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Проректор по научной работе



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Approved by the decision of the
Academic Council of St. Petersburg
Electrotechnical University "LETI"
dated 06/02/2022 (minutes No. 8)

**Put into effect by
order of the rector**

dated 06/10/2022 No. OD/O353

REGULATIONS
on
the procedure for conducting scientific and organizational
practice of postgraduate students of St. Petersburg
Electrotechnical University "LETI"

1. REGULATORY REFERENCES

This Regulation has been developed in accordance with the following regulatory legal acts:

- Federal Law of the Russian Federation “On Education in the Russian Federation” dated December 29, 2012 273-FZ;
- Federal state requirements for the structure of programs for the training of scientific and scientific-pedagogical personnel in graduate school (adjuncture), the conditions for their implementation, the timing of the development of these programs, taking into account various forms of education, educational technologies and the characteristics of certain categories of graduate students (adjunct students) (FGT), approved by order of the Ministry of Education and Science Russia dated October 30, 2021 No. 951;
- Regulations on the training of scientific and scientific-pedagogical personnel in graduate school (adjuncture), approved by the Decree of the Government of the Russian Federation of November 30, 2021 No. 2122;
- Order of the Ministry of Education and Science of Russia N 885, the Ministry of Education of Russia dated 05.08.2020 No. 390 "On the practical training of students";
- Charter of the University;
- other local regulations of the University.

2. GENERAL PROVISIONS

2.1 This Regulation determines the procedure for organizing and conducting the scientific and organizational practice of postgraduate students studying at the postgraduate course of St. Petersburg Electrotechnical University "LETI" in accordance with federal state requirements.

2.2 The scientific and organizational practice of postgraduate students is an integral part of postgraduate educational programs. The practice is carried out in order to form and consolidate professional knowledge, skills and abilities obtained as a result of theoretical training, as well as to gain experience in organizing scientific research and presenting their results.

2.3. At St. Petersburg Electrotechnical University "LETI" all graduate students undergo scientific and organizational practice according to the curricula and calendar curriculum within the second year of study.

2.4. Scientific and organizational practice for graduate students with disabilities and disabled people is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

2.3. The general management of the scientific and organizational practice of graduate students, the accounting of its results is carried out by the Department of Doctoral Studies and Postgraduate Studies (ODA).

1. SCIENTIFIC AND ORGANIZATIONAL PRACTICE OF POSTGRADUATE STUDENTS AND ITS METHODS

CARRYING OUT

3.1. Methods for conducting scientific and organizational practice:

- at St. Petersburg Electrotechnical University "LETI" (practice conducted at the departments of St. Petersburg Electrotechnical University "LETI"),
- in an organization carrying out activities in the profile of the relevant postgraduate educational program (hereinafter referred to as the profile organization), including in the structural unit of the profile organization intended for practical training, on the basis of an agreement concluded between SPbGETU "LETI" and the profile organization (Appendix to these Regulations).

3.2. The specific method of conducting practice for each graduate student is established by the university independently, taking into account the requirements of the FGT of graduate school. Places for internships are approved by order of the rector of St. Petersburg Electrotechnical University "LETI".

3.3. Postgraduate students who combine the development of a postgraduate program with work activities are entitled to practice in specialized organizations at the place of work in cases where the professional activity they carry out meets the requirements of the postgraduate program for conducting practice.

3.4. When organizing an internship, specialized organizations create conditions for the implementation of the components of the educational program, provide equipment and technical training facilities in an amount that allows them to perform certain types of work related to the future professional activities of graduate students.

3.5. When organizing internships in specialized organizations, postgraduate students and employees of SPbGETU "LETI" are required to comply with the internal labor regulations of the profile organization (educational organization in whose structural unit practical training is organized), labor protection and safety requirements.

3.6. If there is a vacant position in a specialized organization or at SPbGETU "LETI", the work in which meets the requirements for practical training, a fixed-term employment contract can be concluded with a graduate student to fill such a position.

3.7. When conducting an internship in specialized organizations located outside St. Petersburg, at the discretion of SPbGETU "LETI", it is possible to pay for the travel and accommodation of a postgraduate student in the prescribed manner.

3.8. Foreign graduate students do their internships at Saint Petersburg Electrotechnical University "LETI".

3.9. The management of scientific and organizational practice is carried out by the supervisor of the postgraduate student. In the case of conducting scientific and organizational practice in a profile organization, a second head of practice is appointed from among the employees of the profile organization.

3.10. Head of practice from St. Petersburg Electrotechnical University "LETI":

- develops an individual task for the graduate student for practice,
- draws up a schedule for the practice;
- monitors compliance with the practice schedule and compliance of its content with the requirements established by the practice program,

- provides a postgraduate student with methodological assistance in the performance of an individual task,
- evaluates the results of the internship,
- at the end of the practice, he makes an assessment in the general statement of the results of the practice for the department.

3.11. Head of practice from the relevant organization, if any:

- agrees with the supervisor of the postgraduate student (the head of practice from St. Petersburg Electrotechnical University "LETI") the individual task, content and planned results of the practice;
- provides a graduate student with access to a specialized organization, a well-equipped workplace;
- provides safe conditions for internship that meet sanitary rules and labor protection requirements;
- instructs the postgraduate student on familiarization with the requirements of labor protection, safety, fire safety, as well as the rules of internal labor regulations,
- introduces the graduate student to equipment, instruments, technological processes and software in accordance with the practice program,
- supervises the preparation of a postgraduate student's report containing data on the implementation of the internship program and individual assignments.

3.12. The document on the results of the internship is a report, the components of which are the assignment for the internship, a description of the results obtained and an assessment of the results by the supervisor. The practice report is submitted in electronic form to the ODA no later than 3 calendar days after signing by the supervisor.

3.13. The original assignments for the practice and hard copies of reports on the completion of the practice are stored at the departments of St. Petersburg Electrotechnical University "LETI" at the place of study of postgraduate students within the time periods specified in the nomenclature of the department's files.

2. FINAL PROVISIONS

These Regulations are approved, supplemented, amended and terminated by the decision of the Academic Council of the University and put into effect by the order of the Rector of the University.