



Western Caspian University

Module Handbook

Bachelor's Student Industrial Internship

Credits: 21 ECTS

Duration: 16th February- 25th May

Table of Contents

Rules for Field Practice of Students in Higher and Secondary Specialized Educational Institutions	3
1. General Provisions	3
2. Objectives and Types of Practice	3
3. Organization of Practice	4
4. Evaluation of Practice	7
5. Material Support	7
APPENDIX 1. Industrial Internship Diary Journal	9
APPENDIX 2. Industrial Internship Registration Logbook	10
APPENDIX 3. Industrial Internship Report	11

Rules for Field Practice of Students in Higher and Secondary Specialized Educational Institutions

1. General Provisions

- 1.1. These Rules have been prepared in accordance with Article 29.0.37-3 of the Law of the Republic of Azerbaijan “On Education” and regulate matters related to field practice (hereinafter – practice) of students in higher and secondary specialized educational institutions.
- 1.2. These Rules apply to all higher and secondary specialized educational institutions operating within the territory of the Republic of Azerbaijan, regardless of their subordination, type of ownership, or organizational-legal form (excluding branches of foreign higher education institutions).
- 1.3. Practice is an integral part of the relevant educational programs (higher or secondary specialized).
- 1.4. The objective, scope, and assessment of each practice, as well as its type, timing, and duration, are determined by the curriculum of the respective specialty.

2. Objectives and Types of Practice

2.1. The objectives of practice are as follows:

- 2.1.1. To reinforce and deepen the theoretical knowledge acquired by the student at the higher or secondary specialized educational institution and to complement it with practical skills;
- 2.1.2. To develop the student’s professional and academic competencies;
- 2.1.3. To foster the student’s entrepreneurial mindset, organizational skills, cooperation, and behavioral competencies;
- 2.1.4. To prepare the student for independent and effective professional activity and academic environment, and to support their future career development;
- 2.1.5. To familiarize the student, depending on the profile and characteristics of their specialty, with new technologies, modern production sectors, advanced professional practices, work methods, scientific research, and other relevant areas;
- 2.1.6. To enhance the student’s competencies related to innovative learning and information and communication technologies.

2.2. The types of practice are as follows:

- 2.2.1. Teaching practice;
- 2.2.2. Industrial (or production) practice;**
- 2.2.3. Pre-diploma practice;
- 2.2.4. Scientific-research practice;
- 2.2.5. Scientific-pedagogical practice.

3. Organization of Practice

- 3.1. Practice, as part of personnel training, is organized at a practice base (enterprises and organizations, including scientific institutions and organizations, educational institutions, and other institutions with appropriate conditions for conducting practice).
- 3.2. In order to organize the practice, higher and secondary specialized educational institutions determine the practice base in accordance with the field of study of the student.
- 3.3. The objectives, content, and structure of the practice, the infrastructure of the practice base, formats of implementation, duration and timing, methods and criteria for assessment, and learning outcomes of the practice are defined by practice programs approved by the higher or secondary specialized educational institution. If multiple types of practice are provided for in the curriculum of the specialty, a separate practice program is prepared for each type.
- 3.4. The following requirements must be taken into account when organizing the practice:
 - 3.4.1. Ensuring the relevance of the practice base to the student's specialty;
 - 3.4.2. Creating a safe and non-hazardous environment for health and life during the practice;
 - 3.4.3. Establishing a continuous link between teaching-learning and practical training;
 - 3.4.4. Ensuring student participation in creative and research activities;
 - 3.4.5. Enhancing the student's skills in applying modern information technologies;
 - 3.4.6. Introducing students to modern technologies, working methods, and other innovations;
 - 3.4.7. Appointment of professional supervisors for the practice;
 - 3.4.8. Ensuring that the infrastructure of the practice base is accessible for students with disabilities;
 - 3.4.9. Considering employment opportunities for students at the practice base.
- 3.5. If the practice is conducted outside the higher or secondary specialized educational institution, a contract must be signed between the educational institution and the practice base. The contract must specify the number of students, practice dates and hours, rights and responsibilities of the parties, requirements of the practice program, allocated hours and payments for supervisors, student work schedule, etc.
- 3.6. Teaching practice is aimed at equipping students with initial practical skills through examples, prototypes, models, tests, etc. It is conducted at the practice base of the educational institution (laboratories, test and flight ranges, simulators, research laboratories, training workshops, etc.) at the undergraduate level of higher education and in secondary specialized education, and may also be conducted outside the institution depending on the specialty.
- 3.7. Industrial (production) practice is organized outside the educational institution to reinforce and deepen the theoretical knowledge acquired by students at higher and secondary specialized educational institutions and to complement it with practical skills. Industrial practice may be conducted in locations outside the city (district) where the institution is located or even abroad.
- 3.8. Pre-diploma practice, as the final stage of training in relevant specialties, is conducted prior to the defense of the final thesis at the undergraduate level of higher education and in secondary specialized education. It involves the collection of necessary data, testing, performances, etc., for the preparation of the thesis. Only students who have successfully completed all theoretical courses and other practices (teaching and/or industrial) are allowed

to take part in the pre-diploma practice. It is organized outside the educational institution at a designated practice base.

- 3.9. Scientific-research practice is organized prior to the defense of a master's thesis at the graduate (master's) level of higher education for the purpose of collecting and utilizing the results of scientific research. Only students who have successfully completed all theoretical courses and the scientific-pedagogical practice are allowed to participate. Scientific-research practice may be conducted both at the student's educational institution and at external practice bases.
- 3.10. Scientific-pedagogical practice is organized at the master's level of higher education to develop students' pedagogical competencies. It is conducted within the student's educational institution.
- 3.11. Industrial practice at the bachelor's level of higher education and in secondary specialized education, as well as scientific-pedagogical practice at the master's level of higher education, is mandatory.
- 3.12. If a student engages in professional work in their field of study during their education, this activity may be recognized as equivalent to practice by the practice commission, based on the recommendation of the department (or subject committee) of the educational institution.
- 3.13. During the practice period, the student must complete a minimum of 22.5 hours per week under a five-day work schedule.
- 3.14. The format of the student's practice report is determined by the educational institution. The report must comply with the requirements of the practice program and include a brief summary of the practice, analyses conducted by the student, and the conclusions drawn.
- 3.15. Students may be divided into subgroups during practice (up to 10–12 people). Depending on the specifics of the specialty (music, arts, medicine, sports, etc.), the number of students in a group may be limited to 5–6.
- 3.16. The student's higher or secondary specialized educational institution, the practice base, and the student are considered participants in the practice process.
- 3.17. The responsibilities of higher and secondary specialized educational institutions:
 - 3.17.1. Establish Practice Commissions for each specialty, considering the specific characteristics of the training programs and the requirements of these Rules, and approve their composition;
 - 3.17.2. Prepare and approve the relevant practice program, practice logbook, report format, and evaluation form;
 - 3.17.3. Annually sign contracts with practice bases and coordinate the practice program and schedule with them;
 - 3.17.4. Appoint a practice supervisor from among experienced academic staff with relevant specialty backgrounds, considering the profile of the practice base;
 - 3.17.5. Provide the practice base and students with the necessary practice programs;
 - 3.17.6. Supervise the organization and implementation of the practice in accordance with the program;
 - 3.17.7. Fulfill other obligations as outlined in the contract signed with the practice base.
- 3.18. The responsibilities of practice bases:

- 3.18.1. Organize and conduct student practice;
- 3.18.2. Appoint a practice supervisor from among experienced staff;
- 3.18.3. Assign students to appropriate practice positions based on the practice program;
- 3.18.4. Ensure that students can access and utilize the infrastructure of the practice base;
- 3.18.5. Provide students with necessary instructions regarding occupational safety, security, and the internal regulations of the practice base;
- 3.18.6. Bear responsibility for any accidents that may occur during the practice period due to the fault of the industrial organization;
- 3.18.7. Fulfill other duties as stipulated in the contract with the educational institution.

3.19. The student shall:

- 3.19.1. Acquire knowledge, skills, and competencies in accordance with the practice program;
- 3.19.2. Use the infrastructure of the practice base efficiently;
- 3.19.3. Carry out the activities specified in the practice program according to the approved schedule;
- 3.19.4. Complete the tasks assigned under the practice program on time and with quality;
- 3.19.5. Comply with the internal rules and regulations of the practice base;
- 3.19.6. Avoid unexcused absences or evasion from practice.

3.20. To ensure proper supervision of the practice, practice supervisors are appointed by both the higher or secondary specialized educational institution and the practice base.

3.21. The responsibilities of the practice supervisor appointed by the higher or secondary specialized educational institution are as follows:

- 3.21.1. Jointly prepare the practice logbook with the supervisor appointed by the practice base;
- 3.21.2. Be responsible for ensuring students comply with occupational safety and health regulations;
- 3.21.3. Participate in assigning individual tasks and practice topics to students and in their placement at the practice base;
- 3.21.4. Provide methodological assistance to students in completing individual tasks, and if necessary, assist in collecting materials required for preparing their graduation thesis or master's dissertation;
- 3.21.5. Offer guidance to students in drafting the final practice report in accordance with the practice program;
- 3.21.6. Participate in the evaluation of the student's performance during the practice.

3.22. The responsibilities of the practice supervisor appointed by the practice base are as follows:

- 3.22.1. Jointly prepare the practice logbook with the supervisor appointed by the educational institution;
- 3.22.2. Assign students to appropriate structural divisions within the practice base;
- 3.22.3. Share responsibility with the educational institution's supervisor for ensuring students comply with safety and technical regulations;
- 3.22.4. Sign the student's practice report;
- 3.22.5. Prepare, formalize, and submit an evaluation of the student's performance during the practice to the educational institution;
- 3.22.6. Participate in the assessment of the student's performance during the practice.

4. Evaluation of Practice

- 4.1. The results of the practice are evaluated by the Practice Commission, which is established by the educational institution and includes supervisors appointed by both the educational institution and the practice base. The evaluation is carried out based on assessment criteria determined by the higher or secondary specialized educational institution.
- 4.2. Evaluation is conducted separately for each type of practice. The methods and criteria for evaluation are defined by the higher or secondary specialized educational institution.
- 4.3. A student who fails to participate in more than 25% of the total hours allocated for the practice is not subject to evaluation. This threshold may be reduced by the higher education institution.
- 4.4. Students who, for any reason, do not participate in the practice or receive an unsatisfactory grade must retake the practice.
- 4.5. The timing for retaking the practice for students who did not participate or received a failing grade is determined by the higher or secondary specialized educational institution. A student who missed the practice for a valid reason is allowed to retake it without payment at a time set by the institution. If the student does not take advantage of this opportunity, they are considered to have missed the examination without a valid excuse. A student who missed the practice without a valid reason or received a failing grade must retake the practice on a paid basis. The amount of payment is determined in accordance with the “Rules for the Organization of Education with the Credit System at the Bachelor's and Master's Levels of Higher Education Institutions, Basic (Undergraduate) Medical Education, and Master's Level of the Azerbaijan National Academy of Sciences,” approved by Decision No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 24, 2013, for bachelor's and master's students, and the “Rules for the Organization of Education with the Credit System in Secondary Specialized Educational Institutions,” approved by Decision No. 354 dated December 26, 2013, for students of secondary specialized education.
- 4.6. The evaluation of a student whose professional work is recognized as practice in accordance with clause 3.12 of these Rules is carried out by the Practice Commission in accordance with procedures established by the higher or secondary specialized educational institution.

5. Material Support

- 5.1. Students receiving a scholarship continue to receive it during the internship period.
- 5.2. Internships are financed through both budgetary and extra-budgetary funds of higher and secondary specialized educational institutions. The amount of funds allocated for internship financing is determined in accordance with the number of credits allocated for the internship in the curriculum of the respective specialty.
- 5.3. At least 30% of the funds allocated for internships are paid to the internship base, and 20% are paid to students to cover internship-related expenses. The remaining 50% is used by the higher or secondary specialized educational institution to cover other organizational costs related to the internship (e.g., payment of the supervisor appointed by the educational institution, etc.).

- 5.4. No less than 50% of the funds allocated to the internship base must be used to pay the salary of the internship supervisor appointed by the internship base.
- 5.5. Supervision of internships at the educational institution is included in the teaching workload of the supervisor in accordance with the “Rules for the Organization of Scientific-Research and Scientific-Methodological Work at Higher Education Institutions and the Norms of Teaching Time for Academic Staff,” approved by the Ministry of Science and Education of the Republic of Azerbaijan. In such cases, remuneration is paid based on the assigned teaching load.
- 5.6. If a fixed-term employment contract is signed between the student and the employer during the internship, the employer must pay a salary not less than the minimum monthly wage and make all other payments arising from employment relations as stipulated by legislation.
- 5.7. If the internship is conducted outside the city (district) where the educational institution is located or in a foreign country, the travel expenses of the internship supervisors and the transportation and accommodation expenses of the students must be covered by the educational institution.

APPENDIX 1. Industrial Internship Diary Journal

Western Caspian University



Industrial Internship Diary JOURNAL

20_ Academic year

APPENDIX 2. Industrial Internship Registration Logbook

Western Caspian University



Industrial Internship Registration Logbook

BAKU--

APPENDIX 3. Industrial Internship Report

WESTERN CASPIAN UNIVERSITY
MINISTRY OF SCIENCE AND EDUCATION OF REPUBLIC OF AZERBAIJAN



Student of group No _____
(name of student)

Faculty of _____

INDUSTRIAL INTERNSHIP REPORT

(__ course)

Internship period: From February __, 2025 to May __, 2025

Place of seal

Student: _____
(name of student) (signature)

Internship supervisor
from the institution _____
(name and position) (signature)

Internship supervisor
from the university _____
(name and position) (signature)

Grade obtained for the internship _____
(in figures and in words)

“ ___ ” _____ 20---

BAKU--