

Approved by
Chairman of the Board - Rector
of NPJSC “Zhetysu University
named after I. Zhansugurov”,
Doctor of Geographical Sciences,
Professor



K. Baimyrzayev

2022

RULES
for determining organizations as practice bases and organizing
the activities of a higher school branch
IRD-ZU-09-09

Taldykorgan, 2022

CONTENT

1	Scope	3
2	Regulatory references.....	3
3	Terms and definitions	3
4	Symbols and abbreviations.....	4
5	Responsibility and authority	4
6	Description of the process.....	4

1 SCOPE

1.1 These Rules of the non-profit joint stock company "Zhetysu University named after Ilyas Zhansugurov" (ZU) regulate the organizational and educational, methodological activities of the university to identify organizations as bases of professional practice and organization of the activities of a branch of a higher school aimed at consolidating the results of theoretical training, the acquisition of practical skills and competencies of students.

1.2 These rules are mandatory for all higher schools of the Zhetysu University named after Ilyas Zhansugurov.

2 REGULATORY REFERENCES

These rules use references to the following regulatory documents:

Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III	On Education
Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595	On approval of the Standard Rules of activity of educational organizations of the corresponding types
Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604	On the approval of the state mandatory standards of education at all levels of education
Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011	About the approval of the Rules of the organization of the educational process on credit technology of training
Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137	About the approval of requirements to educational organizations for the provision of distance learning and rules for the organization of the educational process for distance learning
IRD-ZU-09-08	Rules for the organization and conduct of professional practice

3 TERMS AND DEFINITIONS

The following terms and definitions are used in these rules:

Professional practice	a type of educational work aimed at consolidating theoretical and practical knowledge acquired by students in the learning process, acquiring and improving practical skills and abilities in the chosen educational program / specialty, direction
Base of practices	educational organizations providing secondary education, technical and vocational education, post-secondary education; enterprises, institutions, research institutes, own structural units of the university and other organizations declared as a base for conducting practices

4 SYMBOLS AND ABBREVIATIONS

The following abbreviations are used in these rules:

EMDHPE	Educational and Methodical Department of Higher and postgraduate education
MES RK	Ministry of Education and Science of the Republic of Kazakhstan
SGES RK	State General Education standard of the Republic of Kazakhstan
RW	Research work
TS	Teching staff

5 RESPONSIBILITY AND AUTHORITY

5.1 These rules are approved by the Chairman of the Board – Rector of the University.

5.2 The Head of educational programs is responsible for:

- implementation of all organizational measures before the start of professional practice;
- timely informing students about the terms of practice, their distribution to the appropriate databases of practices and the selection of managers from the organization;
- selection of the base of practices, conclusion of appropriate contracts with them;
- establishment of a branch by profile on the basis of an organization (enterprise), conclusion of agreements on the organization and functioning of a branch of a higher school;

6 DESCRIPTION OF THE PROCESS

6.1 The base of practice and the criteria for their selection.

6.1.1 Educational organizations are defined as the basis for the professional practice of students: for bachelor's degree educational programs - organizations providing secondary education, technical and vocational education, post-secondary education, enterprises, institutions, research institutes; for master's and doctoral degree educational programs - organizations providing technical and vocational education, post-secondary education, higher educational institutions, own structural divisions and higher schools of the university, etc. organizations that meet the following criteria:

-the statutory activity corresponds to the profile of training specialists and the requirements of the educational program, having qualified personnel and the material and technical base for the management of professional practice;

- the presence of an official in the staff, who may be charged with the responsibility of general management of the practice in order to ensure a high-quality level of training of future bachelors;

- the availability of optimal conditions that ensure the physical, intellectual and personal development of students, including for students with special educational needs and individual capabilities;- availability of classes with English language of instruction on the basis of practice (if there are multilingual groups at the university);

6.1.2 The organization, which is the base of professional practice, must provide places for students to undergo professional practice in accordance with its program and create safe conditions.

6.1.3 The practice base organization is fully responsible for accidents with students undergoing professional practice.

6.1.4 Professional practice is carried out on the basis of contracts concluded for at least 3 years prior to the start of professional practice by the university with the relevant organizations identified as the base of practice.

6.1.5 The contracts define the obligations and responsibilities of the parties.

6.1.6 The definition of the practice base and the distribution of students is carried out by the graduating educational program.

6.1.7 A mentor is appointed as the head of the practice base. A mentor is a subject teacher, class teacher, educator, curator.

6.1.8 A student from the 1st to the 4th year must complete a professional internship at one school, with one supervisor (mentor - teacher (mentor)).

6.1.9 Functions of the head of the practice base/deputy head/mentor-teacher (mentor):

- organizes and conducts professional practice of students on the basis of the concluded contract;

- Complies with the calendar schedules of internship agreed with universities;

- - conducts mandatory health and safety briefings;

- ensures that students comply with the rules of internal labor regulations;

- meets students on the first day of pedagogical practice, introduces them to

the structure of the school, its tasks and traditions, with the formulation of educational work, the composition of teachers, school documentation, educational and material base, the work of the pedagogical council, methodological associations, the parent committee;

- creates the necessary conditions for students to receive knowledge during the internship, depending on the content of the internship, provides interns with the opportunity to use the material and technical base of the educational institution for their work;
- together with mentors, distributes trainees into classes/groups;
- attends (selectively) lessons and extracurricular activities of interns and takes part in their discussion; participates in the evaluation of their work;
- promotes the conduct of scientific and pedagogical research by trainees;
- is fully responsible for the safety and health of trainees during the period of professional practice;
- timely provides regulated documents for payment for the management of the practice.

Mentor Functions:

- introduces the interns assigned to him with the plan of their educational (educational) work on the subject, conducts open lessons and extracurricular activities, organizes their discussion;
- provides methodological assistance to trainees in planning, preparing and conducting lessons and extracurricular activities on the subject;
- pays special attention to their use of modern forms and methods of teaching;
- assist in the selection of materials in preparation for classes;
- promotes the use by interns of various forms of organization of training sessions (video lessons, seminars, laboratory work, excursions, conferences, etc.), effective teaching methods (business games, reviewing, the use of technical training tools, computers, the Internet, demonstration experiments, etc.);
- before the students conduct classes (events), reviews and signs his synopsis (without a verified and approved synopsis, the student is not allowed before class);
- attends extracurricular and extracurricular events held by students, participates in their discussion;
- provides assistance to students in performing creative independent research work;
- gives a description of the students' activities and an assessment of their educational work;
- participates in the final conference on pedpractices.

6.1.11 Requirements for the mentor from the practice base:

- teaching experience of at least three years;
- is a mentor of a young teacher and/or has a master's degree and/or with the qualification category "teacher moderator", "teacher expert", "teacher researcher", "teacher master" and/or winner and/or laureate of professional pedagogical competitions among teachers and/or heads of prize-winners of regional, republican subject olympiads.
- The mentor from the organization must have a high level of professional training, developed communication skills and flexibility in communication; stable results in work; rich life experience; ability and willingness to share professional experience.

6.2 Higher School Branch

6.2.1 A branch is established on the basis of an Agreement on the organization and functioning of the branch.

6.2.2 The purpose of creating a branch of the higher school is to introduce elements of dual training, strengthen the practical orientation of the educational process, improve the quality of training of qualified specialists, conduct joint research and implement the results of research into production, attract specialists with sufficient practical experience in the field of professional activity to teaching, strengthen the material and technical base of educational and scientific processes.

6.2.3 The Branch is an educational-methodical and scientific structural subdivision of higher schools and carries out educational, educational-methodical and research work.

6.2.4 The Branch is guided in its activities by the normative documents defining the activities of the higher school. The head of the branch of the higher school is responsible for the work of the branch.

6.2.5 The staff of the branch is formed from full-time employees of the university and leading specialists of the organization (enterprise) on the basis of which the branch is organized, without payment.

6.2.6 In their activities, branches can use the educational and laboratory, scientific, information, production and material and technical base of both the university and the organization (enterprise).

6.2.7 The following functions are assigned to the branch of the higher school:

- organization and conduct of training sessions, consultations, independent work of students under the guidance of a teacher;
- organization and conduct of professional practices of students;
- implementation of the management of diploma theses, diploma projects;
- attracting leading specialists of the organization (enterprise) to give lectures to senior students in special disciplines and disciplines of specializations;
- involvement of specialists of the organization (enterprise) in the assessment of students' knowledge, practice reports, in the work of state attestation commissions and reviewing of theses, diploma projects;
- attracting leading specialists of the organization (enterprise) to give lectures to senior students in special disciplines and disciplines of specializations;
- involvement of specialists of the organization (enterprise) in the assessment of students' knowledge, practice reports, in the work of state attestation commissions and reviewing of theses, diploma projects;
- development and coordination of working curricula, working curricula of disciplines and methodological support, taking into account innovations in the company's activities;
- development and coordination of professional practice programs;
- development of methodological guidelines for laboratory and practical classes in production conditions;
- development of educational and methodical literature using materials of organizations (enterprises);
- involvement of specialists of the organization (enterprise) to develop elective courses, topics of theses, diploma projects, taking into account the needs of the enterprise;
- organization of peer review of teaching staff publications by specialists of the enterprise;
- organization of measures to adapt students to specific production conditions.
- organization of research work:
 - organization and conduct of students' research works on the subject of the organization (enterprise) and implementation of their results in practice;
 - organization of scientific seminars, round tables and conferences;
 - involvement of employees of the organization (enterprise) to participate in scientific and practical conferences, development and publication of joint articles.
- provision of additional educational and consulting services to employees of the organization (enterprise).
- development of the educational, laboratory and information base of the branch of the higher school and the higher school (possibly the university) as a whole.