

Approved by
decree N 9/4 of the YSU Academic Council
on the 26th of May 2022

Chairman of the YSU Academic Council
H. V. Hovhannisyan

REGULATION
ON THE ORGANISATION OF WORK PRACTICE OF STUDENTS OF
YEREVAN STATE UNIVERSITY

I. GENERAL PROVISIONS

1. The present regulation defines the procedure and conditions of the work practice of students of “Yerevan state university” foundation (hereinafter YSU).

II. TYPES AND ORGANISATION OF WORK PRACTICE

2. Work practice is a constituent part of study process which provides the opportunity to apply the gained theoretical knowledge in practice as well as to obtain professional skills, competences and expertise.

3. The types of work practice envisaged by study plans of YSU study programmes are as follows: educational, professional and pedagogical.

4. The aim of educational work practice is to strengthen and deepen student's theoretical knowledge gained in the course of learning and contribute to the formation of professional skills and competences. Educational work practice, as a rule, is organised in the 1st and 2nd years of bachelor's degree programme.

5. The aim of professional work practice is to develop through practical activities students' professional competences, expertise and skills in operating independently in professional field. Professional work practice, as a rule, is organised in the final years of bachelor and master's degree programmes.

6. The aim of pedagogical work practice is to develop professional skills of student as a pedagogue and contribute to the acquisition of pedagogical expertise. Pedagogical work practice is organised by the procedure and in dates defined by the “Regulation on granting bachelor’s degree programme graduates with qualification of pedagogue”.

7. The type, duration and dates of conduction of work practice are defined by the study programme in the given specialty.

8. The programme of work practice is presented by the corresponding specification of the given study programme in which the purpose, envisaged activities, type, form, learning outcomes, assessment methods, criteria, etc. are mentioned.

9. The timeline of the activities envisaged by the programme of work practice is approved by YSU vice-rector for academic affairs.

10. Students' work practice is organized in educational and academic institutions, YSU educational-industrial bases, state bodies, community organisations, private companies, industrial enterprises, as well as other field-specific companies in the given specialty, which have corresponding material-technological bases and professionals.

III. SUPERVISION OF WORK PRACTICE

11. Students' work practice is organised by YSU Educational-methodological department together with the subdivision (faculty, institute, centre) implementing study programme.

12. Supervisor and responsible person for work practice in the given subdivision are liable for the proper organisation of work practice.

13. Supervisor of YSU work practice:

- 1) negotiates with companies on behalf of YSU for the purpose of organisation of work placement,
- 2) coordinates the activities for construction of work practice programmes according to timetable and observes the maintenance of their implementation dates,
- 3) submits the projects of decrees on work practice implementation, timeline and routes of work practice to YSU vice-rector for academic affairs for approval,
- 4) generalizes work practice on the basis of the reports received from work practice responsible persons,
- 5) performs other responsibilities related to the organisation of work practice.

14. Responsible person for work practice of the subdivision is appointed by the head of the given subdivision.

15. Responsible person for work practice of the subdivision shall prepare and submit to YSU work practice supervisor:

- 1) suggestion on the places of implementation of work practice envisaged in the given academic year,
- 2) projects of decrees on students' participation in work practice by distributing students in compliance with the places of work practice agreed beforehand.
- 3) reports on the completed work practice.
- 4) name list of the students who have not passed work practice and pass-fail exam.

16. The direct supervisor of work practice is the person supervising over work practice according to the study load established for the given academic year.

17. The direct supervisor of work practice:

- 1) assures proper implementation of the activities stemming from the approved programme of work practice according to article 8 of the present regulation,
- 2) conducts students' work practice, controls participation and assesses it according to the defined procedure and work practice programme,
- 3) performs other functions related to work practice.

IV. ASSESSMENT OF WORK PRACTICE

18. Work practice is assessed through pass-fail exam. Grade "Checked" is given in case a student has participated in work practice, carried out assignments envisaged by the programme, submitted a detailed report on work practice and/or work practice calendar (schedule) (opinion-characteristics) within the defined dates.

19. The student who works in his/her specialty can pass work practice in his/her workplace by presenting a corresponding reference.

20. The student who has not passed educational work practice can pass only one of the work practices envisaged by the given study programme and pass the pass-fail exam by the beginning of the final academic year in compliance with the procedure on clearance of academic debts.

Simultaneous conduction of interim work practice and the one being retaken in the same academic year is prohibited. Retaking of work practice is organized in the academic year in which no other work practice is envisaged for the given student except for the students of the 3rd year of bachelor's degree programme who restore their rights for learning or those who are being transferred to YSU in case of which simultaneous retaking of more than one work practice is carried out in compliance with the approved individual timetable.

21. Professional work practice of the student who has departed to a foreign educational or academic institution is organised, when feasible, in the given foreign institution or in online mode.

22. The student who has not passed work practice or the one who has participated on a paid basis in work practice but has not passed it is expelled from YSU.

V. CONDUCTION OF WORK PRACTICE IN ONLINE MODE

23. In case of the presence of certain circumstances (emergency situations, martial law, epidemic, etc.) students' work practice, if necessary, can be organized in online mode by the decree of the Rector.

24. Work practice in online mode is organized and assessed according to the present regulation.

25. Online work practice, as a rule, is organized by means of application of communication technologies and telecommunication media.

26. Educational work practice is organised online by YSU lecturers by the use of the corresponding instrumentary: virtual computer laboratories, educational videofilms, presentations, etc.

27. Professional work practice is organised online in the places envisaged by article 11 of the present regulation. The direct supervisor appointed by the subdivision and the professionals of the receiving party participate in the conduction of work practice. Work practice is carried out in compliance with the programme.

28. Pedagogical work practice is organised online in general education institutions (in certain cases for the 1st year of the given faculty as well). The lecturer-methodist of the specialty subject, pedagogue, psychologist from YSU and the teacher conducting the given subject, principal of the school or deputy principal from school participate in the conduction of work practice. Pedagogical work practice is conducted online through the platform being elaborated by the general education institution at the given moment.

29. The process of professional and pedagogical online work practice is registered in student's online electronic calendar (schedule) where the completed activities are presented according to dates, duration, place of work practice are mentioned and overview-characteristics is attached.

VI. FINAL PROVISIONS

30. Modifications and amendments to the present regulation are made by the YSU Academic Council by YSU Charter and procedure defined by internal legal acts.

31. The present regulation is published in YSU official website.