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## **RULES**

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### **OF ORGANIZING AND CONDUCTING PROFESSIONAL PRACTICES R V-10-2022**

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## 1 Scope

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

The Rules of Organizing Professional Practices are included in the documentation package of the quality management system of Abylkas Saginov Karaganda Technical University NJSC (KTU).

## 2 Regulatory references

These Rules use references to the following regulatory documents:

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

RK ST ISO 9000-2017 (ISO 9000:2015) “Quality management systems. Fundamentals and glossary”.

Order of the Minister of Education and Science No. 595 of October 30, 2018 “On approval of the Model Rules for the activities of educational organizations of the relevant types”.

Order of the Minister of Education and Science No. 107 of January 29, 2016 “On approval of the Rules for organizing and conducting professional practice and the rules for identifying organizations as bases of practice”.

Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”.

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

Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 "On approval of State mandatory standards of higher and postgraduate education".

## 3 Terms, definitions and abbreviations

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

*Professional practice* is one of the forms of training aimed at consolidating the theoretical knowledge acquired in the process of studying by students at the University; acquisition of practical skills and competencies; development of best practices.

*Training practice* contributes to the acquisition by students of the knowledge, skills and abilities necessary to master the specialty.

*Pedagogical practice* is a type of professional practice aimed at consolidating the theoretical knowledge acquired by students during their studies at the University; acquisition of teaching skills; mastering advanced experience,

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professional and organizational work in the profile of the future pedagogical specialty.

*Job placement* is an integral organic part of specialist training, aimed at giving students practical knowledge, skills and abilities in their chosen specialty; promotes consolidation and testing of theoretical knowledge, development of progressive technological processes in real production conditions.

*Pre-diploma practice* is a type of professional practice conducted before the start of a diploma project in order for the student to collect the necessary material to complete a bachelor's final work. During the period of pre-diploma practice, the student collects factual material on the professional activities of the relevant practice base, practical material on the topic of the thesis (project). The results of the practice are used to write a diploma project (work) and are formatted accordingly.

*Head of practice* is a teacher appointed by the department and responsible for advisory work with students on practice issues for the entire period of its implementation.

*Referral to practice* is a document appointing a student to undergo an practice at a given enterprise, indicating its name, as well as the place and duration of the student's stay.

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

*Diary of practice* is a student's record of the sequence of types of work performed at the enterprise, indicating the date and place of its execution, and also contains a student's characteristics, signed by the practice supervisors from the enterprise and the University with the corresponding assessments of the outcome of the practice.

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

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

*Guidelines for completing the practice* include goals, tasks of practical training, a list of materials necessary for writing a report and requirements for its content.

*Department report on practice* is a general department report drawn up at the end of the practice, with analyzing its results, conclusions and proposals.

RK MES – Ministry of Education and Science of the Republic of Kazakhstan;  
KTU – Abylkas Saginov Karaganda Technical University NJSC;  
IS – international standard;

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R – Rules;

QMR – Quality Management Representative;

CQM&A – Center of Quality Management and Accreditation.

#### **4 Responsibility and powers**

Responsibility and authority for the development of these Rules, their approval, registration, and implementation are distributed as follows:

The developer is responsible for the development of the Rules, namely their content, structure, design and implementation.

The developer is responsible for compliance of these Rules with the requirements of DP X-01-2022.

#### **5 General provisions**

These Rules were developed in accordance with subparagraph 9 of paragraph 2 of Article 43-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”, paragraph 39. Order of the Minister of Education and Science No. 595 dated October 30, 2018 “On approval of the Model Rules for the Operation of Educational Organizations relevant types”, Labor Code of the Republic of Kazakhstan dated November 23, 2015, Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 "On approval of State mandatory standards of higher and postgraduate education", Order of the Minister of Education and Science of the Republic of Kazakhstan No. 107 "On approval of the Rules for organizing and conducting professional practice and rules for identifying organizations as bases of practice" dated January 29, 2016, Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 “On approval of the Rules of organizing the educational process in credit technology of education”, by Order of the Minister of Education and Science of the Republic of Kazakhstan, dated January 21, 2016 No. 50 “On the approval of the Rules for the organization of dual training”;

The Rules regulate organizational, educational and methodological activities for organizing and conducting professional practices for students throughout the entire period of study, aimed at consolidating the results of theoretical training, acquiring practical skills and competencies, as well as mastering innovative technologies.

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

Practice, economic interests, and intensive development paths along which our country is moving should dictate the goals, methods and content of higher education.

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According to paragraph 80 of Order of the Minister of Education and Science No. 107 dated January 29, 2016 “On approval of the Rules for organizing and conducting professional practice and the rules for identifying organizations as bases of practice”, job placement of students in the specialty groups “Engineering Sciences and Technologies” takes into account the principles of the dual education system.

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

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

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

In accordance with the state general educational standards for undergraduate education, various types of professional practice are provided: training (introductory) practice, job placement, pre-diploma practice.

Professional practice is defined in accordance with work training programs and work curricula.

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

## **6 Rules of organizing professional practices of bachelor students**

### **6.1 Organizing professional practice**

Professional practice is a mandatory component of the educational program.

Responsibility for organizing and conducting professional practice lies with the heads of the higher education institution and practice bases in accordance with the terms of the concluded agreement (Appendix A), as well as in accordance with the Law of the Republic of Kazakhstan “On Labor”.

Student referral to all the types of professional practices is formalized by the Rector’s order indicating the deadlines, base and supervisor of the practice. Students are given a referral form (Appendix B).

The terms of professional practice are indicated in the Schedule of Professional practice (Appendix B).

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

The professional practice program in its content reflects the profile of the

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specialty, the specifics of the type of practice, the requirements of professional standards and the educational program, the nature of the organization's activities, the technological process and the object of practice.

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

Educational and methodological support and management of practice, implementation of curricula, practice programs and quality control of its implementation are carried out and are the responsibility of the relevant departments.

Supervision of professional practice is carried out by the most qualified, experienced teachers of the relevant departments, who have creative professional thinking and know the specialty specifics.

If necessary, students sent for professional practice must undergo a medical examination and receive appropriate vaccinations.

The University exercises control over provision of normal working and living conditions for students (master and doctoral students) by enterprises and institutions, conducting mandatory briefings on occupational safety and safety precautions, and compliance by the trainees with internal labor regulations.

Part-time students, if they work in their specialty, are exempt from training practice and job placement. In this case, they provide the head of practice from the department with a certificate of employment and a description reflecting their professional activities. Correspondence students complete a pre-diploma practice program.

The head of practice (supervisor) from the University checks students' reports on practice (the Title page of the report is Appendix D), gives feedback on their work and submits to the head of the department a written report on the practice, including comments and suggestions for improving the training of students (master and doctoral students). The head of student practice from the enterprise provides assistance in collecting materials, assesses the quality of performing professional duties in real production conditions, and compiles professional characteristics for student containing data on the implementation of the practice program and individual assignments.

#### 6.1.1 Practice manager's duties

Responsibilities of the practice manager include the following:

- before sending students to practice, to hold a meeting at which to notify promptly students about the timing and features of its completion on site;
- to issue methodological instructions to all the students on completing the practice and drawing up a report, a program, practice diary (Appendices M, N) and the referral, and for graduate students methodological recommendations on collecting materials and preparing a report for writing a diploma project;
- to ensure control over conducting the briefings with students on occupational safety at organizations where practices are carried out;
- to send students to enterprises and organizations within the time limits provided for by the schedule of training practice, job placement and pre-diploma

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practice;

- to provide methodological assistance to students in completing individual assignments and collecting materials for the term work and diploma work (project);
- to monitor the work of trainees by checking the practice diaries, their oral and written reports on the work done;
- to help each student draw up an individual practice plan, coordinate it with the management of the enterprise and approve it;
- to provide systematically methodological and organizational assistance to student interns in the implementation of their practice program and individual plan;
- to exercise control over the timeliness of submission of the practice report by students, the compliance of the assignment and the content of the practice report with the main activities of the enterprise where the students did their practice;
- at the end of the practice, evaluate the results of the students' implementation of the practice program and make an appropriate entry in the diary.

#### 6.1.2 Student's duties

When undergoing practice, a student is obliged to:

- to implement fully the program and work provided for by the individual assignment;
- to comply with occupational safety and health regulations and current internal labor regulations;
- to keep a diary in the prescribed form and make entries in the practice report, obtain a reference from the enterprise for the practice supervisor;
- to perform all types of work provided for by the practice programs, for which an individual calendar plan for practice is drawn up;
- to adhere strictly to the deadlines for completing practices at enterprises, while having with you a diary, a travel voucher, a tear-off coupon, which is sent to the University at the address indicated there;
- within a week, to submit a report on the practice, drawn up in accordance with the requirements of the QMS, with a diary and direction, certified by signature and seal, to your supervisor;
- to prepare and defend a report on practice at the department.

### 6.2 Procedure and conducting practices

#### 6.2.1 Training practice

According to the “Rules for organizing and conducting professional practice and the rules for identifying organizations as bases of practice” (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 107 dated January 29, 2016), training practices are mandatory for full-time 1st year students.

The purpose of training (introductory) practice is to acquire primary professional competencies, including consolidation and deepening of theoretical knowledge acquired in the learning process, obtaining first research skills and abilities;

- conducting business correspondence, acquiring practical skills in accordance with the specialty of study, types, functions and tasks of future professional activity.



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

The main objectives of educational (introductory) practice are as follows:

- 1) familiarization of the student with the areas of activity of the higher educational institution;
- 2) familiarization with the specialty and its educational programs implemented by higher educational institutions;
- 3) general familiarization with the organizational and legal form, structure, management system of organizations that are the objects of the future profession;
- 4) studying the types, functions and tasks of future professional activity;
- 5) studying business correspondence and record keeping;
- 6) acquiring skills of working in the team.

Depending on the specifics of a particular subject area and the professional competence of the future specialist, types of training practice are distinguished: introductory, geological and geodetic, computer, pedagogical and others.

Programs of training practice are developed by the general or graduating department in accordance with the requirements of the educational program and the profile of specialty.

The bases of training practice are training, training-educational centers, training workshops, laboratories and the other educational and auxiliary departments of the University, geological and geodetic testing grounds in the sports and recreation camp "Polytechnic", as well as organizations corresponding to the future professional activities of graduates.

In the case of conducting training practices in third-party organizations, it is necessary to have appropriate agreements.

The duration of training practice is as a rule 1-3 weeks.

Based on the results of training practice, students submit a report to the appropriate department that is checked by the head of the practice and defended before a commission formed by the order of the department head (Appendix L). The results of defending the report are assessed by differentiated credit according to the established point-rating letter grading system.

#### 6.2.2 Job placement

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

The main objectives of job placement are as follows:

- 1) studying the types of professional activities in specialty, their functions and tasks;
- 2) consolidation of theoretical knowledge and formation on this basis of professional skills, abilities and competencies;
- 3) mastery of innovative technologies, advanced labor and production methods;
- 4) acquisition of organizational and professional growth;
- 5) acquisition of teamwork skills, competencies of corporate management principles;

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6) mastering skills to plan independently one's activities, to establish useful contacts with colleagues, to determine a professional role position, and to develop a sense of responsibility.

Job placement is carried out for students in all the specialties (except for pedagogical ones) and is organized starting from the 2nd year until the students graduate.

Job placement is organized after completion of studying the cycle of special disciplines for which it is provided, or theoretical training in general.

Correspondence students, if they work in their specialty, are exempt from job placement. In this case, students submit to the higher education institution a certificate from their place of work and a description reflecting their professional activities. Otherwise, job placement is organized by the graduating department on a paid basis.

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

Job placement of students in the specialties "Engineering Sciences and Technologies" and "Services" takes into account the principles of the dual education system.

The bases for job placement are organizations that correspond to the profile of the specialty being trained (or related organizations).

The duration and number of job placement are determined by state compulsory standards for the relevant specialty.

Based on the results of job placement, students submit a report to the appropriate department that is checked by the head of the job placement and defended before a commission formed by the order of the department head. The results of defending the report are assessed by differentiated credit according to the established point-rating letter grading system.

#### 6.2.3 Pre-diploma practice

The purpose of pre-diploma practice is to complete writing the thesis (project).

The main objectives of pre-graduate practice are as follows:

1) collecting, processing and synthesizing practical material on the topic of the thesis (project);

2) analyzing statistical data and practical material on the topic of the thesis research;

3) formulating conclusions, patterns, recommendations and proposals on the topic of the thesis (project);

4) registering the thesis (project) in accordance with established requirements.

The content of pre-diploma practice is determined by the topic of the diploma project (work).

Pre-diploma practice is usually supervised by the supervisor of the thesis (project).

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

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

The results of pre-diploma practice are summed up in the preliminary defense of the diploma project (work), organization of which is determined by the graduating department.

Successful completion of all the stages of practice is impossible without the priority role of base organizations defined as social partners. The vocational education system cannot remain a closed system; this system must initiate processes of transferring organizations: potential employers occupying the position of outside observers and passive consumers of educational services, into the position of interested participants implementing innovative educational processes.

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

## **7 Rules of organizing professional practices for master students**

### **7.1 Professional practice content**

Professional practice in the postgraduate education system is a component of professional training aimed at consolidating theoretical knowledge acquired during training at a higher educational institution, acquiring practical skills and competencies, as well as mastering best practices. There are the following types of professional practice in master's degree programs: research, pedagogical practice and job placement.

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

The purpose of pedagogical practice of postgraduate education is preparation for scientific and pedagogical activities at a higher education institution, acquisition and consolidation of skills in practical activities in implementation of the educational process in higher education, including the teaching of special disciplines, organization of educational activities of students, scientific and methodological work on the subject.

The purpose of job placement of postgraduate education is the acquisition and consolidation of key competencies, the acquisition of practical skills and

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professional experience in the profile of the future specialty.

The timing and content of professional practices are determined by the main (working) curricula of specialties and must be reflected in the individual plans of students in postgraduate education programs.

Programs and content of professional practices are developed by graduating departments, taking into account the profile of the specialty and the individual learning trajectory of the master's student.

The main objectives of research practice are as follows:

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

Research practice includes the following activities:

- working with the empirical basis of research in accordance with the chosen topic of the dissertation work (drawing up a program and research plan, setting and formulating tasks, defining the object and subject of research, choosing a methodological basis for research, studying methods of data collection and analysis);
- studying reference and bibliographic systems, methods of searching for information; acquiring skills in working with bibliographic reference books, compiling scientific bibliographic lists, using bibliographic descriptions in scientific works, working with domestic and foreign electronic databases;
- conducting scientific and experimental research related to the topic of the dissertation, processing, analysis and generalization of the data obtained.

The main objectives of pedagogical practice are as follows:

- 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 composing tasks, exercises, tests and other basics of scientific, pedagogical and educational work;
- formation of skills in setting educational goals, choosing the type, type of lesson, using various forms of organizing the educational activities of students, depending on the set pedagogical tasks; mastering the skills of diagnostics, monitoring and evaluation of the effectiveness of educational activities;
- familiarization with various ways of structuring and presenting educational material, ways of intensifying educational activities, with the basic principles of organizing the educational process using credit technology of education in higher education, with the specifics of interaction in the “student-teacher” system.

Pedagogical practice includes the following types of activities:

- developing an individual program for pedagogical practice;

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- visiting scientific and methodological consultations, familiarizing with the organization of educational and methodological work of the departments;
- studying the teaching experience of leading university teachers while attending classes in a scientific discipline and related sciences;
- studying regulatory and legal documents (Law of the Republic of Kazakhstan “On Education”, state compulsory standards, working curricula, standard programs, etc.);
- visiting and analyzing classes conducted by master and doctoral students;
- individual planning and development of the content of training sessions, development of educational materials;
- conducting training sessions in the academic discipline (lectures, seminars, practical and laboratory classes);
- individual work with students, supervision of scientific student (master students) research, management of research practice of students (master students).

The main objectives of job placement are as follows:

- 1) forming professional and labor skills in the specialty profile;
- 2) studying the specifics of the work of enterprises, organizations or institutions in the relevant industry, including the organization and management of production processes;
- 3) mastering the basic skills of modern management activities (planning the activities of a unit, solving problems, making management decisions, monitoring processes and performance results).

Job placement includes the following types of activities:

- familiarization with organization of the enterprise activities, the main regulatory and normative documents;
- familiarization with equipment, apparatus, instrumentation, tools, etc.;
- studying basic production and management processes;
- performing labor operations within the framework of the functional responsibilities of enterprise employees.

## 7.2 Conducting professional practices

Professional practices are carried out at practice bases. The bases for research and pedagogical practice are as a rule faculties and departments of the university, for job placement organizations, institutions, enterprises, etc.

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

Educational and methodological management of professional practice, development of a practice program and quality control of practice are carried out by graduating departments.

Students sent for practice (trainees) undergo a medical examination if necessary.

Before starting professional practice, the graduating department organizes the necessary training for trainees and conducts consultations in accordance with the practice program.

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Direct supervision of professional practice is as a rule carried out by the supervisor of the master/doctoral student. Practice managers are approved by order.

The head of practice:

- ensures organizing, planning and recording of practice results;
- approves the individual program of professional practice for a master's student/doctoral student;
- selects a discipline and study group as a basis for conducting pedagogical practice, an organization or enterprise as a basis for research/professional practice;
- provides scientific and methodological assistance when students undergo professional practice;
- monitors the work of the trainee, takes measures to eliminate shortcomings in the organization and conduct of practice;
- analyzes and evaluates the results of professional practice, gives final feedback on the results of the practice;
- summarizes the educational and methodological experience of practice, makes proposals for its rationalization and improvement.

To conduct pedagogical practice, there are appointed pedagogical practice methodologists from the department of general, educational and ethnic psychology and the department of general and ethnic pedagogy.

Heads of pedagogical practice:

- organize individual and group consultations as part of the psychological and pedagogical training of a higher school teacher;
- attend test classes for trainees, give them a detailed psychological and pedagogical analysis;
- participate in the analysis and evaluation of the final reporting documentation of trainees;
- participate in conducting introductory and final conferences;
- make proposals for improving practice, participate in discussions on issues of organizing practice at department meetings.

The total volume of students' workload for the period of professional practice is determined in accordance with the working educational specialty of the master's degree program, while 30 percent of the total workload is planned for active professional practice (conducting training sessions, performing research work in the laboratory, work in production), while for independent work during professional practice time makes 70 percent, including preparatory work with the practice manager.

An individual program for professional practice for a master student is developed by the immediate supervisor and included in the general schedule of practice at the department, approved by the head of the department. Each student receives individual assignments according to the approved practice program.

Certification of the results of professional practice of students in postgraduate education programs is carried out within the time frame determined by the academic calendar and practice schedule.

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Based on the results of the practice, students submit reports in accordance with the volume and level of the work performed. The head of practice, based on the consideration of its results and the reports of the trainees, makes an opinion on the results of the practice.

Reports on practices and conclusions of managers are heard by a special commission formed at the graduating department that makes a decision on evaluating the results of practice. When assigning grades for pedagogical practice, the assessments of methodologists from the departments of pedagogy and psychology are taken into account.

### 7.3 Rights and responsibilities of master students during practice

Master students, when undergoing professional practices (trainees), have the right to address all the issues arising during the practice, to contact practice managers, methodologists, to use educational and methodological aids located in the relevant offices of the faculty and the university, and to make proposals for improving the organization of practice.

During pedagogical practice, trainees, by prior agreement, have the right to attend training sessions with leading university teachers in order to study teaching methods and become familiar with advanced teaching experience.

Trainees are required to complete all the types of work provided for by the professional practice program.

Trainees are subject to the internal regulations of the University, orders of the administration and heads of practice, safety requirements, as well as the internal regulations of the organization serving as the base of practice. In case of failure to comply with the requirements for the trainee, the student can be removed from the practice.

Master students who are removed from practice or whose work in practice is recognized as unsatisfactory are considered to have failed to complete the curriculum.

In accordance with the practice program, trainees are required to submit reporting documentation within a specified period after completion of practice.

## **8 Rules of organizing professional practices for doctoral students**

### 8.1 Professional practice content

Doctoral student practice is an integral part of the main educational program of postgraduate education.

The main types of practices in accordance with professional competencies are pedagogical and research practices.

All the types of practices are implemented in accordance with the individual curriculum within the time frame determined by the academic calendar and the individual work plan of a doctoral student.

The referral of a doctoral student to practice is formalized by order of the

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university rector.

Pedagogical practice in the system of postgraduate education is an important and integral component of doctoral educational programs and is a type of practical activity of students in the implementation of the educational and educational process in higher education, including teaching courses, organizing educational activities for students, scientific and methodological work, obtaining skills and abilities practical teaching activities.

Pedagogical practice is aimed at developing a comprehensive psychological, pedagogical, information and methodological readiness of a doctoral student for scientific and pedagogical activities at the university.

Pedagogical practice is carried out during the period of theoretical training without interruption from the educational process to the extent established by the state compulsory standard of postgraduate education (SCES).

The main base of doctoral student pedagogical practice is the graduating department. In exceptional cases, practices are allowed at other universities with which there are contractual relations.

The organizer of pedagogical practice is the university's graduating departments in the area of doctoral student training. General management and control of the practice is assigned to the head of the department and the head of the PED.

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

Based on the results of pedagogical practice, the doctoral student provides a detailed report and defends it at a department meeting. Based on the results of the certification, the doctoral student is given a final grade.

The duration and terms of pedagogical practice are established in accordance with the approved academic calendar.

The purposes of pedagogical practice are as follows:

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

The main objectives of pedagogical practice are as follows:

- developing professional and pedagogical orientation of doctoral students;
- developing doctoral students' skills in structuring and transforming scientific knowledge into educational material, oral and written presentation of subject material;
- introducing doctoral students to real problems solved in the educational process of an institution of higher professional education;



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- studying modern educational technologies, methods, techniques, technologies of pedagogical activity in higher educational institutions;
- mastering the skills of diagnostics, monitoring and evaluation of the effectiveness of educational activities;
- gaining experience in teaching work at a university.

Pedagogical practice is organized by the PED together with the graduating department in the area of doctoral student preparation.

General management and control of the practice is assigned to the head of the department and the head of the Career Development Center.

Head of the graduating department in the specialty of doctoral studies:

- prepares an order for a doctoral student, where a practice manager is appointed, based on the assigned workload;
- if necessary, organizes a general meeting with doctoral students and practice managers to clarify the requirements for pedagogical practice;
- provides the necessary conditions for conducting pedagogical practice at the department, clear organization, planning and evaluation of the results of practice;
- approves the program and schedule of the practice presented by the head of the practice;
- organizes a meeting of the department to defend doctoral students' reports on pedagogical practice;
- makes proposals to the head of the PED to improve the organization and conduct of pedagogical practice for doctoral students.

Certification based on the results of practice is carried out on the basis of the defense of the doctoral student's report, feedback from the head of practice in agreement with the head of the department. The doctoral student's report on pedagogical practice includes material collected, analyzed and systematized during the practice. Based on the results of positive assessment, a final grade is assigned. A copy of the report is submitted to the Career Development Center (Appendix E).

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

The work activities include all the types of pedagogical activities related to the preparing of educational and methodological documentation for the discipline of the department, including the development of a discipline syllabus, the plan and content of a lecture or practical lesson in a given discipline, studying educational and methodological literature, studying normative and legal documentation regulating the educational process, and the other types of work that do not require the presence of a doctoral student in the classroom or department.

The content of pedagogical practice is determined by the program that is developed by the head of the practice in accordance with these Rules, taking into account the level of preparedness of the doctoral student, the schedule of training

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sessions and the plan of implementing research and development work, as well as the scientific and educational interests and capabilities of the department.

The doctoral student's pedagogical practice program is approved by the head of the department to which he is attached for practice, in agreement with the head of the PED and communicated to the doctoral student.

Pedagogical practice of a doctoral student can include the following types of organizational, educational and methodological work:

- acquaintance with the structure of the university and faculty (school);
- familiarization with the organization of educational and methodological work of the department;
- studying regulatory and legal documents regulating the educational process (Law of the Republic of Kazakhstan "On Education", state compulsory standards, Rules for organizing the educational process in credit technology of education, etc.), as well as internal documents of the University (regulations, guidelines, working curricula, EMCD, syllabuses);
- attending scientific and methodological consultations with the head of the practice;
- studying the teaching experience of leading university teachers while attending training sessions;
- individual planning and development of the content of training sessions in the proposed discipline, development of educational materials, notes;
- conducting classes in the academic discipline (lectures, seminars and practical classes) using interactive teaching methods, analyzing the lesson conducted together with the head of practice;
- preparing control and measurement materials: tests, examination questions, tests and other forms of pedagogical control;
- individual extracurricular work with students (students, master students).

If a doctoral student has more than 5 years of teaching experience at a university in the relevant specialty and at the time of completing pedagogical practice works part-time as a teacher at a given department, his teaching activity can be counted towards contact (classroom) hours of pedagogical practice. At the same time, during the period of pedagogical practice, the doctoral student must conduct an open class, which must be attended by the head of the pedagogical practice, the doctoral student's scientific supervisor and the head of the department. In addition, the relevant supporting documents must be submitted to the head of the department.

A doctoral student trainee may be involved in research work with students as part of their coursework, publications, with the aim of introducing students to science and scientific research.

In accordance with the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 "On approval of State mandatory standards of higher and postgraduate education".  
doctoral graduates must be competent in the field of scientific and pedagogical activities in conditions of rapid renewal and growth information flows.

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Pedagogical practice provides the opportunity to develop professional competencies in the course of teaching activities, and is directly aimed at the formation and development of universal and general professional competencies of a university teacher.

In the process of undergoing pedagogical practice, doctoral students must master the practical fundamentals of educational and methodological activities, including:

- skills in setting and systematizing educational goals and objectives in the implementation of basic educational programs of higher education;
- methods of analyzing regulatory documentation in the field of higher and postgraduate education;
- the basics of pedagogical design of educational and methodological documentation for academic disciplines in accordance with the training profile;
- skills to justify the choice of innovative educational technologies and their testing in the educational process;
- the ability to conduct various forms of training, manage practice, course design, research work of students and undergraduates in accordance with the profile of training;
- methods and techniques for compiling assignments and test materials in a specific discipline of the undergraduate and/or graduate curriculum to monitor current progress and final control of knowledge in the discipline;
- skills of diagnostics, control and evaluation of the effectiveness of students' educational activities.

Upon completion of pedagogical practice, a doctoral student should **know**:

- legal and regulatory framework for the functioning of the higher education system; the procedure for implementing the main provisions and documents regulating the activities of the university to improve educational, methodological and scientific work at the university;
- modern approaches to modeling scientific and pedagogical activities;
- the procedure for organizing planning, conducting and supporting the educational process using the latest educational technologies;
- basic principles, methods and forms of organizing the scientific and pedagogical process in an economics university;
- means and methods of activating students' cognitive activity;
- basic requirements for the theoretical, practical and methodological readiness of a university teacher;

**be able:**

- to use educational technologies, methods and techniques for conducting lectures and practical classes;
- to use, when presenting subject material, the relationship between research and educational processes, including the possibility of involving one's own scientific research as a means of improving the educational process;
- to carry out methodological work on the design and organization of the educational process;

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- to speak in front of an audience and create a creative atmosphere during training sessions;
- to analyze difficulties arising in teaching activities and develop an action plan to solve them;
- to select adequate ways to plan and conduct training sessions; compose tasks, exercises, tests on various topics;
- to structure and competently transform scientific knowledge into educational material;

**possess:**

- skills of scientific, methodological and educational work in higher education;
- methodology and technology of conducting training sessions (lectures, seminars, practical classes, consultations on the discipline, course design, checking various types of homework);
- experience in the use of modern information technologies in educational and scientific processes;
- skills of public speaking, academic writing and scientific style of presentation of educational material;
- a methodology of self-assessment and self-analysis of the results and effectiveness of classroom training of various types.

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

Upon completion of the practice, the doctoral student must submit to the department a written report on the work performed during the practice period, which should reflect conclusions and suggestions.

The results of the report are assessed by differentiated credit according to the established point-rating letter grading system and are included in the practice exam sheet and doctoral students' grade books. Practice grades are taken into account when calculating GPA.

Research practice is a mandatory component of the doctoral program and is a type of practical activity associated with conducting scientific research within the framework of the chosen topic of dissertation research, preparing scientific publications and the analytical part of the dissertation work.

The research practice of doctoral students is aimed at deepening and systematizing the theoretical and methodological training of a doctoral student, as well as at forming and developing research competencies necessary for analyzing modern scientific achievements and using scientific research methods in solving practical scientific problems.

Research practice is carried out after theoretical training of doctoral students, to the extent established by the state compulsory standard of postgraduate education (SCES).

The organizer of the research practice is the PED and the graduating

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departments of the university in the area of doctoral student training. General management and control of the practice is assigned to the head of the PED and the head of the department.

The content of the doctoral student's research practice is determined by the practice program, taking into account the specifics of the field of study, as well as in accordance with the doctoral student's Individual Work Plan.

The research practice program is developed by the supervisor together with the doctoral student, agreed upon with the head of the department and approved by the rector of the University.

Based on the results of the research practice, the doctoral student provides a detailed report and defends it at a department meeting. Based on the results of the certification, the doctoral student is given a final grade.

The duration and timing of research practices are established in accordance with the approved academic calendar of doctoral studies.

The objectives of the research practice are:

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

The main objectives of research practice are as follows:

- 1) developing skills in conducting scientific research, using modern methods of organizing and conducting research/experimental work;
- 2) collecting, processing and analyzing basic production, economic and financial indicators and statistical data to assess the activities of the research object for a certain period;
- 3) independent performing of calculations based on the use of advanced methods of analysis and processing of results;
- 4) selecting and processing of necessary materials for preparing a dissertation;
- 5) developing the ability to design and carry out complex, including interdisciplinary, research;
- 6) acquiring practical experience in research work.

Research practice is organized by the PED together with the graduating department in the area of doctoral student training.

The timing of research practice is established by the PED in accordance with the approved academic calendar.

The objects (base) of research practice can be organizations of various forms of ownership (private, public) and various organizational and legal forms (LLP, JSC, etc.), which have been operating on the market for more than 5 years and can be considered as experimental sites for conducting research on topic of the doctoral

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student's dissertation work.

The head of the practice and the doctoral student are responsible for concluding an agreement with the organization that serves as the base of practice.

General management and control of the practice is assigned to the head of the department and the head of the PED.

The doctoral student's supervisor is appointed as the direct supervisor of the research practice. Practice managers are approved by order of the university rector.

Head of the department for the doctoral student's specialty:

- exercises control over the quality of research practice;
- prepares an order for conducting research practice (assigning managers and practice base);
- if necessary, organizes a general meeting with doctoral students and practice managers to clarify the requirements for research practice and reporting documentation;
- approves the research practice program;
- develops and makes proposals to the university management to improve the organization and conduct of doctoral students' research practice.
- checks and endorses the research practice program presented by the practice supervisor;
- organizes meetings of the department on issues of research practice and monitors the timely submission and defense of the report by the doctoral student.

Certification based on the results of research practice is carried out on the basis of the defense of the doctoral student's report and the review of the practice supervisor.

The doctoral student's report on research practice includes material collected, analyzed and systematized during the practice. Based on the results of positive assessment, a final grade is assigned.

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 doctoral student's research practice can include the following activities:

- working with the empirical basis of research in accordance with the chosen topic of the dissertation work (studying methods of collecting, processing and analyzing data, systematizing scientific information on the research topic);
- studying reference and bibliographic systems, methods of searching for scientific information; acquiring skills in working with modern IT technologies and online platforms, working with domestic and foreign electronic databases;
- conducting scientific and experimental research related to the topic of the dissertation work using modern scientific research methods;
- processing, analyzing and synthesizing the obtained data;
- systematizing the collected material for the preparation of a doctoral dissertation;
- preparing and publishing the obtained results in a scientific journal;

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– reporting at a republican or international conference with a presentation of the research results obtained.

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

To complete successfully research practice, a doctoral student must know:

- modern scientific methods used when conducting scientific research in the field of doctoral student's specialization;
- the main results of the latest research published in
- leading scientific journals and publications in the field of doctoral student's specialization; The doctoral student must be able to:
  - organize, plan and implement the scientific research process;
  - apply modern scientific tools to solve
  - practical tasks in the field of research;
  - analyze and process information from various sources;
  - use modern software when conducting scientific research;
  - analyze, evaluate and compare various theoretical concepts in the field of study and draw conclusions.

The doctoral student should master the methods of collecting, analyzing and summarizing scientific material for:

- independent conducting scientific research;
- developing scientifically based proposals and scientific ideas for the preparation of a doctoral dissertation;
- searching for scientific information using electronic information retrieval systems on the Internet;
- scientific modeling with the use of modern scientific instruments;
- publishing scientific articles in peer-reviewed journals;
- preparing public speeches with scientific reports at international conferences.

The doctoral student must have the skills:

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

The criteria for assessing the results of practice are:

- the opinion of the supervisor about the doctoral student's fulfillment of the goals and objectives of the practice;
  - the degree of implementation of the practice program;
  - the content and quality of the reporting documentation submitted by the doctoral student;
  - a conclusion of the department on the results of the doctoral student's practice.
- Based on the results of the submitted reporting documentation and the results of

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defending the report, the head of the practice issues a final grade that is recorded in the certification sheet.

## 8.2 Rights and responsibilities of doctoral students during practices

### **A doctoral student has the right:**

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

### **A doctoral student is obliged:**

- to start practice in a timely manner, fully carry out all types of work provided for by the individual program of pedagogical practice;
- to obey the internal regulations in force at the department and in other departments of the university.
- to contact the scientific supervisor, the head of the department, or the PED on all questions regarding the research practice;
- to use the necessary scientific and scientific-methodological literature, regulatory documentation available at the department and in the scientific library of the University;
- to use the information resources of the department/university for educational and scientific purposes and seek advice from the professors of the department and directly from the supervisor;
- to take part in university scientific seminars, present intermediate research results;
- to publish the results of your own research in peer-reviewed scientific journals,
- to participate in republican and international conferences with presentation and subsequent publication of research results in conference materials.
- to determine the basis of practice and propose it to the supervisor for consideration;
- to make proposals to the practice supervisor regarding the practice program;
- to start practice in a timely manner, fully perform all types
- to work provided for by the practice program, keep a weekly practice diary;
- to obey the internal regulations in force in the organization; study and strictly adhere to labor protection and safety regulations;
- to maintain constant contact with the head of the practice, inform and present the intermediate results of the research;
- attend scientific, scientific and methodological events organized and conducted by the department/school/university;



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– after 2 weeks after the end of the practice, to submit reporting documentation to the supervisor;

In case of failure to comply with the requirements for the trainee, he may be removed from the practice;

For doctoral students who have not completed their practice, or who have completed but did not defend their practice report for a good reason (supporting documents must be provided), the terms of their practice (or defense of their report) are postponed to another date by order of the rector.

Doctoral students who have not completed the practice or who have not fulfilled the requirements of the practice program without a good reason must complete the practice in full on a paid basis within the prescribed period.

Upon completion of the practice, the doctoral student is required to submit the following reporting documentation to the department:

- an practice program with a visa of the scientific supervisor, head of the department and approved by the rector of the university;
- diary of research practice (Appendix H);
- report on the practice in accordance with the practice program;
- a copy of the publication of a scientific article (reprint) or a confirming document confirming the acceptance of the article for publication.

## **9 Reporting on practice**

After completing the tasks provided for by the practice program, students submit to the head of the practice from the university a written report on the results of the practice, signed by the supervisor from the enterprise.

During the practice, students may not participate in work not provided for by the practice program; they can occupy paid positions at the place of practice.

The departments to which professional practice is assigned develop professional practice programs for students in accordance with the requirements of the State Educational Standard for the specialty, as well as taking into account the nature of the enterprise, institution, organization - the basis of practice.

The program must contain the purpose and objectives of the practice, the location of the practice, professional requirements for the student intern, the content of the stages of practice, criteria for assessing the components of practice, the procedure for preparing reporting documents (list, formatting requirements, etc.), sample reporting forms, deadlines for defending practice reports.

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

In the report, the student reflects the information of practice in accordance with the practice diary: goals and objectives of this type of practice; general information about the practice base; information about the organization of work on the basis of practice; methods and methodological techniques used; brief information confirming the completion of the individual task; skills and abilities acquired during

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the practice, a systematic presentation of the issues studied during the practice and a description of the work performed; a list of collected materials for course or diploma design; general conclusions and proposals for improving the organization of practice and for improving the organization of production, increasing productivity and quality of work.

Based on the results of each type of professional practice, students submit a report to the appropriate department. It is checked by the head and consultant and defended before a commission created by order of the head of the department. The composition of the report protection commission and its work schedule are preliminarily discussed and approved at the department meeting no later than 10 days before the end of the practice.

The results of the report defense are assessed using a point-rating letter grading system in accordance with Order No. 152. The results of all types of practices are summed up at final conferences organized by the department, with the participation of students who have completed practices and junior students. Based on the results, the practice manager draws up a report for the group.

Final reports on practice must be closed before the start of the session, since the result of the final assessment on practice affects the assignment of a scholarship, as well as, along with the results of the other disciplines, on GPA and transferring a student from course to course. In case of an unsatisfactory assessment on the final control of practice, the student will not receive credits for the corresponding type of practice.

A student who does not show up for practice without good reason or receives a grade of F (“unsatisfactory”) on the final test has the right to take part in his free time from classes and defend a report on practice during the subsequent academic period for a fee. Students who have not completed an practice and have not defended a report on it are not allowed to take the state exam in their specialty and defend their diploma project.

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

The Career Development Center prepares an annual report based on:

- reports of practice managers (Appendix D, E);
- checking students’ reporting documentation;
- reviews from practice base managers;
- annual reports of departments and faculties, decisions of the Educational and Methodological Council, the Academic Council of the University.

## **10 Coordination and implementation**

11.1 Providing departments and departments with working copies of these PRs is carried out by posting them on the University website.

11.2 Information on updating documents is posted on the University website in

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accordance with DP X-01-2022.

## **12 Safekeeping**

12.1 The original of these Rules is stored in the Central Committee for Culture and Art.

12.2 These Rules are stored in accordance with DP X-01-2022

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

## **13 Analyzing and updating**

Analyzing and updating of these Rules is carried out in accordance with DP X-01-2022.

## **14 Amendments to the document**

14.1 Amendments to the document are made in accordance with the requirements of DP X-01-2022.

14.2 Head of the CDC is responsible for making amendments to the document.

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## Приложение А (обязательное)

Ф.ПР-V-10-2022-01

### Договор на проведение профессиональной практики студентов

«Абылқас Сағынов атындағы Қарағанды техникалық  
университеті» КЕ АҚ  
кәсіптік тәжірибеден өтуіне арналған  
№ \_\_\_\_\_ келісім-шарт

ДОГОВОР № \_\_\_\_\_  
на проведение профессиональной практики  
НАО «Карагандинский технический университет  
имени Абылқаса Сагинова»

Қарағанды қаласы

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ ж.

г. Караганда

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ г.

Одан әрі «Университет» деп аталатын, «Абылқас Сағынов атындағы Қарағанды техникалық университеті» коммерциялық емес акционерлік қоғамы, бірінші тараптан 2022 жылғы 01 сәуіріндегі № 19.4/856 сенімхат негізінде әрекет ететін Атқарушы директор Исагулов Аристотель Зейнуллинович тұлғасында, бұдан әрі «Кәсіпорын/мекеме» \_\_\_\_\_  
Жарғы/Қағида негізінде екінші тараптан әрекет ететін Директор \_\_\_\_\_  
тұлғасында, және бұдан әрі «Студент» деп аталатын азамат(тар) \_\_\_\_\_

бұдан әрі бірігіп «Тараптар» деп атала отырып, университеттің Білім алушыларын тәжірибелік даярлау сапасын арттыру аймағында одан әрі ынтымақтастықты дамыту және дуалды оқыту жүйесін енгізу мақсатында төменде көрсетілгендер бойынша осы Шартты (одан әрі мәтін бойынша - Шарт) жасасты:

#### 1. ШАРТТЫҢ МӘНІ

**1.1** Тараптар \_\_\_\_\_ білім беру бағдарламасы бойынша күндізгі оқу түріндегі университеттің Білім алушыларына қатысты дуалды оқыту элементтерін (бұдан әрі – Тәжірибе) қолдана отырып, кәсіптік тәжірибеден өтуді бірлесіп ұйымдастыруға және жүзеге асыруға міндеттенеді.

**1.2** Осы Шартта Тараптар өзара қарым-қатынастарда білім берудің барлық деңгейлерінің Мемлекеттік жалпыға міндетті білім беру стандартын, Кәсіптік тәжірибе туралы ережені және Дуалды білім беру жүйесі туралы қағиданы басшылыққа алады.

**1.3** Білім алушы Кәсіпорын/мекеме Базасында өндірістік қызметтер мен міндеттерді білікті орындауға мүмкіндік беретін негізгі және кәсіби құзыреттерді қалыптастыруға арналған Бағдарламаны меңгереді.

#### 2. ТАРАПТАРДЫҢ ҚҰҚЫҚТАРЫ МЕН МІНДЕТТЕРІ

##### 2.1 Университет мынадай міндеттемелер алады:

2.1.1 Білім алушыны Кәсіпорынға/мекемеге дуалды оқыту элементтерін қолданумен қатар кәсіптік тәжірибеден өту үшін жіберу (одан әрі - Тәжірибе);

Некоммерческое акционерное общество «Карагандинский технический университет имени Абылқаса Сагинова», именуемое в дальнейшем «Университет» в лице Исполнительного директора Исагулова Аристотеля Зейнуллиновича, действующего на основании доверенности № 19.4/856 от 01 апреля 2022 года, и \_\_\_\_\_ далее «Предприятия/учреждение» в лице Директора \_\_\_\_\_, действующего на основании Устава/Положения, с другой стороны и гражданином(кой) \_\_\_\_\_

именуемым (ой) в дальнейшем «Обучающийся», с третьей стороны, совместно именуемые «Стороны», в целях дальнейшего развития сотрудничества в области повышения качества практической подготовки Обучающихся университета и внедрения дуальной системы обучения заключили настоящий Договор (далее по тексту - Договор) о нижеследующем:

#### 1. ПРЕДМЕТ ДОГОВОРА

**1.1** Стороны обязуются совместно организовывать и осуществлять прохождение профессиональных практик с применением элементов дуального обучения (далее – Практика) в отношении Обучающихся университета очной формы обучения по образовательной программе \_\_\_\_\_

**1.2** В настоящем договоре Стороны в своих взаимоотношениях руководствуются Государственным общеобязательным стандартом образования всех уровней образования, Положением о профессиональной практике и Положением о дуальной системе образования.

**1.3** Обучающийся осваивает на Базе Предприятия/учреждения Программу для формирования ключевых и профессиональных компетенций, позволяющих квалифицированно выполнять производственные функции и задачи.

#### 2. ПРАВА И ОБЯЗАННОСТИ СТОРОН

##### 2.1 Университет обязуется:

2.1.1 Направить на Предприятие/учреждение Обучающихся для прохождения профессиональной практики с применением элементов дуального обучения (далее – Практика);

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2.1.2 Білім алушылардың әр тобына Университеттен Тәжірибе жетекшілерін тағайындау және тәжірибенің алғашқы күні жетекшілердің Білім алушыларға ілісіп баруын қамтамасыз ету;

2.1.3 Білім алушыны өзінің міндеттерімен, құқықтарымен және жауапкершілігімен таныстыру;

2.1.4 Кәсіпорынмен Бағдарламаға сәйкес Тәжірибені жүзеге асыру бойынша Бірлескен қызмет жоспарын (одан әрі - Жоспар) келісу (Қосымша);

2.1.5 Тәжірибе басталғанға дейін бір ай бұрын Кәсіпорынға/мекемеге Білім алушылардың тізімдік құрамын, бірлескен қызмет жоспарын және Кәсіпорынның/мекеменің сұрауы бойынша қосымша ақпаратты жіберу;

2.1.6 Білім алушылардың осы кәсіпорынның қызметкерлері үшін міндетті еңбек тәртібін, ішкі тәртіп ережелерін сақтауын қамтамасыз ету;

2.1.7 Кәсіпорынның/мекеменің қызметкерлеріне Тәжірибені ұйымдастыруда әдістемелік көмек көрсету.

2.1.8 Қажет болған жағдайда Кәсіпорынға/мекемеге Білім алушының оқу жетістіктері туралы мәліметтерді ұсыну;

2.1.9 Білім алушыларды кәсіптік тәжірибеден өту күнделіктерімен қамтамасыз ету, Тәжірибе бағдарламасын орындау үшін жеке тапсырмалар беру;

2.1.10 Тәжірибеден өту кезеңінде Білім алушылардың қатысуымен болған жазатайым оқиғаларды тергеп-тексеруге қатысу;

2.1.11 Кәсіпорында/мекемеде Білім алушылардың Тәжірибеден өтуін бақылауды жүзеге асыру.

### 2.2 Университет құқықтары:

2.2.1 Қазақстан Республикасының қолданыстағы заңнамасында белгіленген тәртіппен Білім алушы оқуды өз бетінше тоқтатқан, қайта оқу жылына қалдырылған, оқудан шығарылған кезде Шартты бір жақты тәртіппен бұзу.

### 2.3 Кәсіпорын/мекеме мынадай міндеттемелер алады:

2.3.1 Кәсіпорын басшылары қатарынан Білім алушылардың Тәжірибесін ұйымдастыруға және өткізуге жауапты адамды тағайындау;

2.3.2 Білім алушыға кәсіпорында Тәжірибеден қауіпсіз өту жағдайларын қамтамасыз етуге (қауіпсіздік техникасы және еңбекті қорғау бойынша міндетті нұсқамалар өткізе отырып) және қажет болған жағдайларда еңбектің қауіпсіз әдістерін оқытуды жүргізу;

2.3.3 Тиісті бос орын болған кезде алған мамандығына сәйкес жұмысқа қабылдау үшін Білім алушының кандидатурасын қарау;

2.3.4 Университет академиялық күнтізбеге сәйкес Білім алушыға Тәжірибеден өту үшін жұмыс орындарын беру;

2.3.5 Білім алушыны Жоспарда көзделмеген және Білім алушының білім беру бағдарламасының мазмұнына қатысы жоқ тәжірибелік қызметке жібермеу;

2.3.6 Білім алушыларға бөлімшелерде (бөлімдерде, цехтарда, зертханаларда және т. б.) тәжірибеден өтуі үшін білікті мамандарды ұсынуды қамтамасыз ету;

2.3.7 Білім алушы еңбек тәртібін және кәсіпорынның ішкі тәртіп қағидаларын бұзған барлық жағдайлар туралы Университетке хабарлау;

2.3.8 Заңмен қорғалатын құпияны құрайтын ақпаратты қоспағанда, Білім алушының бағдарламаны табысты игеруі және жеке тапсырмаларды орындауы үшін қажетті өндірістік-техникалық базаға, ресурстар мен құжаттамаға қол жеткізуді ұсына отырып, Білім алушының

2.1.2 Назначить каждой группе Обучающихся руководителей Практики от Университета и обеспечить сопровождение Обучающихся руководителями на Предприятие/учреждение в первый день практики;

2.1.3 Ознакомить Обучающихся с его обязанностями, правами и ответственностью;

2.1.4 Согласовать с предприятием План совместной деятельности по реализации Практики (далее – План) в соответствии с Программой;

2.1.5 За месяц до начала Практики направлять на Предприятие/учреждение списочный состав Обучающихся, план совместной деятельности и дополнительную информацию по запросу Предприятия/учреждения;

2.1.6 Обеспечить соблюдение Обучающимися трудовой дисциплины, правил внутреннего распорядка, обязательных для работников данного предприятия;

2.1.7 Оказывать работникам Предприятия/учреждения методическую помощь в организации Практики;

2.1.8 При необходимости предоставлять Предприятию/учреждению сведения об учебных достижениях Обучающихся;

2.1.9 Обеспечить Обучающихся дневниками прохождения профессиональных практик, выдать индивидуальные задания для выполнения программы Практики;

2.1.10 Принимать участие в расследовании несчастных случаев, произошедших с участием Обучающихся в период прохождения Практики;

2.1.11 Осуществлять контроль за прохождением Практики Обучающихся на Предприятии/учреждении.

### 2.2 Университет имеет право:

2.2.1 Расторгнуть Договор в одностороннем порядке при самовольном прекращении обучения, оставлении на повторный год обучения, при отчислении Обучающихся в порядке, определенном действующим законодательством Республики Казахстан.

### 2.3 Предприятие/учреждение обязуется:

2.3.1 Назначить ответственного за организацию и проведение Практики Обучающихся из числа руководителей предприятия;

2.3.2 Обеспечить Обучающимся условия безопасного прохождения Практики на предприятии (с проведением обязательных инструктажей по технике безопасности и охране труда) и в необходимых случаях проводить обучение безопасным методам труда;

2.3.3 Рассмотреть кандидатуры Обучающихся для принятия на работу в соответствии с полученной специальностью при наличии соответствующей вакансии;

2.3.4 Предоставить Университету в соответствии с академическим календарем рабочие места для прохождения Практики Обучающихся;

2.3.5 Не допускать Обучающихся к практической деятельности, не предусмотренной Планом, и не имеющей отношения к содержанию образовательной Программы Обучающихся;

2.3.6 Обеспечить предоставление квалифицированных специалистов для проведения Практики Обучающихся в подразделениях (отделах, цехах, лабораториях и так далее).

2.3.7 Сообщать в Университет обо всех случаях нарушения Обучающимися трудовой дисциплины и правил внутреннего распорядка предприятия;

2.3.8 Создать необходимые условия для выполнения

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кәсіпорында Бағдарламаны орындауына қажетті жағдайлар жасау;

2.3.9 Білім алушылардың кәсіптік тәжірибеден өту күнделігін толтырудың толықтығы мен уақтылығын қамтамасыз ету (жұмыстарды орындау туралы белгі, ескертулер мен ұсыныстар, қорытынды баға, мінездеме);

2.3.10 Білім алушылардың Тәжірибе объектілеріне баруына бақылау жасау;

2.3.11 Егер Кәсіпорын қандай да бір себептермен Білім алушыларды тәжірибеден өту үшін қабылдай алмаса, тәжірибе басталғанға дейін кемінде 1 апта бұрын Университетке хабарлауы керек;

2.3.12 Кәсіпорында/мекемеде Білім алушылармен болған жазатайым оқиғалар үшін жауапкершілік алу.

### 2.4 Кәсіпорын/мекеменің құқықтары:

2.4.1 Жаңа технологияларға және өндірістік процестің өзгерген жағдайларына сәйкес Бағдарлама әзірлеуге қатысу;

2.4.2 Кәсіпорынның қажеттіліктеріне сәйкес курстық және дипломдық жұмыстардың тақырыптарын ұсыну;

2.4.3 Білім алушылардың қорытынды аттестаттауына қатысу;

2.4.4 Білім алушылардың Жоспарды орындауына бақылау жасау;

2.4.5 Білім алушылардың ағымдағы үлгерімі туралы ақпарат сұрату.

### 2.5. Білім алушының міндеттері:

1) осы Шарттың сәйкес Жоспарды орындау;

2) кәсіпорын қызметкерлері үшін міндетті Тәжірибеден өту орнында еңбек тәртібін, ішкі тәртіп қағидаларын, қауіпсіздік техникасы қағидаларын және өндірістік тәртіпті сақтау;

3) Кәсіпорынның жабдықтарына, құралдарына, құжаттамаларына және басқа да мүлкіне ұқыпты қарау;

4) Жоспарды қатаң сақтау және орындау;

5) кәсіптік практикадан өту күнделігін жүргізу, Тәжірибе бағдарламасын меңгеру үшін жеке тапсырмаларды уақтылы орындау;

6) Тәжірибеден өту үшін Кәсіпорынға уақтылы келу;

7) ауырған жағдайда және сабақтарда болмауының өзге де дәлелді себептері болған жағдайда кафедра меңгерушісіне және кәсіпорынның басшысына растайтын құжаттарды (медициналық анықтамалар, күн тәртібі, түсініктемелер және т. б.) ұсыну;

8) Тәжірибеден өту процесінде және ол аяқталғаннан кейін кәсіпорын туралы құпия ақпаратты жария етпеу.

### 2.6 Білім алушының құқықтары:

1) Кәсіпорыннан тағайындалған басшының келісімі бойынша қажетті өндірістік-техникалық базаны, ресурстарды және құжаттаманы пайдалану;

2) Кәсіпорында Тәжірибеден өту процесінде денсаулыққа келтірілген зиянды өтеу;

3) тәжірибе аяқталғаннан кейін және қорытынды аттестаттаудан сәтті өткеннен кейін бос орын болған жағдайда Кәсіпорында алған біліктілігі бойынша жұмысты жалғастыру.

Обучающимися Программы на предприятии с предоставлением доступа к производственно-технической базе, ресурсам и документации, необходимой для успешного освоения Обучающимися Программы и выполнения индивидуальных заданий, за исключением информации, составляющей охраняемую законом тайну;

2.3.9 Обеспечить полноту и своевременность заполнения дневника прохождения профессиональных практик Обучающихся (отметка о выполнении работ, замечания и предложения, итоговая оценка, характеристика);

2.3.10 Вести контроль посещения Обучающимися объектов Практики;

2.3.11 В случае, если Предприятие по каким - либо причинам не сможет принять Обучающихся для прохождения Практики, сообщить Университету минимум за 1 неделю до начала практики;

2.3.12 Нести ответственность за несчастные случаи с Обучающимися на Предприятии/учреждении.

### 2.4 Предприятие/учреждение имеет право:

2.4.1 Участвовать в разработке Программы в соответствии с новыми технологиями и изменившимися условиями производственного процесса;

2.4.2 Предлагать темы курсовых и дипломных работ в соответствии с потребностями предприятия;

2.4.3 Принимать участие в итоговой аттестации Обучающихся;

2.4.4 Осуществлять контроль за выполнением Обучающимися Плана;

2.4.5 Запрашивать информацию о текущей успеваемости Обучающихся.

### 2.5 Обучающийся обязан:

2) соблюдать трудовую дисциплину, правила внутреннего распорядка, правила техники безопасности и производственный распорядок на месте прохождения Практики, обязательные для работников предприятия;

3) бережно относиться к оборудованию, приборам, документации и другому имуществу Предприятия;

4) строго соблюдать и выполнять План;

5) вести дневник прохождения профессиональных практик, своевременно выполнять индивидуальные задания для освоения программы Практики;

6) своевременно прибыть на Предприятие для прохождения Практики;

7) в случае болезни и иных уважительных причин отсутствия на занятиях представить заведующему кафедрой и руководителю с предприятия подтверждающие документы (медицинские справки, повестки, объяснительные и пр.);

8) не разглашать конфиденциальную информацию о Предприятии в процессе прохождения Практики и после её завершения.

### 2.6 Обучающийся имеет право:

1) пользоваться необходимой производственно-технической базой, ресурсами и документацией по согласованию с руководителем, назначенным от Предприятия;

2) на возмещение вреда, причиненного здоровью в процессе прохождения Практики на Предприятии;

3) после завершения Практики и успешного прохождения итоговой аттестации продолжить работу по полученной квалификации на Предприятии, при наличии вакансии.

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## Продолжение приложения А

### 3. ТАРАПТАРДЫҢ ЖАУАПКЕРШІЛІГІ

**3.1** Тараптар осы Шартта қарастырылған міндеттемелерді орындамағаны немесе тиісінше орындамағаны үшін Қазақстан Республикасының қолданыстағы заңнамаларына сәйкес жауапты болады.

**3.2** Тараптар осы Шарт бойынша міндеттемелерін орындамағаны үшін, егер бұл еңсерілмес күш мән-қайларының салдары болып табылса, жауапкершіліктен жосатылады.

### 4. ДАУЛАРДЫ ШЕШУ ТӘРТІБІ

**4.1** Осы Шартты орындау барысында туындаған даулар мен келіспеушіліктерді, тараптар өзара тиімді шешімдер қабылдау мақсатында тікелей өздері шешеді.

**4.2** Тараптардың келіссөздер, өзара тиімді шешімдер жолымен шешілмеген мәселелері Қазақстан Республикасының қолданыстағы заңнамасына сәйкес шешіледі.

### 5. ШАРТТЫҢ ӘРЕКЕТ ЕТУ МЕРЗІМІ, ТАЛАПТАРЫН ӨЗГЕРТУ ЖӘНЕ ОНЫ БҰЗУ ТӘРТІБІ

**5.1** Осы шарт Тараптар қол қойған күннен бастап күшіне енеді және \_\_\_\_\_ дейін әрекет етеді.

**5.2** Осы Шарттың ережелері Тараптардың өзара жазбаша келісімі бойынша толықтырылуы және өзгертілуі мүмкін.

**5.3** Тараптар мерзімінен бұрын бұзу күніне дейін 30 күн бұрын Тараптарға хабарлама жіберу арқылы шартты мерзімінен бұрын бұза алады.

**5.4** Осы Шарт бірдей заңды күші бар әрбір Тарап үшін бір-бір данадан екі данада жасалады.

### 3. ОТВЕТСТВЕННОСТЬ СТОРОН

**3.1** За неисполнение, либо ненадлежащее исполнение своих обязанностей, предусмотренных настоящим Договором, стороны несут ответственность, установленную действующим законодательством Республики Казахстан.

**3.2** Стороны освобождаются от ответственности за неисполнение обязательств по настоящему Договору, если это явилось следствием обстоятельств непреодолимой силы.

### 4. ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ

**4.1** Разногласия и споры, возникающие в процессе выполнения настоящего Договора, разрешаются непосредственно сторонами в целях выработки взаимоприемлемых решений.

**4.2** Вопросы, не разрешенные сторонами путем переговоров, выработки взаимоприемлемых решений, разрешаются в соответствии с действующим законодательством Республики Казахстан.

### 5. СРОК ДЕЙСТВИЯ, ПОРЯДОК ИЗМЕНЕНИЯ УСЛОВИЙ ДОГОВОРА И ЕГО РАСТОРЖЕНИЕ

**5.1** Настоящий договор вступает в силу со дня его подписания Сторонами и действует до \_\_\_\_\_.

**5.2** Условия настоящего Договора могут быть изменены и дополнены по взаимному письменному соглашению Сторон.

**5.3** Стороны могут досрочно расторгнуть Договор путем направления уведомления Сторонам за 30 дней до даты досрочного расторжения.

**5.4** Настоящий договор заключается в двух экземплярах по одному экземпляру для каждой Стороны, имеющих одинаковую юридическую силу.

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6. ЗАҢДЫ МЕКЕН-ЖАЙЛАРЫ

Университет:

«Абылқас Сағынов атындағы  
Қарағанды техникалық  
университеті» КЕ АҚ  
НАО «Қарагандинский технический  
университет имени Абылкаса  
Сагинова»

100027, Қарағанды қ.,  
Нұрсұлтан Назарбаев, 56  
Тел./факс 8(7212) 56-95-05/  
56-03-28

Атқарушы директор  
Исполнительный директор

Исагулов А.З.  
Қолы/Подпись

мөрдiң орны/ место печати

6. ЮРИДИЧЕСКИЕ АДРЕСА

Предприятие:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(наименование предприятия/  
учреждения)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(юридический адрес)

№ конт. тел.

\_\_\_\_\_

Должность

Ф.И.О.  
Руководителя

Қолы/Подпись

мөрдiң орны/ место печати

Білім алушы:  
Обучающийся:

\_\_\_\_\_  
(Толық тегі, аты, әкесінің аты (бар  
болған жағдайда)) (Фамилия, имя,  
отчество (при его наличии)  
полностью)

\_\_\_\_\_  
(Туған күні, ЖСН; куәлік №, қашан  
және кіммен берілді) (дата рождения,  
ИИН, № уд.личности, когда и кем  
выдано)

\_\_\_\_\_  
(Тұрғылықты мекен-жай, телефон)  
(домашний адрес, телефон)

\_\_\_\_\_  
(қолы)(подпись)

\_\_\_\_\_  
Заңды өкілі (ата-анасы) Законный  
представитель

\_\_\_\_\_  
(Толық тегі, аты, әкесінің аты (бар  
болған жағдайда)) (Фамилия, имя,  
отчество (при его наличии) полностью)

\_\_\_\_\_  
(Туған күні,  
ЖСН; куәлік №, қашан және кіммен  
берілді) (дата рождения, ИИН,  
№ уд.личности, когда и кем выдано)

\_\_\_\_\_  
(Тұрғылықты мекен-жай, телефон)  
(домашний адрес, телефон)

\_\_\_\_\_  
(қолы) (подпись)



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## Продолжение приложения А

### AGREEMENT

on the Job Placement of Students of Abylkas Saginov  
Karaganda Technical University

The city of Karaganda \_\_\_\_\_, 20\_\_\_\_

Non-commercial joint-stock company "Abylkas Saginov 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  
accoedance with specialization of the educational program.

3. The Student leans the educational program in order to obtain the key

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professional competences that allow for the qualified performance of the work functions and tasks.

## 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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## Продолжение приложения А

### **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.

### **8. The Student shall be obliged to:**

1) observe labor discipline, internal regulations, safety regulations and

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## **Продолжение приложения А**

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 legislation of the Republic of Kazakhstan.

## **5. AGREEMENT DURATION, AMENDMENT AND TERMINATION**

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## Продолжение приложения А

**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	(Surname, name, patronymic (if any) in full)	_____
BIN 000240004524	_____	_____
CenterCredit Bank	_____	(Name of the enterprise, institution, organizatio)
BIC KCJBKZKX	_____	_____
Kbe 16	_____	_____
Tel./fax +7(7212) 56-95-05/	(date of birth, IIN, ID No., who issued and when)	_____
56-03-28	_____	_____
Executive director	_____	(legal address) (юридический адрес)
_____	_____	_____
surname, name , patronymic	(home address, telephone)	_____ (BIN,
Seal	(signature)(подпись)	BIC,Kbe, bank)
_____	_____	_____
_____	Official representative)	_____
_____	_____	(contact telephone, fax with the city code)
_____	(Surname, name, patronymic (if any) in full)	Director
_____	_____	_____
_____	_____	(surname, name , patronymic)
_____	(date of birth, IIN, ID No., who issued and when)	_____
_____	_____	(signature)
_____	_____	Seal
_____	_____	_____
_____	(home address, telephone)	_____
_____	(signature)	_____

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**Приложение Б  
(обязательное)**

Ф.ПР-V-10-2022-02

**НАО «Карагандинский технический университет  
имени Абылкаса Сагинова»**

**НАПРАВЛЕНИЕ № \_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(основание)*  
от « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ г. обучающийся (-щаяся) \_\_\_\_\_

*фамилия, имя, отчество (при его наличии)*  
направляется для прохождения профессиональной практики

*(наименование профессиональной практики)*  
В \_\_\_\_\_

*(наименование предприятия)*

Срок начала практики \_\_\_\_\_ 20 \_\_\_\_ г.

Срок завершения практики \_\_\_\_\_ 20 \_\_\_\_ г.

Исполнительный директор \_\_\_\_\_  
М.П. \_\_\_\_\_

*(подпись)*

*Отметка о прибытии и выбытии*

Обучающийся \_\_\_\_\_

*фамилия, имя, отчество (при его наличии)*  
для прохождения профессиональной практики

*(наименование профессиональной практики)*

Прибыл из \_\_\_\_\_ Выбыл в КарТУ

*название предприятия*  
« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ г. « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ г.

*Печать, подпись*

*Печать, подпись*

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## Продолжение приложения Б

### «Абылқас Сағынов атындағы Қарағанды техникалық университеті» ҚЕАҚ

#### ЖОЛДАМА №\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(негіздеме)

20\_\_ ж. «\_\_\_\_\_» \_\_\_\_\_ .

Білім алушы \_\_\_\_\_

аты-жөні, тегі (ол бар болған кезде)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(кәсіптік кәсіпорнының атауы)

\_\_\_\_\_

(практика атауы)

\_\_\_\_\_ кәсіптік тәжірибеден өту үшін жолданады

Тәжірибенің басталу мерзімі 20\_\_ ж. \_\_\_\_\_

Тәжірибенің аяқталу мерзімі 20\_\_ ж. \_\_\_\_\_

Атқарушы директор \_\_\_\_\_

М.О. \_\_\_\_\_

(қолы)

Келу мен кету туралы белгі

Білім алушы \_\_\_\_\_

аты-жөні, тегі (ол бар болған кезде)

кәсіптік тәжірибеден өту үшін

\_\_\_\_\_

\_\_\_\_\_

(кәсіптік тәжірибенің атауы)

Келді \_\_\_\_\_

ҚарТУ-дан кетті

\_\_\_\_\_

мекеме атауы

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_ ж.

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_ ж.

\_\_\_\_\_

Мөр, қолы

\_\_\_\_\_

Мөр, қолы

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## Продолжение приложения Б

### Abylkas Saginov Karaganda Technical University

**Referral No.**\_\_\_\_\_ (number pursuant to the order)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *student of* \_\_\_\_\_ *degree program* \_\_\_\_\_

\_\_\_\_\_,  
*Surname, name, patronymic (if any)*  
is sent for professional practice \_\_\_\_\_

\_\_\_\_\_  
(name of an enterprise)

Start date of the practical training \_\_\_\_\_

End date of the practical training \_\_\_\_\_

Executive Director \_\_\_\_\_

/Seal/ \_\_\_\_\_  
(signature)

*Arrival and departure notice*

\_\_\_\_\_ student of \_\_\_\_\_  
*Surname, name, patronymic (if any)*

degree program, \_\_\_\_\_ Group

for undergoing the professional practice job placement \_\_\_\_\_

in the \_\_\_\_\_ degree program  
(indicate type of professional practice)

Arrived from \_\_\_\_\_

Left to KTU

\_\_\_\_\_  
*название предприятия*  
«\_\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_ y.

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_ y.

\_\_\_\_\_  
(Seal, signature of KTU)

\_\_\_\_\_  
(Seal, signature of an enterprise)



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## Приложение В (обязательное)

Ф. ПР-V-10-2022-03

<b>«Утверждаю»</b> Исполнительный директор _____ <b>Исагулов А.З.</b> (Ф.И.О.) «_____» _____ 20____ г.	<b>«Согласовано»</b> Руководитель профессиональной практики (организации, предприятия, учреждения) _____ <b>Ф.И.О.(при его наличии)</b> «_____» _____ 20____ г.
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### Рабочий план-график профессиональной практики

По специальности \_\_\_\_\_

Обучающегося \_\_\_\_\_

*фамилия, имя, отчество (при его наличии)*

\_\_\_\_\_ курса

**НАО «Карагандинский технический университет  
имени Абылкаса Сагинова»**

№ п/п	Перечень работ, подлежащих выполнению (изучению) в соответствии с программой профессиональной практики	Сроки выполнения программы профессиональной практики		Примечание
		начало	завершение	
1.				
2.				
3.				
4.				
5.				
6.				

Подпись \_\_\_\_\_

*(руководитель профессиональной практики от учебного заведения)*

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_ г.

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## Продолжение приложения В

<b>«Бекітемін»</b> Атқарушы директор Исагулов А.З. _____ (қолы) 20 ____ ж. « ____ » _____	<b>«Келісілді»</b> Кәсіптік тәжірибе басқарушысы (ұйым, кәсіпорын, мекеме) _____ _____ (Аты-жөні) _____ (қолы) 20 ____ ж. « ____ » _____
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### Кәсіптік тәжірибенің жұмыстық жоспар-кестесі

Мамандығы бойынша \_\_\_\_\_  
 \_\_\_\_\_ курс білім алушысы \_\_\_\_\_  
 ( аты-жөні)

**«Абылқас Сағынов атындағы Қарағанды техникалық университеті» ҚЕАҚ**  
 (оқу орны атауы)

р/б №	Кәсіптік тәжірибе бағдарламасына сәкес орындалуы (оқып үйренуі) тиіс жұмыс тізімі	Кәсіптік тәжірибе бағдарламасының орындалу мерзімі		Ескерту
		басы	аяғы	

Қолы \_\_\_\_\_  
 \_\_\_\_\_ (оқу орнынан кәсіптік тәжірибе басқарушысы)  
 20 \_\_\_\_ ж. « \_\_\_\_ » \_\_\_\_\_

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## Продолжение приложения В

<p><b>Approved by</b> Executive Director Issagulov A.Z. _____ (signature) " ____ " ____ 20____.</p>	<p><b>Concurred by</b> Practice Supervisor (from an organizations, enterprise, company) _____ Surname, name, patronymic (if any) _____ ( signature) " ____ " ____ 20____.</p>
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### Working Plan for the professional practice in the degree program

of \_\_\_\_-year student \_\_\_\_\_  
(Surname, name, patronymic)

**Abylkas Saginov Karaganda Technical University**  
(Name of educational institution)

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

Signature \_\_\_\_\_  
(Practice Supervisor from an educational institution)  
" \_\_\_\_ " \_\_\_\_ 20\_\_\_\_.

Приложение Г  
(обязательное)

Ф.ПР-V-10-2022-04

НАО «Карагандинский технический университет  
имени Абылкаса Сагинова»

Кафедра \_\_\_\_\_

# ОТЧЕТ ПО ПРАКТИКЕ

\_\_\_\_\_  
(место практики)

Руководитель

\_\_\_\_\_  
(оценка)

\_\_\_\_\_  
(подпись от предп. ф.и.о.)

Члены комиссии

\_\_\_\_\_  
(подпись от факультета ф.и.о.)

\_\_\_\_\_  
(подпись) (ф.и.о.)

Обучающийся \_\_\_\_\_  
(фамилия, инициалы)

\_\_\_\_\_  
(подпись) (ф.и.о.)

\_\_\_\_\_  
(группа)

\_\_\_\_\_  
(подпись) (ф.и.о.)

\_\_\_\_\_  
(подпись) (дата)

20\_\_г.

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## Продолжение приложения Г

«Абылқас Сағынов атындағы Қарағанды техникалық университеті» ҚЕАҚ

\_\_\_\_\_ кафедрасы

# ТӘЖІРИБЕ БОЙЫНША ЕСЕП

\_\_\_\_\_ (тәжітібе орны)

Жетекшісі

\_\_\_\_\_ (кәсіпорыннан қолы, аты-жөні)

\_\_\_\_\_ (факультеттен қолы, аты-жөні)

Білім алушы

\_\_\_\_\_ (аты-жөні)

\_\_\_\_\_ (группасы)

\_\_\_\_\_ (қолы)

\_\_\_\_\_ (күні)

\_\_\_\_\_ (бағасы)

Комиссия мүшелері

\_\_\_\_\_ (қолы) (аты-жөні)

\_\_\_\_\_ (қолы) (аты-жөні)

\_\_\_\_\_ (қолы) (аты-жөні)

20\_\_ж.

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## Продолжение приложения Г

**Abylkas Saginov Karaganda Technical University**

*Department* \_\_\_\_\_

# ***REPORT OF JOB PLACEMENT***

\_\_\_\_\_  
(place)

Supervisor

\_\_\_\_\_  
(mark)

\_\_\_\_\_  
(signature from the Enterp., name)

**Члены комиссии**

\_\_\_\_\_  
(signature from the faculty, name)

Student

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

\_\_\_\_\_  
(surname, initials)

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

\_\_\_\_\_  
(group)

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

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

20\_\_ г.

НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения          профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 47 из 116
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**Приложение Д  
(обязательное)**

Ф. ПР-V-10-2022-05

**Отчет руководителя по практике**

**О Т Ч Е Т**

по \_\_\_\_\_ практике

*(наименование практики)*

курс \_\_\_\_\_ группа \_\_\_\_\_

кафедра \_\_\_\_\_

специальность \_\_\_\_\_

Руководитель практики

\_\_\_\_\_  
(Научный руководитель)

Караганда 20\_\_г.

НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения          профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 48 из 116
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## Продолжение приложения Д

1. Период прохождения практики по плану с \_\_\_\_\_ по \_\_\_\_\_ 20\_\_ г.,  
 фактически с \_\_\_\_\_ по \_\_\_\_\_ 20\_\_ года

**Руководитель практикой**  
 от производства \_\_\_\_\_

2. Темы лекций, консультаций, проведенных на практике \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Участие студентов (магистрантов, докторантов) в общественной жизни  
 предприятия \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Участие студентов (магистрантов, докторантов) в работе предприятия  
 (занятие штатных должностей, научная работа) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Замечания руководителя о прохождении практики \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Предложения руководителя практики \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Заключение кафедры о практике \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 49 из 116
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## Продолжение приложения Д

8. Должности руководителей практики от предприятия \_\_\_\_\_

9. Участие студентов (магистрантов, докторантов) в рационализаторской и изобретательской работе (указать кол-во предложений по совершенствованию технологических процессов и их краткое описание).  
Экономический эффект от внедрения предложенных усовершенствований

10. Проведение экскурсий во время практики (место, продолжительность, цель) \_\_\_\_\_

11. Оценка дисциплины студентов (магистрантов, докторантов) на производстве и в быту (дисциплинарные взыскания, поощрения, благодарственные письма) \_\_\_\_\_

12. Итоги проведения \_\_\_\_\_ практики.

Всего в группе \_\_\_\_\_ чел., защитили отчеты \_\_\_\_\_ из них на:

отлично \_\_\_\_\_ чел.

хорошо \_\_\_\_\_ чел.

удовлетворительно \_\_\_\_\_ чел.

не защитило \_\_\_\_\_ чел.

освобождено \_\_\_\_\_ чел.

13. После проведения групповых отчетов и проведенного анализа зав. кафедрой составляет сведения по форме № 1 «Об организации профессиональной практики на кафедре» в 20\_\_ году и с выводами и предложениями представляет все отчеты в Центр карьерного роста.

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ г.

Зав. кафедрой \_\_\_\_\_

Декан факультета \_\_\_\_\_

Руководитель УПО \_\_\_\_\_

Руководитель ЦКР \_\_\_\_\_

НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения          профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 50 из 116
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## Продолжение приложения Д

### ТАБЛИЦА

№ п/п	Фамилия, имя, отчество студента (магистранта, докторанта)	Место прохожде- ния практики	Занимаемая штатная должность	Занимаемая должность дублер	Оценка практи- ки	Подпись руководи- теля практики
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НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения          профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 51 из 116
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## Продолжение приложения Д

### Тәжірибе бойынша басшының есебі

\_\_\_\_\_ тәжірибе бойынша  
 (тәжірибе атауы)

### **Е С Е П**

\_\_\_\_\_ курсы \_\_\_\_\_ группасы  
 \_\_\_\_\_ кафедрасы  
 \_\_\_\_\_ мамандығы  
 \_\_\_\_\_

Тәжірибе басшысы \_\_\_\_\_  
 (Ғылыми жетекші)

Қарағанды 20\_\_ ж.

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## Продолжение приложения Д

1. Жоспар бойынша тәжірибеден өту кезеңі \_\_\_\_\_ 20\_\_ ж.,  
 нақты \_\_\_\_\_ 20\_\_ жыл

**Тәжірибе жетекшісі**  
 кәсіпорыннан \_\_\_\_\_

2. Тәжірибеде өткізілген дәрістер, кеңестер тақырыптары \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Студенттердің (магистранттардың, докторанттардың) кәсіпорынның  
 қоғамдық өміріне қатысуы \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Студенттердің (магистранттардың, докторанттардың) кәсіпорын жұмысына  
 қатысуы (штаттық лауазымдарға орналасу, ғылыми жұмыс) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Басшының тәжірибеден өту туралы ескертулері \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Тәжірибе жетекшісінің ұсыныстары \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Тәжірибе туралы кафедра қорытындысы \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 53 из 116
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## Продолжение приложения Д

8. Кәсіпорынның тәжірибе жетекшілерінің лауазымдары \_\_\_\_\_

9. Студенттердің (магистранттардың, докторанттардың) рационализаторлық және өнертапқыштық жұмыстарға қатысуы (технологиялық процестерді жетілдіру бойынша ұсыныстар саны және олардың қысқаша сипаттамасы көрсетілсін). Ұсынылған жетілдірулерді енгізудің экономикалық тиімділігі

10. Тәжірибе кезінде экскурсия өткізу (орны, ұзақтығы, мақсаты) \_\_\_\_\_

11. Студенттердің (магистранттардың, докторанттардың) өндірістегі және тұрмыстағы пәнін бағалау (тәртіптік жаза, көтермелеу, алғыс хаттар)

12. \_\_\_\_\_ тәжірибесін өткізу бойынша қорытындысы.

Топта барлығы \_\_\_\_\_ адам., есептерді \_\_\_\_\_ қорғады оның ішінде:

тамаша \_\_\_\_\_ адам

жақсы \_\_\_\_\_ адам.

қанағаттанарлық \_\_\_\_\_ адам

қорғағаным жоқ \_\_\_\_\_ адам.

босатылды \_\_\_\_\_ адам

13. Бөлім меңгерушісіне топтық есептер мен талдау жүргізгеннен кейін. кафедра 20\_\_ жылы "кафедрада кәсіптік тәжірибені ұйымдастыру туралы" № 1 нысан бойынша мәліметтер жасайды және қорытындылар мен ұсыныстармен барлық есептерді мансаптық өсу орталығына ұсынады.

«\_\_» \_\_\_\_\_ 20\_\_ г.

Кафедра меңгерушісі \_\_\_\_\_

Факультет деканы \_\_\_\_\_

ЖББ жетекшісі \_\_\_\_\_

МӨО жетекшісі \_\_\_\_\_

НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения          профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 54 из 116
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## Продолжение приложения Д

### **К Е С Т Е С І**

№ п/п	Студент (магистрант, докторант) аты-жөні	Тәжірибе өткізу орны	Атқаратын штаттық лауазымы	Атқаратын лауазымы дублер	Тәжіри бені бағалау	Тәжірибе жетекшісі нің қолы
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НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения          профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 55 из 116
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## Продолжение приложения Д

### 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\_\_

НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения          профессиональных практик</b>	ПП V-10-2022 Версия 02 Дата 2022.11.21 стр. 56 из 116
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## Продолжение приложения Д

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 \_\_\_\_\_

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

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

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5. Supervisors notes of the job placement \_\_\_\_\_

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6. Supervisor's proposals \_\_\_\_\_

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7. Department decision of the job placement \_\_\_\_\_

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НАО «Карагандинский технический университет имени Абылкаса Сагинова»	<b>Правила организации и проведения профессиональных практик</b>	ПР V-10-2022 Версия 02 Дата 2022.11.21 стр. 57 из 116
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## Продолжение приложения Д

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 \_\_\_\_\_

Dean of the faculty \_\_\_\_\_

Head of the HR dept \_\_\_\_\_

Head of the CDC \_\_\_\_\_

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## Продолжение приложения Д

### **TABLE**

No	Surname, name, patronymic of the student (master, doctoral student0	Place of the job placement	Full-time position	Dubbing position	Job placem ent mark	Signature of the supervisor
1						
2						
3						
4						
5						
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7						
8						
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36						

# Приложение Е (обязательное)

Ф.ПР-V-10-2022-06

НАО «Карагандинский технический университет  
имени Абылкаса Сагинова»  
Кафедра \_\_\_\_\_

Утверждаю  
Декан (Руководитель УПО)  
\_\_\_\_\_ И. Фамилия  
«\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г.

## Отчет об организации и проведении профессиональных практик обучающихся (магистрантов, докторантов) специальности

в 20\_\_-20\_\_ уч. году

### 1. Организация практик 1.1 Виды практик

Таблица 1- Виды практик, их продолжительность и сроки проведения

№ п/п	Вид практики	Курс	Форма обучения	Образова- тельная программа	Количество кредитов	Сроки проведения	Дата и номер прото- кола установочной конференции	Дата и номер протокола итоговой конференции

## Продолжение приложения Е

Таблица 2 – Распределение обучающихся (магистрантов, докторантов) на практику

№п/п	Вид практики	Ф.И.О. преподавателя	Количество обучающихся (магистрантов, докторантов)	Шифр группы

### 1.2 Методическое обеспечение практик

Программа профессиональных практик с указанием составителей и даты утверждения.

### 1.3. Базы практик

Обеспеченность специальностей базами практик. Наличие заключенных договоров с базами практик (с указанием номера и даты заключения договора).

## 2. Тематика исследований, проводимых обучающимися в период практики

## 3. Итоги практики

Таблица 3 – Итоги прохождения практики

Вид практики	Курс	Форма обучения	Программа обучения	Всего обучаю- щихся (магистрантов, докторантов)	Оценки по практике				Средний балл
					«отлично»	«хорошо»	«удовлетво- рительно»	«неудовлетво- рительно»	

**Продолжение приложения Е**

Таблица 4 – Способы прохождения практик

Вид практики	Курс	Форма обучения	Программа обучения	Всего обучающихся (магистрантов, докторантов)	Количество обучающихся (магистрантов, докторантов), прошедших практику		
					в составе групп	на основании индивидуальных договоров	на основании писем-запросов, ходатайств

**4. Анализ выполнения программ практик**

Дать оценку уровня подготовленности обучающихся (магистрантов, докторантов) к практике и оценку качества работы кафедры, осуществляющих эту подготовку. Указать чему научились обучающиеся (магистранты, докторанты) и с какими трудностями столкнулись во время прохождения практики.

**5. Выводы и предложения**

Отчет рассмотрен на заседании кафедры от «\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г. протокол № \_\_\_\_\_

Заведующий кафедрой \_\_\_\_\_ И. Фамилия.  
 подпись

Продолжение приложения Е

«Әбілқас Сағынов атындағы  
Қарағанды техникалық университеті» КЕАҚ  
\_\_\_\_\_ кафедрасы

Бекітемін  
Деканы (ББ жетекшісі)  
\_\_\_\_\_ А. Тегі  
«\_\_\_\_» \_\_\_\_\_ 20\_\_ г.

**Мамандық білім алушыларының (магистранттарының, докторанттарының)  
кәсіптік тәжірибелерің ұйымдастыру және өткізу туралы  
Есебі**

20\_\_-20\_\_ оқу жылында

**1. Тәжірибе ұйымдастыру**

1.1 *Тәжірибе түрі*

1 кесте - Тәжірибе түрі, олардың ұзақтығы және өткізу мерзімдері

№ п/п	Тәжірибе түрі	Курсы	Оқыту түрі	Білім беру бағдарламасы	Кредиттер саны	Өткізу мерзімі	Бекіту конференциясы хаттамасының күні мен нөмірі	Қорытынды конференция хаттамасының күні мен нөмірі

Продолжение приложения Е

НАО  
«Қарағандық  
университет имени  
Абылқаса Сағитова»

Правля организации и проведения  
профессиональных практик

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2 кесте – Білім алушыларды (магистранттарды, докторанттарды) тәжірибеге бөлу

№ п/п	Тәжірибе түрі	Оқытушының аты-жөні	Білім алушылардың (магистранттардың, докторанттардың) саны	Топ шифры

1.2 Тәжірибелерді әдістемелік қамтамасыз ету

Жасаушыларды және бекіту күнін көрсете отырып, кәсіби тәжірибелер бағдарламасы.

1.3. Тәжірибе базалары

Мамандықтардың тәжірибе базаларымен қамтамасыз етілуі. Тәжірибе базаларымен жасалған шарттардың болуы (шарттың нөмірі мен жасалған күнін көрсете отырып).

2. Тәжірибе кезеңінде білім алушылар жүргізетін зерттеулердің тақырыптары

3. Тәжірибе қорытындысы

3 кесте – Тәжірибеден өту қорытындысы

Тәжірибе түрі	Курс	Оқыту түрі	Білім беру бағдарламасы	Барлық білім алушылар (магистранттар, докторанттар)	Тәжірибе бойынша бағасы				Орташа балл
					«үздік»	«жақсы»	«Қанағаттанарлық»	«Қанағаттанарлықсыз»	

## Продолжение приложения Е

4 кесте– Тәжірибе өту тәсілдері

Тәжірибе түрі	Курс	Оқыту түрі	Білім беру бағдарламасы	Барлық білім алушылар (магистранттар, докторанттар)	Тәжірибеден өткен білім алушылардың (магистранттардың, докторанттардың) саны		
					топтар құрамында	жеке шарттар негізінде	сұрау хаттар, өтініштер негізінде

### 4. Тәжірибе өту бағдарламаларының орындалуын талдау

Білім алушылардың (магистранттардың, докторанттардың) тәжірибеге даярлық деңгейіне баға беру және осы даярлықты жүзеге асыратын кафедраның жұмыс сапасына баға беру. Білім алушылар (магистранттар, докторанттар) нені үйренгенін және тәжірибеден өту кезінде қандай қиындықтарға тап болғанын көрсету керек.

### 5. Қорытындылар мен ұсыныстар

Отчет рассмотрен на заседании кафедры от «\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г. протокол №\_\_\_\_\_

Есеп кафедра отырысында қаралды. "\_\_\_\_\_" \_\_\_\_\_ 20\_\_ ж. №\_\_\_\_\_ хаттама

Кафедра меңгерушісі \_\_\_\_\_ А. Тегі.

ҚОЛЫ



## Продолжение приложения Е

Karaganda Technical University NCJSC  
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

## Продолжение приложения Е

НАО  
«Карагандинский  
университет имени  
Абылкаса Сагитова»

Правила организации и проведения  
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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»	«satisfactory»	«unsatisfactory»	

## Продолжение приложения Е

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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## Приложение Ж (обязательное)

Ф.ПР-V-10-2022-07

### Анкета обучающегося

#### «Удовлетворенность результатами производственной и другими видами практик»

Уважаемые обучающиеся!

Для совершенствования проведения профессиональных практик просим вас ответить на вопросы анкеты и оценить уровень удовлетворенности результатами практики, которую вы прошли в организации.

Оценка осуществляется по 5-ти уровням. В зависимости от того, насколько полно оцениваемый показатель удовлетворяет вашим требованиям, выставляется одна из следующих оценок:

- 1-й уровень «абсолютно не удовлетворяет»;
- 2-й уровень «в основном не удовлетворяет»;
- 3-уровень «частично удовлетворяет»;
- 4-й уровень «в основном удовлетворяет»;
- 5-й уровень «полностью удовлетворяет».

0% - 20%
21% - 40%
41% - 60%
61% - 80%
81% - 100%

Укажите специальность:

Курс:

Организация, в которой проходили практику:

Сроки прохождения практики:

Вид практики:

№	Вопрос	0% -20%	21%- 40%	41%- 60%	61%- 80%	81%- 100%
1	Какой процент требуемого времени Вы были на практике?					
2	Организационная подготовка обучающихся к практике со стороны кафедры (постановка целей, задач, требований, заданий на установочной конференции)					
3	Обеспеченность практики материально-техническими средствами и литературой					
4	Соответствие Ваших обязанностей и заданий на практике Вашей будущей специальности					
5	Уровень Вашей подготовки для того, чтобы справиться с заданиями на предприятии					
6	Помощь руководителей от предприятия во время практики					
7	Полезность практики					
8	Достаточность продолжительности практики					
9	Подбор баз практики для повышения уровня умений, навыков и компетенций					
10	Ваши пожелания по улучшению практики	/текстовое поле				

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## Продолжение приложения Ж

### Білім алушының сауалнамасы «Өндірістік және тәжірибенің басқа да түрлерінің нәтижелеріне қанағаттану»

Құрметті білім алушылар!

Кәсіби тәжірибелерді өткізуді жетілдіру үшін сізден сауалнама сұрақтарына жауап беруді және сіз ұйымда өткен практика нәтижелеріне қанағаттану деңгейін бағалауды сұраймыз. Бағалау 5 деңгей бойынша жүзеге асырылады. Бағаланатын көрсеткіш сіздің талаптарыңызды қаншалықты толық қанағаттандыратындығына байланысты келесі бағалардың бірі қойылады:

- 1-деңгей «мүлдем қанағаттандырмайды»;
- 2-деңгей «негізінен қанағаттандырмайды»;
- 3-деңгей «ішінара қанағаттандырады»;
- 4-деңгей «негізінен қанағаттандырады»;
- 5-ші деңгей «толығымен қанағаттандырады».

0% - 20%  
21% - 40%  
41% - 60%  
61% - 80%  
81% - 100%

Мамандықты көрсетіңіз:

Курс:

Тәжірибе өткен ұйым:

Тәжірибеден өту мерзімі:

Тәжірибе түрі:

№	Сұрақ	0% -20%	21%- 40%	41%- 60%	61%- 80%	81%- 100%
1	Іс жүзінде қанша уақыт қажет болды?					
2	Білім алушыларды кафедра тарапынан тәжірибеге ұйымдастырушылық дайындау (орнату конференциясына мақсаттар, міндеттер, талаптар, тапсырмалар қою)					
3	Тәжірибенің материалдық-техникалық құралдармен және әдебиетпен қамтамасыз етілуі					
4	Сіздің міндеттеріңіз бен тапсырмаларыңыздың болашақ мамандығыңыздың тәжірибесіне сәйкестігі					
5	Кәсіпорындағы тапсырмаларды орындау үшін сіздің дайындық деңгейіңіз					
6	Тәжірибе кезінде кәсіпорын басшыларының көмегі					
7	Тәжірибенің пайдалылығы					
8	Тәжірибе ұзақтығының жеткіліктілігі					
9	Машықтар, Дағдылар мен құзыреттер деңгейін арттыру үшін практика базаларын іріктеу					
10	Тәжірибені жақсарту бойынша Сіздің тілектеріңіз	/ мәтін өрісі				

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## Продолжение приложения Ж

### 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 practice took place: \_\_\_\_\_

Dates of the job placement: \_\_\_\_\_

Practice type: Уважаемые обучающиеся!

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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### Приложение 3 (обязательное)

Ф.ПР-V-10-2022-08

#### Анкета руководителя практики «Удовлетворенность руководителя производственной практики обучающимися университета»

Уважаемый руководитель!

Студенты нашего университета находились на практике в Вашей организации. Просим для совершенствования учебного процесса принять участие в опросе и оценить уровень подготовки студентов для работы в организации.

Оценка осуществляется по 5-ти уровням. В зависимости от того, насколько полно оцениваемый показатель удовлетворяет вашим требованиям, выставляется одна из следующих оценок:

- 1-й уровень «абсолютно не удовлетворяет»;
- 2-й уровень «в основном не удовлетворяет»;
- 3-уровень «частично удовлетворяет»;
- 4-й уровень «в основном удовлетворяет»;
- 5-й уровень «полностью удовлетворяет».

- 0% - 20%
- 21% - 40%
- 41% - 60%
- 61% - 80%
- 81% - 100%

Укажите специальность:

Вид практики:

Организация: \_\_\_\_\_

№ п/п	Вопрос	0%- 20%	21%- 40%	41%- 60%	61%- 80%	81%- 100%
1	Уровень теоретической подготовки студента					
2	Уровень профессиональной подготовки студента					
3	Умение использовать профессиональные навыки при решении конкретной производственной задачи					
4	Способность самостоятельно решать поставленную задачу					
5	Навыки работы с профессиональной литературой					
6	Трудолюбие, работоспособность и исполнительская дисциплина					
7	Коммуникабельность, умение работать в команде					
8	Эрудиция					
9	Организаторские способности					
10	Перспектива сотрудничества с университетом в качестве базы практики для студентов					
11	Перспектива трудоустройства выпускников университета на Вашем предприятии (при наличии вакансий)					
12	Ваши пожелания по улучшению практики	/текстовое поле				

Руководитель практики, должность \_\_\_\_\_ МП \_\_\_\_\_ И.Фамилия

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## Продолжение приложения 3

### Тәжірибенің жетекшісінің сауалнамасы! "Өндірістік практика жетекшісінің университет білім алушыларына қанағаттанушылығы»!

Құрметті басшы!

Біздің университеттің студенттері сіздің ұйымыңызда іс жүзінде болды. Оқу процесін жетілдіру үшін сауалнамаға қатысуды және ұйымда жұмыс істеу үшін студенттердің дайындық деңгейін бағалауды сұраймыз.

Бағалау 5 деңгей бойынша жүзеге асырылады. Бағаланатын көрсеткіш сіздің талаптарыңызды қаншалықты толық қанағаттандыратындығына байланысты келесі бағалардың бірі қойылады:

- 1-деңгей «мүлдем қанағаттандырмайды»;
- 2-деңгей «негізінен қанағаттандырмайды»;
- 3-деңгей «ішінара қанағаттандырады»;
- 4-деңгей «негізінен қанағаттандырады»;
- 5-ші деңгей «толығымен қанағаттандырады».

0% - 20%  
21% - 40%  
41% - 60%  
61% - 80%  
81% - 100%

Мамандықты көрсетіңіз:

Тәжірибе түрі:

Ұйымдастыру: \_\_\_\_\_

№ п/п	Вопрос	0%- 20%	21%- 40%	41%- 60%	61%- 80%	81%- 100%
1	Студенттің теориялық дайындық деңгейі					
2	Студенттің кәсіби дайындық деңгейі					
3	Нақты өндірістік міндеттерді шешу кезінде кәсіби дағдыларды пайдалану білігі					
4	Тапсырманы өз бетінше шешу мүмкіндігі					
5	Кәсіби әдебиетпен жұмыс істеу дағдылары					
6	Еңбекқорлық, жұмысқа қабілеттілік және орындаушылық тәртіп					
7	Коммуникабельділік, командада жұмыс істей білу					
8	Эрудиция					
9	Ұйымдастырушылық қабілеті					
10	Студенттер үшін тәжірибе базасы ретінде университетпен ынтымақтастық келешегі					
11	Сіздің мекемеңізде Университет түлектерін жұмысқа орналастыру перспективасы (Бос орындар болған жағдайда)					
12	Тәжірибені жақсарту бойынша Сіздің тілектеріңіз	/ мәтін өрісі				

Тәжірибе жетекшісі, лауазымы \_\_\_\_\_ М. О. \_\_\_\_\_ Аты-жөні



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## Продолжение приложения 3

### Appendix H 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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## Приложение И (обязательное)

Ф. ПР-V-10-2022-09

«Абылқас Сағынов атындағы  
Қарағанды техникалық  
университеті» КЕ АҚ

\_\_\_\_\_ факультеті  
\_\_\_\_\_ кафедрасы

НАО «Карагандинский  
технический университет имени  
Абылкаса Сагинова»

Факультет \_\_\_\_\_  
Кафедра \_\_\_\_\_

**ӨКІМ**

\_\_\_\_\_ ж. № \_\_\_\_

Қарағанды қ.

**РАСПОРЯЖЕНИЕ**

\_\_\_\_\_ г. № \_\_\_\_

г. Караганда

### Комиссия құру туралы / О создании комиссии

ПР V-10-2022 «Кәсіптік тәжірибені ұйымдастыру және өткізу» әдістемелік нұсқаулығына сәйкес \_\_\_\_\_ студенттерінің тәжірибелерінің есептемелерін қарастыру бойынша күндізгі (сырттай) оқу нысандары бойынша келесі құрамда комиссия құрылсын:

В соответствии с настоящими правилами ПР V-10-2022 «Об организации и проведении профессиональных практик» создать комиссию по рассмотрению отчетов по профессиональной практике студентов (магистрантов, докторантов) специальности \_\_\_\_\_ очной (заочной) формы обучения в следующем составе:

- 1) \_\_\_\_\_ – каф. меңгерушісі, доцент/зав. кафедрой, доцент;
- 2) \_\_\_\_\_ – аға оқытушы/ст. преподаватель;
- 3) \_\_\_\_\_ – аға оқытушы/ст. преподаватель;
- 4) \_\_\_\_\_ – доцент.

Кафедра меңгерушісі/Заведующий кафедрой \_\_\_\_\_ (подпись)

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## Продолжение приложения И

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

### ORDER

05.09.2017 No. 7

Karaganda

In accordance with the Methodological Guidelines QMS MI 033-1.13-2016 "On organization of job placement" form a commission to consider reports on the job placement of students (master, doctoral students) of specialty \_\_\_\_\_ of full-time (part-time) training in the following structure:

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

Head of the department \_\_\_\_\_ (signature)

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**Приложение К  
(обязательное)**

Ф. ПР-V-10-2022-10

**НАО «КАРАГАНДИНСКИЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ  
ИМЕНИ АБЫЛКАСА САГИНОВА»**

**ДНЕВНИК  
прохождения профессиональных практик**

**Студента** \_\_\_\_\_

Фамилия, имя, отчество

\_\_\_\_\_ курс \_\_\_\_\_ факультет

\_\_\_\_\_  
Шифр и наименование специальности

**Караганда**

**20** \_\_\_\_\_

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## Продолжение приложения К

### Д н е в н и к

студента \_\_\_\_\_ группы \_\_\_\_\_ курса \_\_\_\_\_

\_\_\_\_\_  
фамилия, имя, отчество студента (полностью)

о прохождении ознакомительной, производственной, преддипломной практики  
(нужное подчеркнуть) в

\_\_\_\_\_  
наименование организации или учреждения

*Начало практики* \_\_\_\_\_

*Окончание практики* \_\_\_\_\_

Данный дневник включается в состав отчета по практике.

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## Продолжение приложения К

### Памятка

#### 1. Основные положения о практике

1.1 Профессиональная практика является неотъемлемой составляющей учебного процесса по подготовке специалиста и направлена на закрепление теоретических знаний, полученных в процессе обучения в высшем учебном заведении, приобретение практических навыков и компетенций, а также освоение передового опыта.

1.2 Студент при прохождении практики должен:

1.2.1 полностью выполнить программу практики, вести дневник практики по установленной форме;

1.2.2 подчиняться правилам внутреннего распорядка, действующим на соответствующей базе практики;

1.2.3 изучить и строго соблюдать правила охраны труда, техники безопасности и производственной санитарии;

1.2.4 представить руководителю практики по установленной форме письменный отчет, подписанный руководителем базы практики о выполнении всех заданий;

1.2.5 у студента, не представившего отчет в установленный кафедрой, организующей практику, срок, или его не защитивший, возникает академическая задолженность, которая учитывается при назначении стипендии, расчете переводного балла GPA и допуске к дипломированию;

1.2.6 получение неудовлетворительной оценки или непредставление отчета влечет за собой повторное прохождение производственной практики на платной основе.

Сроки и условия повторного прохождения практики устанавливаются кафедрой, организующей практику, и деканом факультета.















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## Продолжение приложения К

### Оценка по профессиональной практике.

Руководителю профессиональной практики студента от предприятия необходимо оценить прохождения профессиональной практики в соответствии с таблицей.

Оценка по буквенной системе	Цифровые эквиваленты буквенной оценки	Процентное содержание усвоенных знаний	Оценка по традиционной системе
A	4,0	95-100	Отлично
A-	3,67	90-94	
B+	3,33	85-89	Хорошо
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Удовлетворительно
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
F	0	30-49	Неудовлетворительно
Z	0	0-29	

Оценка руководителя практики от предприятия \_\_\_\_\_

Ф.И.О. руководителя практики, должность

\_\_\_\_\_ Дата и печать

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## Продолжение приложения К

Итоговая оценка по практике определяется как оценка руководителя практики от предприятия 40% и оценки руководителя практики от кафедры по защите отчета 60%.

Итоговая оценка по практике \_\_\_\_\_

### Отчет студента

\_\_\_\_\_  
фамилия, имя, отчество

прошедшего ознакомительную, производственную, преддипломную практику (нужное подчеркнуть) в \_\_\_\_\_

\_\_\_\_\_  
наименование органа или учреждения

с «\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г. по

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г.

Рассмотрел преподаватель кафедры \_\_\_\_\_

\_\_\_\_\_  
название кафедры, должность, звание

\_\_\_\_\_  
фамилия, имя, отчество преподавателя

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## Продолжение приложения К

### Заключение комиссии о прохождении практики студентов

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*Подпись председателя комиссии* \_\_\_\_\_

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_ г.

результаты защиты отчёта по практике в комиссии кафедры:

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« \_\_\_\_ » \_\_\_\_\_ 20 \_\_ г.

*Подпись членов комиссии* \_\_\_\_\_

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## Продолжение приложения К

### «АБЫЛҚАС САҒЫНОВ АТЫНДАҒЫ ҚАРАҒАНДЫ ТЕХНИКАЛЫҚ УНИВЕРСИТЕТІ» ҚЕАҚ ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

#### *Кәсіптік тәжірибелерден өту* КҮНДЕЛІГІ

#### DIARY *of job placement*

Студент/ Student \_\_\_\_\_  
тегі, аты, әкесінің аты/ surname, name, patronymic

\_\_\_\_\_ year \_\_\_\_\_ факультеті/ faculty

\_\_\_\_\_ мамандық шифры және атауы/ specialty code and name

Karaganda  
20 \_\_\_\_\_



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## Продолжение приложения К

\_\_\_\_\_ тобының \_\_\_\_\_ курс студенті

\_\_\_\_\_ студенттің тегі, аты, әкесінің аты (толығымен)

\_\_\_\_\_ ұйымның немесе мекеменің атауы

\_\_\_\_\_ танысу, өндірістік, диплом алдындағы тәжірибеден  
(керегінің астын сызу керек) өтуі туралы

### К ү н д е л і г і

*Тәжірибенің басталуы* \_\_\_\_\_

*Тәжірибенің аяқталуы* \_\_\_\_\_

Берілген күнделік тәжірибе бойынша есептің құрамына кіреді.

### 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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## Продолжение приложения К

### Ж а д ы н а м а

#### 1. Тәжірибе туралы негізгі ережелер

1.1 Кәсіптік тәжірибе оқу процесінің маманды дайындау бойынша ажыратыл-мас құраушысы болып табылады және жоғары оқу орнында оқу процесінде алған теориялық білімдерін бекітуге, тәжірибелік дағдылар мен құзыреттерді иеленуге, сондай-ақ озық тәжірибені меңгеруге бағытталған.

1.2 Студент тәжірибеден өткен кезде:

1.2.1 Тәжірибе бағдарламасын толығымен орындауы, белгіленген нысан бойынша тәжірибе күнделігін жүргізуі;

1.2.2 тәжірибенің сәйкес базасында қолданылатын ішкі тәртіп ережелеріне бағынуы;

1.2.3 еңбек қорғау, қауіпсіздік техникасы және өндірістік санитария ережелерін зерделеуі және қатаң сақтауы;

1.2.4 тәжірибе жетекшісіне барлық тапсырмаларды орындағаны туралы тәжірибе базасының жетекшісі қолын қойған, жазбаша есепті белгіленген нысан бойынша тапсыруы;

1.2.5 тәжірибені ұйымдастырған кафедрамен белгіленген мерзімде есепті тапсырмаған немесе оны қорғамаған студентте академиялық қарыз пайда болады, ол стипендия тағайындағанда, GPA ауыстыру баллын есептегенде және диплом-дандыруға жіберу кезінде есепке алынады;

1.2.6 қанағаттанарлықсыз баға алу немесе есепті тапсырмау өндірістік тәжірибеден ақылы негізде қайта өтуге әкеледі.

Тәжірибеден қайта өту мерзімдері және шарттары практиканы ұйымдастырған кафедрамен және факультет деканымен белгіленеді.

### 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.

## Продолжение приложения К

**Тәжірибеден өтудің күнтізбелік-тақырыптық жоспары**  
**Calendar and thematic plan of practical training**

[illegible]









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## Продолжение приложения К

**Кәсіпорыннан тәжірибе жетекшісінің ескертулері мен ұсыныстары**  
**Comments and offers of the practice supervisor from the enterprise**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Университеттен тәжірибе жетекшісінің ескертулері мен ұсыныстары**  
**Comments and offers of the practice supervisor from the University**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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## Продолжение приложения К

### Кәсіптік тәжірибе бойынша бағалау Mark for the job placement

Студенттің кәсіптік тәжірибесінің кәсіпорыннан жетекшісі кәсіптік тәжірибеден өтуін кестеге сәйкес бағалауы қажет.

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

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

Кәсіпорыннан тәжірибе жетекшісінің бағасы \_\_\_\_\_

Тәжірибе жетекшісінің аты-жөні, лауазымы







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**Приложение Л  
(обязательное)**

Ф.ПР-V-10-2022-11

**«АБЫЛҚАС САҒЫНОВ АТЫНДАҒЫ ҚАРАҒАНДЫ ТЕХНИКАЛЫҚ  
УНИВЕРСИТЕТІ» ҚЕАҚ  
НАО «КАРАГАНДИНСКИЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ  
ИМЕНИ АБЫЛКАСА САГИНОВА»**

*Кәсіптік тәжірибелерден өту*

**КҮНДЕЛІГІ**

**ДНЕВНИК**

*прохождения практик*

магистрант/ докторант\_\_\_\_\_

*тегі, аты, әкесінің аты /фамилия, имя, отчество*

курс\_\_\_\_\_

*образовательная программа*

*мамандық шифры және атауы/ шифр и наименование специальности*

Қарағанды – 20\_\_\_\_

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## Продолжение приложения Л

\_\_\_\_\_ **тобының** \_\_\_\_\_ **курс магистрант/докторант**  
магистранттан/докторант тегі, аты, әкесінің *(толығымен)*

Ұйымның немесе мекеменің атауы  
Педагогикалық, өндірістік, зерттеу тәжірибеден өту туралы  
(керегін сызу)

### Күнделігі

Тәжірибенің басталуы \_\_\_\_\_

Тәжірибенің аяқталуы \_\_\_\_\_

Берілген күнделік тәжірибе бойынша есептің құрамына кіреді.

### Дневник

**Магистранта/Докторанта группы**  
\_\_\_\_\_ **курса** \_\_\_\_\_

\_\_\_\_\_ фамилия, имя, отчество магистранта / докторанта *(полностью)*

О прохождении педагогической, производственной, исследовательской практики  
*(нужное подчеркнуть)*

\_\_\_\_\_ наименование организации или учреждения

Начало практики \_\_\_\_\_

Окончание практики \_\_\_\_\_

Данный дневник включается в состав отчета по практике

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## Продолжение приложения Л

### Жадынама

#### 1. Тәжірибе туралы негізгі ережелер

1.1 Тәжірибе оқу процесінің жоғарғы білікті маманды дайындау бойынша ажыратылмас құраушысы болып табылады және жоғары оқу орнында оқу процесінде алған теориялық білімдерін бекітуге, практикалық дағдылар мен құзыреттерді иеленуге, сондай-ақ озық тәжірибені меңгеруге бағытталған.

1.2 Магистрант/докторант тәжірибеден өткен кезде:

1.2.1 бағдарламаны толығымен орындауы және белгілеген нысан бойынша тәжірибе күнделігін жүргізуі;

1.2.2 тәжірибенің сәйкес базасында қолданылатын ішкі тәртіп ережелеріне бағынуы;

1.2.3 еңбек қорғау, қауіпсіздік техникасы және өндірістік санитария ережелерін зерделеуі және қатаң сақтауы;

1.2.4 университеттен тәжірибе жетекшісіне барлық тапсырмаларды орындағаны туралы тәжірибе базасының жетекшісі қолын қойған, жазбаша есепті белгіленген нысан бойынша ұсынуы;

1.2.5 тәжірибені ұйымдастырған кафедрамен белгіленген мерзімде есепті тапсырмаған немесе оны қорғамаған магистрант академиялық қарызға ие болады, ол стипендия тағайындағанда, GPA ауыстыру баллын есептегенде және дипломдандыруға жіберу кезінде есепке алынады;

1.2.6 қанағаттанарлықсыз баға алу немесе есепті тапсырмау өндірістік тәжірибеден акылы негізде қайта өтуге әкеледі.

Тәжірибеден қайта өту мерзімдері және шарттары тәжірибені ұйымдастырған кафедрамен және факультет деканымен белгіленеді.

### Памятка

#### 1. Основные положения о практике

1.1 Практика является неотъемлемой составляющей учебного процесса по подготовке высококвалифицированного специалиста и направлена на закрепление теоретических знаний, полученных в процессе обучения в магистратуре/докторантуре, приобретение практических навыков и компетенций, а также освоение передового опыта.

1.2 Магистрант/докторант при прохождении практики должен:

1.2.1 полностью выполнять программу и вести дневник практики по установленной форме;

1.2.2. подчиняться правилам внутреннего распорядка, действующим на соответствующей базе практики;

1.2.3 изучать и строго соблюдать правила охраны труда, техники безопасности и производственной санитарии;

1.2.4 представить руководителю практики от университета по установленной форме письменный отчет, подписанный руководителем базы практики о выполнении всех заданий;

1.2.5 магистрант/докторант, не представивший отчет в установленный срок, или не защитивший, получает академическую задолженность, которая учитывается при назначении стипендии, расчете GPA и допуске к защите магистерской диссертации;

1.2.6 получение неудовлетворительной оценки или непредставление отчета влечет за собой повторное прохождение практики на платной основе.

Сроки и условия повторного прохождения устанавливаются кафедрой.













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## Продолжение приложения Л

<b>Магистрант/докторант есебі</b> <b>Отчет магистранта / докторанта</b>
Тегі, аты, әкесінің/ фамилия, имя, отчество
_____ тәжірибеден / прошедшего _____ практику в
(ұйымның немесе мекеменің атауы/ наименование организации или учреждения)
«__» _____ 20__ ж./г. бастап «__» _____ 20__ ж./г. дейін өткен.
_____ кафедрасының оқытушысы қарастырды/ рассмотрел преподаватель кафедры
кафедраның аты, лауазымы, атағы/название кафедры, должность, звание
оқытушының тегі, аты, әкесінің/ фамилия, имя, отчество
преподавателя _____





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