

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY “CHERNIHIV POLYTECHNIC”

APPROVED BY
Academic council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No. 6

Put into effect by Rector's Order
No. 26 as of 31 August 2020 p.

PROVISIONS
on the procedure for organizing and conducting
dual training in
Chernihiv Polytechnic National University

1. GENERAL PROVISIONS

1.1 Regulations on the organization and conduct of dual education (hereinafter - the Regulation) at the National University "Chernihiv Polytechnic" (hereinafter - the University) determines the organization and conduct of dual education of higher education at the University.

1.2 Regulation is developed according to the Law of Ukraine "On Higher Education", the Law of Ukraine "On Education", "Concept of training specialists for the dual form of obtaining education" approved by Resolution of the Cabinet of Ministers of Ukraine on 19 September 2018, the. Number 660-p, "Regulation of organization of educational process at the National University "Chernihiv Polytechnic" "and" Order of the conclusion of the internship seekers higher education National University "Chernihiv Polytechnic" in enterprises, in institutions and organizations " with a view to improving traditional forms and methods of training, improving the quality of training seekers of higher education University of the requirements of employers, but also with the aim of increasing the competitiveness of the graduates of the university.

1.3 dual training - is a form of obtaining education that involves a combination of training seekers of higher education at the University of learning in the workplace in enterprises, institutions and organizations for the acquisition of certain skills, usually on the basis of the agreement.

1.4 The dual form of education involves on-the-job training in the performance of official duties in accordance with the employment contract. Dual education allows to increase the level of practical training of higher education students and promotes the process of its adaptation to professional activity.

1.5 Dual education at the University can be organized according to two models:

1 - implementation of educational programs and training plans dual forms of obtaining education that is based on the combination in the educational process of theoretical and practical training in the volume: 60-70% - theoretical studies at the University; 30-40% - professional and practical training at production facilities (enterprises, organizations, institutions);

2 - introducing elements of the dual form of training on current educational programs and curricula (with the conclusion of the internship seekers of higher education in enterprises, in institutions and organizations. In this hour between theoretical and practical component distributed in different ways depending on the characteristics of training for the specialty).

1.6 The responsibility for organizing the dual training at the University relies on the Department of practices, employment and relations with the public, directors of educational and research institutes, deans of faculties and heads of departments

1.7 Financing of dual training at the expense of state budget funds legal (natural) persons, means enterprises (organizations, institutions) and for the account of other sources not prohibited by law.

2. ORGANIZATION AND CONDUCT STUDIES applicants HIGHER EDUCATION UNIVERSITY OF dual FORM

obtaining Education

2.1 The University decides on the introduction of a dual form of education in a certain list of specialties and conducts work on the selection of employers. Employers can also apply to the University with an initiative to introduce a dual form of education in the specialties in which they are interested.

2.2 The organization and conduct of training at the University in the dual form of education is carried out in accordance with:

- agreements on dual education between the higher education applicant , enterprises (organizations, institutions) and the University;
- agreements on dual education between the higher education applicant , enterprises (organizations, institutions) and the University;

2.3 Educational Program and Training Plan dual study developed appropriate graduation department and agrees with the enterprise (organization, institution). The educational program should take into account all the features of job responsibilities and should include:

- mastering by applicants of higher education of general and professional competencies in the specialty in accordance with the standard of higher education;
- acquisition of practical experience by applicants for higher education , taking into account the peculiarities of the specialty;
- combining the acquisition of practical experience in enterprises (organizations, institutions) and training at the University.

2.4 The agreement determines the scope of theoretical classes at the University and professional and practical training at the enterprise (organization, institution), type of work during the practical component of training, content, beginning and duration of training, length of working day, etc.

2.5 For the organization and conduct of dual education, the University:

- ensures compliance of the educational program with the standards of higher education, theoretical training and is responsible for the quality of training of applicants for higher education;

– The University decides on the introduction of a dual form of education in a certain list of specialties and conducts work on the selection of employers. Employers can also apply to the University with an initiative to introduce a dual form of education in the specialties in which they are interested.

– together with the enterprise (organization, institution) develops the curriculum for the specialty, the schedule of the educational process, the plan of measures to ensure the educational process and ensures the implementation of the dual education program. The schedule of the educational process provides for the alternation of theoretical training at the University with practical training in the workplace. The frequency of duty may be different depending on the material and technical base of the University and the enterprise (organization, institution);

– agrees with the enterprise (organization, institution) the personnel of applicants for higher education;

– issues orders on the organization and conduct of training of higher education students in the dual form of education;

– together with the enterprise (organization, institution) organizes and conducts the final certification of applicants for higher education.

2.6 For the organization and training of candidates higher education in the dual form of obtaining education enterprise (organization, institution):

– accepts applicants for higher education for training in the number and terms agreed with the University;

– introduces candidates of higher education with the Charter, the rules of internal labor regulations, health and safety and fire safety features of employment in the company and so on;

– assigns to each group (person) a mentor from among the most qualified specialists;

– provides access seekers of higher education to practical materials and processes according to the objectives of the dual training;

– in the case of jobs in the process pay wages board (for approval);

– holds briefing on the safety of applicants higher education.

2.7 Applicants for higher education are obliged to:

– attend classes and comply with the requirements of the educational program according to the schedule of the educational process;

– follow the instructions of mentors appointed by the enterprise (organization, institution) concerning the training process and the production process;

– stick during a training requirements of the Charter, the rules of the internal regulations and other normative acts that are in the University and in the enterprise (organization, institution), including in the field of protection of labor.

– off welfare after completing training for the conditions available vacancies in the enterprise (organization, institution) (with the consent of the parties).

3. ORGANIZATION AND TRAINING OF dual getter HIGHER EDUCATION UNIVERSITY on existing educational programs and educational PLANS

3.1 dual training for existing educational programs and training plans may choose applicants of higher education are taught by full-time form and found personal desires, but also passed the selection of employers.

3.2 The educational process at the University with elements of the dual form of education includes 3 main stages:

– master the basic knowledge, skills and skills that are obtained in the University at the beginning of the educational process, and includes theoretical training and practical training in the laboratories of the University;

– theoretical training, which is carried out at the University at the beginning of each training module in order to study new topics and programs;

– professional and practical training, which is carried out in the conditions of production and includes practical training and industrial practice and provides students with mastery of the professional component of the content of education.

3.3 Before the beginning of the new semester (academic year), applicants for higher education who have expressed a desire to study with elements of dual form submit an application to the rector (Annex 1) and an application to the head of the enterprise (organization, institution) (Annex 2). Competitor higher education into a contract for training at the enterprise of the employer (Appendix 3).

3.4 On the basis of the application and the concluded agreement the order of the rector of the University on dual education of the applicant of higher education is issued . The draft order is submitted by the director of the Institute (dean of the faculty) not later than two weeks before the start of industrial training (internship) at the enterprise. In the draft order should be displayed, place and time of production training in the enterprise; details of the contract; appointment of the person in charge of organizational issues during the industrial training (internship) at the enterprise from the graduating department.

3.5 To design dual training applicants of higher education serving leader company following documents: a statement on passage of training; copy of passport; a copy of

the document on education (if any); a copy of the registration number of the taxpayer's account card.

3.6 The term of dual training (internship) of a higher education applicant at an enterprise may not exceed six months in one academic year.

3.7 The agreement (Annex 3) on dual education is concluded in three copies, one of which is kept at the University, the second - at the enterprise, the third - at the applicant.

3.8 In the case when dual education is introduced for individual students of higher education of the academic group, and the internship falls on the time of training, the applicant must obtain a permit for free attendance.

3.9 In the case when dual education is introduced for the whole academic group, the University can implement block-modular construction of the educational process: mastering the basic module on the basis of the University (1-2 course), and then alternating: theory module on the basis of the University / practice module, internship (up to 6 months per academic year) on the basis of enterprises, institutions, organizations (3-4 course and master's degree). Hours between the theoretical and practical components can be distributed differently depending on the characteristics of training in the specialty. The University makes appropriate changes to the schedule of classes.

8. FINAL PROVISIONS

8.1 Regulations on the organization and conduct of dual education are considered and approved by the Academic Council of the University and put into effect by order of the Rector.

Annex 1

Rector of the National University

Chernihiv Polytechnic

(full name for the father of the student University)

(NSI (faculty), specialty, academic group)

STATEMENT

For the purpose of dual training, please send me for an internship to

(name of the enterprise, _____)

(institutions, organizations, their structural unit)

from 20 r. to 20 r. on _____

(code and name of the specialty
or profession (qualification level))

Date Signature _____

Annex 2

To the head

(name of the enterprise,

institutions, organizations)

(surname and initials of the head)

(full name for the father of the student University)

STATEMENT

Please accept me for an internship before

(name of the enterprise,

institutions, organizations, their structural unit)

from 20 r. to 20 r. on _____

(code and name of the specialty

or profession (qualification level)

and set such an internship mode

Goal

internship_____

I consent to the processing of my personal data in accordance with the requirements of the Law of Ukraine "On Personal Data Protection ".

Date Signature_____

Annex 3

CONTRACT

**on internships for applicants for higher education at the National University
"Chernihiv Polytechnic" at enterprises, institutions and organizations**

№ 202 p. _____

_____ (hereinafter - the company)

(name of enterprise, institution, organization)

in person

_____”

(position, surname, name by name)

which operates on the basis of

_____”

(number and date of approval (issuance, registration) of the statute or power of attorney)

on the one hand, and the applicant higher education _ (hereinafter - trainee) (surname, first name, by name) _____

who is studying at the National University "Polytechnic Chernihiv" on the other hand, following the Law of Ukraine "On Employment of Population" and the Code of Laws on Labor of Ukraine, signed this agreement to the following.

The subject of the contract

1. The subject of the agreement is the internship of the applicant of higher education at the National University "Chernihiv Polytechnic".

Term and conditions of internship

2. Term

of training is from 20 r. To 20 _____
year.

3. Internship mode _____

4. Acquired specialty (qualification) or profession (qualification level)

5. Place of internship _____

(name of the structural unit

enterprises, institutions, organizations, its location)

Rights and obligations of the parties

6. The enterprise together with the trainee determines the content of the individual program and the form of internship according to the acquired specialty (qualification) or profession (qualification level) and the list of works.

7. The enterprise undertakes:

1) determine the terms of the internship, place of internship (structural unit), specialty (qualification) or profession (qualification level), internship regime, appoint an internship manager from among the employees of the enterprise;

2) provide the trainee workstations, equipped in accordance with the rules and regulations of the protection of labor safety labor and industrial sanitation;

3) provide material support (provide the necessary equipment, tools, raw materials, consumables, etc.) in accordance with the individual internship program;

4) to create appropriate conditions for the trainee to perform an individual internship program, to prevent his involvement in the performance of work that does not correspond to such a program, acquired specialty (qualification) or profession (qualification level);

5) to carry out obligatory instructions on labor protection (introductory and at the workplace), to train trainees of safe methods of work, to provide overalls, safety equipment, to provide medical care according to the norms established for regular employees;

6) provide trainees with the opportunity to use special literature, technical and other documentation necessary for the implementation of an individual internship program;

7) in case of performance by the trainee of the professional works provided by the individual program of internship according to the established norms,

—————,»

(types of works and their volume)

to ensure their timely payment in the amount on the basis of the act of delivery-acceptance of works; _____

8) not to involve trainees in overtime work and not to send them on business trips that are not related to the implementation of an individual internship program .

8. The trainee has the right to:

1) receive free overalls, safety equipment, medical care according to the norms established for full - time employees;

2) use special literature, technical and other documentation necessary for the implementation of an individual internship program .

9. The trainee undertakes:

1) to master the types of work provided by the individual internship program ;

2) comply with the requirements of the constituent documents and rules of internal labor regulations established at the enterprise, labor protection standards and the terms of the collective agreement;

3) carefully refer to the property company;

4) not to disclose information that became known to him during the internship, which is a trade secret and is information with limited access.

Responsibility of the parties

10. In case of non-performance or improper performance of obligations under this agreement, the parties shall be liable in accordance with the law.

The procedure for amending the contract and terminating the contract

11. Amendments to the agreement made by agreement of the parties, if otherwise not provided for by law, by concluding additional agreement.

12. The contract may be extended by agreement of the parties.

13. In case of occurrence of circumstances that lead to the necessity of terminating the contract, the party shall notify the other party not later than one month before the expiry of the action of the contract.

14. The contract is terminated:

1) in the event of the expiration of the term of its validity;

2) by agreement of the parties;

3) at the initiative of one of the parties before the expiration of its validity in case of violation or non-compliance by the other party of its terms.

Other conditions

15. The agreement comes into force in 20 years and is valid until _____
_____20 years. _____

16. The contract is concluded in three copies, which have the same legal force and are kept by each of the parties and at the National University "Chernihiv Polytechnic".

Location and details of the parties

University

Trainee

(full name,

(surname, first name and by name)

Passport _____

location,

(series, number, date of issue, who issued it)

bank details)

Registration number registration card of the payer of taxes _____

(signature of the head)

(place of residence)

_____20 p. _____

M.P.

(trainee signature)

_____20 p. _____

