

"Aktobe Regional University named K. Zhubanov" NJSC

APPROVED

Chairman of the Board-Rector of
K. Zhubanov Aktobe Regional University
_____ L.Ch.Karabassova
28.06.2024

**Regulations on the organization and conduct of professional practice, the
identification of organizations as practice bases**

**Publication for official use
Aktobe, 2024**

THIS REGULATION WAS DEVELOPED

Director of the Department of Career
and Professional Guidance

_____ A.Kh.Zhumagaziyev

Based on the decision of the Scientific Council (28.06.2024, protocol №14)

APPROVED AND ENTERED INTO APPLICATION by the Chairman of the Board-Rector
of the Aktope Regional University named after K. Zhubanov.

EXPIRY DATE until replaced

REPLACED VERSION 5.0

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of the K. Zhubanov ARU.

1 SCOPE OF APPLICATION

These Regulations have been developed in accordance with the regulatory legal acts of the Education System of the Republic of Kazakhstan and establish general requirements for the organization of various professional practices and the identification of organizations as a practice base for students of the Aktobe Regional University named after K. Zhubanov.

The rules are applied by deans of faculties, departments, methodologists, practice leaders, base enterprises and practice leaders of enterprises.

Abbreviations found in the rules:

MSHE of RK – Ministry of Science and Higher Education of the Republic of Kazakhstan

EP – educational programs

SEN - special educational needs

FTS – the faculty teaching staffs

SOW - students original work

SRW - student research work

UOW - undergraduates original work

USRW– undergraduates scientific research work

PS - profile subjects

2 NORMATIVE DOCUMENTS

This regulation has been developed in accordance with the following regulatory documents:

2.1 Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III (with amendments and additions dated July 14, 2022 No. 141-VII).

2.2 State General Obligatory Standard of Higher Education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 (as amended by Order No. 2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Science and Higher Education of the Republic of Kazakhstan) dated July 20, 2022).

2.3 Labor Code of the Republic of Kazakhstan No. 414-m dated November 23, 2015 (with amendments and additions as of 04.07.2023 No. 15-VIII).

2.4 Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 (as amended and supplemented by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated August 2, 2023 No. 379).

2.5 Principles of organizing the educational process using credit learning technology. Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20.04.2011 No. 152 (with amendments and additions of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 04.04.2023 No. 145).

2.6 Order No. 125 of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 27.03.2023.

3 GENERAL RULES

3.1. Professional practice is a mandatory form of educational work for students and is aimed at consolidating theoretical knowledge acquired during the educational process at a higher educational institution, mastering practical skills and competencies, as well as mastering best practices.

3.2. Professional practices are included in the relevant modules of the educational program. Moreover, each type of professional practice belongs to different modules.

3.3. The types, terms, scope and content of professional practice are determined by standards, educational work programs and plans.

3.4. The content and professional practice base of the program developed by the university must correspond to the profile of the BU.

3.5. When organizing the educational process, it is allowed to introduce professional practice separately from the academic period and simultaneously with the academic period.

3.6. During the educational process, students undergo various professional experiences in accordance with the academic calendar: educational, pedagogical, industrial, and others.

3.7. The duration of the professional practice is determined in weeks based on the student's Standard working hours during the practice, equal to 30 hours (6 hours per day in a 5-day work week).

3.8. The results of professional practice are taken into account when issuing interim certification conclusions.

3.9. Sending students to all types of internships is formalized by order of the rector of the university, indicating the terms of the internship, the internship base and the internship supervisor.

3.10. Professors, associate professors, and experienced teachers who are well-versed in the specifics of educational programs and the functioning of practice bases are appointed as practice supervisors.

3.11. The internship supervisor organizes the necessary training of students for internship before the start of the internship, conducts consultations in accordance with the internship program, monitors the progress of the internship, checks students' internship reports, submits a written opinion to the department on the internship, and accepts the defense of internship reports.

3.12. Pedagogical practice of master's and doctoral students is carried out with the aim of developing practical skills in teaching and teaching methodology. At the same time, master's and doctoral students are involved in teaching undergraduate and graduate courses at the discretion of the department or are sent to other universities and colleges.

3.13. The educational program of the profile master's degree includes industrial practice in the cycle of profile disciplines (PD). Industrial practice in the PD cycle is carried out with the aim of consolidating the theoretical knowledge gained during the training process, mastering practical skills, competencies and professional experience in the educational program of the master's degree, as well as mastering best practices.

4 PROCEDURE FOR DEFINING AN ORGANIZATION AS A BASE OF PROFESSIONAL PRACTICE

4.1. Organizations whose charter activities correspond to the profile of specialist training and the requirements of the educational program, and have qualified personnel and a material and technical base for conducting professional practice are identified as the basis for conducting professional practice of students.

4.2 Criteria for determining organizations as a base for pedagogical practice:

- the educational organization has been operating for at least three years (excluding new innovative schools);

- the availability of optimal conditions that ensure the physical, intellectual and personal development of students, including those with special educational needs and individual abilities;

- the presence of teachers of the highest and first category, moderator-teachers, expert-teachers, researcher-teachers, master-teachers in the organization;

- the presence of teachers with a high level of professional training and at least 3 years of teaching experience, determined by mentors (mentors). The recommended number of student interns for each mentor of an educational organization is 5-10 people, depending on the type of practice;

4. 3. A bilateral (university-organization) contract on the conduct of professional practice is concluded with the organization determined as the base for professional practice, specifying its type, no later than one month before the start of the practice.

4. 4. The contract defines the duties and responsibilities of the educational institution, enterprise (institution, organization) serving as the basis for professional practice, and students.

4.5. For the purpose of conducting professional practice, the educational institution shall approve a program, calendar schedules, and a schedule of the educational process for professional practice, coordinated with the practice base.

When sent for professional practice, the student is given a referral to the practice, a plan-schedule of professional practice, and a diary-report on the completion of professional practice.

4.6. For each type of professional practice, students are assigned supervisors from the educational institution and the enterprise (institution, organization) - the practice base. If necessary, consultants are assigned.

4. 7. The functions, duties and responsibilities of managers are determined independently by the educational institution and the enterprise (institution, organization) - the practice base by agreement.

4. 8. An organization that is a vocational training base provides places for students to undergo vocational training in accordance with its program and ensures safe working conditions for students in the workplace.

4.9. For students with disabilities, practical training facilities are provided, taking into account their individual needs .

4. 10. Internship base - the organization is fully responsible for accidents that occur with students during their professional internship in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015.

4.11. Pedagogical practice of master's and doctoral students is carried out during the period of theoretical training without interruption from the educational process: in the first or second year of study. Practice is carried out on the basis of the department where the master's degree of the relevant educational program is approved. In this case, master's students may be involved in teaching at the bachelor's level, and doctoral students may be involved in teaching at the bachelor's and master's levels.

4.12. The academic workload of master's and doctoral students consists of the following types of work: preparation and delivery of lectures (doctoral students); seminars; laboratory and practical classes; management of the SSC/SSC, SSC/SSC, participation in the social and educational work of the department, faculty.

4.13. Supervision of the internship is carried out by the teaching staff of the graduate department.

5 DUTIES OF STUDENT INTERNSHIPS DURING THE INTERNSHIP

5.1. Complete the internship program in full, keep an electronic diary of the internship (the diary is kept for 3 years).

5.2. Obey the internal rules of conduct applicable in the relevant practice base.

5.3. Study and strictly observe the rules of labor protection, safety and industrial sanitation.

5.4. Participation in the work of enterprises, organizations, institutions on the instructions of departments in accordance with the agreement on internship between the university and the internship base.

5.5. Submit a written report signed by the head of the internship base on the implementation of all tasks in the prescribed form to the head of the internship, daily.

5.6. Students who have not completed the internship, have not completed the internship program, have received negative feedback on their work, or have received an unsatisfactory grade during the defense of the report, will be re-sent to the internship in the

next academic period, either in parallel with theoretical training or during the summer semester.

5.7. Students who have fully fulfilled all the requirements of the curriculum and educational programs are sent for final state certification.

5.8. During the first week of internship, the master's (doctoral) student:

- attends classes of teachers in their respective subject of the Bachelor's degree who work in the course assigned to this undergraduate student;
- under the guidance of the course leader and teacher, develops a thematic plan for the topic being studied and determines the topics of the test and 2-3 test lessons to be held at the end of the internship;
- plans extracurricular activities for the subject;
- The doctoral student will immediately begin teaching.

5.9. During the period of pedagogical practice, a master's or doctoral student:

- participate in the analysis of at least 5-6 lessons taught by other master's (doctoral) students;
- conducts studies and extracurricular work in his/her subject of the Bachelor's degree in accordance with the designed plan using modern educational technologies;
- organizes extracurricular activities in accordance with the department's educational work plan and participates in the development of collective test activities;
- conducts a socio-psychological analysis of a lecture, seminar, and extracurricular event;
- creates a socio-psychological passport of the student group and a psychological and pedagogical description of the student's personality.

5.10. Based on the results of the pedagogical practice, master's and doctoral students submit a report to the relevant department, which is checked by the head of the practice and defended before a commission established by order of the head of the department.

Account protection results

The assessment is carried out using a differentiated test based on an established letter-based scoring system.

6 PROGRAMS AND BASES OF STUDENT PRACTICE

6.1. Practical training is conducted for all BA students and is organized in the 1st year.

6.2. The graduate department develops internship programs in accordance with the requirements of educational programs and the profile of the BA.

6.3. The purpose of the internship is to familiarize students with the areas of university activity, educational programs implemented by the university, educational programs taught at the OP, and the functions and tasks of future professional activity.

6.4. The bases of training practice are educational institutions, training workshops, laboratories, testing grounds, experimental farms, other educational and auxiliary departments of universities, as well as organizations relevant to future professional activities.

6.5. Based on the results of the internship, students submit a report to the relevant department, which is checked by the head of the department's internship and defended before a commission established by order of the head of the department. The results of the report defense are evaluated by a differentiated test according to the established point-rating letter system of assessment.

7 PEDAGOGICAL PRACTICE PROGRAMS AND BASES

7.1. Pedagogical practice is carried out throughout the entire period of study in each course and includes:

- 1) learning (introduction) practice (2nd semester, 1st year, at least 2 weeks, 60 hours, 2 credits);
- 2) psychological and pedagogical practice (4th semester of the 2nd year, at least 2 weeks, 60 hours, 2 credits);

- 3) pedagogical practice (1st-3rd years, at least 6 weeks, 180 hours, 6 credits);
- 4) industrial and pedagogical practice (7th semester, 4th year, at least 15 weeks, 450 hours, 15 credits).

7.2. The educational areas of the BA undergo pedagogical practice, which is organized after completing the study of a cycle of special disciplines that provide for pedagogical practice or a theoretical course of general education.

7.3. The purpose of pedagogical practice is to consolidate and deepen knowledge in general scientific, cultural studies, psychological and pedagogical, methodological and special disciplines, as well as to form pedagogical skills, abilities and competencies based on theoretical knowledge.

7.4. The main objectives of the experiment are:

- 1) gaining initial experience in teaching;
- 2) mastering teaching and learning methodologies;
- 3) knowledge of the basics of pedagogical skills;
- 4) to teach skills and abilities for independent conduct of educational and teaching work;
- 5) mastering scientific, psychological and pedagogical research skills;
- 6) mastering the methodology of educational work;
- 7) knowledge of innovative teaching technologies;
- 8) implement an individual approach to students during educational and educational work, taking into account their developmental characteristics.

7.5. Internship programs are developed and approved by the graduate or specialized department.

7.6. The internship program should be aimed at developing students' important professional skills and forming key competencies:

- planning, forecasting, and analyzing the main components of the teaching and learning process;
- determine the degree of compliance of the used teaching methods and tools with didactic goals and objectives;
- use various forms and methods of organizing and implementing educational, cognitive, labor, social, environmental, recreational, gaming and other activities of students;
- to implement an individual approach to students during educational and educational work, taking into account their developmental characteristics;
- conducting pedagogical diagnostics of the state of the pedagogical process;
- evaluate the results of students', teachers' and their own activities.

7.7. The guidance of students' pedagogical practice at all stages is carried out by university professors and teachers in collaboration with directors, their deputies for educational work and school subject teachers.

7.8. Bases of pedagogical practice:

- 1) preschool organizations;
- 2) general education organizations (primary, secondary, general and special education);
- 3) technical and vocational education organizations.

7.9. The duration and number of teaching internships are determined by modular educational programs.

7.10. The evaluation of the results of pedagogical practice is carried out by a Commission appointed by the head of the department. The Commission receives all the final documentation of the practice, systematized in 6 sections, called "portfolio of the student-intern". The results of the defense of the report are evaluated by a differentiated test according to the established point-rating letter assessment system.

7.11.1. All types of internships are evaluated by the internship database with 100 points, and by the university department with 100 points. Final grade It is evaluated out of 100 points,

of which 60% is the mark of the practical base and 40% is the mark of the university department for the defense of the report.

Formula: *Final grade* = **GPB** * **0,6** + **GUD** * **0,4**, where GPB is the grade of the practice base; GUD is the grade of the university department.

The internship is evaluated only by the university department.

The evaluation scale and criteria are shown in Appendix 1 and Appendix 2, respectively.

7.11.2. The assessment of the practice base for pedagogical BU should be indicated in the subject teacher's description on a 100-point scale and in the class teacher's description on a 100-point scale. The final assessment of the practice base is obtained from the arithmetic mean of these assessments and is recommended to be indicated in the minutes of the pedagogical council.

7.11.3. For non-pedagogical OBs, the assessment of the internship base should be indicated in the internship supervisor's description on a 100-point scale.

7.12. Faculty internship supervisor:

- provides general guidance to interns;
- organizes and conducts an installation and final conference on the practice;
- checks the documentation of students' reports on their work during the internship and, together with the methodologists of the department participating in the internship, assigns a differentiated assessment for the internship;
- conducts instructional and methodological work with the department's methodologists participating in the practice.

- prepares a report on students' practice.

7.13. The subject methodologist of the department:

- participates in the introductory and final conferences on pedagogical practice, as well as in meetings with the school principal (at the beginning and end of the practice);
- organizes the participation of interns in subject classes and extracurricular activities;
- together with the school principal or his deputies, divides students into classes, approves students' individual work plans, and monitors their implementation;
- provides various lessons and extracurricular activities in the subject, using various methods that activate students' cognitive activity, advises students in preparing for lessons and extracurricular activities in the subject, checks and approves their plans and notes, participates in lessons and extracurricular activities in the subject, analyzes and evaluates them;
- provides scientific and methodological assistance to school teachers in the study and application of new innovative teaching technologies;
- checks the students' accounting documentation and transfers it from the department to the head of the practice;
- After the completion of the pedagogical practice, the methodologist of the BU submits a written report to the teacher responsible for the practice from the department.

7.14. The school principal and his deputy for educational and educational work:

- ensures normal conditions for students to undergo pedagogical practice at school, conducting appropriate conversations with teachers, class teachers and school service personnel;
- introduces all interns to the school, the teaching staff, documentation, educational and production base (cabinets, workshops, library, etc.) and the educational and educational work of the school. Conducts a special conversation with 4th-year students, introducing them to the responsibilities and scope of work of the school director. On the instructions of the director, the head of the educational department and the deputy director for education introduce the students to the nature of their work;
- attends and participates in discussions of interns' classes and extracurricular activities;
- allows students to participate in meetings of the school's pedagogical council, parents' committee, and meetings with the director;

- conducts a consultation at the beginning and end of the pedagogical practice;
- introduces students to the school's educational work plan;
- assists students in planning and conducting mass educational events;
- assists class teachers in organizing and conducting work with student interns;
- Participates in (optional) extracurricular activities conducted by interns and participates in their discussions.

7.15. Subject teacher at school:

- introduces the students assigned to him/her with his/her work plan, conducts open lessons and extracurricular classes on the subject;
- together with the methodologist, distributes topics for subject-specific lessons and extracurricular activities among students;
- advises students in preparation for lessons and extracurricular activities in the subject, checks the notes and plans for upcoming lessons and extracurricular activities, and gives consent to send the student to lessons or extracurricular activities;
- participates in the analysis and evaluation of subject-specific lessons and extracurricular activities conducted by students;
- Involves interns in conducting clubs and additional classes with students, and in creating visual aids;
- participates in pedagogical practice consultations with the school principal at the beginning and end of the internship.

7.16. Homeroom teacher at school:

- helps students become familiar with the class composition, provides an initial description of the class and individual students;
- introduces interns to the educational work plan and establishes a class work plan with students;
- participates in extracurricular activities conducted by students and participates in their discussion and evaluation;
- participates in pedagogical practice consultations with the school principal at the beginning and end of the internship.

7.17 Pedagogical practice of master's students is planned in accordance with the academic calendar of the university. The amount of credits awarded for practice is determined by the modular educational program.

Experience includes:

- 1) mastering empirical knowledge in the field of teaching specialization subjects;
- 2) Development of practical skills for conducting pedagogical work in universities (colleges);
- 3) to familiarize yourself with the main components of the work of a teacher at these educational institutions, the types and rules of maintaining accounting documentation;
- 4) familiarize yourself with the state standard, program and content of the selected academic subject;
- 5) to become familiar with the organization and conduct of all forms of educational classes at a specific educational institution;
- 6) independently prepare lesson plans and abstracts;
- 7) selection and analysis of primary and secondary literature in accordance with the topic and objectives of the planned lessons;
- 8) develop the content of educational material at the current scientific and methodological level;
- 9) Methodologically competent conduct of various training sessions (lectures, practical classes, SIS);
- 10) conducting a scientific and methodological analysis of the lessons held;
- 11) Strengthening independent work and self-education skills.

7.18 Pedagogical practice of doctoral students is planned in accordance with the academic calendar of the university. The amount of credits awarded for practice is determined by modular educational programs.

7.19 Pedagogical practice may be carried out during the period of theoretical training without interrupting the educational process, while master's students may be involved in teaching at the bachelor's level (except for lectures), and doctoral students may be involved in teaching at the bachelor's level (all types of classes) and master's level (except for lectures).

8 INDUSTRIAL PRACTICE PROGRAMS AND BASES

8.1. Industrial practice is carried out in each course throughout the entire period of study and includes:

- 1) study practice (2nd semester, 1st year, at least 1 week, 30 hours, 1 credit);
- 2) industrial practice (4th semester, 2nd year, at least 3 weeks, 90 hours, 3 credits);
- 3) industrial practice (6th semester, 3rd year, at least 5 weeks, 150 hours, 5 credits);
- 4) industrial practice organized after the full completion of theoretical training (8th semester, 4th year, at least 15 weeks, 450 hours, 15 credits).

8.2. The internship program is developed and approved by the graduating department.

8.3. The purpose of industrial practice is to consolidate basic competencies, to develop practical skills and experience of professional activity in the field of vocational education.

8.4. The bases of industrial practice are enterprises (institutions, organizations).

8.5. Based on the results of the industrial practice, students submit a report to the relevant department, which is checked by the practice supervisor and defended before a commission established by order of the head of the department. The results of the report defense are evaluated by a differentiated test according to the established point-rating letter grading system.

8.6. For each educational program of master's and doctoral studies, the graduating departments develop a program for industrial practice.

8.7. Duties of the department practice supervisor:

- familiarization with these Regulations and the program developed by the department;
- ensuring that master's and doctoral students complete internships in accordance with the curriculum and program;
- monitor the timely implementation of the program and individual plans, the preparation of practice reports and the quality of their defense in accordance with the schedule approved by the head of the department;
- is obliged to review the reports of master's and doctoral students on the practice, provide feedback on their work, and submit a written report on the practice to the head of the department, along with comments and suggestions for improving the practical training of master's students.

8.9. Duties of master's and doctoral students:

- The workload of a master's (doctoral) student is not less than 30 hours per week, including pedagogical (auditorium) workload of not less than 10 hours;
- Depending on the type of internship, the master's (doctoral) student submits to the department a diary and a written report signed by the internship supervisor on the completion of all tasks;
- The department offers 2 lectures and 2 practical classes, extracurricular activities with presentations, and 2 video lectures.

9 METHODOLOGICAL SUPPORT OF EXPERIENCES

9.1. The graduate department develops a training and methodological complex for professional practice (TPCC) and practical work curricula (PWC) in accordance with the requirements of regulatory documents, as well as taking into account the nature of the enterprise, institution, organization - the practice base.

9.2. The EOI and the CEC for all types of practice are reviewed at a meeting of the methodological council of the department, faculty and approved by the dean.

9.3 In accordance with the academic calendar, reports for each internship must be submitted by the following deadlines:

- Deadline for submitting contracts is 1 month before the start of the internship;
- The deadline for submitting the minutes of the organizational conference is within 1 week after the start of the internship;
- The deadline for submitting the minutes of the final conference is within 1 week after the end of the internship;
- The deadline for submitting reports based on the results of the internship is within 2 weeks after the end of the internship.

10 MATERIAL PROVISION

10.1. Expenses for professional practice are provided by the university and the organizations that are the practice base.

- The head of the industrial practice is planned at the rate of 1 academic hour per week per student from the base enterprises. The costs of professional practice for students studying on a state order are provided by the university from the funds allocated by the republican executive body in the field of education, and for students studying on a paid basis from the funds received for their education.

10.2. Payment of educational institution employees for the management of pedagogical practice is carried out at the expense of funds (state order and extra-budgetary account) of higher educational institutions provided for professional and pedagogical practice in the following manner:

- For supervising the pedagogical practice of one full-time student:

Table-1

No.	Leaders in the practice base	2 credits (pedagogical presentation practice)	2 credits (psychological and pedagogical practice)	6 credits (pedagogical practice)	15 credits (industrial pedagogical practice)
1.	Subject teacher	1	1	5	15
2.	Homeroom teacher	0.5	1	2	5
3.	Director/ manager	0.5	1	2	2
	ALL :	2	3	9	22

- The distribution of hours is approximate, but in any case it should not exceed the total number of hours for supervising the student's pedagogical practice, i.e. 30 hours over a 4-year period of study.

- If several teachers (teachers) participate in the pedagogical practice of students, then the total amount is divided between them in proportion to the time spent by each within the limits of calculating the hours provided for in paragraph 1.

For supervising the pedagogical practice of one full-time master's / doctoral student:

Table 2

№	Responsible for the practice base	5 credits (pedagogical practice)	10 credits (pedagogical practice)
1	Practice supervisor	5	10

11 Credits for supervising professional practice

Planning of pedagogical workload for methodologists of the department to supervise students' professional practice is carried out in accordance with the "Regulations on time norms of the teaching staff of the Aktobe Regional University named after K. Zhubanov".

AGREED:

Member of the Board for Academic Affairs - Vice-Rector

L.Myasnikova

Rating scale

Evaluation by letter system	Numerical equivalent of points	Percentage	Assessment according to the traditional system
A	4.0	95-100	Very good
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	
C	2.0	65-69	Satisfactory
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	
FX	0.5	25-49	Unsatisfactory
F	0	0-24	

Evaluation criteria

Evaluation	Criteria
A (very good)	<ul style="list-style-type: none"> • Knowledge of the material : The learner demonstrates a full understanding of professional tasks and requirements, and has a deep understanding of the principles, technologies, and methods of their profession. • Analytical and practical skills : Able to systematically analyze complex situations, correctly determine work goals, strategies and methods. Independently find solutions and propose innovative ideas. • Interconnection and examples : Able to draw interdisciplinary parallels and apply knowledge from mixed fields, providing examples based on practice. • Creative thinking : Demonstrates uniqueness in approaches to solving professional tasks and the ability to adapt to new situations.
A- (with a very good minus)	<ul style="list-style-type: none"> • Knowledge of literature and norms : The student knows professional standards and regulatory requirements, can use additional literature and sources. Can analyze tasks, giving examples. • Independence: Makes minor errors that can be corrected independently if necessary. Able to provide reasoned and well-founded conclusions. • Conclusion: Proven and correct, based on practical experience and theory.
B+ (with a good plus)	<ul style="list-style-type: none"> • Understanding the material: The student has mastered the knowledge, but makes some mistakes when using professional terms and tools. After the mentor's advice, he can give the correct answer. • Use of examples: Demonstrates knowledge of common examples from practice, can correctly and fully describe standard situations.

B (good)	<ul style="list-style-type: none"> • Ability to distinguish the main: Able to independently identify the main tasks and key moments when performing professional tasks. • Logic and consistency: Maintains logic and consistency in answers, draws conclusions based on facts and examples, and demonstrates knowledge of internal logic and the basics of the profession. • Application of knowledge: Can apply knowledge in practice, but requires corrective questions from the mentor to reveal the full answer.
B- (with a good minus)	<ul style="list-style-type: none"> • Basic Knowledge: The learner understands the basic requirements and objectives, but does not always cite the main data. Although they understand the basic principles, they have difficulty conducting in-depth analysis. • Correction of errors: Can correct errors after the questions sent by the mentor.
C+ (good with a significant minus)	<ul style="list-style-type: none"> • Partial answer: Knowledge of the material is incomplete, significant deviations from the topic are allowed. The student is unable to independently correct errors in defining key concepts.
C (satisfactory)	<ul style="list-style-type: none"> • Superficial understanding: Unable to fully explain the meaning of professional tasks, makes significant mistakes, and is unable to answer additional questions.
C- (with satisfactory minus)	<ul style="list-style-type: none"> • Insufficient knowledge: Cannot distinguish the main tasks, the meaning of the question is not revealed in the answers. Limited vocabulary and incomplete mastery of the material.
D+ (average)	<ul style="list-style-type: none"> • Poor understanding: Many important facts are missed, conclusions are not drawn. Errors are related to the basics of the profession. Cannot independently identify the main problem without the help of a mentor.
D (below average)	<ul style="list-style-type: none"> • Significant errors: Does not understand the topic, cannot give a coherent answer, makes significant errors in practical aspects. Cannot answer additional questions.
FX (unsatisfied with the possibility of resubmission)	<ul style="list-style-type: none"> • Additional work: The student is given the opportunity to retake the test, and is required to revise the material to receive a satisfactory grade.
F (unsatisfactory)	<ul style="list-style-type: none"> • Complete lack of understanding: Shows inability to complete practical tasks, does not even grasp the basic aspects, and does not understand the tutor's questions.

I have familiarized myself with the Rules for the organization and conduct of professional practice of students:

	Last name, first name	Position	Sign
1			
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