

**Federal State Budgetary Educational Institution of Higher Education
«M.Akmullah Bashkir State Pedagogical University»
(FSBEI of Higher Education «M.Akmullah BSPU»)**

REGULATION

QUALITY MANAGEMENT SYSTEM

**ABOUT INTERNSHIP OF STUDENTS STUDYING AT THE MAIN
PROFESSIONAL EDUCATIONAL PROGRAMS OF HIGHER
EDUCATION – BACHELOR, SPECIALIST, MASTER PROGRAMS**

RG _____-2018

Official edition

This regulation cannot be fully or partially reproduced, replicated and distributed without a written permission of the rector of FSBEI of Higher Education «M.Akmullah BSPU».

Contents

1 General provisions	3
2 Internship requirements	3
3 Internship types within the BPAP	4
4 Internship terms and conditions	5
5 Internship requirements for the disabled and differently impaired students	6
6 Internship organization for students enrolled in educational programs with the use of distance learning technologies	7
7 Students rights and duties	7
8 Final provisions	7

1. General provisions

1.1 This Regulation determines the organization and conduct of the internship of students who master the main professional educational programs of higher education (hereinafter - BPAP), forms and methods of its implementation, as well as the internship types.

2. Internship requirements

2.1 The program of internship is developed by the Directorate of the educational program, approved by the decision of the department before the beginning of the BPAP implementation as an integral part of the set of BPAP documents ensuring the implementation of standards.

2.2 The program of internship includes:

- indication of the internship type, the way (if any) and the form(s) of its implementation;
- a list of the planned learning outcomes during the internship, correlated with the planned results of the development of the educational program;
- indication of the internship place within the structure of the educational program;
- indication of the amount of internship in credit units and its duration in weeks or in academic or astronomical hours;
- internship content;
- indication of reporting forms for practice;
- evaluation funds for interim attestation of students during the internship;
- a list of textbooks and Internet resources necessary for the internship;
- a list of information technologies used during the internship, including a list of software and information reference systems (if necessary);
- description of the material and technical base necessary for the internship.

2.3 The program of internship is developed by the department, for which it is assigned in accordance with the curriculum, on the basis of the Federal Educational Standards of Higher Education and the curriculum of the BPAP. The template of the internship program is given in the annex to the provision on the basic professional academic program of higher education – the bachelor, specialist and master programs.

2.4 To understand the place of each internship in achieving the planned learning outcomes in the discrete form of the practice, i.e. by allocating a continuous period of study time in the educational schedule for each type of internship, the Directorate of the educational program develops a general summary of the block of practices of the educational program in accordance with the FES.

2.5 Internship for students with health limitations and disabilities is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and state of health.

3. Internship types within the BPAP

3.1 Types of internship and methods of its implementation (if available) are established in accordance with the standards and developed curricula of basic professional educational programs.

3.2 Practices of students can be: educational internship and working internship, including pre-diploma internship (hereinafter – internships).

3.3 For the preparation of final qualifying work as part of industrial practice, an educational standard provides for pre-diploma internship.

3.4 Educational internship is conducted in order to obtain primary professional skills.

3.5 Working internship is carried out in order to obtain professional skills and professional experience.

3.6. The specific type of educational and working internship provided for by the BPAP, developed on the basis of the Federal Educational Standard (FES), is established by the Directorate of the educational program in accordance with the FES and the selected professional activities.

3.7 Internship can be:

- home;
- external.

3.7.1 Home internship is an internship that is conducted in an organization or in a specialized organization located in the territory of the city (settlement) in which the organization is located.

3.7.2 External internship is an internship that is conducted outside the territory where the organization is located. Field external internship can be carried out in a field form, if necessary, to create special conditions for its implementation.

3.8 The specific method of conducting the internship envisaged by the BPAP, developed on the basis of FES, is established by the Directorate of the educational program independently, taking into account the requirements of the FES.

3.9 Internship is conducted in the following forms:

- a) continuously - by allocating in the educational schedule of a continuous period of study time for carrying out all types of practices envisaged by the BPAP;
- b) discretely:

by types of internship – by allocating a continuous period of study time in the educational schedule for each type of study;

by periods of internship – by alternating periods of study time in the educational schedule to conduct internship with the periods of a study time for theoretical education.

A discrete combination of internship according to their types and time limits is possible.

4. Internship terms and conditions

4.1 The organization of the internship stipulated by the BPAP, is carried out by the University on the basis of agreements with organizations whose activities correspond to the professional competencies mastered within the BPAP (hereinafter – specialized organization). The internship can be carried out directly in the organization.

4.2 To guide the internship conducted in organizations, the head(s) of the internship is (are) appointed from the organization from among persons belonging to the teaching staff of the organization.

4.3 To guide the internship carried out in a specialized organization, the head(s) of the internship is (are) appointed from among the persons belonging to the teaching staff of the organization providing the internship (hereinafter – the head of the internship from the organization), and the head (heads) of the internship from among the staff of organizations (hereinafter - the head of internship from a specialized organization).

4.4 The head of internship from the organization:

- draws up the working schedule (plan) of the internship;
- develops individual tasks for students performed during the period of internship;
- participates in the distribution of jobs and types of work in the organization;
- monitors the compliance with the terms of the internship and the compliance of its content with the requirements established by the BPAP;
- provides methodological assistance to students during performance of their individual tasks, as well as in the collection of materials for final qualifying work in the course of externship;
- evaluates the results of the internship.

4.5 Head of internship from a specialized organization:

- coordinates individual tasks, content and planned results of the internship;
- provides jobs for students;
- provides a safe environment for students that meet sanitary rules and labor protection requirements;
- instructs students with the requirements of labor protection, safety, fire safety, as well as the internal labor regulations.

4.6 When conducting internship in a specialized organization, the head of internship from the organization and the head of internship from a specialized organization draw up a joint working schedule (plan) for the internship.

4.7 A referral to internship is issued by order of the rector (vice-rector for academic affairs), indicating the assignment of each student to the organization or a specialized organization, as well as indicating the type and period of internship.

4.8 Providing students with travel to the place of internships and back, the procedure for paying for travel to the internship site and back, living outside the place of residence during the internship is based on the order of the rector, in accordance with the approved estimated budget.

4.9 During home internship, travel to the place of the internship and back is not paid, the costs associated with accommodation are not reimbursed.

4.10 Educational internship and working internship on the basis of professional educational programs in the field of arts can be conducted simultaneously with theoretical training, if provided for by the relevant educational program.

4.11 The organization of internship in the field of physical culture and sports can take into account the peculiarities of the organization and implementation of educational, training and methodological activities in the field of physical culture and sports, recommended by the Federal Executive Authority, which performs the functions of state policy development and legal regulation in the field of physical culture and sport.

5. Internship requirements for the disabled and differently impaired students

5.1 The University undertakes to provide students with health limitations and disabilities special conditions for internship, coordinating them with the practice base, which is confirmed by the contract.

5.2 The choice internship places for students with health limitations and disabilities is carried out taking into account the requirements of their accessibility, based on the nosology, with regards to the peculiarities of their psychophysical development, their individual capabilities and health status. When determining the places of practice for students with disabilities, it is necessary to bear in mind the recommendations, the results of medical and social expertise regarding the recommended conditions and types of work contained in the individual program of rehabilitation of the disabled student.

5.3 If necessary, special internship workplaces are created in accordance with the disability type, as well as taking into account the professional type of activity and the nature of work performed by the disabled student.

5.4 For people with health limitations and disabilities, depending on the particular health condition, the pack of reporting documentation may be changed.

5.5 A student with health limitations and disabilities can, by personal application, waive the special conditions for organizing an interim attestation and pass it in a common group / on a common basis (an application signed by the head of the BEP and the dean of the faculty / director of the institute / college is kept in the student personal file).

6. Internship organization for students enrolled in educational programs with the use of distance learning technologies

6.1 In case of electronic and distance learning, students can provide internship diaries, reports and characteristics in an electronic scanned form with seals and signatures to the email address of the internship head from the University. Other differences are not provided.

7. Students rights and duties

7.1 Students during the internship period:

- perform individual tasks stipulated by the programs of internship;
- comply with the internal labor regulations;
- comply with the requirements of labor protection and fire safety.

7.2 During the internships involving the mandatory preliminary and periodic medical examination students undergo relevant medical examinations in accordance with the Procedure for conducting mandatory preliminary and periodic medical examinations of workers employed for hard work and work with harmful and (or) dangerous working conditions.

7.3 If there is a vacant position in the organization, the work on which meets the requirements for the content of the internship, a fixed-term labor contract for the replacement of such a position may be concluded with the student.

7.4 Students, combining training with labor activity, have the right to have the internship at the place of work in cases when the professional activity performed by them meets the requirements for the content of the internship.

7.5 The results of the internship are assessed through interim attestation. Unsatisfactory results of the internship interim attestation with the absence of valid reasons are recognized as academic debts.

8. Final provisions

8.1 This Regulation enters into force upon its approval by the Rector of the University.

8.2 All changes and additions can be made to this provision by the order of the rector upon the presentation of the head of the educational and methodological department and agreed with the vice-rector for academic work of the University.

8.3 Changes and additions, the introduction of which is due to changes in federal educational body requirements are introduced into the Regulation without any order from anyone. The Regulation that has undergone changes and additions due to changes in federal requirements is considered to be following version.