

**APPROVED**

**By the decision of the Board of Directors  
of the NJSC «L.N. Gumilyov Eurasian  
National University»  
(Minutes No. 8 dated August 25, 2021)**



**REGULATIONS**

**On Payment for Services for the Organization and Conduct of Professional  
Practice of Students of the NJSC «L.N. Gumilyov Eurasian National University»  
in educational institutions**

**Nur-Sultan, 2021**

## 1. Application Area

1.1 These Regulations on payment for services for the organization and conduct of professional practice of students of the NJSC “The L.N. Gumilyov Eurasian National University” in educational institutions (hereinafter – the Regulations) are developed in accordance with paragraph 37 of Appendix No. 5 of the Standard Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018 and with the Charter of the NJSC “The L.N. Gumilyov Eurasian National University” in order to establish and determine the order, terms of payment to organizations of education for conducting professional practice for students of the L.N. Gumilyov ENU (hereinafter – the University).

1.2 The Regulations give effect to the following forms:

- 1) Contract for the performance of work (Appendix 1);
- 2) Act of works performed (Appendix 2);
- 3) Technical specification of purchased services (Appendix 3).

## 2. Terms and Definitions

**1) Professional Practice** – Mandatory component of the professional training programs of higher education.

**2) Educational practice** is an integral part of the higher education program, one of the forms of the educational process in the first or second year of the university, which trains students for a deeper study of academic courses and instilling in them primary skills in their chosen specialty.

**3) Psychological and pedagogical practice** is a form of practical training aimed at instilling in students a stable interest and a positive attitude towards the teaching profession, practical acquaintance with the procedure for studying the psychological and pedagogical characteristics of the group, the formation of the ability to conduct psychological and pedagogical analysis of the lesson (educational event).

**4) Pedagogical practice** (from Greek prakticos “creative”, “active”) is a form of vocational training in higher and secondary pedagogical educational institutions, which has the leading role in the practical training of future teachers.

**5) Industrial (pedagogical) practice** is a practical part of the educational process of training qualified workers and specialists, which, as a rule, takes place at various organizations of education in real conditions.

**6) Pre-diploma practice** is the main part of the teaching process of any higher educational institution. It can be conducted at an enterprise, in an organization of any

form of ownership, and in the educational institution proper. This is a mandatory stage for every student and a guarantee of admission to the defense of the final thesis.

### **3. General Provisions**

3.1 Professional practice as a kind of educational activity aims to consolidate the theoretical knowledge acquired by students in the learning process at the university, for the acquisition of practical skills and mastering of professional excellence and organizational work of the future specialty.

3.2 The total volume of all types of professional practices must be at least twenty (20) ECTS.

3.3 The load of 1 (one) ECTS practice is 30 (thirty) academic hours and the duration of the practice for 1 (one) ECTS in weeks equals to 1 (one) week for all types of practice.

3.4 The main and compulsory types of professional practice of students at the University are: educational, educational-introductory, psychological-pedagogical, pedagogical, industrial, pre-diploma.

3.5 Educational / educational-introductory practice is aimed at promoting the formation of the competence of students in the field of solving professional problems.

3.6 Psychological and pedagogical practice is aimed at consolidating the theoretical knowledge gained by students in the study of university courses, acquiring practical skills and abilities to independently solve urgent professional problems in the field of psychological and pedagogical support of the educational process.

3.7 Pedagogical practice of students in the University is an integral part of training teachers to basic professional activity, who are able to form a personality that meets the modern requirements of the society.

3.8 Bases of pedagogical practice are schools, lyceums, gymnasiums, boarding schools, orphanages, kindergartens, colleges, further education centers, etc.

3.9 Industrial (pedagogical) practice is an important component of the learning process, allowing students to navigate in the labor market and find themselves in a future profession, as well as to demonstrate their skills to a future employer, to consolidate knowledge on practice and adapt to the real production conditions.

3.10 Industrial (pedagogical) practice takes place at organizations of education that correspond to the relevant education programs (hereinafter – EP) of the University.

3.11 Pre-diploma practice is a part of the educational process and an effective form of training a future specialist for work. The aim is to train students for the completion of the thesis / project by studying and selecting the necessary materials and documentation on the topic of the diploma project.

3.12 In the educational institutions the direct management of professional practice of students is carried out by a qualified specialist, appointed by the order of the head of organization.

#### **4. Content of Professional Practice**

4.1 The content of all stages of professional practice is determined by programs that are an integral part of the main education programs for training bachelors, developed by teachers of the departments, providing psychological, pedagogical and methodological training of students, approved by the Vice-Rector for Academic Affairs / Dean of the Faculty.

4.2 The main content of the practice of professional and pedagogical activity, which includes: the study of the main areas, content, forms and methods of work of individual teachers and teaching staff of the educational organizations, additional institutions (preschool) education; organization of individual and collective educational, cognitive, labor, artistic, sports and other socially useful activities of children; mastering the skills of preparing and conducting lessons, extracurricular activities, basics of organizing club work; mastering skills to plan and conduct educational work in the classroom, in a temporary children group/team; study of age and individual psychological characteristics of schoolchildren; organization of communication and life activities of the individual, small groups, permanent and temporary groups of students.

4.3 The main content of the practice is realized in the student's activities as: assistant to the class teacher; subject teacher; educator, organizer of extracurricular and additional educational work; the head of the club; teacher-researcher.

4.4 Based on the goals, objectives and content of vocational education, the system of student teaching practice is organized in accordance with the curricula approved at the University, academic calendar and is carried out in several stages.

4.5 Professional practice of students enrolled in education programs for the preparation of bachelors includes the following stages:

1) educational and educational-introductory practice for the organization of educational and academic work with students in educational institutions (2<sup>nd</sup> semester);

2) psychological and pedagogical practice for the organization of extracurricular work on subjects in schools and institutions of additional (preschool) education (4<sup>th</sup> semester);

3) pedagogical practice in educational institutions (6<sup>th</sup> semester);

4) pedagogical practice in organizing the activities of a temporary children's team in a children's health camp, in a labor and rest camp, on a playground (at the end of the 3<sup>rd</sup> year);

5) industrial teaching practice in educational institutions (7<sup>th</sup>-8<sup>th</sup> semesters); pre-diploma practice (8<sup>th</sup> semester).

#### **5. Organization and Management of Practice**

5.1 The general management of the students' practice is carried out by the Career and Business Partnerships Office in cooperation with the graduating departments of the University. The responsibilities of the Career and Business Partnerships Office include: ensuring compliance with regulatory requirements related to the organization and implementation of student practices; coordination of the activities of educational organizations and graduating departments on the organization of practice, monitoring the progress of practice at all stages (from the distribution of students to conducting final conferences); verification of documents related to the payment for the practice instruction.

5.2 Organizational and methodological guidance of practice at the departments is provided by heads of practice from among the teachers of the departments according to their academic load. The head of the practice performs the following duties: establishes communication with the bases of practice, distributes students to educational institutions, draws up a technical specification for each type of practice according to years of study in accordance application to the Regulations, ensures the timely execution of documents for payment of heads of practice; ensures the planning, organization and accounting of the results of practice, supervises work of students in educational institutions, attends lessons and extracurricular activities, ensures implementation of the practice program, takes measures to eliminate shortcomings in the organization of practice; conducts individual consultations for students, gives recommendations on the preparation of reporting documentation, controls its timely delivery; makes suggestions for improving the practice, draws up reports, submits payment documents to the Career and Business Partnership Office.

5.3 Instruction at the places of practice is entrusted to representatives of the administration of educational organizations (principal or deputy principal), class teachers, subject teachers or teachers of additional (preschool) education according to the appointment order of the Head of the educational organization on the practice leaders. In this concern, educational organizations issue an order on the appointment of supervisors. Payment documents for practice leadership (agreement, acts of work performed) are drawn up by representatives of educational organizations.

5.4 In the documents on payment for practice (contract, acts of work performed) of representatives of educational organizations, the amount to be paid is checked by the Department for Finance of the University and the Career and Business Partnership Office.

5.5 The Legal Office of the University checks the correctness of the documents for payment for practice (agreement, acts of works performed).

## **6. Payment for Services for the Conduct of Professional Practice**

6.1 Payment to educational organizations for conducting professional practice is carried out on the basis of the concluded contract in accordance with the procedure established by law in accordance and an act of works performed.

6.2 The Agreement is concluded through:

1) a web portal for public procurement with filling out the technical specification by choosing a supplier in the ways provided for by the legislation on public procurement;

2) signing an agreement with an individual for the provision of services, with the subsequent provision of an act of works performed.

The contract defines the duties and responsibilities of the educational institution, enterprise (institution, organization), which is the basis of professional practice of students.

6.3 The Career and Business Partnership Office, in agreement with the graduate department and relevant structural divisions of the University, prepares and draws up an agreement with educational organizations.

6.4 The costs of professional practice are provided by the University and the organizations that are the bases of professional practice.

6.5 The costs of professional practice of students studying on the basis of a state order are provided by the University from the allocated funds for an educational grant, and for students studying on a paid basis from funds received for tuition fees.

6.6 Expenses for professional practice are included in the Development Plan of the University on the basis of applications submitted by September 10 annually by the Career and Business Partnerships Office.

6.7 It is recommended to apply the following formula to calculate the payment for having professional practice in educational institutions\*:

$$C=K*S*0.3*1$$

Where,

C – the amount of payment for the professional practice in educational institutions, in KZT;

K – the number of ECTS;

S – cost of one ECTS, in KZT;

N – the total number of students sent to this educational organization for practice, in people.

\*This formula is the same for all students, regardless of the source of funding.

6.8 Determination of the cost of 1 (one) ECTS of academic practice for students,

$$S_{\text{кп. пр.}}=S_{\text{гп.}}*4/LI_{\text{EP}},$$

Where,

$S_{\text{practice ECTS}}$  – the cost of 1 (one) academic ECTS of practice;

$LI_{EP}$  = Labor intensity of educational programs (240 ECTS for the entire period of study);

$S_{grant}$  = the cost of the grant for one year of study (for undergraduate students with a study period of 4 years);

$S_{practice\ ECTS}$  = grant cost \* 4/240 ECTS = cost of one ECTS.

Payment for instructors from educational organizations is carried out for all types of practices from 1<sup>st</sup> to 4<sup>th</sup> years of study.

Types, terms, amount in ECTS and hours, norms for calculating the remuneration of heads of educational organizations are determined in accordance with Table 1.

Table 1

**Norms for calculating the labor load of employees of educational organizations for the management of professional practice of students**

Year of study	Practice type	Semester	Amount of ECTS	Labor intensity in hours	Total hours per semester	Duration of practice in weeks	Permissible number of students in a group assigned to 1 head of practice in schools
1	Educational (introductory)	2	3	30	90	3	no more than 10
2	Psychological and pedagogical	3	3	30	90	3	no more than 10
3	Pedagogical	6	4	30	120	4	no more than 5
4	Pedagogical / Industrial	8	8	30	240	8	no more than 5
5	Pre-diploma	8	4	30	120	8	no more than 5
	<b>Total</b>		<b>22</b>		<b>660</b>	<b>22</b>	

6.9 When calculating the remuneration of methodologists of educational organizations for conducting professional practice of students, the ratio of contact work with students and their independent work is taken into account. For the correct calculation of the work of the head of the organization, the labor participation rate (KTU) can be used according to Table 2.

Table 2

**An Example of Calculating Payment for All Types of Practices Within a State Educational Grant**



No.	Name of the type of professional practice	Employee of educational organizations	Labor participation rate (LPR), %	ECTS	Labor intensity in hours	Number of weeks
1.	Educational / Educational-introductory (1 <sup>st</sup> year of studies)	Principal / deputy principal / head of a preschool institution	0.2	1	30	1
		Class teacher / Methodologist of a preschool institution	0,4	1	30	1
		Subject teacher / Social educator / Educator	0,4	1	30	1
2.	Psychological-pedagogical / Pedagogical / Industrial (2 <sup>nd</sup> -3 <sup>rd</sup> years of studies)	Principal / Deputy principal / Head of the boarding school	0.1	1	30	1
		Class teacher / Methodologist of a preschool institution	0.3	1	30	1
		Subject teacher / Social educator / Educator	0.6	1	30	1
3.	Pedagogical, Pre-Diploma (4 <sup>th</sup> year of studies)	Principal / Deputy principal / Head of a preschool institution	0.1	1	30	1
		Class teacher / Methodologist of a preschool institution	0.1	1	30	1
		Subject teacher / Social educator / Educator	0.8	1	30	1

6.10 Types of works performed by students on practice bases are shown in Table 3:

*Table 3*

### **Types of works performed by students in practice bases**

No.	Practice type	Type of works
1	Educational, educational and introductory (1st year of studies)	<ul style="list-style-type: none"> <li>– to get acquainted with the educational organization, where the practice takes place: (general acquaintance with the organizational and legal form, structure, the management system of organizations, teams of teachers);</li> <li>– to be able to adapt to the conditions of future professional activity in educational institutions;</li> <li>– to get acquainted with the main directions of work of the school / preschool institution in modern socio-cultural conditions;</li> <li>– to get acquainted with the State Standard, standard curricula of a subject in a specialty;</li> <li>– to get acquainted with the management system in the integral pedagogical process of the school / preschool institution (activities</li> </ul>



		<p>of the principal, deputy principal, head of the preschool institution, subject teacher, class teacher, educator, methodologists, etc.);</p> <ul style="list-style-type: none"> <li>– familiarize oneself with school / preschool documentation, paper and electronic (work plan of the school / preschool institution, plans of the class teacher / methodologist / educator, maintaining electronic school documentation, etc.);</li> <li>– to observe the activities of a subject teacher / educator, class teacher based on the use of various methods of pedagogical research (pedagogical observation, questionnaires, surveys, study of school documents, etc.);</li> <li>– to get acquainted with the student population of the class / age groups, children's organizations at school, clubs and elective courses (if any);</li> <li>– to study the sanitary and hygienic conditions of educational organizations;</li> <li>– to study the peculiarities of age development, the daily routine, the diet of schoolchildren / children, the lesson schedule;</li> <li>– to work with the material and technical equipment of the school and office in the subject of their specialty;</li> <li>– to draw up a social passport of the school / class / age group.</li> </ul>
2	Psychological and pedagogical (2nd year of studies)	<ul style="list-style-type: none"> <li>– to study and comprehend the activities of a subject teacher / educator, class teacher based on the use of various methods using distance educational technologies (observation at attended lessons, class hours, questioning, interviewing, studying school documents, etc.);</li> <li>– to study the state of the pedagogical process of the class / age group (academic performance, attendance, the level of education, the level of formation of the children's team, etc.);</li> <li>– to master a complex of psychological and diagnostic methods for studying the personality of a student / child, class (group) team and main characteristics of the pedagogical process, methods of professional self-knowledge;</li> <li>– to form professional and pedagogical (didactic, educational, research, etc.) competences, knowledge, skills and abilities necessary to perform the functions of an assistant subject teacher / educator and class teacher, as well as communicative, organizational and other socio-ethical and personal competencies;</li> <li>– to carry out group and individual tasks according to the student's research work plan (SRW) in order to prepare a scientific essay, a report on pedagogy and psychology.</li> </ul>
3	Pedagogical (3 <sup>rd</sup> year of studies)	<ul style="list-style-type: none"> <li>– to form the ability to apply the knowledge gained in the field of pedagogy and educational methods in their own professional activities using modern computer technologies;</li> <li>– to study and master modern teaching methods and develop skills of organizational and methodological work;</li> <li>– systematize and deepen theoretical and practical knowledge on the profile of training, to form the skills of their application in solving specific pedagogical and methodological problems;</li> </ul>



		<ul style="list-style-type: none"> <li>– to develop the skills of independent teaching and educational work with schoolchildren;</li> <li>– to get acquainted with the office (room) on the subject and technical equipment;</li> <li>– to master basic principles of drawing up work plans and their reporting (to be able to draw up lesson plans and get admission to their conduct, attending lessons of other trainees with subsequent analysis and assessment);</li> <li>– to apply methodological recommendations for conducting classes (familiarization with the calendar-thematic plan for the subject, assistance in planning and drawing up a lesson outline using various teaching technologies and teaching methods, analysis of lessons);</li> <li>– to be able to draw up criteria for assessing the achievements of schoolchildren / learners in the subject / age group;</li> <li>– to organize and conduct classes under the guidance of the head of pedagogical practice from educational organizations with the presence of the head of pedagogical practice from the university;</li> <li>– to conduct a demonstration (open door) lesson on the subject;</li> <li>– to form skills of logical presentation of educational material, rhetorical art and the basis of professional and pedagogical ethics;</li> <li>– to learn to analyze and generalize advanced pedagogical experience and use it in independent professional activities;</li> <li>– to develop the ability to critically analyze the forms and methods of different types of classes;</li> <li>– to form the ability to establish and maintain constant contact with the parents of learners, to involve them in the educational process.</li> </ul>
4	Pedagogical / industrial (4 <sup>th</sup> year of studies)	<ul style="list-style-type: none"> <li>– to improve general pedagogical skills and abilities acquired in the process of taking previous types of professional practice;</li> <li>– to form professional and pedagogical skills of a subject teacher / educator, class teacher;</li> <li>– to organize and conduct classes, including open door classes, on the basis of practice in the presence of the head of pedagogical practice from the organization of education and the head of pedagogical practice from the university;</li> <li>– to develop additional educational and didactic materials for use in pedagogical activities using modern information technologies;</li> <li>– to form skills of creative, artistic solution of problems arising in the course of pedagogical activity and requiring in-depth professional knowledge;</li> <li>– to attend and conduct classroom activities and extracurricular activities of an educational nature;</li> <li>– to independently plan their own activities to organize the educational and academic process (classroom and extracurricular activities);</li> <li>– to improve skills and abilities to build pedagogically correct relationships with learners, colleagues, methodologists, parents, etc.</li> </ul>
5	Pre-diploma (4 <sup>th</sup> year of studies)	<ul style="list-style-type: none"> <li>– to collect, process and generalize practical material on the topic of the thesis (project);</li> </ul>



		<ul style="list-style-type: none"> <li>– to analyze statistical data and practical / experimental material on graduate studies;</li> <li>– to formulate conclusions, patterns, recommendations and proposals on the topic of the thesis (project);</li> <li>– to issue a thesis (project) in accordance with the established requirements;</li> <li>– to prepare for the management of a holistic pedagogical process;</li> <li>– to apply pedagogical competences (organizational, communicative, constructive, applied, etc.) in the process of pre-diploma practice;</li> <li>– to improve general pedagogical and general psychological knowledge, skills and abilities for the diagnosis and formation of the student’s personality and the state of the integral pedagogical process in the classroom, school.</li> </ul>
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## **7. Final Provisions**

7.1 Approval of the Regulations, as well as amendments and additions to them, are carried out by decision of the Board of Directors.

7.2 If, as a result of changes in the legislation of the Republic of Kazakhstan and (or) the Charter of the University, certain norms of the Regulations come into conflict with them, the current norms of the Regulations become invalid, and until the moment of amendments to the Regulations, officials and employees of the University are guided by the normative legal acts of the Republic of Kazakhstan and (or) the Charter of the University.

Appendix 1  
to the Regulations on payment for services for the organization and conduct of professional practice of students of the NJSC "The L. N. Gumilyov Eurasian National" in educational institutions

**Contract for the performance of works (services) No. \_\_\_\_\_**

Nur-Sultan

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_

The NJSC "The L.N. Gumilyov Eurasian National University", hereinafter referred to as "Employer" represented by the Chairman of the Management Board-Rector Yerlan Battashevich Sydykov, acting according to the Charter and hereinafter referred to as the "Contractor"

\_\_\_\_\_,  
(full name of the employee of educational organizations)  
identity card No. \_\_\_\_\_ issued by \_\_\_\_\_ from \_\_\_\_\_,  
IIN \_\_\_\_\_, hereinafter referred to as the "Parties", have entered into this agreement as follows:

### 1. Subject of the Contract

1.1. The Employer instructs, and the Contractor undertakes the following works:

1.1.1. Instruction of the professional \_\_\_\_\_  
practice

(indicate the type of the practice)  
of student of the L.N. Gumilyov Eurasian National  
University \_\_\_\_\_ in

Nur-Sultan,

(name of the educational organization)

performing duties as: (principal, deputy principal, head of a preschool institution, subject teacher,  
class teacher, social worker, educator)

In the capacity of \_\_\_\_\_ students;  
(the position of the performed duties) (number, in words)

Code, name of specialty / educational program: \_\_\_\_\_  
Year of study \_\_\_\_; ECTS number: \_\_\_\_\_.

In the capacity of \_\_\_\_\_ students;  
(the position of the performed duties) (number, in words)

Code, name of specialty / educational program: \_\_\_\_\_  
Year of study \_\_\_\_; ECTS number: \_\_\_\_\_.

1.2. Period of performed works from « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ to « \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ .

## 2. Payment of Works and Calculation Procedure

2.1. For the work performed in accordance with this contract, the Employer makes payment to the Contractor in the amount of \_\_\_\_\_

\_\_\_\_\_ (in numbers)

\_\_\_\_\_ (in words)

KZT

\_\_\_\_\_ tiyn,

according to the act of performed work with withholding income tax, according to the legislation of the Republic of Kazakhstan.

2.3. The acceptance act of completed work is signed by the parties upon completion of works.

## 3. Rights and Obligations of the Parties

### 3.1. The Employer is obliged:

3.1.1. To make payment to the Contractor in accordance with the terms of this agreement on the basis of an act of completed work (services) signed by both parties.

### 3.2. The Contractor is obliged:

3.2.1. To fulfill the provisions of clause 1.1. of this work contract within the period provided for by this contract.

### 3.3. The Employer has the right:

3.3.1. At any time, to check the progress and quality of the works performed by the Contractor.

## 4 Responsibility of the Parties

4.1. The parties are responsible for the transfer of information to third parties for works under this contract.

4.2. For non-fulfillment or improper fulfillment of obligations under this agreement, the parties are responsible in accordance with the current legislation of the Republic of Kazakhstan.

## 5. Procedure for Resolving Disputes between the Parties

5.1. In the event of a disagreement between the parties on the execution of this agreement, disputes are resolved in accordance with the current legislation of the Republic of Kazakhstan.

## 6. Legal Addresses and Signatures of the Parties

### Employer:

NJSC «The L.N. Gumilyov Eurasian National University»

### Bank details:

IIN/BIN 10140003594  
IIC KZ 978562203105747338  
Nur-Sult, JSC «Bank Center Credit»  
Tel. 709500 BH.T.31190  
Address: 010000, Nur-Sultan,  
Satpayev Str., 2

**Chairman of the Management Board-Rector**

\_\_\_\_\_ Ye. Sydykov  
(signature)

stamp

### Contractor:

\_\_\_\_\_ (full name)

\_\_\_\_\_ (signature)

Address: Nur-Sultan, str. \_\_\_\_\_,

IIN \_\_\_\_\_

Personal account KZ \_\_\_\_\_

Tel. \_\_\_\_\_

Appendix 2  
to the Regulations on payment for services for the organization and conduct of professional practice of students of the NJSC "The L. N. Gumilyov Eurasian National" in educational institutions

**NJSC "The L.N. Gumilyov Eurasian National University"**

**APPROVED**  
**Member of the Management Board for Academic Affairs** \_\_\_\_\_  
" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_  
stamp

**ACT**  
**of work performed (services rendered)**  
(to the contract for the performance of work No. \_\_\_\_\_ dated " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_)

**Contractor** \_\_\_\_\_  
(full name)

\_\_\_\_\_  
(the official name of the educational organization)

**For instruction**

\_\_\_\_\_  
(type of practice, number of students, course, number of ECTS)

\_\_\_\_\_  
(code, name of specialty / educational program)

**Date of performed works / services** \_\_\_\_\_  
(the period of practice)

No.	Employee of the organization of education (the position: principal, deputy principal, head of the educational institution, subject teacher, senior supervisor, social worker, methodologist, educator)	Information about the works performed (types of work (services) performed)	BSS (%)	Total payment
1	In the capacity of:			
2	In the capacity of:			

*Appendix Order from the school, copy of identity card, certificate of 20-digit bank account.*

**Works delivered by (Contractor)** \_\_\_\_\_ / \_\_\_\_\_  
*signature Name of the signee*

**Worked accepted by (Employer)**  
**Practice coordinator from department** \_\_\_\_\_ / \_\_\_\_\_  
*signature Name of the signee*

**Head of practice from CBBO** \_\_\_\_\_ / \_\_\_\_\_  
*signature Name of the signee*

**Date of works accepted** \_\_\_\_\_



Appendix 3  
to the Regulations on payment for services for the organization and conduct of professional practice of students of the NJSC "The L. N. Gumilyov Eurasian National" in educational institutions

### Technical specification of purchased services

Organization \_\_\_\_\_ of the practice of students \_\_\_\_\_ of  
(name of the practice)  
the \_\_\_\_\_ year of studies

\_\_\_\_\_ faculty of the NJSC "The L.N. Gumilyov Eurasian  
National University" in the specialty \_\_\_\_\_  
\_\_\_\_\_  
(code, name of specialty / educational program)

on the basis of \_\_\_\_\_ Nur-Sultan.  
(name of the educational organization)

#### Description of services

1. Period for the provision of services: from \_\_\_\_\_ (the period of the practice)
2. Organization \_\_\_\_\_ of the practice of students \_\_\_\_\_ year of studies \_\_\_\_\_ of the faculty of the University in the specialty \_\_\_\_\_ carried out in accordance with the practice \_\_\_\_\_ (code, name of specialty / educational program)

program provided by the University, which includes

#### 2.1 The work of the principal / deputy principal of the school:

#### 2.2 The work of the subject teacher:

#### 2.3 The work of the class teacher:

Professional \_\_\_\_\_ practice comprises  
(name of the practice)  
\_\_\_\_\_ ECTS, \_\_\_\_\_ hours in \_\_\_\_\_ weeks without interruption / with interruption of the educational process (\_\_\_\_\_ hours per week), the number of students – \_\_\_\_\_ people.

3. Based on the results of the services rendered, the Contractor must provide the Employer with:  
– report on the organization and conduct of the \_\_\_\_\_ practice;  
– act of works (services) performed.

4. Form of services rendered: providing a basis for the \_\_\_\_\_ practice and the practice instructor (subject teacher, class teacher, educator, etc.), who are responsible for all the work on organizing, conducting and evaluating students' work in practice.

#### Head of Department

\_\_\_\_\_  
L.N. Gumilyov ENU

Full name

#### AGREED BY

Name of the school

Nur-Sultan

STAMP

Full name