

Министерство туризма и спорта Республики Казахстан		Ministry of Tourism and Sports of the Republic of Kazakhstan
Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
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PU-02-04-02
**RULES OF ORGANIZATION, CONDUCTING PROFESSIONAL PRACTICE AND DEFINING
 ORGANIZATIONS AS BASES OF PRACTICE**

Turkestan, 2024

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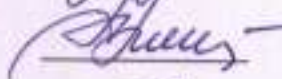
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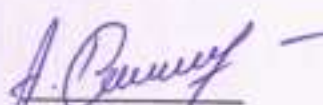
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1. APPLICATION SPHERE

1.1 This «Rules of organization, conducting professional practice and defining organizations as bases of practice» (hereinafter – the Regulation) The NPJSC «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 EP) 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

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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. 4 dated January 5, 2024), 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), Order on approval of requirements for the provision of distance learning to educational organizations and rules for the organization of the educational process in the form of online distance learning and educational programs of Higher and (or) Postgraduate education (Ministry of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No.137) 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.

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.

Practice Supervisor 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 According to higher education programs

6.1.1 The professional practice of students at the university is an obligatory component of the educational program for training highly qualified personnel and is carried out at enterprises, institutions, organizations and schools.

6.1.2 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

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training), appropriate types of professional practice are conducted. They are divided into educational, industrial, pre-graduate.

6.2 According to postgraduate education programs

6.2.1 The practical training of undergraduates includes types of practices, scientific and professional internships and is a mandatory component of the master's program aimed at consolidating the results of theoretical training, mastering practical skills and competencies.

6.2.2 The educational program of the scientific and pedagogical master's degree includes two types of practice:

- 1) pedagogical: at the university;
- 2) research: at the place of completion of the dissertation.

6.2.3 Profile, MBA/EMBA Master's degree program: includes industrial practice.

6.2.4 The practice of PhD doctoral studies is carried out in order to form practical skills in scientific, scientific, pedagogical and professional activities.

6.2.5 The practice of the educational program of doctoral studies:

- 1) pedagogical and research practice: for students of the PhD program;
- 2) industrial practice: for students of the specialized doctoral program.

6.2.6 The research practice of undergraduates and doctoral students is organized in order to familiarize themselves with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, experimental data processing and commenting. The content of the research practice is determined by the topic of the master's thesis (project) and doctoral dissertation. The supervision of the research practice is carried out by the scientific supervisors of master's theses (projects) and doctoral dissertations.

6.3 Organizations with qualified personnel and material and technical base for the management of professional practice, and organizations that meet the requirements of the educational program are defined as the basis for conducting professional practice.

6.4 The types, terms, scope and content of the practice are determined by the State Educational Standard of the Republic of Kazakhstan, the content of the educational program, work curricula and practice programs.

6.5 The duration of practice during a week equal to 30 hours (6 hours per day with a 5-day working week) is determined by weeks, depending on the standard working time of the student in practice.


6.6 The base of practice and the number of students sent are determined by the specialists training schools in accordance with the agreements.

6.7 The professional practice of students is aimed at consolidating the knowledge gained during their studies at the university, mastering best practices. In the process of obtaining industrial education, students are required to have professional and organizational experience.

6.8 The referral of students to all types of professional practice, indicating the dates of completion, the base and the head of the practice, is issued by the order of the University Rector on the basis of the proposal of the specialist training schools.

6.9 An employee of the Department of Competencies, Career and Employment enters information about the admission of students to practice at AIS Platonus in accordance with the orders.

6.10 Before completing each type of internship, specialists training schools hold an opening

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conference for students and introduce them to the necessary package of documents.

6.11 The practice supervisor from the enterprise (base of practice) should:

6.11.1 provide qualified guidance in accordance with the internship program;

6.11.2 provide students with safe working conditions (with mandatory safety and health briefings) and, if necessary, to teach safe working methods;

6.11.3 give a written description of the work of each student at the end of the internship (Appendix 9).

6.11.4 fill out a professional practice questionnaire (from the head of the company) (Appendix 10).

6.12 A commission is created on the basis of an order to receive reports on the professional practice of students in specialists training schools.

6.12.1 The commission for the protection of reports for undergraduate students includes, the director of the school, a teacher, and the head of a responsible practice of at least 3 people.

6.12.2 The commission for the protection of reports of undergraduates/ doctoral students includes scientific supervisors, the director of the school, an employee of the Research Center, at least 3 people.

6.13 The practice supervisor from the specialists training school should:

6.13.1 carry out periodic monitoring of the practice;

6.13.2 check the completion of the students' diary reports on the internship according to Appendix 7;

6.13.3 if necessary, provide methodological and other assistance to the staff of the practice base in organizing and conducting the practice;

6.13.4 check practice reports;

6.13.5 accept and evaluate internship reports from students together with members of the commission established by the order of the directors of specialists training schools;

6.13.6 put a practice assessment in the «Platonus database» according to the academic calendar, within three working days after the protection of the report.

6.14 The final assessment of the practice is defined as the sum of the assessment of the practice supervisor from the enterprise (40%) and the assessment of the commission for the protection of the report (60%).

6.15 When completing a professional practice, the student is eligible for a scholarship.

6.16 Professional practice, research and experimental work, scientific internships are conducted at practice bases, in scientific organizations and (or) organizations of relevant industries or fields of activity in full-time education. At the same time, depending on the specifics of the educational program, it is allowed to conduct online.

7. PROFESSIONAL PRACTICE PROGRAMS AND THE DEFINITION OF AN ORGANIZATION AS A BASE OF PRACTICE

7.1 The basis for the professional practice of students is determined by organizations that have qualified personnel and the material and technical base for conducting professional practice, corresponding to the profile of training specialists and the requirements of the educational program.

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7.2 Students have the right to independently search for a base of professional practice and initiate the conclusion of a tripartite agreement on internship, provided that the proposed base of practice corresponds to the profile of the educational program and the expected learning outcomes of the program in terms of the formation of practical skills and abilities

7.3 According to subparagraph 6 of Article 38 of the Law «On Education», professional practice is mandatory from the second year of higher education programs. The content and fundamentals of professional practice are determined according to the profile of the profession and the content of the educational program. In accordance with Appendices 1, 2, and 3 of this Regulation, a professional practice agreement with the bases must be concluded no later than one month before the start of the practice.

7.4 The contract defines the duties and responsibilities of the University, the enterprise (institution, organization), which is the base of professional practice, and students.

7.5 The organization, which is the base of professional practice, offers students a place to complete a professional practice program and ensures safe working conditions at the workplace of students.

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

7.7 The curriculum must specify the prerequisites, that is, a list of basic theoretical courses necessary for successful professional practice.

7.8 The practice program includes:

- the term and content, duration and main directions of individual tasks of students;
- participation of students in innovative processes and activities aimed at improving the efficiency of enterprises, institutions and organizations;
- criteria for the protection of the report and its evaluation.

7.9 The practice is organized taking into account the health characteristics of the students.

7.10 The selection of students for professional practice abroad is carried out in several stages and includes the following procedures:

7.10.1 The internal selection of the University is carried out before the arrival of representatives of foreign organizations (hotels, companies, etc.).

7.10.2 Students who have submitted a complete set of documents are allowed to participate in the internal selection:

- a transcript with a GPA above 3.0;
- letter of recommendation from the director of the graduating school;
- description from the group's advisor;
- student's resume (in Kazakh or Russian);
- student's application for participation in a professional practice program abroad.

7.10.3 Based on the submitted documents, a student rating is formed, taking into account the selection criteria in descending order of overall academic performance. The rating list is compiled jointly by the Department of Competence, Career and Employment and the Department of International

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Cooperation of the University.

7.10.4 Based on the results of the internal selection, 60-70 students with the highest score are eligible to participate in an interview with representatives of a foreign partner organization.

7.10.5 Based on the results of the interview and based on the decision of the host organization (hotel), the necessary documents are drawn up:

- a three-way agreement between the University, the host organization and the student;
- the employment contract between the student and the host hotel;
- registration of migration documents ensuring legal stay in the territory of the host state

during the period of professional practice

7.10.6 Students with academic debt, negative characterization, disciplinary violations, and an average academic performance score (GPA) below 3.0 are not allowed to participate in foreign practice.

8. TASKS AND CONTENT OF PROFESSIONAL PRACTICE

8.1 According to higher education programs

8.1.1 The purpose of the training practice is to acquaint students with the directions of the basic activity of the practice, the functions of future professional activity. Academic practice in all bachelor's degree programs is conducted in the 1st year.

The main objectives of educational practice:

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

8.1.2 The purpose of the industrial practice is to confirm professional competence, acquire practical skills and professional experience. Industrial practice is conducted in the 2nd, 3rd, 4th courses before passing a pre-graduate internship.

The main tasks of the production practice:

- 1) to study the types of professional activities, their functions and tasks in educational programs;
- 2) to confirm theoretical knowledge and the formation of professional skills, abilities and competencies on this basis;
- 3) to master innovative technologies, advanced labor and production methods;
- 4) to accumulate organizational and professional experience;
- 5) to master the skills of teamwork, competencies of corporate management principles;
- 6) to acquire the skills of independent planning of one's activities, establishing useful relationships with colleagues, determining a professional role position, and forming a sense of responsibility.

8.1.3 Pre-diploma practice is conducted in the final year after passing theoretical training. The

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purpose of the practice is the formation of professional competence in educational programs, the collection of information on the topic of the diploma.

The main tasks of pre-diploma practice:

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

2) analysis of statistical data and practical materials on the topic of the thesis;

3) formulation of conclusions, patterns and proposals on the topic of the dissertation (project);

4) preparation of the thesis (project) in accordance with established requirements;

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

8.2 On postgraduate education programs

8.2.1 Undergraduates and PhD doctoral students of the scientific and pedagogical direction undergo pedagogical practice, which is organized after completing a cycle of subjects or a general theoretical training course.

8.2.2 The purpose of pedagogical practice is to consolidate and deepen knowledge in general scientific, cultural, psychological, pedagogical, methodological and special subjects, to form skills and competencies based on theoretical knowledge, as well as to improve practical skills of working with a group of students.

Undergraduates can be involved in teaching at the undergraduate level, and doctoral students at the bachelor's and master's levels.

8.3 The main tasks of the pedagogical practice of undergraduates and PhD doctoral students of the scientific and pedagogical direction:

8.3.1 mastering the use of modern teaching methods and technologies, taking into account the peculiarities of the taught science;

8.3.2 to confirmation of the ability to diagnose the psychological characteristics of students, their personal characteristics;

8.3.3 formation of psychological and pedagogical skills in the organization of educational work with students;

8.3.4 development of professionally important personal qualities of a future university teacher.

8.4 The places (bases) of pedagogical practice of undergraduates in accordance with the educational program of undergraduates are the graduate schools of the university.

8.5 The pedagogical practice of undergraduates / doctoral students is conducted under the guidance of a supervisor approved by the specialists training school.

8.6 The practice supervisor participates in summing up the practice and evaluating the work of the intern.

8.7 Industrial practice is an integral part of the educational program of the specialized master's degree.

8.8 The industrial practice is conducted in order to gain professional experience, as well as to master best practices in the educational program of the master's degree.

8.9 The specialized industrial practice of undergraduates is conducted in the 2nd semester.

8.10 The content of the master student's work practice is determined by the topic of the research project.

8.11 The research practice of the master's degree and PhD doctoral studies in the scientific and

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pedagogical direction is an integral part of the educational program.

8.12 The research practice of the undergraduate/doctoral student is carried out using new theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data in dissertation research.

8.13 The main objectives of the research practice:

- 8.13.1 confirmation of the acquired knowledge, skills and abilities of undergraduates / doctoral students in the process of studying disciplines in postgraduate educational programs;
- 8.13.2 mastering the skills of independent research activities in the professional field;
- 8.13.3 the study of modern research methodology by undergraduates/doctoral students;
- 8.13.4 the study of modern methods of collecting, analyzing and processing scientific information, the choice of optimal research methods;
- 8.13.5 training in designing tools for conducting research and collecting empirical material;
- 8.13.6 organization of scientific research for undergraduates/doctoral students in accordance with the methodology of modern science;
- 8.13.7 activation and stimulation of the creative approach of undergraduates/doctoral students to scientific research;
- 8.13.8 mastering the skills of written and oral communication to demonstrate the results obtained in the form of reports, publications, presentations at seminars and scientific conferences;
- 8.13.9 formation of public speaking skills.
- 8.14 The content of the research practice is determined by the topic of the dissertation research.
- 8.15 The research practice of undergraduates/doctoral students is supervised by the supervisor of the Master's degree program/doctoral dissertation and supervisor from the place of practice.

9. REQUIREMENTS FOR THE ORGANIZATION AND CONDUCT OF PROFESSIONAL PRACTICE

9.1 *According to higher education programs:*

- 9.1.1 Professional practices are organized according to educational programs.
- 9.1.2 Professional practices are conducted outside the main educational process.
- 9.1.3 Professional practices take place at enterprises, institutions, schools and institutions that have signed an agreement with the University.
- 9.1.4 A proposal for a professional practice is being prepared by the specialists training school in accordance with the institutions that have concluded an agreement with the University.
- 9.1.5 The preparation of educational and methodological plans, practical training programs, its qualitative organization and implementation are carried out by the relevant specialists training schools.
- 9.1.6 **University:**
 - 9.1.6.1 appoints practice supervisors for students from among qualified university teachers, who are obliged to establish contact with the heads of the enterprise.
 - 9.1.6.2 Practice supervisors present professional practice programs to enterprises, institutions, organizations and students.
 - 9.1.6.3 Organizes and conducts the practice of students, controls its duration and content.

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

9.1.7 The practice supervisor appointed by the University:

9.1.7.1 Organizes an introductory conference for students before the start of the internship.

9.1.7.2 Advises students according to the curriculum and the program of professional practice.

9.1.7.3 Provides working and living conditions for students, conducts mandatory health and safety briefings for them, monitors compliance with internal labor regulations at enterprises, institutions and organizations.

9.1.7.4 Reviews reports on the professional practice of students, gives feedback on work and readiness for protection, gives recommendations and warnings related to improving training.

9.1.7.5 Organizes the final reporting conference of students' professional practice.

9.1.7.6 Final reports on the professional practice of students are accepted and evaluated by a commission approved by the orders of the director of the graduating school.

9.1.8 Enterprises, institutions, organizations that are the basis of professional practice:

9.1.8.1 Organizes the practice of students on the basis of a bilateral or trilateral agreement (University - Enterprise).

9.1.8.2 Provides places of practice according to the educational program.

9.1.8.3 Creates the necessary conditions for training in the fields of education, law, technology, production economics, organization and management and other areas during the practice period according to the educational program of students.

9.1.8.4 Provides students with the opportunity to use the available literature, technical and other documentation, as well as copy them if necessary (if provided for by the contract).

9.1.8.5 Helps to choose the material for your theses;

9.1.8.6 Carries out compulsory training on occupational safety and technical safety: by completing the prescribed documents, introductory training is conducted at the workplace, and, if necessary, training on occupational safety.

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

9.1.8.8 Depending on the production needs, well-trained interns are temporarily hired on practical bases with a fixed rate of payment.

9.1.8.9 The practice supervisor appointed from the institution controls the keeping of diaries of students, signs and confirms the completion of tasks, gives them individual tasks and professional characteristics with data on the implementation of the program.

9.2 For postgraduate education programs:

9.2.1 The undergraduate/doctoral student during the practice should:

9.2.1.1 get an approved individual plan for passing a teaching internship;

9.2.1.2 perform all types of work provided for by the technological map of pedagogical practice within the time limits specified in the individual plan;

9.2.1.3 comply with the internal regulations in force on the basis of the internship;

9.2.1.4 keep a diary-report on practical classes (Appendix 7).

9.2.2 The undergraduate/doctoral student during the research practice should:

9.2.2.1 appear at the practice base within the established time frame to complete the practice;

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9.2.2.2 keep a diary-a report on practical classes (Appendix 7);

9.2.2.3 comply with the rules of order, safety and industrial discipline at the place of industrial training;

9.2.3 The following set of documents for conducting research practice should be provided to the supervisor of the university practice:

9.2.3.1 a diary report signed by the supervisor of the practice base;

9.2.3.2 characteristics, questionnaire of undergraduates / doctoral students from the supervisor of the enterprise practice.

9.3 Based on the practice results, master's/doctoral students submit a report on the research internship to the specialists training school; reports on the master's/doctoral internship are checked by the practice supervisor.

10. REQUIREMENTS FOR SUMMING UP PROFESSIONAL PRACTICE

10.1 The professional practice report should contain information about the actual work 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.

10.2 According to the results of each type of professional practice, students, who have completed professional practice, report to the relevant school; their reports are checked by the practice supervisors and are defended before the commission established by the order of the directors of specialists training schools.

10.3 A student who has not completed the professional practice program, who has received a negative conclusion about his/her work or an unsatisfactory grade when defending the report, undergoes the practice again. The retake procedure is carried out according to the rules adopted at the university and is re-evaluated by the grade, score, rating system received when defending the practice report.

10.4 The University concludes agreements on bilateral and multilateral cooperation with foreign organizations, participates in international exchange programs for students, teachers and researchers.


11. RESPONSIBILITIES AND RIGHTS OF STUDENTS

11.1 Responsibilities of students:

- 1) to complete tasks stipulated by the professional practice program, keeping a diary;
- 2) to comply with the internal regulations established at the enterprise, scientific organization, institution, school;
- 3) to participate in the tasks of the relevant departments to implement effective proposals, inventions and operations;
- 4) to present to the university practice supervisor a written report signed by the head of the enterprise on the completion of all tasks and to submit a diary.

11.2 A student has the right:

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

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3) in the course of professional practice, contact the practice supervisor on all issues arising in the course of practice, use educational and methodological tools on the relevant fundamentals of practice, make suggestions for improving the organization of practice;

4) to participate in trainings of leading university teachers in order to study teaching methods and familiarize with advanced pedagogical practice during pedagogical practice by prior arrangement.

12. THE PROCEDURE FOR MAKING CHANGES

12.1 Amendments and additions to these Rules are made by the decision of the meeting of the Academic Council on the proposal of the Vice-Rector for Academic and Scientific Affairs.

12.2 Changes made to this Regulation must be registered in the "Change Registration Sheet".

13. COORDINATION, STORAGE AND DISTRIBUTION

13.1 This regulation comes into force from the date of approval by the Chairman of the Board – Rector of the University.

13.2 The responsibility for storing and sending users a working copy of this Regulation lies with the Department of Competencies, Career and Employment.

13.3 A working copy of this approved Regulation is deposited with the Competence, Career and Employment Department, and a control copy is transferred to the Quality Assurance Department.

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Appendix I

for the direction «6B111 Service Spheres»

Приложение I

AGREEMENT NO. _____ ABOUT CONDUCTING PROFESSIONAL PRACTICE

Turkestan «__» _____ 20__

NPJSC «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

_____ hereinafter referred to as the «Enterprise», 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:

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:

Министерство туризма и спорта Республики Казахстан		Ministry of Tourism and Sports of the Republic of Kazakhstan
Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
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2.1.1. To provide the Enterprise with the Approved program of professional practice (hereinafter referred to as the Program) and the number of students 30 calendar days before the start of professional practice;

2.1.2. To provide the Enterprise with a named list of students sent for professional (industrial/pre-graduate) internship no later than 10 calendar days before the start of the internship;

2.1.3. To appoint a practice supervisor to a student from the University from among qualified teachers, who is obliged to establish contact with managers from the Enterprise;

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

2.1.5. To ensure that students comply with labor regulations

discipline at the Enterprise, take response measures against students who violate the Labor Regulations of the Enterprise.

2.2 Obligations of the Enterprise:

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 standards;

2.2.3. To familiarize students with the Enterprise's labor regulations, conduct introductory training on labor protection, safety and fire safety;

2.2.4. To provide support and guidance of professional practice by qualified specialists of the Enterprise responsible for organizing the workplace, training, consulting and control;

2.2.5. To provide students with the maximum possible information that does not contain official or other secrets protected by law, provide the necessary materials in accordance with the practice program;

2.1.1. За 30 календарных дней до начала профессиональной практики предоставить Предприятию Утвержденную программу профессиональной практики (далее – Программа) и количество обучающихся;

2.1.2. Предоставить 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.

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

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2.2.6. Not to allow students to be used in positions not provided for by the practice program and not related to the students' specialty;

2.2.7. Upon completion of professional practice, to compile an appropriate written description of the work of each trainee(s) and an assessment of the quality of the report prepared by him.

3. RIGHTS OF THE PARTIES

3.1 University Rights:

3.1.1. To send students to enterprises in accordance with the start date of internship according to the academic calendar approved for the academic year;

3.1.2. To provide methodological assistance to the Enterprise's employees in organizing and conducting professional practice.

3.2. Enterprise 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 production information 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 Obligations under this Agreement are carried out without mutual financial costs.

6. 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.

и не имеющих отношения к специальности обучающихся;

2.2.7. По окончании профессиональной практики составить соответствующую письменную характеристику о работе каждого обучающегося(-ей) и оценку качества подготовленного им отчета.

3. ПРАВА СТОРОН

3.1. Права Университета:

3.1.1. Направление обучающихся на предприятия в соответствии со сроком начала практики по академическому календарю, утвержденному на учебный год;

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.

5. ПОРЯДОК ОПЛАТЫ

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

6. 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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Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
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7. 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.

7. 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.

8. LEGAL ADDRESSES OF THE PARTIES/ ЮРИДИЧЕСКИЕ АДРЕСА СТОРОН

UNIVERSITY
NPJSC «International University of Tourism and Hospitality»

Legal and e-mail address:

Republic of Kazakhstan, 161200

Turkestan, Rabiga Sultan Begim

Street, No. 14A

BIN: 190 440 033 845

Vice-Provost for Academic and Scientific Affairs

ENTERPRISE

Legal and e-mail address:

БИН / BIN:

Генеральный директор / General manager

Министерство туризма и спорта Республики Казахстан		Ministry of Tourism and Sports of the Republic of Kazakhstan
Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
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Appendix 2

COOPERATION AGREEMENT NO. _____ on conducting the pedagogical practice of undergraduates

Turkestan

« ____ » _____ 20 ____.

NPJSC "International University of Tourism and Hospitality", hereinafter referred to as the «University», represented by the Vice-Provost for Academic and Scientific Affairs _____, on the one hand, and _____, hereinafter referred to as the «Institution», represented by the Director _____, acting on the basis of the Charter, hereinafter collectively referred to as the «Parties», have concluded this Agreement on the following:

I. The subject of the agreement

- 1.1. Organization and conduct of pedagogical practice of undergraduates of the University in accordance with the basic educational program in the field of training.
- 1.2. As part of the implementation of the subject of this agreement, the Institution organizes and conducts events for undergraduates of the University in accordance with the program of pedagogical practice.

II. Obligations of the parties

2.1. The University undertakes:

- 2.1.1. To provide the Institution with an Approved program, calendar schedules for teaching practice and information on the number of undergraduates interns months before the start of professional practice.
- 2.1.2. To provide the Institution with a list of undergraduates assigned to pedagogical practice no later than one week before the start of teaching practice.
- 2.1.3. To appoint the most qualified staff from among the teaching staff as the practice supervisors.
- 2.1.4. Together with the Institution, to carry out inspections of compliance by undergraduates with labor discipline and internal labor regulations during the period of teaching practice.
- 2.1.5. To provide methodological assistance to employees of the Institution in organizing and conducting pedagogical practice.
- 2.1.6. In cooperation with the Institution, to investigate and take into account accidents, if they occur, with undergraduates during the internship period.
- 2.1.7. The supervisor of the pedagogical practice from the University develops work practice programs.
- 2.2. The institution undertakes:
- 2.2.1. To accept undergraduates of the University for internship in accordance with the academic calendar and organize a pedagogical internship in accordance with the internship program.

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- 2.2.2. To carry out mandatory instruction on labor protection.
- 2.2.3. To create the necessary conditions for undergraduates to complete the pedagogical practice program.
- 2.2.4. To appoint practice supervisors for undergraduates.
- 2.2.5. To provide undergraduates with the opportunity to use available literature, technical and other documentation, with the exception of materials containing information classified as official or other legally protected secret.
- 2.2.6. To inform the practice supervisors from the University about cases of violation by undergraduates of labor discipline and internal regulations of the Institution.
- 2.2.7. To give a description of each undergraduate intern and the quality of their work at the end of the internship.

III. Responsibility of the parties

- 3.1. The parties undertake not to disclose confidential information of the production procedure that became known in the course of joint activities.
- 3.2. The parties may be released from liability in certain cases that occurred regardless of the will of the parties (force majeure).

IV . The term and conditions of the agreement

- 4.1. This Agreement comes into force from the date of its signing by both Parties and is valid for 5 years.
- 4.2. Termination and extension of this Agreement are determined by mutual agreement of the Parties.
- 4.3. The Agreement may be terminated with a written notification from one of the Parties and terminates after two months from the date of sending notice of termination of this Agreement to the other Party.

V . Other conditions

- 5.1. The fulfillment of the obligations provided for in this Agreement is carried out by the Parties free of charge.
- 5.2. Disputes and disagreements arising in the process of fulfilling this Agreement shall be resolved through negotiations between the Parties;
- 5.3. This Agreement is drawn up in two copies, one for each of the Parties. Amendments and additions to this Agreement are valid provided that they are signed by authorized representatives of both Parties.

Министерство туризма и спорта Республики Казахстан		Ministry of Tourism and Sports of the Republic of Kazakhstan
Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
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VI. Legal addresses of the parties

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

Legal and postal address:

Republic of Kazakhstan, Turkestan,
Rabiga Sultan Begim str., 14A
BIN: 190 440 033 845

**Vice-Provost for Academic and Scientific
Affairs**

Institution

Legal and postal address:

BIN: _____

Director

Министерство туризма и спорта Республики Казахстан		Ministry of Tourism and Sports of the Republic of Kazakhstan
Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»		Non-profit Joint Stock Company «International University of Tourism and Hospitality»
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Appendix 3

COOPERATION AGREEMENT No. _____ on practical training and research/experimental research work

Turkestan
20 _____

« _____ » _____

NPJSC «International University of Tourism and Hospitality», hereinafter referred to as the «University», represented by the Vice-Provost for Academic and Scientific Affairs _____ acting on the basis of an Order _____ from _____, on the one hand, and _____, hereinafter referred to as the «Institution», represented by the Director _____, acting on the basis of the Charter, hereinafter collectively referred to as the "Parties", have concluded this Agreement on the following:

1. SUBJECT OF THE AGREEMENT

1.1. In accordance with the State Mandatory Standard of Higher Education, approved by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2, the **Institution** provides the University with practical training services (various types of practices, scientific and professional internships) for undergraduates (hereinafter referred to as students) and research/experimental research work for students of postgraduate education as experimental base for the purpose of familiarization with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data, as well as the consolidation of theoretical knowledge gained in the learning process, the acquisition of practical skills, competencies and professional experience in the master's degree program, the development of best practices, as well as for writing master's dissertations (projects) on the direction of training _____.

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. The University undertakes:

2.1.1. To provide the Institution with an Approved program, calendar schedules for conducting research and experimental research and a list of students no later than 10 (ten) calendar days before the start of research and experimental research;

2.1.2. To assign the supervisor of scientific research/experimental research works from among qualified teachers to the students.

2.1.3. To provide students with scientific and methodological documentation in accordance with the goals and objectives of scientific research and experimental research.

2.1.4. To ensure that students comply with labor discipline and internal labor regulations in the **Institution**.

2.1.5. To provide methodological assistance to employees of the **Institution** in the organization and

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conduct of scientific research /experimental research.

2.2. The University has the right:

- 2.2.1. To monitor the implementation of the research/experimental research program.
- 2.2.2. To submit recommendations and proposals for the adjustment of the program of scientific research/experimental research to **the Institution** for consideration.

2.3. The institution undertakes:

- 2.3.1 To become an experimental base for the implementation of the results of scientific research/experimental research works of students at the University.
- 2.3.2. As an experimental base, to create the necessary conditions for students to complete a program of research/experimental research.
- 2.3.3. To identify and assign qualified supervisors to students.
- 2.3.4. To instruct students about the internal labor regulations in force at the Institution, safety regulations, fire safety rules before the start of scientific research / experimental research.
- 2.3.5. To provide students with access to the information resources of the Institution in accordance with the goals and objectives of the practice.
- 2.3.6. To ensure the confidentiality of scientific research and experiments.
- 2.3.7. To assist students in conducting research /experimental research.
- 2.3.8. To provide a description (review) of the work of each student and an assessment of the quality of the report prepared by him at the end of the research / experimental research work.

2.4. The institution has the right:


- 2.4.1. To send information requests to the university regarding students and the subject of research/experimental research.

3. RESPONSIBILITY OF THE PARTIES AND DISPUTE RESOLUTION

- 3.1. The Parties are responsible for non-fulfillment or improper fulfillment of their obligations provided for in this Agreement in accordance with the legislation of the Republic of Kazakhstan.
- 3.2. All disputes and disagreements arising in the course of the execution of this Agreement will be resolved through negotiations on the basis of the current legislation of the Republic of Kazakhstan.
- 3.3. In case of non-settlement of disputed issues during negotiations, disputes are subject to consideration in accordance with the procedure established by the current legislation of the Republic Kazakhstan.

4. FORCE MAJEURE

- 4.1. The Parties are responsible for the complete or partial non-fulfillment of any obligation if this non-fulfillment was the result of force majeure (force majeure) that arose after the conclusion of this Agreement as a result of circumstances of an extraordinary nature that the Parties could not foresee or

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prevent. These circumstances must be confirmed by the authorized state bodies of the Republic of Kazakhstan.

5. TERMS OF TERMINATION AND AMENDMENT OF THE AGREEMENT CONDITIONS

- 5.1. Early termination of this Agreement may take place on the initiative of either party.
 5.2. The party that has decided to terminate this Agreement, sends a notification (written facsimile) to the other party at least 10 calendar days before the expected date of termination in accordance with the provisions of this article.

6. OTHER CONDITIONS

- 6.1. This Agreement has been drawn up and signed by the parties in 2 original copies in Russian on 3 sheets, which have the same legal force.
 6.2. This Agreement comes into force from the date of its signing by the Parties and is valid for 5 years.
 6.3. All additional agreements or Annexes to this Agreement are an integral part of it.
 6.4. All amendments and additions to this Agreement have legal force if they are made in writing and signed by authorized representatives of both parties.
 6.6. Neither party has the right to transfer the rights and obligations under this agreement to third parties without the written permission of the other party.
 6.7. The University does not bear the costs associated with practical training and research/experimental research work of the student.

7. LEGAL ADDRESSES AND DETAILS OF THE PARTIES

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

Institution


Legal and postal address:
 Republic of Kazakhstan, Turkestan,
 Rabiga Sultan Begim str., 14A
 BIN: 190 440 033 845

Legal and postal address:

BIN: _____

**Vice-Provost for Academic and
Scientific Affairs**

Director

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Appendix 4
F-02-04/19

INTERNATIONAL UNIVERSITY OF TOURISM AND HOSPITALITY

SCHOOL «_____»

CONFIRM

The Director
of the school «_____»

signature

«_____» 202_____

PROGRAM _____ PRACTICES
Name of the practice

Name and code of the training area:

«_____»

According to educational programs:

«_____»

The form of education: _____

Study year: _____

Term: _____

Number of credits (hours): _____

Final control: report

Turkestan, 202_____

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Program of the _____ the practice was compiled on the basis of the Law of the Republic of Kazakhstan "On education" (No. 319-III dated July 27, 2007), Standard Rules for the activities 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 Education and Science of the Republic of Kazakhstan No. 2 dated July 20, 2022), Rules for the organization of the educational process 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), and other regulatory legal acts, as well as internal regulatory documents of the University.

Program of the _____ practice is based on the EP programs

« _____ »

Program of the _____ practice was prepared by teaching staff of the school

« _____ »,
 name of the school

Program of the _____ practice was reviewed and approved at the meeting

school « _____ »
 name of the school

« _____ » 20 ____ Protocol No. ____.

Responsible teacher for the practice _____
 signature

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INTRODUCTION

Necessity and importance of the _____ practice:
name of the practice

A brief description of the proposed program: _____

The goal of the _____ practice is:
name of the practice

Tasks of the _____ practice:
name of the practice

Prerequisites: _____

Post-requirements: _____

Final results (competencies) of the _____ practice:
name of the practice

1. ORGANIZATION OF THE _____ PRACTICE *name of the practice*

1.1 The timing and content of the individual tasks of students:

1.2 Organization _____ the practice and its duration and direction:
name of the practice

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Responsibilities of supervisor of the _____ practice from an educational institution:
name of the practice

Duties of the head of the base of the _____ practice (enterprises, institutions):
name of the practice

Responsibilities of the student during the practice:

2. THE ORDER OF FILLING OUT THE DIARY OF THE _____ PRACTICE AND TYPES OF TASKS *name of the practice*

2.1 The procedure for filling out the diary of the _____ practice:
name of the practice

2.2 Types of tasks of the _____ practices:
name of the practice

3 STRUCTURE OF REPORTS OF THE _____ PRACTICE *name of the practice*

Report of the _____ practices on A4 white paper on one side of the page
name of the practice

printed – the font should be clear, the distance between the lines should be at least 1 – 1.5 intervals (Times New Roman – 14 pt.).

Saving margins when placing text on paper is equal to: left - 3 cm, right – 1.5 cm, top and bottom – 2 cm.

The paragraph title is pressed symmetrically to the capital letter of the text. The headings of the subsections are pressed starting from the lowercase letters of the paragraph, with the exception of the first capital letter. The title does not use hyphenation. The topic does not put a period at the end. If the

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subject consists of two sentences, it distinguishes them with a dot.

The distance between the title and the text should be in the range of 1-2. Do not emphasize the topic.

If the issues in the report are not fully disclosed, the report is provided to the student for replenishment after verification by the supervisor.

Report of the _____ practice should contain at least 15-20 pages and contain the following

name of the practice
sections.

Report on the _____ practice should contain the following content:
name of the practice

1. The main page (Appendix 12) is the first page of the progress report of the practices.

2. The main sections should be:

2.1 the tasks facing the student undergoing the _____ practice;
name of the practice

2.2 The sequence of passage of the _____ practice, description of departments institutions

name of the practice
represented by the practice base;

2.3 A brief description of the work performed and the time frame for its completion;

2.4 Description indicating the techniques and methods of implementation of the _____ practice,

name of the practice
practice directions;

2.5 Characteristics of the results of the _____ practice outlined in the form of a picture,

name of the practice
tables, text, etc.;

3. Conclusion:

3.1 Assessment of the completeness of the tasks set;

3.2 Assessment of the level of completion of tasks by _____ practice;
name of the practice

3.3 Recommendations for solving issues that arose during the passage _____
name of the practice
practices.

4. Bibliographic list;

5. Appendices to the report: samples of documents compiled by students independently or participated in the registration during the internship, as well as documents containing the results of work during the period of completion _____ practices (for example, meeting minutes,

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information collected by the student during
name of the practice
the practice).

6. The volume of the prepared report on the passage of the _____ practice is 15-20 pages of text

7. Assessment by _____ practice. *name of the practice*

name of the practice
All registered data must be neatly stitched.

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3. CRITERIA FOR ASSESSING KNOWLEDGE AND COMPETENCIES

3.1 Protection and evaluation of the practice report:

3.2 The production practice report should consist of the following structure:

3.3 Criteria for assessing students' knowledge:

The score from 90 to 100 corresponds to the "excellent" grade and is set with full performance and appropriate protection in accordance with the requirements of the internship program and individual assignments of the student, without errors, in compliance with the rules of registration of educational documents.

The score in points from 70 to 89 corresponds to the rating "good" and is set in case the student makes minor mistakes and fundamental inaccuracies in writing and formatting the report or drawing up drawings, graphs. This assessment is given if the student has mastered the internship program by 75 %.

The score in points from 50 to 69 corresponds to the rating "satisfactory" and is given if the student made mistakes in writing reports, drawing up drawings, graphs and corrected them with the help of the head of the practice. This assessment is given if the student has mastered the internship program at a level of at least 50%.

The score in points from 0 to 49 corresponds to the rating "unsatisfactory" and is set in case the student makes serious mistakes in writing a report or building drawings, graphs, or failure to complete an individual practice assignment.

The final score based on the results of the internship is taken into account when summing up the student's average academic achievement score (GPA) during the course and determining the academic rating.

The report is carried out in accordance with the practice program, the report contains materials on the entire program of the department, the practical report should contain a different analysis of the company's activities over the past 3-5 years.

The report is defended before the commission in the amount of 5-7 minutes. He is given a report protection protocol. The Commission evaluates the volume of execution of the report, the content, the quality of the diary, and the security of the report. The final assessment of the production practice is defined as the assessment of the head of the production practice from the enterprise of 40% and the assessment of the head of the production practice from the school for the protection of the report of 60%.

Rating according to the letter system	The digital equivalent of grades	Points (%- in the form of)	The price according to the traditional system
A	4,0	95-100	Very well

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A-	3,67	90-94	Well
B+	3,33	85-89	
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

Students who have not completed the internship program in full, who received an unsatisfactory grade when defending the report, re-practice in the next academic period or summer semester on a paid basis and receive permission to defend the report in order to change the grade "unsatisfactory" to a positive one.

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Appendix 5

F-02-04/08

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

Remains at the enterprise (organization) _____
 « ____ » ____ 20 ____ (basis) from
 Student _____
 (surname, name)
 sent for professional practice _____

 (enterprise name (organizations))
 Start date of professional practice « ____ » ____ 20 ____
 Term of professional practice completion « ____ » ____ 20 ____
 Head of the educational organization _____
 Place of printing _____
 (signature)

Returns to the educational institution

F-02-04/08

Arrival and departure mark

Student _____
 (surname, name)
 for professional practice _____

 (name of professional practice)

Arrived

« ____ » ____ 20 ____
 Seal, signature
 (if available)

Left

« ____ » ____ 20 ____
 Seal, signature
 (if available)

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Appendix 6
F-02-04/09

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

Schedule of professional practice
For undergraduates / doctoral students

According to the educational program _____
 Student _____ a study year
 (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 _____
 (supervisor of professional practice from an educational institution)

20 ____ «____» _____

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Appendix 7

F-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. Encouragements and remarks from the student

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 ____

A seal place

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Appendix 8

F-02-04/10

For foreign students

Stamp
(registration number and date/time)

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

Attitude letter

We ask you to send the _____-year student of the specialty _____ of
Your University _____ (name and specialty code)
_____ (surname, name student)
_____ to pass the industrial practices from

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

A seal place

(surname, name the manager)

Tel:
E.mail:

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Appendix 9
F-02-04/14

CHARACTERISTIC
(from the side of the head of the enterprise)

For the training(s) of the _____ year of the educational program _____
(EP name)

_____ I had an internship
(Full name of the students)

in _____
(name of the company, organization)

as a _____ with « _____ » 20 _____ by

Results of the work

During the practice, I acquired and secured(a) work skills in

_____ departments, services, etc., familiar with the
technology _____

Independently performed (a) _____

I am familiar with the rules of safety, operation of production equipment, primary processing of materials, sanitary standards.

Personal and business qualities (competencies).

Remarks on the fulfillment of the enterprise's tasks and violations of the rules for safe maintenance of office equipment _____

Shortcomings in the theoretical training of the intern, identified during the practice

The practice is evaluated on _____

The supervisor of the practice from the enterprise

Postision _____ signature _____ (Full name)
A seal place

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Appendix 10
F-02-04/18

QUESTIONNAIRE

(from the side of the head of the enterprise)

Assessment of the knowledge and skills of the intern(s) of the _____ year

(Full name)

(place of practice)

Dear supervisor of the practice, our university expresses its appreciation to you for the opportunity to practice at your company. Very soon, he will complete his studies and begin an independent working life. To what extent is he (she) prepared for this, do his (her, their) knowledge and skills correspond to the required level, what are the main omissions in his (her, their) professional training?

Thank you in advance for your help!

1. Please indicate what functional responsibilities the student(s) should perform in practice

2. Please rate the level of theoretical knowledge and practical skills of the intern(s):

Characteristics of the level of knowledge and skills	Estimated score
Practically zero, it is necessary to teach everything anew	
He is quite weak, does not know a lot and does not know how to	
Mediocre, although the necessary base is available	
A good one, he may well work in his specialty	
Excellent, able to complete any task	

3. What, in your opinion, are the main difficulties associated with mastering the specialty of this intern(s)? (mark the appropriate option for each position)

The reasons for the difficulties of mastering the profession	Whether the intern has them			
	There are	Perhaps there is	Perhaps not	No
Lack of general theoretical training				
Lack of professional knowledge				
Lack of practical skills				
Lack of communication				
Inability to be creative				
Inability to handle office equipment				
Health reasons				
Lack of motivation				

4. What kind of specialists do you need: narrow specialization; broad profile.
Specify the specialization _____

5. Do you consider it possible to conclude an employment contract with a graduate who has been practicing with you? - YES; -NO;

Thank you for your cooperation!

The supervisor of the practice from the enterprise

Postition

A seal place

signature

(Full name)

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Appendix 11
F-02-04/23

International University of Tourism and Hospitality

REPORT

Passing through of the _____ practice
name of the practice

Student: _____
(Full name)

The EP name: _____

Study year: _____

Group: _____

Place of practice:

(name of the organization, enterprise)

Beginning of practice: _____

End of practice: _____

The report was reviewed by the practice supervisor from the university:

(Full name, position, title)

The report was protected:

Date « ____ » _____ 20____ estimation _____

Turkestan - 20____

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Bibliographic list

A. Main literature:

1. _____

B. Regulatory documentation:

1. _____

C. Electronic sites:

1. _____

Appendix 12

F-02-04/24

Sample student's application for participation in an internship program abroad

To the Vice Rector Non-profit Joint Stock Company «International University of Tourism and Hospitality»

(Full name of the Vice Rector)

From the student

(Full name)

(educational program)

course, group

telephone: _____

Statement

I ask you to allow me to participate in the selection process for professional practice abroad in the framework of cooperation between the Non-profit Joint Stock Company «International University of Tourism _____ and _____ Hospitality» and _____

(name of the foreign hotel and/or organization)

I am familiar with the conditions of selection and internship. I undertake to comply with the rules of stay and discipline, represent the university with dignity, and report on the results of my internship in a timely manner. I am attaching the necessary documents.

Applications:

1. A transcript with a GPA above 3.0
2. Letter of recommendation from the Headmaster
3. Characteristics of the adviser
4. Summary
5. A copy of the identity card

The applicant: _____

(signature and full name)

« _____ » _____ 20 ____

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Appendix 13
F-02-04/25

International University of Tourism and Hospitality

School _____

_____ academic year

_____ practice
name of the practice

GENERAL REPORT

Name of the EP: _____

Course: _____

Turkestan - 20_____