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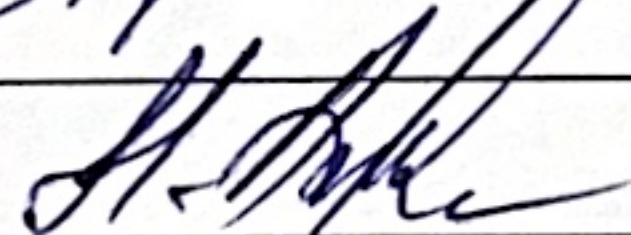
APPROVED
Rector of Shymkent
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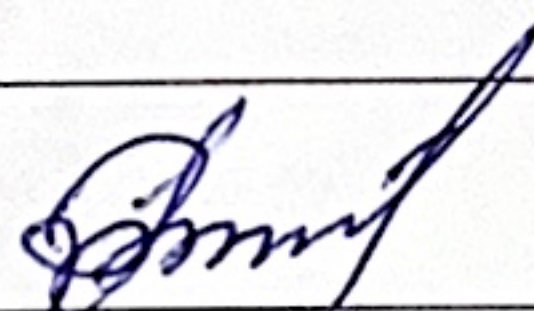
QUALITY MANAGEMENT SYSTEM

REGULATIONS


ON THE CENTER FOR PROFESSIONAL PRACTICE AND CAREER

QMS SHU SR 03-09-01-2023

<i>post:</i>	<i>signature</i>	<i>L.F.P.</i>
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1. General provisions

- Rules for the organization and conduct of professional practice (hereinafter – the rules) in accordance with Article 38 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" (hereinafter – the Law) and the Order of the Minister of Education and Science of the Republic of Kazakhstan: dated April 20, 2011 No. 152, dated October 12, 2018 No. 563 and the Minister of Science of the Republic of Kazakhstan dated October 30, 2018 No.595 (registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17657); prepared on the basis of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604

- The professional practice of students at the university is an obligatory component of the educational program for the training of highly qualified personnel and is carried out at enterprises, research institutes, institutions and organizations, institutions of higher, vocational and general secondary education;

- Types, terms, scope and content of professional practice are determined in accordance with the educational program, work curriculum and academic calendar. The main types of professional practice are educational (field, complex field, archaeological, archival, etc.), pedagogical (educational (introductory), psychological and pedagogical, pedagogical), industrial and postgraduate practices;

- Every year, for all types of practice, the contract with the basic institutions is concluded no later than one month before the start of the practice. Contracts are registered by the Center for professional orientation, professional practice and career in the journal of registration of contracts for professional practice;

- Ensures the collection, storage, processing and dissemination of information on the employment of university graduates;

- Supervises the implementation of measures to improve the career guidance activities of the university;


-Interacts with authorized bodies, including departments of public service, employment, education, youth policy, as well as public organizations and their associations, employers to promote effective employment of graduates.

2. Primary task

- Provides students with practical training in educational departments of the university or other organizations;


- provides financial support for the practice in the amount and in the manner prescribed by this Regulation;

-in accordance with the practice programs recommended by the departments, conducting planned practices at production bases is a reason to establish contacts with enterprises and organizations, directs the work on concluding contracts with enterprises-bases of practices and is the reason;

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- controls the organization and conduct of the practice, compliance with its terms and content;
- holds meetings and seminars with responsible persons on the organization and course of practice;
- prepares orders for internship, cancellation;
- analyzes the work of the heads of practice at the department;
- supervises the work of practice managers on the organization of all types of professional practice;
- Knowledge of the University's quality policy and objectives;
- To meet the requirements and objectives of the quality management system (QMS);
- Organization of work on maintaining internal documentation and concluding agreements with the heads of enterprises (organizations, institutions) that perform the functions of the practical base of students;
- Carrying out activities aimed at creating an effective system for the employment of graduates;
- Interaction with authorized bodies, including departments of public service, employment, education, youth policy, as well as public organizations and their associations, employers to promote effective employment of graduates;
- Holding events with the participation of potential employers to help students and graduates make decisions about their future careers: job fairs, career days, trainings, employer presentations, etc.;
- Establishing direct contacts between students, university graduates and employer organizations;
- Organization of educational and industrial practice of university students and ensuring its passage;
- Conclusion of contracts with basic institutions, organizations according to the curriculum;
- Supervision of the development of the dual training program;
- Execution of contracts with each of the organizations participating in the dual training program;
- For the preparation of the annual plan of the center;
- To supplement the contracts between the university and the "institution";
- To control the organization of practical work of students;
- Approval of the practice schedule and monitoring of their implementation;
- To monitor the organization of students' activities, creating safe and favorable conditions for practice;
- Submit the annual report of the Center to the Academic Council;

3. Types of practice

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The professional practice of students enrolled in the Bachelor's degree program includes the following types:

- The purpose of the educational (field, complex field, archaeological, archival, etc.) practice of university students is to master primary professional competencies, including the consolidation and deepening of theoretical knowledge acquired in the learning process, the acquisition of the first skills of research, office management skills, practical skills and work skills in accordance with the training profession.

- The main objectives of the educational practice:

- 1) familiarization with the main activities of the university;
- 2) (consolidation of theoretical knowledge gained in the study of basic disciplines) familiarization with the specialty and its educational programs;
- 3) general acquaintance with the organizational and legal form, structure, management system, etc. of the organization that is the object of the future profession;
- 4) study of the types, functions and tasks of future professional activity;
- 5) Business correspondence research and record keeping;
- 6) acquisition of skills in conducting activities in the workforce.

- Educational practice is conducted for students of all educational programs (specialties) and is organized in the 1st year.

- Depending on the specifics of a particular subject area and future professional qualifications, there are introductory, linguistic, field (field, archaeological, archival, topographic, geological), excursion, computing, school, plein air, etc. types of educational practice.


- If the study of academic disciplines continues, the educational practice is conducted by a master of industrial training or a teacher teaching the relevant discipline. The duration of the working day of students in educational practice, educational and auxiliary facilities of the educational institution is 6 hours.

- The base of educational practice of other non-pedagogical educational programs (specialties) developed by the university includes organizations corresponding to the profile of the profession.

- The bases of educational practice include educational institutions, training workshops, laboratories, experimental farms, other educational and auxiliary structures and institutions of the university corresponding to the profile of the educational program (specialty).

- Pedagogical practice consists in consolidating and deepening knowledge in general scientific, psychological and pedagogical, methodological and special disciplines, the formation of pedagogical skills, skills and competencies based on theoretical knowledge. He is a Bachelor of Science:

- 1) Studying the educational practice of 1st year students;
- 2) psychological and pedagogical practice of 2nd year students;
- 3) pedagogical practice of 3rd year students;

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4) The 4th course includes the students' industrial pedagogical practice.

Since industrial practice is organized in educational organizations according to educational programs (specialties) of pedagogical education, industrial practice is considered pedagogical practice.

- The main tasks of pedagogical practice:

- 1) mastering the initial experience of teaching;
- 2) mastering the teaching and learning methodology;
- 3) Knowledge of the basics of pedagogical skills;
- 4) to instill skills and abilities of independent conducting of educational and teaching work;
- 5) mastering the skills of scientific, psychological and pedagogical research;
- 6) mastering the methodology of educational work;
- 7) knowledge of innovative learning technologies;
- 8) implementation of an individual approach to students in the process of educational and educational work, taking into account the peculiarities of their development.

- The bases of pedagogical practice include preschool organizations, organizations of general secondary education (primary, basic secondary, general secondary), organizations of technical and vocational education.

- For non-pedagogical educational programs (specialties), industrial practice can be organized at enterprises and institutions corresponding to the profile of the specialty.


- The purpose of industrial practice is to consolidate professional competencies, acquire practical skills and professional experience.

- The main tasks of the production practice:

- 1) study of types of professional activities, their functions and tasks according to the educational program (specialty) ;
- 2) consolidation of theoretical knowledge and the formation of professional skills and competencies on this basis;
- 3) Possession of innovative technologies, advanced methods of labor and production;
- 4) mastering organizational and professional experience;
- 5) mastering the rules, teamwork and management skills;
- 6) independent planning of their activities, establishing useful contacts with colleagues, determining the role of a professional position, forming a sense of responsibility.

- Pre-graduate practice is conducted in the final year for students of all educational programs (specialties) who perform a thesis (project) or report in accordance with the curriculum. Pre-graduate practice is provided in the educational program for the development and writing of a thesis or report. The bases of pre-graduate practice are determined in accordance with the topic of the thesis and are carried out by the head of the thesis.

- The main tasks of pre-graduate practice:

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1) generalization, processing and generalization of practical material on the topic of the thesis (project) ;

2) analysis of statistical data and practical material on the topic of the thesis;

3) formulation of conclusions, patterns, guarantees and suggestions on the topic of the thesis (project) or report;

4) Preparation of a thesis or report in accordance with the studied requirements.

- The results of the pre-graduate practice are summarized in the preliminary defense of the thesis (project) organized by a special department. The preliminary defense of the thesis (project) is conducted at a meeting of the department and is formalized by a protocol.

- The base of pre-graduate practice is determined in accordance with the topic of the thesis and is carried out in the final year, carried out by the supervisor.

- Depending on the specifics of the educational program (specialty), field, archaeological and other types of professional practice are organized and conducted after the 1st year. The purpose of these types of practice is to form students' relevant competencies that complement the development of professional tasks.

- The student's referral to all types of professional practice is issued by the order of the rector of the university, indicating the dates of completion, the base and the head of the practice.

- Professional practice is a mandatory component of the educational program.

- The student's referral to all types of professional practice is issued by the order of the rector of the higher educational institution, indicating the dates of completion, the base and the head of the practice.

- Students of the university submit a report on the results of each type of professional practice, which is checked by the head of the practice.


- Students of higher educational institutions, based on the results of each type of professional practice, submit a report to the relevant department, which is checked by the head and consultant of the practice and defended before the commission established by the order of the head of the department.

- The organization, conduct and provision of the necessary documentation of practice in all types of practice is entrusted to the graduating department.

- As a basis for conducting professional practice, organizations are defined whose statutory activities correspond to the profile and requirements of the preparation of an educational program, having qualified personnel and a material and technical base for the management of professional practice.

- Contracts with the bases of professional practice of students of higher educational institutions are concluded no later than one month before the start of practice.

- The contract defines the duties and responsibilities of the educational institution, enterprise (institution, organization), which is the base of professional practice, and students.

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- In order to conduct professional practice, the educational institution approves the program, calendar schedules, and schedule of the educational process of passing professional practice, which is coordinated with the practice base.

- When applying for a professional internship, the student is given a referral, a Diary-a report on the passage of professional practice.

- For students of each type of professional practice, managers from the educational institution and the base of practice -enterprises (institutions, organizations) are appointed. If necessary, consultants are appointed.

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

- The organization, which is the base of professional practice, provides students with a place to complete it in accordance with the professional practice program and provides students with safe working conditions at the workplace.

4. Responsibilities

- Organizes the general organizational management of the practice;
- together with the dean of the faculty, heads of departments, head of the department, on behalf of the department, develops a work plan for practice, practice bases;

- selects practice bases and concludes contracts with them, as well as collects data on employers;

- supervises introductory and final conferences;

- on behalf of the department, supervises the work of those responsible for the practice, the heads of the practice before and during the practice;

- analyzes the results of the practice, draws up a general report on the course of practice with relevant conclusions and recommendations for improving the organization of practice and transmits it to the dean of the faculty and the center;

- organization and holding of exhibitions, conferences, seminars, lectures, master classes;


- Participation, organization and holding of events (conferences, seminars, round tables, etc.) that help attract potential teachers to universities;

- provision and coordination of scientific and methodological activities on career guidance in educational institutions of the regions;

- collection, generalization and dissemination of information about professions, educational institutions, working conditions and vocational training, prospects for socio-economic and demographic development of the district and its personnel needs;

- preparation of information and reference materials necessary for the formation of a positive image of the university, control over their timely placement on the official website of the university and in the media;

- organization and holding of exhibitions, conferences, seminars, lectures, master classes;

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- participation in programs and projects for vocational guidance of students.
- Participation, organization and holding of events (conferences, seminars, round tables, etc.) that help attract potential teachers to universities;
- strengthening motivation for career guidance among graduates of district and city schools and colleges.

5. Entitlement


The Center for Professional Practice and Career has the right to:

- To receive from all structural divisions of the university the information necessary to perform the tasks assigned to the Department of software and technical services within their competence;
- gathering and holding operational meetings with subordinate employees, deans, heads of departments on career guidance issues;
- send students to professional educational institutions, courses to improve the professional skills of their employees on a contractual basis at the expense of the university's assets;
- Participate in all meetings related to the work of the Center for Professional Practice and Career;
- In agreement with the university management, the staff and students of the university perform tasks within the framework of career guidance activities;
- To make proposals that improve the organization and efficiency of the university;
- Make suggestions to the management on improving the work of the Center for Professional Practice and Career;
- Monitor and require university staff to perform the work of the Center for Professional Practice and Career in accordance with their authority;
- To reward morally and financially for success in work.

6. Responsibility

Professional Practice and Career Center responsible:

- For offenses committed in the course of carrying out their activities within the limits of the administrative, criminal and civil legislation of the Republic of Kazakhstan, which currently has legal force;
- For causing material damage within the limits of the labor, criminal and civil legislation of the Republic of Kazakhstan, which has established legal force;
- Proper, full-fledged and high-quality implementation of measures to implement the university's policy.
- To respect the confidentiality of official information;
- To observe official ethics;
- Perform the operation mode;
- Observe safety precautions;
- Comply with the rules of the "Labor Code" of the Republic of Kazakhstan in the process of work.

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- The approved regulation, accordingly, the responsibility for familiarizing the staff of the Center for Professional Practice and Career rests with the head of the Center for Professional Practice and Career. The record of the acquaintance must be made on the "dating page " (Appendix A).

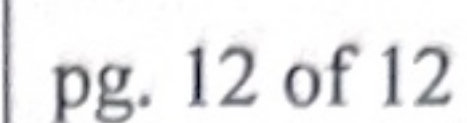
- The head of the Professional Practice and Career Center is responsible for making changes to the original and the copy.

7. Interaction with other departments

- The interaction of the department is determined by the organization of the educational process for the implementation of the curriculum for training specialists.

- In order to realize its tasks and perform its functions, the department maintains organized information communication with the Office of Academic Affairs, deans of faculties, graduate departments and other departments of the School on the basis of effective solutions to the tasks of all ongoing processes.





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