

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
«IGOR SIKORSKY
KYIV POLYTECHNIC INSTITUTE»

**METHODOLOGICAL RECOMMENDATIONS
IN THE DOMAIN OF PRACTICAL TRAINING PERIOD
AND COMPILING OF WORKING PROGRAMS
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
«IGOR SIKORSKY
KYIV POLYTECHNIC INSTITUTE»**

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INTRODUCTION

Methodology instructions regarding student Practical Training period and drawing up the working programs of Practical Training of National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» are developed in accordance with the Law of Ukraine «On Higher Education», Regulations on conduction of Practical Training period for students of Higher Educational Establishments of Ukraine: Decree of Ministry of Education and Science of Ukraine issued on 08.04.1993 № 93 (As revised according to Degree of Ministry of Education and Science of Ukraine № 351(v0351281-94) issued on 20.12.94), taking into account temporary regulations on Organization of educational process of National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute».

1. GENERAL TERMS

1.1. The university student practical training is a compulsory element of educational – training/educational-scientific programs of preparation of students of higher educational establishments and aims at acquisition of professional competence by a student (a postgraduate student)

1.2. The objective of student practical training is generalization and sustaining of practical skills acquired in the university, professional experience acquisition and acquisition of individual corporate working practices, up-to-date working practices acquisition, acquisition of work organization forms, work equipment skills acquisition in terms of one’s future specialty.

1.3. Student practical training is completed by their undergoing of training at an enterprise, an establishment and organizations (hereinafter referred to as «practical training enterprise») according to the contracts signed by the university or in the university structural sub-departments which provide practical training.

1.4. Practical Training form and body are determined by educational – training and educational-scientific programs of preparation of students of higher educational establishments, which are represented in curricula, practical training dates are settled according to the academic calendar.

2. PRACTICAL TRAINING FORMS AND SUBJECT

2.1. Depending on the specialty and objectives, the following forms of practice are used: teaching practicum, academic, industrial, scientific, pre-graduation practical training (educational), etc.

Practical training is a step that follows laboratory and practical classes and ensures a transition from theoretical education to professional activity of students. The objective of practical training is for students to learn the peculiarities of their chosen specialty, to acquire

primary professional skills in general professional and specialized subjects. The main goal of practical training is to enable the student to feel as partaker of work activity, to let a student solve tasks of the workforce, to be responsible for the work done.

Industrial practical training (production, operational, economic training, design practical training, etc, depending on the educational program specialization) is intermittent on the list of practical training forms. The goal of industrial practical training is to deepen and consolidate the theoretical knowledge, acquired by students while learning a set of theoretical subjects, getting themselves familiar with work activity and cycle, product design documentation development, to practice specialty work skill, to gain hands-on experience, to develop professional thinking skills, to nourish teamwork organizational skills, and also to gather material for a term paper research, etc.

Pre-graduation practical training is the final step in practical training of students of educational – training Bachelor's and Master's degree programs. Prior to undergoing pre-graduation practical training, a thesis task should be set in order for the student to consolidate and deepen their professional subject knowledge, to gather factual information and to carry out the researched required by the thesis topic (paper topic)

Scientific practical training is one the elements of educational process of master's degree students and postgraduate students of educational-scientific programs. The goal of the training is to systematize, extend and consolidate professional knowledge, to acquire task-forming skills, to learn how to analyze the results that were achieved and how to draw conclusions, to conduct independent research. The primary objective of the practical training is to gain experience in studying recent scientific problems as well as to collect the necessary material to perform a graduation thesis.

Teaching or educational practicum training is a pre-requisite of master's degree student education of educational-scientific program and postgraduate students. The training is undergone in a semester after the students have become familiar with a certain pedagogical subject. During the teaching (educational) practicum students deepen their knowledge in teaching in higher education, they develop and consolidate their skill to perform scientific and methodological analysis of curriculum programs of certain academic disciplines, they learn how to work out lesson plans and lecture notes, how to conduct a variety of classroom learning types, how to perform self-assessment and how to improve the communicative aspects of teaching.

2.2. The contents of all the forms of practical training as well as their order in determined by the curriculum developed by a graduation department according to the educational-training/educational-scientific programs of students of higher educational establishments. The contents are considered at a department meeting and are approved according to the regulatory documents of National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute». Student practical training forms and their amount may be updated according to the educational programs of the higher educational establishment.

2.3. Practical Training program is the main academic and methodological document that regulates the task, contents and order of practical training conduction, drawing conclusions of the training and includes recommendations regarding types, forms and methods of student training quality assurance (competency levels), that are to be achieved

by students of higher educational establishment while undergoing each form of a practical training. Practical training curriculum is developed according to the academic curriculum and is discussed at department meeting at least 4 times a year unless changes to the curriculum are made.

2.4. On the basis of Practical Training program, departments of the university develop steering documents (Supplement 1) of the corresponding practice forms that are approved by the administration of the practical training establishment. The primary objective of the steering document is to carefully plan and regulate all the activity of students and professors throughout the Practical Training period. Departments can develop, in addition to steering documents, other methodological documents that will contribute to achievement of high quality practice conduction for students of higher educational establishments.

3. PRACTICAL TRAINING STRUCTURE AND SUBJECT OF ITS PARTS

3.1. Development of Practical Training program is a responsible and creative process completed by academic staff of the university. It would not be appropriate to confine such a process to some frameworks or schemes. Generally, Practical Training program may consist of the following parts and subparts:

- Introduction.
- Practical training objectives and targets.
- Organizing conduction of the practical training.
- Subject of practical training (individual task or individual workplan; studying and attending excursions during practical training).
- Schedule.
- Reporting requirements.
- Forms and methods of control.
- Assessment criteria.
- Recommended reading materials.

According to the specific features of the teaching and practical training enterprise features or for justified reasons, some of the parts may be included to practical training structure or subtracted from it.

3.2. «Introduction» should include the year of studying, specialty/specialization (code and name), practical training dates, the name of a practical training establishment, general responsibilities of the students and practical training coordination university representatives and other general issues.

3.3. The part «Practical training objectives and targets» is one of the main parts of a Practical Training program. It determines the direction of the activity of students and professors during the practical training. The practical training targets are to have hands-on experience according to the future occupation of a student, to prepare the students for their final exams and to collect information for qualification paper.

Defining of practice objective and targets has to be based on a thorough analysis of the subjects included in the curriculum and has to correspond with the list of competencies, knowledge, abilities and skills that are to be acquired by students in the process of practical training. A well-defined objective and targets of a practical training enable an easy supervision of practical training execution and it makes it possible to change. If the objective and targets of a practical training are well-defined, it is easy to supervise the program completion progress and to apply necessary changes.

3.4. The part «Organizing conduction of the practical training» should include the practical training enterprise name, the main responsibilities of the students and of the university practical training administrators as well as the main responsibilities of the practical training establishment administrators, other issues regarding training organisation.

It should be mentioned in this part that the students should strictly follow the rules of occupational safety as well as fire regulations. They have to receive mandatory trainings (an introductory one as well as one at every new workplace).

In case the students are involved to provide assistance to the practical training establishment, such a possibility has to be mentioned in the Practical Training program. The maximal duration of the activity should be included as well as the feasibility of additional occupational safety trainings.

The practical training coordinator on behalf of the university determines the time period given to generalize the practical training material and to prepare the final report. He/she determines the deadline of submission of the report on undergoing practical training.

3.5. The main constituent of the Practical Training program is the part «Subject of practical training». In this part it should be outlined in a detailed and specific way what all the required actions to achieve the goal to solve practical training tasks for the students of each specialty and a specific learning stage are. Given the features and opportunities of a practical training establishment, it is reasonable to develop an approximate list of sites (positions), where students can undergo their practical training. It is reasonable to include practical training timeframe in this part.

During the Practical Training period the students gain new knowledge and acquire new skills mostly by carrying out specific practical tasks. Thus, it is the most reasonable for them to occupy permanent positions.

The subpart «Individual tasks» or «Individual workplan» is included into the Practical Training program in order for the students to acquire the skills of solving industrial, scientific or organizational tasks. Completion of an individual task stimulates activity of the students, it broadens their horizons, enhances their ability to take the initiative and turns the practical training into a more specific and target-oriented process. The subject of the individual task should correspond with both the objectives of the educational process and the needs of the industry. It should take into account the abilities

and the offers of the practical training establishment. In case of a pre-graduation (scientific-research) practical training the subject of the individual task is adjusted according to the topic of the diploma project (work), master's thesis.

An individual task is formed by the practical training coordinator on behalf of the university department and is appointed to every student. The individual task has to correspond with the theoretical and practical knowledge and skills of the students. The materials that are received by a student during their completion of the individual task may be further used to carry out their qualification thesis, to prepare a lecture, an article or for other reasons with the consent of the department and practical training enterprise.

Given the features of the practical training (e.g. teaching practicum) instead of individual tasks an individual workplan is drawn up and approved for the whole Practical Training period. The student reports on completion of the workplan after the Practical Training period is over.

For students of extramutual and evening time education, an individual plan that takes into account the specifics of the workplace may be developed.

The subpart "studying and attending excursions during practical training" outlines the approximate topics of the events. Their planning and conduction is carried out jointly by both practical training university coordinators and enterprise supervisors. Studying process during the Practical Training period may come in form of lectures, workshops, practical and laboratory work. They will facilitate deepening of theoretical studying using the facilities of the practical training enterprise. Lectures and workshops have to provide the students with insights on their professional development prospects as well as prepare them to learning of curriculum subjects. The most qualified scholars and employees of the practical training enterprise should be involved in conduction of such lessons.

Excursions during the Practical Training period are arranged for the students to gain a better understanding of the structure of the practical training enterprise, the way how its department interact and how the current management system works. In order to broaden students' horizons it is sensible not only to have the excursions at the practical training site, but also at other enterprises, organisations and establishments of the same field of science or of allied sciences.

3.6. In the subpart «Schedule» the stages of the jobs that are to be performed by the students during their Practical Training period are clarified and the time limits for doing those jobs are clearly marked.

3.7. The subpart «Reporting requirement» must contain the information regarding the size of the report, presence of the main parts in it, the order of information disclosure, report submission guidelines. In the reports, the job done by the student themselves must be described briefly and effectively. There must be no word-for-word copying of the practical training establishment materials (such as establishment histories, technical descriptions, etc), and there must be no quotations of literary sources. The forms of the reporting documents are approved by the department and must be provided in the methodological materials supplements which are handed out to the students.

To generalize the materials collected during their practical training and to develop the report, the students have a certain time frame at the end of the practical training

period. This time frame must be mentioned in the Practical Training program. The report is supervised and approved by the practical training supervisors on behalf of both the practical training establishment and the university. The reports are kept at the department for 3 years, then they are written off and shredded according to the procedure.

3.8. In the part «Forms and methods of control» of the Practical Training program all the questions of the working program regarding supervision of student activity by coordinators on behalf of university and practical training establishment are clarified. The list of the reporting documentation is included in the practical training working programs. To be specific, those are practical training diary, reports on completion of separate tasks and the whole practical training, documents, which prove that professional activity has been conducted (such as research reports, etc), performance evaluation, signed by coordinators on behalf of the university and the practical training establishment, authenticated by enterprises.

3.9. In the part «Assessment criteria» is mentioned that the results of completion of practical training is evaluated in form of a credit taken by a student with a commission, appointed by a head of the department. The mark scored for practical training is equal to the other marks and characterizes the academic progress of a student. As the final mark is set, all the activity forms chosen by the professor are evaluated.

The credit results of practical training are transferred into an academic record, a student's record book and a report card.

A student who has not completed the Practical Training program for no reasonable excuse, may have a right to undergo the practical training again on the conditions set by the university. A student who failed to pass a credit while undergoing the practical training for the second time, is expelled from the university.

3.10. The part «recommended reading materials» must include a list of literature to be studied by students in order to be capable of completing the Practical Training program. This mainly is literature which cannot be found in the university library but is present at the practical training enterprise: regulatory acts, descriptions, handbooks, etc. The list of recommended reading materials has to be as short as possible, include only the most important articles and the time that students can allocate to reading should be taken into account.

4. BASES OF PRACTICAL TRAINING PERIOD

4.1 The departments is carried out determination of the bases of Practical Training period.

4.2 Basing on the order (Supplement 2), provided by the departments, the employment promotion sector of graduates and organization of Practical Training period for students of the university's educational department concludes a package contract (for two or more faculties / institutes) between the university and the bases of Practical Training period for all types in a calendar year. Deans of faculties, directors of institutes have the right to enter into a contract about the Practical Training period of students (Supplement 3) on the basis of the rector's appointment.

4.3 Students of higher educational establishment can independently, in agreement with the administrative authority of the department, choose a base of Practical Training period and offer to use it in case of full compliance with the requirements of Practical Training period programs.

4.4 The base of Practical Training period for foreign students is defined in the relevant contract or contract for the training of specialists and may be located both in Ukraine and abroad.

4.5 The Practical Training period for students of extra-mural form of study is conducted on an individual plan, without interruption from production.

5. ORGANIZATION OF PRACTICAL TRAINING PERIOD

5.1 The organization and implementation of Practical Training period are regulated by the following documents:

- contracts with enterprises about the Practical Training period of students;
- order in the university about students' Practical Training period referral and appointment of coordinators;
- education program and steering document of Practical Training period;
- diaries and individual assignments for students who get through the Practical Training period;
- register of students' Practical Training period visits;
- schedules of visiting the bases of Practical Training period by its coordinators in order to monitor students' progress;
- students' reports about the implementation of Practical Training period program;
- examination records about Practical Training period credits.

5.2 Responsibility for organizing, implementing and controlling the Practical Training period is imposed on the head of the corresponding department. The employment promotion sector for graduates and students' Practical Training period organization from academic registry of the university coordinates the work of the students' Practical Training period organization on the bases of Practical Training period and obligated to:

- every year in October, register and conclude package contracts between the university and the bases Practical Training period corresponding to the orders of the departments;
- prepare and register the order about the Practical Training period of university students for a calendar year.

5.3 The heads of the department appoint people responsible for organizing the Practical Training period of students who obligated to:

- annually, up to May 30th, apply for the employment promotion sector of graduates and organization of Practical Training period for students of the University's educational department concludes a package contract for the Practical Training period of students for the next calendar year;
- formation of contracts with enterprises for the organization and implementation of Practical Training period;

- prepare lists of students` division for Practical Training period and file them to the dean's office for registration of the order about the Practical Training period of students of faculty / institute (Supplement 4).

5.4 To guide the Practical Training period, the head of the department is appointed Practical Training period coordinators from the university. Practical Training period coordinators from the bases of Practical Training period are appointed by the head of the unit in which the student is directed.

5.5 The Practical Training period coordinator from the department is obligated to:

- prepare working programs of Practical Training period and coordinate them with the bases of Practical Training period at the latest two weeks before the beginning of Practical Training period;
- inform students about the registration of medical clearance (as the circumstances require) 7 days prior to the beginning of practical training period;
- no later than 7 days prior to the beginning of Practical Training period, give the bases of Practical Training period lists of student apprentice for the issuance of temporary passes;
- prepare and give the student or group of students a referral to Practical Training period (Supplement 5);
- in case of referral two or more students for the Practical Training period, accomplish an appointment of group monitor who is an assistant to a Practical Training period coordinator;
- hold a meeting with students and familiarise them with the working program of Practical Training period;
- give students diaries (Supplement 6) with individual tasks and schedule of Practical Training period;
- ensure the timely arrival of students to the bases of Practical Training period and control the Practical Training period;
- systematically, at least once a week, provide guidance to students and monitor the stages of individual task fulfillment according to the schedule;
- assist the Practical Training period coordinator from the enterprise compiles the letter of recommendation for each student;
- take part in passing credits of Practical Training period;
- check the return of all students their temporary passes, materials and enterprise assets;
- register a work log and also conduct industrial safety measures if students pass the Practical Training period in the structural subdivisions of the university;
- file a report to the dean's office about the results of Practical Training period (Supplement 7) with suggestions for its improvement.

The results of Practical Training period are necessarily discussed at the meetings of the department and the Academic Council of faculty / institute.

5.6 The Practical Training period coordinator of the bases of Practical Training period is obligated to:

- provide the instruction pass of industrial safety measures, workplace safety rules and familiarize with Workplace Standards;
- provide guidance of students` work directly at the workplace;
- control the students' fulfilment of specific individual tasks;
- provide assistance in collecting the necessary materials for the report;
- assess the quality of each student's work during the Practical Training period.

5.7 During the Practical Training period, students of university are obligated to:

- before the practice, receive the referral to the Practical Training period, a work program of Practical Training period and a diary of Practical Training period from the Practical Training period coordinator and the department;
- come on time at the base of Practical Training period;
- to fully implement all the tasks provided for by the work program of Practical Training period, and instructions from the head of the enterprise;
- to know and strictly adhere to workplace safety rules, industrial safety measures and sanitation, internal regulations of the enterprise;
- have responsibility for the work performed;
- provide the report without any delay and get a credit of Practical Training period.

5.8 With the availability of vacant position on the basis of Practical Training period, university students can be enrolled in full-time job, if their work corresponds to the requirements of the program of Practical Training period. Herewith, at least 50 percent of the time is allocated to the professional training according to the program of Practical Training period.

6. SUPPLIES AND UTILITIES

6.1 Sources of funding for the Practical Training period of students of higher educational establishment are determined by the form of order for specialists: state or regional funds, funds of enterprises and organizations of all forms of ownership or funds of physical and legal entities. Sources of additional funding that are not prohibited by law may be involved into the Practical Training period of students of higher educational establishment.

Subjects — orderer of specialists transfer funds to the university for the Practical Training period of students of higher educational establishment in due time of the amounts as provided for by relevant articles of agreements or contracts for the training of specialists (taking into account inflation processes).

6.2 The financing of expenses for the organization and conduct the Practical Training period of students, studying under the state order, are considered as a journal entry in consumption expenditures for account of the mutual fund of the state budget.

6.3 The expenses of students' visiting Practical Training period are a part of the total expenses for training specialists. The rate of expenses for Practical Training period of the whole group of students (not less than 15 people) is determined by the cost estimates, which are developed by the structural subdivision of the university. The main expenses for the Practical Training period can be: fare, daily allowance.

6.4 For students` Practical Training period which is held outside the university at a distance of more than 50 km, the daily allowance are paid at the expense of practical training in the amount established by law. It takes into account the way time to the bases of Practical Training period and back.

6.5 The fare to the bases of Practical Training period and back urban and suburban (up to 50 km) transport is paid by students at their own expense.

6.6 The fare of higher education students by rail, water and automobile transport to the bases of Practical Training period and back is paid from the university expenses.

6.7 The studens` living of Practical Training period in dormitories from the bases Practical Training period or leased premises for this purpose are paid on terms and in the amounts introduced in the agreement.

6.8 During the Practical Training period and work in the workplaces and posts with payment of wages for students, the right to obtain a scholarship is retained.

6.9 Payment is carried out in accordance with the current legislation for travel orders to university lecturers — Practical Training period coordinators.

6.10 The academic load of coordinators is determined on the basis of the number of academic hours provided by the curriculum.

6.11 The payment of a lecturer — a coordinator is actually carried out for hours at the salary.

7. SUMMARY OF PRACTICAL TRAINING PERIOD

7.1 At the end of the Practical Training period, students report on the implementation of the program and individual tasks. The form of reporting for Practical Training period is the submission of a written report, signed and evaluated directly by the coordinator from the base of Practical Training period, and a properly documented diary. The written report, together with other documents established by the university and specified in the work program of the Practical Training period, are submitted for review to the Practical Training period coordinator from the educational institution. The report should contain information about the student's implementation of all sections of the program of Practical Training period and individual tasks, summaries and proposals, list of used literature, etc. A report is prepared on the requirements specified in the program of Practical Training period.

7.2 The head of the department is appointed by the commission to receive reports from Practical Training period. The commission consists of the Practical Training period coordinator from the department and the base of Practical Training period coordinator (under agreement). The Commission takes a students` credit from the bases of Practical Training period in the last days or at the university during the first ten days after the end of Practical Training period. An assessment from the Practical Training period is written into the academic record. The practical training report has been keeping at the department for three years.

7.3 A student who has not completed a program of Practical Training period may be granted the right to sit for the Practical Training period again under the conditions

specified by the university. A student who received a failing grade for taking the Practical Training period in a commission is expelled from the university.

7.4 The results of every Practical Training period are discussed at the session of the department, and the general results of the Practical Training period are presented at the meeting of the Academic Council of the faculty / institute at least once a year.

8. RECOMMENDED SOURCES AND INFORMATION ASSETS

1. On Higher Education : The Law of Ukraine. (2014)Vidomosti Verkhovnoyi Rady of Ukraine, № 37-38.
2. Regulation on the practical training period of students of higher educational institutions of Ukraine: Decree of the Ministry of Education of Ukraine. (1993 April 8, № 93).
3. Temporary regulations on the organizations of educational process in Igor Sikorsky Kyiv Polytechnic Institute.
4. Methodical recommendations for compiling programs of Practical Training period of students of higher educational institutions of Ukraine. (1996, Kyiv). Letter from the Ministry of Education and Science of Ukraine (1996.02.14, № 31-5/97)



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Name of Faculty (institute) _____

«Approved by»
Dean of Faculty (head of institute)

«__» _____ 201__ p.
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A P P R O V E D B Y :

The leading enterprise specialist:

Head of Department :

«__» _____ 201__ year.

«__» _____ 201__ year .

WORKING PROGRAM

Of Practical Training conduction _____ of the _____ year students
(practical training name)

Specialty name _____

At the enterprise _____

from «__» _____ till «__» _____ 201__ year.

The working program is developed on the basis of the program which has been approved by the Dean of Faculty

«__» _____ 201__ year.

1. Introduction: (The crucial issues regarding practical training and its organisation are briefly outlined: the basic rights and responsibilities of the students and practical training coordinators on behalf of the university and enterprise, following the specialty program, following the workplace safety regulations and enterprise schedules, etc)

2. Practical Training objective and targets (are based on the program taking the specific features of the practical training enterprise into account):

3. Practical Training organisation

4. Practical Training subject: (is outlined according to the program in order to ensure the tasks are carried out and the objective is achieved, the recommended reading materials list is provided)

5. Practical Training period timetable :

№	Contents	Dates:
1.	Student arrives at the practical training enterprise, Applies for and receives their pass	
2.	Workplace safety regulations drill is carried out	
3.	Excursions at the enterprise are conducted, students are familiarized with their workplace	
4.	Practical Training program and individual task are carried out (progress is checked on weekly basis)	Throughout the whole Practical Training period
5.	Practical training diary and report are written, credit for practical training completion is granted.	

6. Requirement to the report

7. Supervision forms and methods

8. Assessment criteria

9. Recommended reading materials

Practical Training coordinator on behalf of National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute»

(post, surname, signature)

Practical Training coordinator on behalf of the enterprise

(post, surname, signature)

Faculty _____
 Department _____

ORDER
For drawing up student practical training agreements
Igor Sikorsky Kyiv Polytechnic Institute for 20 / academic year

№	Practical Training enterprise (Full name of an enterprise, Postcode and address)	Year of studying	Group	Number of students	Specialty code and number	Practical Training dates and form	Agreement number
1	2	3	4	5	6	7	8

Dean of Faculty, Head of Institute _____ (_____)
 Head of Department _____ (_____)

Every page is to be signed

resources require to complete the Practical Training program.

1.6. To provide registering of the students who start work; to let the university know about all the violations of work discipline, internal order and other violations.

1.7. After completion of practical training – to describe how every student who underwent practical training completed the program, to describe how well the report was made, etc.

1.8. To enable the students to collect information for their term papers, thesis work on the basis of activity of the enterprise which is not a commercial secret, on account of directions of the departments.

1.9. Additional conditions _____

2. Higher educational establishment is obliged to:

2.1. Prior to Practical Training period, to provide the practical training enterprise with the Practical Training program for its approval, and not later than in a week – with a list of student who will undergo the training.

2.2. To appoint qualified professors to coordinate the practical training.

2.3. To ensure that students follow the rules of internal labor and are well-disciplined in terms of work process. To take part in investigation of any accidents that happened with students during practical training jointly with the enterprise committee.

2.4. The educational establishment is obliged not to disclose the information regarding activity of the enterprise by shredding term papers, thesis works and reports according to established procedure.

2.5. Additional conditions _____

3. Liability of the parties for their failure to comply with the agreement:

3.1. The parties are responsible for their failure to fulfill the responsibilities regarding practical training organization and conduction according to labor legislation in Ukraine.

3.2. Any arguments to arise between the parties are to be solved according to established procedure.

3.3. This agreement becomes effective upon signature by the parties and takes effect until the end of the Practical Training period according to time frame.

3.4. The contract has been prepared in two copies, one copy for the practical training enterprise and one for the educational establishment.

3.5. Place:

Educational establishment: _____

Practical training enterprise: _____

The agreement was signed by:

On behalf of «Igor Sikorsky Kyiv Polytechnic Institute»

on behalf of the enterprise

Dead /Head

Director

_____(_____)

_____(_____)

Stamp here.

Stamp here

«____» _____ 201__ year.

«____» _____ 201__ year.



UKRAINE

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

NATIONAL TECHNICAL UNIVERSITY OF UKRAINE

«IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE»

ORDER № _____

Kyiv

« ____ » _____ 201__ year

About conduction of _____ practical training of

 (practical training form)
 Students of the _____ year of studying of faculty (institute) of _____
 intramutual form of study

According to the working curriculum for _____/_____ academic year, the agreements drawn up and according to the provision regarding practical training conduction for students of higher educational establishments of Ukraine,

I O R D E R :

1. Heads of Departments to appoint the students of _____ year of studying to _____ Practical Training from _____ till _____ 20__ year under supervision of professors, specified for in the student's Practical Training division list (Appendix 1,-...).

2. Practical Training coordinators to take under control practical training start and completion and to carry the responsibility for it throughout the whole Practical Training period.

Supplement on _____ pages.

Dean of Faculty _____ (_____)

(Head of Institute)

The order project is submitted by:

Vice-dean/Vice-head

Approved by

Head of HR and Archive Keeping

Training Department (Sector of Alumni
Employment Facilitation and Organizing of
Practical Training)

Legal Advisor

State-owned enterprise №

Printed in 4 copies

1 paper each

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UKRAINE
MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
«IGOR SIKORSKY
KYIV POLYTECHNIC INSTITUTE»

name of faculty (institute)

03056, 37, Prosp. Peremohy, Kyiv; tel. _____

№ _____ from « _____ » _____ 20 ____ yr.

COORDINATOR

REFFERAL OF PRACTICAL TRAINING PERIOD

/is cause for practical training admission/

In accordance with an agreement from „ _____ ” _____ 20 ____ year № _____,
 entered into with _____

(full name of the enterprise, organization, institution)

refer students to the Practical Training period of _____ cours, who study in the field of education
 (specialization) _____

Name of Practical Training period _____

Term of Practical Training period from „ _____ ” _____ 201 ____ year

to „ _____ ” _____ 201 ____ year

Practical training coordinator from department _____

(position, full name)

Full names of students

Dean of Faculty , Head of Institute _____

L.S.

(signature)

(surname and initials)

Head of Department _____

(signature)

(surname and initials)

ASSESSMENT AND EVALUATION OF STUDENT WORK AT PRACTICAL TRAINING PERIOD

Practical Training coordinator from enterprise, organization, institution

(name of enterprise, organization, institution)

(signature)

(surname and initials)

«___» _____ 20__ year

EVALUATION OF PERSONS WHO CHECKED THE PRACTICAL TRAINING PERIOD

CONCLUSION OF PRACTICAL TRAINING COORDINATOR FROM HIGHER EDUCATIONAL INSTITUTION ABOUT PRACTICAL TRAINING PERIOD

Credit data «___» _____ 20__ year

Mark:

on a national scale _____

(in words)

grade points _____

(in numbers and words)

on a scale ECTS _____

Practical Training coordinator from
Higher Educational Institution _____



MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
«IGOR SIKORSKY
KYIV POLYTECHNIC INSTITUTE»

DIARY OF PRACTICAL TRAINING PERIOD

Student _____

Faculty, Institute _____

Department _____

educational program _____

code and name of specialization _____

name of specialization _____

_____ course, group _____

REGULATION

Student _____ refer

(full name)

to _____ in c. _____ for

(name of enterprise, institution)

_____ Practical Training period
(practical training name)

from «___» _____ 201__ yr. to «___» _____ 201__ yr.

Dean (head) _____

L.S. _____ (full name)

Student _____

(full name)

for Practical Training period

get in _____ left out

«___» _____ 201__ yr.

«___» _____ 201__ yr.

Head of Enterprise

L.S. _____

Signature

Practical Training coordinator from department _____

REPORT

ABOUT THE RESULTS OF STUDENTS' PRACTICAL TRAINING PERIOD _____ OF THE FACULTY

Code of specialization	Course	Number of students (pers.)	Passed the Practical Training period (pers.)				Failed the Practical Training period (pers.)	
			Total	including the bases of Practical Training period	department	Individual contracts		Outside the city
1	2	3	4	5	6	7	8	9
Total of Faculty								

Dean of Faculty _____ (_____)

Note: column 3 = col.4 + col.9; column 4 = col.5 + col

