**Approved by the decision of the Board**

**NJSC "Kazakh National**

**Academy of Choreography”**

**dated \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ 2018**

**protocol number \_\_\_\_\_\_\_\_**

**REGULATIONS**

**On the order of the professional practice of undergraduate students of the**

**NJSC "Kazakh National Academy of Choreography"**

**І. General provisions**

1. These Regulations on the procedure for the practice of undergraduate students of the NJSC "Kazakh National Academy of Choreography" (hereinafter - the Regulations) are developed in accordance with regulatory documents:

 - Law of the Republic of Kazakhstan “About Education” dated July 27, 2007 No. 319-III;

 - State compulsory standard of higher education, approved by the Decree of the Government of the Republic of Kazakhstan dated August 23, 2012 No. 1080;

 - The rules of organization and conduct of professional practice and the rules for defining organizations as bases of practices approved by order of the Minister of Education and Science of the Republic of Kazakhstan of January 29, 2016 No. 107 (hereinafter referred to as Order No. 107)

 - Model Rules for the Activities of Organizations of Higher and Postgraduate Education, approved by the Government of the Republic of Kazakhstan dated May 17, 2013 No. 499 (hereinafter referred to as the Rules);

 - Model Rules for the ongoing monitoring of progress, intermediate and final certification of students in higher educational institutions, approved by Order No. 125 of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 (hereinafter referred to as Order No. 125) and determines the main types of practices, their organization, monitoring the quality of student learning and the assessment of knowledge gained through practice.

 Professional practice is aimed at consolidating the theoretical knowledge, skills, acquisition and development of practical skills and competencies in the process of performing certain types of work related to future professional activities. Professional practice is defined in accordance with the work curriculum.

Each type of professional practice has goals, objectives and a program that define the appropriate base of professional practice.

**ІІ. Practice organization**

 2. Professional practice is a mandatory component of the educational

program of the NJSC "Kazakh National Academy of Choreography" (hereinafter - the Academy). The practice is aimed at the acquisition by students of skills in their chosen specialty.

 3. Practices of undergraduate students of the Academy are: educational, pedagogical, industrial, undergraduate and others.

 4. Types, terms, scope and content of professional practice are determined by standards, model and working curricula, academic calendar and programs.

 5. The program of professional practice is developed by the department, for which its corresponding appearance is fixed, taking into account the profile of the specialty (hereinafter referred to as the Department).

 6. The program of professional practice is reviewed at a meeting of the Department, is formalized by the minutes of the meeting and approved by the Vice-Rector for educational and methodical work.

 7. The program of professional practice in its content reflects the profile of the specialty, the specifics of the type of practice, the requirements of professional standards and the educational program.

The sections of the program of practice:

- the purpose and objectives of the practice;

- organization of the practice;

- content of practice;

- requirements for the implementation of practical tasks;

- requirements for the practice report;

- the procedure and criteria for assessing knowledge;

- recommended educational material and practice literature.

 The program of professional practice can be periodically updated and reflect modern achievements applied on the basis of practice.

 The organization of educational and industrial practices at all stages is aimed at ensuring the continuity and consistency of students mastering their professional activities in accordance with the requirements for the level of training of the graduate of the Academy.

 Direction to all types of professional practices are issued by order of the Rector of the Academy, indicating the dates of passage, the base, the data sent to students and the head of the practice.

 8. Professors, associate professors, experienced teachers who know the specifics of the profession and the activity bases of practice are appointed as leaders of the practice.

 9. The head of the practice organizes the necessary preparation of students for the practice, conducts consultations in accordance with the program of the practice, monitors the course of the internship, checks the student’s practice reports, and accepts the protection of practice reports.

 10. When applying for a professional practice, a student is issued:

- direction;

- program, work schedule of professional practice;

- diary-report on the passage of professional practice

*according to the forms in accordance with Appendices 1-3 to these Regulations.*

11. During the internship, the student must fully implement the practice program, keep a practice diary-report, comply with the internal regulations acting on the appropriate practice base, study and strictly follow the rules of labor protection, occupational safety and industrial hygiene, submit a written report to the head of internship, diary signed by the head of the practice base on the performance of tasks.

 12. Students on the results of each type of professional practice submit a report to the relevant Department, which is checked by the head of the practice and is defended before the commission established by the order of the Head of the Department.

 13. As a basis for the professional practice of students, organizations are defined whose statutory activities correspond to the profile of training of specialists and the requirements of the educational program, having qualified personnel to manage professional practice and the material and technical base.

14. With the organization defined as the base of professional practice, an agreement is concluded on the conduct of professional practice with an indication of its type, the program is coordinated.

**ІІІ.Educational practice**

 2. The purpose of the educational practice of students is the acquisition of primary professional competencies, including the consolidation and deepening of theoretical knowledge gained in the learning process, the acquisition of practical skills and abilities in accordance with the specialty of training.

The main objectives of educational (familiarization) practice are:

1) familiarization with the main activities of the Academy;

2) familiarization with the specialty and its educational programs;

3) general familiarity with the organizational and legal form, structure, management system of organizations that are the objects of a future profession;

4) the study of the types, functions and tasks of future professional activities;

5) the acquisition of skills in the workplace.

3. Educational (introductory) practice is conducted for students in all specialties and is organized on a 1-2 year course.

4. Educational practice is conducted at the Academy with familiarization tours in organizations that are the objects of future professional activity.

5. Educational practice is assigned to the Chairs, which carry out the training of specialists in this specialty.

1. **Pedagogical practice**

 1. The purpose of pedagogical practice is to consolidate and deepen knowledge in general scientific, cultural, psychological and pedagogical, methodological and special disciplines, as well as the formation of pedagogical skills, skills and competencies based on theoretical knowledge.

 The main tasks of teaching practice are:

1) the acquisition of the initial experience of teaching;

2) mastering the methodology of teaching and learning;

3) basic knowledge of pedagogical skills;

4) inculcation of skills and abilities of independent conduct of educational and teaching work;

5) mastering the skills of scientific, psychological and pedagogical research;

6) mastering the methodology of educational work;

7) knowledge of innovative learning technologies;

8) the implementation of an individual approach to students in the course of educational and educational work, taking into account the characteristics of their development.

The program of pedagogical practice is developed by the Department in accordance with the requirements of the educational program of the specialty and is aimed at developing students' professionally significant skills and the formation of pedagogical competencies.

1. **Internship**

1. The purpose of the industrial practice is to consolidate professional competence, the acquisition of practical skills and professional experience.

The main objectives of industrial practice are:

1) the study of the types of professional activity in the specialty, their functions and tasks;

2) consolidation of theoretical knowledge and the formation on this basis of professional skills, abilities and competencies;

3) mastering innovative technologies, advanced methods of labor and production;

4) the acquisition of organizational and professional experience;

5) the acquisition of teamwork skills, competencies of corporate management principles;

6) mastering the skills to independently plan their activities, to establish useful contacts with colleagues, to determine the role of professional position, to form a sense of responsibility.

 2. Internship experience is conducted for students in all specialties and is organized, starting from 2 - 3 courses, up to the graduation of students.

 3. Internship, depending on its content, is assigned to a special Department or to a Department conducting theoretical training, the results of which are the objects of this type of production practice.

 4. The program of internship experience is developed in accordance with the requirements of the educational program of the specialty and should be aimed at developing students' professionally significant skills and the formation of special competencies in accordance with the requirements of professional standards.

**VI. Undergraduate practice**

1. Undergraduate practice is organized for students performing a thesis (project).

2.. The purpose of the undergraduate practice is to complete the writing of the thesis (project).

3. The main tasks of pre-diploma practice are:

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

 2) analysis of statistical data and practical material on the topic of undergraduate research;

 3) the formulation of conclusions, patterns, recommendations and proposals on the theme of the thesis (project) or report;

 4) registration of the thesis (project) or report in accordance with the established requirements.

 Pre-diploma practice is held at the graduation course for students of all specialties who according to the individual plan perform tasks for the thesis (project) and report.

 4. For the preparation and writing of the thesis (project) or report, the educational program provides for pre-diploma practice.

 5. The management of the pre-diploma practice is carried out, as a rule, by the supervisor of the thesis (project) or experienced teachers, industrial training masters, who know the specifics of the specialty (qualifications) and the practice bases of practice.

 6. The duration of the pre-diploma practice is determined depending on the complexity of the specialty and the level of qualification provided in accordance with the state general educational standard.

 7. The content of pre-diploma practice is determined by the theme of the thesis (project) or report.

 8. The results of the pre-diploma practice are summarized in the preliminary defense of a thesis (project) or report organized by the Department.

**VII. Organization of knowledge control**

 1. The form and type of reporting (diary, report, etc.) of students on internship is determined by the internship program.

 2. The manager evaluates the student’s professional practice after submitting a report compiled in accordance with the approved program.

 3. The results of the report protection are evaluated by a point-rating alphabetic rating system in accordance with Order No. 125.