematized material during the practice.

The student specifies information about the practice in the report, in

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accordance with the practice diary: the goals and tasks of this type of the practice; general information about the base of the practice; information about the organization of the works on the base of the practice; used methods and methodological techniques; short information, confirming the execution of an individual task; skills and knacks acquired during the practice, a systematic presentation of the issues, studied during the practice and a description of the performed works; a list of the collected materials for the term project or graduation project; general conclusions and proposals of improving the organization of the practice and improving the organization of the production, increasing productivity and quality of the labor.

At the end of each type of the professional practice, the students submit the report to the appropriate department, which is checked by the supervisor and consultant and defended in front of the committee, created by the order of the head of the department. Members of the committee of the reports defence and the schedule of its work are preliminarily discussed and approved at the meeting of the department not later than 10 days before the end of the practice.

The results of the report defense are assessed according to the grade-rating letter system of the assessments in accordance with the order No. 152. The results of all types of the practices are summed up at the final conferences, organized by the department with the participation of the students who have undergone the practice and junior students. The supervisor of the practice draws up a report of the group on the basis of the results.

The final examination record sheets of the practice should be closed before the beginning of the examination period, since the result of the final mark of the practice influence on awarding the scholarship, as well as, along with the results of other disciplines, on the GPA and transfer of the student from one academic year to another academic year. If there is an unsatisfactory mark of the final check of the practice, the student does not receive credits for the corresponding type of the practice.

The student, who does not come to the practice without good reason or who has received an F grade (“poor”) in the final check, has a right to undergo it in his free time and defend the practice report during the following academic period on a paid basis. The students, who have not undergone the practice and have not defended the practice report, are not allowed to take the state exam in their speciality and defend their graduation project.

During the period of the practice, the students, graduate students and doctoral students, studying on the basis of a state educational grant, retain a right to receive the scholarship on a general basis.

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The Career Development Center prepares an annual report based on:

- reports of the practice supervisors (Appendix E, F);
- check of the reporting documentation of the students;
- feedback from the supervisors of the bases of the practices;
- annual reports of the departments and faculties, decisions of the Educational and Methodological Council, the Academic Council of the university.

10 Agreement and introduction

10.1 The rules are agreed with the Compliance officer, an Executive director, a leader of the Accreditation and Quality Management Center and a leader of the Legal Department and is drawn up in the “Approval sheet” (Appendix L).

10.2 Introduction of the rules is carried out in accordance with the order of the First Vice-Rector.

10.3 The document is considered as introduced, if norms, indicators and requirements established by it, are applied in accordance with the area of its distribution.

11 Keeping

11.1 When an electronic version of these rules is received, executors get acquainted with it and put their signature in the familiarization sheet (Appendix M), which is a mandatory document.

11.2 Internal normative documentation should be kept in ascending order of designations in the divisions. A leader of the division is responsible for replication, registration of the copies, unauthorized use and preservation of the document.

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

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Appendix A (mandatory)

F.R-IV-13-01

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)
documents)

(details of the consiituent

_____ 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 accordance 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

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.

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Continuation of the Appendix A

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

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.

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Continuation of the Appendix A

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 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

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Continuation of the Appendix A

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.

14. The terms of this Agreement can be amended and supplemented by the mutual 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>(home address, telephone)</i> _____ <i>(signature)</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>(signature)</i>	_____ _____ _____ <i>(Name of the enterprise, institution, organizatio)</i> _____ _____ <i>(legal address) (юридический адрес)</i> _____ <i>(BIN, BIC, Kbe, bank)</i> _____ _____ <i>(contact telephone, fax with the city code)</i> _____ Director _____ _____ <i>(surname, name , patronymic)</i> _____ <i>(signature)</i>
Executive director _____ <i>surname, name , patronymic</i> Seal		

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**Appendix B
(mandatory)**

F.R-IV-13-02

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

company name

«_____» _____ 20____.

«_____» _____ 20____.

(Seal, signature of KTU)

(Seal, signature of an enterprise)

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**Appendix C
(mandatory)**

F.R-IV-13-03

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

Signature _____
(Practice Supervisor from an educational institution)
" ____ " _____ 20____.

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**Appendix D
(mandatory)**

F.R-IV-13-04

Karaganda Technical University

Department _____

REPORT OF JOB PLACEMENT

(place)

Supervisor

(mark)

(signature from the Enterp., name)

Члены комиссии

(signature from the faculty, name)

(signature) (name)

Student

(surname, initials)

(signature) (name)

(group)

(signature) (name)

(signature) (date)

20__

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**Appendix E
(mandatory)**

F.R-IV-13-05

Report of the job placement supervisor

REPORT

of _____ job placement
(name of job placement)
year _____ group _____
department _____
specialty _____

Job placement supervisor

(Scientific supervisor)

Karaganda 20__

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Continuation of the Appendix E

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 _____

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Continuation of the Appendix E

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

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 _____

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Continuation of the Appendix E

Dean of the faculty _____

Head of the HR dept _____

Head of the CDC _____

TABLE

No	Surname, name, patronymic of the student (master, doctoral student)	Place of the job placement	Full-time position	Dubbing position	Job placement mark	Signature of the supervisor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						

**Appendix F
(mandatory)**

F.R-IV-13-06

NLC Karaganda Technical University
Department_____

Approved
Dean (head of the HR dept.)
_____N. Surname
_____,20__

**Report
of organization and conducting job placement of students
(master, doctoral students) in specialty**

in 20__20__ ac. year

1. Organization of job placement

1.1 Types of job placement

Table 1 – Types of job placement, their duration and terms of conducting

No	Type	Year	Form of training	Educational program	Number of credits	Terms of conducting	Date and number of the minutes of the kick-off conference	Date and number of the minutes of the final conference

Continuation of the Appendix F

Table 2 – Student distribution (master, doctoral students) for job placement

No	Type	Teacher's name	Number of students (master, doctoral students)	Code of group

1.2 Methodological provision of the job placement

Job placement program with indication of compilers and date of approving.

1.3. Job placement bases

Providing specialties with job placement bases. Availability of agreements concluded with job placement bases (indicate the number and date of concluding the agreement).

2. Topics of the studies carried out by students within the job placement period

3. Job placement results

Table 3 – Results of job placement

Type	Year	Form of training	Educational program	Total number of students (master, doctoral students)	Marks for job placement				Average score
					«excellent»	«good»	«satis- factory»	«unsatis- factory»	

Continuation of the Appendix F

Table 4 – Methods of undergoing job placement

Type	Year	Form of training	Educational program	Total number of students (master, doctoral students)	Number of students (master, doctoral students) who undergone job placement		
					In the groups	Based on individual contracts	Based on letters-requests, applications

4. Analysis of implementing the job placement programs

Give an assessment of the level of student preparedness (master, doctoral students) for job placement and an assessment of the quality of the work of the department carrying out this training. Indicate what the students (master, doctoral students) have learned and what difficulties they encountered during the job placement.

5. Conclusions and proposals

The report has been considered at the department meeting on _____ . 20__ . Minutes No. ____

Head of the department _____ N. Surname
signature

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**Appendix G
(mandatory)**

F.R-IV-13-07

**Student questionnaire
"Satisfaction with the results of the job placement"**

Dear students,

To improve conducting job placement, we ask you to answer the questionnaire and assess the level of satisfaction with the results of the job placement that you completed at the enterprise.

The assessment is carried out at 5 levels. Depending on how fully the estimated indicator satisfies your requirements, one of the following marks is assigned:

1st level "absolutely not satisfying";	0% - 20%
2nd level “mostly not satisfying”;	21% - 40%
Level 3 “partially satisfies”;	41% - 60%
Level 4 “mostly satisfies”;	61% - 80%
Level 5 is "completely satisfying".	81% - 100%

Specify specialty: _____ Year: _____
 Organization where the internship took place: _____
 Dates of the job placement: _____
 Practice type: _____

No	Question	0% -20%	21%- 40%	41%- 60%	61%- 80%	81%- 100%
1	What percentage of the required time were you in the job placement?					
2	Organizational preparation of students for job placement on the part of the department (setting goals, objectives, requirements, assignments at the setting conference)					
3	Provision of job placement with material and technical means and literature					
4	Compliance of your duties and tasks in the job placement with your future specialty					
5	Your level of training in order to cope with tasks at the enterprise					
6	Assistance of supervisors from the enterprise during practice					
7	Usefulness of the job placement					
8	Sufficient duration of the job placement					
9	Selection of the job placement bases to improve the level of skills, abilities and competencies					
10	Your wishes for improving the practice	/text field				

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Appendix H (mandatory)

F.R-IV-13-08

Supervisor questionnaire "Satisfaction of the job placement supervisor with the students"

Dear supervisor,

Students of our University were in the job placement at your enterprise. To improve the educational process, please, take part in the survey and assess the level of student preparation for work at the enterprise.

The assessment is carried out at 5 levels. Depending on how fully the estimated indicator satisfies your requirements, one of the following marks is assigned:

1st level "absolutely not satisfying";	0% - 20%
2nd level "mostly not satisfying";	21% - 40%
Level 3 "partially satisfies";	41% - 60%
Level 4 "mostly satisfies";	61% - 80%
Level 5 is "completely satisfying".	81% - 100%

Specify specialty:

Practice type:

Organization: _____

No	Questions	0%- 20%	21%- 40%	41%- 60%	61%- 80%	81%- 100%
1	The level of theoretical training of the student					
2	The level of professional training of the student					
3	Ability to use professional skills in solving a specific production problem					
4	Ability to solve independently a task					
5	Skills of working with professional literature					
6	Hard work, efficiency and performance discipline					
7	Sociability, ability to work in a team					
8	Erudition					
9	Organizational skills					
10	The prospect of cooperation with the University as the job placement base for students					
11	The prospect of employment of the University graduates at your company (if vacancies are available)					
12	Your wishes for improving the job placement	/text field				

Job placement supervisor, position _____ Seal _____ N. Surname

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**Appendix I
(mandatory)**

F.R-IV-13-09

Karaganda Technical University
Faculty of Innovation
Technologies
Department of Information
Technologies and Security

ORDER

05.09.2017 No. 7

Karaganda

In accordance with these rules of KTU R IV-13-2020 "On the organization and conduct of professional practices" to create a commission to review reports on the professional practice of students (undergraduates, doctoral students) of the specialty _____ full-time (correspondence) forms of study in the following composition:

- 1) _____ - head of department/associate professor;
- 2) _____ - sn. teacher;
- 3) _____ - sn. teacher;
- 4) _____ - associate professor.

Head of the department _____ (signature)

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**Appendix J
(mandatory)**

F.R-IV-13-10

KARAGANDA TECHNICAL UNIVERSITY

**DIARY
*of job placement***

Student _____
surname, name, patronymic

_____ course _____ faculty

specialty code and name

**Karaganda
20 _____**

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Continuation of the Appendix J

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 J

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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Continuation of the Appendix J

Calendar and thematic plan of practical training

List of work performed by sections of the work program	Number of working days according to the form of training	
	Full-time	Correspondence
1	2	3

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Continuation of the Appendix J

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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Date	Brief content of the student's work	Mark of the work execution

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Continuation of the Appendix J

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 J

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 A-	4,0 3,67	95-100 90-94	Excellent
B+ B B-	3,33 3,0 2,67	85-89 80-84 75-79	
C+ C C- D+ D	2,33 2,0 1,67 1,33 1,0	70-74 65-69 60-64 55-59 50-54	Satisfactory
F	0	0-49	

Assessment of the practice supervisor from the enterprise _____

_____ name of the practice supervisor, position

Date and seal

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 _____

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Continuation of the Appendix J

Student’s characteristic of the practice supervisor from the enterprise

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Continuation of the Appendix J

signature, date and seal _____

Student’s characteristic of the practice supervisor from the University

**Appendix K
(mandatory)**

F.04-2020

Approval sheet

Position	Full name	Date	Signature
Compliance officer	Zhetessova G.S.	01.10.2021	<i>[Signature]</i>
Executive Director	Issagulov A.Z.	27.09.2021	<i>[Signature]</i>
Leader of the Accreditation and Quality Management Center	Zhunussova G.E.	24.09.2021	<i>[Signature]</i>
Chief of the Legal Department	Ayazbaeva G.S.	22.09.2021	<i>[Signature]</i>

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Appendix L
(mandatory)

F.05-2020

Familiarization sheet

Position	Full name	Date	Signature

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List of literature

1. Poryadok izdatelskogo oformleniya uchebno-metodicheskoy literatury, utverzhdenny resheniyem redaktsionno-izdatelskogo soveta, pr. № 4 ot 28.10.2003g.
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 professional'nogo, poslesrednego obrazovaniya».