

APPROVED

*by the decision of the Academic Council
of Sumy National Agrarian University,
protocol as of 30.06.2020 № 15*

*Put into effect by an order of the rector
№ 264-K as of 30.06.2020*

**Regulation
on internships abroad of students of Sumy
National Agrarian University**

Sumy 2020

Regulation on internships abroad of students of Sumy National Agrarian University / Developed by: L. I. Kalachevska, N. V. Kolodnenko, N. M. Zhurbenko, Sumy: SNAU, 2020. 7 p.

The Regulation on internships abroad of students of Sumy National Agrarian University consider general issues of the organization, conduction and summarizing internships abroad of students of Sumy National Agrarian University.

Developers:

Kalachevska L. I. – Head of the International Cooperation Department, Dr.sc.oec, associate professor;

Kolodnenko N. V. – Head of the Academic Department;

Zhurbenko N. M. – Head of the Planning and Finance Department.

The student internship abroad is one of the forms of practical training, which is a mandatory component of the educational and professional training program for obtaining a qualification level. It is conducted in accordance with the Regulation on internships abroad for students of higher educational institutions of Ukraine, approved by the Ministry of Education and Science of Ukraine as of April 8, 1993, № 93; the Regulation on internships abroad of students of agricultural higher educational institutions of Ukraine, approved by the order of the Ministry of Agrarian Policy of Ukraine as of June 15, 2005, № 264.

The student internship abroad is conducted at modern enterprises and organizations of an agricultural sector in highly developed countries.

1. Purpose and content of the internship

1.1. The purpose of an internship is to promote the integration of the national agricultural education into the world education space on the basis of consolidating students' theoretical knowledge and practical experience in agriculture in the countries with the developed agricultural sector; mastering of progressive technologies of cultivation, processing and distribution of agricultural products; capturing the experiences of the application of modern equipment and acquisition of practical skills concerning its operation.

1.2. The type, duration and the terms of an internship abroad are determined, as well as the instructions are developed, depending on a specific student study direction (specialty) in accordance with the curriculum. The peculiarities of an internship abroad in concert with a study direction (specialty) under certain internship programs are taken into account.

1.3. The content and order of an internship are determined by the program, which is developed by the department or the subject (specific) commission accordingly to the educational and professional program and curriculum for training a specialist in a particular academic field and approved by the rector of SNAU.

2. The internship bases

2.1. The internship abroad for SNAU students is conducted at foreign agricultural enterprises, which are partners of the university owing to a conclusion of agreements, contracts, protocols of intent, cooperation treaties on the organization and conduction of internships.

These documents are concluded between the organizer of the internship abroad (enterprise, company, farm, etc.), or its official representative in Ukraine with full authority, and the rector of SNAU in accordance with the current legislation of Ukraine. They meet the requirements of the internship program as well.

2.2. A tripartite agreement is concluded between the university, the official representative of the internship organizer in Ukraine and the student, or a bipartite agreement is concluded between the university and the student (if there is a partnership agreement concluded directly with a foreign company or institution) before students go abroad.

This agreement stipulates the terms and conditions of the internship, duties and responsibilities of the parties. The duration of the agreements is set by the parties for the period of the internship in accordance with the terms established by the curriculum.

3. Organization and management of the internship

3.1. The Head of the International Cooperation Department carries out the general organization of the internship abroad and control over its implementation in accordance with the official duties and current legislation of Ukraine.

The Rector of the university is responsible for the organization, conduction and control of an internship abroad.

3.2. The selection of students for an internship abroad is conducted by the university on a competitive basis.

As a rule, most commonly the students of II-III study years (students of II-IV study years of certain specialties if there is no bachelor's degree) of SNAU are allowed to participate in the competitive selection for participation in an internship abroad unless otherwise provided by the requirements of the internship organizer. Applicants must meet the following requirements:

- ✓ be a student of SNAU;
- ✓ have a foreign travel passport;
- ✓ accomplish the requirements of the curriculum;
- ✓ possess a certain level of foreign language proficiency, that is confirmed by a relevant certificate of international standard, issued by the official test center; or by a relevant document issued by the Department of Foreign Languages of SNAU.

Orphans, children from large and low-income families, persons with Associate Degrees (junior specialist) or those who have certificates on mastering vocational professions, persons who permanently live in the countryside have priority rights during the competitive selection.

The student's application form addressed to the Rector of SNAU, agreed by the dean of the relevant faculty is a ground for the participation in the competitive selection.

The deans of the faculties have to define the possibility for every student to undergo an internship abroad according to the requirements provided by current legislation, by the Regulation on the educational process in SNAU and by this Regulation.

3.3 The selection committee is established to conduct a competitive selection.

The selection committee consists of the representatives of the university and companies, which are responsible for an internship abroad, the deans of the appropriate faculties, the representatives of student self-government.

The rector of the university, who is the head of the selection committee, annually approves members of the selective committee.

The committee has the power to:

- ✓ propose changes and amendments to the documents regulating conditions and procedures for an internship abroad;
- ✓ review student's applications for participation in an internship abroad and take a decision on the formation of students' groups allowed to undergo an internship;
- ✓ submit proposals to the university orders.

The committee is obliged to:

- ✓ establish the schedules of interviews and tests for students;
- ✓ supervise the implementation of this Regulation and other legislative acts regulating the procedures of student internship abroad;
- ✓ consider and make appropriate decisions on complaints and appeals of students regarding the organization and conduction of internships abroad.

The secretary of the selection committee must inform students about all opportunities of internships abroad, provide explanations about the procedure of organizing and conducting internships abroad.

The competitive selection for internships abroad occurs at the open meeting of the selection committee and is registered by the protocols.

The list of students, who are allowed to undergo internships abroad, is approved by the order of the rector. The relevant university faculties and the Academic department prepare the draft orders.

3.4 Students who have successfully fulfilled all the requirements of the curriculum are allowed to undergo internships abroad. In some cases, under the condition of good academic performance and fulfilment of the requirements of the curriculum, students can receive an individual study plan.

3.5 Educational and methodical management of an internship is carried out by the relevant departments of the university.

While undergoing an internship, students are obliged to:

- ✓ receive the advisory assistance for preparation of all necessary documents from the head of the internship at the university before the beginning of the internship;
- ✓ arrive at the base of an internship in time;
- ✓ fully perform all tasks provided by the internship program and instructions of the head of the internship.
- ✓ collect data on the enterprise necessary for the further drawing up of a report on an internship;
- ✓ get acquainted and strictly follow the rules on labour protection, safety measures and industrial hygiene regulations.

4. Summarizing internship outcomes

4.1 After finishing an internship, students draw up a standard report of the established sample, where they report about the program execution and their individual tasks.

4.2 The form and procedure of students' reporting are determined by the university in accordance with the current legislation of Ukraine.

5. The financial provision of an internship

5.1 An internship abroad is a voluntary matter of students. Students are responsible for paying any fees related to the organization of an internship.

Sumy National Agrarian University provides information services on the organization of internships abroad (timely inform on the open internship programs, organization of an interview with a foreign partner, preparation of visa documents, filling in registration forms and other documents, assist in obtaining health insurance, travel documents etc.). The list of services and their

fees are determined according to the estimated costing. Sumy National Agrarian University bears no responsibilities in case of visa denial by the consular institution of the country where an internship will take place.

5.2 During the internship in the period of work at workplaces and positions with payment of salaries, students remain the right to receive a scholarship based on the results of the final control.

Developed by:

Head of the International Cooperation Department
Head of the Academic Department
Head of the Planning and Finance Department

L.I. Kalachevska
N.V. Kolodnenko
N.M. Zhurbenko

Approved by:

Vice-Rector for scientific and pedagogical
work and international activities

M.O. Sokolov

Vice-Rector for scientific, pedagogical
and educational work

V.M. Zhmailov

Head of the Legal Department

D.S. Halytska