

**LIMITED LIABILITY COMPANY
"HIGHER EDUCATIONAL INSTITUTION
"AMERICAN UNIVERSITY KYIV"**

APPROVED

By the Academic Council
LLC «American University Kyiv»
Protocol No. 06 dated May 30, 2025

PUT INTO EFFECT

By order of the Rector
LLC «American University Kyiv»
dated May 30, 2025 No. 33-OD

**REGULATIONS
ON THE ORGANIZATION OF PRACTICE
APPLICANTS FOR HIGHER EDUCATION AT AMERICAN
UNIVERSITY KYIV
(new edition)**

Kyiv, 2025

1. GENERAL PROVISIONS

1.1. The Regulations on the Organization and Conduct of Practical Training of Applicants for Higher Education at American University Kyiv (hereinafter referred to as the "Regulations") are approved on the basis of the Charter of the Limited Liability Company

"Higher Educational Institution "American University Kyiv" (hereinafter referred to as the "University" or "American University Kyiv") in accordance with Article 51 of the Law of Ukraine "On Higher Education" of 01.07.2014, No. 1556-VII, other acts of the current legislation of Ukraine and internal documents of the University.

1.2. The Regulations regulate the content, planning, organization, conduct and summing up of all types of practical training of applicants for higher education of the University.

1.3. Practical training of applicants for higher education is carried out by passing internships at enterprises, institutions and organizations in accordance with contracts concluded by the University or in structural subdivisions of the University that provide practical training.

1.4. Control over the implementation of the Regulations is carried out by officials of the University within the limits of their powers defined in the Statute of the University and internal documents of the University.

1.5. Changes and additions to this Regulation are approved by the Academic Council of the University and put into effect by the order of the Rector of the University in accordance with the requirements of the Statute of the University and internal documents of the University.

2. PURPOSE, TYPES AND CONTENT OF PRACTICAL TRAINING

2.1. Practical training of applicants for higher education at the University is an integral part of the training of specialists at all levels of higher education. Practical training is a form of the educational process and its obligatory part, which is aimed at consolidating the theoretical knowledge gained by higher education applicants during their studies, and acquiring professional competencies and practical skills provided for by the relevant standards of higher education and educational programs.

2.2. The purpose of practical training is to form and develop the professional ability of higher education applicants to independently make decisions in the conditions of a particular enterprise, institution or organization and during the performance of professional tasks; mastering modern methods, forms of organization and tools of labor in the field of their future professional activity; formation of the ability to systematically update one's knowledge and creatively apply it in practice.

2.3. The list of types of practical training, their volumes and terms of conduct are determined by educational programs for the preparation of higher education applicants and are reflected in the curricula and schedules of the educational process.

2.4. The practice of higher education applicants can be carried out in groups (usually 4-6 higher education applicants) or individually.

2.5. The practice of applicants for higher education of the University can be:

2.5.1. **educational** (excursion, introductory), which is carried out in order to familiarize higher education students with the specifics of the future profession, obtaining their primary professional skills and abilities, gaining practical experience for mastering general and professional competencies in the relevant specialty/educational program;

2.5.2. **production** (economic, organizational and managerial, accounting and analytical, psychological, etc.), which is carried out in order to deepen and consolidate theoretical knowledge obtained by applicants for higher education in the process of studying a certain cycle of academic disciplines, obtaining practical skills, familiarization directly at the enterprise, institution, organization with the production process and its activities, business processes, working out skills and abilities within the chosen specialty, as well as collecting materials for performing qualification work, etc.;

2.5.3. **pre-diploma**, which is a type of industrial practice and is carried out in the last year of study in order to generalize and improve professional competencies, master professional experience and readiness for independent professional activity, as well as collect materials for writing a qualification work;

2.5.4. **research** (only for applicants for a master's degree), which provides for scientific research on the problems of theory and practice of the relevant field in order to acquire innovative competencies, research skills, expansion of their scientific worldview, etc.

2.6. Educational practice, as a rule, is carried out in classrooms, laboratories, workshops of the University and may include visits to enterprises (excursions) in order to get acquainted with their activities, doing business and business processes. Training practice can take place at enterprises (organizations, institutions) on the basis of concluded contracts.

2.7. Industrial and pre-diploma practices are carried out at enterprises (institutions, organizations) on the basis of concluded agreements with the regulation of the main issues regarding the organization of the work of a higher education applicant - intern.

2.8. Research practice is carried out at the University under the guidance of the scientific supervisor of the master's thesis and provides for the implementation of independent research work by the applicant for higher education, analysis and generalization of factual material for writing a master's thesis, as well as mastering the methodology of scientific research. Control over the research work of a higher education applicant is carried out by the scientific supervisor of the qualification work.

During research practice, the participation of a higher education applicant in a scientific and practical conference is mandatory. The result of the research work is the approbation of the results in the form of publication of abstracts, reports and a scientific article on the topic of the master's qualification work.

2.9. The content of practical training is determined by the relevant syllabuses of practice, which are developed by graduate departments (faculties) and approved in accordance with the established procedure, and individual tasks that applicants for higher education receive from the heads of practice before the start of practice.

2.10. The Syllabus of Practice is the main educational and methodological document that regulates the purpose and objectives, organization and content of the practice, summarizing its results (criteria for assessing the level of knowledge and practical skills of a higher education applicant, the procedure for defending reports, preparing materials for a scientific and practical conference, etc.) and contains recommendations on the types and forms of control of the level of knowledge, skills and abilities that higher education applicants must acquire during the internship.

Syllabuses of practice must meet the requirements of higher education standards, take into account the specifics of the educational program, periodically reviewed, revised and regularly re-approved (at least once every three years). The syllabus of practice is approved in the same way as the procedure for approving the syllabus of an academic discipline.

2.11. In addition to the syllabus of practice, departments (faculties) can develop other methodological documents (methodological guidelines for writing and drawing up a report on practice, a cross-cutting internship program, etc.) and accounting documents that contribute to the achievement of high quality of practice for applicants for higher education and effective control over practical training by the University.

2.12. An individual task is developed by the head of practice from the University and is issued to each applicant for higher education before the start of the internship. The content of the individual task should take into account the specific conditions and capabilities of the relevant enterprise (institution, organization) and at the same time correspond to the goals and objectives of the practice, specialty and/or educational program, as well as take into account the theoretical training of the applicant for higher education.

2.13. In accordance with the **Regulations on the organization of the educational process at the University** and the **Regulations on the organization and conduct of the current and final semester control of the learning outcomes of higher education applicants of the University**, the final control of the results of internship is carried out in the form of a differentiated test, which is compiled by the applicant for higher education based on the results of the defense of the internship report.

3. PARTNERS (BASES) OF PRACTICE AND PROVISION OF INTERNSHIP

3.1. As a general rule, the place of practice (practice base) can be operating enterprises, institutions, organizations (which in this Regulation are referred to as "partners of practice") of various types of activities, of any form of ownership in Ukraine and abroad, which are able to ensure the implementation by applicants of higher education of the syllabus of practice for the relevant educational level,

have proper conditions, the necessary equipment and qualified personnel for its implementation.

Also, applicants for higher education can undergo internships in the structural divisions of the University, which provide practical training of applicants for higher education (if they are available in the structure of the University).

3.2. Applicants for higher education can independently, in agreement with the relevant departments (faculties), choose the place of practice and offer it for use.

3.3. The University concludes internship agreements with internship partners, the duration of which is agreed by the contracting parties or may be determined by the internship period.

When conducting internships in the structural divisions of the University, internship agreements are not concluded.

3.4. When selecting internship partners, as a general rule, the following requirements should be taken into account:

a) long-term practice by the partner of activities that correspond to the specialty or educational program according to which applicants for higher education are trained at the University, and provides an opportunity to acquire competencies necessary for further professional activity of a higher education applicant;

b) the ability to provide qualified guidance on the internship by higher education applicants, as well as to provide an assessment of the internship by higher education applicants in accordance with the requirements of the University;

c) granting higher education applicants the right to use the library, laboratories, documentation necessary for the implementation of the internship syllabus, taking into account the privacy policy of the internship partner;

d) the possibility of subsequent employment of graduates on a general basis if there are vacancies.

3.5. Internship is an integral part of studying at the University. Each applicant for higher education undergoing internship (hereinafter – "intern"), has the status of an applicant for higher education at the University during the entire period of internship.

Internship is not employment; the agreement concluded by the University with the partner of the practice does not give rise to an employment relationship between the partner of the practice and the intern.

In the event that an applicant for higher education of the University undergoes an internship with a partner of practice in which he/she is employed, the conditions for internship by such a higher education applicant may be determined by an agreement concluded by exchange of letters between the University and the partner of practice.

3.6. The number of applicants for higher education who are sent for internship to a specific internship partner is determined by the University in agreement with such internship partner.

3.7. A condition for cooperation between the University and the partners of the practice is the commitment of the partner of the practice to appoint a coordinator of the internship from among qualified specialists in the role of a supervisor of the internship, who directly supervises the interns at the place of internship, accompanies and controls their activities during the internship, provides favorable conditions for their internship (hereinafter – "Internship coordinator").

3.8. During the internship, the intern is subject to the internal rules and procedures (internal regulations) of the internship partner.

3.9. By agreement between the University and the partner of the internship, the internship can be carried out remotely (online) in whole or in part.

3.10. A higher education applicant has the right to free internship with a partner of practice.

The University's expenses related to the organization and conduct of practical training of applicants for higher education of the University are an integral part of the total costs of training specialists.

3.11. Cooperation of the University with partners of practice in terms of internship costs is carried out on the following terms:

a) The University and the intern do not pay any remuneration to the internship partner in connection with the internship;

b) The University and the Internship Partner shall at their own expense cover any own expenses that the University or the Internship Partner will incur in connection with the internship by applicants for higher education of the University;

c) the costs of travel, meals, accommodation and other everyday expenses during the internship are borne by the trainee;

d) the partner of the practice does not pay the intern remuneration or other payment in connection with the internship;

e) The University is not responsible for any damages caused by the actions or omissions of the intern or partner of the internship during or in connection with the internship;

e) The University does not ensure that the trainee receives insurance coverage for the duration of the internship.

3.12. The cooperation of the University with partners of the practice to ensure the confidentiality of information to which applicants for higher education of the University have access during the internship is carried out on the following terms:

a) the partner of the practice provides the interns with the opportunity to collect and process information about the activities of the partner of the practice for the purpose of use in the report on the practice to the extent and within the limits determined by the partner of the practice;

b) the intern is obliged to refrain, pending prior consent from the partner of the practice, from using the information collected or obtained during the internship for the purpose of disclosure or disclosure to third parties, as well as from storing or copying any document or software belonging to the partner of the practice;

c) in order to maintain the confidentiality of the information contained in the practice report, the practice partner may request that the distribution of the report be restricted and certain confidential information removed from it;

d) The University will ensure that persons who have been granted access to the internship report are obliged to refrain from using or disclosing information about the internship partner contained in such report.

3.13. The issue of the possibility of using by the partner of the practice objects of intellectual property rights that were created or may be created by the intern during the internship is resolved between the partner of the practice and the intern by concluding a separate agreement between them.

3.14. The cooperation of the University with the partners of the internship in accordance with the terms of the internship agreement should provide the internship partner with appropriate conditions for internship by interns, compliance with the rules and regulations of labor protection, safety and industrial sanitation in accordance with the legislation.

4. ORGANIZATION AND MANAGEMENT OF PRACTICE

4.1. The general organization of practical training of applicants for higher education of the University and control over its implementation is carried out by the Rector of the University and persons authorized by him.

4.2. Direct educational and methodological support and control over the implementation of the internship syllabus by trainees is provided by the relevant departments (faculties) of the University, if necessary, in cooperation with the coordinators of the practice from the partners of the practice.

4.3. Direct organizational, methodological and consulting assistance to applicants for higher education on the issues of internship, preparation of reporting documentation and control over its implementation is carried out by the heads of practice, who are appointed from among the scientific and pedagogical staff of the University by the order of the Rector of the University in accordance with the educational load.

In particular, the head of the internship assists the intern in achieving the educational goals of the internship and monitors the intern's compliance with the educational requirements determined by the University during the internship.

Any number of applicants for higher education for one academic semester can be assigned to one head of practice.

The working time of the Head of Practice from the University is taken into account as the workload planned for him to manage the practice for the academic year.

4.4. Measures related to the referral of applicants for higher education for internship are determined by the order of the Rector of the University on the practice of higher education applicants, which determines:

- a) place and terms of internship;
- b) the composition of applicants for higher education sent to a specific partner of practice;
- c) practice managers from the University.

The order of the Rector of the University may also determine the official who is entrusted with the general organization of the practice and control over its conduct.

4.5. The term of practice is determined by training weeks.

4.6. Organizational measures that ensure the preparation and procedure for conducting the internship and responsible persons are:

4.6.1. development and approval in accordance with the established procedure of syllabuses of practice of applicants for higher education of the University at the relevant levels of higher education and educational programs (responsible persons: heads of graduate departments (faculties));

4.6.2. appointment of practice managers and preparation of the relevant order of the Rector of the University (responsible persons: heads of graduate departments (faculties), the Rector of the University);

4.6.3. search and identification of partners of practice, distribution of applicants for higher education by partners of practice (responsible persons: heads of graduate departments (faculties) and heads of practice);

4.6.4. conclusion of internship agreements with internship partners (responsible persons: heads of practice, head of the legal department, vice president for administrative issues of the University);

4.6.5. preparation and sending to addressees of letters, referrals for internship and other documentation (responsible persons: heads of practice; head of the legal department, vice-president for administrative affairs of the University);

4.6.6. drawing up the topics of individual tasks for practice in agreement with the partner of practice, issuing individual tasks to applicants for higher education, conducting an introductory briefing before the start of the internship (responsible persons: heads of practice);

4.6.7. tracking the arrival of higher education applicants to the places of internship within the established deadlines (except for cases of internship remotely (online)) and control over the implementation of the internship syllabus and individual tasks for practice (responsible persons: practice managers);

4.6.8. conducting final control and preparing forms of reporting documentation based on the results of the internship (responsible persons: heads of graduate departments (faculties), heads of practice).

4.7. During the internship, applicants for higher education are obliged to constantly maintain communication with the heads of the practice, report on the progress of the internship and progress in the implementation of the internship syllabus and individual tasks for practice, prepare a written report on the practice.

4.8. The official who is entrusted with the general organization of the practice and control over its conduct:

- (a) controls Styling contracts About Passage Practices between the University and partners of the practice, controls the terms of these agreements;
- b) exercises control over the availability and development of practice syllabuses;
- c) controls the types and terms of practice, the number of applicants for higher education who undergo internship;
- d) controls the timely issuance of orders and decisions on the conduct of practice;
- e) monitors the results of the practice, analyzes and summarizes its results.

4.9. Heads of graduating departments (faculties) carry out the following activities: a) exercise control over the development of syllabuses of practices and their regular renewal (at least once every three years);

b) identify partners of internships, agree with them on the number of applicants for internships, prepare a draft order on the distribution of applicants for higher education by partners of internships, control the issuance of referrals for internship to applicants for higher education;

c) determine the heads of practice for their approval by the order of the Rector of the University and develop the topics of individual tasks for practice;

d) hold meetings of higher education applicants on internship issues and inform them about the place, terms of internship and reporting forms;

e) supervise and control the practice;

f) carry out the final control of the results of the practice and discuss the results, analyze the implementation of the practice syllabus at the meeting of the department (faculty);

g) submit reports on the practice with proposals for improving its organization and conduct.

4.10. Head of practice:

a) ensures the implementation of all organizational measures at the University before the start of internship by applicants for higher education: instruction on the procedure for internship; provision of the necessary documents (referral to practice, internship syllabus, individual task, methodological instructions for the preparation of reporting documentation, etc.);

b) controls the timely arrival of applicants for higher education to the places of

internship (except for cases of internship in a distance

(online)) and return to study at the University within the established timeframe, maintains constant communication with internship coordinators from internship partners;

c) provides consulting assistance to applicants for higher education during the implementation of the syllabus of practice and individual tasks and collection of materials for writing a report on practice;

d) monitors the implementation of the practice syllabus and individual tasks, informs higher education applicants about the procedure for submitting reports on practice and the dates of their defense;

e) checks the reports on practice, accepts as part of the commission the defense of reports on practice by applicants for higher education;

f) prepares a written report on the results of the practice.

5. INTERNSHIP BY APPLICANTS FOR HIGHER EDUCATION OF THE UNIVERSITY

5.1. At the beginning of the internship, applicants for higher education must undergo an introductory briefing on labor protection, familiarize themselves with the rules of the internal regulations of the internship partner, the procedure for obtaining documentation and materials, etc.

5.2. When completing an internship, a higher education applicant is obliged to:

a) before the start of the internship, receive a referral to the practice and methodological materials of the practice (methodological instructions, syllabus, individual tasks, etc.);

b) arrive at the place of internship in a timely manner (except for cases of internship remotely (online)) and return to study at the University within the established timeframe;

c) to fully perform all the tasks provided for by the syllabus of the practice, individual tasks and instructions of the head of the practice;

d) comply with the rules of labor protection, safety, sanitation and internal regulations that are in force at the place of practice;

e) to be responsible for the work performed and its results, to show an example of a conscious and conscientious attitude to work;

e) to draw up and defend practice reports in a timely manner and to adhere to academic integrity.

5.3. A higher education applicant has the right to:

a) methodological and organizational support of the internship from the University and the internship partner;

b) consulting assistance from the practice manager and practice coordinator;

c) getting a job according to the syllabus of practice;

- d) use of the library, fund of legislative acts, normative and instructional materials on program issues of practice;
- e) familiarization with constituent documents, financial and statistical statements and other documents of the practice partner, if these documents are not confidential;
- f) safe and harmless working conditions during the internship.

6. SUMMING UP THE PRACTICE

6.1. At the end of the internship, applicants for higher education report on the completion of the internship syllabus and individual task. The form of reporting of a higher education applicant is a written report on practice.

6.2. The internship report, along with other completed documents, is submitted for verification to the head of the practice.

The internship report should contain information about the completion by the applicant of higher education of all the tasks of the syllabus of practice and individual task, have a list of references.

A report is drawn up according to the methodological recommendations for writing and drawing up a report on practice, developed by the graduate department (faculty).

6.3. The report consists of two parts.

6.3.1. The first general part covers the following issues:

- a) general information about the activities of the enterprise – partner of the practice; b) the structure of the enterprise;
- c) generalized characteristics of the production and other business processes at the enterprise, components of the organization and management system;
- d) professional duties of specialists with higher education, aimed at organizing and managing the processes of the enterprise.

6.3.2. The second part of the practice report should reflect the results of the individual task completed in the process, the purpose of which is to acquire skills and abilities to independently solve production, scientific, organizational and managerial issues in the specialty. An individual task should contain a description, analysis and assessment of a specific situation/problem, ways to solve a practical situation.

6.4. The internship report is defended by the applicant for higher education in front of the head of the internship or at a public conference.

6.5. Differentiated credit for applicants for higher education is accepted at the test and examination weeks after passing the internship in accordance with the schedule of the educational process.

If the schedule of the educational process does not provide for test and examination weeks immediately after the internship, then the differentiated test can

be taken on the last day of the internship or within two weeks of the next semester, which begins after the internship and vacations.

6.6. Differentiated credit for practice is given on the basis of: a) a written assessment made by the coordinator of practice;

b) assessment by the head of practice of the content and preparation of the report on practice, the timeliness of its submission for defense;

c) presentation by the applicant of higher education of the results of the internship during the defense of the report and answers to the questions of the head of the practice.

6.7. The final semester grade for the differentiated credit is set according to the scales in accordance with the Regulations on the organization and conduct of the current and final semester control of the learning outcomes of higher education applicants of the University.

6.8. In case of receiving an unsatisfactory grade during the defense of the practice report and passing a differentiated test, the applicant for higher education may be given the opportunity to retake the test, subject to the revision of the report and the individual task in accordance with the Regulations on the procedure for re-study of academic disciplines and repeated training of applicants for higher education at the University.

6.9. The results of the practice are discussed at the meetings of departments (faculties) and other meetings held at the University. Internship coordinators and other representatives of internship partners may be invited to the meetings.

6.10. According to the List of standard documents created in the activities of state authorities and local self-government, other institutions, enterprises and organizations, indicating the terms of storage of documents, approved by the Order of the Ministry of Justice of Ukraine of 12.04.2012, No 578/5 (as amended):

a) reports of applicants for higher education on practice are stored in the archive of the University for three to five years (para. 596 of the List);

b) reports of the heads of practice from the University on the internship by applicants for higher education are stored for 5 years (para. 595 of the List).