**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 POSTgraduates**

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

**І. General provisions**

These Regulations on the procedure for the practice of postgraduate 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 postgraduate education, approved by the Decree of the Government of the Republic of Kazakhstan dated August 23, 2012 No. 1080;

 - The Model Rules for the ongoing monitoring of progress, interim 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;

 - Rules of activity of organizations of higher and postgraduate education in the field of culture and art, approved by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated February 27, 2015 No. 77, and determines the organization of their conduct, quality control of undergraduates and the assessment of knowledge gained in practice.

**ІІ. Types of professional practices**

 1. The educational program of scientific and pedagogical magistracy includes two types of practices:

1) pedagogical - in the organization of education;

2) research - at the place of the dissertation.

 2. Pedagogical practice is carried out with the aim of developing practical skills and methods of teaching.

 3. Pedagogical practice can be conducted in the period of theoretical training without interruption of the educational process. In this case, undergraduates may be involved in conducting classes in the NJSC "Kazakh National Academy of Choreography" (hereinafter - the Academy) under programs of higher, vocational and technical education.

 4. The research practice of undergraduates is carried out with the aim of

acquaintance with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data.

 5. The educational program of the master's program should include practical training.

 6. Postgraduate practical training is carried out in order to consolidate the theoretical knowledge gained in the learning process, the acquisition of practical skills, competencies and professional experience in the specialty, as well as the development of advanced experience.

7. Content of research / work practice determined by the theme of the

dissertation (project) study.

**ІІІ. Practice organization**

 1. Professional practice of undergraduates is conducted in accordance with the approved academic calendar and the individual work plan of the undergraduate in the amount established by the state compulsory standard of postgraduate education and typical curricula in the specialty.

 2. The duration of the practice is determined in weeks, based on the standard work time of the undergraduate in practice during the week, equal to 30 hours (6 hours per day with a 5-day working week).

 3. To calculate the number of weeks, the amount of practice in credits is multiplied by the laboriousness of the corresponding type of practice in contact hours and divided by the duration of the work of the undergraduate in practice during the week, that is, 30 hours.

 4. The complexity of a practice loan is 30 hours (50 minutes each) for teaching practice, 75 hours (50 minutes each) for production practice, and 120 hours (50 minutes each) for research practice. The duration of practice for 1 loan per week is: 1 week - for teaching practice, 2.5 weeks - for work experience, internships and 4 weeks - for research practice.

 5. For each practice, graduating departments that provide training for masters in a specific profile (hereinafter - graduating department), a program of professional practice is developed (hereinafter - the Program).

 1. The program of professional practice is reviewed at a meeting of the graduating department, drawn up by the minutes of the meeting and approved by the Vice-Rector for educational and methodical work.

 2. The program determines the scope and specific content of all stages of the practice, the requirements for reporting documents submitted by undergraduates.

 3. The program also provides for:

* the purpose of practice, its place in the system of training undergraduates;
* goals and objectives of each type of practice;
* structure and content;
* work schedule with deadlines for the completion of general and individual tasks by undergraduates;
* advice to help undergraduate trainees;
* the procedure and deadlines for the preparation and protection of undergraduate reports on practice;
* the literature used.

 Teaching and methodological guidance of professional practice and quality control of the practice is carried out by graduating departments.

 Before the start of the professional practice of producing department organizes the necessary training interns and consults in accordance with the program of practice.

 Carrying out professional practices carried out on the bases of practice. The bases of research and teaching practice, as a rule, are faculties and divisions of the Academy, work experience - organizations, institutions, enterprises, etc., corresponding to the profile of education.

 1. The practice direction issued Rector's order specifying the time passing, practice base, name undergraduates and practical leaders from the Academy.

2. Professors are appointed as practice leaders, associate professors,

experienced teachers who know the specifics of the profession and the activities of the bases of the practices, as a rule, are the supervisor of the postgraduate.

 Head of Practice from the graduating department:

1. provides organization, planning and accounting of the results of the practice;
2. approves the individual program of professional practice of the undergraduate;
3. Selects the discipline and training group as a base for teaching practice, organization / institution - as a base of practice;
4. provides scientific and methodological assistance in the passage of undergraduate professional practice;
5. monitors compliance with the terms of practice and its content;
6. analyzes and evaluates the results of professional practice, gives a final review of the results of internship;
7. summarizes the educational and methodological experience of the practice, makes suggestions for its rationalization and improvement.

 Methodologists of pedagogical practice from the Department of Pedagogy may be appointed to conduct teaching practice.

Methodists teaching practice:

- organize individual and group counseling as part of the psychological and pedagogical training of a higher school teacher;

- attend internships trainees, give a detailed psychological and pedagogical analysis;

- participate in the analysis and evaluation of the final report documentation of the trainees;

- participate in the organization and closing conferences;

- make suggestions for improving the practice, participate in the discussion of the organization of practice at meetings of graduating departments.

 8. Each postgraduate receives individual tasks according to the approved practice program.

1) The individual program of professional practice undergraduate is developed by the direct supervisor of the practice.

2) Postgraduates during the passage of professional practices have the right to all questions arising in the process of practice, contact the heads of practice, methodologists, make suggestions for improving the organization of practice.

3) Postgraduates during the passage of pedagogical practice by prior agreement has the right to attend classes of leading teachers of the Academy, in order to study teaching methods and familiarize with advanced teaching experience.

4) Postgraduates must:

- perform all types of work stipulated by the program of professional practice;

- study and follow the internal regulations and safety procedures established in the Academy and the institutions / organizations that serve as the basis for the practice;

- report on the work being done in accordance with the practice schedule;

- at the end of the practice, submit a report to the Head of practice in the form prescribed by the Program and protect it.

5) In case of non-fulfillment of the requirements for an postgraduate - undergraduate, the undergraduate may be suspended from internship.

1. **Organization of knowledge control**

 8. The attestation of the results of the professional practice of undergraduates is carried out in the terms determined by the academic calendar and the schedule of the practice.

 9. Following the practice, postgraduates submit reports in accordance with the volume and level of work performed.

10. The form and type of reporting (report, characteristics of the

postgraduate with places of internship, etc.) undergraduates about internship are determined by the Program of practice.

 11. The head of the practice on the basis of consideration of reports of undergraduates makes a conclusion on the results of the practice.

 12. Reports of undergraduates on practices and conclusions

 13. The leaders are heard by a special commission created at the

Department of Issuing, which decides on the evaluation of the results of the practice.

14. The results of the report protection are evaluated by a differentiated standings according to the established point-rating alphabetic rating system.

15. Postgraduates who have not completed the internship, have not completed the internship program, received a negative review of work or an unsatisfactory rating while defending a report are sent again to practice during the next academic period in parallel with theoretical training or during the summer semester.