

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC**

**ADAM UNIVERSITY**



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APPROVED:

Rector of Adam University

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"14" November 2019

**REGULATION**

**ON THE ORGANISATION OF STUDENT PRACTICE AT ADAM UNIVERSITY**

**Bishkek 2019**

Considered at the EMC/BAFE Protocol No. 2 “29” October 2019

Approved by: University Council of EMC/BAFE Protocol № 2 “14” November 2019

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## **Introduction**

These Regulations regulate the organisation and conduct of all types of internships for full-time and part-time students at Adam University.

The Regulation determines the types of internships, their goals and objectives, the order of their organization and management.

Practical training of students is an obligatory part of the basic educational program of the respective areas of training. It is a type of classes directly aimed at professional and practical training of students.

## 1. GENERAL REGULATIONS

1.1 Practical training of students is a compulsory part of the basic educational program of higher professional education (hereinafter referred to as BEP) in training of highly qualified specialists

of Adam University (hereinafter referred to as University). Internship is a type of academic work aimed at development of practical skills and abilities, as well as formation of competences of students in the process of performance of certain types of work related to future professional activity.

1.2 The objectives and scope of practice (workload of practice), as well as the requirements for the formed competencies and learning outcomes (skills, abilities, experience) are determined by the GPE HPE in accordance with the BEP of HPE of the relevant direction.

1.3 Internship programmes shall be developed and approved on the basis of the state BEP and shall be part of the BEP HPE.

1.4 Internship program may provide for professional training programs and qualification exams.

1.5 The internship program shall be developed with the requirements established by clause 1.5 of this Regulation, approved by the EMC, is an integral part of the BEP HPE, ensuring the implementation of the state HPE.

1.6 The internship programme shall include:

- indication of type of practice, method and form (forms) of its carrying out;
- list of planned results of practical training, correlated with planned results of educational program development;
- indication of the place of practice in the structure of educational programme;
- indication of the scope of the practice and its duration in weeks or in academic or astronomical hours.

1.7 Content of practical training:

- indication of forms of reporting on practice;
- Fund of estimation means for intermediate attestation of students on practice;
- list of educational literature and resources of internet necessary for conduction of internship;
- list of information technologies used during internship, including list of software and information reference systems (if required);
- description of material and technical base necessary for carrying out practice.

1.8. University may include other information and (or) materials into the internship program as well.

1.9 Practice for students with disabilities and persons with disabilities shall be carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health condition.

## 2. SCOPE OF APPLICATION

2.1 These Regulations define the purpose, objectives, order and basic requirements for the process of organizing internships for students in accordance with the requirements of the state educational standard of higher education of the respective direction.

3. The requirements of these Regulations are binding on all structural subdivisions of the University, involved in this process.

### 3. NORMATIVE REFERENCES

3.1 The following normative documents were used in the development of these Regulations:

- The Law of the Kyrgyz Republic "On Education";
- The Statute on Higher Vocational Education Institutions in the Kyrgyz Republic approved by Resolution #53 of the Government of the Kyrgyz Republic on February 3rd 2004;
- Normative legal acts regulating activities of educational institutions of higher and secondary vocational education in the Kyrgyz Republic approved by the Resolution No. 346 of the Government of the Kyrgyz Republic dated May 29, 2012;
- Basic curricula of the relevant areas developed on the basis of SES HPE approved by the MES of the KR as of 15.09.2015, No. 1179/1;
- State educational standards of higher professional education in the relevant fields of study approved by the Order of the Ministry of Education and Science of the Kyrgyz Republic dated September 15, 2015, No. 1179/1;
- Charter of Adam University;
- Local legal acts of Adam University regulating the educational process.

### 4. TYPES OF PRACTICES

4.1 The main types of practices in accordance with the SES of HPE and curricula implemented at the University:

for students of Bachelor's and Specialist's Degree Programmes are:

- curricular;
- Production;
- Pre-diploma;

for students in the Master's programme areas are:

- Organisational and management practice;
- Scientific and pedagogical practice;
- Research practice.

4.2 When studying the educational program, one or more types of practice shall be carried out in accordance with the requirements of the basic educational program of the respective direction or specialty.

4.3 The main goals and objectives of practice are:

academic

- Initial professional skills and practical training, including creative practice;
- acquaintance with organisation where they will undertake their practical training;
- acquaintance with working conditions of a specialist;

- adaptation to working conditions of the organization, acquaintance with work organization and management.

#### on-the-job

- Practical training for gaining professional skills and experience of professional activity;
- consolidation of knowledge in theoretical disciplines;
- studying the duties of the profession;
- collecting and processing material, and compiling a report on the internship.

#### on pre-diploma

- practice is compulsory for the final qualification work;
- collecting and processing materials for the final qualifying work and writing the main sections of the work;
- systematisation, consolidation and expansion of theoretical and practical knowledge in the field/specialty and application of this knowledge in solving specific tasks;
- developing the skills of conducting independent work and mastering the methods of research and experimentation in solving the problems and issues developed in the final qualification work,

#### pedagogical

- consolidation of knowledge, abilities and skills acquired by the students in the course of studying the disciplines of the Master's programme;
- mastering the methods of preparing and conducting various forms of classes;
- mastering the methods of analysis of study sessions;
- understanding of modern educational information technologies;
- inculcation of the skills of self-education and self-improvement;
- formation of scientific-methodological and practical readiness to implement professional and pedagogical activity.

#### Organizational management practice

- To consolidate, deepen and supplement theoretical knowledge in the field of management and organisation of activities in organisations;
- gaining experience in managerial, organisational and educational work in a team;

#### Scientific research

- consolidation, further deepening and supplementation of theoretical knowledge gained during the study of special disciplines;
- collection of material and processing of data for the student's research work;
- collection and analysis of material for graduate qualification work.

## 5. ORGANISATION AND MANAGEMENT OF INTERNSHIPS

5.1 The requirements to the organization of practice are determined by the general educational program and state educational standard of higher education of the relevant direction/specialty of training.

5.2 The timing of practices shall be established in accordance with the requirements of state educational standard of higher education of the relevant direction / specialty on the basis of the approved curricula and the schedule of the educational process, developed for each academic year and approved by the Vice-Rector for Academic Affairs.

5.3 Organizations, regardless of their form of ownership, corresponding to the profile of specialists training at Adam University, with which the agreement on practical training shall be concluded, shall be determined as the bases for practical training.

5.4 Assignment of organizations as the bases is made on a contractual basis for the period from one year to five years.

5.5 Responsibility for the organization of work on the conclusion of agreements on the practical training of students with organizations is entrusted to the dean of faculties, heads of programs and relevant departments and the Director of the Career Center. Students have the right to independently choose the object of practice with the presentation of a document to the relevant structural unit on the consent of the organisation to practice on its basis for the given student under the programme of practice.

5.6 In order to ensure a more even distribution of students to the places of practice, it is allowed to carry out practice in several streams (e.g. by specialisation) by alternating groups at the expense of the time provided by the curricula for practice. It is allowed to carry out the practice in free time from classes on individual assignments.

5.7 If it is necessary to change the nature and timing of internships no later than one month before the start of the internship, these changes shall be communicated to the administration of the relevant organisations.

5.8 The basis for the practice is the order of the Rector of Adam University.

5.9. Educational and methodological management of any type of practice shall be carried out by faculties, programs and relevant departments.

5.10. General and direct management of practice shall be carried out in the organizations where practice is carried out. The practicum supervisor appointed from the organisation and carrying out the general management shall select and appoint experienced specialists to directly supervise the practicum in the given organisation.

5.11. Specific aims and objectives of internship shall be determined by the internship program and methodical recommendations for internship developed by faculties, programs and relevant departments in accordance with the requirements of GHP. Programs shall define the main stages of internship and sequence of their performance, individual tasks and responsibilities of students, implementation of management, requirements to structure, content and registration of report and summarizing of results.

5.12. Students studying on the basis of secondary vocational education and/or who have at least 3 years of work experience in their profile may be exempted from certain types of practical training based on the decision of the faculties and graduating programmes, if the student provides a copy of the SP O diploma and a certificate from the workplace to the faculty/programme.

5.13. Practical training may be conducted:

5.13.1 Continuous (allocated weeks in the schedule of the educational process for all types of practices provided by the state and the curriculum).



5.13.2. by alternating with theoretical studies by days (weeks) on the condition of ensuring the connection between theoretical training and the content of practice.

5.14. For the entire period of internship, students are subject to labour safety rules, as well as internal work regulations in force in the organisation/institution, etc.

5.15. For the management of practice, conducted on the basis of the organization/institution, the head of practice from the university from among the faculty members of the relevant faculty, program and department and the head from among the employees of the organization shall be appointed.

5.16. Students who combine education with employment shall have the right to undergo internship in organisations at their place of employment in cases where the professional activity they are engaged in in the said organisations meets the requirements for the content of the internship.

5.17. Students undergoing practical training at organisations that require a compulsory medical examination in accordance with the established procedure shall be obliged to undergo a medical examination.

5.18. The dean/program supervisor summarizes the results for each type of internship, according to the reports of internship supervisors, prepares a final report for approval by the Academic Council of Adam University.

5.19. Standing functions and duties of structural subdivisions, officials and students in matters of practice shall be determined as follows:

The Educational Department:

- coordinates the activities of the structural units of the University on internships;
- ensures all organisational arrangements and preparation of normative documents in the preparation and conduct of internships;
- supervises internships, analyses the work of internships and the effectiveness of their use in the educational process;
- Receives students and citizens on the above-mentioned issues. Dean's offices of faculties/programmes:
- organise and carry out the control of carrying out internships;
- study and summarise the results of internships;
- provide a consolidated report to the department of monitoring and quality control on internship;
- select internship supervisors;
- control and identify external organisations, where it is possible to carry out internship and conclude agreements on internship;
- form a data bank of organisations to carry out internships together with the Career Centre;
- organise briefing sessions with students before the internship and consultations during the internship;
- supervise and allocate students to internship bases;
- prepare internship programme and diary;

- submit consolidated reports by types of internships to the Training Department.

Departments assigned to the Faculty:

- identify external organisations in which it is possible to carry out the practice and conclude agreements on its carrying out;
- form a data bank of organisations to carry out internships together with the Career Centre;
- organise briefing classes with students before arrange pre-practicum briefing and consultation during internship; y
- study and summarize internship reports;
- supervise and allocate students to internship bases;
- prepare the programme and the internship diary;
- provide the dean's office with the consolidated report (department) on practice.

The internship supervisor provides the students with the internship programme:

provides students with internship programme, individual tasks, calendar of internship and other necessary educational and methodical documentation;

- participates in the development of the internship programme and assignments for students;
  - examines and implements the possibilities of the organisation in carrying out internship;
  - participates (provides) carrying out the activities connected with the preparation of students to the internship;
  - organises and conducts necessary classes and consultations;
  - ensures compliance with the order, discipline and safety measures of students;
  - organises students' accountability for the internship;
  - organises feedback to students from the organisation;
  - communicates with the internship supervisors from the organisation and with its management;
  - reports to the faculty/program/department and submits a written report on the internship along with comments and suggestions for improvement;
  - participates in the work on the selection of internship bases;
  - supervisor of internship of full-time, part-time students submits to the Faculty/Programme/Department student reports and diaries of internship, consolidated report of internship.
  - agrees terms (schedule) of internship;
- supervisor of internship from organisation:
- organise internship of students in accordance with approved programme;
  - allocate students to the working places and define the concrete work in accordance with the topic of practice;
  - performs daily control over the work of the student and his/her discipline;

- assists students in writing their practice report;
- writes feedback on the work of each student.

The supervisors of the university and organisation shall coordinate the activities of internship supervision.

University supervisor together with group supervisors/academic advisors/assistant dean:

- Organise course meetings on organisational and methodical issues and labour protection;
- supervises the students' internships;
- supervises the timeliness of submission of reporting documentation and certification at the end of internship;
- Prepares and communicates to the students, who have undergone internship in the place of residence, the schedule of passing the certification

## 6. STUDENT'S OBLIGATIONS DURING THE INTERNSHIP:

- 6.1. to actively carry out the tasks provided for in the internship programme.
- 6.2 Obey the applicable rules of work order of the organisation (practice base).
- 6.3 To abide by the safety regulations of the organisation (the base of practice). 6.4 To be responsible for the safety of the individual.
- 6.4 Be responsible for the work to be done.
- 6.5 Keep the record of the work performed. Fill in the internship diary.
- 6.6 Observe the working hours of the organisation in which the internship takes place.

## 7. DOCUMENTATION AND REPORTING OF THE INTERNSHIP

7.1. During the internship, the student shall keep a practice diary, where he/she shall daily record the work done during the day. The diary shall be signed by the direct supervisor of practice every day.

7.2 Upon termination of practice the student makes up "Summary report on practice", certified by the signature of the head of practice and the seal of the organisation.

7.3 At the end of practice the student gives credit with a differentiated estimation, to the attestation commission created by the dean/head of the program.

7.4 Following the results of the Attestation Commission, the minutes of the meeting shall be compiled and an examination record sheet shall be completed.

7.5 Students who have undergone internships in countries near and far abroad write an application in advance if there is a petition from the respective organizations, the application is certified by the dean/program supervisor.

7.6 Students who have completed their internship at their place of residence are assessed according to the schedule drawn up by the Faculty/Programme.

7.7 The Faculty/Program together with the University internship supervisors submit the internship examination sheets to the Office of Academic Affairs within one week after the end of the internship.

7.8 A student who has not completed the internship program, received negative feedback on the work or unsatisfactory assessment when passing the credit can be transferred to the next course conditionally and is sent to the repeated course of internship by the decision of the university administration.

7.9. A student who has not completed the programme of pre-diploma practice/research practice prior to the final qualification paper or state attestation, who has received negative feedback on the work or an unsatisfactory grade when passing the credit examination may not be admitted to the final state attestation.

## 8. INTERNSHIP PROGRAM

8.1. internship program is the main methodical document that determines objectives, tasks as well as competences formed as a result of internship, requirements to entrance knowledge of students, content, educational-methodical and logistical support of internship.

8.2 The internship program is developed by the Faculty/Program, considered and approved at the meeting of the Faculty/Program with drawing up the minutes of the meeting, only after agreement with the employers being the base of internship. The list of necessary literature is verified with the availability in the catalogue of Adam University library.

8.3 The program of practice is developed separately for each type of practice, for each year of study.

8.4 The structure and content of the internship program must comply with GOP and State Educational Standard of Higher Professional Education.

8.5 Internship program must be updated annually, updated, and in case of significant changes, the program is revised by the relevant department and undergoes the approval procedure in accordance with the requirements of the university.