

APPROVED
by the decision of the Board
International University
information technologies JSC
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**REGULATION
ON THE ORGANISATION OF PEDAGOGICAL PRACTICE
MASTER'S AND DOCTORAL STUDENTS**

P-101

Revision 1

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1 General provisions

- 1.1 The present Regulation "On organisation of pedagogical practice of master's and doctoral students" (hereinafter - the Regulation) defines the goals, objectives, sequence of actions, basic requirements, rules of organisation and conduct of pedagogical practice of doctoral and master's students in International University of Information Technologies JSC (hereinafter - the University); regulates the relationship of all organisational structures, divisions and departments involved in this process, the rights and duties of participants, their powers and responsibilities.
- 1.2 These Regulations are developed in accordance with the normative documents:
- Law of the Republic of Kazakhstan "On Education" dated 27.07.2007, No. 319-III;
 - Law of the Republic of Kazakhstan "On Science" dated 18.02.2011, № 407-IV;
 - Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of State Compulsory Education Standards for all levels of education" dated 31.10.2018, No. 604;
 - Order of the Ministry of Education and Science of the Republic of Kazakhstan "On Approval of the Model Rules of Activity of the Organisations of Education of the relevant types" dated 30.10.2018, No. 595;
 - Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules of organisation of the educational process on credit technology of education" dated 20.04.2011, No. 152;
 - Order of the Minister of Education and Science of the Republic of Kazakhstan "On Approval of the Model Rules of admission to training in educational organisations implementing educational programmes of higher and postgraduate education" dated 31.10.2018, No. 600;
 - Orders of the Chairman of the Board, Rector, orders, regulations and other normative documents of the University.
- 1.3 These Regulations are mandatory guidelines for officials and employees of the University's structural units involved in the process of preparing and conducting pedagogical practice of students.

2 Terms, designations and abbreviations

- 2.1 The present Regulations shall use the following terms:

Master's programme	- postgraduate education, the educational programmes of which are aimed at training personnel with the award of a Master's degree;
Master	- an academic degree awarded to persons who have completed a Master's degree programme. It is the second degree of higher professional education after the Bachelor's degree
Doctoral studies	- postgraduate education, the educational programmes of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of Doctor of Philosophy (PhD) (doctor by profile)
Doctorate	- a person studying in a doctoral programme;
Doctor of Philosophy (PhD)	- degree awarded to persons who have mastered the programme of doctoral studies in the scientific and pedagogical direction or in the relevant field of professional activity and defended a dissertation in the Republic of Kazakhstan or abroad, recognised in the order established

	by the legislation of the Republic of Kazakhstan;
Academic calendar	- a schedule of the organisation of the educational process, which reflects the timing and duration of academic periods, interim and final certification, the timing of enrolment in academic disciplines, professional practice during the academic year with the indication of rest days (holidays and holidays);
Educational programme	- a unified set of basic characteristics of education, including objectives, results and content of education, organisation of the educational process, ways and methods of their implementation, criteria for assessing learning outcomes;
Credit	- a unified unit for measuring the volume of doctoral student's academic work; one credit is equal to 1 academic hour of doctoral student's classroom work per week during an academic period (semester);
Credit Learning Technology	- training on the basis of choice and independent planning by the learner of the sequence of disciplines with the accumulation of academic credits;
Competences	- the ability to practically use the knowledge, skills and abilities acquired in the process of training in professional activity;
Academic period (Term)	- period of theoretical training, established independently by the educational organisation in one of three forms: semester, trimester, quarter;
Individualised Curriculum (IC)	- the curriculum of the student, independently formed by him for each academic year with the help of the adviser on the basis of the educational programme and the catalogue of elective disciplines;
Learning outcomes	- the assessed volume of knowledge, skills, abilities, skills acquired, demonstrated by the learner on mastering the educational programme, and formed values and attitudes;
Curriculum	- a programme defining for each academic subject, each academic discipline and/or module the content and scope of knowledge, skills, abilities, skills and competencies to be mastered;
Curriculum plan	- a document regulating the list, sequence, volume (labour intensity) of academic subjects, academic disciplines and / or modules, professional practice, other types of learning activities of students of the appropriate level of education and forms of control.

3 General Provisions, Goals and Objectives of Pedagogical Practice

3.1 Pedagogical practice (hereinafter - Practice) in the system of postgraduate education is an important and integral component of educational programmes of Master's and Doctoral programmes of scientific and pedagogical direction, providing an opportunity for the formation of professional competencies in the course of pedagogical activity and is directly aimed at the formation and development of universal and general professional competencies of a teacher of an educational organisation implementing programmes of higher and/or postgraduate education.

3.2 Duration and terms of the Practice are determined by the main (working) curricula of specialties and academic calendar, which should be reflected in the individual plans of students on postgraduate education programmes.

3.3 Programmes and content of the Practice are developed by the graduating departments taking into account the profile of the specialty and the individual trajectory of the Master/ PhD doctoral student.

3.4 The objectives of the practice are:

- Formation of the students' competences providing readiness for pedagogical activity in educational organisations implementing programmes of higher and/or postgraduate education, implementation of the educational process and conducting training sessions using modern information technologies and innovative educational tools;
- obtaining practical skills of professional-pedagogical and educational-methodical work;
- consolidation of acquired knowledge and skills in the field of pedagogy and acquisition of skills of creative approach to solving scientific and pedagogical problems.

3.5 The main objectives of the internship are:

- development of professional-pedagogical skills of master's students/doctoral candidates, acquisition of experience of pedagogical work;
- formation of master's and doctoral students' skills of structuring and transformation of information into teaching material, oral and written presentation of subject material;
- study of modern educational technologies, methods, techniques and tools of pedagogical activity;
- acquaintance with the tools of diagnostics and quality control of students' mastering of educational material, as well as evaluation of the effectiveness of their application in the educational process.

4 Rules for organising and conducting pedagogical practice

4.1 The main bases for the Practice of Master's and Doctoral students are the graduating departments of the University. In exceptional cases, it is allowed to pass the Practice in other educational organisations implementing programmes of higher and/or postgraduate education, with which the University has contractual relations, including those that have sent doctoral students to the University for training under a target grant.

4.2 The duration of the Pedagogical Practice of Master's and Doctoral students is determined by the educational programmes and curricula of the respective level of training.

4.3 It is recommended to plan the Pedagogical Practice of Master's students in the 1st year of study and to determine its labour intensity not less than 4 credits (120 hours) with the duration not less than 4 weeks.

4.4 It is recommended to plan the pedagogical practice of doctoral students at the 1st year and determine its labour intensity not less than 10 credits (300 hours) with duration not less than 10 weeks.

4.5 PhD doctoral students' practice is carried out with the involvement of highly qualified teachers of the graduating department, who teach at the programmes of higher and/or postgraduate education, as supervisors.

4.6 Supervisors from the departments with pedagogical education are appointed to supervise the Practice of Master's students.

4.7 The Practicum is carried out during the period of theoretical training without interrupting the educational process.

- 4.8 During the Practicum Master students conduct at least 4-5 classes and at least two events on educational work independently under the supervision of a teacher with their subsequent discussion and analysis.
- 4.9 Supervisors of the Practicum
- organise individual and group consultations within the framework of pedagogical practice;
 - attend credit classes of trainees, give detailed analyses of them;
 - analyse and evaluate the final reporting documentation of trainees;
 - organise and conduct introductory and final seminars on pedagogical practice;
 - make proposals for the improvement of the Practicum, participate in the discussion of the organisation of the Practicum at the meetings of the departments;
 - ensure the organisation, planning and accounting of the results of the Practicum;
 - approve the individual programme of the Practicum of a Master/PhD doctoral student;
 - select disciplines and study groups for the Practicum;
 - provide scientific and methodological assistance to Master/PhD doctoral students in the Practicum;
 - supervise the work of trainees, take measures to eliminate shortcomings in the organisation and conduct of the Practicum;
 - analyse and evaluate the results of the Practicum, give final feedback on the results of the Practicum;
 - summarise teaching and methodological experience, make proposals for the rationalisation and improvement of the Practicum.
- 4.10 During the Practicum the Master student shall:
- get acquainted with the state educational standard and the working curriculum for one of the main educational programmes;
 - master organisational forms and methods of teaching in a higher education institution on the example of the activity of the graduating department;
 - to study modern educational technologies of higher education;
 - to get practical skills of educational and methodical work in higher school, preparation of educational material on the required subject for lectures, practical classes, laboratory work, skills of organising and conducting classes with the use of modern information technologies of teaching;
 - study educational and methodical literature, laboratory and software on the recommended disciplines of the curriculum;
 - take direct participation in the educational process, having fulfilled the teaching load provided by the individual assignment;
 - to use modern multimedia and projection equipment when conducting classes;
 - attend classes conducted by other Master students and participate in their analysis together with the supervisors of the Practicum.
- 4.11 During the Practicum, a Master's student should be focused on preparing and conducting laboratory works, practical and seminar classes of disciplines in accordance

with the profile of his/her educational programme. It is possible to involve Master's students in career guidance work with schoolchildren.

4.12 During the PhD Practicum the doctoral student should:

- master the practical basics of educational and methodical activity, including the skills of setting and systematisation of educational tasks in the implementation of educational programmes of higher and/or postgraduate education;
- obtain practical knowledge in the field of development of educational and methodical documentation on academic disciplines in accordance with the profile of training, normative documents of the University and the requirements of the legislation of the Republic of Kazakhstan;
- to get practical skills of educational-methodical work, preparation of training materials for various types of classroom work (lectures, practical classes, seminars, laboratory work) on the assigned discipline, skills of organisation and conduct of classes with the use of modern information technologies;
- to study methods and techniques of composing assignments, test materials, situational tasks on a particular discipline to control current academic performance and final control of knowledge;
- to obtain and consolidate the skills of diagnostics, analysis and evaluation of the effectiveness of students' learning activities.

4.13 During the PhD practice period the doctoral student should be oriented to the preparation and implementation of laboratory works, practical, seminar and lecture classes on the speciality. It is possible to involve doctoral students in career guidance work with schoolchildren, research work with students (in the framework of course design, preparation of student competition works, participation in student scientific conferences, etc.) in order to introduce students to the research work of the University.

4.14 The general management and control of the Practicum is vested in the heads of the graduating departments and supervisors of the Practicum from the departments.

4.15 Graduating departments shall form a representation on the distribution of students to the Practice and the assignment of Practice supervisors to them and submit them to the Career Centre no later than one month before the start of the Practice.

4.16 The assignment of students to the Practicum is formalised by the order of the Rector of the University with the indication of the terms of the Practicum, the Practicum supervisors and the Practicum Base (if necessary).

4.17 The individual programme of the Practicum for Master/PhD doctoral students is developed by the direct supervisor of the Practicum and is included in the general schedule of the Practicum at the Department, approved by the Head of the Department. Each student receives individual assignments according to the approved Practicum programme.

4.18 In general, the Practicum may consist of three stages: preparatory, main and final stages (Annex 1).

4.19 Trainees receive a Practicum diary (F-81) and a Practicum report form (F-82) (Annex 2).

4.20 The content of the pedagogical practice is determined by the programme, which is developed jointly with the practice supervisor and may contain the following types of work:

- contact (classroom) - attendance of classes of leading teachers of the University (by prior agreement) in order to study teaching experience and tools of pedagogical skills, independent conduct of practical classes, laboratory works and lectures (for PhD doctoral students) and other types of pedagogical activities, which involve both the presence of trainees directly in the classroom and work in a remote mode;

- independent work of trainees, including all types of educational and methodical activities, with the mandatory study (for master's students) or development (for PhD doctoral students) of the syllabus of the discipline, the plan and content of the lecture, practical training or laboratory work on the assigned discipline; study of educational and methodical literature and regulatory and legal documentation governing the educational process;
- familiarisation with the organisation of scientific and methodical and educational work at the University;
- meetings with representatives of the teaching staff responsible for educational and methodological work, obtaining explanations on the main provisions of the University's academic policy, passports of educational programmes, curricula, syllabuses of disciplines, etc...;
- planning and developing training sessions on the proposed discipline, studying pedagogical and special literature on the subject of the training course;
- development of teaching materials, notes, preparation of control materials (tests, exam questions, control papers and other forms of control of students' progress);
- conducting classes in the academic discipline(s) using innovative teaching methods, elements of online and blended learning.
- analysing the conducted class with the Practicum Supervisor, receiving comments and recommendations;

4.12 4.21 If a PhD doctoral student has more than 3 years of teaching experience at the University in the relevant field of study and at the time of the Practicum works part-time as a teacher (at the University or another educational institution), he/she has the right to offset his/her teaching activity against the Practicum. The form of the application addressed to the Vice-Rector for Academic and Educational Activities is given in Annex 3. If the application is approved, the doctoral student must hold one open session during the Practicum, which must be attended by the Head of the Practicum, the academic adviser and the Head of the graduating department.

5 Summarising the results of the teaching practice

- 5.1 5.1 Attestation of the results of the Practicum is carried out within the terms determined by the academic calendar and the schedule of the Practicum.
- 5.2 5.2 Students at the end of the Practicum make a report and fill in the Practicum diary. The documents shall be signed by the supervisor of the Practicum, scientific adviser (for PhD doctoral students) and the head of the graduating department.
- 5.3 5.3 The report shall reflect, in accordance with the Practicum programme, all the work performed. The structure of the report is given in Annex 2.
- 5.4 5.4 The supervisor of the Practicum on the basis of the trainees' reports and his/her own notes (for the period of the Practicum) shall make a conclusion on the results of the Practicum and fill in the report of the supervisor of the pedagogical practice (point 5 in the Practicum Diary). The supervisor's report shall contain information about the trainee's job duties, assessment of his/her theoretical and practical knowledge, quality of performance of assigned tasks and a recommended grade.
- 5.5 The list of documents to be submitted by students to the department after the pedagogical practice is given below (Annex 2):
 - programme of pedagogical practice (F-83) with the visa of the head of practice and the head of the department;
 - Practice diary;

- report on the Practicum;
 - methodological developments on the topics (disciplines), on which the intern conducted classes (with the visa of the head of the internship);
 - self-analysis of laboratory/practical/lecture classes.
- 5.6 Reports on the Practicum and the conclusions of the supervisors of the Practicum are heard at the meeting of the graduating department by a special commission, which makes the final decision on the grade for the Practicum.
- 5.7 The maximum final grade for the Practicum is 100 points, of which up to 70 points are awarded by the supervisor of the Practicum and up to 30 points - by the commission when defending the report (Annex 4).
- 5.8 The decision on the final grade for the Practicum is made by the majority of votes from the total number of those participating in the meeting of the Department and is formalised in the minutes.
- 5.9 The grade for the Practicum is taken into account when summarising the results of interim certification.
- 5.10 Practicum diaries and reports on the Practicum are kept at the graduating departments for 3 years.
- 5.11 Within 5 (five) days after defending the results of the Practice at the department, PhD doctoral students submit a copy of the Practicum report to the DSPT.

6 6 Rights and responsibilities of students

- 6.1 Students have rights and obligations regulated by the Laws of RK "On Education", "On Science", normative legal acts of the Ministry of Education and Science of the Republic of Kazakhstan, the Charter of the University, as well as other normative legal acts of the Republic of Kazakhstan.
- 6.2 Master's and doctoral students during the Practicum have the right on all issues arising in the process of the Practicum to address to the supervisors of the Practicum, heads of departments, to use teaching aids of the University departments, to make proposals to improve the organisation of pedagogical practice.
- 6.3 Trainees are obliged to start the internship on time; to perform all types of work provided for by the individual programme of pedagogical practice in a timely and qualitative manner.
- 6.4 Trainees are subject to the internal regulations of the University, to the orders of the administration and supervisors of the Practicum, to safety requirements and to the internal regulations of the organisation serving as the base of the Practicum, and are responsible for their work and its results on an equal footing with staff members. In case of failure to fulfil the requirements imposed on the trainee, the trainee may be suspended from the practical training.
- 6.5 Trainees who have been suspended from the Practicum or whose performance during the Practicum is deemed unsatisfactory shall be deemed to have failed to fulfil the study plan. At the discretion of the supervisors of the Practicum, they shall be assigned to repeat the pedagogical practice.
- 6.6 Trainees who fail to complete the teaching practice or who fail to meet the requirements of the Practicum programme without a valid reason shall be required to repeat the Practicum in full at another time on a paid basis.

- 6.7 Master's/PhD doctoral students who have not completed the Practicum or who have completed but not defended the Practicum report for a valid reason (subject to the submission of supporting documents) shall have their Practicum (or report defence) postponed to another period by order of the Chairperson of the Board, Rector on the basis of a submission by the Head of the graduating department.
- 6.8 All controversial issues arising in the process of pedagogical practice shall be resolved in accordance with the procedure established by the legislation of the Republic of Kazakhstan.
- 7 Distribution of functions of control and coordination of pedagogical practice processes at the University**
- 7.1 Graduating departments control all types of work related to the organisation and conduct of pedagogical practice of Master's and PhD doctoral students:
- make submissions for the appointment of Practice supervisors, assignment of Master/PhD doctoral students; make and approve Practice schedules, schedules for submission and defence of reports and Practice diaries;
 - organise the necessary preparation of trainees and hold consultations in accordance with the Practicum programme before the beginning of the Practicum;
 - supervise the implementation of individual programmes of the Practicum by Master/PhD doctoral students;
 - provide scientific and methodological assistance during the pedagogical practice of Master/PhD students;
 - familiarise the trainees with the reporting documents and the procedure for their completion;
 - hear reports on the results of the Practicum, make a final decision on certification; monitor and analyse the results of the Practicum;
- 7.2 Coordination and control of pedagogical practice of Master's students and PhD doctoral students by the Office-Registrars includes:
- monitoring of the theoretical component of the educational programme, schedules of the Practicum;
 - control over the course of the Practicum and the implementation of individual practice programmes by Master students/PhD doctoral students;
 - drafting and registration of orders on approval of Practicum supervisors and assignment of Master/PhD doctoral students to them on the basis of submissions of graduating departments, control of final certification of Practicum.
- 7.3 Coordination and control of the pedagogical practice of Master's and PhD doctoral students by DSPT:
- monitoring and control of orders on approval of Practice supervisors and assignment of Master/PhD doctoral students to them, Practice schedules;
 - recording and storing copies of reports on the pedagogical practice of PhD doctoral students.

Annex 1

Content and forms of control during pedagogical practice

Pedagogical practice may (in general) consist of three stages: preparatory, main and final.

No. of phase	Phases of practice	Types of work, including independent work of Master/PhD doctoral students	Forms of control
1	Preparatory	<ol style="list-style-type: none"> 1. Introductory session at the department: general briefing, briefing on the use of forms of working and reporting documents, safety briefing, etc. 2. Issuance of the forms of documents on practice: practice diary, template of methodical development (MD) of the training session, template of the report on practice, etc. to Master students / PhD doctoral students. 3. Meeting of Masters/PhD doctoral students with practice supervisors, discussion and approval of the topics of upcoming training sessions. 4. Preparation of methodical developments (MD), including a detailed plan of training sessions; acquaintance with special literature, selection of didactic and methodical materials, preparation of illustration and handouts. 5. Coordination and approval of MD with the head of practice. 	<p>Marks in the sheets on passing the briefing, on receiving the forms of working and reporting documents.</p> <p>Consultations with the head of practice, analysis and discussion of methodological materials.</p> <p>Revision of materials taking into account the comments and resubmission for approval by the head of practice.</p>
2	Main phase	<ol style="list-style-type: none"> 1. Conducting training sessions. 2. Discussing and analysing the training sessions with the Practicum Supervisor and fellow trainees. 	Discussion of lessons learnt with the Practicum Supervisor.
3	Final	<ol style="list-style-type: none"> 1. Self-analysing the results of work during the Practicum, writing and drawing up report documents. 2. Defence of the results of the Practicum at the department. 	Final reporting documents: internship programme; completed internship diary; MDs of the conducted classes; internship report; self-analysis of the conducted classes.

Samples of reporting documents

- programme of pedagogical practice;
- Practice diary;
- Practicum report (structure and content);

Sample programme of pedagogical practice

INTERNATIONAL UNIVERSITY OF INFORMATION TECHNOLOGIES JSC

APPROVED

Dean of Faculty

_____ IUIT JSC

_____ FULL NAME

«__» _____ 20__ y.

**TEACHING PRACTICE PROGRAMME
(20____/20____ ACADEMIC YEAR)**

Master's _____ student/PhD _____ Doctoral _____ student _____

Speciality _____

Course _____

The period of teaching practice since “_____” _____20____. to “_____” _____20____

Base of teaching practice _____
department, university

Supervisor of pedagogical practice _____
Full name, degree, position, title

Scientific advisor (for PhD doctoral students) _____
Full name, degree, position, title

Dates (week)	Planned activities (list of activities, list of disciplines, list of classes, etc.) at all phases of practice	Number of hours	Of which contact

Practice Supervisor _____

Master's/PhD Doctoral student _____

Sample Internship Diary
INTERNATIONAL UNIVERSITY OF INFORMATION TECHNOLOGIES JSC
DEPARTMENT “ _____ ”

PEDAGOGICAL PRACTICE DIARY

Master's/PhD Doctoral student _____
Full name

Speciality _____
Course _____ Practice period from "____" _____20__year to "____"
_____20__year.

Base of pedagogical practice _____
department, university

Supervisor of pedagogical practice _____
Full name, degree, position, department, university

Head of Department _____
Full name, degree, position, department, university

Scientific advisor (for PhD doctoral students) _____
Name, degree, university

Almaty, 20__ y.

1. Individual programme of teaching practice

No.	Name of work performed by the trainee	Number of hours	Due date	Supervisor's note of fulfilment
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1				
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- 5. Conclusion of the head of the pedagogical practice (indicating the degree of theoretical training of the trainee, the quality of work performed, compliance with labour discipline and shortcomings (if any).

Head of pedagogical practice _____

- 6. Departmental evaluation (review with indication of merits and demerits, final grade)

Members of the commission: 1. _____

2. _____

3. _____

« _____ » _____ 20 ____ y.

Sample Practice Report

INTERNATIONAL UNIVERSITY OF INFORMATION TECHNOLOGIES JSC
DEPARTMENT «_____»

APPROVED

Head of Department _____

name

signature

Full name

«_____» _____ 20____y.

REPORT
on pedagogical practice
(20____ - 20____ academic year)

Master's/PhD Doctoral student _____
 Full name

Speciality _____

Course _____ Period of practice since «____» _____ 20____y. to «____»
 _____ 20____y.

Issuing department _____
 name

Practice supervisor _____
 Full name, position, academic title and degree

Place of practice _____
 name of educational institution, department

Almaty, 20__

Structure of the report

1. Table of Contents
2. Introduction
3. Results of fulfilment of the individual plan of pedagogical practice:

Table - Works performed during pedagogical practice

No.	Types of work (practical, seminars, lectures, etc.)	Group	Number of hours	Deadlines	Reporting form*
1					
2					
3					
	Total hours				

1. Main results of the practice, compliance with the individual plan:
2. Self-assessment of the work done (compliance with expectations, achievements, difficulties)
3. Suggestions for improvement (change) of the procedure of the Practicum organisation
4. Conclusion
5. The list of used literature (drawn up in accordance with the established requirements for scientific papers)
6. Annexes (contains materials developed by the trainee during the pedagogical practice - lesson plans, presentation materials, practical cases, quizzes, etc.).

Master's/PhD Doctoral student _____
(Signed) (name of signatory)

Practice supervisor _____
(Signed) (name of signatory)

“ _____ ” _____ 20____y.

The report should not exceed 20 pages of typewritten text (excluding annexes). Each section of the report should start on a new page, the text should contain references to sources, graphic elements (figures, charts, diagrams), tables can be used as necessary.

Annexes are a continuation of the report. Annexes are arranged in the order of references to them in the text. Annexes should have a common page numbering with the rest of the report.

Annex 3

Form application for re-crediting pedagogical activities as results of pedagogical practice

To: Vice-Rector for Academic and Educational Activities
of IUIT JSC Mustafina A.K.

From from a PhD doctoral student of the department

Full name _____

Topic: Pedagogical practice

APPLICATION

Almaty

00.00.0000

(date)

I request credit for my work as _____

Department _____

faculty _____

(name of university, educational institution)

on account of pedagogical practice.

In the period from "____" _____ 20__ year to "____" _____ 20__ year I have conducted classes on discipline(us):

for the students _____

(EP, course, group)

in the amount of _____ hours (of which by types of classes):

I undertake to conduct an open class and submit the necessary reporting documentation.

(signature)

Visas:

<i>Signature</i>	<i>Position</i>	<i>Full name</i>
	Director, DSPT	
	Head of the Office of the Registrar	
	Head of pedagogical practice	
	Head of Department	

Annex 4

Approximate distribution of points in the assessment of the results of pedagogical practice

No.	Components	Number of credits
Approximate allocation of points by the internship supervisor		
1	Fulfilment of individual plan	5 - 10
2	Evaluation of open lectures (classes)	15 - 30
3	Carrying out educational work	7 - 15
4	Writing of characteristics	5 - 10
5	Report writing, timeliness of work fulfilment	3 - 5
	Total:	35 - 70
Approximate distribution of points based on the results of the report to the commission		
6	Report content	7 - 15
7	Presentation	5 - 10
8	Answers to questions	3 - 5
	Total:	15 - 30
	TOTALLY	50 - 100