MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE KYRGYZ REPUBLIC

"B. Osmonov Jalal-Abad State University" Scientific Educational Production Complex

Reviewed by the Academic Council of JASU named after B. Osmonov and recommended for approval
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APPROVED
Rector of JASU named after B. Osmonov, Doctor of Technical Sciences, Professor
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"10" 09 2026

REGULATIONS ON THE PROCEDURE FOR ORGANIZING STUDENTS' INDUSTRIAL PRACTICE

Manas – 2026

1. GENERAL PROVISIONS

1.1. These Regulations have been developed and amended on the basis of the following regulatory documents:

- The Law of the Kyrgyz Republic “On Education”;
- State educational standards for higher professional education;
- The Labour Code of the Kyrgyz Republic;
- Regulations on workplace-based learning in vocational education organizations of the Kyrgyz Republic, approved by Resolution No. 383 of the Cabinet of Ministers of the Kyrgyz Republic dated 12 July 2024;
- the new edition of the regulations concerning the final state attestation of graduates of higher and secondary vocational education organizations, approved by Resolution No. 420 of the Cabinet of Ministers of the Kyrgyz Republic dated 15 June 2026;
- internal regulatory legal documents of B. Osmonov Jalal-Abad State University (JASU), the University Charter, internal rules, and other documents.

1.2. These Regulations govern the organization and delivery of all types of student practice across all fields of study and specialties, as well as all forms of education.

1.3. Industrial practice is an integral part of professional education programmes and is intended to prepare qualified specialists in accordance with state-standard requirements.

1.4. The timing of each type of practice is determined by the curriculum, taking into account the specific features of the specialty. The practice programme is developed by the graduating department on the basis of the State Standard for Higher Professional Education of the Kyrgyz Republic and approved by the Industrial Practice Department.

1.5. Where necessary, foreign students may undertake practice in their home countries during holidays, subject to a decision of the University Academic Council. In such cases, submission of the practice report may be postponed until the beginning of the following semester. Transfer from one year of study to the next is determined by the results in the remaining disciplines.

2. TYPES OF PRACTICE AND PLACEMENT BASES

2.1. Types of practice for students in teacher-training programmes:

- Adaptation and Pedagogical Practice (APP);
- Basic Professional Practice (BPP);
- Professional Profile Practice (PPP);
- Professional Internship (PI).

2.2. Types of practice for students in non-teaching programmes:

- Educational Practice (EP);
- Industrial Practice (IP);

- Pre-qualification Practice (PQP);
- Professional Internship (PI).

2.3. Depending on their specialty, JASU students undertake practice under agreements at production facilities and enterprises in the Kyrgyz Republic or abroad, as well as in healthcare, agriculture, education and other institutions.

2.4. If a student intern (one or two students only) must undertake practice at an institution with which no agreement has been concluded, a letter of request is required.

2.5. Students undertaking industrial practice outside the Kyrgyz Republic must meet the following requirements:

2.5.1. An agreement or a letter of request must be obtained from the institution in the host country where the practice will take place.

2.5.2. A document confirming the student intern's ability to undertake practice abroad and a copy of the decision discussed at a meeting of the department or unit must be attached.

2.5.3. A part-time student who is employed may undertake practice at their place of employment. If unemployed, the student may undertake practice at an appropriate institution in their place of residence, subject to the available conditions.

2.5.4. If more than two or three interns (except in teacher-training programmes) are assigned to an institution, a letter of consent from its head is required.

2.5.5. Interns may be assigned to institutions whose activities are associated with the University only for educational practice. Industrial and state practices are not permitted there.

3. OBJECTIVES AND TASKS OF PRACTICE FOR STUDENTS IN TEACHER-TRAINING PROGRAMMES

3.1. Adaptation and Pedagogical Practice (APP)

Adaptation and pedagogical practice is the students' first practical placement. Its main objectives are:

1. To become familiar with the educational and upbringing process.

2. To observe the organization of educational activities at school and outside the classroom.

3. To acquire initial practical skills in educational work at educational institutions (kindergartens, schools, colleges, etc.); to prepare for class-teacher responsibilities and pay attention to educating pupils alongside teaching, taking their psychology into account.

4. To attend lessons taught by other teachers (at least 10 lessons during the practice) and learn how to observe lessons.

At the end of the practice, the student's submitted report and the practice supervisor's assessment are reviewed and a grade is assigned.

The student must prepare the following documents for the report:

- Practice diary;
- Character reference;
- A written report on the work completed in accordance with the student's roadmap (5–10 pages);
- Lesson-observation forms (10 lessons).

3.2. Basic Professional Practice (BPP)
The objectives of basic professional practice are:

1. To master methods of organizing teaching and educational work in the classroom.

2. To become familiar with the operation of the educational institution, teaching methods and lesson content.

3. To learn how to prepare a club plan and organize its activities.

4. To observe practical organization of extracurricular activities and subject-related events.

5. To learn to write scripts for educational and extracurricular activities.

6. To understand the overall situation of pupils in the class and learn to conduct individual educational work with particular pupils.

7. To develop the ability to teach lessons.

8. To attend at least 20 lessons taught by other teachers and complete the prescribed lesson-observation form.

At the end of the practice, students submit a detailed report on the work completed. The practice supervisor's assessment is heard and a grade is assigned.

The report must include:

- A written report on work completed in accordance with the student's roadmap (7–15 pages);
- Character references for two pupils in relation to class-teacher work, and a general description of the class;
- Plans for class hours and documents concerning educational activities conducted by the student (class meetings, parent meetings, etc.);
- A calendar-thematic plan for the class taught;
- Lesson plans/notes for lessons delivered;
- Information on extracurricular work conducted (classroom, club, subject event, etc.);
- Lesson-observation forms (20 lessons);
- The grade and character reference issued to the intern by the host institution.

3.3. Professional Profile Pedagogical Practice

Students teach lessons as teachers in primary, middle and upper grades. The content of Professional Profile Pedagogical Practice (PPPP) must correspond to the student's profile training.

A research project completed by the student forms part of pedagogical practice. It enables students to develop research programmes and:

- study scientific and pedagogical literature, information, and domestic and international achievements in education and science;
- participate in research studies or projects;
- collect, process and analyse information and materials, and systematize scientific and pedagogical information on the assigned qualification topic;
- prepare a presentation for a conference on the practice report.

Professional Profile Pedagogical Practice (advanced pedagogical practice) is the logically concluding stage of a student intern's pedagogical practice.

Tasks of professional profile practice:

1. Assess the state of the pedagogical process in the class: (a) consider the teaching and educational process as an integral part of professional profile practice; (b) independently carry out teaching and educational activities.

2. Apply a set of psychological and diagnostic methods when studying the main characteristics of the pedagogical process.

3. Develop professional pedagogical competencies, including the knowledge and skills required to perform subject-teacher and class-teacher functions and organize pedagogical communication.

4. Implement an expanded plan for professional and personal self-development.

The objectives, individual assignments, programme and reporting formats for each type of practice are determined by the higher education institution. The same reporting requirements apply as for Basic Professional Practice.

3.4. Professional Internship (PI)

The professional internship is a continuation of Professional Profile Practice and is conducted at relevant institutions as the final stage of all practice placements.

The final internship report is one of the assessments submitted in place of the final qualification work during state attestation. At the student's choice and in accordance with the relevant regulations, the final report may describe the development of a business plan, start-up project, applied project or another outcome intended for practical use and/or possible commercial sale. It must also demonstrate and describe the practical skills acquired during the internship.

The final report is assessed during state attestation. The procedure for submitting a final report demonstrating the practical skills acquired during the internship is governed by a separate regulation.

4. OBJECTIVES AND TASKS OF PRACTICE FOR STUDENTS IN NON-TEACHING PROGRAMMES

4.1. Educational Practice

Objective:

- To learn types and methods of work, acquire various skills necessary for professional development, consolidate theoretical knowledge and develop an orientation towards research.

Tasks:

- to familiarize students with the structure of production enterprises and institutions relevant to their specialty;
- to introduce the economics of production, equipment and the fundamentals of technological processes;
- to teach research methods and observe the proper, scientifically grounded organization of work in a team;
- to develop careful attitudes towards the environment, compliance with technical safety rules and daily internal workplace regulations, and economical use of electricity and other resources;
- to collect relevant materials in accordance with the practice programme and prepare the report.

At the end of the practice, students must submit a report consisting of: (a) a diary completed in accordance with requirements; and (b) a written report of 7–10 pages describing what the student learned and observed, in accordance with the student's roadmap. After completing the practice, the student submits to the supervisor the relevant documents specified in the educational practice work programme.

4.2. Industrial Practice

Objectives:

- to consolidate and deepen theoretical knowledge acquired in general professional and specialized disciplines;
- to study the production and economic activities of the host enterprise, equipment, computing technology, monitoring and measuring instruments, tools, and new technologies used in production;
- to learn the rules for equipment repair, installation and operation;
- to gain practical experience in independently performing engineering work.

Tasks:

- to develop professional skills and experience related to the specialty;

- to acquire practical organizational, managerial, analytical, design, research and other skills related to the specialty;
- to fully complete the assignments issued by the department and meet the requirements of the work programme.

During practice, the student works on areas related to their specialty, including the history, economics and technology of the host institution; production management structure; product quality and standardization; occupational safety and measures to improve productivity and efficiency; production automation; healthcare and other relevant areas.

Within one week after the practice ends, the student submits to the supervisor the diary and a written report of 10–12 pages in accordance with the student's roadmap. The report content must be specified in the work programme. The character reference issued by the host institution is also taken into account when grading the report.

The practice result is finalized by a departmental decision after points are calculated and converted into a grade.

4.3. Pre-qualification Practice

This practice is the final stage of specialist training and is undertaken only after students have fully mastered the theoretical and practical courses before beginning their qualification work.

Main objectives:

- to consolidate and deepen theoretical knowledge acquired in the chosen specialty;
- to acquire practical skills and abilities in the specialty.

Tasks:

- to complete the department's assignment and collect materials required for the qualification work;
- to systematize, consolidate and expand theoretical and practical knowledge in the specialty and apply it to solving specific problems;
- to determine readiness for independent work under modern conditions.

Within one week after the practice ends, the student submits a diary and a written report of 15–17 pages to the supervisor. The report content must be specified in the work programme. Unlike the industrial practice report, it must also contain materials collected in relation to the qualification-work topic.

The host institution's character reference is taken into account when grading. The student presents the report to a commission established by the department. The result is finalized by a departmental decision after points are calculated and converted into a grade.

4.4. Professional Internship

The professional internship continues the pre-qualification practice and is conducted at relevant institutions as the concluding stage of all practice placements. The final internship report is one of the assessments submitted in place of the final qualification work during state attestation.

At the student's choice and in accordance with the applicable regulation, the final report may present a business plan, start-up project, applied project or another outcome intended for practical use and/or possible commercial sale, and demonstrate the practical skills developed during the internship.

The final report is assessed during state attestation. The procedure for submitting a report reflecting practical skills acquired during the internship is established by a separate regulation.

5. ORGANIZATION AND SUPERVISION OF PRACTICE

All stages of educational and industrial practice must be organized in accordance with the requirements for training young specialists and must ensure the continuous and consistent development of students' professional qualities. The scope and content of each stage are determined only within the relevant work programme.

Overall supervision of student practice is exercised by the Vice-Rector for Academic Affairs. The University Industrial Practice Department oversees the organization, delivery and completion of all types of practice.

5.1. Main duties of the Industrial Practice Department

5.1.1. The Head of the Department oversees the organization and completion of University practice in accordance with curricula and the academic calendar.

5.1.2. Coordinates the allocation of practice hours and quality of practice with supervisors at the University and placement institutions, and directs their work.

5.1.3. Monitors the work of supervisors assigned by departments and host institutions and, where appropriate, recommends administrative measures.

5.1.4. Participates in all practice-related conferences held by institutes, departments and colleges.

5.1.5. Monitors the quantity and quality of students' reporting documents, objectivity of final grades, and timely and accurate completion of departmental and dean's-office records.

5.1.6. Checks documents related to payment for supervisors appointed by host enterprises.

5.1.7. Monitors the correct calculation and allocation of hours assigned for practice.

5.1.8. Ensures that orders assigning students to practice are prepared on time in accordance with curricula and schedules.

5.1.9. Coordinates departmental work on practice, analyses and approves practice work programmes and individual assignments.

5.1.10. At the end of the academic year, obtains reports from department heads and college practice supervisors, consolidates them and reports to the University Academic Council with specific recommendations.

5.2. Duties of the Director of an Institute or College

5.2.1. Ensures planning, delivery and evaluation of practice at the institute, including agreements with placement bases, timely clarification of cost estimates, quality and timeliness of practice, and completion of assigned hours.

5.2.2. Prepares the schedule for practice at the institute.

5.2.3. Reviews the work of departments responsible for specialist training at institute meetings, hears their reports and adopts specific decisions.

5.2.4. Ensures that practice documentation (examination sheets, entry of student grades in AVN, practice attendance/record journals, point journals and grade books) is completed accurately and on time.

5.2.5. Clarifies the list of students assigned to practice and addresses reasons for missed or delayed practice. Where a valid reason exists, and with the Practice Department's approval, submits a request for an order allowing the student to complete practice outside class time.

5.2.6. Periodically visits placement institutions to check the quality of student practice.

5.2.7. Oversees practice activities at the institute, attends practice conferences and hears supervisors' reports.

5.2.8. Evaluates the results of industrial practice in the institute's annual report.

5.3. Duties of the Head of the Graduating Department

Methodological and organizational supervision of student practice is assigned directly to the department responsible for specialist training. The department prepares the relevant documents and ensures implementation of practice work programmes. The Head of Department, together with specialist instructors:

5.3.1. One month before practice begins, identifies the enterprises and institutions where students will be placed and discusses the practice programme, organization and delivery with them.

5.3.2. Prepares a notice/order request assigning students to practice one week before it begins.

5.3.3. Checks students' practice documents and feedback provided by assigned supervisors and discusses the results at a department meeting.

5.3.4. Organizes pre-practice and final conferences.

5.3.5. Appoints experienced full-time instructors whose specialties match the students' fields to supervise practice and systematically monitors their work. Part-time/adjunct instructors are not assigned practice supervision.

5.3.6. Is responsible for the correct calculation of practice hours in accordance with the curriculum and applicable standards.

5.3.7. Forms a commission of competent instructors in the relevant specialty to review students' practice reports.

5.3.8. Monitors supervisors appointed by host enterprises and prepares the relevant payment documents.

5.3.9. Prepares the department's annual report on practice and submits it to the Industrial Practice Department according to the established schedule.

5.3.10. Discusses and approves methodological guidance for students, instructors and workplace supervisors to improve the quality of industrial practice.

5.3.11. Develops, discusses and approves the roadmap for students assigned to practice.

5.3.12. Sends a request to the Industrial Practice Department to arrange the entry of interns' final scores into AVN according to a schedule.

5.4. Duties of the Instructor Supervising Practice

The Head of Department appoints an experienced instructor from the department whose specialty matches the practice area to supervise students directly. The instructor is allocated the appropriate hours in accordance with the curriculum. Main duties:

5.4.1. Carries out all organizational work related to assigning and placing students at practice sites.

5.4.2. Develops and approves the practice work programme and organizes workplace-based learning.

5.4.3. Is responsible for full implementation of the practice programme, its timely and high-quality delivery, and students' work discipline.

5.4.4. Approves student interns' work plans and monitors their implementation.

5.4.5. Organizes instruction on production management systems and enterprise economics (for non-teaching fields).

5.4.6. Visits students' placement sites during the allocated hours, assists students and monitors compliance with technical safety rules.

5.4.7. Supervises the practice process and summarizes its results.

5.4.8. Supervises students' research work and completion of individual assignments during pre-qualification practice.

5.4.9. Monitors interns' compliance with the host institution's internal labour rules and reports violations to the Head of Department, Dean and University administration.

5.4.10. Participates in the commission's work and the conference summarizing the practice.

5.4.11. Checks students' practice documents, assesses them together with the commission, and submits the student's report and the supervisor's own final practice report to the Head of Department.

5.4.12. Ensures that the submitted report meets the requirements and bears direct responsibility for this.

5.4.13. Enters the intern's report grade into AVN and monitors timely grading.

5.4.14. Monitors and checks online the progress of practice postponed to students' holiday period and determines the results.

5.5. Duties of the Teacher-Psychologist Supervising Students

5.5.1. During practice, familiarizes students with the teacher-psychologist's goals, tasks, main areas of work, forms and methods, and organizes work accordingly.

5.5.2. Develops a roadmap based on the work programme and familiarizes interns with it.

5.5.3. Introduces students to the content of the school teaching and educational process and the specific features of its organization.

5.5.4. Develops the ability to apply pedagogical and psychological knowledge when conducting lessons, extracurricular periods and activities, and using various teaching formats.

5.5.5. Directly participates in assessing the student intern's report; as with other supervisors, the teacher-psychologist's decision must carry weight in evaluating the report.

5.6. Duties of a Supervisor When Students Undertake Practice Individually

5.6.1. Before practice begins, explains its objectives and content and provides the student with the necessary instructions.

5.6.2. Assigns individual tasks and provides guidance on their completion in accordance with the practice work programme.

5.6.3. During practice, visits the student's placement, helps resolve problems and provides methodological assistance.

5.6.4. After practice, checks the documents specified in the work programme and the quality of individual assignments, and evaluates the practice results.

5.7. Organization and Supervision of Practice at Workplaces (Schools and Enterprises)

Under the concluded agreement, responsibility for organizing practice at enterprises and institutions rests with the head of the relevant production facility, institution or enterprise.

Overall supervision is assigned by an order of the host organization to one of its managers or a highly qualified specialist. For practice in a workshop, department, laboratory, workshop facility, farm or similar unit, a highly qualified specialist in that field is appointed as the direct supervisor by order. For teacher-training students, an experienced teacher in the relevant specialty is appointed and class-teacher duties are assigned.

5.8. Requirements for Sites Hosting Any Type of Practice

Educational institutions, non-teaching organizations and institutions, archives and museums are required to:

5.8.1. Provide practice placements for JASU students.

5.8.2. Provide workplaces that ensure the most effective practice in accordance with the curriculum.

5.8.3. Appoint highly qualified and experienced specialists from the host organization as supervisors of JASU students.

5.8.4. Create the conditions necessary for students to complete the practice programme.

5.8.5. Ensure safe working conditions for students at every workplace.

5.8.6. Provide students with mandatory instruction in occupational health and safety, technical safety and fire safety.

5.8.7. Allow JASU students and their supervisors access to offices, libraries, technical, economic and other documents of the host organization to enable successful completion of educational, industrial and pre-qualification practice programmes and individual assignments.

5.8.8. Inform supervisors appointed by JASU and the head of the placement site if students violate labour discipline or internal rules.

5.8.9. At the end of practice, provide each student with a character reference reflecting the quality of the report prepared.

5.9. Duties of the Workplace Industrial Practice Supervisor

The supervisor must be a highly qualified and well-informed employee whose specialty corresponds to the student's future profession. By order of the host organization's head, the supervisor is responsible for fully organizing student practice. The supervisor shall also:

- organize and conduct student practice in accordance with these Regulations and the practice programme;
- select experienced specialists from the host organization to provide direct supervision;
- for teacher-training placements, ensure that the selected workplace supervisor has at least five years of total professional experience;
- coordinate matters concerning student interns with the practice supervisor assigned by the department;
- ensure quality instruction on technological safety rules at the workplace;
- provide interns with access to available technical, medical, agricultural, economic and other literature at the institution;
- permit the collection of materials needed for qualification papers.

5.10. Duties of the Immediate Workplace Supervisor

A highly qualified specialist from the relevant educational institution, workshop, laboratory, department or other unit is appointed by order to supervise students practicing in that area. The main duties are to:

- organize the assigned students' practice in accordance with requirements;
- introduce students to production activities at their assigned workplaces, their specific features, technological process management systems, equipment, technical facilities, production economics, occupational safety and related matters;
- continuously monitor the intern's work at the institution and advise on completion of assignments;
- regularly check the student's practice documents; at the end of practice, prepare a character reference, assess the intern's work, submit recommendations for improving practice quality and provide a report.

5.11. Duties of the Student Intern

5.11.1. Complete fully and on time the tasks specified in the practice programme and assigned by the department.

5.11.2. Observe labour discipline and comply with the internal rules of the host enterprise or institution.

5.11.3. Study and comply with occupational health and safety, technical safety and industrial sanitation rules.

5.11.4. Follow instructions from the supervisor appointed by the host organization.

5.11.5. Keep a diary regularly and use it as the basis for the report.

5.11.6. Prepare practice documents in accordance with the requirements of the work programme and present the report to a specially appointed commission.

5.11.7. If the commission finds the practice report "unsatisfactory," the student is considered not to have completed the curriculum and is expelled from the educational institution.

5.11.8. If the student is unable to continue practice for any reason, they must inform the department-appointed supervisor, Head of Department and Dean within three days.

5.11.9. On the basis of documents confirming a valid reason, the student may complete practice again outside class time by order in order to fulfil the curriculum. This option is available only to a student who has one credit remaining.

5.11.10. If a student does not attend the placement specified in the order and submits documents from a different, independently selected placement, the report will not be accepted.

5.11.11. If a student cannot attend the placement specified in the order and it must be changed (or the conditions at the placement are unsuitable), the assignment must be changed by amending the order within two days after practice begins.

5.11.12. Only in exceptional cases, with the consent of the Industrial Practice Department, Head of Department and practice supervisor, may the Rector of JASU issue an order permitting practice to be repeated outside class time or during holidays; otherwise, the question of expulsion may be raised.

5.11.13. A student who fails to undertake scheduled practice without a valid reason remains in academic debt and is expelled from the educational institution.

5.11.14. Questions arising during practice may be addressed to the Head of Department, Dean, University Industrial Practice Department or administration of the host institution.

5.11.15. A student with a disability may choose a practice site that is suitable for their needs.

5.11.16. A foreign student undertaking practice during holidays may request online methodological assistance and ask practice-related questions of the supervisor appointed by the department.

6. REPORTING BY STUDENT INTERNS

6.1. After completing practice, the student intern prepares a detailed written report on the course of practice based on the diary (Appendix 1). The report must correspond to the practice programme developed by the relevant department. The student submits all practice-related documents to the supervisor appointed by the department. The report must include:

- work performed by the student during practice in accordance with the programme;
- a brief history and description of the enterprise or institution;
- application in practice of theoretical knowledge acquired at the educational institution.

6.2. In addition to the report and diary, the student submits a character reference issued and certified by the host enterprise/institution, as well as materials related to individual assignments issued by the department.

6.3. Within one week after practice ends, the grade for the student’s report must be entered into AVN (after the final conference).

6.4. If a student attended practice but is absent when the report is due (reports are submitted during the final conference), the report is not assessed and no grade is entered into AVN. By presenting documents confirming the reason for absence, the student may obtain permission from the Industrial Practice Department to submit the report within one week after the final conference. If the student fails to submit within that period, a second opportunity under the same conditions may be granted for another week on the basis of supporting documents. Failure to submit during the second opportunity results in expulsion.

6.4.1. If submission of a practice report is postponed for a valid reason, whether for a group or an individual, the reason must be considered and recorded in the minutes of a department or unit meeting, and a new submission date must be set within the relevant semester.

6.4.2. If a student must undertake practice at a distant location (more than 40 km) for a valid reason, the practice supervisor may communicate with the student online. The hours allocated to the supervisor are verified through supporting documents when the report is reviewed.

6.5. If a student has not completed practice because of transfer, reinstatement or other valid reasons, the Head of Department submits a notice to the Vice-Rector for Academic Affairs based on supporting documents. The student then completes practice individually outside class time and submits a report.

6.6. A student with an academic debt in a discipline related to the practice is not sent to practice according to the academic schedule.

6.7. Student practice is monitored by supervisors appointed by the department and the host organization.

6.8. The results of the intern's work are reviewed and assessed by a special commission established by the department. The commission consists of the Head of Department, the student's practice supervisor, lecturers of the department, and representatives of the Dean's Office and the Practice Department.

When assessing the student's work, the commission takes into account the professional quality of the reporting documents, the character reference issued by the host organization, and the student's work and performance discipline. The commission's grade is decisive, is approved at the conference and announced to students. Practice results are reviewed at a department meeting; the practice supervisor writes a conclusion at the end of the diary, which is certified by the Head of Department.

The same requirements apply to students who did not attend practice. A grade is assigned at the end of practice.

6.9. The grade for practice has the same status as grades for theoretical instruction and is taken into account when calculating overall academic performance and determining scholarship eligibility.

6.10. Assessment during the practice period: 0–45 points. Reporting: 0–45 points. Outstanding performance indicators: 0–55 points. Total: 100 points.

6.11. The department may adapt the assessment criteria below to the specific features of each specialty, but the number of points must remain unchanged.

Criteria for earning 0–45 points for reporting

Criteria	Points	Method of verification
1. Demonstrates sustained interest in the profession and understands the essence and	0–5	Assessed through the character reference provided by the supervisor.

social significance of the future profession.		
2. Can plan work for each working day according to the roadmap; analyses the work situation, evaluates and adjusts own work, and understands responsibility for its results.	0–5	Checked against the diary.
3. Can work in a team and communicate effectively with supervisors, pupils, patients, clients and colleagues.	0–10	Determined from the workplace supervisor's opinion and character reference.
4. Does not leave the workplace without permission, acts responsibly and observes discipline.	0–5	Based on the practice supervisor's monitoring.
5. Has become familiar with regulatory documents and acquired professional competencies in accordance with the practice programme.	0–10	Assessed through the intern's report.
6. Has fully mastered the practice programme.	0–10	Assessed through the intern's report.
TOTAL	45 points	

Criteria for earning 0–55 points for outstanding performance indicators

Criteria	Points	Method of verification
1. Actively participates in the final practice conference, prepares a presentation and gives a report.	0–10	Commission decision.
2. Accurately completes tasks assigned in accordance with the profession (e.g. number of lesson plans in teacher-training programmes, number of lesson-observation forms, etc.).	0–15	Commission decision.
3. Performs educational and research work.	0–15	Commission decision.
4. Collects highly relevant materials related to the profession during practice, receives special recognition from the workplace supervisor and demonstrates professionalism such that the institution recommends employment.	0–15	Commission decision.

TOTAL	55 points	

6.11. If a part-time student has been employed in their profession for at least two years, they must submit a certificate from the workplace, an extract from the employment order and a character reference from the workplace. The student's reporting score of 0–45 points must be assessed on the basis of the supervisor's character reference.

6.11.1. Final practice conferences for part-time students may be held offline or online depending on circumstances. All interns who are employed must participate in the final conferences.

6.11.2. Interns working abroad may undertake practice at their workplace or at a nearby institution with a letter of consent from the management of that institution.

6.11.3. If a student undertakes practice at a distant location (more than 40 km) for specified reasons, the supervisor may communicate with the student online. All supporting documents must be checked when preparing the report on the hours allocated to the practice supervisor.

6.11.4. A foreign student undertaking practice during holidays must submit the report confirming completion of practice at the beginning of the following semester. If the student does not prepare and submit the report, the practice is considered an academic debt.

7. MATERIAL AND FINANCIAL SUPPORT FOR PRACTICE

7.1. Expenses incurred by students studying on a state-funded basis are paid from budget funds allocated for practice.

7.2. Travel expenses for practice supervisors are reimbursed by the educational institution on a general basis only when strictly necessary.

7.3. Hours allocated to practice supervisors are paid in accordance with the approved time standard and are included in the instructor's annual workload.

7.4. Remuneration for practice supervisors temporarily engaged from production enterprises/institutions is calculated according to the time standard and paid at the end of the academic year from vacant hours, on the basis of a certificate and an order issued by the Rector. Relevant documents, including a journal recording hours worked, must be completed, and the workplace supervisor's report must be attached.

7.4.1. A supervisor who fails to fulfil the conditions will not be paid.

7.5. Scholarships for students studying in state-funded groups are retained during industrial practice.

7.6. Payments for organizing and conducting industrial practice are made on the basis of an estimate prepared by the Head of Department. The estimate is agreed with the University's Chief Economist and approved by the Rector.

7.7. A student wishing to undertake practice abroad submits an application addressed to the Rector and attaches written consent from the foreign workplace supervisor. The University does not cover the expenses associated with such practice.

7.8. Hours allocated according to the standard for supervisors of part-time students are included in the instructor’s annual workload. No additional vacancy hours are allocated for practice by part-time students.

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