

**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

ORGANIZATION OF THE EDUCATIONAL PROCESS

RG_____ -2017

Official edition

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1. General provisions

1.1 1.1 This Regulation determines requirements for the organization of the educational process for undergraduate programs, specialty programs, graduate programs in the federal state budgetary educational institution of higher education " M.Akmullah Bashkir State Pedagogical University (hereinafter - the University).

1.3. The organization of the educational process for students with disabilities additionally regulated by a separate provision "On the features of the organization of the educational process for students with disabilities in the Bashkir State Pedagogical University. M. Akmullah.

2. Forms of implementation of basic professional educational programs

1.1 Implementation of the main professional educational programs of higher education (further – MPEP of HE) in conformity with federal state educational standards (FSES of HE)perhaps full-time tuition, part-time tuition, postal tuition (if there is no limit in FSES of HE), possible combination of different forms of learning.

1.2 Possible combination of different forms of learning is provided for by article 17 of the Federal Law of 29 December 2012 № 273 – FL «About education in the Russian Federation». The combination of different forms of education in an educational organization is possible in the case of the development of students of several educational programs, if during the development of each educational programs does not violate the requirements of relevant educational standards, including the established form of training.

1.3 The possibility of implementing educational programs in a network form is provided for in article 15 of the Federal law of 29 December 2012 № 273 – FL «About education in the Russian Federation». Implementation of educational activities through the use of a network form of implementation of educational programs is taken into account in the licensing requirements for organizations engaged in educational activities.

1.4 Individualization of the educational trajectory of the student is possible by self-selection of the profile, the choice of disciplines from the variable part of the curriculum, the choice of an individual curriculum, the development of educational programs in a network form.

1.5 Within a single educational program, the right to choose the form of education is realized in the process of admission to the University for training on a specific educational program, as well as through the transfer to receive education on another form of education in the manner prescribed by the legislation on education

1.6 At the same time the development of different educational programs in different forms of education must comply with all procedures provided for these

forms of training by Federal state educational standards, the Charter of the University and local regulations.

1.7 If you change the form of training within a single educational program may increase the duration of training, but not more than one year.

1.8 At development of the educational program to the student who has secondary vocational or higher education, and (or) is trained according to the educational program of secondary vocational education or other educational program of higher education, and (or) has the ability and (or) the level of development, allowing to master the educational program in a shorter period compared to the period of higher education in the educational program, established by the University in accordance with the educational standard, at the personal request of the student and with the positive decision is carried out accelerated training of such student on an individual curriculum. The order of transfer of the students having the right to reduction of terms of development of educational programs (accelerated training) on condition of observance of requirements of the Federal Order is regulated by the separate Provision on the accelerated training developed by University.

1.9 In the implementation of educational activities in the educational program, the University provides the implementation of disciplines (modules) through training sessions (including the current monitoring of progress) and interim certification of students; conducting practices (including the current monitoring of progress and interim certification of students); monitoring the implementation of independent work of students; carrying out the final (state final) certification of students.

2. The order of the organization of educational process in the network form of implementation MPEP of HE.

2.1 According to the Federal law № 273 «About education in the Russian Federation» use of the network form of implementation of educational programs is carried out on the basis of the agreement between the organizations specified in part 1 of article 15 of this law.

2.2 The main purpose of the network forms of implementation of educational programs is to improve the quality of education.

2.3 The objectives using of the network forms of implementation of educational programs are:

- expanding access of students to modern educational technologies and means of education;

- providing for students with the opportunity to choose different profiles of training, in-depth study of training courses, subjects, disciplines (modules)

- providing students with opportunities for more efficient use of available educational resources.

3.4 If the University's management decides on the implementation of basic professional educational programs of higher education - undergraduate programs, specialty programs, graduate programs in the network form, the university undertakes to develop a separate provision on the implementation of the PSEP IN in the network form.

4 Order of the organization of contact work of students with a professor

4.1. Training sessions on educational programs are conducted in the form of contact work of students with a professor (then a contact work) and in the form of individual work of students. The purpose of the organization of contact work is to ensure the quality of general cultural and vocational training of graduates of the University in areas of training (specialties), allowing the graduate to work successfully in his chosen field of activity, possess competencies that contribute to his social mobility and competitiveness in the -labour market.

4.2. Contact work during the training sessions in the disciplines (modules) includes:

4.2.1. Hours from the curriculum, devoted to:

- classes of the lecture type (lectures and other studies, which provide for the predominant transfer of educational information to the teaching staff of the University and (or) the persons involved by the University to implement educational programs on other conditions, students;

- seminars (seminars, workshops, workshops, -laboratory work, colloquiums and other similar classes);

- individual work of students with the teaching staff of the University and (or) persons involved by the University in the implementation of educational programs on other conditions, including the management of course design in one or several disciplines (modules);

- Consultations before intermediate certification in the form of the exam.

4.2.2. Hours determined by the norms of time for calculating the amount of academic work performed by the faculty of the University and devoted to:

- survey lectures (in the presence in the state final certification of the state exam);

- certification tests of intermediate certification (exams);

- management of practical training and (or) group support for students in the framework of educational practice;

- consultation in the preparation of final qualifying work;
- certification testing of state final certification of students.

4.3 If necessary, contact work includes other types of educational activities involving group or individual work of students with teaching staff of the University and (or) persons involved by the University in the implementation of educational programs on the terms of external and internal combination, hourly pay, regulated by a separate local regulatory act (Time limits for calculating the amount of academic work performed by the faculty of the University).

4.4 In the curriculum of the educational program, contact work is divided according to the types of studies. The hours allocated to contact work on classes of the lecture type and the seminar type are indicated in the curriculum of the educational program and the work program of the discipline, are entered in the schedule of training sessions.

4.5. Contact work, including with the use of distance learning technologies, can be both classroom and extracurricular, as well as conducted in an electronic information and educational environment:

- classroom contact work of students with a teacher is the work of students in mastering the educational program, performed in the classrooms of the University (classrooms, -laboratories, computer classes, etc.) with the direct participation of the teacher;

- extracurricular contact work of students with a teacher is the work of students in mastering an educational program in the case when students and a teacher interact with each other at a distance and are implemented by means of Internet technologies or other means providing interactive interaction (regulated by the Regulation on the implementation of GEP using e-learning and distance learning technologies).

4.6 Maximum and minimum amount of contact work, incl. classes of lecture and seminar types, in the organization of the educational process according to the educational program is determined by the curriculum of the educational program in accordance with the requirements of the Federal State Educational Standard of Higher Education and the present order.

4.7 In the course of contact work, the current monitoring of the progress of students at the University is organized (hereinafter referred to as monitoring). Current performance monitoring is designed for regular and systematic assessment of students' progress in disciplines and other types of educational work (practice, design work, research seminars, etc.) during contact classes, including classes organized using distance learning technologies. independent work of students. Current control is carried out in all types of educational activities (disciplines, scientific and methodological).

4.8 All discipline (module) classes, student's mid-term and end-of-course

assessments take place in forms of contact and independent activities, practice in form of contact activity and other forms which is defined by the University (according to the Regulation on practice).

4.9 Study groups of no more than 30 same course or speciality people are formed for seminar type of training activities, including e-learning and remote educational technologies kind of activities.

Seminar type of training activities take place for one study group. Different course or speciality study groups consolidation into one cycle is possible, if necessary.

4.10 During lab and other kinds of practical trainings the study group could be divided into subgroup.

Study groups based on student's health condition, physical development and preparation of no more than 20 people are formed for practical physical education trainings.

4.11 Same course of speciality study groups consolidation into one cycle is possible for lecture kind of activities. Different course or speciality study groups consolidation into one cycle is possible, if necessary.

4.12 The University in the implementation of contact activities provides for the application of innovative forms of study activities, that develop student's skills of team work, interpersonal communication, decision-making and leadership. For such purposes, interactive lectures (including online kind of lectures), group discussions, role plays, trainings, situation and simulation model analysis, education in the form of courses based on University's science research results, also including alumni professional activity and employer's needs regional specificities, also in the form of methodical day.

4.13 Credits are used as metric to labour intensity of contact activity in specifying amount of curriculum and its component parts as unified unit.

Curriculum that meet State educational standards credit is equal to 36 academic hours (where one academic hour lasts 45 minutes), which corresponds to 27 astronomical hours (60 minutes).

4.14 The University sets 45 minutes as the length of one academic hour for all types of instructor-led training activities.

4.15 Prior to the training, the University forms class schedule according to the curriculum and education time line.

Class schedule is prepared by Dean's office for every semester, and are published on University's information stands and University's official site on University's faculties/institutes/colleges pages.

In the preparation, the University exclude irrational waste of student's time, so continuous sequence has not been disrupted and long intervals between wouldn't occur. The contact type of activities duration should not exceed a period of 90 minutes.

Also the University provides at least five-minute break between classes.

4.16 The calendar for disciplines, term project and final qualification consultation is prepared by the Chair in accordance to class schedule. Consultations during scheduled instructor-led training activities are not allowed.

4.17 The Maximum study load for full-time, part-time and external students was

set at 60 hours per week, including all the types of contact and independent activities.

For distance and individual study plan students - 72 hours per week.

4.18 The minimal amount of student's contact activities with professors:

For full-time students:

- For Bachelor's and Specialist's degree students at least 14 academic hours per week.
- For Master's degree students at least 10 academic hours per week.
- For part-time students at least 8 academic hours per week.
- For distance students at least 130 academic hours per year.

4.19 The maximum amount of professor's contact activities with students and lectures per week is set out by the main education programme in accordance to curriculum that meet State educational standards.

Physical education is not included.

In case when the upper value of lectures and seminars is not fixed in the Federal State Educational Standard of Higher Education, it is obligatory to set the maximum value in accordance with the Educational Programme of HE groups by coefficient based on the document «The list and composition of cost groups of specialties and areas of training in public services for the implementation of basic professional educational programs of higher education undergraduate programs, specialties, graduate schools, training of scientific and pedagogical personnel in postgraduate study (adjuncture), residency, assistance training, and programs of postgraduate professional education in internship, training of scientific personnel in doctoral studies, the total values and magnitude of the components of the basic standard costs of public services in the value groups of specialties and areas of training, sectoral and territorial factors in the formation of the justifications for the budget allocations in the preparation of the draft Federal budget for the current year and planning period»:

The 1st group:

Study program	Full-time education	Distance education	Part-time education
Bachelor degree	27 hours	180 hours	14 hours
Specialist degree	27 hours	180 hours	14 hours
Master degree	12 hours	180 hours	12 hours

The 2nd group:

Study program	Full-time education	Distance education	Part-time education
Bachelor degree	32 hours	190 hours	16 hours
Specialist degree	32 hours	190 hours	16 hours
Master degree	14 hours	190 hours	14 hours

The 3rd group:

Study program	Full-time education	Distance education	Part-time education

Bachelor degree	36 hours	200 hours	16 hours
Specialist degree	36 hours	200 hours	16 hours
Master degree	16 hours	200 hours	16 hours

The ratio of the direction of training (specialty) to the cost group according to the University license is presented in Appendix B.

4.20. The amount of hours of contact work is calculated in academic hours on the basis of the approved curriculum of this area of training (specialty).

5 The procedure for individual accounting of the results of students learning educational programs

5.1 The quality of mastering an educational program by students is an integral part of the internal university quality system of education and is assessed by the lecturers of the University in the course of contact work through:

- current (during the semester) monitoring of progress (regulated by the Regulation on the current monitoring of progress on the basis of the score- rating assessment of the quality of development of students, mastering the basic professional educational program of higher education);

- intermediate certification of students is the period of passing tests and examinations, coursework and projects, practices (regulated by the Regulations on the interim certification of students, mastering basic professional educational program of higher education);

- final (state final) certification of graduates (regulated by the procedure of the state final certification of the basic professional educational program of higher education).

5.2. The List of recommended forms of current control, the procedure for their implementation, the tools and technologies used, the evaluation criteria of individual forms of current control is described in the Order of formation of Fund of estimated means and specified in the basic professional educational program of higher education, their use is included in the program of discipline / practice by the decision of the teacher responsible for the implementation.

5.3. A point-rating system for assessing the quality of education is used to carry out the current control of progress, which is regulated by the Regulation on the current control of progress on the basis of a point-rating system for assessing the quality of education.

5.4. Organization and conduct of current control is carried out in accordance with the work program of the discipline.

5.5. The formula for calculating the accumulated assessment, the evaluation system is indicated in the technological map of the discipline, which serves as the basis for calculating the student's rating for the discipline in the semester.

5.6. Assessment of the current control of progress in accordance with the Regulations on interim certification of students mastering the basic professional educational programs of higher education – bachelor's programs, specialty programs, master's program is integrated with the assessment of the interim certification in the framework of electronic reports. Electronic reports are available

for viewing through the web extension of the system at <http://asu.bspu.ru>. The link is also fixed in conjunction with the student's electronic portfolio in the electronic information-educational environment of the University, where coursework of student, practice reports and other personal achievements are posted.

5.7. The rating results, transformed into the traditional grade on a five-point scale, are entered into the record-book of the student in accordance with the Instruction on the procedure for filling the record-book. Assessments of state certification tests are also entered there upon the completion of study.

6 The procedure for individual accounting of the teaching load of a University lecturer

6.1 Individual work plan is the main document that systematizes educational, methodical, research, pedagogical, career-oriented activities of the lecturer during the academic year.

6.2 Timely completion of the individual work plan and report is a mandatory requirement for the professional activities of a full-time lecturer working at the University.

6.3 For convenience, two interrelated documents “individual plan” and “individual report” of a teacher are arranged under one cover (Appendix B).

6.4 At the beginning of the school year, the teacher plans his teaching, research, educational, career-guidance work, after which the individual plan is approved by the head of the department. For each type of work individually, its content and deadlines should be indicated.

6.5 Teachers' load is calculated according to the current time limits for calculating the amount of academic work performed by the faculty of the University, but not more than 900 astronomical hours per rate. The teaching load of teachers is approved by the staffing table based on the number of students.

6.6 During the year, the teacher complements and, if necessary, corrects his individual plan, makes notes on the implementation of its individual elements. Fundamental changes in the individual work plan of the teacher can be made on the basis of the decision of the department with the consent of the teacher (representation of the department in the name of the vice-rector for academic work).

6.7 At the end of the school year, the teacher prepares a report on the work done, which is discussed and approved at the meeting of the department. With a large amount of information, it is allowed to glue the printed text into separate sections of the report. Blank fields are crossed out (in the form of a letter z) in order to avoid submitting unconfirmed information, the report is signed by the teacher with the date of preparation. Based on the teacher's report, his work rating for the academic year is summed up, and the head of the department draws up a final report on the work of the department for the academic year.

6.8 At the end of the school year, the individual work plan and the report of the teacher is stored at the department for five years, after which it is archived (in accordance with the nomenclature of department affairs).

6.9 An individual work plan and a teacher's report can be used by the University's departments in order to analyze the teacher's work in passing through

a competition, a comprehensive assessment of a university's activities, an internal audit, and verification of compliance of data with the criteria of an effective contract.

6.10 The form of the plan and the form of the report may be annually adjusted to reflect changes in federal legislation in the field of education and approaches to organizing the educational process and assessing the effectiveness of the work of the teacher.

6.11 Part-timers, both internal and external, fill out the teacher's working plan if the share of their workload in integer rates reaches 0.25–0.5 rates. If the planned load does not exceed 300 hours, the teacher has the right not to fill out the teacher's working plan, since He is invited exclusively to study. In this case, his study load, distributed to him by the head of the department, is printed from the "plans" program, agreed with the head of the educational and methodological department and stored at the department to monitor the implementation of the load. The remuneration of such teachers is carried out on the basis of applications for hourly wages with an indication of the volume and date of the disciplines (modules) and practice fixed by the load.

6.12 The teacher is responsible for the accuracy of the information, the maintenance and in-time completion of the individual plan and report.

7 Final Provisions

7.1 This Procedure shall come into effect from the moment of its approval by the Rector of the University.

7.2 All changes and additions, the need for which arises in the process of developing an educational program, can be made to this Procedure by order of the rector upon the submission of the head of the educational and methodical management and coordination with the vice-rector for academic work of the University.

7.3 Changes and additions, the introduction of which is due to changes in federal requirements in the field of education, are made to the order without representation from anyone. The procedure that has undergone changes and additions due to changes in federal requirements is considered to be as follows.

Appendix A

The organization of independent work of students in the format of the methodical day of the student

Methodical Day is a form of organization of students' independent work on the disciplines of the curriculum in the format of a weekly stay in a professional environment (for future teachers - in an educational organization).

Independent work of a student is a type of learning activity performed by a student without direct contact with a teacher or managed by a teacher indirectly / remotely through special teaching materials and technologies; an indispensable compulsory part of the learning process, providing primarily individual work of students in accordance with the teacher's installation and the training program.

The objectives of the methodical day are:

- the formation of meta-professional competencies necessary for professional (including pedagogical) activities;
- immersion of a student in a real professional environment in col-labouration with a production mentor (teacher-supervisor);
- Familiarization with various activities of a representative of the professional industry (teacher);
- inclusion of students in the activities of project implementation groups (including school ones);
- creation of conditions for the development of flexible, practice-oriented (pedagogical) thinking, development of the need for professional self-development, skills of organizing various types of activities (including students) for students;
- ensuring continuity between disciplines of general professional and subject-methodological nature and practices;
- creating students' motivation for the most successful practice and mastering the profession.
- The objectives of the methodical day are:

a) Motivational: the development of students' positive attitude towards the profession; in the pedagogical profession - professional motivation "for a child", interest in communication with children; the desire for pedagogical creativity, the study of pedagogical phenomena;

b) Theoretical: the acquisition of knowledge about the modern practice of work; in the teaching profession - about the activities of the teacher; consolidation of theoretical knowledge of pedagogy, psychology, theory of teaching methods of school subjects and their application in practice; familiarity with the methods of conducting pedagogical and psychological research and their processing; acquaintance with pedagogical technologies (project technology, portfolio, gaming technology, technology organization of various activities of schoolchildren, etc.).

c) Activity-practical: the formation and development of students professional-applied (psychological and pedagogical) skills and abilities:

- analytical: observation and analysis of the characteristics of the teaching and

educational activities of the teacher and activities for managing the development of schoolchildren; aspect didactic and psychological analysis of lessons; analysis of own activities; the study of their own behavior in the situation of communication with children;

- research: mastering the methods of pedagogical and psychological research; registration of research results;
- project: acquiring the experience of joint activities in project groups and the initial skills of the manager of pedagogical design (goal setting, planning, control, evaluation, reflection of the activity);
- communicative and organizational: mastering the technology of organizing various types of schoolchildren's activities, acquiring communication skills with teachers, students and their parents (legal representatives).

d) Personal: formation of the future image of the teacher –personal qualities necessary for the implementation of professional activity.

Methodical day for students of pedagogical areas of training should not coincide with the methodical day of the subject teacher of the educational organization in which the methodical day is held.

The procedure and conditions for organizing the methodical day

Methodical day is based on the study of general professional disciplines and disciplines of subject preparation, constituting the theoretical foundation of the methodical day. For pedagogical areas of training, for example, "Introduction to pedagogical activity", "Theory and methods of education", "Theory and technology of education", "General psychology", "Development psychology and developmental psychology", "Social psychology", "Pedagogical psychology ", "Theory and methods of teaching the subject. "

Methodical day is distributed and is carried out by alternating theoretical training at the University and conducting independent work of students in the "methodical day" mode. Methodical day provides for students to perform independent work on the subject once a week in specialized organizations.

Methodical day is held at 2, 3, 4 and 5 courses at the bases of specialized organizations, in areas of UGSN 44.00.00 - on the basis of mainly educational organizations, primarily:

- educational organizations included in the list of basic educational organizations of the University;
- educational organizations with which a cooperation agreement has been concluded, including a base of practices;
- educational organizations with which a contract on innovation has been concluded.

If an organization that does not have contractual relations with a university is chosen as the core organization for a methodical day, the responsible department must ensure the conclusion of a cooperation agreement before issuing an order to organize the methodical day.

The documents regulating the content and organization of the methodical

day include:

- order approving the methodical day;
- schedule of the educational process;
- class schedule;
- work programs of disciplines (modules);
- diary methodical day.

The direction of students on a methodical day is issued by order of the rector (vice-rector for academic affairs) on the approval of a methodical day, which is formed at the beginning of the semester by the dean's office / directorate of the relevant faculty / institute, taking into account the class schedule and the work schedule of the specialized organization orientation (profile) of preparation, dates, list of relevant organizations, consolidation of students and leaders of the methodical day from the University.

The schedule of the educational process allows you to determine the duration, consistency and frequency of the organization of the methodical day by academic year / semester. Methodical day is planned only within weeks of theoretical training.

The schedule of classes records a specific day of the week, during which students visit specialized organizations within the framework of a methodical day, and its duration (from which week to which). Methodical day is not necessarily planned for the entire semester - it is determined by the content and volume of independent work of students and is established by order.

The work programs of the disciplines (modules) determine the content of the independent work of the disciplines to which the methodical days are assigned. The program prescribes the forms of work that the student performs in the presence of a professional environment, a list of planned results that are correlated with the planned results of the development of the educational program, for example:

Student's work form (typical tasks for a methodical day based on the example of general educational organization:
Record keeping (including parent meetings)
Meeting, guiding, seeing-off of children during the school day
Filling out documentation, electronic journals, portfolio
Filling out electronic journals, portfolio
Monitoring of a problem child
Study of Sanitary Regulations and Norms, regulatory documents regulating the activities of an educational organization
Individual work on the subject with lagging students, individual consultations on the subject
Collective creative affairs within the school work plan
Monitoring compliance with children safety, analysis of school injuries
Brainstorming with children to promote project ideas that are useful for the school
Monitoring of the development of students' skills (in the subject, sports, self-service, safe behavior, etc.)

Observing the class during the school day
Assistance in the organization of research work of students
Familiarization with school documentation
Familiarization with the educational program on the FSES
Acquaintance with the plan of educational work of the school / class
Acquaintance with the work program of the discipline
Assisting the class teacher during extracurricular activities, class hours
Organization of duty at school
Organization and holding of events on the subject, extracurricular activities, class hours
Organization of summer work practice of students (departure to the camp)
Translation of documents from paper to electronic form
Preparation and conduct of the subject decade
Preparation for the scientific-practical conference, the Small Academy of Sciences
Preparing an office for a lesson (equipment, didactic materials, sports equipment, etc.)
Preparing students for olympiads (including distance learning), organizing intraschool level competitions
Help in demonstrating experience
Assistance in the preparation and conduct of practical training, -laboratory work
Assistance in preparing for the state exam and the unified state examination, development and verification of tasks, consultations
Assistance in preparing for the delivery of the TRP standards
Assistance in the technical preparation of computers
Visiting families of students, incl. "Risk groups"
Attendance lessons, incl. analysis of the implementation of the technological chart of the lesson
Conducting lessons on the subject
Verification of tests, written papers, notebooks
Project work with students
Vocational guidance work
Psychological testing (questioning, sociometry, anxiety level ...)
Work in the library on the analysis of textbooks of different authors, the comparative characteristics of textbooks
Work on general education (microdistrict bypass)
Placement of material on the school website
Search and systematization, development of didactic materials, means of visualization to the lessons
Development of abstracts of lessons and technological maps
Development of elements of the educational-methodical complex on the subject

Collection of information for course work and WRC, preparation of WRC, approbation
Making presentations to help the subject, the class teacher
Composition of tests and self-guided work tasks
Participating in organisation and holding of class hours, excursions and other events
Participating in hobby classes
Participating in meeting with parents
Participating in sports competitions: organizing committee, jury, team management

and also indicates the recommended amount of work in hours and reporting forms:

Формы отчетности студента о его работе в условиях профессиональной среды (документ – текстовый, фото, видео) – на примере общеобразовательной организации:
Выполнение заданий по дисциплине в рамках методического дня, отраженных в виде баллов по выполнению контрольной точки
Журнал (дневник) методического дня, в том числе электронный
Заполнение он-лайн форм отчетности «Я в профессии»
Заполнение схемы анализа урока
Отдельные части курсовой работы или ВКР
Отчеты по психологическому тестированию (таблицы, диаграммы)
Построение мотивационной картины школьника (в предметно-профессиональной области)
Представление и защита проектов
Проведение социально-образовательной экскурсии по вузу (он-лайн, видео, реальный формат) «Обратное погружение» с классом в рамках дня открытых дверей с целью ознакомления с потенциальными возможностями БГПУ им.М.Акмуллы
Разработка внеклассного мероприятия
Разработка дидактических материалов
Разработка дорожной карты по профориентационному взаимодействию с образовательным учреждением
Разработка материалов по коррекции знаний обучающихся по проблемной теме
Разработка планов внеклассных мероприятий
Разработка урока, самоанализ
Самоанализ подготовленности к реализации педагогической деятельности
Составление фрагмента рабочей программы
Фото/видео отчет
Характеристика качеств и оценка знаний, умений и навыков исследуемого ребенка
Характеристика класса и составление его социометрического портрета

The diary of the methodical day is the planning and reporting documentation designed to record the student's individual tasks for the entire period of the methodical day and to monitor the work of the students by managers from the relevant organization and from the University. The diary form of the methodical day is developed by the Directorate of the educational program for each semester. Allowed both printed and electronic format diary methodical day. And in fact, and in another case, upon completion of the methodical day in the current semester, the completed diary of the methodical day with the assessments of managers is placed in the student's electronic portfolio. It is recommended to include content in the electronic diary to fill out forms for reporting on the types of work performed by students within the framework of the methodical day: a photo report, links to video clips of lessons, conducting career guidance activities with schoolchildren.

Obligations of participants in educational relations

To guide the methodical day, conducted in a professional environment (in a specialized organization), the head (s) of the methodical day is appointed from among the persons belonging to the teaching staff of the university and ensuring the implementation of disciplines and practices of the theoretical and methodological unit, which is reflected in the order approving the methodical day .

The head (s) of the methodical day from among the employees of the profile organization (hereinafter referred to as the head of the methodical day from the profile organization) is appointed on the first day of entering the organization and recorded in the diary of the methodical day.

The head of the methodical day from the university:

Selects specialized organizations for the distribution of students on a methodical day;

- together with the head of the methodical day from the core organization develops individual tasks of the methodical day for students, taking into account the age characteristics of students, the level of formation of competencies and the specifics of the direction (profile);

Participates in the distribution of students in workplaces in the organization;

- monitors compliance with the timing of the methodical day and the compliance of its content with the requirements established by individual tasks;

- regularly discusses with students the results of work on methodological days within the framework of classroom studies in a fixed discipline;

- provides methodological assistance to students in the performance of their individual tasks, contributing to the formation and development of competencies provided for the relevant FSES HE, as well as the collection of materials for the final qualifying work during the methodical day;

- maintains constant contact with the head of the relevant organization for the purposes of mutual professional development;

- evaluates the results of the passage of the methodical day students;
- builds an assessment scale of indicators of the level of formation of competences and professional qualities of a student based on the results of work in this semester and analyses its dynamics throughout all subsequent courses.

The head of the methodical day from the profile organization:

- coordinates individual tasks, content and planned results of the methodical day;

- provides workplace for students;
- provides a safe environment for students to pass a methodical day that meets sanitary rules and labour protection requirements;

- conducts instructing students to familiarize themselves with the requirements of labour protection, safety, fire safety, as well as the rules of internal labour regulations;

- provides methodological assistance to students in the performance of their individual tasks, contributing to the formation and development of competencies to successfully implement the work functions prescribed by the relevant professional standard;

- maintains constant contact with the head of the university for mutual professional development;

- evaluates the results of the passage of the methodical day students.

Student in the period of the methodical day:

- observes the rules of internal - labour regulations of the profile organization, including observes the dress code corresponding to the status of the employee of the profile organization;

- Complies with -labour protection and fire safety requirements;
- performs individual tasks, disciplines stipulated by the program and recommended by the leaders of the methodical day;

- assists the head of the methodical day of the relevant organization in the performance of individual -labour functions, with his participation and advice;

- joining the professional environment, develops professional competences.

Monitoring the weekly attendance of students at the venue of the methodical day can be carried out using:

- Information in the group in vk / whatsapp, incl. with photo verification;
- Diary methodical day with the signature of the head of the relevant organization (if you use the printed version of the diary);

- The call of the head from the profile organization to the head from the university;

Individual statement / timesheet accounting

- Photo / video report;

and other forms of coordinating the leaders of the methodical day.

The results of passing the methodical day are evaluated and put up by the head of the profile organization in the diary of the methodical day; taking into account this assessment, they are evaluated and taken into account by the teacher - the head of the university in the technological map of the fixed discipline on the control points of the current control of progress in the "other" column.

Features of the organization of the methodical day for students with disabilities (HIA)

Methodical day for students with disabilities and HIA is carried out taking into account the peculiarities of their psychophysical development, individual abilities and health status.

The University undertakes to provide students with disabilities and HIA special conditions for passing the methodical day, coordinating them with the relevant organization, which is confirmed by the agreement.

The choice of places for passing a methodical day for students with disabilities and HIA is made taking into account the requirements of their accessibility, based on nosology, taking into account the peculiarities of their psychophysical development, their individual capabilities and health status. When determining places for passing a methodical day for students with disabilities, it is necessary to take into account the recommendations, data on 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.

If necessary, special conditions are created for passing the methodical day in accordance with the nature of the violations, as well as taking into account the professional type of activity and the nature of labour performed by the disabled student.

For HIA people, depending on the particular health condition, the package of reporting documentation may be changed.

A trainee with a disability and HIA can, by personal application, waive special conditions for organizing a methodical day and pass it in a common group / on a general basis (a statement endorsed by the head of the PEP and the dean of the faculty / director of the institute is deposited in the student's file).