

APPROVED  
Scientific Council  
Petro Mohyla Black  
Sea National University

Protocol №11

Dated on 27/08/2020

APPROVED  
Rector  
Petro Mohyla Black  
Sea National University



L.P. Klymenko

Dated on 27/08/2020

## PROVISIONS ON THE INTERNSHIP AT PETRO MOHYLA BLACK SEA NATIONAL UNIVERSITY

**Regulatory framework:** *Regulation "On the internship of students of higher educational institutions of Ukraine", approved by the order of the Ministry of Education and Science of Ukraine dated on April 8, 1993 № 93.*

### 1. Purpose and content of internship

1.1. The purpose of the internship is to acquire students' modern methods, forms of organization and tools in the fields of their future profession, formation in them, on the basis of obtained at Petro Mohyla Black Sea National University (hereinafter - PMBSNU), professional competencies for independent decision making, specific of work in real market and production conditions, teaching of the need to systematically update their knowledge and creatively apply them in internship.

1.2. The internship of students involves continuity and consistency of its conduct while obtaining the necessary learning outcomes and competencies in accordance with different levels of higher education.

1.3. Depending on the specialty, specialization of students, the main types of internship are:

- educational - is carried out for the purpose of acquaintance of students with features of the chosen specialty, deepening of knowledge and formation of primary general professional and special competences under the direct constant guidance of the teacher;

- productive (complex, technological, organizational-technological, organizational (international), pedagogical, tourist-local lore, organizational-legal, psychological, undergraduate, etc.). Industrial internship is aimed at consolidating and deepening the knowledge gained by students in the process of studying a certain cycle of disciplines, the formation of practical competencies in the specialty, involves the selection of factual material to perform research tasks. It is carried out in production conditions on the basis of internship (enterprises, organizations, institutions, etc.).

For the master's level of higher education the obligatory types of internships are:

- assistant;
- undergraduate.

Assistant internship aims to provide students with professional skills and teaching skills. Assistant internship may include the following types of master's activities:

a ) educational work, which involves the implementation of the following tasks: acquaintance with the planning and organization of educational and educational-methodical work of the department; attending classes of leading teachers of the department; development of a detailed plan, preparation and holding seminars, practical classes, separate topics of lectures, etc .;

b ) methodical work, which involves the following tasks: acquaintance with educational programs, working curricula and working programs of academic disciplines; conducting methodological analysis of educational material in order to predict possible difficulties and its assimilation by students; preparation of educational and methodical materials for seminars, practical classes and independent work of students; study and analysis of the main regulatory documents governing the work of the department, faculty / institute; acquaintance with the working documentation of the department and the rules of its design.

Undergraduate internship of students is the final stage of training in HEI, which is usually held in the final year in order to deepen, generalize and improve the knowledge gained by students, professional experience, competencies and preparation for self-employment. During this internship, the student collects factual materials for the diploma project (work); conducting individual research within the topic of qualification work, approbation of research results, etc. At the master's level, undergraduate internship should include research (creative development) on the problems of the relevant field for students in order to acquire competencies of an innovative nature, skills of research (creative), scientific and pedagogical, or management activities.

1.4. Types of internship are determined by the department responsible for training higher education, taking into account the specialties, standards of higher education, the content of the educational program, taking into account the competencies and learning outcomes that graduates must master and obtain. Forms, duration and timing are set out in the curriculum.

1.5. The content, sequence and reporting on internship and recommendations on types, forms, verification of learning outcomes and competencies that students acquire during each type of internship are defined in the end-to-end program of internship - the main educational and methodological document of internship developed by the department responsible for training, applicants for higher education.

On the basis of this program, teachers develop work programs of appropriate types of internship, which have a load on the management of internship in accordance with the individual plan of the teacher. Work programs of internship are approved in

accordance with the procedure for approval of work programs of Petro Mohyla Black Sea National University.

In addition to working programs of internship, departments develop other methodological documents that will contribute to achieving high quality student internship (individual tasks for internship) (**Appendix 1**), guidelines for students to implement internship programs and individual tasks, guidelines for internship leaders from the company need).

## **2. Bases of internship**

2.1. The internship of students of PMBSNU is held on the basis of internship or in the structural units of the university.

If available at PMBSNU state, regional orders for the training of specialists the list of bases of internship can be provided by the bodies that formed the orders for the training of specialists. During the training at PMBSNU the higher education seekers under targeted agreements with enterprises, institutions, organizations of the base of internship are provided in these agreements.

As bases of practical training of students regional educational and practical centers which are created on the basis of leading educational institutions which material and technical base meets requirements of the program of internship can be used on separate specialties.

2.2. For foreign students, the bases of internship are provided in the relevant contract or agreement on training and can be located both on the territory of the customer countries and within Ukraine.

2.3. Foreign students receive a program of internship, individual tasks, compile a report in the manner prescribed by the department. During the internships within Ukraine, foreign students are guided by this Regulation.

2.4. Students have the right to submit proposals for the place of internship, internship there with the permission of the dean's office and the department responsible for training higher education.

2.5. With the bases of internship (enterprises, organizations, institutions of any form of ownership) PMBSNU concludes an internship agreement in advance (**Appendix 2**). Any changes, additions to the text of the agreement are agreed with the educational and methodical department, the lawyer, the first vice-rector.

If there are points in contracts (contracts) for the education of students at the expense of legal entities for internships in this legal entity, separate agreements may not be concluded.

## **3. Organization and management of internship**

3.1. Responsibility for the organization, conduct and control of the internship rests with the head of the Free Economic Zone. Educational and methodological

guidance and implementation of internship programs are provided by the departments responsible for the training of higher education. The general organization of internship and control over its carrying out at university is carried out by educational and methodical department.

3.2. Experienced teachers of departments are involved in the management of students' internship, who, as a rule, took a direct part in the educational process and teach the discipline (s) related to the content of the internship.

3.3. Organizational measures to ensure the preparation and conduct of the internship are:

- development of end-to-end and working programs of internship of students, training of which is carried out at different levels of education;
- determination of internship bases;
- appointment of internship leaders;
- concluding an agreement for an internship between PMBSNU and enterprise, organization, institution;
- drawing up an estimate-calculation of the costs of student internships (if necessary);
- drawing up of subjects of individual tasks for internship in coordination with base of internship;
- preparation of forms of reporting documentation based on the results of the internship.

3.4. The main organizational and methodological document that regulates the activities of students and internship leaders is a thorough program of internship.

Internship programs must meet the requirements of higher education standards, take into account the specifics of the specialty and the latest advances in science and industry. Therefore, it is recommended that the work programs of the internship be revised and finalized with the participation of employers in the relevant field.

It is recommended to include the following sections in the internship programs:

- goals and objectives of internship;
- organization of internship;
- content of internship;
- safety precautions during the internship;
- individual tasks;
- requirements for the internship report;
- summarizing the internship.

In addition, sections of the internship program may include guidelines (recommendations) for the internship, a list of literature and necessary documentation, measures to consolidate the knowledge gained during training.

The individual task is developed by the head of internship from the department and is given to each student. The content of the individual task should take into account the theoretical training of students; specific conditions and capabilities of the

enterprise (organization, institution); meet the needs of production and the goals and objectives of the educational process.

3.5. Enterprises (organizations, institutions) used as bases of internship must meet the following requirements:

- the presence of structures that correspond to the specialties for which training is carried out at PMBSNU;
- the possibility of qualified management of student internship;
- providing students with the opportunity to work in full-time positions, the work of which corresponds to the internship program (if there are relevant vacancies);
- granting students the right to use the library, laboratories, technical and other documentation necessary for the implementation of the internship program, taking into account the privacy policy of the enterprise;
- the possibility of further employment of graduates of PMBSNU (on general grounds if there are vacancies).

3.6. Students are sent to internship in accordance with the order prepared by the department, which is assigned to the workload of the internship, not later than one week before the start of the internship.

By order of the rector of PMBSNU on student internship is determined by:

- place and terms of internship;
- composition of student groups;
- the head responsible for the organization of the internship and preparation of the final report on its results;
- an official who is entrusted with the general organization of internship and control over its implementation;
- responsible for safety for the period of practice.

3.7 At the beginning of the internship, students must be instructed in labor protection, familiarize themselves with the rules of internal labor regulations of the enterprise, and the procedure for obtaining documentation and materials.

In the case of enrollment of students in full-time positions during the internship, if there are vacancies, they are subject to labor legislation and internal labor regulations of the enterprise.

Students who are not enrolled in full-time positions are subject to the rules of internal labor regulations of the enterprise.

3.8. The duration of students' working hours during the internship is regulated by the Labor Code of Ukraine and is for students aged 16 to 18 years - 36 hours per week, from 18 years and older - no more than 40 hours per week.

3.9. Educational and methodical department:

- registers contracts and orders on issues of internship;
- monitors the internship, analyzes and summarizes its results;
- monitors the development of internship programs;
- analyzes reports on the results of internship.

3.10. Priority distribution of students for internship is carried out in PMBSNU, taking into account orders for the training of specialists and their future place of work after graduation, as well as in accordance with long-term agreements concluded with enterprises, institutions and organizations.

3.11. Bases of internship in the person of their leaders together with the leaders of internship from PMBSNU is responsible for the organization, quality and results of students' internship.

The head of internship from the enterprise which carries out the general management of internship:

- is responsible for the internship within its competence;
- organizes internships in accordance with internship programs;
- determines places of internship, provides the greatest efficiency of its passing;
- organizes training on labor protection, safety and fire safety by relevant specialists;
- ensures the implementation of agreed with the curriculum schedules of internship in the structural units of the enterprise;
- gives trainee students the opportunity to use the available literature, the necessary documentation;
- ensures and controls the observance by students-interns of the rules of internal order;
- creates the necessary conditions for the trainees to master new equipment, advanced technologies, modern methods of work organization;
- participates in completing the relevant part of the individual task.

3.13. Responsible for the organization and conduct of internships at the faculties is the dean of the faculty, who:

- manages the educational and methodological support of internship at the faculty;
- informs students about the place, terms of internship and reporting forms; coordinates the proposals of students on the place of internship, taking into account the norm of paragraph 3.10;
- carries out control over the organization and carrying out of internship by departments, execution of the program of internship, timely drawing up of tests and the reporting documentation following the results of internship;
- listens to the reports of the departments on the internship at the faculty council.

3.14. Head of internship at PMBSNU:

- develops a program of internship and, if necessary, refines it (but at least once every 3 years);
- develops topics of individual tasks, which takes into account the proposed topics of bachelor's and diploma theses (projects);
- concludes agreements with enterprises (organizations, institutions);

- agrees with the head of internship from the enterprise (organization, institution) individual tasks taking into account the peculiarities of the place of internship;
- participates in the distribution of students by places of internship;
- controls the timely arrival of students to places of internship;
- determines the readiness of internships and ensures all organizational activities before the internship: instruction on the procedure of internship, providing students with the necessary documents in electronic form (internship programs, internship agreement and further employment of students, individual task, guidelines for reporting documentation, etc.), the list of which is established by the university;
- prepares draft orders and decisions on internship;
- controls the provision of normal working and living conditions for students and conducting mandatory briefings with them on labor protection and safety;
- monitors the implementation of the internship program and the timing of its implementation;
- provides methodological assistance to students during their individual tasks and collection of materials for graduation work;
- conducts mandatory consultations on the processing of the collected material and its use for the internship report, as well as in the final work;
- informs students about the procedure for submitting reports on internship;
- accepts protection of reports of students on internship as a part of the commission on the basis of what estimates results of internship of students, puts marks in credit books;
- submits reports of students on internship to the department;
- submits a written report within a week from the date of the internship test with comments and suggestions for improving student internship. The report is approved by the educational and methodical department, approved by the head of the department, dean of the faculty / director of the institute, the first vice-rector of PMBSNU.

Forms of basic documents required for the organization and conduct of internship are given in **Annexes № 1, 2.**

3.15. Students of PMBSNU during the internship are obliged to:

- before the start of the internship to receive from the head of the internship of PMBSNU individual task for internship, methodical materials and consultations on registration of all necessary documents;
- arrive at the internship base on time;
- fully perform all tasks provided by the program of internship and instructions of its leaders;
- to study and strictly adhere to the rules of labor protection, safety and industrial sanitary and internal labor regulations;
- be responsible for the work performed;

- timely draw up reporting documentation and take a test in internship.

#### **4. Material support of internship**

4.1 Sources of funding for the internship of university students are determined by the form of orders for specialists: funds from the state budget, enterprises, organizations, institutions of all forms of ownership, heads of civil service, foreign customers-specialists or individuals.

Additional sources of funding, which are not prohibited by law, may be used to finance the internship of freelance students.

4.2. Expenses for the internship of students of PMBSNU are an integral part of the total cost of training.

4.3. Remuneration of direct supervisors of internship from the base of internship is carried out by the university in accordance with the current rates of hourly wages of employees for training sessions in accordance with the norms of hours for planning and accounting of educational work.

4.4. During the internship the period of work at workplaces and positions with the payment of salaries, students retain the right to receive a scholarship based on the results of the final control.

Remuneration at workplaces is made for the actual amount of work performed in accordance with the established labor standards, time standards, production, maintenance, job responsibilities.

4.5. Students of the last courses who study full-time and are sent for internship, heads of enterprises, organizations, institutions of all forms of ownership provide additional monthly leave without pay on the basis of certificates of the university on the period of practical training.

4.6. All students-interns for the period of internship held outside the location of the university are paid a daily allowance of 50 percent of the level established for the payment of per diems to employees of enterprises, institutions, organizations (MES order № 613 of 21.07.2004, p. 4) for expense of practical training in the amounts established by current legislation. This takes into account the time spent on the way to the base of internship and back.

During the internship by students at the place of residence, per diems are not paid.

Students who study full-time during the internship at the place of employment are not paid per diem (subject to the presence of a supporting document - certificates from the company, copies of employment records, etc.).

If the internship is conducted in training and production workshops and on the current bases of internship of educational institutions, per diems are not paid.

On the basis of the submission of the teacher-supervisor of the internship and the order of the rector, the daily allowances are deducted from the students for the missed



days of internship, indicated in the table of attendance of internship. Students enrolled for the period of internship for full-time positions in geological parties and expeditions, as well as in the crew of ships with the payment of wages and field support or free meals, per diem, travel, accommodation are not paid.

4.7. Travel of students by rail, water and road transport to the location of internship bases and back is paid for the cost of internship (in fact, tickets). Travel to the bases of internship and back by urban and suburban (up to 50 km) transport is paid by students at their own expense.

4.8. Accommodation of trainee students in dormitories of internship bases or in rented accommodation is paid by the university at the expense of internship costs, in the amounts provided by current legislation. The accommodation of trainee students in the dormitories of free economic zones of other cities (under agreements between the university and another educational institution on the exchange of places in dormitories) is paid by students at their own expense according to the norms established for these dormitories, but not more than by law.

4.9 Payment for business trips to teachers-supervisors of student internship is carried out by the university in accordance with current legislation.

## **5. Summing up the internship**

5.1. At the end of the internship, students report on the implementation of the internship program and the individual task in the form of a written report, signed and evaluated directly by the head of the internship base.

The written report together with other documents is submitted to the department for review by the head of the internship.

The report should contain information on the student's performance of all sections of the internship program and individual tasks, have sections on occupational safety (if necessary), conclusions and suggestions, a list of references and others. A report is prepared on the requirements set by the work program of internship.

If the student took part in a scientific conference and wrote an article for publication in a journal in justified cases, the department responsible for training higher education, may decide to enroll such an article instead of a report on internship (design: title page, individual assignment for internship , description of the teacher-supervisor of internship, copy of the article).

5.2. The report on internship is defended by the student before the commission appointed by the head of the department and approved by the order of the dean of the faculty / director of the institute. The commission consists of the head of internship from the educational institution, teachers of the department who taught students special disciplines and (if possible) the head of the base of internship.

The commission can take credit from students:

- on the basis of internship in the last days of its passage;

- at the university within ten days after the end of the last working day of internship;
- at the university for ten days of the semester, which begins (continues) after the internship.

The grade for the internship is entered in the test sheet (differentiated test) and in the student's record book signed by the members of the commission in accordance with the provision "On the rating system of PMBSNU.

5.3. The student's grade for the internship is taken into account by the scholarship commission when determining the amount of the scholarship together with his grades based on the results of the final control.

If the internship is planned for the summer period (after June 30), the internship credit is postponed to September of the next academic year. The rating of students for the spring semester is calculated without the results of such internships (summer), they are additionally taken into account in the autumn semester of the next academic year.

5.4. A student who has not completed the internship program may be granted the right to repeat the internship, subject to the conditions specified by the department.

5.5. If it is necessary to conduct a student internship during theoretical training or a session in the second part of the day, the period of internship is doubled.

5.5. The results of each internship are discussed at meetings of departments. The general result of internship is summed up at councils of faculties and Academic council of university.



Seal of the enterprise, organization,  
institution \_\_\_\_\_

\_\_\_\_\_  
(position, surname and initials of the responsible person)

(signature)

Left the enterprise, , organization, institution

Seal of the enterprise, organization,  
institution \_\_\_\_\_

\_\_\_\_\_  
(position, surname and initials of the responsible person)

(signature)

### **Feedback and evaluation of student work in internship**

\_\_\_\_\_  
(name of the enterprise, organization, institution)

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Head of internship of the enterprise, organization, institution

\_\_\_\_\_  
(signature)          (surname and initials)

### **The conclusion on the internship of the head of internship of Petro Mohyla Black Sea National University**

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Date of the test \_\_\_\_\_

Rating: \_\_\_\_\_

on a national scale \_\_\_\_\_  
(in words)

Scores \_\_\_\_\_

(numbers and words)

on the ECTS scale \_\_\_\_\_

Head of internship of PMBSNU

\_\_\_\_\_  
(signature) (surname and initials)

*Note: Individual task - the first sheet of the student's report (two-sided at printing)*

## AGREEMENT №

for internships and further employment of Petro Mohyla Black Sea National University students

«» 20\_\_\_\_\_ p.

We, the undersigned, on the one hand, Petro Mohyla Black Sea National University (hereinafter - PMBSNU), represented by Rector Leonid Klymenko, acting on the basis of the Charter of PMBSNU, and, on the other hand,

\_\_\_\_\_ (name of enterprise, organization, institution)

(hereinafter - the base of internship), represented by \_\_\_\_\_ (position, surname and initials)

acting on the basis of

\_\_\_\_\_ (charter of the enterprise, orders, instructions)

concluded this agreement for the internship of students:

1. The internship base undertakes to:

1.1. Accept students of PMBSNU to internship according to the calendar plan:

№	Code and name of the specialty	Course	Type of internship	Number of students	Terms of internship	
					beginning	end

1.2. Appoint by order of qualified specialists for direct management of the internship.

1.3. Create the necessary conditions for students to use the internship programs, prevent their use in positions and jobs that do not correspond to the internship program and future specialty.

1.4. Provide students with safe working conditions at each workplace. Conduct mandatory briefings on labor protection: introductory and in the workplace. If necessary, train students-interns in safe work methods. Provide overalls, safety equipment, treatment and prevention services according to the norms established for full-time employees.

1.5. Provide interns and supervisors of PMBSNU the opportunity to use laboratories, offices, workshops, libraries, technical and other documentation necessary for the implementation of the internship program.

1.6. Ensure the registration of students' internships. All violations of labor discipline, internal regulations and other violations shall be reported to the higher education institution.

1.7. At the end of the internship, provide with a description of each student-intern, which reflects the quality of practical training and the report prepared by intern.

- 1.8. Additional conditions:
  - This Agreement is concluded for a period of 5 years;
  - To hire under the conditions of compliance with the requirements on a competitive basis of graduates of PMBSNU.
2. The institution of higher education undertakes:
  - 2.1. Two months before the start of the internship, provide the internship base for approval of the internship program, and no later than a week - a list of students who are nominated to the internship.
  - 2.2. Appoint qualified teachers as internship leaders.
  - 2.3. Ensure that students comply with labor discipline and internal regulations. Participate in the commission's investigation of the accident internship base if they occurred to students during the internship.
3. Liability of the parties for non-performance of the agreement.
  - 3.1. The parties are responsible for non-fulfillment of their obligations to organize and conduct internship in accordance with the legislation of Ukraine on labor.
  - 3.2. All disputes arising between the parties to this agreement shall be resolved in the prescribed manner.
  - 3.3. The contract enters into force after its signing by the parties and is valid until the end of the internship according to the calendar plan.
  - 3.4. The contract is made in two copies: on one - base of internship and PMBSNU.
4. Location of the parties and current accounts:

PMBSNU

Internship base:

54003 m, Mykolaiv, street 68 Desantnykiv street, 10  
tel .: +38 (0512) 500333, +38 (0512) 244189  
USREOU code 23623471  
p / p №35224278016042  
MFO 820172 at the State Tax Service of Ukraine in Kyiv  
TIN 236234714032, St., № 100160589

Signatures and seals:

PMBSNU

Internship base:

Seal «\_\_\_\_» \_\_\_\_\_

Seal «\_\_\_\_» \_\_\_\_\_

Leonid KLYMENKO  
(signature) (surname and initials)

(signature) (surname and initials)