**FOR ADDITIONAL NOTES**

ДЛЯ ЗАМЕТОК И ДОПОЛНИТЕЛЬНЫХ ЗАПИСЕЙ

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**International University of Information Technologies**

**Международный университет информационных технологий**

**Pre-diploma practice DIARY**

**ДНЕВНИК по преддипломной практике**

**Student**

**студент** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(first name, patronymic) (фамилия, имя, отчество)*

**Major** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**специальность**

Supplement to the practice report

Служит путевкой на практику, обязательно прилагается к отчету

**INSTRUCTION   
for students in pre-diploma practice**

1. Pre-diploma practice as an important part of the curriculum serves to consolidate and deepen the theoretical knowledge, practical work skills in the area of students' specialization. Pre-diploma practice is compulsory alongside with the theoretical disciplines of the curriculum, except the cases specified in the Rules of the host organization.

2. Allowed to do the pre-diploma practice are students meeting the discipline prerequisite requirements.

3. Prior to start of practice a student must obtain an individual task or a group project from the practice supervisor.

4. Registration Office issues the practice program, syllabus, diary and the practice instructions.

5. To better prepare for practice, a student should get acquainted with the practice program and syllabus, the practice content, study the recommended reference books and consult the practice supervisor on practice organization and methodology.

6. Pre-diploma practice diary is filled personally by the student and verified by the signature of practice supervisor of the host enterprise (for the students practicing with enterprises). Before leaving the practice site a student must get there a reference and practice certificate.

7. Practice report is made by the student-practitioner in accordance with the practice syllabus and practice supervisor instructions.

8. At the end of practice the student must submit to the department:

• Diary

• Pre-diploma practice report

9. Pre-diploma practice report is defended by the student at the department.

10. Pre-diploma practice evaluation of the student is taken into account in consideration of state grant awards alongside with the theoretical examination results. Practice evaluation includes the results of the following examination session.

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STAMP **Enterprise Internship Supervisor**

МП  Руководитель практики от предприятия

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**V. STUDENT WORK CHARACTERISTICS** (withreference to the theoretical basis, performance, discipline and shortcomings, if any)

ХАРАКТЕРИСТИКА РАБОТЫ СТУДЕНТА

(с указанием его теоретической подготовки, качества выполненных работ, трудовой дисциплины и недостатков, если они имели место)

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**ИНСТРУКЦИЯ**

**для студентов, проходящих**

**преддипломная практику**

1. Преддипломная практика студентов является важнейшей частью учебного процесса, служит целям закрепления и углубления теоретических знаний, приобретения практических навыков работы по изучаемой специальности. Прохождение преддипломнойпрактики является обязательным, наравне с прохождением теоретических дисциплин учебного плана, за исключением случаев указанных в Правилах организации прохождения практики.
2. К прохождению преддипломной практики допускаются студенты, полностью выполнившие дисциплины пререквизиты.
3. Перед началом или выездом на практику студент обязан получить у руководителя по практике от кафедры индивидуальное задание или групповой проект.
4. Офис регистратора выдает программу, силлабус практики, дневник преддипломнойпрактики с заполненным направлением на практику.
5. В целях лучшей подготовки к практике студент должен ознакомиться с программой и силлабусом практики, содержанием предстоящих работ, собрать и изучить рекомендуемую справочную литературу, получить необходимую консультацию по организации и методике работ от руководителя практики от кафедры.
6. Дневник преддипломнойпрактики заполняется лично студентом, заверяется подписью руководителя практики от предприятия (для студентов которой проходят практику на предприятии). Перед выездом с практики студент обязан получить характеристику с предприятия и отметить справку о прохождении практики.
7. Отчет по практике составляется студентом-практикантом в соответствии с указанием силлабуса практики и дополнительными указаниями руководителя практики на производстве.
8. По окончании практики студент должен сдать на кафедру:

* Дневник
* Отчет по преддипломной практике

1. Отчет по преддипломнойпрактикезащищается студентом на кафедре.

Оценка результатов прохождения практики студента учитывается при рассмотрении вопроса о назначении государственной стипендии наравне с экзаменационными оценками по теоретическим курсам. Отметка по практике входит в итоги последующей экзаменационной сессии.

**I. PREDIDLOMA PRACTICE ASSIGNMENT SHEET**

НАПРАВЛЕНИЕ на преддипломную практику

Student

Обучающийся \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(given name, surname) (фамилия, имя, отчество)*

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*(major) (ОП)*

Sent for pre-diploma practice with

Направляется для прохождения преддипломной практики \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the enterprise (organization)) (наименование предприятия (организации))*

Start date for pre-diploma practice

Срок начала преддипломной практики \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_г.

Сompletion date of pre-diploma practice

Срок завершения преддипломной практики\_\_\_\_\_\_\_\_\_\_20\_\_\_г.

STAMP Dean of the Faculty

of business, media and management \_\_\_\_\_\_\_\_\_\_Mukhamediyeva A.G.

МП Декан факультета

Бизнес, медиа и управление \_\_\_\_\_\_\_\_\_\_Мухамедиева А.Г.

**IV. LIST OF MATERIALS GATHERED BY STUDENT DURING THE PRE-DIPLOMA PRACTICE**

СПИСОК МАТЕРИАЛОВ СОБРАННЫХ СТУДЕНТОМ В ПЕРИОД ПРОХОЖДЕНИЯ ПРАКТИКИ

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**II. PRE-DIPLOMA PRACTICE CERTIFICATE**

СПРАВКА О ПРОХОЖДЕНИИ ПРАКТИКИ

Student

Студент \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrived at the practice site

Прибыл на место практики \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_\_\_г.

Appointed as:

Назначен \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(job, title) (рабочее место, должность)*

Started to work on

И приступил к работе \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_\_\_г.

End of practice:

Откомандирован в МУИТ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_\_\_г.

Signature and stamp

Подпись и печать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. PRE-DIPLOMA PRACTICE WORK RECORD**

ЗАПИСИ О РАБОТАХ, ВЫПОЛНЕННЫХ НА ПРАКТИКЕ

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month, date** Месяц, число | | **Activities**  Краткое содержание выполненных работ | **Supervisor signature** Подпись руководителя | |
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