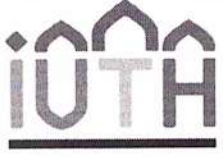
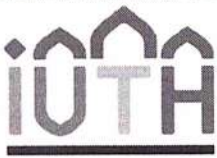


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REGULATIONS ON THE ORGANIZATION AND CONDUCT OF
PROFESSIONAL PRACTICE


Turkestan, 2023

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APPROVAL SHEET

DEVELOPED BY:


Acting Head of the Competence, Career and Employment Department


 _____ A. Niyatova
 « 01 » 09 2023


Director of the School of Tourism


 _____ M. Abdikarimova
 « 01 » 09 2023

Director of the School of Hospitality



 _____ D. Atasheva
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Director of the School of Physical Culture and Sports

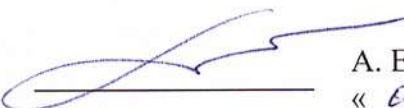

 _____ B. Omarov
 « 01 » 09 2023

AGREED BY:


Vice-Provost for Academic and Scientific Affairs


 _____ K. Adilova
 « 01 » 09 2023


Head of Quality Assurance Department

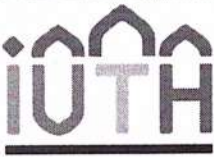

 _____ A. Ermukhamedova
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Acting Head of the Academic Development Department


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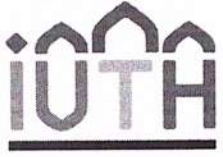
Head of the Administrative Department


 _____ K. Tubekov
 « 01 » 09 2023

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1. APPLICATION SPHERE

1.1 This «Regulation on the organization and conduct of professional practice» (hereinafter – the Regulation) The NJSC «International University of Tourism and Hospitality» (hereinafter referred to as the University) determines the procedure for organizing and conducting professional practice of University students mastering educational programs (hereinafter referred to as OP) of higher education at enterprises (organizations) of all organizational and legal norms and forms of ownership (hereinafter referred to as the Enterprise).

1.2 This Regulation is a mandatory guide for the structures organizing the educational process at the University.

2. RESPONSIBILITY AND AUTHORITY

2.1 This Regulation is discussed and considered by the Academic Council of the University.

2.2 This Regulation is approved by the Chairman of the Academic Council of the University.

2.3 The Competence, Career and Employment Department is responsible for implementing the requirements of this Regulation.

2.4 The head of the Competence, Career and Employment Department, as well as the directors of the specialists training schools, are responsible for the high-quality fulfillment of the requirements of this Regulation.

3. LIST OF ABBREVIATIONS


HEI	– Higher education institution
OHPE	– Organization of higher and postgraduate education
NPJSC	– Non-profit joint stock Company
University	– International University of Tourism and Hospitality
SMSHE	– State mandatory standard of higher education
EP	– Educational program

4. REGULATORY REFERENCES

4.1 The Regulation was drawn up on the basis of the Law of the Republic of Kazakhstan «On Education» (No. 319-III of July 27, 2007), Standard rules of activity of organizations of higher and postgraduate education (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018), State mandatory standards of higher and postgraduate education (Order of the Ministry of Internal Affairs of the Republic of Kazakhstan No. 2 dated July 20, 2022), Rules of the organization of the educational process on credit technology of education in organizations of higher and (or) postgraduate education (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011), Qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and a list of documents confirming compliance with them (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 391 dated June 17, 2015), Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015, On approval of Methodological guidelines for the organization and conduct of pedagogical practice for students in the field of education «Pedagogical Sciences» (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 125 dated March 27, 2023), as well as internal regulatory documents of the University.

5. LIST OF TERMS AND DEFINITIONS

Educational program is a single set of basic characteristics of education, including the goals, results and content of training, the organization of the educational process, methods and techniques of their implementation, criteria for evaluating learning outcomes.

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Student is a person undergoing an internship in an educational program in accordance with this Regulation on the basis of a Professional Practice Agreement.

Professional practice is a type of educational activity aimed at consolidating theoretical knowledge, skills, acquisition and development of practical skills and competencies in the process of performing certain types of work related to future professional activity.

Practice base is an enterprise (organization) that provides support and guidance of professional practice by qualified specialists of the Enterprise responsible for workplace organization, training, consulting and control over students.

Mentor is a qualified employee of an enterprise (organization) who owns production technologies or services, who manages professional practice.

Supervisor of Practice is an employee of the University who ensures the quality of the student's practice in accordance with the internship program; advises students on all issues related to the internship and provides methodological assistance to students when they perform individual tasks and collect materials.

Professional Practice Agreement is a written agreement between an enterprise (organization) providing a workplace for professional practice and an educational institution regulating the conditions and procedure for professional practice.

6. GENERAL PROVISIONS

6.1 Professional practice of students at the university is a mandatory component of the educational program for training highly qualified personnel and is carried out at enterprises, institutions, organizations and schools.

6.2 The types, terms, scope and content of professional practice are determined by standards, curricula and educational programs. Depending on the educational programs (directions and levels of training), appropriate types of professional practices are conducted. They are divided into educational, psychological and pedagogical, pedagogical, industrial pedagogical, industrial, pre-diploma or industrial pedagogical, pre-diploma or industrial.

6.2.1 The purpose of the educational practice is to introduce students to the areas of activity of the practice base, the functions of future professional activity. Educational practice for all bachelor's degrees is conducted in the 1st year.

The main objectives of the educational practice are:

- 1) acquisition of the basic rules of a healthy lifestyle;
- 2) familiarization with the main activities of the practice base;
- 3) familiarization with the organizational basics of ensuring the safety of life in everyday and emergency situations and the functions of future professional activity;
- 4) general acquaintance with the organizational and legal form, structure, management system of organizations that are objects of the future profession;
- 5) mastering the skills of performing work in a labor collective;
- 6) the practice is aimed at understanding the essence and content of the future profession.

6.2.2 The purpose of psychological and pedagogical practice in the direction "6B014-training of teachers with a subject specialization of general development" is to form students' holistic understanding of the organization and functioning of the educational process, psychological and pedagogical service, psychological and pedagogical support of training and education of a team of students and individuals in individual development, the formation of research competence. Psychological and pedagogical practice is conducted in the 2nd year in the direction of training.

The main tasks of psychological and pedagogical practice are:

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- 1) knowledge of the basics of the structure of psychological observation, methods of interaction of the teacher with the subjects of the pedagogical process;
- 2) the ability to conduct psychological and pedagogical study of the collective and individual students, including children with special educational needs;
- 3) analysis and planning of the educational process in didactic, psychological aspects;
- 4) design, organization and implementation of educational work in the classroom as an assistant to the class teacher / curator, evaluate its results, carry out its reflection;
- 5) application of modern methods of diagnosing students' achievements;
- 6) implementation of pedagogical support of the processes of socialization and professional self-determination of students;
- 7) compilation of psychological and pedagogical characteristics of the personality of the student and the team.

6.2.3 The purpose of pedagogical practice in the direction "6B014 – Training of teachers with a subject specialization of general development" is the formation of future teachers' practical skills in designing, organizing, implementing and reflecting the educational process, the formation of a professional pedagogical orientation. Pedagogical practice is conducted in the 3rd year in the field of study.

The main objectives of pedagogical practice are:

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

6.2.4. The purpose of industrial practice is to consolidate professional competence, acquire practical skills and experience of professional activity. Industrial practice is conducted in the 2nd, 3rd, 4th years in the direction of "6B111 – Service sector" and in the 4th year in the direction of "6B014 – Training of teachers with a subject specialization of general development" before passing the pre-diploma practice.

The main objectives of the industrial practice are:

- 1) study of types of professional activity in the specialty, their functions and tasks;
- 2) consolidation of theoretical knowledge and formation of professional skills, skills and competencies on this basis;
- 3) mastering innovative technologies, advanced methods of labor and production;
- 4) acquisition of organizational and professional experience;
- 5) acquisition of teamwork skills, competencies of corporate management principles;
- 6) mastering the skills to independently plan their activities, establish useful contacts with colleagues, determine a professional role position, form a sense of responsibility.

6.2.5 Pre-diploma practice is conducted in the final year after completion of theoretical training. The purpose of the practice is the formation of professional competencies in the specialty, the collection of information on the topic of the diploma.

The main objectives of the pre-diploma practice are:

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

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2) analysis of statistical data and practical material on the topic of the thesis research;
3) formulation of conclusions, patterns, recommendations and suggestions on the topic of the thesis (project);

4) registration of the thesis (project) in accordance with the established requirements.

6.3 Pre-diploma practice is usually supervised by the supervisor of the thesis (project).

6.4 The direction of the student for all types of professional practice is issued by the order of the Rector of the higher educational institution with an indication of the terms, the base and the head of the practice. At the same time, the student is given a referral according to Appendix 5. to this Regulation.

6.5 The professional practice of students is aimed at consolidating the knowledge they gained during their studies at the university, acquiring advanced experience. In the process of industrial education, students are required to acquire professional and organizational experience.

6.6 Professional practice is considered one of the main elements of the educational process, equivalent to an academic subject and is part of the educational trajectory of the student.

6.7 Educational practice of the 1st year is organized in educational and higher educational institutions and other secondary departments, as well as in schools, enterprises, organizations and institutions.

6.8 The amount and remuneration of representatives of the administration of educational organizations (director or deputy director), mentor (mentor) of students in psychological and pedagogical, pedagogical, industrial pedagogical practice, is determined by the University independently.

6.9 For optimal calculation of internship fees, the University recommends using the established weighted average cost of one loan for the current academic year.

6.10 During the professional practice, the student has the right to receive a scholarship.

6.11 Psychological and pedagogical support in the organization of professional practice in special education means the creation of socio-psychological and pedagogical conditions, taking into account the capabilities and needs of each student.

7. PROCEDURES AND PROGRAMS FOR DETERMINING THE ORGANIZATION AS A BASE OF PROFESSIONAL PRACTICE

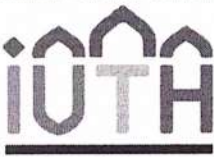
7.1 Organizations with qualified personnel and material and technical base for conducting professional practice, whose statutory activities correspond to the profile of training specialists and the requirements of the educational program, are defined as the basis for the professional practice of students.

7.2 According to subparagraph 6 of Article 38 of the Law "On Education", the passage of professional practice is mandatory from the second year of study in educational programs of higher education. The content and base of professional practice are determined in accordance with the profile of the specialty and the content of the educational program. The agreement of professional practice with databases in the form according to Appendices 1, 2, 3 and 4 of this Regulation is concluded no later than one month before the start of the practice.

7.3 The agreement defines the duties and responsibilities of the university, the enterprise (institution, organization), which is the basis of professional practice, and students.

7.4 For professional practice, the educational institution approves the program, calendar tables, schedule of professional practice.

When applying for professional practice, the student is provided with a work schedule of professional practice, a diary-a report on professional practice according to the forms in accordance with Appendices 6 and 7 of this Regulation. The program of professional practice, direction and plan are

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approved by the director of the specialists training school.

7.5 For each type of professional practice, managers from the university and the base of practice – enterprises (institutions, organizations) are appointed. If necessary, consultants are appointed.

7.6 The functions, duties and responsibilities of practice supervisors are determined independently by the university and the base of practice – the enterprise (institution, organization).

7.7. In case of industrial necessity, trainees are temporarily accepted for a certain position, paying them wages.

7.8 The organization, which is the base of professional practice, provides students with a place for its passage through the professional practice program and ensures safe working conditions for students at the workplace.

7.9 The program of professional practice is developed by the head of professional practice from the specialists training school in coordination with enterprises (institutions, organizations) determined by the bases of practice in the direction and type of specialty, and approved by the director of the specialists training school.

7.10 The professional practice program in its content reflects the profile of the profession, the specifics of the type of practice, the requirements of professional standards and educational program, the nature of the organization's activities, the technological process and the form of practice. The program of professional practice is periodically updated and includes modern achievements of science and technology, innovative technologies applied in practice.

7.11 In the curriculum, it is necessary to specify the prerequisites, that is, a list of the main theoretical courses necessary for the successful completion of professional practice.

7.12 Each student should be provided with a professional practice program, direction, work plan and diary. The practice program should include:

- terms and content of individual tasks of students, duration and main areas of practice;
- participation of students in innovative processes at the practice sites and actions aimed at improving the efficiency of enterprises, institutions and organizations;
- a sample of summing up the results of professional practice and drawing up a practice report for the student;
- criteria for the protection of the practice report and its evaluation.

8. REQUIREMENTS FOR THE ORGANIZATION AND CONDUCT PROFESSIONAL PRACTICE

8.1 Educational, pedagogical, and industrial practices are organized according to educational programs.

8.2 Educational, pedagogical, and industrial practices are conducted outside of the main educational process.

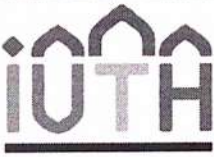
8.3 Pedagogical and industrial practices take place at enterprises, institutions, schools, enterprises and institutions that have concluded an agreement with the University.

8.4 A student who has fully mastered theoretical and basic subjects is sent to professional practice.

8.5 A proposal to send a student to a professional practice is prepared by the head and the Department organizing the practice, in accordance with the contracts and institutions in which the student is allowed to practice.

8.6 During the practice, students get acquainted with the real state of affairs at a real enterprise, institution, organization and school, depending on the field of their chosen specialty at the University.

8.7 The preparation of educational and methodological plans, programs for practice, its

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qualitative organization and implementation are carried out by the relevant specialized training departments.

8.8 University:

8.8.1 Concludes an agreement for the next calendar or academic year(s) with enterprises, institutions, organizations, schools approved as practice bases, and coordinates the program and calendar schedule of practice no later than two months before the start of practice.

8.8.2 Appoints experienced professors, associate professors, teachers who know the specialty and basic service well as the supervisors of the practice.

8.8.3 Practice supervisors provide programs to enterprises, institutions, organizations and students undergoing internship.

8.8.4 Organizes and conducts the practice of students, monitors its duration and content.

8.8.5 The document on the medical examination for the academic year of students sent to practice is considered valid.

8.9 The supervisor appointed by the University:

8.9.1 Organizes the necessary training of students before starting practice.

8.9.2 Conducts consultations for students in accordance with the training plan and program.

8.9.3 Supervises enterprises, institutions, organizations to ensure the working and living conditions of students, providing them with mandatory instructions on labor protection and technical safety, on the implementation of internal labor regulations.

8.9.4 Reviews reports on the professional practice of students, gives an opinion on work and their readiness for protection, gives recommendations and warnings related to improving the training of students, as well as a written report to the directors of specialists training schools on the progress of the practice.

8.9.5 Participates in the work of the commission for the reception of practice reports and organizations of the installation and final reporting conference of professional practice of students.

8.10 Enterprises, institutions, organizations and schools that are bases of professional practice:

8.10.1 Organize the practice of students on the basis of a bilateral or trilateral agreement (university – enterprise).

8.10.2 Allocate places of practice according to the program for students.

8.10.3 Create the necessary conditions for training in the field of education, law, technology, production economics, organization and management and other areas in accordance with the specialty of students during the practice period.

8.10.4 Submit a calendar schedule of practice, agreed with the University.

8.10.5 Provide students with the opportunity to use the available literature, technical and other documents, as well as copy if necessary (if provided for by the contract).


8.10.6 Help in the selection of material for graduation projects;

8.10.7 Conduct mandatory instruction on labor protection and technical safety: introductory instruction and instruction with the execution of the established documents at the workplace, if necessary, conducts briefings on labor protection.

8.10.8 Ensure that students comply with the established rules of internal labor regulations at this enterprise, institution, organization.

8.10.9 Depending on the production needs, better trained trainees are temporarily employed with payment of a fee at the rate set for the workshop, school.

8.11 The supervisor appointed by the Enterprise controls the keeping of diaries of students in accordance with the approved work plans, signs and confirms the completion of tasks, controls the

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preparation of reports of students, gives them professional characteristics with data on individual tasks and the implementation of the program.

8.12 The final result of the organization of professional practice is to ensure the employment of at least 50% of graduates in the context of the direction of training during the year of graduation, according to subparagraph 53 of Appendix 5 to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595.

9. REQUIREMENTS FOR SUMMING UP THE RESULTS OF PROFESSIONAL PRACTICE

9.1 The report on professional practice should contain information about the work actually performed by students and a brief report on the enterprise and organization, its activities, economics, labor protection issues, recommendations and conclusions. At the end of the practice, the student is given 2-3 days to submit a report.

9.2 Students who have completed professional practice submit a report to the relevant school on the results of each type of professional practice, which is checked by the practice supervisor and the consultant and defended before the commission established by the order of the directors of the specialists training schools. The commission consists of a teacher conducting the practice, a person responsible for the practice from the University, practice supervisor appointed by the director of the specialists training school and, if possible, from the enterprise. The results of the report protection are evaluated according to the point-rating letter system.

9.3 The results of professional practice are discussed in schools. The overall result of the practice is conducted at the level of the specialists training school with the participation of representatives of the practice base, if possible.

9.4 A student who has not passed the professional practice program, received a negative conclusion about his work or received an unsatisfactory assessment during the defense of the report, must retake the practice again. The retake procedure is carried out according to the rules adopted at the university, and the practice report is re-evaluated with an assessment, score, rating system obtained during the defense.

9.5 The University enters into agreements on bilateral and multilateral cooperation with foreign organizations, participates in international exchange programs for students, teachers and researchers, joins international non-governmental organizations (associations) in the field of education in coordination with the relevant state body.

9.6 In accordance with international agreements and contracts, the University trains specialists from among foreign citizens.

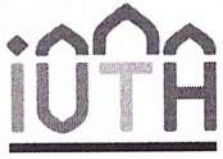
10. OBLIGATIONS AND RIGHTS OF STUDENTS

10.1 Obligations of students:

- 1) To perform tasks provided by the professional practice program, keep a diary;
- 2) To comply with the internal regulations established at the enterprise, scientific organization, institution, organization, school;
- 3) To participate in the tasks of the relevant departments to make effective proposals, inventions and operations;
- 4) To submit a written report and diary signed by the head of the enterprise on the completion of all tasks to the head of the higher educational institution.

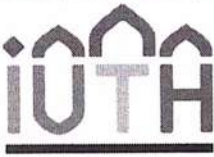
10.2 Student's rights:

- 1) not to participate in work that is not provided for by the professional practice program;
- 2) if there is a vacancy, he has the right to be accepted for a paid job in his specialty.

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11. AMENDMENTS REGISTRATION SHEET

No.	pages			The basis for the change	Signature	Full name of the person who made the changes	Date	Date of the change
	amended	new	eliminated					

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Appendix 1

Приложение 1

**AGREEMENT NO. _____
ABOUT CONDUCTING PROFESSIONAL PRACTICE**

Turkestan «__» _____ 20__

NJSC «International University of Tourism and Hospitality», hereinafter referred to as the «University», represented by the Chairman of the Board-Rector, _____ acting on the basis of the Charter, on the one hand and _____, hereinafter referred to as the «Institution», in the person of _____

Acting on the basis of _____, on the other hand, hereinafter collectively referred to as the «Parties», striving for mutually beneficial cooperation, have concluded this Agreement on the following:

1. SUBJECT OF THE AGREEMENT

- 1.1 Consolidation and deepening of the knowledge acquired by students of the University in the process of theoretical training, acquisition of the necessary skills, skills and practical work experience.
- 1.2 Interaction of the Parties on the organization of professional (psychological and pedagogical, pedagogical, industrial pedagogical, pre-graduate) practice by students of the University in the direction of training (educational program): _____.

2. OBLIGATIONS OF THE PARTIES

2.1 Obligations of the University:

- 2.1.1 To provide the Institution with the curriculum of professional practice (hereinafter referred to as the Program), the calendar schedule of internship and the number of students for approval 30 calendar days before the start of professional practice;
- 2.1.2 To submit to the Institution a list of students sent for professional practice, no later than 10 calendar days before the start of the practice;
- 2.1.3. To appoint the Supervisor of the practice to Students from the University from among qualified teachers, who is obliged to establish contact with the supervisors from the Organization, together with them to draw up a work program for the practice, the topics of individual tasks;
- 2.1.4. To provide information about the progress of students at the request of the Institution;

**ДОГОВОР № _____
О ПРОВЕДЕНИИ ПРОФЕССИОНАЛЬНОЙ ПРАКТИКИ**

г. Туркестан «__» _____ 20__ г.

НАО «Международный университет туризма и гостеприимства», именуемое в дальнейшем «Университет», в лице Председателя Правления-ректора, _____ действующего на основании Устава, с одной стороны и _____, именуемый в дальнейшем «Учреждение», в лице _____

Действующего _____ на основании _____, с другой стороны, далее совместно именуемые «Стороны», стремясь к взаимовыгодному сотрудничеству, заключили настоящий Договор о нижеследующем:

1. ПРЕДМЕТ ДОГОВОРА

- 1.1. Закрепление и углубление знаний, полученных обучающимися Университете в процессе теоретического обучения, приобретение необходимых умений, навыков и опыта практической работы.
- 1.2. Взаимодействие Сторон по организации прохождения профессиональной (психолого-педагогической, педагогической, производственной педагогической, преддипломной) практики обучающимися Университета по направлению подготовки (образовательной программе): _____.

2. ОБЯЗАННОСТИ СТОРОН

2.1. Обязанности Университета:

- 2.1.1. За 30 календарных дней до начала профессиональной практики предоставить Учреждению Утвержденную программу профессиональной практики (далее – Программа), для согласования график работы профессиональной практики и количество обучающихся;
- 2.1.2. Представить Учреждению поименный список обучающихся, направляемых на профессиональную практику, не позднее чем за 10 календарных дней до начала практики;
- 2.1.3. Назначить руководителя практики Обучающимся от Университета из числа квалифицированных преподавателей, который обязан установить связь с руководителями от Учреждения;
- 2.1.4. Предоставить сведения об успеваемости обучающихся по запросу Учреждения;

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2.1.5. To ensure that students observe labor discipline in the Institution, take response measures against students who violate the Rules of the Institution's labor regulations.

2.2 Obligations of the Institution:

- 2.2.1. To organize and conduct professional practice of students on the basis of the concluded agreement;
- 2.2.2. To observe the calendar schedules of internship agreed with the Organization of higher and postgraduate education;
- 2.2.3. To conduct mandatory health and safety briefings;
- 2.2.4. To ensure that students comply with the rules of internal labor regulations;
- 2.2.5. To meet students on the first day of pedagogical practice, to acquaint them with the structure of the Institution, its tasks and traditions, with the formulation of educational work, the composition of teachers, with the documentation of the Institution, educational and material base;
- 2.2.6. To create the necessary conditions for students to receive knowledge during the internship, depending on the content of the internship, to provide interns with the opportunity to use the material and technical base of the Institution for their work;
- 2.2.7. To prevent students from performing work that is not related to their profession, as well as not provided for by the program;
- 2.2.8. At the end of the professional practice, to draw up an appropriate written description of the work of each student and an assessment of the quality of the report prepared by him;
- 2.2.9. To facilitate the conduct of students in scientific and pedagogical research;
- 2.2.10. To provide regulated documents for payment for the management of the practice timely:
- 1) ACT of services rendered;
 - 2) Creative Report;
 - 3) The order of the institution on the management of the practice.

3. RIGHTS OF THE PARTIES

3.1 Rights of the University:

- 3.1.1. To send students within the terms stipulated by the work schedule of the professional practice;
- 3.1.2. To provide methodological assistance to the heads of the Institution in organizing and conducting professional practice.

3.2. Rights of the Institution:

- 3.2.1. To request information about the current academic performance of students.

4. OBLIGATION OF THE PARTIES

2.1.5. Обеспечить соблюдение обучающимися трудовой дисциплины в Учреждении, принимать меры реагирования в отношении обучающихся, нарушающих Правила трудового распорядка Учреждения.

2.2. Обязанности Учреждения:

- 2.2.1. Организовать и проводить профессиональную практику обучающихся на основании заключенного договора;
- 2.2.2. Соблюдать согласованные с Университетом график работы профессиональной практики;
- 2.2.3. Проводит обязательные инструктажи по охране труда и технике безопасности;
- 2.2.4. Обеспечить соблюдение обучающимися правил внутреннего трудового распорядка;
- 2.2.5. Встречать обучающихся в первый день педагогической практики, знакомить их со структурой Учреждения, ее задачами и традициями, с постановкой учебно-воспитательной работы, составом педагогов, с документацией Учреждения, учебно-материальной базой;
- 2.2.6. Создать необходимые условия для получения обучающимися в период прохождения практики знаний в зависимости от содержания практики, предоставлять практикантам возможность использовать для их работы материально-техническую базу Учреждения;
- 2.2.7. Не допускать выполнения обучающимся работы, не связанной с его профессией, а также не предусмотренной программой;
- 2.2.8. По окончании профессиональной практики составить соответствующую письменную характеристику о работе каждого обучающегося и оценку качества подготовленного им отчета;
- 2.2.9. Содействовать проведению обучающихся в научно-педагогических исследований;
- 2.2.10. Своевременно предоставлять регламентированные документы на оплату за руководство практикой:
- 1) АКТ оказанных услуг;
 - 2) Творческий отчет;
 - 3) Приказ учреждения о руководстве практикой.

3. ПРАВА СТОРОН

3.1. Права Университета:

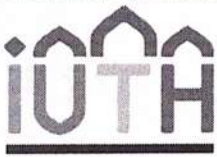
- 3.1.1. Направить обучающихся в сроки, предусмотренные графиком работы профессиональной практики;
- 3.1.2. Оказывать руководителям Учреждения методическую помощь в организации и проведении профессиональной практики.

3.2. Права Учреждения:

- 3.2.1. Запрашивать информацию о текущей успеваемости обучающихся.

4. ОТВЕТСТВЕННОСТЬ СТОРОН

- 4.1. Стороны обязуются не разглашать конфиденциальные сведения производственного

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4.1 The Parties undertake not to disclose confidential information of a production nature that became known during the execution of the Agreement.

4.2 The Parties are responsible for non-fulfillment or improper fulfillment of the terms of the Agreement in accordance with the current legislation of the Republic of Kazakhstan.

5. PAYMENT PROCEDURE

5.1 The heads of Institutions of secondary and secondary vocational education, in which pedagogical practice is carried out, are paid hourly wages per student during the practice period in the total amount of C* LPC tenge per week, (LPC - labor participation coefficient).

№ N o.	Post	Cr edit	Labo r product ivity in hour s	Nu mbe r of wee ks	Coef. labor.K TU particip ation	Per stud ent	Total cost of C*K TU
1	Director/Dep uly Director of secondary vocational education institution						
2	Subject teacher						
3	Classroom teacher						
	Total:						

6. FORCE MAJEURE

6.1 The parties are released from liability for non-fulfillment of obligations under this Agreement due to the action of "force majeure" circumstances that prevent the parties from fulfilling the terms of the Agreement in addition to their desire.

6.2 In the event of "force majeure" circumstances, the execution of the clauses of this Agreement is terminated (or limited within the available limits) until the termination of their validity or elimination of their consequences.

7. ADDITIONAL CONDITIONS

7.1 Disputes arising during the execution of this Agreement shall be resolved through negotiations. If it is impossible to resolve disputes through negotiations, all disagreements are considered in accordance with the procedure and terms provided for by the current legislation of the Republic of Kazakhstan.

характера, которые стали известны в процессе исполнения Договора.

4.2. Стороны несут ответственность за неисполнение или ненадлежащее исполнение условий Договора в соответствии с действующим законодательством Республики Казахстан.

5. ПОРЯДОК ОПЛАТЫ

5.1. Руководителям Учреждений среднего и среднего профессионального образования, в которых осуществляется педагогическая практика, выплачивается почасовая заработная плата на одного обучающегося в период прохождения практики в общей сумме C*KТУ тенге в неделю, (КТУ - коэффициент трудового участия).

№	Должность	Кр ед ит	Прои зводи тельн ость труда в часах	Кол -во недель	Коеф - труд. участ ия КТУ	На одн ого сту д.	Общ ая стои мост ь С*К TU
1	Директор/зам еститель директора учреждения среднего профессиона льного образования						
2	Учителя-предметника						
3	Классный руководитель						
	Всего:						


6. ФОРС-МАЖОР

6.1. Стороны освобождаются от ответственности за невыполнение обязательств по настоящему Договору вследствие действия «форс-мажорных» обстоятельств, препятствующих выполнению сторонами условий Договора помимо их желания.

6.2. При возникновении «форс-мажорных» обстоятельств, исполнение пунктов настоящего Договора прекращается (или ограничивается в доступных пределах) до прекращения срока их действия или устранения их последствий.

7. ДОПОЛНИТЕЛЬНЫЕ УСЛОВИЯ

7.1. Споры, возникшие при исполнении настоящего Договора, разрешаются путем переговоров. В случае невозможности разрешения споров путём переговоров все разногласия рассматриваются в порядке и сроки, предусмотренные действующим законодательством Республики Казахстан.

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8. TERMS OF THE AGREEMENT

8.1. This Agreement comes into force from the date of its signing by the Parties and is valid for 5 years.

8.2. The Agreement is considered to be extended for each subsequent year, if one month before the expiration of the Agreement, none of the parties notifies in writing of its termination.

8.3. This Agreement may be terminated prematurely by agreement of the parties or unilaterally with a written notice of termination of the Agreement by one of the parties and terminates after 30 calendar days from the date of sending the other party a notice of termination of the Agreement.

8.4 All amendments and additions to the Agreement are valid only if they are made in writing and signed by the Parties.

8.5 The Agreement is drawn up in two copies, each of which has the same legal force.

8. СРОКИ ДЕЙСТВИЯ ДОГОВОРА

8.1. Настоящий Договор вступает в силу со дня его подписания Сторонами и действует в течение 5 лет.

8.2. Договор считается пролонгированным на каждый следующий год, если за один месяц до окончания срока действия договора ни одна из сторон письменно не уведомит о его расторжении.

8.3. Настоящий Договор, может быть расторгнут досрочно по соглашению сторон или в одностороннем порядке с письменным уведомлением о расторжении Договора одной из сторон и прекращает свое действие по истечении 30 календарных дней со дня направления другой стороне уведомления о прекращении Договора.

8.4. Все изменения и дополнения к Договору действительны лишь при условии, если они оформлены в письменной форме и подписаны Сторонами.

8.5. Договор составлен в двух экземплярах, каждый из которых имеет одинаковую юридическую силу.

9. LEGAL ADDRESSES AND SIGNATURES OF THE PARTIES

University

NJSC «International University of Tourism and Hospitality»

Legal address:

Republic of Kazakhstan, 161200
Turkestan, Rabiga Sultan Begim
Street, No. 14A

BIN: 190440033845

Contacts: +7 (708) 584 05 74

Chairman of the Board– Rector

Institution

Legal address:

BIN: _____

Contacts: _____

Head

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Appendix 2

Приложение 2

**AGREEMENT NO. __
ABOUT CONDUCTING PROFESSIONAL
PRACTICE**

**ДОГОВОР № __
О ПРОВЕДЕНИИ ПРОФЕССИОНАЛЬНОЙ ПРАКТИКИ**

Turkestan «__» _____ 20__

г. Туркестан «__» _____ 20__ г.

NJSC «International University of Tourism and Hospitality», hereinafter referred to as «University», represented by the Chairman of the Board– Rector _____, acting on the basis of the Charter, on the one hand, and _____, hereinafter referred to as «Institution», represented by the _____, acting on the basis of the _____, on the other hand, and a citizen _____, hereinafter referred to as «Student», on the third hand, which are hereinafter collectively referred to as «Parties», and separately as «Party» or as indicated above, in accordance with the current legislation of the Republic of Kazakhstan, have concluded this agreement on joint activities for professional practice (hereinafter referred to as the Agreement) on the following:

НАО «Международный университет туризма и гостеприимства», именуемое в дальнейшем «Университет», в лице Председателя Правления-ректора, _____, действующего на основании Устава, с одной стороны, и _____, именуемый в дальнейшем «Учреждение», в лице _____, Действующего _____ на _____ основании _____, с другой стороны, и Гражданином (кой) _____ именуемый (ая) в дальнейшем «Обучающийся», с третьей стороны, совместно именуемые «Стороны», а по отдельности как «Сторона» или как указано выше, в соответствии с действующим законодательством Республики Казахстан, заключили настоящий договор о совместной деятельности по проведению профессиональной практики (далее-Договор) о нижеследующем:

1. SUBJECT OF THE AGREEMENT

1. ПРЕДМЕТ ДОГОВОРА

- 1.1 Consolidation and deepening of knowledge acquired by students of the University in the process of theoretical training, acquisition of necessary abilities, skills and practical work experience.
- 1.2 Interaction of the Parties on the organization of professional (psychological and pedagogical, pedagogical, industrial pedagogical, pre-diploma) practice by students of the University in the direction of training (educational program):

- 1.1. Закрепление и углубление знаний, полученных обучающимися Университете в процессе теоретического обучения, приобретение необходимых умений, навыков и опыта практической работы.
- 1.2. Взаимодействие Сторон по организации прохождения профессиональной _____ (психолого-педагогической, педагогической, производственной педагогической, преддипломной) практики обучающимися Университета по направлению подготовки (образовательной программе):

2. OBLIGATIONS OF THE PARTIES

2. ОБЯЗАННОСТИ СТОРОН

2.1 Obligations of the University:

2.1. Обязанности Университета:

- 2.1.1 To provide the Institution with the curriculum of professional practice (hereinafter referred to as the Program), the calendar schedule of internship and the number of students for approval 30 calendar days before the start of professional practice;
- 2.1.2 To submit to the Institution a list of students sent for professional practice, no later than 10 calendar days before the start of the practice;
- 2.1.3. To appoint the supervisor of the practice to students from the University from among qualified teachers, who is obliged to establish contact with the heads of the Institution, together with them to draw up a work program for the practice, the topics of individual tasks;

- 2.1.1. За 30 календарных дней до начала профессиональной практики предоставить Учреждению Утвержденную программу профессиональной практики (далее – Программа) и для согласования график работы профессиональной практики;
- 2.1.2. Назначить руководителя практики Обучающимся от Университета из числа квалифицированных преподавателей, который обязан установить связь с руководителями от Учреждения;
- 2.1.3. Предоставить сведения об успеваемости обучающихся по запросу Учреждения;
- 2.1.4. Обеспечение соблюдения обучающимися трудовой дисциплины в Учреждении, принимать меры реагирования в

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2.1.4. To provide information about the progress of students at the request of the Institution;

2.1.5. To take response measures against students who violate the Rules of the Institution's labor regulations ensuring that students observe labor discipline in the Institution.

отношении обучающихся, нарушающих Правила трудового распорядка Учреждения.

2.2 Obligations of the Institution:

2.2.1. To organize and conduct professional practice of students on the basis of the concluded agreement;

2.2.2. To observe the calendar schedules of practice agreed with the OHPE;

2.2.3. To conduct mandatory health and safety briefings;

2.2.4. To ensure that students comply with the rules of internal labor regulations;

2.2.5. To meet students on the first day of pedagogical practice, to acquaint them with the structure of the Institution, its tasks and traditions, with the formulation of educational work, the composition of teachers, with the documentation of the Institution, educational and material base;

2.2.6. To create the necessary conditions for students to receive knowledge during the internship, depending on the content of the practice, to provide interns with the opportunity to use the material and technical base of the Institution for their work;

2.2.7. To prevent students from performing work that is not related to their profession, as well as not provided for by the program;

2.2.8. To draw up an appropriate written description of the work of each student and an assessment of the quality of the report prepared by him at the end of the professional practice;

2.2.9. To facilitate the conduct of students in scientific and pedagogical research.

2.3. The student is obliged:

2.3.1. To observe labor discipline, internal regulations, safety regulations and production regulations at the place of practice, mandatory for employees of the Institution;

2.3.2. To strictly observe and fulfill the requirements of the practice program;

2.3.3. During the practice period, to fill out the intern's journal;

2.3.4. To make a report on the internship, which is approved by the Institution based on the results of the practice.

2.3.5. To arrive by the deadline for the internship;

2.3.6. Not to disclose confidential information about the Institution during the internship and after its completion.

2.2. Обязанности Учреждения:

2.2.1. Организовать и проводить профессиональную практику обучающихся на основании заключенного договора;

2.2.2. Соблюдать согласованные с Университетом график работы профессиональной практики;

2.2.3. Проводит обязательные инструктажи по охране труда и технике безопасности;

2.2.4. Обеспечить соблюдение обучающимися правил внутреннего трудового распорядка;

2.2.5. Встречать обучающихся в первый день педагогической практики, знакомить их со структурой Учреждения, ее задачами и традициями, с постановкой учебно-воспитательной работы, составом педагогов, с документацией Учреждения, учебно-материальной базой;

2.2.6. Создать необходимые условия для получения обучающимися в период прохождения практики знаний в зависимости от содержания практики, предоставлять практикантам возможность использовать для их работы материально-техническую базу Учреждения;

2.2.7. Не допускать выполнения обучающимся работы, не связанной с его профессией, а также не предусмотренной программой;

2.2.8. По окончании профессиональной практики составить соответствующую письменную характеристику о работе каждого обучающегося и оценку качества подготовленного им отчета;

2.2.9. Содействовать проведению обучающихся в научно-педагогических исследований.

2.3. Обучающийся обязан:

2.3.1. Соблюдать трудовую дисциплину, правила внутреннего распорядка, правила техники безопасности и производственный распорядок на месте практики, обязательные для работников Учреждения;

2.3.2. Строго соблюдать и выполнять требования программы практики;

2.3.3. В период прохождения практики заполнять журнал практиканта;

2.3.4. По результатам практики составить отчет о прохождении практики, который утверждается Учреждением.

2.3.5. Прибыть к установленному сроку для прохождения практики;

2.3.6. Не разглашать конфиденциальную информацию о Учреждении в процессе прохождения практики и после его завершения.

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3. RIGHTS OF THE PARTIES

3.1 University Rights:

- 3.1.1. To send students within the terms stipulated by the work schedule of the professional practice;
- 3.1.2. To provide methodological assistance to the heads of the Institution in organizing and conducting professional practice.

3.2. The rights of the Institution:

- 3.2.1. To request information about the current academic performance of students.

3.3. Students have the right to:

- 3.3.1. For free access and use of the fund of educational, educational and methodical literature based on computer and other equipment for educational purposes;
- 3.3.2. For compensation for damage caused to health in the course of vocational training.

4. RESPONSIBILITY OF THE PARTIES

- 4.1 The Parties undertake not to disclose confidential information of a production nature that became known during the execution of the Agreement.

- 4.2 The Parties are responsible for non-fulfillment or improper fulfillment of the terms of the Agreement in accordance with the current legislation of the Republic of Kazakhstan.

5. FORCE MAJEURE

- 5.1 The parties are released from liability for non-fulfillment of obligations under this Agreement due to the action of "force majeure" circumstances that prevent the parties from fulfilling the terms of the Agreement in addition to their desire.

- 5.2 In the event of "force majeure" circumstances, the execution of the clauses of this Agreement is terminated (or limited within the available limits) until the termination of their validity or elimination of their consequences.

6. ADDITIONAL CONDITIONS

- 6.1 Disputes arising during the execution of this Agreement shall be resolved through negotiations. If it is impossible to resolve disputes through negotiations, all disagreements are considered in accordance with the procedure and terms provided for by the current legislation of the Republic of Kazakhstan.

7. VALIDITY PERIOD, PROCEDURE FOR CHANGING THE TERMS OF THE AGREEMENT AND ITS TERMINATION

- 7.1. This Agreement comes into force from the date of its signing by the parties and is valid for 1 (one) year.

- 7.2. The terms of this Agreement may be amended and supplemented by mutual written agreement of the parties.

- 7.3. This Agreement is concluded in three copies, one copy in two languages for each Party having the same legal force.

3. ПРАВА СТОРОН

3.1. Права Университета:

- 3.1.1. Направить обучающихся в сроки, предусмотренные графиком работы профессиональной практики;
- 3.1.2. Оказывать руководителям Учреждения методическую помощь в организации и проведении профессиональной практики.

3.2. Права Учреждения:

- 3.2.1. Запрашивать информацию о текущей успеваемости обучающихся.

3.3 Обучающиеся имеют право:

- 3.3.1. На свободный доступ и пользование фондом учебной, учебно-методической литературы на базе компьютерной и иной техники в учебных целях;
- 3.3.2. На возмещение вреда, причиненного здоровью в процессе прохождения профессиональной подготовки.

4. ОТВЕТСТВЕННОСТЬ СТОРОН

- 4.1. Стороны обязуются не разглашать конфиденциальные сведения производственного характера, которые стали известны в процессе исполнения Договора.

- 4.2. Стороны несут ответственность за неисполнение или ненадлежащее исполнение условий Договора в соответствии с действующим законодательством Республики Казахстан.

5. ФОРС-МАЖОР

- 5.1. Стороны освобождаются от ответственности за невыполнение обязательств по настоящему Договору вследствие действия «форс-мажорных» обстоятельств, препятствующих выполнению сторонами условий Договора помимо их желания.

- 5.2. При возникновении «форс-мажорных» обстоятельств, исполнение пунктов настоящего Договора прекращается (или ограничивается в доступных пределах) до прекращения срока их действия или устранения их последствий.

6. ДОПОЛНИТЕЛЬНЫЕ УСЛОВИЯ

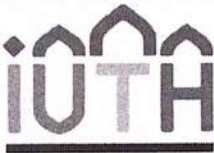
- 6.1 Споры, возникшие при исполнении настоящего Договора, разрешаются путем переговоров. В случае невозможности разрешения споров путём переговоров все разногласия рассматриваются в порядке и сроки, предусмотренные действующим законодательством Республики Казахстан.

7. СРОК ДЕЙСТВИЯ, ПОРЯДОК ИЗМЕНЕНИЯ УСЛОВИЙ ДОГОВОРА И ЕГО РАСТОРЖЕНИЕ

- 7.1. Настоящий договор вступает в силу со дня его подписания сторонами и действует в течение 1 (одного) года.

- 7.2. Условия настоящего Договора могут быть изменены и дополнены по взаимному письменному соглашению сторон.

- 7.3. Настоящий Договор заключается в трех экземплярах по одному экземпляру на двух языках для каждой Стороны имеющих одинаковую юридическую силу.

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7.4. This Agreement may be terminated prematurely by agreement of the parties or unilaterally with a written notice of termination of the Agreement by one of the parties and terminates after 30 calendar days from the date of sending the other party a notice of termination of the Agreement.

7.4. Настоящий Договор, может быть расторгнут досрочно по соглашению сторон или в одностороннем порядке с письменным уведомлением о расторжении Договора одной из сторон и прекращает свое действие по истечении 30 календарных дней со дня направления другой стороне уведомления о прекращении Договора.

8. LEGAL ADDRESSES AND SIGNATURES OF THE PARTIES

University	Institution	Student
NJSC «International University of Tourism and Hospitality»	_____	_____
	_____	(Student's Full Name)

Legal address: Republic of Kazakhstan, 161200 Turkestan, Rabiga Sultan Begim Street, No. 14A	Legal address: _____	Address: _____
BIN: 190440033845	BIN: _____	IIN:
Contacts: +7 (708) 584 05 74	Contacts: _____	Date of birth:
		ID card number:
		Contacts:
Chairman of the Board– Rector	Head	_____
_____	_____	

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Appendix 3
AGREEMENT NO. _____
ABOUT CONDUCTING PROFESSIONAL PRACTICE

Turkestan « _____ » _____ 20__ г.

NJSC «International University of Tourism and Hospitality», hereinafter referred to as the «University», represented by the Chairman of the Board-Rector, _____ acting on the basis of the Charter, on the one hand and _____, hereinafter referred to as the «Company», in the person of _____

Acting on the basis of _____, on the other hand, hereinafter collectively referred to as the «Parties», striving for mutually beneficial cooperation, have concluded this Agreement on the following:

1. SUBJECT OF THE AGREEMENT

- 1.1 Consolidation and deepening of the knowledge acquired by students of the University in the process of theoretical training, acquisition of the necessary skills, skills and practical work experience.
- 1.2 Interaction of the Parties on the organization of professional (psychological and pedagogical, pedagogical, industrial pedagogical, pre-graduate) practice by students of the University in the direction of training (educational program):

2. OBLIGATIONS OF THE PARTIES

2.1 Obligation of the University:

- 2.1.1 To provide the Company with the curriculum of professional practice (hereinafter referred to as the Program), the calendar schedule of internship and the number of students for approval 30 calendar days before the start of professional practice;
- 2.1.2 To submit to the Company a list of students sent for professional (industrial / pre-graduate) practice, no later than 10 calendar days before the start of the practice;
- 2.1.3. To appoint the supervisor of the practice to Students from the University from among qualified teachers, who is obliged to establish contact with the managers from the Enterprise, together with them to draw up a work program for the practice, the topics of individual tasks;
- 2.1.4. To provide information about the progress of students at the request of the Company;
- 2.1.5. To ensure that students observe labor discipline at the Enterprise, take response measures against students who violate the Rules of the labor regulations of the Enterprise.

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Приложение 3
ДОГОВОР № _____
О ПРОВЕДЕНИИ ПРОФЕССИОНАЛЬНОЙ ПРАКТИКИ

г. Туркестан « _____ » _____ 20__ г.

НАО «Международный Университет туризма и гостеприимства», именуемое в дальнейшем «Университет», в лице Председателя Правления-Ректора, _____ действующего на основании Устава, с одной стороны и _____, именуемый в дальнейшем «Предприятие», в лице _____

действующего на основании _____, с другой стороны, далее совместно именуемые «Стороны», стремясь к взаимовыгодному сотрудничеству, заключили настоящий Договор о нижеследующем:

1. ПРЕДМЕТ ДОГОВОРА

- 1.1. Закрепление и углубление знаний, полученных обучающимися Университете в процессе теоретического обучения, приобретение необходимых умений, навыков и опыта практической работы.
- 1.2. Взаимодействие Сторон по организации прохождения профессиональной (производственной, преддипломной) практики обучающимися Университета по направлению подготовки (образовательной программе):

2. ОБЯЗАННОСТИ СТОРОН

2.1. Обязанности Университета:

- 2.1.1. За 30 календарных дней до начала профессиональной практики предоставить Предприятию Утвержденную программу профессиональной практики (далее – Программа), для согласования график работы профессиональной практики и количество обучающихся;
- 2.1.2. Представить Предприятию поименный список обучающихся, направляемых на профессиональную (производственную / преддипломную) практику, не позднее чем за 10 календарных дней до начала практики;
- 2.1.3. Назначить руководителя практики Обучающимся от Университета из числа квалифицированных преподавателей, который обязан установить связь с руководителями от Предприятия;
- 2.1.4. Предоставить сведения об успеваемости обучающихся по запросу Предприятия;
- 2.1.5. Обеспечить соблюдение обучающимися трудовой дисциплины на Предприятии, принимать меры реагирования в отношении обучающихся, нарушающих Правила трудового распорядка Предприятия.

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2.2 Obligations of the Company:

- 2.2.1. To ensure high-quality professional practice within the scope of the University program;
- 2.2.2. To provide students with appropriate conditions for practical training in conditions that meet safety and labor protection;
- 2.2.3. To familiarize students with the rules of the labor regulations of the Enterprise, to conduct introductory instruction on labor protection and safety and fire safety;
- 2.2.4. To provide support and guidance of professional practice by qualified specialists of the Enterprise responsible for workplace organization, training, consulting and control;
- 2.2.5. To provide students with the maximum possible information that does not contain official and other secrets protected by law, to provide the necessary materials in accordance with the internship program;
- 2.2.6. To prevent the use of students in positions not provided for by the internship program and not related to the specialty of students.
- 2.2.7. To draw up an appropriate written description of the work of each student and an assessment of the quality of the report prepared by him at the end of the professional practice.

3. RIGHTS OF THE PARTIES

3.1 University Rights:

- 3.1.1. To send students within the terms stipulated by the work schedule of the professional practice;
- 3.1.2. To provide methodological assistance to the Company's employees in organizing and conducting professional practice.

3.2. Company Rights:

- 3.2.1. To request information about the current academic performance of students.

4. OBLIGATIONS OF THE PARTIES

- 4.1 The Parties undertake not to disclose confidential information of a production nature that became known during the execution of the Agreement.
- 4.2 The Parties are responsible for non-fulfillment or improper fulfillment of the terms of the Agreement in accordance with the current legislation of the Republic of Kazakhstan.

2.2. Обязанности Предприятия:

- 2.2.1. Обеспечить качественное проведение профессиональной практики в объеме программы Университета;
- 2.2.2. Обеспечить обучающимся надлежащие условия прохождения практики в условиях, отвечающих технике безопасности и охране труда;
- 2.2.3. Ознакомить обучающихся с правилами трудового распорядка Предприятия, провести вводный инструктаж по охране труда и технике безопасности и пожарной безопасности;
- 2.2.4. Обеспечить сопровождение и руководство профессиональной практики квалифицированными специалистами Предприятия, ответственными за организацию рабочего места, обучение, консультирование и контроль;
- 2.2.5. Предоставить обучающимся максимально возможную информацию, не содержащую служебной и иной охраняемой законом тайны, обеспечить необходимыми материалами в соответствии с программой практики;
- 2.2.6. Не допускать использования обучающихся на должностях, не предусмотренных программой практики и не имеющих отношения к специальности обучающихся;
- 2.2.7. По окончании профессиональной практики составить соответствующую письменную характеристику о работе каждого обучающегося и оценку качества подготовленного им отчета.

3. ПРАВА СТОРОН

3.1. Права Университета:

- 3.1.1. Направить обучающихся в сроки, предусмотренные графиком работы профессиональной практики;
- 3.1.2. Оказывать работникам Предприятия методическую помощь в организации и проведении профессиональной практики.

3.2. Права Предприятия:

- 3.2.1. Запрашивать информацию о текущей успеваемости обучающихся.

4. ОТВЕТСТВЕННОСТЬ СТОРОН

- 4.1. Стороны обязуются не разглашать конфиденциальные сведения производственного характера, которые стали известны в процессе исполнения Договора.
- 4.2. Стороны несут ответственность за неисполнение или ненадлежащее исполнение условий Договора в соответствии с действующим законодательством Республики Казахстан.

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5. PAYMENT PROCEDURE

5.1 Obligations under this Agreement are carried out without mutual financial costs.

6. FORCE MAJEURE

6.1 The parties are released from liability for non-fulfillment of obligations under this Agreement due to the action of "force majeure" circumstances that prevent the parties from fulfilling the terms of the Agreement in addition to their desire.

6.2 In the event of "force majeure" circumstances, the execution of the clauses of this Agreement is terminated (or limited within the available limits) until the termination of their validity or elimination of their consequences.

7. ADDITIONAL CONDITIONS

7.1 Disputes arising during the execution of this Agreement shall be resolved through negotiations. If it is impossible to resolve disputes through negotiations, all disagreements are considered in accordance with the procedure and terms provided for by the current legislation of the Republic of Kazakhstan.

8. TERMS OF THE AGREEMENT

8.1. This Agreement comes into force from the date of its signing by the Parties and is valid for 5 years.

8.2. The Agreement is considered to be extended for each subsequent year, if one month before the expiration of the Agreement, none of the parties notifies in writing of its termination.

8.3. This Agreement may be terminated prematurely by agreement of the parties or unilaterally with a written notice of termination of the Agreement by one of the parties and terminates after 30 calendar days from the date of sending the other party a notice of termination of the Agreement.

8.4 All amendments and additions to the Agreement are valid only if they are made in writing and signed by the Parties.

8.5 The Agreement is drawn up in two copies, each of which has the same legal force.

5. ПОРЯДОК ОПЛАТЫ

5.1. Обязательства по настоящему Договору проводятся без взаимных финансовых затрат.

6. ФОРС-МАЖОР

6.1. Стороны освобождаются от ответственности за невыполнение обязательств по настоящему Договору вследствие действия «форс-мажорных» обстоятельств, препятствующих выполнению сторонами условий Договора помимо их желания.

6.2. При возникновении «форс-мажорных» обстоятельств, исполнение пунктов настоящего Договора прекращается (или ограничивается в доступных пределах) до прекращения срока их действия или устранения их последствий.

7. ДОПОЛНИТЕЛЬНЫЕ УСЛОВИЯ

7.1. Споры, возникшие при исполнении настоящего Договора, разрешаются путем переговоров. В случае невозможности разрешения споров путём переговоров все разногласия рассматриваются в порядке и сроки, предусмотренные действующим законодательством Республики Казахстан.

8. СРОКИ ДЕЙСТВИЯ ДОГОВОРА

8.1. Настоящий Договор вступает в силу со дня его подписания Сторонами и действует в течение 5 лет.

8.2. Договор считается пролонгированным на каждый следующий год, если за один месяц до окончания срока действия договора ни одна из сторон письменно не уведомит о его расторжении.

8.3. Настоящий Договор, может быть расторгнут досрочно по соглашению сторон или в одностороннем порядке с письменным уведомлением о расторжении Договора одной из сторон и прекращает свое действие по истечении 30 календарных дней со дня направления другой стороне уведомления о прекращении Договора.

8.4. Все изменения и дополнения к Договору действительны лишь при условии, если они оформлены в письменной форме и подписаны Сторонами.

8.5. Договор составлен в двух экземплярах, каждый из которых имеет одинаковую юридическую силу.

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9. LEGAL ADDRESSES AND SIGNATURES OF THE PARTIES

University

NJSC «International University of Tourism and Hospitality»

Legal address:
Republic of Kazakhstan, 161200
Turkestan, Rabiga Sultan Begim
Street, No. 14A

BIN: 190440033845

Contacts: +7 (708) 584 05 74

Chairman of the Board– Rector

Company

Legal address:

BIN: _____

Contacts: _____

Head

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
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Appendix 4

Приложение 4

AGREEMENT NO. _____ ON JOINT ACTIVITIES FOR PROFESSIONAL PRACTICE

Turkestan «__» _____ 202__

NJSC «International University of Tourism and Hospitality», hereinafter referred to as «University», represented by the Chairman of the Board– Rector _____, acting on the basis of the Charter, on the one hand, and _____, hereinafter referred to as «Company», represented by the _____, acting on the basis of the _____, on the other hand, and a citizen _____, hereinafter referred to as «Student», on the third hand, which are hereinafter collectively referred to as «Parties», and separately as «Party» or as indicated above, in accordance with the current legislation of the Republic of Kazakhstan, have concluded this agreement on joint activities for professional practice (hereinafter referred to as the Agreement) on the following:

1. SUBJECT OF THE AGREEMENT

1.1. The University provides training to the student _____ under the educational program _____

1.2. The company provides the student with a base of professional practice in accordance with the profile of the educational program.

1.3. The student masters the educational program in order to obtain key and professional competencies that allow him to professionally perform production functions and tasks and complete an internship of professional practice for the application of professional skills.

2. OBLIGATIONS OF THE PARTIES

2.1. The University undertakes:

2.1.1. To send a student to the Company under the educational program _____, full-time education, for practical training in accordance with the academic calendar;

2.1.2. To appoint by order of the head of the University the heads of practice from among the teachers of the relevant educational programs;

2.1.3. To acquaint the Student with his duties and responsibilities specified in this Agreement;

ДОГОВОР № _____ О СОВМЕСТНОЙ ДЕЯТЕЛЬНОСТИ ПО ПРОВЕДЕНИЮ ПРОФЕССИОНАЛЬНОЙ ПРАКТИКИ

г. Туркестан «__» _____ 202__ г.

НАО «Международный университет туризма и гостеприимства» именуемый в дальнейшем «Университет», в лице Председателя Правления- ректора _____ действующего на основании Устава с одной стороны, и

именуемое в дальнейшем «Предприятие» в лице _____

действующего на основании _____, с другой стороны, и Гражданином (кой) _____ именуемый (ая) в дальнейшем «Обучающийся», с третьей стороны, совместно именуемые «Стороны», а по отдельности как «Сторона» или как указано выше, в соответствии с действующим законодательством Республики Казахстан, заключили настоящий договор о совместной деятельности по проведению профессиональной практики (далее-Договор) о нижеследующем:

1. ПРЕДМЕТ ДОГОВОРА

1.1. Университет осуществляет обучение обучающегося _____ по образовательной программе _____

1.2. Предприятие обеспечивает обучающегося базой профессиональной практики в соответствии с профилем образовательной программы.

1.3. Обучающийся осваивает образовательную программу с целью получения ключевых и профессиональных компетенций, позволяющих квалифицированно выполнять производственные функции и задачи и пройти стажировку профессиональной практики для применения профессиональных навыков.

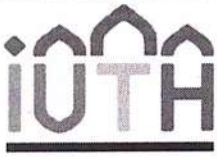
2. ОБЯЗАННОСТИ СТОРОН

2.1. Университет обязуется:

2.1.1. Направить в Предприятие обучающегося по образовательной программе _____, очной формы обучения, для прохождения практики в соответствии с академическим календарем;

2.1.2. Назначить приказом руководителя Университета руководителей практики из числа преподавателей соответствующих образовательных программ;

2.1.3. Ознакомить Обучающегося с его обязанностями и ответственностью, указанных в настоящем Договоре;

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2.1.4. To develop and coordinate with the Company the program of professional practice and calendar schedules of professional practice;

2.1.5. To ensure that Students comply with labor discipline, internal regulations, mandatory for employees of the Enterprise;

2.1.6. To organize the passage and carry out periodic monitoring of the Student's professional practice in accordance with the educational program and academic calendar;

2.1.7. To provide methodological assistance to Students when they (he/she) perform practice tasks;

2.1.8. To take part in the investigation of accidents, if they occurred with the participation of the student during the internship;

2.1.9. To submit to the Company a list of students (surname, initials) directed to professional (educational / industrial / pre-graduate / research) practice, no later than two weeks before the start of professional practice;

2.2. The University has the right:

2.2.1. To terminate the Agreement unilaterally in case of unauthorized termination of training, expulsion of the Student in accordance with the procedure established by the current legislation of the Republic of Kazakhstan;

2.2.2. To require the Student to conscientiously and properly fulfill the obligations of this Agreement, the University Charter, the Internal Regulations of the Enterprise, and the acts of the University regulating its activities.

2.2.3. To request the Company's Internal Regulations in writing.

2.3. The Company undertakes:

2.3.1. To provide the University, in accordance with the academic calendar, with a workplace for the Student's professional practice;

2.3.2. To provide safe conditions for practical training for students that meet sanitary rules and labor protection requirements;

2.3.3. To ensure the provision of qualified specialists to guide the Student's practice;

2.3.4. To issue a description of the student's work and assess the quality of the internship At the end of the practice;

2.3.5. To accept a Student in accordance with the terms of this Agreement in the direction of professional practice in the relevant specialties;

2.3.6. To report to the University about all cases of violation of labor discipline and internal regulations of the enterprise by Students, failure to complete the program of professional practice, as well as cases of inconsistency of physical and mental health;

2.3.7. To ensure the distribution of Students to workplaces or their movement by type of work through the head of the practice;

2.3.8. To notify the University in case of absence from practice of a Student for a disrespectful reason;

2.1.4. Разработать и согласовать с Предприятием программу профессиональной практики и календарные графики прохождения профессиональной практики;

2.1.5. Обеспечить соблюдение Обучающимся трудовой дисциплины, правил внутреннего распорядка, обязательных для работников Предприятия;

2.1.6. Организовать прохождение и осуществлять периодический контроль профессиональной практики Обучающегося в соответствии с образовательной программой и академическим календарем;

2.1.7. Оказывать методическую помощь Обучающимся при выполнении ими (им) заданий практики;

2.1.8. Принимать участие в расследовании несчастных случаев, в случаях, если они произошли с участием обучающегося в период прохождения практики;

2.1.9. Представить Предприятию список обучающихся (фамилия, инициалы), направленных на профессиональную (производственную / преддипломную) практику, не позднее чем, за две недели до начала профессиональной практики;

2.2. Университет имеет право:

2.2.1. Расторгнуть Договор в одностороннем порядке при самовольном прекращении обучения, отчислении Обучающегося в порядке, определенном действующим законодательством Республики Казахстан;

2.2.2. Требовать от Обучающегося добросовестного и надлежащего исполнения обязанностей настоящего Договора, Устава Университет, Правил внутреннего распорядка Предприятия, и актов Университета, регламентирующих ее деятельность.

2.2.3. Письменно запросить Правила внутреннего распорядка Предприятия.

2.3. Предприятие обязуется:

2.3.1. Предоставить Университету в соответствии с академическим календарем рабочее место для проведения профессиональной практики Обучающегося;

2.3.2. Обеспечить безопасные условия прохождения практики обучающимся, отвечающие санитарным правилам и требованиям охраны труда;

2.3.3. Обеспечить предоставление квалифицированных специалистов для руководства практикой Обучающегося;

2.3.4. По окончании практики выдать характеристику о работе обучающегося и выставить оценку качества прохождения практики;

2.3.5. Принять по направлению на профессиональную практику по соответствующим специальностям Обучающегося в соответствии с условиями настоящего Договора;

2.3.6. Сообщать в Университет о всех случаях нарушения Обучающимся трудовой дисциплины и правил внутреннего распорядка предприятия, неуспеваемости по программе профессиональной практики, а также случаях несоответствия физического и психического состояния здоровья;

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2.3.9. To provide the University with the necessary information for the professional practice of the Student and the internal regulations of the enterprise.

2.4. The Company has the right:

2.4.1. To participate in the development of an educational program of professional practice in accordance with new technologies and changed conditions of the production process;

2.4.2. To offer topics for term papers and theses in accordance with the needs of the Enterprise;

2.4.3. To take part in the final certification of Students;

2.4.4. To request information about the current progress of Students.

2.5. The student is obliged:

2.5.1. To observe labor discipline, internal regulations, safety regulations and production regulations at the place of practice, mandatory for employees of the Enterprise;

2.5.2. To observe and comply with the requirements of the practice program Strictly;

2.5.3. To fill in the intern's journal during the internship period;

2.5.4. To make a report on the internship, which is approved by the Company based on the results of the practice.

2.5.5. To arrive by the deadline for the internship;

2.5.6. Not to disclose confidential information about the company during the internship and after its completion.

2.6. Students have the right to:

2.6.1. For free access and use of the fund of educational, educational and methodical literature based on computer and other equipment for educational purposes;

2.6.2. Compensation for damage caused to health in the course of professional training.

2.3.7. Обеспечить распределение Обучающихся по рабочим местам или перемещения их по видам работ через руководителя практики;

2.3.8. Уведомить Университет в случае невыхода на практику Обучающегося по неуважительной причине;

2.3.9. Предоставить Университету необходимую информацию для проведения профессиональной практики Обучающегося и правила внутреннего распорядка предприятия.

2.4. Предприятие имеет право:

2.4.1. Участвовать в разработке образовательной программы профессиональной практики в соответствии с новыми технологиями и изменившимися условиями производственного процесса;

2.4.2. Предлагать темы курсовых и дипломных работ в соответствии с потребностями Предприятия;

2.4.3. Принимать участие в итоговой аттестации Обучающихся;

2.4.4. Запрашивать информацию о текущей успеваемости Обучающихся.

2.5. Обучающийся обязан:

2.5.1. Соблюдать трудовую дисциплину, правила внутреннего распорядка, правила техники безопасности и производственный распорядок на месте практики, обязательные для работников Предприятия;

2.5.2. Строго соблюдать и выполнять требования программы практики;

2.5.3. В период прохождения практики заполнять журнал практиканта;

2.5.4. По результатам практики составить отчет о прохождении практики, который утверждается Предприятием.

2.5.5. Прибыть к установленному сроку для прохождения практики;

2.5.6. Не разглашать конфиденциальную информацию о предприятии в процессе прохождения практики и после его завершения.

2.6. Обучающиеся имеют право:

2.6.1. На свободный доступ и пользование фондом учебной, учебно-методической литературы на базе компьютерной и иной техникой в учебных целях;

2.6.2. На возмещение вреда, причиненного здоровью в процессе прохождения профессиональной подготовки.

3. OBLIGATIONS OF THE PARTIES


3.1. For non-fulfillment or improper fulfillment of their obligations provided for in this Agreement, the parties bear responsibility established by the current legislation of the Republic of Kazakhstan.

3.2. The Parties undertake not to disclose confidential information that has become known in the course of joint activities.

3. ОТВЕТСТВЕННОСТЬ СТОРОН

3.1. За неисполнение, либо ненадлежащее исполнение своих обязанностей, предусмотренных настоящим Договором, стороны несут ответственность, установленной действующим законодательством Республики Казахстан.

3.2. Стороны обязуются не разглашать конфиденциальные сведения, которые стали известны в процессе совместной деятельности.

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4. ARBITRATION OF DISPUTES

4.1. Disagreements and disputes arising in the course of the implementation of this Agreement are resolved directly by the parties in order to develop mutually acceptable solutions.

4.2. Issues not resolved by the parties through negotiations, the development of mutually acceptable solutions are resolved in accordance with the current legislation of the Republic of Kazakhstan.

5. VALIDITY PERIOD, PROCEDURE FOR CHANGING THE TERMS OF THE AGREEMENT AND ITS TERMINATION

5.1. This Agreement comes into force from the date of its signing by the parties and is valid for 1 (one) year.

5.2. The terms of this Agreement may be amended and supplemented by mutual written agreement of the parties.

5.3. This Agreement is concluded in three copies, one copy in Russian and English for each Party having the same legal force.

5.4. This Agreement may be terminated prematurely by agreement of the parties or unilaterally with a written notice of termination of the Agreement by one of the parties and terminates after 30 calendar days from the date of sending the other party a notice of termination of the Agreement.

4. ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ

4.1. Разногласия и споры, возникающие в процессе выполнения настоящего Договора, разрешаются непосредственно сторонами в целях выработки взаимоприемлемых решений.

4.2. Вопросы, не разрешенные сторонами путем переговоров, выработки взаимоприемлемых решений, разрешаются в соответствии с действующим законодательством Республики Казахстан.

5. СРОК ДЕЙСТВИЯ, ПОРЯДОК ИЗМЕНЕНИЯ УСЛОВИЙ ДОГОВОРА И ЕГО РАСТОРЖЕНИЕ

5.1. Настоящий договор вступает в силу со дня его подписания сторонами и действует в течение 1 (одного) года.

5.2. Условия настоящего Договора могут быть изменены и дополнены по взаимному письменному соглашению сторон.


5.3. Настоящий Договор заключается в трех экземплярах по одному экземпляру на двух языках для каждой Стороны имеющих одинаковую юридическую силу.

5.4. Настоящий Договор, может быть расторгнут досрочно по соглашению сторон или в одностороннем порядке с письменным уведомлением о расторжении Договора одной из сторон и прекращает свое действие по истечении 30 календарных дней со дня направления другой стороне уведомления о прекращении Договора.

6. LEGAL ADDRESSES AND SIGNATURES OF THE PARTIES

University	Company	Student
NJSC «International University of Tourism and Hospitality»	_____	_____
	_____	(Student's Full Name)

Legal address: Republic of Kazakhstan, 161200 Turkestan, Rabiga Sultan Begim Street, No. 14A	Legal address: _____	Address: _____
BIN: 19044033845	BIN: _____	IIN: _____
Contacts: +7 (708) 584 05 74	Contacts: _____	Date of birth: _____
		ID card number: _____
		Contacts: _____
Chairman of the Board– Rector	Head	_____
_____	_____	

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Appendix 6

Ф-02-04/09

APPROVED	«Agreed»
Director of the school « _____ » International University of Tourism and Hospitality	Supervisor of Professional Practice
_____	(organizations, institutions)
(surname, name)	_____
_____	(surname, name)
« ____ » _____ 20 ____	20 ____ « ____ » _____

Schedule of professional practice

According to the educational program _____

Student _____ course


(surname, name)

(name of the university)

No.	List of works to be performed (trained) under the professional practice program	Deadlines for the implementation of the professional practice program		Note
		beginning	ending	
1.				
2.				
3.				
4.				
5.				
6.				

Signature _____
(head of professional practice from an educational institution)

20 ____ « ____ » _____

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Appendix 7

Φ-02-04/15

Diary-report on the passage of professional practice

Student _____

No.	The name of the completed (studied) works in accordance with the professional practice program for each day	Deadlines for the execution (study) of works in accordance with the program of professional practice		Signature of the supervisor of the professional practice from production
		beginning	completion	
1.				
2.				
3.				

1. Description of the studied structures, equipment, technological processes, mechanization, automation of production and advanced labor methods

Student's signature _____ « ____ » _____ 20 ____

(Supervisor of professional practice)

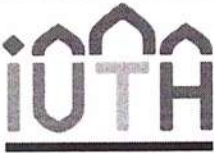
« ____ » _____ 20 ____

2. Student's encouragement and comments

3. Conclusions of the supervisor of professional practice (from the enterprise (organization)).

Signature of the Supervisor of the professional practice (from the enterprise (organization)).

_____ « ____ » _____ 20 ____

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Appendix 8

Φ-02-04/10

For foreign students

Stamp
(registration number and date/time)

**Chairman of the Board – Rector
NJSC «International University
Tourism and Hospitality»**

Attitude letter

We ask you to send the ____-year student of the specialty _____
(name and specialty code)

Your University _____
(surname, name student)
_____ to pass the industrial practices with

In the institution, enterprise, school,
(what you need to specify)
there are the necessary conditions for performing all the tasks of the practice in full.

We guarantee the implementation of the practice program, compliance with safety regulations and labor discipline during the practice.

Head of the institution

(surname, name the manager)

Print place

Tel.:
E.mail: