

Ministry of Education and Science of Ukraine

Lviv Polytechnic National University

APPROVED

by the Rector of

Lviv Polytechnic National University

_____ Yurii Bobalo

Order No 26-1-10 dated January 22, 2019

The Standard for Quality Assurance
in Educational Activities and Higher Education
(HES LP 02.04)

**Regulations on Organization of Student Practical Training in
Lviv Polytechnic National University**

APPROVED

by **Academic Board**

of Lviv Polytechnic National University

minutes No 50 dated December 20, 2018

Lviv

	Job title	Name	Signature
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	Chairman of the Scientific and Methodical Commission	Zagorodniy A.G.	
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Student practical training is an integral part of the education programmes for training specialists of all education levels. It is an important and mandatory part of the educational process and allows ensuring the students' acquisition of professional competencies and the possibility of their employment in Ukrainian and international labour markets.

1.GENERAL PROVISIONS

- 1.1. Student practical training is conducted at the time free from theoretical training on practical training facilities (enterprises, organizations, institutions), where scientific and technical equipment meets modern requirements for the training of specialists of appropriate education level, as well as the conditions for their further professional growth and career.
- 1.2. The duration of the practical training period, the terms and the scope are determined by the education programme, curriculum and schedule of the educational process. The amount of practical training period is measured in credits.
- 1.3. Student practical training is aimed at improvement of students' professional and practical studies, helps develop professional skills and competencies, and also ensures their acquisition of the competencies defined by the education programme using the material and technical base of practical training.
- 1.4. The programme of practical training shall:
 - correspond to the education programme for training a specialist, provide student's acquisition of one or several competencies;
 - determine the sequence of obtaining the necessary practical knowledge and skills;
 - contain a description of the procedure and specific criteria for evaluation of the level of knowledge, skills, and competencies that students must acquire during practical training.
- 1.5. Assessment of the outcomes of student practical training is performed based on 100-point grading scale with the obligatory converting of the scores to the national scale (semester scores are as follows "excellent", "good", "satisfactory", and "unsatisfactory").

2.PURPOSE AND CONTENT OF PRACTICAL TRAINING

- 2.1. The purpose of practical training is students' mastering modern technologies and forms of work organization in their future professional fields; developing their professional skills and competencies to make independent decisions in their professional activities based on theoretical knowledge and practical training at the university; developing the ability to update their knowledge systematically and apply it creatively in practice.
- 2.2. The list of all types of practical training for each subject area (education programme), their forms, duration and terms are determined by the curriculum.
- 2.3. Depending on the specific subject area (education programme), practical training can be of the following types:

- educational (excursion, introductory, linguistic, etc.), which is aimed at acquainting students with the specifics of their future profession or acquiring primary professional skills;
- professional (technological, operational, design, pedagogical, economic, legal, organizational and managerial, accounting analytical, etc.), which is aimed at consolidation and deepening of the theoretical knowledge gained by students in the process of studying a certain cycle of academic disciplines, formation of practical skills, acquaintance with the production process, production cycle and business processes, etc. directly in the institution, organization, or enterprise;
- research, that is usually conducted at the master's level and shall include research on the problems of the relevant field in order for students to acquire competencies of an innovative nature, skills of research, scientific and pedagogical or managerial activities;
- undergraduate thesis (based on the topic of a graduate's qualification thesis), which is the final stage of education at a certain education level, precedes the completion of a student's qualification thesis, and provides generalization and improvement of knowledge, practical skills, mastering of professional experience in order to prepare them for self-employment, and also collecting materials for the qualification thesis.

2.4. The content and sequence of practical training is determined by the programme of practical training developed by the department in accordance with the curriculum for each education programme. Programmes of practical training are considered at department meetings, scientific and methodological commissions of subject areas, agreed with the Department of Employment and Industrial Relations (hereinafter - DOIR). The Vice-Rector approves the programmes for practical training. The maximum validity of the programme may not exceed 5 years.

2.5. Programmes of practical training shall contain the following main sections:

- purpose and objectives of practical training;
- organization of practical training;
- content of practical training;
- individual assignment;
- requirements for the practical training report;
- outcomes of practical training.

2.6. An individual assignment is given to each student before the beginning of practical training. The content of the individual assignment shall ponder the specific conditions and capabilities of the practical training facilities, consider both the training facilities and the purpose and objectives of the learning process.

3. PRACTICAL TRAINING FACILITIES

3.1. Practical training of university students is conducted on the training facilities that are enterprises, organizations, institutions which meet the requirements of the practical training programme.

3.2. The list of facilities for practical training is formed by the departments on the basis of the analysis of production and economic possibilities of the enterprises, organizations, and establishments concerning their suitability for delivering the relevant practical training and potential further students' employment.

Enterprises, organizations, and institutions that have long-term scientific and practical ties with the relevant departments of the University are considered basic for these departments.

3.3. Enterprises, organizations, institutions that are considered basic ones shall meet the following requirements:

- the availability of units that correspond to the professional activities of subject area (education programme), at which specialists are trained at the university;
- the possibility of qualified management of student practical training;
- the possibility of students' access to laboratories, technical and other documentation, library funds, which are necessary for the implementation of the practical training program;
- the possibility of providing students with jobs during practical training;
- the possibility of university graduates' employment.

3.4. In the case of training specialists under target agreements, the training facilities are enterprises, organizations and institutions for which such training is delivered.

3.5. In the case of training by order of individuals or legal entities, practical training facilities may be determined by the terms of the agreement (contract) for their training.

3.6. Educational, production, and also scientific divisions of the University, research farms, testing fields and other structural units which have necessary equipment and correspond to practical training programmes can be used to deliver practical training on their inquiries.

3.7. For students who are citizens of foreign countries, the facilities for practical training can be determined by the relevant contracts or agreements for the training of specialists. They can be located both within Ukraine and on the territory of customer countries.

3.8. In agreement with the department that organizes practical training, students can independently select for themselves the training facilities and offer them for concluding relevant agreements.

3.9. Practical training of students in foreign enterprises, institutions, and organizations is regulated by the Regulations on Academic Mobility of Undergraduate, Graduate and Doctoral Students, and Academic and Teaching Staff.

3.10. The University enters into agreements with the enterprises, organizations, institutions of any form of ownership providing training facilities in a certain form (Annex 1). These agreements are the legal basis for students to undergo their practical training. The duration of the contract can be determined for a period of a specific type of practical training or for a period that may not exceed 5 years.

If the agreement (contract) for the specialist's training stipulates the training facilities, separate agreements are not concluded.

During practical training within the University structural units, contracts are not concluded.

3.11. Practical training agreements are concluded through the Graduate-Employment Analytical Information System no later than one month before the start of practical training and are submitted to the Department of Software Design and Implementation (hereinafter referred to as DSDI) of the University for registration and approval.

3.12. The financial relations of the University with the enterprises, organizations, institutions providing training facilities are regulated by agreements on its delivering.

4. ORGANIZATION AND MANAGEMENT OF PRACTICAL TRAINING

4.1. Heads of departments and directors of institutes are responsible for the organization, conducting and quality control of practical training undergoing.

4.2. Heads of departments appoint students responsible for organizing and conducting practical training, whose responsibilities shall include the following issues:

- drafting of practical training programmes;
- timely submission for registration and signing of agreements with the enterprises, organizations, institutions providing training facilities by DSDI, registered through the Graduate-Employment Analytical Information System;
- distribution of students among the institutions providing training facilities;
- timely preparation of draft orders on practical training and their submission to the dean's office of the institute;
- taking the necessary organizational measures, registration of assignments and referrals to the institutions providing training facilities, and other documents.

4.3. Students are directed to practical training by the order of the rector. The director of the institute submits the draft order on student practical training (Appendix 2) to the approval no later than two weeks before the practical training beginning.

4.4. Educational and methodological guidance of practical training, as well as control over the implementation of practical training programmes are performed by practical training supervisors (assigned from among the university departments and training facilities).

4.5. The general supervision over the organization of students' practical training is exercised by DSDI, which at the same time assists the university departments in search for institution providing training facilities, concluding agreements with the institutions and registration of student referrals for practical training.

4.6. Responsibilities of the supervisor of student practical training appointed from among the university department members are as follows:

- checking the availability of agreements with the organization providing training facilities (no later than one month before the beginning of the practical training);
- submission to the institutions providing practical training facilities the list of students directed for training, and coordination with the supervisor from the institutions providing practical training of the content of individual or group assignments for students in accordance with the practical training program;
- taking the necessary organizational measures before directing students to the practical training location, namely: conducting briefings on the procedure for practical training; providing students with the necessary documents (referrals to practical training, programs, assignments (Appendix 3), guidelines, etc.); issuing individual assignments to students; informing students about the system of reporting on the outcomes of practical training, criteria for assessing the level of knowledge, skills and abilities that students have acquired in practical training and the procedure for defending the report on practical training;
- providing the implementation of the practical training programme together with the supervisor of practical training from the training facilities;
- maintaining control over the provision of the necessary students' working and household conditions, and conducting mandatory instructions on labour protection and safety;

- maintaining the confirmation of the report on practical training undergoing (in the commission form).

4.7. The responsibilities of the supervisor of student practical training appointed from among the organization providing training facilities for student practical training are determined by the agreement between the University and the organization.

4.8. Student responsibilities are as follows:

- attending the meeting on the organization of practical training at the time determined by the department;

- obtaining the practical training programme from the practical training supervisor appointed by the department before the beginning of practical training, and the assignment referrals to the training facilities;

- timely arriving at the training facilities;

- completing individual assignments qualitatively and fully stipulated as per by the practical training programme;

- study and comply with applicable labour, health and safety regulations and internal regulations of the training facilities;

- timely preparing and defending of a report within the deadlines set by the department delivering the program.

4.9. Student practical training begins with mandatory instructions on labour protection and safety, acquaintance with the internal labour regulations of the training facilities, and also the procedure for obtaining documentation and materials. Students who undergo their practical training at an enterprise, institution, organization, are subject to labour laws, and also labour rules and regulations of the training facilities.

4.10. The division of students into practical training undergoing is performed by the University department with the mandatory consideration of the concluded agreements and orders for training specialists, and also opportunities for their future employment.

4.11. Students who are citizens of foreign countries comply with this Regulation in case of undertaking practical training within Ukraine.

4.12. Full-time students who do not work in their professional field shall undergo practical training provided by the curriculum. In the case of work in the chosen field, a student obtains the necessary number of curriculum credits for practical training based on a certificate of employment and defending of the report on the individual task performance without undergoing practical training.

4.13. If there are vacancies in training facilities, students can be enrolled in full-time positions with remuneration, if the work in these positions meets the requirements of the practical training programme.

During practical training, the student can acquire trade skills as well.

4.14. Students' working time during practical training is regulated by the Labour Code of Ukraine and is no more than 36 hours in a week for students aged 16 – 18, and no more than 40 hours in a week for students aged 18 and older.

4.15. Students of other universities can undergo practical training at the University in accordance with the terms of the agreements concluded between the University (training facility) and the relevant universities. The order for practical training is issued by the department (structural unit), which conducts practice.

4.16. The originals of the practical training agreements and programmes, and copies of the orders are kept in the DSDI. Physical copies of these documents are also stored in the departments.

5. EVALUATION OF PRACTICAL TRAINING OUTCOMES

5.1. After the completion of practical training, students report on the implementation of the practical training programme and individual task. A written report, signed and evaluated by the practical training supervisor assigned from among the training facilities together with the assignment (diary) is submitted for review to the supervisor of the practical training from the department.

The report shall contain information on the student's performance of all sections of the practical training programme and individual assignments, conclusions and suggestions, issues on labour protection and safety, and a list of references as well. The report is prepared in accordance with the requirements established by the department.

5.2. Students defend their practical training report for a commission appointed by the head of the department. The commission shall consist of 3 persons: practical training supervisors assigned from among the university and, preferably, from the training facilities, as well as teachers of professional training disciplines. The control of the outcomes of the practical training report defense shall be conducted in the form of a differentiated test.

5.3. Practical training reports shall be defended by students in the university within the first two weeks of study after practical training completion. The grade for practical training is entered in the Assignments and Outcomes of Practical Training Form, the grade record sheet and in the student's Transcript of Records, and is certified by the signatures of the commission members.

5.4. A student who has failed to complete the practical training programme for valid reasons shall be granted the right to take practical training again under conditions determined by the university and agreed with the institution providing training facilities.

5.5. A student who fails to complete the practical training programme without good reason or receives an unsatisfactory grade based on the results of the defense of the practical training report shall be expelled from the university for non-compliance with the curriculum.

5.6. The outcomes of practical training are discussed by students at the department meeting, and the general results of students' practical training are considered at the Academic Councils of institutes at least once during the academic year.

5.7. Continuing the course of study after practical training, the department approves its report on the outcomes of practical training at the DSDI (Annex 4).

5.8. The subdivision of the year for student practical training shall correspond to the Rector's Order "On Approval of the Norms of Time for Educational Work" dated December 26, 2014 No 198-10.

5.9. According to the outcomes of practical training, students may be issued certificates of its completion in practical training facilities. These certificates validate the assessment of the level of quality of competencies acquired by students (practical skills and competencies) and can be issued on the letterhead of the organization providing practical training facilities. Recommended elements of the practical training certificate shall include:

- name of the enterprise, institution, organization (practical training facilities);

- contact details of the practical training facilities (address, telephone number, email);
- surname, name and patronymic of the student who passed practical training;
- duration of practical training;
- professional tasks that the student performed during practical training;
- acquired knowledge, skills and other learning outcomes that the student has gained through practical training;
- assessment of students' work in practical training;
- date of issuance of the certificate, signature, surname and initials of the supervisor of practical training from practical training facilities or other responsible person, etc.

Certificates of practical training are kept by students.

Students can mention the certificates in their resumes and present them to potential employers.

AGREEMENT No _____
on conducting student practical training in
Lviv Polytechnic National University

Lviv

" ____ " _____ 20__

Lviv Polytechnic National University (hereinafter referred to as the University), represented by its Rector as the party of the first side

(last name, first name and patronymic)

as the party of the first side acting on the basis of the Statute, and

(full name of the enterprise, organization, institution, the code under USREOU)

(hereinafter referred to as practical training facility), represented by

(job title, last name, first name and patronymic of the head)

acting on the basis of _____

(Statute or regulations, or power of attorney)

have concluded this Agreement on the following:

1. Practical training facility is obliged to:

1.1. Admit students to practice according to the schedule:

No	Subject Area (Education Programme)	Course Year	Type of practical training	Number of students	Duration of practical training	
					beginning	ending
List of students:						

1.2. Appoint by the Order qualified specialists for direct supervision of student practical training.

1.3. Provide conditions necessary for students to complete the practical training programme, to prevent their employment in positions and jobs that do not correspond to the practical training programme and future occupation.

1.4. Provide students with safe working conditions at each workplace. Conduct mandatory occupational safety training such as introductory and in the workplace. Teach students-interns about safe methods of work. If necessary, provide them with overalls, protective equipment, and treatment and prevention services.

1.5. Provide students-interns and practical training supervisors from universities with the opportunity to use laboratories, offices, workshops, libraries, technical and other documentation necessary for conducting practical training.

1.6. Provide accounting for students' attendance of practical training. Report on violations of workplace rules, internal regulations, etc. to universities.

1.7. After the completion of practical training, give a review with respect to a student's performance quality, and the report prepared as indicated in the Assignments and Outcomes of Practical Training Form.

1.8. Additional conditions _____

2. The University is obliged to:

2.1. After signing the agreement, provide the practical training facilities with the practical training programme for approval, and a list of students who are directed for practical training within a week.

2.2. Appoint qualified lecturers as practical training supervisors.

2.3. Ensure that students comply with workplace rules and internal regulations. Participate in the investigation of the training facilities commission of accidents that happened to students.

2.4. Payment for student practical training shall be made by mutual consent of the parties.

3. Liability of the parties for failure to perform or improper performance of their obligations:

3.1. The parties shall be liable for failure to perform or improper performance of their obligations concerning organization and conducting of practical training as stipulated by Labour Code of Ukraine.

3.2. All disputes arising between the Parties under or in connection with this Agreement shall be resolved in the prescribed manner.

3.3. This Agreement enters into force from the day it is signed by the Parties and extends for the entire of practical training according to the schedule.

3.4. This Agreement is drawn up in two copies each having equal legal force.

3.5. Legal addresses of the Parties:

The University: 12 Bandera Street, Lviv, Ukraine, 79013, e-mail vpzv@lpnu.ua, phone number (032) 258-21-90.

Practical training facility: _____

Signatures and printed seals of the parties:

Lviv Polytechnic National University

Practical training facilities

_____/_____/

_____/_____/

“ ___ ” _____, 20__

“ ___ ” _____, 20__

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
LVIV POLYTECHNIC NATIONAL UNIVERSITY

ORDER

“ ___ ” _____ , 20__

Lviv

No _____

On practical training _____
(type of practical training)
of students _____
(abbreviation of the Institute)
form of education _____
(full-time, extra-mural)

In accordance with the schedule, it is ordered to direct the students listed below _____ academic year _____ form of education for undergoing practical training _____
(full-time, extra-mural) _____ *(type of practical training)*
 from “ ___ ” _____ , 20__ to “ ___ ” _____ , 20__ to the following practical training facilities and appoint the practical training supervisors from among the university:

1. _____
(Code and subject area, abbreviation of the group)

1.1. _____
(full name of the practical training facility, No and date of the concluded agreement)

(Last name, first name and patronymic of the students)

1.....

2..... (and further down the list)

Practical training supervisor
(job title, last name, initials)

1.2. _____
(full name of the practical training facility, No and date of the concluded agreement)

(Last name, first name and patronymic of the students)

3.....

4..... (and further down the list)

Practical training supervisor
(job title, last name, initials)

2. Instructions on labour protection and safety shall be delivered by a practical training supervisor.

3. A practical training supervisor shall be sent to the specified enterprises in terms of practical training if required.
4. Head of the department shall be charged with supervising the execution of this order

(department, last name, initials)
5. Accounting department shall be charged with organization and delivering of practical training with costs in the case of availability of funds.
6. I reserve to myself the right to control the execution of this order.

VICE-RECTOR _____

APPROVED:

Draft order is brought by:
Director of Institute _____
(abbreviation of institute)

(signature, last name, initials)

Head of Production Practice

Chief Accountant

Head of the Legal Department

(In the absence of trips outside the city at a distance of more than 50 km, paragraph 5 and the signature of the Chief Accountant is removed)

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
LVIV POLYTECHNIC NATIONAL UNIVERSITY**

ASSIGNMENTS AND RESULTS OF PRACTICAL TRAINING

Student _____
(last name, first name and patronymic)

Education level _____ Subject Area _____

Directed to practical training _____
(type of practical training)

City / town _____ to _____

_____ (full name of the enterprise, organization, institution)
in accordance with the Order No _____ dated _____

Duration of practical training: from _____ to _____
(taking into account the round trip)

Practical training supervisor from the university _____

_____ (job title, surname, initials)

*Printed seal of
Students Department
Of the University*

Director of Institute _____
(abbreviation of institute)

_____ (signature, last name, initials)

“ ___ ” _____ , 20__

Notes on undergoing of practical training:

Arrived at practical training facility “ ___ ” _____ , 20__

_____ (signature)

_____ (job title, last name, initials of the authorized person)

*Printed seal of the
practical training facility*

Left practical training facility “ ___ ” _____ , 20__

_____ (signature)

_____ (job title, last name, initials of the authorized person)

*Printed seal of the
practical training facility*

THE CONTENT OF THE ASSIGNMENT

(a list of issues to be fulfilled)

(to be filled by the practical training supervisor from the University)

Assignment is issued

by: _____

(job title, last name, initials of the practical training supervisor from the University, signature, data)

Assignment is received

by: _____

(last name, initials, signature, data)

Feedback and evaluation of student's performance at practical training

(evaluation of task fulfillment by practical training facilities)

(to be filled by the practical training supervisor from practical training facilities)

(job title, last name, initials of the practical training supervisor from practical training facilities, signature)

*Printed seal of the
practical training facility*

“ ___ ” _____ , 20__

Feedback of practical training supervisor on student's performance

Date of the test “ ___ ” _____ , 20__

Rating a national scale _____
(in words)

Rating in scores _____
(in words and numbers)

Test Commission members: _____
(job title, last name, initials and signature)

OUTCOMES OF STDUDENT PRATICAL TRAINING

Institute _____

department _____ / _____ academic year 20

No	Subject Area		Academic year	Type of practical training	Amount of practical training			Number of persons who undergone practical training							Grades				
	Code	Title			Number of credits according to the	Number of weeks for practical training (according to the	Done actually (weeks)	Total	Including:				Did not undergo practical training (persons)	Practical training supervisors (persons)	«excellent»	«good»	«satisfactory»	«unsatisfactory»	
									Under contracts for targeted training	At the department	In other departments of the university	Outside the city							Abroad
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Head of the Department _____