

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
National University
«Yuri Kondratyuk Poltava Polytechnic»

CONFIRMED:

Order of the National University
«Yuri Kondratyuk Poltava
Polytechnic»
No. 250 of November 5, 2021

REGULATIONS

ON THE ORGANIZATION AND CONDUCT OF
PRACTICAL TRAINING OF HIGHER EDUCATION
APPLICANTS OF THE NATIONAL UNIVERSITY
«YURI KONDRATYUK POLTAVA POLYTECHNIC»

APPROVED:

Academic Council of National
University
«Yuri Kondratyuk Poltava
Polytechnic»
Minutes of meeting No. 6
of October 29, 2021

Poltava, 2021

1. GENERAL PROVISIONS

1.1. Regulations of the organization and conduct of the practical training of higher education applicants of the National University «Yuri Kondratyuk Poltava Polytechnic» (hereinafter – Regulations) developed in accordance with the Law of Ukraine "On Education" No. 2145 - VIII of 05.09.2017, the Law of Ukraine "On Higher Education" No. 1556 - VII of 01.07.2014, Regulations "Of the practical training of students of higher educational institutions of Ukraine" approved by the order of the Ministry of Education and Science of Ukraine from 08.04.1993 No.93 (as amended), Regulations "Of the organization of the educational process at the National University «Yuri Kondratyuk Poltava Polytechnic» approved by order of the Yuri Kondratyuk National University No. 73 of April 30, 2020.

1.2. The purpose of the practical training is to master higher education applicants with modern methods, forms of organization and tools in the field of their future profession, the formation of their knowledge, professional skills and abilities to make independent decisions during specific work in real market and production conditions on the basis of knowledge obtained at the National University «Yuri Kondratyuk Poltava Polytechnic» (hereinafter - University), educating the need to systematically update their knowledge and creatively apply them in practical training.

1.3. The practical training of higher education applicants provides continuity and consistency of its implementation while obtaining the required sufficient amount of practical knowledge and skills in accordance with various educational and professional (educational and scientific) programs.

1.4. Depending on the specific specialty (specialization), the practical training can be: educational (excursion, introductory, computer, geodetic, etc.), production (technological, operational, design, pedagogical, economic, pre-diploma, research, etc.).

1.5. The purpose of educational practical training is to acquaint higher education applicants with the specifics of the future profession, their obtaining of primary professional skills and abilities, as well as a relevant working profession.

Training practical training can be carried out in classrooms and laboratories, training and production workshops, landfills, training farms, training and research areas, creative teams, training and practical training centers and other ancillary facilities of the University. 1.6. The purpose of industrial practical training is to deepen and consolidate the theoretical knowledge obtained by higher education applicants in the process of studying a certain cycle of theoretical disciplines, practical skills, acquaintance directly in the institution, organization, enterprise with the production process and technological cycle, practical training of skills in the specialty, also collecting material for course projects (works), diploma theses.

1.7. The list of all types of practical trainings for each specialty (specialization), their forms, duration and terms of carrying out are defined in curricula.

1.8. The content of practical trainings and the sequence of their implementation are regulated by a cross-cutting program of practical training developed by the relevant graduating department.

Cross-cutting programs of practical training are considered and approved at the meetings of the graduating department, educational and methodical council of the institute (faculty) and approved by the vice-rector for scientific, pedagogical and educational work of the University.

1.9. Practical training of higher education seekers is carried out on the basis of practical training, as well as on the basis of the University.

1.10. Practical training is carried out in the conditions of professional activity under the organizational and methodological guidance of a University lecturer and a production specialist or a specialist manufacturer in this specialty.

2. BASES OF PRACTICAL TRAINING

2.1. The bases of practical training can be modern enterprises (organizations, institutions) of various branches of economy, science, education, health care, culture, trade, agriculture, public administration, as well as classrooms, laboratories, training and production workshops, training and practical centers, landfills, construction sites.

2.2. Enterprises (organizations, institutions), regardless of ownership and subordination, which are the basis of practical training, shall meet the following requirements:

- the presence of structures that correspond to the specialties (specializations) for which training is carried out at the University;

- availability of qualified guidance in the practical training of higher education applicants;

- the possibility of providing job for higher education applicants during the internship;

- granting higher education students the right to use the library, laboratories, technical and other documentation necessary for the implementation of the internship program;

- the possibility of employment of University graduates;

- availability of information support for trainees on the latest technologies used in the industry;

- availability of housing (if necessary).

2.3. The definition of practical training bases is carried out by the University management on the basis of direct agreements with enterprises, organizations, institutions, regardless of their organizational and legal forms and forms of ownership.

2.4. Applicants for higher education can independently, in agreement with the relevant department, choose the base of practical training and offer it for use (provided that this base ensures the implementation of the internship program and the conclusion of the contract).

2.5. For higher education applicants from among foreigners, the bases of practical training are provided in the relevant agreement (contract) for the training of specialists and can be located on the territory of the customer countries or within Ukraine.

Higher education applicants from among foreigners receive a program of practical training, individual tasks, and compile a report in the form established by the department. When undergoing internships within Ukraine, foreign students comply with the

requirements of this Provision.

2.6. If there are state and regional orders for the training of specialists at the University, the list of practical training bases is provided by the bodies that form these orders. When training specialists under targeted agreements with enterprises (organizations, institutions), the bases of practical training are provided by these agreements.

2.7. Higher education applicants who have an internship at an enterprise (organization, institution) are subject to the legislation of Ukraine on labor and the rules of internal labor regulations of the enterprise (organization, institution).

3. ORGANIZATION AND SUPERVISION OF PRACTICAL TRAINING

3.1. The general organization of practical training and control over its implementation is carried out by the vice-rector for scientific, pedagogical and educational work of the University.

3.2. Responsibility for organizing and conducting practical training relies on the director of the institute (dean of the faculty), the head of the department, which is assigned the practical training and the head of the practical training of the University.

Director of the institute (dean of the faculty):

- together with the heads of departments that perform methodological guidance of practical training, and the head of practical training of the University selects the bases of practical training for training and internships by higher education applicants of the institute (faculty);

- participates in the work of introductory and final conferences on practical training;

- exercises general control over the organization and practical training of higher education applicants of the institute (faculty).

The head of the department, which performs methodological guidance of practical training:

- provides development of working programs of practical training (graduating departments provide the development of cross-cutting programs of practical training) and monitors their implementation;

- when compiling the workload of the department plans to guide the practical training of lecturers with experience that corresponds to the profile of the bases of practical training.

Head of practical training of the University:

- provides the organization, planning and the account of results of practical training, makes the university schedule of carrying out practical trainings;

- ensures the implementation of all organizational measures for educational and production practical trainings;

- at the request of the departments enters into agreements with enterprises (organizations) for internships.

- forms the university information base of Passports of bases of practical

trainings with definition of specialties (specializations) which they provide;

- participates in meetings of departments, final conferences on the organization, conduct and results of educational and production practical trainings; - prepares reports on the results of educational and production practical trainings at the University for the first and second half of the academic year;

- summarizes the educational and methodological experience of organizing and conducting practical trainings, makes suggestions for its implementation.

3.3. Experienced lecturers and executives who teach professional disciplines are involved in the supervision of the practical training.

The head of practical training from the department to its beginning must:

- check the readiness of practical training bases for the admission of applicants for higher education;

- coordinate with the bases of practical training the work program and the schedule of its carrying out, the workplace of the trainee, the management of practical training from the base of practical training;

- get acquainted with the contingent of higher education applicants who will have an internship on this basis, and distribute them to jobs;

- ensure the implementation of all organizational measures before the departure of higher education applicants to practical training: instruction on the procedure of practical training and safety, the availability of higher education applicants the necessary documents (referral (Appendix No. 1), programs, diaries (Appendix No. 3), calendar plan, individual task, etc.);

- inform higher education applicants about the system of reporting on practical training;

- receive a report form from the head of the practical training of the University.

During the management of the practical training the head of the department must:

- after arriving at the organization (enterprise) within 1-3 days, notify the University of higher education applicants who came to practical training (Appendix No. 2);

- timely receive from the head of the base of practical training extracts from the order on the admission of higher education applicants for practical training and the appointment of heads of practical training from the base of practical training;

- during the practical training constantly monitor the provision of appropriate working and living conditions for trainees and compliance with the rules and regulations of labor protection, safety and industrial sanitation in accordance with the law;

- control the observance by the trainees of the rules of internal labor regulations, to keep the report card of practical training of the higher education applicants; - provide trainees with methodological assistance in solving the tasks defined by the practical training program;

- systematically (once a week) check keeping a diary and collection of material for the report.

3.4. Higher education applicants of the University during the practical training

shall:

- receive from the head of the practical training from the department advice on the execution of all necessary documents before the start of the practical training;
- arrive at the base of practical training in time, according to the schedule of the educational process;
- fully perform all tasks provided by the program of practical training and instructions of heads;
- study and adhere to the rules of internal procedure of the base of practical training, rules and norms of labor protection, safety and industrial sanitation;
- timely submit to the head of practical training from the department the reporting documentation required by the program of practical training, and take a test of practical training.

4. SUMMING-UP PRACTICAL TRAINING OUTCOMES

4.1. After the end of the practical training, higher education applicants report on the implementation of the program and the individual task. The practical training report is prepared according to the requirements contained in the practical training work program.

The practical training diary, in which all sections are filled in, signed and evaluated by the head of practical training from the base of practical training, the head of practical training from the department, is attached only to the production practical training report.

4.2. The report on the practical training is defended by the applicant before the commission appointed by the head of the department. The commission consists of heads of practical training from departments, heads of practical training from bases of practical training (if possible), lecturers of department who taught disciplines of professional education.

4.3. The commission may hear a report on the practical training of higher education applicants on the basis of practical training in the last days of its passing, or at the department during the first five days after its completion, or the first ten days of the semester, which begins after the practical training, which took place in the summer period.

4.4. Reporting documentation on practical training is stored at the department for two calendar years.

4.5. The agreement on student practical training and notification is kept by the head of the practical training of the University for two years.

4.6. Higher education applicants who have not completed the practical training program for valid reasons may retake it outside of study hours, except when the practical training took place in the last semester before the certification. If the specifics of the practical training do not allow re-passing, such a higher education applicant is expelled from the University.

4.7. The results of each practical training are discussed at meetings of departments that perform methodological guidance of practical training.

4.8. The general results of practical trainings are summed up on scientific councils of institutes (faculties).

Corner stamp
(of enterprise, organization, institution)

It is sent to the institution of higher education no later than three days after the student's arrival at the enterprise (organization, institution) /beginning of practical training/

NOTIFICATION

student _____
(full name of the institution of higher education)

_____ (surname, first name, patronymic)

_____ (year of studies, institute (faculty), specialty)

arrived " ____ " _____ 20__ at _____

_____ (name of the enterprise, organization, institution)

and got down to practical training.

By Order of the enterprise (organization, institution) dated " ____ " _____ 20__.

N ____ student _____

is enrolled in the position of

_____ (staff, understudy, full-time work, intern)

_____ (specify full-time positions)

The supervisor of practical training from the enterprise (organization, institution) is appointed

_____ (position, surname, first name, patronymic)

Head of the enterprise (organization, institution)

_____ (signature) _____ (position, surname, first name, patronymic)

Seal (of enterprise, organization, institution) " ____ " _____ 20__

Supervisor of practical training from the higher education institution

_____ (name of the department)

_____ (signature) _____ (position, surname, first name, patronymic)

" ____ " _____ 20__

National University «Yuri Kondratyuk Poltava Polytechnic»

(full name of the higher education institution)

PRACTICAL TRAINING DIARY

(type and title of practical training)

Student _____

(surname, first name, patronymic)

Faculty / Educational and Research Institute _____

Department _____

Educational level _____

Specialty _____

(name)

_____ year of studies, academic group _____

Student _____
(surname, first name, patronymic)

arrived at the enterprise, organization, institution

Seal (of enterprise, organization, institution) " _____ " _____ 20 _____

(signature of the responsible person)

(position, surname and initials)

left the enterprise, organization, institution

Seal (of enterprise, organization, institution) " _____ " _____ 20 _____

(signature of the responsible person)

(position, surname and initials)

