

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 1 of 17

«APPROVED»  
**Chairman of the Board–Rector**  
**A. Sakenov**  
 « 09 » 09 2023



**PU-02-04-01**  
**REGULATION**  
**ON THE PROCEDURE FOR ORGANIZING AND**  
**CONDUCTING DUAL TRAINING**

**Turkestan, 2023**

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 2 of 17

## APPROVAL SHEET

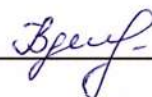
### **DEVELOPED BY:**

Acting Head of the Competence, Career and Employment Department



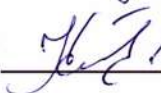
A. Niyatova  
« 01 » 09 2023

Director of the School of Tourism



M. Abdikarimova  
« 01 » 09 2023

Director of the School of Hospitality



D. Atasheva  
« 01 » 09 2023

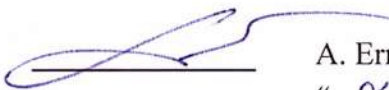
### **AGREED:**

Vice-Provost for Academic and Scientific Affairs



K. Adilova  
« 01 » 09 2023

Head of Quality Assurance Department



A. Ermukhamedova  
« 01 » 09 2023

Acting Head of the Academic Development Department



A. Almukhambetova  
« 01 » 09 2023

Head of the Administrative Department



K. Tubekov  
« 01 » 09 2023

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 3 of 17

## CONTENT

1	Application sphere	4
2	Responsibility and authority	4
3	List of abbreviations	4
4	Regulatory references	4
5	List of terms and definitions	5
6	Goals and objectives	5
7	The order of organization of dual training	5
8	Functions of participants in the process of organizing dual training	6
9	Amendments and additions	8
10	Change Registration Sheet	9
11	Familiarization sheet	10
	Applications	
	Agreement on the organization and conduct of dual training	11
	Point-rating letter rating system	14
	Assessment of weekly academic achievements of students	14
	Schedule of training sessions for the implementation of elements UP to	15
	The evaluation sheet of the mentor of the student in the ADDITIONAL	15
	Diary of dual training	16

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 4 of 17

## 1. APPLICATION SPHERE

1.1 This "Regulation on the procedure for organizing and conducting dual training" (hereinafter referred to as the Regulation) The NJSC "International University of Tourism and Hospitality" (hereinafter referred to as the University) determines the procedure for organizing and conducting dual training of University students mastering educational programs (hereinafter referred to as EP) of 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 involved in the educational process of 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 graduating 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
DT	– Dual training
MOOC	– Massive open online courses
AIS	– Automated information system
EMM	– Educational and methodological materials
CDT	– Curriculum of dual training
MSERK	– Ministry of Science and Education of the Republic of Kazakhstan

## 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

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 5 of 17

November 23, 2015, Rules for the organization of dual training in organizations of higher and (or) postgraduate education (Order of the Ministry of Internal Affairs of the Republic of Kazakhstan No. 361 dated 27.07.2023) and other regulatory legal acts of the Ministry of Internal Affairs of the Republic of Kazakhstan, 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 methods of their implementation, criteria for evaluating learning outcomes.

**Dual training** is a form of personnel training that combines training in an educational organization with mandatory periods of industrial training and professional practice at the Enterprise with the provision of jobs and compensation to students, with equal responsibility of the Enterprise, the educational institution and the student.

**Student** is a person undergoing training under an educational program with elements of dual training in accordance with this Regulation on the basis of a dual training Agreement.

**Agreement on dual training** is a written agreement between an enterprise (organization) providing a workplace for industrial training and professional practice, and an educational institution regulating the conditions and procedure for industrial training and professional practice.

**Training enterprise** is a legal entity or an individual entrepreneur participating in the dual training system in accordance with this Regulation.

**Mentor** is a qualified employee of an enterprise (organization) who owns production technologies or services, supervises industrial training and professional practice.

**Coordinator of Dual Training** is the teacher of the graduating school, responsible for the organization and conduct of dual training.

## 6. GOALS AND OBJECTIVES

6.1 The purpose of dual training is to provide vocational training taking into account the needs of the labor market and expectations, strengthening the links of training with production.

6.2 Objectives of dual training is training of personnel taking into account the dynamics of economic development and ensuring the needs of the labor market with professional personnel; compliance of the EP content with the needs of employers; expansion of social partnership and provision, within the framework of which the EP development and the organization of the educational process at the enterprise (organization) is carried out; ensuring the transfer of professional experience to students in production conditions; facilitating the employment of university graduates.

## 7. THE PROCEDURE FOR ORGANIZING DUAL TRAINING

7.1 Dual training is divided into theoretical and practical training: theoretical training is organized in the conditions of the University, practical training at enterprises / organizations.

7.2 The University enters into bilateral agreements on dual training with enterprises / organizations where practical training of students is planned; it is allowed to conclude an agreement before the beginning of the academic semester (Appendix 1).

7.3 The enterprise/partner organization provides the educational process in the conditions of the enterprise with regulatory and technical documentation corresponding to the direction of the EP training, conducts practical classes, provides workplaces, bases of professional practice and appoints mentors.

7.4 The educational process with the use of elements of dual training is implemented using credit technology and is evaluated according to the point-rating letter system of assessments of educational achievements of students (Appendix 2).

This document may not be reproduced in whole or in part, replicated and distributed without the permission of the International University of Tourism and Hospitality

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 6 of 17

7.5 The University accompanies the educational process with educational and methodological materials (hereinafter - EMM) (textbooks, teaching aids, training programs, instructions on the organization of student's independent work, electronic textbooks), access to online educational resources.

7.6 When organizing educational activities based on a combination of theoretical training with practical training in the workplace, at least 30% of the discipline's teaching material is mastered on the basis of the organization.

7.7 According to paragraph 7.6, the assessment of the current (weekly) monitoring of the progress of practical training at enterprises /organizations is 50% of the final assessment of knowledge in the discipline (0-50 points), the assessment of the current (weekly) progress monitoring of the teacher is 50% (0-50 points) of the final assessment of the discipline (Appendix 3).

7.8 Assessment for midterm control in disciplines mastered dually is issued by the teachers of the specialists training school of the University on the basis of assessments of the current control and, if necessary, additional control measures.

7.9 During the period of industrial training and professional practice, the student is subject to the rules of the labor regulations of the enterprise in accordance with the requirements of the Labor Code of the Republic of Kazakhstan and the requirements for safety and labor protection.

7.10 The document confirming the student's work activity is a bilateral cooperation agreement (industrial training with elements of dual technology and professional practice).

7.11 The University conducts strict monitoring of students' compliance with the process of mastering the EP, attendance, control over the progress of studying materials and timely completion of tasks, by tracking the digital footprint of the student and the teacher, evaluating through his digital footprint.

7.12 The University provides consulting support to students (students turn to tutors on poorly learned topics).

7.13 Students can master individual disciplines of the EP on international educational platforms (Coursera, EdX, Future Learn, Udacity) in agreement with the University, the results of which are recognized in accordance with the procedure established by the university, totaling no more than 50 percent of the total academic credits for the entire period of study.

7.14 Students take interim and final certification at the University. Interim certification is carried out by an educational institution, in which an examination commission is formed with the involvement of mentors (not related to the certified) and specialists from the enterprise (organization) participating in dual training.

7.15 Intermediate certification can be carried out on the basis of a Training enterprise with the departure of the teaching staff on a business trip at the expense of the Enterprise or at the expense of 3 persons, if specified in the agreement on the organization and conduct of dual training.

## **8. FUNCTIONS OF PARTICIPANTS IN THE PROCESS OF ORGANIZING DUAL TRAINING**

### **8.1 University:**

8.1.1 Creates the necessary conditions for the educational process.

8.1.2 Coordinates with the Enterprise the individual curricula of dual training (ICDO) for the preparation of the student.

8.1.3 Organizes dual training based on the schedule of training sessions, indicating the training sessions held at the University and classes at work (Appendix 4).

8.1.4 On the basis of the signed agreement, issues an order on the direction of students for dual training at the Enterprise/Institution that assigns dual training coordinators (teachers) to students.

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 7 of 17

8.1.5 Supervises the passage of the dual training of the student.

8.1.6 Conducts interim and final certification.

8.1.7 Promotes the employment of University graduates who have studied dual training and confirmed their qualifications.

### **8.2 Company:**

8.2.1 Conducts an interview with students who have expressed a desire to study in dual training.

8.2.2 Concludes a bilateral agreement on dual training.

8.2.3 Participates in the development of curricula of the EP.

8.2.4 Provides a workplace for dual training, creates safe conditions in accordance with safety regulations and performs duties stipulated by contracts.

8.2.5 Ensures the organization of all types of practical training in accordance with educational programs, according to the concluded contract;

8.2.6 Informs the trainee about the rules for the use of personal protective equipment in accordance with the instructions of the company and provides the tools necessary for training and performance of functional duties.

8.2.7 Assigns a mentor (a supervisor from the enterprise) to the student for the implementation of dual training.

8.2.8 The mentor evaluates the work of students on a weekly basis and promptly provides an assessment sheet to the coordinator of the graduating school for the presentation of results in the AIS "Platonus" (Appendix 5).

8.2.9 If there is a vacancy, considers the possibility of employment of graduates who have studied dual training and confirmed their qualifications.

8.2.10 If necessary, it has the right if necessary to require an obligation of non-disclosure of information that is confidential information about the Enterprise;

8.2.11 If necessary, it releases students from production to study according to the academic calendar established by the University.

### **8.3 Student:**

8.3.1 Gets acquainted with the conditions of the enterprise, regulatory legal acts regulating this area, safety and labor protection conditions.

8.3.2 Complies with academic and industrial discipline, internal labor regulations, labor protection and safety requirements.

8.3.3 Takes a full course of study, established by the curriculum.

8.1.4 Passes interim and final certification at the University upon completion of dual studies in accordance with the academic calendar.

8.1.5 Keeps entries in the diary about practical classes and other types of work on the programs of the DT at the enterprise / organization (Appendix 6).

8.1.6 If necessary, signs an obligation of non-disclosure of information that is confidential information of the Enterprise.

8.1.7 During the period of dual training on the basis of the Enterprise, the student is subject to the rules of the labor regulations of the enterprise in accordance with the requirements of the Labor Code of the Republic of Kazakhstan.

## **9. AMENDMENTS AND ADDITIONS**

9.1 Amendments and additions to the Regulation are made in accordance with legislative acts, regulatory documents in the field of education and intra-university regulations.

9.2 In the event of an amendment, all copies of the Regulation that has become invalid at the University should be withdrawn and replaced with new ones.

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 8 of 17

### 10. AMENDMENTS REGISTRATION SHEET

No.	pages			The basis for the change	Signatur e	Full name of the person who made the changes	Date	Date of the change
	Amended	new	eliminated					



Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 9 of 17

### 11. FAMILIARIZATION SHEET

No.	Full name	Post	Date	Signature

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 10 of 17

*Appendix 1*

**AGREEMENT NO. \_\_\_  
ABOUT THE ORGANIZATION AND CONDUCT OF DUAL TRAINING**

Turkestan

«\_\_\_» \_\_\_\_\_ 2023

The non-profit joint-stock company «**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 «**Enterprise**», represented by the head \_\_\_\_\_, acting on the basis of the Charter, on the other hand, collectively referred to as the «**Parties**», have concluded this agreement on the dual training of University students (hereinafter referred to as the Agreement) as follows:

**1. SUBJECT OF THE CONTRACT**

1.1 The Parties undertake to jointly organize and implement dual training in relation to University Students.

1.2 The purpose of dual training is the qualitative development of vocational education programs by Students in accordance with the state mandatory standards of education (hereinafter – SES) in the field of training «6B111 – Service sector», as well as their acquisition of practical skills in the field of future professional activity at the University and at the Enterprise.

**2. OBLIGATIONS OF THE PARTIES**

**2.1 The University undertakes:**

2.1.1 To develop dual training programs (syllabus), curricula for educational programs, annual academic calendars, action plans to ensure the educational process jointly with the Enterprise.

2.1.2 To coordinate with the Enterprise the timing of the dual training and the list of Students sent to the Company in accordance with the schedule of the educational process.

2.1.3 To ensure the implementation of dual training programs, students receive full education in accordance with the State Education Standard of Higher and Postgraduate education, curricula and dual training programs.

2.1.4 To assign dual training coordinators from the University from among the teaching staff of the specialists training schools to the Students.

2.1.5 To monitor the implementation by teachers of the State Education Standard of Higher and Postgraduate education, dual training programs, curricula of academic disciplines and professional modules, job descriptions and responsibilities.

2.1.6 To provide the Enterprise, the supervisors of practical classes of Students, methodological assistance in organizing and conducting practical classes, in compiling syllabuses on disciplines, assistance in setting weekly grades of Students.

2.1.7 To provide students with dual training diaries, issue individual assignments for the implementation of the dual training plan.

**2.2 The University has the right:**

2.2.1 To demand from the Student the conscientious and proper fulfillment of the duties of the Enterprise's Charter, labor discipline, internal labor regulations, labor protection requirements, life safety and fire safety and other local acts in force at the Enterprise.

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 11 of 17

### **2.3 The company undertakes:**

2.3.1 Assist in the development of a dual training program, working curricula for educational programs, an annual academic calendar, and action plans to ensure the educational process.

2.3.2 To coordinate with the University the dates of the dual training and the list of Students sent to the Enterprise.

2.3.3 To accept Students for training in the number and within the time agreed with the University.

2.3.4 To ensure the implementation of dual training programs and safe conditions for dual training for Students at the Enterprise that meet the Charter, sanitary rules, occupational safety, life safety and fire safety requirements.

2.3.5 To assign to each group of Students a mentor from among the most qualified specialists (managers) to teach practical knowledge and techniques in work in each direction of the dual training program.

2.3.6 To provide students with learning tools for the period of dual training.

2.3.7 To provide Students with access to practical materials and processes, with the exception of information constituting a legally protected secret.

2.3.8 To ensure that the mentor fulfills the dual training program, job description and responsibilities, including organizing the participation of Students in the production process, conducting instruction with Students.

2.3.9 Together with the University, to organize the procedure for assessing the general and professional competencies of Students, mastered by them in the process of dual training, according to educational programs in accordance with the SES of higher and postgraduate education and curricula of academic disciplines and professional modules.

2.3.10 To evaluate the work of students on a weekly basis and provide timely assessments to the specialists training school for the presentation of results in the AIS «Platonus».

2.3.11 To investigate accidents if they happen to students during the period of practical training.

### **2.4 The company has the right:**

2.4.1 To issue relevant documents with the Student undergoing the internship in terms of non-disclosure of confidential information of the Enterprise, and to conclude a contract on material liability.

2.4.2 To refuse further internship to the student in case of repeated and gross violation of the rules of internal labor regulations and labor discipline, as well as the established secrecy regime operating in the Enterprise.

## **3. TERM OF THE AGREEMENT**

3.1 This agreement is valid for 5 (five) years, until September 1, 2028.

3.2 Additional terms and changes to the Agreement are considered by the Parties within ten days from the date of receipt and are formalized by additional agreements

3.3 Amendments to the Agreement are an integral part of it.

## **4. RESPONSIBILITY OF THE PARTIES**

4.1 The parties are responsible for non-fulfillment of their obligations under this agreement in accordance with the legislation of the Republic of Kazakhstan.

4.2 The parties are released from liability for non-fulfillment or improper fulfillment of obligations under this agreement, if this was the result of force majeure circumstances.

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 12 of 17

4.3 The fulfillment of obligations by the Parties is proportionately postponed for the duration of force majeure and their consequences.

## 5. OTHER CONDITIONS

5.1 Issues not regulated by this agreement are resolved in accordance with the current legislation of the Republic of Kazakhstan.

5.2 Disputes and disagreements arising in the process of fulfilling the terms of this agreement are resolved by agreement of the Parties.

5.3 In case of failure to reach an agreement, the dispute is resolved in court, in the specialized interdistrict economic court of the Turkestan region.

5.4 The Parties recognize the equal legal force of a handwritten signature and a facsimile signature on additional agreements to this agreement, on individual contracts of Students, as well as on other documents relevant for its execution, modification or termination.

5.5 The Agreement is drawn up in two copies in Russian, one copy for each of the Parties.

5.6 This Agreement comes into force from the date of its signing by both Parties and is valid in accordance with subparagraph 3.1. of the Agreement.

## 6. Legal addresses and details of the Parties

### University

**Non-profit joint stock Company  
«International University of Tourism and  
Hospitality»**

Legal and postal address:  
Republic of Kazakhstan, Turkestan,  
**Rabiga Sultan Begim Street, No. 14A**  
BIN 190 440 033 845  
**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
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 13 of 17

*Appendix 2*

**A point-rating letter system for evaluating students' academic achievements with translation into the traditional scale of assessments and ECTS**

Rating by letter system	Digital equivalent	Scores (mentor)	Scores (teacher)	Scores (common)	Assessment according to the traditional system
A	4,0	47,5-50	47,5-50	95-100	Excellent
A-	3,67	45-47	45-47	90-94	
B+	3,33	42,5-44,5	42,5-44,5	85-89	Good
B	3,0	40-42	40-42	80-84	
B-	2,67	37,5-39,5	37,5-39,5	75-79	
C+	2,33	35-37	35-37	70-74	
C	2,0	32,5-34,5	32,5-34,5	65-69	Satisfactory
C-	1,67	30-32	30-32	60-64	
D+	1,33	27,5-29,5	27,5-29,5	55-59	
D-	1,0	25-27	25-27	50-54	
FX	0,5	12,5-24,5	12,5-24,5	25-49	Unsatisfactory
F	0	0-12	0-12	0-24	

*Appendix 3*

**Assessments of weekly academic achievements of students in UP to**

Scores (mentor)	Scores (teacher)	Scores (common)	Assessment according to the traditional system
45-50	45-50	90-100	Excellent
35-44,5	35-44,5	70-89	Good
25-34,5	25-34,5	50-69	Satisfactory
0-24,5	0-24,5	0-49	Unsatisfactory

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 14 of 17

Appendix 4  
Φ-02-04/11

**NPJSC «International University of Tourism and Hospitality»**

«APPROVED»  
Director of the school «\_\_\_\_\_»  
«\_\_\_\_\_» \_\_\_\_\_ 2023

**2023-2024 academic year**

**Schedule of training sessions for the implementation of elements of the dual training system**

Educational program «\_\_\_\_\_» – «\_\_\_\_\_»  
Dual Training Bases \_\_\_\_\_  
(Hotels, restaurants, travel agencies, museums)

No.	Name of the discipline	Number of credits	Hours spent at the university			Hours spent at the enterprise			Final control (IUTH)
			Theoretical part (IUTH)	Hour per week/total	Deadlines	Production part (Enterprise)	Hour per week/total	Deadlines	
	<b>Total</b>								

Coordinator of Dual Training \_\_\_\_\_

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 15 of 17

Appendix 5  
Φ-02-04/12

**NPJSC «International University of Tourism and Hospitality»**

Company \_\_\_\_\_

Date \_\_\_\_\_

**The evaluation sheet of the Mentor of the student studying in the DT**

\_\_\_\_\_ Full name of the student \_\_\_\_\_ group

No.	Name of disciplines	Scores
1		
2		
3		
4		
5		
6		

Assessments of the current control are issued weekly (Friday until 18.00).

**Mentor** \_\_\_\_\_  
Signature \_\_\_\_\_ surname, name

Appendix 6  
Φ-02-04/13

**NPJSC «International University of Tourism and Hospitality»**

**DIARY**

**dual training**

**(accounting for the performance of practical work, classes at the enterprise/ organization)**

\_\_\_\_\_ academic year

Full name of the student

\_\_\_\_\_

Name of the educational  
ms

\_\_\_\_\_

Course of study

\_\_\_\_\_ Group \_\_\_\_\_

Student's signature

\_\_\_\_\_

Turkestan

Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 16 of 17

### **Instruction manual on keeping a diary of dual training**

1. The diary of dual training (DT) is drawn up by the coordinator in accordance with the dual training program agreed with the company with which the dual training agreement is concluded.

2. The diary keeps records of practical classes and other types of work on the DT programs at the enterprise / organization.

3. The diary is filled out by the student and reflects the tasks actually completed, the skills acquired.

4. The student fills in the Table independently, the records are kept neatly and clearly with a blue pen.

5. The completion of the DT diary in accordance with the curriculum (syllabus) is supervised by a mentor and a coordinator of dual training.

6. Systematic completion of the dual training diary is a prerequisite for admission to the final certification.

7. The performance of all types of work on dual training and the implementation of the calendar schedule of dual training is certified by the seal of the enterprise and signed by the person responsible for the implementation of dual training at this enterprise in the diary of dual training of each student on the last page.

#### Information about participants of dual training

DT Venue \_\_\_\_\_

Address: \_\_\_\_\_

Branch: \_\_\_\_\_

DT Period: \_\_\_\_\_

Information about the Mentor surname, name _____	Information about the Coordinator of Dual Training surname, name _____
Position	Position
Contact details _____	Contact details _____
Signature _____	Signature _____



Ministry of Culture and Sports of the Republic of Kazakhstan		Ministry of Culture and Sports of the Republic of Kazakhstan
Non-profit Joint Stock Company «International University of Tourism and Hospitality»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
Regulation on the procedure for organizing and conducting dual training		PU -02-04-01
Approved September 1, 2023	Edition No.2	Page 17 of 17

### Content and types of work, classes in DT

Date	Types of work	Number of hours

Mentor \_\_\_\_\_