

Guidelines on preparing internship-related documents

All types of internships of BelSU students are organized according to respective Regulation on Student Internship approved by Rector's Decree.

1. Making agreements on organization and conducting of student internship

This type of agreements is made when institutional internship is organized (one according to the student's place of residence / work; at the organization which has signed an employer-sponsored education contract-signed with the student).

Variable data may be introduced into the agreement in handwriting, or by means of entering these data into the digital document version, to be printed afterwards.

The agreement shall contain the following information:

- agreement number and date;
- official capacity, as well as full name (surname, name, patronymic) and document confirming the authorities of the University official to sign the agreement;
- full or short registered name of the internship organization (according to the documents of association);
- official capacity, surname, name, patronymic) and document confirming the authorities of the organization's official to sign the agreement;
- degree level, form of training, the number of interns to be received from the University;
- name of the University's Institute/Faculty/school where the interns study (if applicable, specify the code and name of field of training);
- agreement validity;
- the Parties' registered addresses with reference data, telephone (fax) numbers and TIN tax references (INN).

The agreement is drawn and signed in duplicate, one to be kept in the File Register at the University and the other one to be sent to the internship organization.

A digital copy of the agreement is referred to the University's Internship Sector at the Centre for Professional Career and Organization of Internships.

2. Making internship agreements between a research or educational establishment and a healthcare institution or a pharmaceutical producer, medical goods manufacturer, pharmacy, forensic expert institution or another organization operating in the sphere of healthcare - in case if internships are organized for students of secondary or higher education programs in Medicine or Pharmaceutical science

This type of agreement is made when institutional internship is organized

(one according to the student's place of residence / work; at the organization which has signed an employer-sponsored education contract-signed with the student) for students of secondary or higher education programs in Medicine or Pharmaceutical science.

Variable data may be introduced into the agreement in handwriting, or by means of entering these data into the digital document version, to be printed afterwards.

The agreement shall contain the following information:

- agreement number and date;
- official capacity, as well as full name (surname, name, patronymic) and document confirming the authorities of the University official to sign the agreement;
- full or short registered name of the internship organization (according to the documents of association);
- official capacity, surname, name, patronymic) and document confirming the authorities of the organization's official to sign the agreement;
- types of activities interns will be trained in;
- statutory term of training under the academic programs, the number of students studying specific fields of training who the organization can receive for internship;
- agreement validity;
- the Parties' registered addresses with reference data, telephone (fax) numbers and TIN tax references (INN).

Appendices to the Agreement shall contain:

- The list of employees implementing medical activities within students' internship;
- the list of premises at Healthcare organization used for internship;
- the list of medical devices (equipment) in shared use of the Parties.

The agreement is drawn and signed in duplicate, one to be kept in the File Register at the University and the other one to be sent to the internship organization.

A digital copy of the agreement is referred to the University's Internship Sector at the Centre for Professional Career and Organization of Internships.

3. Making service agreement on organization and conducting of internship

This type of agreement is made when field internship is organized for students at the University's initiative (when services of specialized institutions are to be paid for).

Variable data may be introduced into the agreement in handwriting, or by means of entering these data into the digital document version, to be printed afterwards.

The agreement shall contain the following information:

- agreement number and date;
- official capacity, as well as full name (surname, name, patronymic) and document confirming the authorities of the University official to sign the agreement;

- full or short registered name of the organization offering internship (according to the documents of association);
- official capacity, surname, name, patronymic) and document confirming the authorities of the organization's official to sign the agreement;
- type and place of internship;
- agreement validity;
- the Parties' registered addresses with reference data, banking details, telephone (fax) numbers and TIN tax references (INN).

Appendices to the Agreement shall contain:

- place of internship;
- students' field of training code and name (specifying major/master program);
- form of training, the number of interns, the number of internship supervisors on behalf of the University;
- dates of internship beginning and end;
- information on interns and supervisors transfer to the place of internship, if applicable;
- the number and cost of works and services necessary (cost estimate).

The agreement is drawn and signed in duplicate, one to be kept in the File Register at the University and the other one to be sent to the internship organization.

A digital copy of the agreement is referred to the University's Internship Sector at the Centre for Professional Career and Organization of Internships.

4. Making internship referral decrees

Separate internship referral decrees shall be made for each field of training, academic year, form of training and type of internship.

The following formatting requirements apply to the text of decree: font size - 14, single interline spacing (1.0); in tables: font size – 12, single interline spacing (1.0).

The decree title shall contain internship type and name of academic unit.

The decree preamble shall contain the field of training code and name, major/master program.

Text of the decree contains information on internship form and type, academic year and form of training, name of academic unit, academic group number (in brackets), dates of internship beginning and end.

When allocation internship is organized, the following words are added after specifying the academic group number: "... allocation internship (N days per week; N days within M weeks)..." (with N meaning the number of days and M denoting the number of weeks).

The list of students sent for internship shall be provided in a table, specifying line number, student surname, name and patronymic (in full) (in the Nominative case for the Russian language version) and academic group number. The "Internship place" field shall contain full or short registered name of the

internship organization as well as the region and town/city of internship (according to applicable Internship Agreement). Should students be allocated at BelSU structural units for their internship, the “Internship place” cell shall specify the University’s structural unit name and the University’s short registered name (NRU “BelSU”). The region and town/city of internship is not specified in this case (e.g.: Department for Civil Law at the Institute of Law, NRU “BelSU”).

In cases when a student group / subgroup does internship at the same organization, respective table cells may be merged, place of internship (receiving organization) to be specified once.

Information on internship supervisor (official capacity, surname and initials) is specified in the table subtitle, capitalized, without brackets. If academic groups are divided into subgroups for internship purposes, the subtitle containing data on internship supervisor shall contain subgroup numbers (in Roman figures), internship supervisor to be specified in lowercase and in brackets).

Should internship be organized under any individual curriculum, an individual internship referral decree is issued.

A single decree may be issued for several students pursuing individual curricula, provided that field of training, academic year, form of training and internship volume, form, type and dates are the same for each of these individual curricula.

Should the internship be repeated for any student, respective text shall be provided in the decree (“to repeat internship...”).

5. Making field internship referral decree

Separate internship referral decrees shall be made for each field of training, academic year, form of training and type of internship.

The following formatting requirements apply to the text of decree: font size - 14, single interline spacing (1.0); in tables: font size – 12, single interline spacing (1.0).

The decree title shall contain internship type.

The decree preamble shall contain the field of training code and name, major/master program and field internship agreement number and date.

The first paragraph of the decree contains information on internship form and type, academic year and form of training, name of academic unit, academic group number (in brackets), internship beginning and end dates, as well as internship route.

The list of students sent for internship shall be provided in a table, specifying line number, student surname, name and patronymic (in full) (in the Nominative case for the Russian language version), academic group number and training basis (state funded or fee-paying one).

The second paragraph of the decree contains data on internship supervisor sent on business trip (official capacity, surname, name and patronymic), internship form and type, route, dates of business trip and source of funding.

The third paragraph specifies the employee responsible for labour safety.

The fourth and fifth paragraphs specify the number of interns with a view to covering expenses (from the subsidy granted for financial support of state assignment and from the funds of BelSU's income-yielding activities, respectively).

6. Making internship referral

Based on internship referral decrees, specialized departments / deputy heads of academic units implementing the main professional educational program of vocational secondary education draw individual or group internship referrals.

An individual referral is drawn in cases when one intern is sent to an organization. A group referral is made if several interns are sent to the organization.

Variable data may be introduced into the agreement in handwriting, or by means of entering these data into the digital document version, to be printed afterwards.

The referral shall contain the following information:

- full or short registered name of the internship organization (according to the agreement);
- surname, name and patronymic of students sent for internship;
- name of Institute/Faculty/school where the interns study;
- field of training code and name;
- academic year and academic group number;
- form and type of internship;
- internship dates;
- number and date of respective internship agreement;

The referral shall be duly signed by the University's internship supervisor and respective Faculty Dean/Institute Director/School Head. The University's internship supervisor hands the referral directly to students, or, if necessary, sends it to the head of internship organization in advance.

Duly signed referrals shall be registered with BelSU's automated office and e-document flow system by respective Institute/Faculty/school.

Drawing referrals is not compulsory for organizing internship.

7. Preparing supervisor's report on internship results

This type of report shall be drawn by the University's internship supervisor and submitted to specialized department / methodological association following interim assessment of internship.

The title of supervisor's report on internship results is printed in capital letters, specifying internship form and type. The following formatting requirements apply to the text of report: font size - 14, single interline spacing (1.0); in tables: font size – 12, single interline spacing (1.0).

The following information shall be specified in a table:

- name of academic unit;
- field of training code and name, major/master program;
- internship dates and details of internship referral decrees.

Paragraph 1 of the report specifies:

- internship form and type;
- a list of full or short registered names of internship organizations.

Paragraph 2 of the report shall specify internship goal and objectives.

Paragraph 3 contains the analysis of interns' reports.

Paragraph 3 lists guidelines and books used for organizing internship.

Paragraph 5 specifies:

- academic year of internship;
- the number of students admitted for internship and those who actually attended internship;
- number of grades and interns' performance, in percentage terms (%).

Apart from the above, the report specifies the date of interim assessment (final conference) for respective form and type of internship. The report contains signatures of internship supervisor and head of methodological association/head of specialized department responsible for internship.

Supervisors' reports on internship results shall be kept at the specialized department in compliance with the File Register.

8. Making department reports on internship results

Results of all internship types and measures to furtherly improve their organization and conducting are discussed at the meeting of respective specialized department/methodological commission twice a year, with internship supervisors participating. Based on the results of such meetings, specialized department/methodological commission provides department reports on internship results before 10th March and before 20th September.

The title of department report on internship results is printed in capital letters, specifying internship type. The following formatting requirements apply to the text of report: font size - 14, single interline spacing (1.0); in tables: font size – 12, single interline spacing (1.0).

The following information shall be specified in a table:

- name of academic unit;
- name of department/methodological commission
- field of training code and name, major/master program;
- internship dates and details of internship referral decrees, form and type of internship.

Paragraph 1 of the report contains a list of full or short registered names of internship organizations;

Paragraph 2 contains results of the internship reports analysis made by supervisors, dates of final conferences (interim assessment) and results of specific forms and types of internship.

The following information shall be specified in a table:

- academic year in internship;
- the number of interns' and supervisors' reports registered at the department;
- the total number of students, including those who passed interim assessment, those who attended internship and those who failed to attend; as well as the number of students recommended by internship organization for employment upon graduation and those employed by internship organization.

Paragraph 3 contains guidelines on organization and conducting of internship.

Apart from the above, the report specifies the date of department/methodological commission meeting devoted to internship results, and meeting protocol number. The report shall be verified by the head of methodological association/head of specialized department responsible for internship. The report shall be referred to Internship sector.

9. Registration of students' and supervisors' reports on internship results

Reports shall be registered in respective logbook, registration number and date to be specified. Registration is done upon submission of report to the department/methodological commission. The front page contains department code and running number in the log to be specified with a hyphen. Each new academic year begins a new enumeration.

The registration log contains the following columns:

- running number (each new academic year begins a new enumeration);
- registration date specified in figures: Day : Month : Year;
- students name and initials - for students' reports and report type - for internship supervisors);
- academic year, academic group number; kypc,
- form and type of internship (introductory educational internship, field (teaching) internship, pre-graduation internship etc.) according to the report, internship referral decree and curriculum;
- internship supervisor: when students' reports are registered, the surname and initials of the University's internship supervisor are specified in this column (according to internship referral decree);
- Note: internship supervisor or student may put their signatures in this column upon report registration; additional data may also be specified here, for instance, indication of report being referred to a file or to Internship Sector.