NATIONAL TECHNICAL UNIVERSITY "KHARKIV POLYTECHNIC INSTITUTE"

Form № H-7.03

PRACTICE DIARY

	(type and name of practice)	
	1	
Student		
	(full name of the student)	
Institute		
Department		
Degree of higher e	education	
Specialty		
	(name)	
course	group	

Student		
	(full name	of the student)
	Arrived at	the enterprise
«»	20	(signature certified by seal)
	(position, name of	the responsible person)
	Left the	enterprise
«»	20	(signature certified by seal)
	(position, name of	the responsible person)

University address: 61002, Ukraine, Kharkiv, Kyrpychova str., 2 +38 (057) 707-63-13

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The conclusion of the	practice manager from	the University a	about the practice

The conclusion of the practice manage	i ii oiii the oiiiveisi	ly about the prac
Exam date	«»	20
Grade		
according to the national scale:	, ,,	2.1 1)
	(write w	vith words)
scores:	(write with numb	ers and words)
according to the scale ECTS:	(Witte With Hame	vers und words)
according to the scale LC 15.		
Practice manager from the University		
,		
(signature)		(name)

Rules for keeping a diary

- 1. Everything done by the student in the implementation of the program and individual tasks of industrial practice is recorded in the diary every week.
- 2. Entries in the diary are made neatly and briefly with ink or a ballpoint pen. If there is not enough space in the diary for all the entries, then additional sheets are added to the diary.
- 3. At least once a week, the student must present the diary for review by the supervisors of practice from the university and the company, who must make their comments, give additional tasks and sign the diary.
- 4. The diary is the student's main document during practice. Practice is not counted without a diary.
- 5. The diary serves as the basis for drawing up a practice report. The report contains materials from all sections of the internship program: technical and production issues, issues of economy and production planning, labor and environmental protection are highlighted, the performance of individual internship tasks, and the student's production activities are reflected. Necessary sketches, photographs, drawings, diagrams and graphs are attached to the report. Work on the report should be carried out regularly (systematically) throughout the entire period of practice.

The student submits the finished report for review to the supervisor of the practice from the enterprise 2-3 days before the end of the practice.

- 6. At the end of the internship, the diary and report must be reviewed by the supervisor of the internship from the university and the company, with feedback on the student's work written in the diary.
- 7. The student must submit the diary and the report in the final form to the supervisor of the internship from the university before the assessment.
- 8. When solving issues of organization and conducting production practice, the following recommendations should be followed.

Basic provisions on the organization and completion of practice*

- 1. Industrial practice of students is carried out with the aim of consolidating theoretical knowledge obtained in the process of studying at the university, gaining experience of independent work and industrial skills in the scope of the future specialty.
- 2. When leaving for practice, the student must receive a practice program and an individual task, a referral to the practice base and a practice diary, a certificate from the polyclinic and the 1st department (if necessary).
- 3. Upon arrival at the practice base, the student must present the diary and program to the head of the enterprise, familiarize him with the content of individual tasks, undergo a briefing on safety and fire-fighting equipment, familiarize himself with the workplace, the rules for operating the equipment, and clarify the schedule of the practice.
- 4. During the internship, the student is obliged to strictly follow the rules of the company's internal procedures: for all cases of absence from the internship site, he must obtain the manager's permission from the company, timely fulfill all administrative and scientific and technical instructions of the internship manager, ensure high quality of work, participate in rationalization and research works of the enterprise, to be an example in work and behavior.
- 5. Credit for the practice is compiled at the enterprise by defending the report before a specially organized commission with the participation of the supervisor of the practice from the university. Credit for practice is differentiated. The practical assessment is taken into account when awarding a scholarship.
- 6. A student who did not complete the internship program, received a negative feedback on the work or an unsatisfactory grade during the defense of the report, is expelled from the university. A student-intern who violated the rules of the internal procedure is subject to fines by the management of the enterprise, which is reported to the rector of the university. When a student is dismissed from the place of practice for a gross violation of the rules of the internal procedure, the rector decides on the possibility of this student's further stay at the university.

(name of the ente	erprise, organization, institution)
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ractice manager from an enterpris	se, organization, institution
(signature)	(name)
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	«»20
Feedback from persons v	who checked the completion of practice
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(signature)	(position, name)

^{*} Excerpt from the order of the Ministry of Education of Ukraine dated April 8, 1993. No. 93 "On the approval of the Regulation on the practice of students of higher educational institutions of Ukraine"

-8- Working notes during practice

 	
 	
 	

-5 — The calendar schedule of practice

Titles of works	Place of performance of works	Due date, week number	Performance notes
1	2	3	4

1	2	3	4	
Practice managers:		I		J
from the University				
•	(signature)	(na	me)	
from the enterprise,				
organization, institution				

(name)

(signature)

	Working notes during practice
	
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