

REVIEWED
at the meeting of Academic
Council of JASU named after
B.Osmonov
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APPROVED
by the Rector of JASU named
after B.Osmonov


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Regulation **on the procedure for conducting students' practice**

1. General Provisions

1.1. 1.1. This regulation has been developed in accordance with the following regulatory documents:

- with the Law of the Kyrgyz Republic "On Education";
- State educational standards of higher professional education;
- regulatory documents of the Jalal-Abad State University named after B. Osmonov (hereinafter referred to as JASU, University), the Labor Code of the Kyrgyz Republic, the Charter and Internal Regulations of JASU.

1.2. Regulations on the practice of students regulates the organization and passage of all types of practice by students in all specialties and forms of education at Jalal-Abad State University.

1.3. The practice of university students is an integral part of the main educational program of higher professional education and is one of the forms of organization of the educational process, which consists in professional and practical training of students.

1.4. The timing of the types of internships is determined on the basis of the curriculum, depending on the specifics of the specialty. The internship program is created by a specialized department based on the state standard of higher professional education of the Kyrgyz Republic and approved by the department of career development and organization of industrial practice (hereinafter ORKOPP).

1.5. If necessary, foreign students are given the opportunity to transfer their internship to the vacation time in their country in accordance with the decision of the Academic Council of the University. In this case, the submission of reports on the completion of the internship is postponed until the beginning of the next semester. Transfer from one course to another is carried out taking into account the indicators of other academic disciplines.

2.Types and bases of practice

2.1. Types of pedagogical practice:

- adaptive-pedagogical (AP);
- professional-basic (PB);
- educational-field (in the biology profile - in biology: botany and plant taxonomy; in zoology: zoology of invertebrates and vertebrates; in the chemistry profile (industrial) - in chemistry, in the geography profile - in geology, geomorphology and topography - a set of subjects);
- part of the professional and profile practice is archival and museum and educational and familiarization practice. The basis of archival and museum practice are archives and museums. The basis of educational and familiarization practice are administrative and managerial organizations.

Depending on the method of organization, educational and field and archival and museum practices are divided into

- off-site,
- stationary.

Field practice is connected with the necessity of sending students and teachers to the places of practice – archives and museums located outside the city of Jalal-Abad. Field practice can be conducted in the field if it is necessary to create special conditions for its implementation.

Stationary practices are conducted in the archives and museums of the University or educational institutions located in the city of Jalal-Abad and in nearby areas of the Jalal-Abad region, located 60 km from the city of Jalal-Abad;

- professional and profile (P)
- management practice (MP)
- scientific and pedagogical practice (SP)
- research.

Internships of all types of Master's students are organized and conducted in accordance with these Regulations.

2.2. Types of non-pedagogical practice:

- Learning practice (LP);
- Industrial practice (IP);
- Pre -qualification practice (PP)

Industrial practice in the specialty "General Medicine" includes the following types:

- care for children with somatic and surgical diseases
- nurse assistant
- assistant to the paramedic of emergency and urgent care
- assistant to the doctor of the hospital
- assistant to the doctor of the Central Medical Center

Industrial practice of the specialty "Pharmacy":

- field practice in botany;
- introductory practice in the technology of drugs;
- practice in pharmacognosy;
- quality control of drugs;
- technology of drugs;
- management and economics of pharmacy;
- first aid.

2.3. University students in their specialty undergo practical training at industrial enterprises of the Kyrgyz Republic, in the field of healthcare, agriculture, education, etc. on the basis of an agreement (Appendix 1).

2.4. A student trainee can do a practice at an institution with which there is no contract under certain conditions (only one or two students). This requires an application.

2.5. If a student has to conduct a practice outside the Kyrgyz Republic, they are subject to the following requirements:

2.5.1. It is necessary to conclude an agreement (or petition) with the institution of the state where the student is doing practice;

2.5.2. Attached is a document confirming the possibility of a practice student in another country, and a copy of the decision discussed at a meeting of the department (or department).

2.5.3. If a student studies in absentia, at the same time works in an institution, then he can do a practice in the institution in which he works, and if he does not work, then he has the opportunity to do a practice in the corresponding institution, at the place of residence.

2.5.4. When sending more than 2-3 trainees to an institution (except for the pedagogical direction), a letter of consent from the institution is required.

2.5.5. Trainees should be sent to an institution whose activities are related to the university, only for training practice (industrial and state practices are not allowed).

3. The main goals and objectives of the practice by students of the pedagogical direction

3.1. Adaptative- pedagogical practice

3.2. Adaptative- pedagogical practice is the first practice of students, the main purpose of which is:

- familiarization with the educational process;
- monitoring the organization of school and out-of-school educational work;

- mastering the primary skills of conducting educational work in educational institutions (kindergarten, school, college, etc.)
 - the first steps to the activity of the class teacher. Acquaintance with the process of education and upbringing, taking into account the psychological characteristics of students
- At the end of the practice, the report of the students and the opinion of the head of the practice are heard, and an assessment is made.

The student is required to prepare the following documents for the report:

- diary
- characteristic
- a written report on the work done (5-10 pages)

3.2. Professional - basic practice

The goals of students for the period of professional and basic practice:

1. Mastering the methodology of teaching and educational work in the classroom.
2. Acquaintance with the methodology and content of the work of an educational institution.
3. Studying the methods of conducting circle work and drawing up a work plan for the circle.
4. Visiting and holding subject evenings.
5. Study and participation in educational and extracurricular activities.
6. The study of the characteristics of students in the class, the formation of the ability of individual educational work with individual students.

At the end of the practice, students submit a detailed report on the work done, the reviews of the head of the practice are heard and marks are given.

3.3. Professional-profile pedagogical practice

Students teach as teachers in middle and high school. The content of the PP must correspond to the profile training. A part of teaching practice is a research project carried out by a student. To create research programs at this level, students are provided with the following opportunities:

- study of scientific and pedagogical literature, information about domestic and foreign achievements in the field of education and science;
- participation in scientific research or projects;
- implementation of the collection, processing, analysis of materials and the systematization of scientific and pedagogical information on a given qualification topic;
- reading the report at the final conference on practice.

Purpose of the practice individual tasks, programs and reporting forms are determined by the university depending on the type of practice. At the end of the practice, students provide for the report the same as in the professional-basic practice.

Professional and profile pedagogical practice (pedagogical practice with immersion). Pedagogical practice with immersion is the logical final stage of the pedagogical practice of a student-trainee. Immersion practice is aimed at consolidating the theoretical and practical knowledge acquired by students while studying special disciplines, the theoretical and practical knowledge that the student-trainee received during the teaching practice within the framework of the "School Day".

Tasks of professional and profile practice:

1. Assessing the state of the pedagogical process of the class:
 - a) the educational process as an integral part of the CPP;
 - b) the educational process as an integral part of the CPP.
2. Application of complex psychological diagnostic methods in studying the main characteristics of the pedagogical process.
3. Consolidation of professional pedagogical competence (knowledge, skills and abilities necessary to perform the functions of a subject teacher and class teacher and to organize pedagogical communication).
4. Implementation of the plan of a comprehensive program of professional and personal self-development.

The purpose of professional and pedagogical practice is to acquire practical experience in the field of future professional activity as a teacher, class teacher. Students teach as teachers in middle and

high schools. The content of the PPP must correspond to the profile training. At the end of the internship, students submit a detailed report on the work they have done, receive feedback from the internship supervisor, and receive grades.

4. Goals and objectives of students of non-pedagogical direction during the practice:

4.1. Learning practice

Goals:

- Studying the types and methods of work, mastering various skills in the formation of a specialist, consolidating theoretical knowledge, focusing on research work.

Responsibilities:

- To acquaint students with the structure of industrial enterprises and institutions related to their specialty;
- Demonstrate the basics of the economics of production, equipment and technological processes;
- teaching methods of scientific research, monitoring the organization of the work of the team on a scientific basis;
- training in respect for the environment, compliance with technical safety rules, attitude to the internal order of enterprises, saving energy and resources;
- collect relevant materials and prepare a report in accordance with the practice program.

At the end of the practice, students must submit a report. The report consists of the following documents:

a) diary (filled in).

b) a written report (about what he learned and saw).

At the end of the practice, the student provides the supervisor with the relevant documents specified in the work program of the practice.

4.2. Industrial practice

Goals:

- strengthening and deepening the theoretical knowledge of students in general professional and special disciplines;
- study of the production and economic activities of an enterprise undergoing practice, equipment, computers, instrumentation and devices, new technologies used in production;
- to study the rules of repair, installation and operation of equipment;
- Hands-on experience in engineering work.

Responsibilities:

- study of professional skills and experience;
- practical organizational, managerial, analytical, design, research, etc. related to the relevant specialty. Acquire skills in areas
- do the tasks and requirements of the work program set by the department.

During the practice, the student works in the following areas related to the specialty: history of development, economics and technology of the enterprise; production management structure; product quality and its standardization; safety and efficiency, production automation, etc.

At the end of the practice, the student submits a diary and a written report to the supervisor within a week. The content of the report should be specified in the work program. When evaluating the report, the characteristics of the enterprise in which the student was trained are also taken into account.

The results of the practice are summed up by the decision of the department, points are calculated and converted into grades.

4.3. Pre-qualification practice:

This practice is the final stage of training, which is carried out only after students have fully mastered the programs of theoretical and practical courses before writing a qualifying work.

Basic goals:

- consolidation and deepening of theoretical knowledge in the chosen specialty;
- mastery of professional skills.

Responsibilities:

- collection of materials necessary to complete the task of the department and write a qualifying work;
- be able to systematize, consolidate, expand theoretical and practical knowledge in their specialty and use them to solve specific problems;

Determination of readiness for independent work in modern conditions.

At the end of the practice, the student submits a diary and a written report to the supervisor within a week. The content of the report should be specified in the work program.

In contrast to a practice, a prequalification practice report must include materials collected on the subject of continuing education.

When evaluating the report, the characteristics of the educational institution that the student studied are also taken into account. Based on the results of the pre-qualification practice, the student reports to the commission formed by the department, the results of which are summed up by the decision of the department by converting into an assessment.

5.Organization of field trips and management

All stages of the organization of educational and industrial practice must meet the requirements for the training of a young specialist, it must be aimed at ensuring the continuous and consistent acquisition of professional qualities by students. The volume and content of practices at all stages are determined only within the framework of the relevant work program. The general management of the practice of students is carried out by the Vice-Rector for Academic Affairs of the University. The organization, conduct and completion of all practices in the educational institution are controlled by the department of industrial practice.

5.1. The main tasks of the practice department:

5.1.1. Control over the organization and results of practices at the university in accordance with the curricula;

5.1.2. To work with the heads of practices in educational institutions and basic institutions on the quality of the practice and to directly supervise their activities;

5.1.3. Monitor the activities of approved practice leaders at the department and enterprises, recommend, if necessary, take administrative measures;

5.1.4. Attend all conferences on practices at faculties, departments, colleges;

5.1.5. Control the quantity and quality of students' reporting documents, the objectivity of the final grades, the timeliness and correctness of filling out the documents of the department and dean's office;

5.1.6. Verification of documents for the payment of approved managers from production;

5.1.7. Control over the correct calculation and distribution of hours for practice;

5.1.8. Control the timely preparation of an order to send students to practice in accordance with the curricula and the schedule of the educational process;

5.1.9. Coordinates the work of departments for conducting practices, analyzes and approves individual work programs for practice;

5.1.10. Obtaining field practice reports from responsible departments, college practice leaders at the end of the academic year and summarize them with specific recommendations, making a report about them on the Academic Council of the University.

5.2. Duties of the dean's office:

5.2.1. Provides planning and accounting for the results of practices at the faculty; (monitors the preparation of contracts with practice bases, timely clarification of cost estimates, timely quality of students' practice in the faculty and the fulfillment of hours).

5.2.2. Draws up a schedule of practice for the faculty;

5.2.3. On the meeting of the faculty considers the work of the departments in special disciplines in practice, hears reports and makes specific decisions;

5.2.4. Ensures the correctness and timeliness of filling in the practice documentation (examination sheet, student marks in the AVN, practice register, score book, record books);

5.2.5. Clarifies the list of students sent for practice, identifies the reasons for non-attendance and lateness for practice. If the student did not show up for practice for a good reason, then, with the

consent of the practice department, he prepares a report on the order to allow practice in his free time from study.

5.2.6. Timely visits institutions and checks the quality of students' practice;

5.2.7. Checks the work of the department in practice, hears a report at a meeting of the faculty.

5.3. Responsibilities of the head of the department for training specialists:

The methodical and organizational management of the practice of students is assigned directly to the department of training specialists. The department ensures the implementation of state standards, qualification requirements and work programs for practical training. The head of the department together with the teachers-specialists:

5.3.1. A month before the start of the practice, he determines the institutions-enterprises where students do the practice, discusses with them the program of practices and, issues of organization and conduct;

5.3.2. A week before the start of practice and, prepares a report to send students to practice.

5.3.3. Studies reports on the passage of students' practice, discusses the results at a meeting of the department;

5.3.4 Organize organizational, reflection and final conferences of students;

5.3.5. Appoints experienced employees with appropriate specialization to manage the practice and systematically monitors their work (part-time teachers are not appointed as practice leaders);

5.3.6 Responsible for the correct calculation of hours allotted for practice in accordance with the curriculum and standards;

5.3.7. Forms a commission of competent teachers whose specialty corresponds to listening to students' reports on the results of practices;

5.3.8. Controls the work of practice leaders from the organization and draws up the relevant documents for their payment;

5.3.9. Prepares a department report on the results of the practice during the academic year and submits it to the practice department according to the schedule;

5.3.10 Discusses and approves methodological recommendations for students, teachers and practice leaders to improve the quality of practice.

5.3.11. develops and approves a roadmap for the internship of students sent for internship;

5.3.12. monitors the progress of the internship, moved to the students' vacation time in online mode, and determines its results.

5.4. Responsibilities of the specialist-teacher of the department who leads the practice:

For direct supervision of students' practice, the head of the department approves the head of practice from among the experienced teachers of the department, who are allocated the appropriate hours in accordance with the curriculum. Their main tasks:

5.4.1. Performs all organizational work related to the distribution and placement of students in practice;

5.4.2. Develops and approves the work program of practice.

5.4.3 Responsible for the complete time and quality implementation of the program of practice and work schedule of students;

5.4.4 Approves work plans of student interns and controls their implementation;

5.4.5 Organizes training in the production management system and enterprise economics (non-pedagogical direction);

5.4.6. Controls the observance of technical safety rules by students at the place of practice;

5.4.7 Monitors and summarizes current practice;

5.4.8. Supervises the research work of students and the implementation of individual tasks. (pre-qualification practice);

5.4.9. Controls the implementation of the internal labor regulations of interns at the workplace, and reports violations to the head of the department, dean and administration of the university;

5.4.10. Participates in the work of the commission and the conference on the results of practice;

5.4.11. Checks the records of students about the practice, together with the formed commission, evaluates and submits to the head of the department a report written by the student, and a report on the results of his practice.

5.4.12. Monitors and is directly responsible for compliance with the requirements of the report submitted by trainees.

5.4.13. Controls the timely evaluation of the student's practice report and will grade the AVN.

5.4.14. Monitors and provides methodological assistance to foreign students online on issues of practical training moved to the vacation period.

5.5. Responsibilities of a teacher-psychologist who leads students in practice:

5.5.1. During practice, the teacher-psychologist introduces students to the goals, objectives and main directions, forms and methods of his work and cooperates in this direction.

5.5.2. Draws up a roadmap based on the work program, introduces trainees.

5.5.2. Introduces students to the content and features of the organization of the educational process at school.

5.5.3. The ability to use pedagogical and psychological knowledge in conducting classes, extracurricular hours and activities, as well as in various forms of education.

5.5.4. Directly participates in the assessment of the report of the student-trainee (as in the case of other supervisors, the decision of the educational psychologist should be important in assessing the report of the trainee).

5.6. Responsibilities of the leader in the case of individual practices by students:

5.6.1. Provides the student with appropriate instructions, presenting the purpose and content of the practice prior to the practice;

5.6.2. Issues individual tasks and directions for their implementation in accordance with the work program of the practice;

5.6.3. During the practice, the leader goes to the place of the student's practice, solves his problems and provides methodological assistance;

5.6.4. At the end of the practice, checks the quality of the documents specified in the work program and evaluates the result of the practice.

5.7. Organization and management of practice in institutions (at school and at enterprises)

Responsibility for the organization of practice in production, at enterprises is assigned to the head of production, institutions-enterprises in accordance with the concluded agreement.

General management of student practice is appointed by order of the head of production, one of the leaders of the school and enterprise (highly qualified specialist).

And in a workshop, department, laboratory, workshop, farm, etc., a highly qualified specialist in this field, as a direct supervisor of the practice of students who are being trained, is appointed by the head. For trainee pedagogical areas, an experienced teacher in the specialty is appointed as a leader and the class leader is assigned to the trainee.

5.8. Requirements for places of all types of internships

Educational institutions, organizations and institutions of non-pedagogical profiles, archives and museums must:

5.8.1. provide JASU interns with places for internships;

5.8.2. provide students with work placements in accordance with the curriculum, ensuring the greatest efficiency of internship;

5.8.3. appoint qualified, experienced specialists from the organization to supervise the internship of students from JASU;

5.8.4. create the necessary conditions for students to complete the internship program;

5.8.5. provide students with safe working conditions at each workplace;

5.8.6. conduct mandatory training on labor protection, safety precautions and fire safety;

5.8.7. provide students and practice supervisors from JASU with the opportunity to use the offices, library, technical, economic and other documentation of the organization, necessary for the successful mastery of the programs of educational, industrial and pre-qualification practice by students and the completion of their individual assignments;

5.8.8. report all cases of violation of labor discipline and internal regulations by students to the internship supervisors from JASU and the organization where the students are undergoing internship;

5.8.9. at the end of the internship, provide a description of each student, reflecting the quality of the report they prepared.

5.9. Responsibilities of the supervisor of industrial practice

The supervisor of industrial practice must be a highly qualified specialist, who has modern information technologies, methods, and whose specialty corresponds to the future specialty of the student. He is obliged to fully organize the students' practice according to the order of the supervisor. And also:

- organizes and conducts student practice in accordance with this Regulation and the practice program;
- selects experienced specialists for direct management of practice;
- the total work experience of the selected manager from production must be at least 5 years (pedagogical direction);
- coordinates issues related to the conduct of the internship with the internship supervisor appointed by the department;
- conducts training on safety rules in the workplace;
- provides the opportunity to use the literature available in the organization on technical, medical, agricultural, economic and other specialties;
- gives permission to collect materials related to writing qualification papers.

5.10. Responsibilities of the internship supervisor at the workplace

The internship supervisor is a highly qualified specialist from the educational institution, workshop, laboratory, department, etc., where the student is undergoing internship.

Its main tasks are:

- in accordance with the requirements, to organize the practice of assigned students;
- to acquaint students with the production workplace, its features, the process control system, equipment, technical means, production economics, labor protection, etc.;
- constant monitoring of the trainee's activities in the institution, consulting on the performance of various tasks;
- regular checking of the trainee's documents, preparation of a reference for the student upon completion of the internship, evaluation of the trainee's activities, making comments and suggestions for improving the quality of the internship.

5.11. Responsibilities of the student-intern

5.11.1. Timely completion of assignments approved by the department's internship program;

5.11.2. Compliance with internal regulations in production facilities;

5.11.3. Familiarization with and compliance with labor protection rules, technical safety, and sanitary requirements;

5.11.4. Compliance with the requirements of the supervisor approved by production;

5.11.5. Systematically keeping a diary, preparing a report based on the diary;

5.11.6. Prepares documents based on the results of the internship in accordance with the requirements specified in the work program, submits a report to a specially created commission.

5.11.7. If the internship report is deemed "unsatisfactory" by the commission, the trainee will be expelled from the educational institution as having failed to fulfill the academic load;

5.11.8. If for one reason or another a student is unable to complete an internship within the specified period, he/she is obliged to notify the assigned internship supervisor, the head of the department and the dean within 3 days.

5.11.9. Based on the submission of documents confirming a valid reason why the student was unable to complete the internship, he/she is given the opportunity to re-complete the internship under a newly issued order in order to fulfill the academic load outside of classes. Such an opportunity is given to a student who has only one credit remaining unfulfilled.

5.11.10 If a student has not completed an internship at the place of assignment specified in the order, but has brought a document on completing an internship from another place, the report of this trainee will not be accepted.

5.11.11. If for any reason the student is unable to come to the internship location specified in the order and he has to move the internship location to another place (or the conditions of the internship location are not suitable), he must be reassigned by making changes to the order (within two days from the start of the internship).

5.11.12. Only in certain cases, with the consent of the head of the industrial practice department, the head of the department and the supervisor of the practice, by order of the rector of JASU, the opportunity is given to repeat the practice outside of class or during vacation time, or the issue of expulsion from the educational institution is raised.

5.11.13. If a student does not complete an internship according to the academic schedule without any reason, he/she becomes a student with academic debt and will be expelled from the educational institution.

5.11.14. For any questions that arise during the internship, the student may contact the head of the department, the dean, the university's industrial internship department, or the administration of the industrial institution.

5.11.15. A student with disabilities may choose the place of practice at his own discretion;

5.11.16. A foreign student who completed an internship during the holidays may seek methodological assistance on all issues of interest to him regarding the internship from his department supervisor online.

6. Reporting of student interns:

6.1. At the end of the practice, the trainee student makes a detailed written report on the practice based on the diary. The content of the report must be consistent with the practice program developed by the relevant department. The student submits the documents related to the practice to the head appointed by the department and the materials included in the report:

- work performed in accordance with the program by students during practice;
- a brief history and characteristics of the enterprise, institution;
- practical application of theoretical tasks received from the university.

6.2. The student submits reports, a diary and other materials. In addition to the report and diary, the student submits a description and materials of individual assignments certified by the production institution, issued by the department.

6.3. Within one week after the practice, the grade according to the report of the trainee student is recorded in AVN (after the final conference).

6.4 If a student goes to practice and does not come during the presentation, then the report will not be evaluated and its mark will not be recorded in the AVN. After the final conference, within a week, with the permission of the department of industrial practice, if there are good reasons, it may be possible to retake the report on the practice. If he misses the second opportunity, he is expelled from the educational institution.

6.4.1. If for valid reasons the schedule for submitting reports is postponed (groups or individually), then indicating the reason at the meeting of the department, a new date for submitting reports is considered and set. .

6.5. In case of not passing the practice (if there are valid reasons), with the permission of the Vice-Rector for Academic Affairs, the student undergoes a practice outside of school hours.

6.6 If a student has an academic debt in a discipline that is relevant for practice, he is not sent to practice according to the schedule of the educational process.

6.7. The practice of students is supervised by approved heads of the department and production.

6.8. The results of the trainee's work are considered and evaluated by a special commission formed at the department. The commission includes the head of the department, head of practice, teachers who lecture at the department, representatives of the dean's office and the department of practice. When evaluating a student's work, the professional qualities of his reporting documents, characteristics from a production institution, labor discipline and diligence are taken into account. The grade given by the commission is final at the conference and is announced to the students. The results of the practice are considered at a meeting of the department, at the end of the diary the conclusion is written by the head of the practice and approved by the head of the department.

The same requirements apply to students who do not come to practice. At the end of the practice, the student is assessed.

6.9. The practice grade has the same value as the theoretical grade and is taken into account when summing up the overall achievements of students and receiving a scholarship.

6.10. The field practice report is evaluated by the following points, which are converted into grades:

-The level of implementation of the practice program in the student's report.....0-45 points

-Special indicators..... 0-55 points

-Total.....100 points

Criteria for accrual of 0-45 points for reporting

№	Criteria	points	How to check
1	Has a constant interest in the profession, understands the essence and social significance of his future profession (he was not interested at all, continued to form)	0-5	Assessed through the characteristic provided by management
2	The judge analyzed the work, performed the current and final control, was able to evaluate and correct his work, demonstrated the ability to be responsible for the results of his work (did not perform or poorly performed)	0-5	Checking with a diary
3	In teamwork, he demonstrated the ability to communicate effectively with colleagues, management, students, patients, clients. (not shown, poorly shown)	0-10	Considered with the opinion of the head of practice and with a diary
4	Did not leave the workplace, treated him responsibly, observed discipline (does not bear responsibility, makes efforts)	0-5	supervised practice leader
5	Knowledge of regulatory documents, full mastery of professional competencies in accordance with the practice program (not specified, not mastered, little known)	0-10	Via trainee report
6	Completely mastered the practice program (did not master it, tried it)	0-10	with trainee's report
	Total	45 points	

Criteria for awarding 0-55 points for distinctive indicators

№	Criteria	points	How to check
1	Actively participated in the completion of the practice conference (did not attend, was not active)	0-10	According to the decision of the commission
2	Made a presentation at the conference (did not, tried)	0-15	According to the decision of the commission
3	Did research work (didn't, tried)	0-15	According to the decision of the commission
4	During the period of practice, he accumulated materials related to the profession, received special approval from the head of production, for the manifestation of professionalism he was recommended to work in an institution (did not exist, he tried)	0-15	According to the decision of the commission

5	Total	55 points	
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6.11. If a student is studying part-time and has been working in their specialty for at least two years, they should provide a certificate from their place of work, a copy of the order of employment, and a reference from their place of work. The reporting assessment scale from 0 to 45 will be assessed based on the reference given by the organization's management.

6.11.1. Final conferences for correspondence students are held offline and online, depending on the situation. All (working) interns must attend final conferences.

6.11.2. Interns working abroad have the opportunity to complete their internship in organizations that are located near their place of work, subject to written consent from the management of the institution in which they wish to complete their internship.

6.11.3. If a student, for good reasons, undertakes an internship in remote locations (more than 40 km), the internship supervisor has the opportunity to communicate online. When compiling reports, the hours allocated to the internship supervisor are verified with supporting documents.

6.11.4. A foreign student who has completed an internship during the vacation period outside the country shall submit a report on the completion of the internship at the beginning of the following semester. If the student has not prepared and submitted the report, this internship will be considered an academic failure.

7. Material support for practice

1. Expenses for the practice of students studying on a budget basis, paid according to the budget.

2. Travel expenses of practice leaders are reimbursed by the school on a general basis only in necessary cases.

3. Practice hours allocated in accordance with the norm for practice leaders are included in the teacher's annual workload.

4. Salary of pit managers from production for the practice is paid according to the norm of the study load time allotted for the vacancy, at the end of the academic year on the basis of the order of the rector on the certificate, when filling out the necessary documents.

5. Scholarships for students studying in budget groups are kept for the duration of the practice.

6. Payment for the organization and conduct of the practice is made on the basis of an estimate compiled by the head of the department. The estimate is agreed with the chief economist of the university and approved by the rector.

7. An application for a practice abroad is submitted to the rector and is accompanied by the written consent of the head of the foreign production. The university does not pay for his practice.

8. Hours allotted in accordance with the norm for supervisors of part-time students are included in the annual workload of the teacher. For part-time students, hours are not allocated for practice from a vacancy.

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