

REGULATIONS

On Practice of Higher Educational Students of PJSC HEI IAPM

1. General Provisions

1.1. Practice of tertiary students (hereinafter referred to as the students) of educational units of PJSC HEI IAPM is an integral part of the educational-professional training of experts, the main tasks of which are the consolidation of theoretical knowledge acquired in the learning process, the formation of tertiary students' professional skills to make independent decisions under certain production conditions, their mastery of modern methods and forms of the organization of production.

During practice, the foundations of professional activity experience, practical skills, professional qualities of the personality of a future specialist at a certain educational level - "junior specialist" ("junior bachelor"), "bachelor," "master" - are laid.

1.2. The organization of practice is regulated by the Regulations on Conducting Practice of Tertiary students at the Higher Education Institutions of Ukraine approved by the Order of the Ministry of Education of Ukraine of April 8, 1993 #93, these Regulations, decisions and orders of the management of the Academy.

1.3. Practical training (practice) of tertiary students is an important component of the process of training specialists at the Academy and is carried out at modern enterprises, institutions and organizations of various sectors of the economy of all forms of ownership that meet the requirements of the program of practice. The practice of tertiary students provides for the continuity and consistency of its implementation with obtaining a sufficient amount of practical knowledge and skills in accordance with different educational levels and is mandatory for tertiary students of all forms of education.

1.4. The purpose of practice is the formation and development of tertiary students' professional ability to make independent decisions in the context of a specific production, the mastery of modern methods, forms of labor organization, tools in the field of their future profession.

1.5. In the process of professional training of tertiary students, the attention of those responsible for conducting the practice should be focused on: the development of creative abilities of students; the independence of students; the ability of students to make decisions; the ability to work in a team.

2. Types and Content of the Practice

2.1. The types and volumes of practices are determined by the educational-professional or educational-scientific training program, which is reflected in the curricula and schedules of educational process, respectively.

2.2. Modern enterprises (organizations, institutions) of various branches of economy, science, education, healthcare, culture, trade, agriculture, public administration, as well as bases outside Ukraine can be places for conducting the practice.

2.3. The content of practice is determined by its program depending on the major and educational level. The main types of practice of tertiary students at the Academy are:

- educational (excursion, introductory, language, etc.);
- production (technological, operational, design, translation, teaching, economic, legal, organizational and managerial, accounting and analytical, etc.);
- translation;
- assistant;
- pre-graduation;
- production and pre-graduation;
- research and teaching; and
- teaching.

The types of practice in each area (major), their duration and timing are determined by the curriculum.

2.4. Educational practice is conducted during the 1st-3rd years of study and aims to: generalize, systematize the theoretical knowledge acquired by the tertiary students, develop skills and abilities to apply it in practice; acquaint the tertiary students with the specifics of their future profession (area of concentration); form primary professional skills and abilities in general professional and special disciplines provided for by the curriculum of corresponding major. A teacher of the corresponding graduating subdepartment is appointed the supervisor of educational practice.

2.5. Production practice is carried out, as a rule, during the 3rd-4th years of study and consists in the consolidation and deepening of theoretical knowledge received by the students in the course of studying a certain cycle of theoretical disciplines, practical skills in their major, as well as in gathering factual material for implementing their yearly projects (works). This type of practice is designed to form professional skills, abilities including the ability to make independent decisions in certain areas of work (or on specific issues) in real production conditions by performing certain functions and tasks inherent in the future profession. The production practice of students is carried out in conditions as close as possible to the conditions of professional activity and is its corresponding analogue.

2.6. Translation practice is carried out by tertiary students who study at the bachelor's degree education level. It enables the students to gain practical skills and experience in translating from their native language into a foreign one, and from a foreign language into their native one.

2.7. Students who are studying to obtain a master's degree are undergoing assistant practice. It gives the students the opportunity to acquire practical skills and teaching experience necessary for teaching the discipline in the acquired major at higher education institutions after obtaining a master's degree. The assistant practice is preceded by the study of courses in higher school pedagogy and methods of teaching at higher education institutions.

2.8. The pre-graduation practice of students is the final stage of training and is conducted during the final year of master studies in order for them to summarize and improve the knowledge, practical skills and abilities they acquired, master professional experience and become ready for independent work, as well as to collect materials for designing their graduation works.

2.9. The production and pre-graduation practice of students is carried out before writing the thesis to obtain the educational level of "master." During this practice, theoretical knowledge in the disciplines of curriculum is consolidated and deepened, and factual material for writing the graduation work is collected.

2.10. Research and teaching practice is research work of the students, which involves the analysis and generalization of factual material for writing their master's works and mastering the methodology of scientific research.

2.11. Teaching practice involves the acquaintance of tertiary students with modern methods and forms of the organization of educational process and the formation of skills in teaching disciplines in the major.

2.12. The content and sequence of practices are determined by a cross-cutting program, which is developed by the graduating subdepartment or a subject (cycle) committee in accordance with the curriculum and approved by the head of subdepartment, the director of institute (educational unit). The program identifies specific recommendations on the types and forms of control over the level of knowledge, skills, abilities that the tertiary students have acquired in each workplace. These requirements are combined in the cross-cutting program - the main educational and methodological document of practice. The content of cross-cutting program should comply with the normative legal documents of Ukraine on student practice, the educational characteristics of specialist, the curriculum of the major (Annex 1).

2.13. On the basis of cross-cutting program of practice of tertiary students, the graduating subdepartments develop and approve the programs of relevant types of practice, taking into account the area, major (Annex 2). Together with the programs of academic disciplines, the programs of practice of tertiary students are included in the set of basic educational-methodological documents, which implement the tasks of educational and professional training program and educational characteristics of specialists in the field of education and correspond to their content in terms of practical skills, knowledge and abilities. For the tertiary students and supervisors of practice from the educational institution and the base of practice, the programs of practice of tertiary students are the main educational and methodological document on the basis of which other methodological documents are developed. Practice programs are approved at a meeting of the graduating subdepartment.

2.14. Practice programs should meet the requirements of industry standards of higher education, take into account the specifics of the major and reflect the latest advances in science and industry. Therefore, they should be reviewed and revised at least once every three years.

2.15. A program of educational practice contains specific types of tasks. Production units of enterprises, organizations, educational and research institutions, etc. can be the base for conducting the practice. During the practice, practical works are organized, alternative programs, variants of production

situational tasks are proposed to be solved, computer game situations from the future profession are developed.

2.16. A program of production practice aims to acquaint the tertiary students directly at enterprises, organizations, institutions with the production process, to consolidate their knowledge, skills acquired in the study of a certain cycle of theoretical disciplines, and to make the students acquire certain practical experience.

A program of production practice contains tasks which should acquaint the tertiary students with the lower and medium levels of management at various functional units of organizations of all organizational and legal forms.

2.17. A program of translation practice contains tasks that should acquaint the tertiary students with different types of translation activities.

A program of translation practice provides a set of didactic materials, which contains handouts, instructions for carrying out various types of translation, audio and video materials, online materials of English-language websites, addresses of electronic libraries, addresses of reference English websites, training materials for carrying out sequential translation, instructions and descriptions for technical means and equipment in a foreign language, samples of legal documents of companies, transcripts of conferences in English, recordings of news of international news agencies, Powerpoint-presentations on various topics, YouTube English language materials of area studies nature, historical materials of English-speaking countries, role-playing games, business games, situational tasks, variants of production situations, online test websites to control the level of knowledge and more.

2.18. A program of pre-graduation practice contains tasks that provide an opportunity to summarize knowledge, practical skills and abilities on the basis of a particular business entity, gain professional experience, check the readiness of future professionals for unsupervised labor activities, collect material for their graduation works.

2.19. A program of assistant, research and teaching practice contains tasks that provide an opportunity to get acquainted with the methods of conducting scientific research work at an enterprise (organization) to prepare the students' master's works, as well as tasks on teaching practice to work with the company staff (organization of business games, staff qualification improvement, participation in the preparation of seminars, workshops, testing, etc.).

2.20. The subdepartments and subject (cycle) committees, in addition to the cross-cutting and practice programs, also develop other methodological documents that will contribute to achieving high quality of conducting the student's practice (computer programs, business games, situational tasks, variants of production situations and other handouts).

3. Practice Bases

3.1. The practice of tertiary students of educational units of PJSC HEI IAPM is carried out at practice bases, which ensure the implementation of program for the relevant educational levels, or at the training and production unit of higher education institution.

3.2. The bases of practice are determined by the management of education institution on the basis of direct agreements with enterprises, organizations, institutions regardless of their organizational and legal forms and forms of ownership (Annex 7) and through application letters from the higher education institution to an organization for conducting practice.

3.3. The tertiary students may independently, in agreement with the management of institution of higher education, select a base of practice and propose it on the basis of a letter of guarantee from an organization on the undergoing of practical training by a student at this organization.

3.4. At a practice base:

- by an order, qualified specialists for direct management of the practice are appointed;
- the necessary conditions for the implementation of practice program by the tertiary students are created; at the same time, their use on positions and works which do not correspond to the program of practice is not allowed;
- the tertiary students are provided with safe working conditions at each workplace; mandatory instruction on labor protection and occupational safety is provided; and
- the students and supervisors of practice from the Academy are given the opportunity to use the library, equipment and documentation necessary for the implementation of practice program.

3.5. The tertiary students of part-time, extramural and distance forms of study, who work in the major, can undergo their practice at the place of work. In other cases, the tertiary students undergo practice at practice bases determined by the Academy.

3.6. For the tertiary students from abroad, the bases of practice are provided for in the relevant contract or agreement on training specialists and can be located both in the territory of customer countries and within Ukraine.

3.7. The tertiary students from abroad receive programs of practice, individual tasks, draw up reports in the manner prescribed by the subdepartment, subject (cycle) committee. When undergoing their practice within Ukraine, the students from abroad adhere to these Regulations.

3.8. The Center for Organizing the Practice and Employment of Students and the Work with the Graduates is responsible for organizing the work on concluding contracts (agreements) with practice bases for the educational units of the Presidential University, and the heads of relevant educational units – for the educational units of the All-Ukrainian and International Open Universities. The duration of contracts is agreed by the parties and can be determined for a period of specific practice or up to five years.

3.9. Responsibility for the general organization and conduct of practice rests with the heads of educational units of the Academy. The educational-methodological guidance and implementation of practice programs are provided by the relevant subdepartments. Responsibility for the practice and control over its implementation rests with the heads of graduating subdepartments and the supervisors of practice from the educational institution; for the International Open University - with the heads of units.

4. Organizing and Conducting the Practice

4.1. At the beginning of each academic year, the deans of educational units of the Presidential University draw up a calendar plan (schedule) for conducting the practice of students of all forms of study for the current academic year (Annex 3). The practice schedules are signed by the directors of educational units and submitted to the Center for Organizing the Practice and Employment of Students and the Work with the Graduates no later than September 10 of the current year. The schedules of conducting the practice of tertiary students of educational units of the All-Ukrainian University are drawn up for a calendar year, signed by the directors of educational units and approved by the Director General of the All-Ukrainian University by November 1.

4.2. Three months before the start of practice, at the request of graduating subdepartments and taking into account the number of students who will undergo the practice, the Center for Organizing the Practice and Employment of Students and the Work with the Graduates carries out preliminary selection of the practice bases and agrees on the requirements for them. The tertiary students who independently selected the bases of practice should obtain approval from the Center for Organizing the Practice and Employment of Students and the Work with the Graduates and draw up the relevant documents two months before the start of practice (a letter of guarantee from the organization). The final list of practice bases with the number of workplaces is handed over by the Center for Organizing the Practice and Employment of Students and the Work with the Graduates to the head of graduating subdepartment one and a half months before the beginning of practice. The head of subdepartment distributes the students among the bases of practice, appoints the practice supervisors from the Academy. A specialist of the subdepartment, with the consent of dean, prepares an order for the practice of tertiary students in the prescribed form (Annex 4) and submits it to the Center for Organizing the Practice and Employment of Students and the Work with the Graduates a month before conducting the practice. If a large number of the tertiary students are sent to practice, the head of graduating subdepartment may involve teachers of other subdepartments in managing the practice.

4.3. When conducting the practice, the number of tertiary students is determined based on the following calculation:

- for the full-time tertiary students; educational practice - 25-30 students per teacher;
- production, pre-graduation, assistant, translation, research and teaching practices - up to 8 students per teacher; and
- for the students of extramural form of study - up to 20 tertiary students per teacher for all types of practice.

4.4. The duration of working hours of students during the practice is regulated by the Labor Code of Ukraine and is, for the students who are 15 to 16 years old - 24 hours a week, 16 to 18 years old - 36 hours a week (Article 51 as amended by the Laws #871–12 of 20.03.91, #3610–12 of 17.11.93, #263/95

VR of 05.07.95), 18 years old and over - not more than 40 hours per week (Article 50 as amended by the Law #871 –12 of 20.03.91, as amended by the Law #3610–12 of 17.11.93). By agreement between the institution of higher education and a base of practice, a different duration of the working hours of students may be established, which should not contradict the requirements of current legislation.

4.5. Before the start of practice, the heads of graduate subdepartments and the supervisors of practice organize an orientation conference for the tertiary students, at which the purpose, objectives of and the requirements for the practice are explained, and the basics of occupational safety and labor protection are introduced to the students. The tertiary students who undergo their practice receive at the relevant graduating subdepartments the necessary documents - practice diaries (Appendix 5), the practice program, the schedule of undergoing the practice. The students are also informed about the system of reporting on undergoing the practice: the procedure for filling out their practice diaries, preparing written reports (Annex 8) and reports during the defense of practice.

4.6. The supervisor of practice from the higher education institution (a subdepartment):

- monitors the readiness of practice bases and, if necessary, takes, before the arrival of tertiary students who are to undergo the practice, preparatory measures;

- provides all organizational measures at the educational institution before the departure of tertiary students to their practice: instruction on the procedure for undergoing the practice, issuance to the tertiary students who are to undergo the practice of the necessary documents (assignments, practice programs, diaries, schedules, individual tasks, topics of yearly, graduation and master's works), the list of which is established in the cross-cutting regulations on conducting the practice of tertiary students of a department, an institute, taking into account the specifics of training in a particular area (major);

- in close contact with the supervisor of practice from the base of practice ensures the high quality of its undergoing in accordance with the practice program;

- controls the provision of normal working and living conditions for the tertiary students;

- monitors the undergoing of practice by the tertiary students at the base of practice;

- as a member of the committee, administers tests in the practice; and

- submits to the head of subdepartment a written report on conducting the practice with comments and suggestions for improving the practice of tertiary students.

4.7. The supervisor of practice from the practice base:

- is personally responsible for conducting the practice;

- organizes the practice in accordance with the practice program;

- organizes briefings on occupational safety and labor protection rules and is responsible for the observance of safe working conditions by the tertiary students;

- ensures the fulfillment of schedules of undergoing the practice at structural units of the enterprise (organization) agreed with the educational institution;

- provides the tertiary students undergoing their practice with the opportunity to use a scientific library, laboratories, regulations and other documentation necessary for the implementation of practice program;

- acquaints the tertiary students undergoing their practice with the rules of internal conduct of organization and monitors the compliance with them;

- creates the necessary conditions for those undergoing the practice to master new equipment, advanced technologies, modern methods of work organization, etc.; and

- after the end of practice, prepares a written comment on the work performed by the tertiary students who underwent their practice, checks and approves the reports of students.

4.8. If there are vacancies, the tertiary students can fill them, if it meets the requirements of practice program.

4.9. The tertiary students of the Academy, when undergoing their practice, are obliged to:

- before the start of practice, receive the necessary documentation and advice on its execution;

- arrive at the practice base on time; undergo the practice in accordance with the schedule of visits established by the practice base;

- systematically keep practice record books, submit them once a week for review by the practice supervisors;

- fully perform all tasks provided for by the program of practice and the instructions of its supervisors;

- comply with the rules of labor protection, occupational safety and production sanitation;

- be responsible for the work performed; and

- timely draw up the reporting documentation, take a test in the practice.

5. Summarizing the Practice

5.1. At the end of practice, the tertiary students report on the implementation of practice program. Their written reports (Annex 9) together with their completed practice diaries are submitted for review to the practice supervisors. The comment of supervisor from the base of practice should reflect the business and moral qualities manifested by the student during the practice and the assessment of his/her activities. The conclusion of supervisor of practice from the Academy should reflect the level of theoretical knowledge acquired by the tertiary students and the ability to apply it in practice, information on the implementation by the tertiary students of all sections of the practice program, the correctness of design of reporting documentation, conclusions and proposals for the assessment of practice.

5.2. After the end of practice, a final conference is organized, at which the tertiary students individually defend the reports on the practice before a committee appointed by the head of graduating subdepartment or the director of educational unit. The committee consists of the head of subdepartment (or his/her deputy) and the supervisors of practice from the Academy. During the defense of report, a student should describe the work performed at the base of practice, make suggestions for its improvement and justify their feasibility. A differentiated test in practice is assessed on a four-point scale. The committee administers the test at the Academy; to the tertiary students of full-time and part-time forms of study - on the last working day of practice, and to the tertiary students of extramural and distance forms of study - during the next test-exam session or preliminary defense of the graduation works. The grade for the practice is entered in the practice record book signed by the members of committee and put, by the supervisor of practice, in the test-examination record and the grade record book of tertiary student.

5.3. A tertiary student who did not complete the practice program without good reason is expelled from the educational institution. If the practice program is not completed by a tertiary student for a good reason, the educational institution provides the tertiary student with the opportunity to re-undergo the practice in a year or, by agreement with the organization, in the afternoon during training and on days off. The opportunity to re-undergo the practice in a year is also given to a tertiary student who received a negative grade during the final test.

5.4. The results of each practice are discussed at meetings of the graduating subdepartments, and the general results of practice are discussed at meetings of the Academic Councils of institutes.

6. Material Support of the Practice

6.1. The costs of practice of tertiary students of the Academy are part of the total cost of training specialists.

6.2. The amount of costs of practice of tertiary students is determined by a cost estimate developed by the educational institution based on the cost of undergoing the practice by one tertiary student for one week. The main item of estimate is the salary of supervisor of practice from the base of practice (cash and non-cash payment).

6.3. The form of remuneration of specialists from the bases of practice (cash and non-cash payment) is specified in the contract with the organization.

6.4. Settlements between the Academy and the direct supervisor of practice on the part of organization (cash settlement) are carried out on the basis of contract for work and report of completion.

6.5. Non-cash settlement with the organization is carried out on the basis of report of completion.

6.6. The remuneration of practice supervisors from the Academy is carried out in accordance with the established standards of remuneration of faculty of the Academy.

ANNEXES

Annex 1

The Structure and Content of Cross-Cutting Practice Program of Tertiary students

1. The structure and content of cross-cutting practice program of tertiary students (CCPPS) of higher education institutions as the main educational and methodological document of practice are developed on the basis of an approved Specification of the Minimum Requirements for the Competence

of a Graduate of a Certain Educational Level and its assessment based on the requirements and qualification of a graduate of a higher education institution.

2. When developing a CCPPS, the constituents of sectoral component of state standard of higher education should be the basis. Those constituents are as follows:

- educational characteristics, including the standard and variable parts;
- educational-professional program; and
- diagnostic tools.

3. The cross-cutting program of practice of tertiary students is developed by the graduating subdepartment in compliance with the following principles:

- the CCPPS should be an integrated component of the educational-professional program;
- the analysis of educational characteristics of specialist should identify the main phases of professional development of a graduate, during which the professionally significant qualities of specialist, necessary for effective performance of his/her professional functions, should be formed;

- the singled out phases of professional development of a graduate should form the structure and content of CCPPS;

- the content of each phase of professional development of a graduate should reflect the main points of personality-activity approach to the justification of:

- the main stages of periodization of professional training of a tertiary student;

- systematic development of methods and procedures for step-by-step and anticipatory diagnostics of the level of maturity of professionally significant qualities of tertiary students at each stage of the educational process;

- the duration of each phase of professional development of a graduate should be determined in accordance with the methodological propositions of social and educational psychology, according to which the phases of personal development in a relatively stable community are the stages of adaptation, identification and self-fulfillment of person; and

- for each phase of the professional development of a graduate, an "ideal" image should be created and a mechanism for comparing it with the real image of graduate, which reproduces the dynamics of level of maturity of professionally significant qualities, the indicators of academic success and success of activity of tertiary student, should be developed.

4. The specification of minimum requirements for the competence of a graduate as a basis for the formation of content of CCPPS should correspond to the educational-qualification characteristics in the relevant areas, specialties and educational levels.

Annex 2

Practice Program Structure

1. Explanatory note.

The type of practice, its role in the professional development of specialist is determined. The main points for the organization and conduct of practice are set out.

2. Purpose and objectives of the practice.

The purpose of practice, the goals concerning the quality of practice, the main objectives of a particular type of practice, the knowledge and skills that should be obtained by a tertiary student during the practice are determined.

3. Organizing and conducting the practice.

The general points of organization of practice are given:

- indicative list and brief description of the practice bases;
- responsibilities of the tertiary students who undergo the practice and of the supervisors of practice from the educational institution and the base of practice; and
- practice schedule.

A thematic plan of the practice, the list of individual tasks according to the bases of practice are given. For the program of educational practice, such a thematic plan is broken down into topics and types of classes (acquaintance with the production units, practical classes, excursions, situational tasks, etc.).

4. Practice program.

Specific tasks are defined according to each type of the practice; sets of didactic materials, computer programs - according to the content of education in the major and the type of practice.

In addition, sections of the practice program may include guidelines for undergoing the practice, a list of literature and required documentation, excursions during conducting the practice and other activities that help consolidate the knowledge gained during the training.

Individual tasks are developed by the supervisor of practice from the subdepartment, the subject (cycle) committee and are issued to each tertiary student. The content of individual tasks should take into account the specific conditions and capabilities of enterprise (organization, institution), meet the needs of production and, at the same time, meet the goals and objectives of educational process. In addition, individual tasks should correspond to the abilities and theoretical training of tertiary students.

5. Registration of the results of conducting the practice.

Requirements and recommendations for drawing up a schedule of the practice, keeping a practice record book, preparing the report, preparing for the defense are determined. Samples of the reporting documentation are provided.

6. List of references.

7. Annexes.

Annex 3

**PRIVATE JOINT STOCK COMPANY "HIGHER EDUCATION INSTITUTION
"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"**

CALENDAR PLAN (SCHEDULE)
of Conducting the Practice of Tertiary students of Extramural (Full-Time) Form of Study

for _____ / _____ academic year

S. N.	Practice period		Duration (weeks)	Training area/ major	Area of concentration	Education level	Year	Group	Practice type	Higher education students number	Subdepartment
	beginning	end									
1							I				
2											

Annex 4

Form for the Order on the Practice

APPROVED

Principal of PJSC "HEI "Interregional
Academy of Personnel Management"

(signature)

(initials and surname)

" ____ " _____ 20__

ORDER

-----20----- # -----

In accordance with the approved curriculum and program of undergoing the practice:

_____, in accordance with the schedule of edu-

(practice type)

cational process of tertiary students of IAPM, the contracts concluded with the bases of practice:

1. Send to the practice: _____ tertiary students

(practice type)

of the department-----forms of study to the number of-----persons, to the following enterprises and organizations for the period from _____to _____, appointing the supervisors of practice the teachers mentioned in the table.

Group-----, Field of knowledge/Major----- concentration:-----

-----, education level: -----.

S. N.	Surname, name, patronymic	Full name of the practice supervisor from the education institution, his/her position, scientific degree	Name of the enterprise, organization
1			
2			
3			
4			
5			
6			
7			
8			

2. The practice supervisors should:

- directly guide the practice of tertiary students in accordance with the plan and program of conducting the practice of tertiary students of IAPM;
- control the provision of the tertiary students with normal conditions of undergoing the practice and provide them with mandatory orientation on labor protection and occupational safety.

Director

(educational unit name)

Director of the Center for Organizing the Practice and Employment of Students and the Work with the Graduates

(signature)

(initials and surname)

(signature)

(initials and surname)

Annex 5

RECORD BOOK
Of Undergoing the Practice by a Tertiary student

(practice type) educational, production, pre-graduation, assistant,
translation, research and teaching

Surname,
Name & patronymic _____

Year _____ Group _____

Major _____

Practice base _____

Practice supervisor
from the higher education institution _____

Practice supervisor
from the enterprise _____

Kyiv 20__

**Private Joint Stock Company "Higher Education Institution
"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"**

Name and address of the practice base

ASSIGNMENT TO PRACTICE # _____

Interregional Academy of Personnel Management sends to _____
(practice type)

practice tertiary student _____
(surname, name and patronymic)

year _____ group _____ in the major _____

_____ of Interregional Academy of Personnel Management.
(unit name)

Practice duration: _____ weeks from « _____ » _____ to « _____ » _____ 20.....

Seal

 Director _____
(unit name) (signature) (initials, surname)

Date _____

NOTIFICATION TO THE ASSIGNMENT TO PRACTICE

_____ of « _____ » _____ 20.....
(is liable to be returned to the education institution within five days from the day of admission to the practice)

(name of the base of practice/enterprise, institution, organization)

notifies that tertiary student _____
(surname, name and patronymic)

year _____ group _____ in the major _____

_____ of Interregional Academy of Personnel Management.
(unit name)

is admitted to undergo _____ practice.
(practice type)

Practice duration: _____ weeks from « _____ » _____ to « _____ » _____ 20.....

Order on Admission to Practice # _____ of « _____ » _____ 20.....

Practice supervisor from the practice base _____
(position) (surname, name and patronymic in full)

Seal

 Head _____
(position) (signature) (initials, surname)

Date _____

CONTRACT # _____

on Conducting the Practice of Tertiary students of PJSC HEI IAPM

the city of _____ “ _____ ” _____ 20 _____

We, the undersigned, on the one part, Private Joint Stock Company “Higher Education Institution “Interregional Academy of Personnel Management” (hereinafter referred to as the higher education institution),

in the person of Principal Kurko, Mykola Nesterovych,
acting on the basis of the Charter,

and, on the other part, _____
(name of the enterprise, organization, institution)

(hereinafter referred to as the base of practice), in the person of

(position,
_____, acting on the basis
surname and initials)

(the Charter of enterprise, order, instruction)

concluded this Contract on Conducting the Practice of Tertiary students:

1. The base of practice shall undertake to:

1.1. Admit the tertiary students to practice in accordance with the calendar plan (annex to the Contract), which is an integral part of this Contract.

1.2. Send to the higher education institution a notice of the established standard about the arrival of tertiary students to the practice.

1.3. Appoint, by an order, qualified specialists for direct management of the practice.

1.4. Create the necessary conditions for the use, by the tertiary students, of practice programs, prevent their employment in positions and jobs that do not correspond to the practice program and future profession.

1.5. Provide the tertiary students with safe working conditions at every workplace. Conduct mandatory occupational safety training: the introductory one and in the workplace. If necessary, train the tertiary students undergoing the practice in safe work methods. Provide them with working clothes, safety equipment, treatment and prevention services according to the norms established for full-time employees.

1.6. Provide the students undergoing the practice and the supervisors from the higher education institution with the opportunity to use laboratories, offices, workshops, libraries, technical and other documentation necessary for the implementation of the practice program.

1.7. Ensure the registration of attendance of the students undergoing the practice. Report to the higher education institution on all violations of labor discipline, internal regulations and other violations.

1.8. At the end of practice, give a description of each tertiary student, in which reflect the quality of report prepared by him/her.

1.9. After graduation and obtaining a diploma of higher education, provide the graduates of the Academy with jobs if there are vacancies.

1.10. Additional _____ terms _____ and _____ conditions _____

2. The higher education institution shall undertake to:

2.1. Two months before the start of practice, provide the base of practice, for approval, with the practice program, and not later than one week before this start – with a list of tertiary students who are sent to the practice.

2.2. Appoint qualified teachers as the practice supervisors.

2.3. Ensure that the tertiary students adhere to labor discipline and the internal regulations. Participate in the investigation of committee of base of practice of accidents if they occurred to the tertiary students during the practice.

3. Liability of the parties for non-performance of the contract.

3.1. The parties shall be responsible for non-fulfillment of their obligations to organize and conduct the practice in accordance with the labor legislation of Ukraine.

3.2. All disputes arising between the parties to this contract shall be resolved in the prescribed manner.

3.3. The contract shall enter into force after its signing by the parties and shall be valid until " _____ " _____ 20 ____.

3.4. The contract is made in two copies: one – for the base of practice and one – for the higher education institution.

4. Possible options for conducting the practice:

4.1 Free of charge.

4.2. The cost of undergoing the practice by one student per week is determined in accordance with the cost estimates agreed by the parties and is indicated in the invoice sent to the Academy by the Contractor after the practice is undergone by the student.

4.3. Settlements between the Academy and the direct supervisor of practice on the part of the Contractor are made in accordance with the agreed cost estimates, the contract for the provision of services and the report of completion.

4.4. The executor chooses the option of conducting the practice provided for by paragraph _____

5. Location of the parties and current accounts:

Of the higher education institution: 03039, Kyiv City-39, Frometivska Street, 2
acc. 26008040388001 at JSC «TASKOMBANK», MFO 339500, EDRPOU 00127522

Of _____ the _____ base _____ of _____ practice:

Signatures and seals:

The higher education institution:

The base of practice:

_____ M. N. Kurko
(signature)

_____ (signature) _____ (surname and initials)

Seal “ _____ ” _____ 20 ____

Seal “ _____ ” _____ 20 ____

PRIVATE JOINT STOCK COMPANY "HIGHER EDUCATION INSTITUTION
"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"

REPORT

On Completing the Program of _____ Practice

Tertiary student of group

Surname,
Name and patronymic _____

Major _____
Concentration _____
Educational level _____

Base of practice _____
(full name of the enterprise, institution, organization)

Practice supervisor
from the higher education institution

(position, surname, initials)

Practice supervisor
from the enterprise, organization

(position, surname, initials)

Seal
The report is defended

« ____ » _____ 20 _____

(signature)

Seal
The report is defended

« ____ » _____ 20 _____

(signature)

Kyiv 20 _____