

Aktobe Regional University named after K. Zhubanov

"I approve"

Chairman of the board - Rector of Aktobe
Regional University named after K. Zhubanov

_____ L. Karabasova
" ____ " _____ 2022 year

**PRACTICE OF UNDERGRADUATES AND DOCTORAL STUDENTS AND
SCIENTIFIC
ABOUT THE ORGANIZATION OF THE INTERNSHIP
RULES**

Regulation head of the Department of postgraduate education

N. N. Zhanturina

The Academic Council of Aktobe Regional University named after K. Zhubanov approved the rules approved on August 28, 2020 (Protocol 2, February 25, 2022)

1 Application Area

This regulation establishes general requirements for conducting all types of internships and scientific internships for undergraduates and doctoral students. The regulations are intended for undergraduates, doctoral students, scientific supervisors of undergraduates, doctoral students, heads of departments, employees of the Department of postgraduate education of the Aktobe Regional University named after K. Zhubanov (hereinafter referred to as the University).

2 Reference documents

2.1 law of the Republic of Kazakhstan "on Education", dated 27.06.2007, No. 319-III zrk (as amended from 19.04.2019).

2.2 law of the Republic of Kazakhstan "on Science", dated 18.02.2011, No. 407-IV (as amended from 10.04.2019).

2.3 state compulsory educational standard of all levels of Education, No. 604 of 31.10.2018 (as amended from 05.05.2020).

2.4 rules for the organization of the educational process on credit technology of training, 20.04.2011 G. № 152 (12.10.2018, № 563).

2.5 on approval of the qualification requirements for educational activities and the list of documents confirming their compliance, dated 17.06.2015 No. 391 (as amended from 16.11.2018).

2.6 on approval of the standard rules for the activities of educational organizations of the relevant type and type, 30.10.2018 No. 595.

2.7 Labor Code of the Republic of Kazakhstan, 23.11.2015. No. 414-V. (as amended from 01.01.2019)

3 General Provisions

The educational program of scientific and pedagogical master's and doctoral studies includes two types of practice, which are carried out either in parallel with theoretical training or at a separate stage:

- 1) in pedagogical universities of the EP cycle;
- 2) research practice in the KP cycle – conducted at the place of execution of the dissertation.

3.1 pedagogical practice of undergraduates and doctoral students is carried out in order to form practical skills of teaching and teaching methods. At the same time, undergraduates and doctoral students are involved in conducting classes in Bachelor's and master's degrees at the discretion of the departments.

3.2. research practice of undergraduates and doctoral students is conducted in order to get acquainted with new theoretical, methodological and technological achievements of domestic and foreign Science, modern methods of scientific research, processing and interpretation of experimental data.

3.3 the educational program of the Specialized Master's program includes industrial practice in the cycle of professionalization disciplines (KP). Industrial practice in the KP cycle is carried out in order to consolidate the theoretical knowledge gained in the educational process, acquire practical skills, competencies and experience of professional activity in the educational program of the master's program, as well as to master the best practices.

3.4. within the framework of the research (experimental research) work of the Master's student, the individual work plan of the master's Student provides for the mandatory passage of scientific internships in scientific organizations and (or) organizations in the relevant industry or fields of activity in order to get acquainted with innovative technologies and new types of production.

3.5 within the framework of the research work of the doctoral student, the individual plan of the doctoral student provides for mandatory scientific internships in scientific organizations and (or) in the relevant fields or fields of activity, including abroad, in order to get acquainted with innovative technologies and new types of production.

3.6 scientific internship is carried out in partner universities, scientific organizations and/or organizations of the relevant industries or fields of activity within the framework of a cooperation agreement (memorandum).

3.7 the place of scientific internship must correspond to the scientific direction of the educational program and the topic of the dissertation.

3.8 the place of internship of undergraduates is determined by the department and issued by order.

4. CONTENT OF SCIENTIFIC INTERNSHIPS, PEDAGOGICAL, RESEARCH AND PRODUCTION PRACTICES

4.1 the content of research/production practice and scientific internship is determined by the topic of the dissertation research.

4.2 content of pedagogical practice:

Dating:

- organization and tasks of the educational process at the faculty where the master's student, doctoral student is practicing (interview with the dean or Deputy Dean, head); familiarization with the characteristics of the faculty and department with the participation of students);
- planning and organization of educational work at the faculty.

Research:

- educational and methodological documentation at the faculty (working training programs in the discipline of its own educational program, modular educational program, etc.);
- methodological practice, the system of the study group and the implementation of uniform requirements for students.

Development:

- lecture notes, practical, seminar, laboratory classes on the subject of your EP;
- didactic materials and visual aids on the lessons conducted;
- scenarios of extracurricular events in the discipline (conferences, business Games, briefings, KVN, round tables, etc.);
- Scenarios of social and educational events in accordance with the plan of the Department of psychology and pedagogy and the faculty.

5. ORGANIZATION AND CONDUCT OF PEDAGOGICAL, RESEARCH AND PRODUCTION PRACTICES AND SCIENTIFIC INTERNSHIPS

5.1 pedagogical practice of undergraduates 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. The practice is held on the basis of the department, where the master's student of the relevant educational program of Aktobe Regional University named after K. Zhubanov is approved. At the same time, undergraduates may be involved in conducting classes in The Bachelor's degree, doctoral students in The Bachelor's degree and master's degree. For pedagogical practice of undergraduates, 5 credits or 5 weeks are planned, for doctoral students – 10 credits or 10 weeks.

5.1.1.the academic load of undergraduates and doctoral students consists of the following types of work: development and conduct of lectures; seminar classes; laboratory-practical;

management of SRS, SRS, SRS, SRS (for doctoral students), participation in public and educational work of the department, faculty.

5.1.2.the practice is headed by the heads of the graduating departments.

5.1.3. master's student (doctoral student)in the first week of practice:

- participates in the lessons of teachers in the discipline of their EP in the course assigned to this master's student (doctoral student);
- under the guidance of the supervisor and teacher conducting the course, develops a thematic plan on the topic being studied and sets the topics of 2-3 trial lessons held at the end of the practice;
- plans extracurricular activities in the subject;
- the test sets the topic of the educational event (can be collective);
- the doctoral student immediately begins to conduct classes.

5.1.4 master's student, doctoral student during the period of pedagogical practice:

- participate in the analysis of at least 5-6 lessons conducted by other undergraduates (doctoral students) ;
- conducts educational and extracurricular work on the subject of its EP in accordance with the projected plan using modern teaching technologies (heuristic, etc.);
- organizes an extracurricular event in accordance with the plan of educational work of the department and participates in the development of a collective test event;
- conducts a socio-psychological analysis of lectures, seminars and extracurricular activities;
- draws up a socio-psychological passport of the student group and a psychological and pedagogical description of the student's personality.

5.1.5.based on the results of pedagogical practice, undergraduates and doctoral students report to the relevant department, which is checked by the head of practice and defended before the commission established by order of the head of the Department. The results of the report protection are evaluated by a differentiated test according to the established point-rating letter system of assessment.

5.2.the term of scientific internship in the Master's program must be at least 2 weeks.

5.2.1.before the start of the academic year, the Department draws up a plan for internships and scientific internships, indicating the heads responsible for internships and scientific internships.

5.2.2 duties of the head of practice:

- introduction to this regulation
- ensuring the practical training of undergraduates (doctoral students) in accordance with the curriculum and program;

- timely implementation of the program and individual plans in accordance with the schedule approved by the head of the Department, preparation of practice reports and quality control of their protection;

- review the reports of undergraduates (doctoral students) on the practice, give feedback on their work and submit to the head of the department a written report on the practice with comments and suggestions for improving the practical training of undergraduates (doctoral students). According to the results of pedagogical practice for all undergraduates (doctoral students)

the final report is submitted by the head of the department to the Department of postgraduate education.

5.2.3. responsibilities of the Master's and doctoral student:

- Each master's student (doctoral student), depending on the type of practice and scientific internship, submits to the department and the Department of postgraduate education a diary on the implementation of all tasks signed by the head of the practice and a written report in the prescribed form (appendix 1,2,3,4,5).

- the master's student offers the Department 2 lectures and 2 practical classes, extracurricular activities with presentations and 2 video lectures.

- the doctoral student offers 5 lectures and 5 practical classes with video lectures and presentations to the relevant department.

- a master's student (doctoral student) who has not completed the internship program in full, received a negative review of his work or received an unsatisfactory assessment during the defense of the report is left for a retraining course;

- submission of a report on a scientific internship to the accounting department of the university within 3 days after arrival;

- within 3 days after arrival, submit a report and a document (certificate) confirming the completion of the internship.

5.3 scientific internship of doctoral students takes place in the organization of a foreign supervisor or at a university that is included in the top 500 of the general rating QS University Ranking.

5.3.1 for a foreign scientific internship of a doctoral student studying under the state order, a reporting cost rate of up to 1,000,000 tenge is allocated.

5.3.2 600,000 tenge will be allocated for scientific internships for doctoral students studying on a paid basis.

5.3.3 doctoral students studying at the University on a paid basis go for a scientific internship at their own expense.

5.3.4 the shortest period for foreign scientific internships of doctoral students is 1 month.

5.3.5 for foreign internships, the doctoral student submits to the University

- a copy from the meeting of the department, where the foreign internship Plan, place and period of the internship are considered;

- foreign internship plan (Appendix 6);

- invitation from the receiving party.

5.3.6 after the internship, the doctoral student is recommended by the University

- on the letterhead from the host organization, the opinion of the supervisor or the head of the internship or a certificate of passing a foreign internship;

- report on the work done as a result of the internship.

5.4 the program of research practice depends on the topic of scientific research of the master's and doctoral student.

5.5.the program of industrial practice depends on the topic of scientific research of the master's and doctoral student.

5.6 the term of study in the profile master's program is planned to be 1 year and 1.5 years of industrial practice in the amount of 15 credits.

Vice-rector for Academic Affairs L.Myasnikova

Aktobe Regional University named after K. Zhubanov

Department _____

_____ master's student (doctoral student) of the educational
program) _____ on pedagogical practice

Diary

_____ course (_____ semester)

Aktobe 20 __ __ year

Diary

_____ master's student (doctoral student) of the course

Last name _____

Name _____ patronymic _____

Practice on the basis of K. Zhubanov AUU

Calendar terms of practice:

According to the curriculum: beginning: _____ end: _____

Head of practice at the Department:

Department: _____

Last name: _____

Name, patronymic: _____

Position: _____

Types of work done on the day number of hours leading name and signature

Notes:

Head: _____