



INTERNATIONAL EUROPEAN UNIVERSITY

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REGULATIONS ON PRACTICAL TRAINING OF STUDENTS AT INTERNATIONAL EUROPEAN UNIVERSITY (as amended)

Kyiv – 2023

<i>Regulations on Practical Training of Students at International European University</i>	<i>REGULATIONS</i>
	<i>Quality management system ISO 9001:2015</i>

Developed by:

Director of the Education and Research
Department of the Organization of the
Educational Process

Oksana LISNICHUK

Approved by:

First vice-rector

Maksym ZHYTAR

Legal counsel of the Legal department

Inna KACHURA

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1. GENERAL PROVISIONS

1.1. Undergoing different types of practice ensures practical training and is an obligatory educational component of training students at all levels of higher education at the PHEI “International European University” (hereinafter referred to as the University). Practical training takes place at properly equipped University bases, at enterprises of different forms of ownership, at organizations of different branches of economy, at education, culture and healthcare institutions in Ukraine and abroad, etc.

1.2. These Regulations regulate general issues of organization, conducting and assessment of the results of all types of practical training undergone by students at the University.

1.3. The Regulations are developed in accordance with the Law of Ukraine “On Higher Education”, “Regulations on Practical Training of Students at Higher Education Institutions of Ukraine” approved by the Order of the Ministry of Education of Ukraine No. 93 dd. April 8, 1993, the Order of the Ministry of Education of Ukraine No. 351 dd. December 20, 1994, “On Introducing Amendments to the Regulations on Practical Training of Students at Higher Education Institutions of Ukraine”.

2. PURPOSE, TYPES AND CONTENT OF PRACTICAL TRAINING

2.1. The purpose of practical training is to teach students to use contemporary methods, forms of organization and tools in their future profession based on the knowledge obtained at the University, to develop professional skills and abilities required to make independent decisions in specific work in real market and production conditions, to develop the need to systematically replenish their knowledge, creatively apply it in practical activities, conduct scientific research.

2.2. The mandatory condition of practical training is continuity and consistency, organic combination with practical and laboratory classes, obtaining a certain amount of competencies and results stipulated in educational programs of the first (Bachelor) and the second (Master) levels.

2.3. Depending on the level of education and particularities of the educational program, practical training can be: 1) educational (practical classes); 2) on-the-job; 3) pre-graduation; 4) pedagogical.

2.4. Educational practical training is aimed at introducing the specific nature of the future profession, developing primary professional skills and abilities in general professional and special disciplines.

2.5. On-the-job practical training is aimed at consolidating and deepening theoretical knowledge of students obtained during the study of a certain course of

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theoretical disciplines, practical skills of the specialty, as well as collecting actual materials to accomplish scientific papers. This type of practical training takes place at enterprises (organizations, institutions) based on concluded agreements.

2.6. Pre-graduation practical training is the final stage of students' practical training determined by the educational program if necessary. It is carried out in the final year to summarize and improve the acquired knowledge, practical skills and abilities, to master professional experience and prepare for independent labor activities, as well as to collect materials for the qualifying paper.

2.7. The list of all types of practical training for each level of education, educational program, their forms, duration and terms are defined in curricula in accordance with the higher education standards and the schedule of the educational process.

2.8. The content and sequence of practical training is regulated by the cross-cutting program developed by the specialty support group according to the educational program and curriculum and approved by the Director of the Education and Research Institute. Its content shall comply with the orders of the Ministry of Education and Science of Ukraine on practical training of students, the curriculum at a certain level, the educational program, the Regulations on the Educational and Methodical Support of Academic Disciplines at International European University.

2.9. Working programs of the corresponding types of practical training are developed based on this program, taking into account the specifics of the educational program and reflecting the latest achievements of science, production, particularities of practical bases and specific conditions of practice, as well as other types of solutions related to educational and methodical support of practical training. Therefore, practical training programs shall be updated and revised at least once every five years.

2.10. Graduate departments can develop other methodical documents in addition to cross-cutting and working programs of practical training, which will contribute to the high quality of students' practice and determine forms and list of necessary documents.

2.11. The supervisor of practical training from the Department develops an individual task and gives it to each student. Its content shall take into account specific conditions and opportunities of the enterprise, organization, institution, as well as meet both the needs of production and the goals and objectives of the educational process, taking into account the abilities and theoretical training of trainees.

3. PRACTICAL BASES

3.1. Practical training is carried out at practical bases that ensure the accomplishment of the practical training program for corresponding educational programs or at the structural unit of the higher education institution (hereinafter referred

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to as the HEI). Practical bases can include modern enterprises (organizations, institutions) of different branches of economy, science, education, healthcare, culture, public administration, as well as training rooms, laboratories, training and practical centers, etc. Some kinds of practical training or their stages involving the collection of actual materials can take place in the field.

3.2. Enterprises (organizations, institutions), regardless of their form of ownership and subordination, that are practical bases shall meet the following requirements:

- availability of structures corresponding to educational programs that train specialists at a higher education institution;
- availability of qualified supervisors of practical bases;
- opportunity to provide interns with workplaces for the period of practical training;
- granting the right to use the library, laboratories, technical and other documents required to accomplish the practical training program;
- the possibility of further employment of graduates (on a general basis if there are vacancies);
- availability of information support for trainees regarding the latest technologies used in the industry.

3.3. It is possible to use regional educational and practical centers established at leading higher education institutions, which material and technical facilities meet the requirements of the practical training program, as practical training bases for certain educational programs.

3.4. Students have the right to suggest their own place of practical training and undergo it there by agreement with the Department.

3.5. Approval of the practical base is carried out by the University administration based on direct agreements with enterprises, organizations, institutions (regardless of their organizational and legal forms and forms of ownership), which shall be executed not later than one month before the beginning of practical training. If the practical base is a structural unit of the University, this shall be indicated in the report of the Head of the Department. A typical agreement in two copies shall be pre-filled at the place of practical training (internship base). The package of agreements is compiled by the Department and submitted for registration to the administration of the Institute and approval of the vice-rector for a corresponding area one month before the beginning of the internship. The logbook of registration of agreements shall be maintained in the electronic form of Google disk by specialists of Institutes where students are trained. One copy of the agreement is stored at the Department, the other is transferred to the practical base. On the basis of agreements / other documents (working program of

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practical training, minutes of the Department, etc.), the Department submits a report to the administration of the Institute with a recommended list of students, practical bases and supervisors assigned to them to prepare an order on practical training. The order is drawn up no later than three weeks before the beginning of the practice according to the schedule of the educational process approved for the current academic year.

3.6. The order on practical training of students by the University Rector shall specify the following:

- location and dates of practical training;
- composition of the group of trainees;
- supervisor responsible for organizing the internship and drawing up the report on practical training.

4. ORGANIZATION AND SUPERVISION OF PRACTICAL TRAINING

4.1. The vice-rector for a corresponding area, directors of institutes, heads of departments and supervisors of practical training are responsible for the organization, conducting and supervision of practical training.

4.2. Educational and methodical supervision and accomplishment of the practical training program are provided by heads of corresponding departments and supervisors of practical training.

4.3. Experienced lecturers of the Department directly involved in the educational process are engaged in the management of practical training.

4.4. Organizational principles of preparing and conducting practical training include:

- development of cross-cutting and working programs of practical training of students for different educational programs;
- definition of practical bases;
- conclusion of an agreement on practical training between the higher education institution and an enterprise, organization, institution;
- preparation of information to the basic enterprise about the volume, areas and period of students' practical training, the need for equipment, tools and materials to equip workshops, training laboratories and classrooms;
- appointment of supervisors from the practical base;
- conclusion of the agreement between the higher education institution and the supervisor of practical training from the practical base;
- allocation of students between practical bases;
- compiling topics of individual tasks for practical training;

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– preparation of forms of reporting documents on the results of practical training.

4.5. The Director of the Institute, heads of departments and supervisors of practical training are responsible for the organization and conducting of practical training at the ERI (as an educational component). They:

– are responsible for educational and methodical support of practical training at the Institute;

– monitor the organization and conducting of practical training, fulfillment of its program, prompt preparation of reporting documents and tests;

– listen to reports of departments on conducting practical training at the Academic Council of the Institute.

4.6. Direct educational and methodical supervision of students' practical training is carried out by corresponding departments that conduct the following activities:

– allocate the student population between practical training bases and submit this information to the administration;

– approve topics of individual tasks for a certain type of practical training of students (in the structure of the working program);

– organize meetings of students on internship issues, involving its supervisor;

– supervise and monitor practical training;

– inform students about the reporting system approved by the Department, namely: submission of the report on practical training, execution of the completed individual assignment, preparation of a report, announcement, speech, etc.;

– discuss the results and analyze the accomplishment of the practical training program at the Department meeting.

4.7. Direct supervision of students' practical training at structural units (at the practical base) are entrusted to qualified specialists working on a permanent basis.

4.8. Functional responsibilities of the supervisor of practical training from the University:

– to carry out all organizational activities before the beginning of practical training: instruction on safety and the procedure of practical training, provide students with the necessary documents (appointments, programs, schedule of practical training, individual assignment, methodical recommendations for the design of reporting documents, etc.);

– to develop topics of individual tasks and coordinate them with supervisors from the practical bases, taking into account the specifics of the latter;

– to take part in the allocation of students to practical bases;

- to monitor the timely control over the timeliness of the beginning of practical training (arrival at the base), its fulfillment and performance in full according to the program;
- to provide methodical assistance to trainees in performing individual tasks;
- to control the provision of proper working and living conditions of trainees and conducting mandatory briefings on occupational health and safety with them;
- to control the fulfillment of internal labor regulations by trainees, keep or organize keeping records of visits to the practical base;
- to conduct mandatory consultations on the processing of the collected material and its use for the report on practical training;
- to inform trainees about the procedure for submitting reports on practical training and accept their defense as part of the committee;
- to submit trainees' reports to the Department;
- to submit a written report with comments and suggestions on improvement to the Head of the Department.

4.9. Functional responsibilities of the supervisor of practical training from the practical base:

- allocation of trainees to workplaces according to the schedule of practical training;
- instruction on safety and fire safety at the enterprise and at the workplace when performing specific types of work;
- to examine the organization of work at a particular workplace;
- to assess the quality of work of trainees, compile characteristics on them specifying the fulfillment of the practical training program, the quality of professional knowledge and skills, organizational skills, attitude to work, performance of individual tasks, etc.;
- to ensure and control the observance of internal regulations by trainees.

4.10. Responsibilities of University students during practical training:

- to start practical training in a timely manner;
- fully perform all tasks stipulated by the practical training program and instructions of its supervisors;
- to study and strictly comply with the rules of labor protection, occupational health and safety, industrial sanitation and internal regulations, labor legislation;
- to be responsible for the work done;
- to draw up reporting documents in due time and make up the practical training credit.

4.11. The duration of working time of students during practical training is regulated by the Labor Code of Ukraine: 36 hours per week for persons from 16 to 18

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years of age (Article 51 as amended by Laws No. 871-12 dated March 20, 1991, No. 3610-12 dated November 17, 1993, 263/95 VR dated July 5, 1995), no more than 40 hours per week for persons from 18 years of age and older (Article 50 as amended by Law No. 871-12 dated March 20, 1991, as amended by Law No. 3610-12 dated November 17, 1993).

4.12. Practical training within the academic year can take place both in certain periods and by means of duty with theoretical classes in accordance with the curriculum and the schedule of the educational process.

4.13. In case of job openings, students can be placed in regular positions if the work in those positions meets the requirements of the practical training program. In such a case, at least 50% of the time shall be devoted to general professional training according to the practical training program.

5. MATERIAL SUPPORT OF PRACTICAL TRAINING

5.1. Material support of practical training is carried out in accordance with Section 5 of the Regulations on Practical Training of Students of Higher Education Institutions of Ukraine approved by the Order of the Ministry of Education of Ukraine dated April 8, 1993, No. 93, the Order of the Minister of Education of Ukraine No. 351 dated December 20, 1994, “On Amendments to the Regulations on Practical Training of Students of Higher Education Institutions of Ukraine”.

6. ASSESSMENT OF THE RESULTS OF STUDENTS’ PRACTICAL TRAINING

6.1. After the completion of practical training, students report on the fulfillment of its program and individual assignment.

6.2. Reporting on the results of students’ practical training includes: printed and electronic report on practical training (Annex 1) in accordance with the prepared record book of its undergoing (Annex 2), containing the student’s characteristics with a review and assessment of his/her work provided by the supervisor from the practical base and certified by the seal of the organization (if available).

6.3. The printed report together with the record book of practical training shall be submitted to the supervisor from the University. The requirements for the design of the report shall be stipulated in the working program of practical training.

6.4. The report together with the record book of practical training, characteristics and other documents stipulated in the working program of practical training shall be submitted to the defense committee consisting of supervisors of practical training from the University and, if possible, from the practical bases, lecturers of the department who

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taught the student special disciplines. Based on the defense, the Committee assigns grades to the academic record sheet and the student's individual curriculum/credit book signed by the Chair of the Committee. The results of practical training that take place during summer months are taken into account when determining the rating of academic performance of students of these groups of the next following semester. The Committee accepts credit (or differentiated credit) from students at practical bases on the last days of practical training or at the higher education institution before the beginning of the next semester.

6.4. The student failing to fulfill the program of practical training without valid reasons receives a failing grade, i.e. has an academic debt, which is eliminated in the prescribed manner by repeating practical training and defending it for the first time before the supervisor of practical training and the second time before the Committee.

6.5. If the practical training program is not completed for a valid reason, the University provides the opportunity to repeat it.

6.6. The results of each practical training are discussed at the meeting of the Department, the ERI Council, and the overall results of practical training are summarized at the University Academic Council at least once during the academic year.

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ANNEX 1

PRIVATE HIGHER EDUCATION INSTITUTION
“INTERNATIONAL EUROPEAN UNIVERSITY”

Department _____

REPORT

on _____
(name of practical training)

at _____
(full name of the practical base)

Student: _____
(Full name)

group, specialty: _____

(date)

(student's signature)

Supervisor of practical training
from the enterprise: _____
(full name, position, signature)

LS

Supervisor of practical training
from the Department: _____
(full name, position, signature)

The report is defended
with the grade: _____
(according to the national and ECTS scales)

_____, 202____
(date of defense)

(lecturer's full name and signature)

Kyiv 202____

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