



КИЇВСЬКИЙ МЕДИЧНИЙ УНІВЕРСИТЕТ  
KYIV MEDICAL UNIVERSITY  
EST.1992

**REGULATIONS  
ON CONDUCTING WORK PRACTICE  
HIGHER EDUCATION GRADUATES  
PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT  
"KYIV MEDICAL UNIVERSITY"**

**Kyiv 2024**

The Regulations on the Conduct of Industrial practice of Higher education applicants of the Private Higher Educational Establishment “Kyiv Medical University” (hereinafter referred to as the Regulations) were developed in accordance with Article 51 of the Law of Ukraine “On Higher Education” N. 1556-VII dated July 1, 2014, based on the Regulations on the Conduct of Industrial practice of students of Higher educational establishments of Ukraine, approved by the order of the Ministry of Education of Ukraine dated April 8, 1993 No. 93, in accordance with the Instructions on Industrial practice of students of Medical, Therapeutic, Pediatric, Medical and Preventive, Dental and Pharmaceutical faculties of Medical and Pharmaceutical Higher educational establishments of III-IV Levels of accreditation dated October 3, 1995 N 179, and letters of the Ministry of Education and Science of Ukraine dated February 7, 2009 No. 1/9-93 “On Practical Training of Students”.

## **1. General regulation**

1.1. Industrial practice of higher education students of the University is an important link in the training of a doctor, dentist and pharmacist and is an integral part of the educational process.

1.2. Practical training is a mandatory component of educational and professional programs aimed at the acquisition of professional and general competencies by a higher education applicant, which provides for:

1.2.1 Formation of professional skills and abilities among students for making independent decisions during specific work in real market and production conditions;

1.2.2 Acquiring competencies to systematically update one's knowledge and creatively apply it in practical activities;

1.2.3 Formation of social skills;

1.2.4 Employability;

1.2.5 Obtaining by the education seeker the work experience necessary for the assignment of professional qualifications.

1.3. The main task of industrial practice is to consolidate the knowledge gained in the process of learning, mastering and improving practical skills in the conditions of future activity and is carried out at appropriately equipped University facilities, as well as in modern medical and preventive and chemical and pharmaceutical institutions, pharmacies, and healthcare enterprises.

## **2. Content of the production practice**

2.1. Industrial practice of education seekers provides for continuity and consistency of its implementation while obtaining the necessary sufficient amount of practical knowledge and skills in accordance with the requirements of educational standards.

2.2. Types of industrial practice for each specialty, their duration and timing are determined by the OPP, the curriculum for training specialists, and the schedule of the educational process.

2.3. The content and sequence of industrial practice are determined by the standards of higher education in the relevant specialties, educational and professional programs and work training programs of practice.

2.4. In the internship program its goal, objectives, specific recommendations for the student's acquisition of skills, abilities, and competencies, types and forms of control, and levels of knowledge, abilities, abilities, and competencies that students acquire in the process of practical training are determined.

## **3. Bases of production practice**

3.1. Industrial practice of students of the Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the University) is carried out at practice bases that meet the requirements of the practice programs. The bases of industrial practice can be municipal non-profit and medical healthcare institutions of any form of ownership in Ukraine and abroad, which have appropriate conditions for conducting practice; pharmaceutical enterprises, pharmacy institutions. The University concludes an agreement with organizations, clinical healthcare institutions.

3. 2. Industrial practice is carried out by education seekers on the basis of one or more clinical healthcare institutions, depending on their profile, as well as on the practice programs.

3. 3. Students may undergo practical training outside Ukraine in accordance with the procedure established by current legislation.

3. 4. Students who have independently chosen a place for internship abroad are provided with an official letter of referral for internship indicating the schedule of internship and types of internships in accordance with the program.

3. 5. The heads of the Practice Bases are obliged to ensure the creation of appropriate conditions for students to undergo practice, compliance with the rules and norms of labor protection, safety technology and industrial sanitation, in accordance with current legislation.

3. 6. To be admitted to industrial practice at the Bases, students are given instructions on labor protection, familiarized with the rules of the internal labor regulations of the bases, and the availability of sanitary books is checked.

#### **4. Organization and management of production practices**

4.1. Responsibility for conducting of industrial practice lies with the deans of faculties, the head of the industrial practice department, and the heads of departments.

4.2. The general organization of practical training is entrusted to the head of the practical training.

4.3. Control over its implementation is carried out by the head of the production practice department.

4.4. Educational and methodological guidance and implementation of internship programs are provided by the relevant departments.

4.5. The rector's order on the implementation of industrial practice for education seekers determines: the place and terms of the practice; the composition of the groups for the practice, the responsible manager for organizing the practice and drawing up the final report on its results.

4.6. The main organizational and methodological document that regulates the activities of education seekers and managers of industrial practice is the practical training program, which should have the following main sections:

- the goal and objectives of the practice;
- organization and conduct of practice;
- content of the practice;
- internship report form;
- forms and methods of control.

4.7. The Department of Industrial practice carries out the following organizational measures to ensure the preparation and procedure for conducting the practice:

4.7.1 Concluding agreements with medical institutions on the completion of industrial practice by education seekers;

4.7.2 Clarification of the conditions, types and terms of practical training, the number of students, the responsibilities of the University and the Base regarding the organization and conduct of practical training;

4.7.3 Briefings with students;

4.7.4 Preparation of draft orders and decisions on production practice issues;

4.7.5 Monitoring the implementation of industrial practice, analyzing and summarizing its results;

4.7.6 Providing managers of industrial practice and students seeking education with the necessary documentation;

4.7.7 Control over the development of practical training programs and documentation on practical training by specialized departments of the University;

4.7.8 Analysis of department reports on the results of practical training and the availability of a final report on its implementation for consideration by the Faculty Academic Councils and the University Academic Council.

4.8. Deans of faculties:

4.8.1 conduct, together with the industrial practice department, organizational meetings with students on the procedure for conducting industrial practice;

4.8.2 monitor the medical examination of students for admission to practical training (availability of health books);

4.8.3 monitor the completion of industrial practice by education seekers;

4.8.4 monitor the timely submission of credits by students;

4.8.5 hear reports from departments on the practical training of students at the Faculty Academic Council.

4.9. Departments responsible for conducting students' industrial practice:

4.9.1 provide experienced specialists who will directly manage students' industrial practice;

4.9.2 ensure that students are instructed in occupational health and safety and monitor compliance with it;

4.9.3 provide direct educational and methodological guidance;

4.9.4 discuss the results and analyze the implementation of practical training programs at department meetings;

4.9.5 report at meetings of the Faculty Academic Council on the results of practical training of students.

4.10. Management of industrial practice at the bases is carried out by: the practice manager from the University, the main manager from the base, the direct manager from the base.

4.10.1 **The heads of the industrial practice from the University** are appointed by order of the rector. Experienced professors, associate professors, and assistants of departments who directly participated in the educational process in the disciplines in which the practice is conducted are involved in the management of the industrial practice.

*Responsibilities of the head of industrial practice from the University:*

1. Provide student interns with the necessary documentation (programs, diary, calendar, methodological recommendations, etc.);
2. Informs students about the practice reporting system adopted at the department, namely: submission of a written report, its preparation;
3. In close contact with the practice manager from the practice base, he provides instruction on the procedure for completing the practice and on safety precautions, and high quality of its completion in accordance with the program;
4. Controls the provision of normal working and living conditions for students;
5. Monitors the implementation of internal labor regulations by student interns;
6. Organizes the keeping of records of students' visits to the industrial practice base;
7. As part of the commission, he/she takes final control of production practice;
8. Submits a written report on the internship to the department of industrial practice, approved by the head of the department.

4.10.2 Chief **Executive Officer from the base** is appointed by order of the head of the organization or enterprise, institution, which is the base of production practice, as well as:

1. Selects experienced specialists who will directly manage the students' industrial practice.
2. Together with the head of the University, he informs students about the internship program and organizes and monitors its implementation.
3. Provides instruction to students on occupational health and safety and monitors compliance with it.
4. Together with the heads of industrial practice from the University, in accordance with the industrial practice program, organizes lectures to students by leading specialists of the institution, seminars and consultations on the problems of modern medicine and pharmacy, and organizes excursions within the organization.
5. Together with the head of the industrial practice from the university, he organizes the movement of students to workplaces.
6. Reports to the head of the institution on the progress and results of the students' internship.

4.10.3 **Direct supervisors** of students' industrial practice are appointed by order of the head of the organization, enterprise, institution, or institution that is the base of the practice, namely:

1. They provide direct supervision of students' industrial practice in workplaces.

2. Provide the necessary conditions at each workplace for students to master skills, abilities, and knowledge in accordance with the internship program.
3. They constantly monitor the scope and level of students' mastery of practical skills provided for by the program and make a note of this in the students' practice diaries.
4. Daily check and sign the production practice diaries.
5. Monitor students' compliance with internal work regulations, safety precautions, and implementation of the internship program.
6. They immediately report to the general manager of the internship from the base and the manager from the university about all violations by students of the internal labor regulations, safety regulations, and failure to fulfill the internship program.
7. Students' presence at workplaces during practical training is recorded .
8. Students are involved in the implementation of sanitary education of the population, the public life of the medical and preventive (pharmacy) institution.
9. Provide written objective characteristics of the production activities of each student during industrial practice.
- 4.11. Internship bases, represented by their first managers, together with the University, are responsible for the organization, quality, and results of students' industrial practice.

#### **5. Students undergoing industrial practice are obliged to:**

- 5.1. Before the start of the internship, undergo a timely medical examination and have health books issued.
- 5.2. Arrive at the practical training base on time.
- 5.3 Receive instructions from the head of the production practice on the rules of internal regulations.
- 5.4. Strictly adhere to the rules of labor protection and safety, and industrial sanitation.
- 5.5. Fully perform all tasks provided for in the internship program.
- 5.6. Keep a work practice diary and other reporting documentation provided for by the work practice program.
- 5.7. Be responsible for the work performed.
- 5.8. Submit the necessary reporting documents on time and complete the final control of production practice.

## **6. Material support for production practice**

- 6.1. Expenses for industrial practice of the University students are an integral part of the total costs of training specialists.
- 6.2. To finance the industrial practice of students of the Kyiv Medical University, additional sources of funding not prohibited by current legislation may be involved.
- 6.3. Remuneration of direct supervisors based on the period of industrial practice is carried out in accordance with current legislation.

## **7. Summing up production practice**

- 7.1. The summarization of the practice is carried out on the last day of practice, which is considered the day of final control and is accepted by the examination committee at the workplace if all reporting documents provided for by the program for industrial practice and the student's practical competence during industrial practice are available, signed by the immediate supervisor from the industrial practice base.
- 7.2. Assessment of the student's acquisition of practical skills and abilities is carried out using the criteria specified in the work program of the relevant industrial practice and in the student's practice diary.
- 7.3 . The assessment for the practical training is entered by the head of the University into the diary, the student's individual curriculum and the progress record. Within three days after the end of the practical training, the head of the University submits a report to the practical training department. A report on the practical training and accounting documentation (diary) are also submitted to the practical training department.
- 7.4. Students who have not completed the internship program without good reason, received an unsatisfactory grade for the internship, and have not eliminated their academic debt by the beginning of the next semester are expelled from the University.
- 7.5. If the internship program is not completed in full by the student for a good reason, he is given the opportunity to work off the missed hours of practical training according to a separate schedule, in accordance with the "Regulations on the completion of training sessions at Kyiv Medical University".
- 7.6 . The results of industrial practice are annually heard and discussed by the relevant departments, the Academic Councils of the faculties and the Academic Council of the University.

