



# PRE-DIPLOMA PRACTICE

## Work program of the educational component (Syllabus)

### Details of the educational component

Level of higher education	<i>First (undergraduate)</i>
Discipline	<i>14 "Electrical engineering"</i>
Specialty	<i>141 "Electric power engineering, electrical engineering and electromechanics"</i>
Educational program	<i>"Electromechanical automation systems, electric drive and electric mobility"</i>
Discipline status	<i>Mandatory (normative)</i>
Form of education	<i>Full-time (daytime) / remote</i>
Year of training, semester	<i>4th year - semester 8, 3rd year - semester 6</i>
Scope of the discipline	<i>180 hours / 6 ECTS credits (5 weeks)</i>
Semester control/ control measures	<i>Test</i>
Class schedule	<i><a href="http://rozklad.kpi.ua">http://rozklad.kpi.ua</a></i>
Language of teaching	<i>Ukrainian</i>
Information about the head of the course / teachers	<i>Ph.D. , art. off Mykola Mykolayovych Zhelinskyi email : <a href="mailto:mykola.zhelinskyi@gmail.com">mykola.zhelinskyi@gmail.com</a></i>
Placement of the course	<i><a href="https://do.ipk.kpi.ua/course/view.php?id=5749">https://do.ipk.kpi.ua/course/view.php?id=5749</a></i>

### Pre-diploma practice program

#### 1. Description of the educational component, its purpose, tasks and learning outcomes

*The syllabus of the educational component " Pre-diploma practice " is compiled in accordance with the educational program "Electromechanical systems of automation, electric drive and electromobility" of bachelor's training in specialty 141 - Electric power engineering, electrical engineering and electromechanics. Practice is the final stage of training under the program of the first level of higher education "Bachelor" degree and takes place after the completion of the full theoretical course provided for in the curricula. Pre-diploma practice is the beginning of diploma design.*

*The pre-diploma practice program highlights the organizational and methodological principles of practical professional training of bachelor's degree holders. The internship program includes the stages of the internship, the basic rules of the internship, which contribute to the consolidation and expansion of the competencies and professional knowledge acquired by students in the process of study, as well as the list of acquired competencies, skills and experience that the*

student must acquire during the internship, respectively requirements of the characteristics of the first level of higher education "bachelor" degree.

**The purpose of pre-diploma practice** there is the formation of the first (bachelor) level of higher education graduates of the competencies necessary for professional work in the field of power engineering, electrical engineering and electromechanics; generalization and consolidation of practical skills acquired at the university, mastering of professional experience and the ability to work independently in the conditions of an enterprise, institution, organization; mastering modern methods, forms of work organization, tools in the field of their future specialty; deepening and consolidation of theoretical knowledge; collection, preliminary processing and analysis of raw data for the completion of the bachelor's final qualification work.

Before completing the pre-diploma internship, the applicant must formulate a diploma design task in order to consolidate and deepen knowledge of professional training disciplines during the internship, collect factual material and perform the necessary research on the topic of the qualification work.

The practical training of applicants is carried out through their practice at enterprises, institutions and organizations (hereinafter the practice base) in accordance with the contracts concluded by the university or in structural units of the university that provide practical training.

Under the condition of passing the pre-diploma practice in accordance with [the educational program](#) "Electromechanical systems of automation, electric drive and electromobility" of bachelor's training in specialty 141 - Electric power, electrical engineering and electromechanics, the applicant must master the following **program competencies** : (Z K02) Ability to apply knowledge in practical situations; (ZK03) Ability to communicate in the state language both orally and in writing; (ZK05) Ability to search, process and analyze information from various sources; (ZK06) Ability to identify, pose and solve problems; (ZK08) Ability to work autonomously; (FC10) Awareness of the need to constantly expand one's own knowledge about new technologies in electric power, electrical engineering and electromechanics; (FC13) Ability to use modeling software packages for analysis, synthesis and research of electromechanical automation systems and electric drives. (FC15) Ability to perform calculations of the mechanical part of the electric drive, mechanical transients, calculate the parameters of DC and AC motors, perform their modeling and analysis; (ΦK16) The ability to solve complex problems related to the control of automated electric drives of various technological applications with direct and alternating current electric drives.

**The task of pre-diploma practice** is the acquisition of both program learning results and knowledge and skills directly related to professional activity in the specialty 141 - Electric power engineering, electrical engineering and electromechanics .

Upon completion of pre-diploma practice in accordance with the requirements of the educational and scientific program, the applicant must acquire the following **learning outcomes** : ( PRN06) Apply application software, microcontrollers and microprocessor technology to solve practical problems in professional activities; (PRN08) Choose and apply suitable methods for the analysis and synthesis of electromechanical and electric power systems with specified indicators; (PRN10) Find the necessary information in scientific and technical literature, databases and other sources of information, evaluate its relevance and reliability; ( PRN11) Communicate freely about professional problems in national and foreign languages orally and in writing, discuss the results of professional activity with specialists and non-specialists, argue one's position on debatable issues; (PRN18) To be able to learn independently, acquire new knowledge and improve the skills of working with modern equipment, measuring equipment and application software.

## 2. Organization of practice

The duration of the pre-diploma practice according to the schedule of the educational process is five weeks, starting from April 14, 2025 to May 18, 2025.

*The organization and conduct of practice are regulated by the following documents:*

- *contracts with enterprises regarding internships for students (Appendix D);*
- *university order on referral to practice and appointment of supervisors;*
- *work program ( syllabus ) of practice;*
- *diaries and individual assignments for practice;*
- *journal of practice visits;*
- *graphics visiting by leaders of practice classes for the purpose of control;*
- *performance reports practice programs ;*
- *examination information regarding credit from practice.*

*The head of the graduation department is responsible for the organization, conduct and control of practices.*

*The sector of promotion of employment of graduates and organization of student internships of the university's educational department coordinates the work on organization of student internships on internship bases and must:*

- *in October of each year, draw up and conclude complex contracts between the university and the practice bases in accordance with the orders of the departments;*
- *to prepare and issue an order on the practice of university students for the calendar year.*

*Heads of departments appoint those responsible for the organization of practical training of applicants who must:*

- *every year by May 30, to submit to the sector of promotion of employment of graduates and the organization of student internships of the educational department of the university, an order for the conclusion of complex contracts for the implementation of student internships for the next calendar year;*
- *execution of contracts with enterprises on the organization and conduct of practice;*
- *to prepare lists of student assignments for practice and submit them to the dean's office for issuing an order on the organization of practice for students of the faculty/institute.*

*Heads of practice from the university (department) are appointed to manage practice by the head of the department.*

*The head of practice from the department must:*

- *prepare to provide a student or a group of students with referrals for practice ( **Appendix B** );*
  - *hold meetings with applicants and familiarize them with the working programs of practice;*
  - *issue diaries with individual tasks and a calendar plan for practice;*
  - *monitor the passing of practice;*
  - *systematically, at least once a week, consult applicants and monitor the stages of implementation of the individual plan according to the calendar plan;*
  - *to take part in accepted credits from practice;*
  - *draw up a log of going to work, as well as conduct a briefing on safety techniques;*
  - *to submit a report on the results of practice with proposals for its improvement to the dean's office.*
- The results of practice must be discussed at the meetings of the department and the meetings of the Academic Council of the faculty/institute.*

*The practice manager from the practice base must:*

- *to ensure that students receive briefings on safety and occupational health and safety and familiarize them with the Rules of Internal Procedure of the enterprise;*
- *supervise students' work directly at the workplace;*
- *monitor students' performance of specific individual tasks;*
- *provide assistance in gathering the necessary materials for the report;*
- *evaluate the quality of each student's work during practice.*

*University students are obliged to:*

- before the beginning of practice, receive from the head of practice at the department referrals for practice, work program of practice and practice diary;
- arrive at the practice base on time;
- to fully perform all the tasks provided for by the internship work program and the instructions of its supervisors;
- to know and strictly adhere to the rules of labor protection, safety and industrial sanitation and internal regulations of the enterprise;
- to be responsible for the work done;
- to issue a report in a timely manner and make a credit from practice.

The pre-diploma internship begins with an orientation meeting, in which applicants and the supervisor of the internship from the graduating department participate. Applicants are familiarized with the order of the rector, the program and tasks of practice, the duration of working hours in practice, the rules of the internal procedure and the rules of safety technology, about which appropriate entries are made in the record sheet of conducting safety training and the reporting form. If the practice takes place at the enterprise, then the applicant is given a referral.

At the first stage, applicants get acquainted with the regulatory documents that regulate the organization of the educational process in higher education institutions; with the structure and system of organizing the activities of the educational institution and the department at which they will undergo pre-diploma practice in remote mode.

At the final stage of practice, applicants report on the completion of the program and individual task. The practice reporting form is the submission of a written report, signed and evaluated directly by the head of the practice base, and a duly completed practice diary. The written report, together with other documents established by the university and specified in the work program of the internship, are submitted for review to the supervisor of the internship from the educational institution. The report should contain information on the student's performance of all sections of the practice program and individual assignment, conclusions and proposals, a list of used literature, etc. A report is drawn up according to the requirements specified in the internship program.

The head of the department appoints a commission for receiving reports on practice. The committee consists of the head of practice from the department and the head of the practice base (by agreement). The commission accepts credits from students on the bases of the internship in the last days of its completion or at the university during the first ten days after the end of the internship. The practical assessment is entered in the credit report. The practice report is kept at the department for three years.

In the case of remote passing of the practice credit, all completed documents (practice diary, practice report) are submitted by the student to the commission in electronic form no later than 1 working day before the designated practice credit.

A student who has not completed the internship program may be granted the right to undergo internship again if the conditions determined by the university are met. A student who received an unsatisfactory grade for an internship at the commission is expelled from the university.

The results of each practice are discussed at the department meeting, and the general results of the practice are summarized at the meeting of the Academic Council of the faculty/institute at least once a year.

### **3. Content of practice and individual work plan**

180 hours / 6 ECTS credits are allocated to pre-diploma practice, semester certification - credit. The contents of the practice and the individual work plan are given in the Practice Diary (Appendix A ).

Practice consists of three stages.

At the first stage, the intern student collects and analyzes information on the topic of the qualification (bachelor's) work, gets acquainted with the methods of conducting research in laboratory conditions.

At the second stage of practice, work is directly carried out according to an individual plan. One day a week is allocated for preparation for the certification exam.

At the third stage, the student carries out the literary and technical design of the research results; prepares for the defense (presentation, schemes, etc.) and defends the results of the conducted research. At the end of the pre-diploma practice, the student writes a report. The report is evaluated by the commission. At the department meeting, the level of the student's research is discussed.

#### 4. Calendar plan

The general plan of the pre-diploma practice is given in the Practice Diary

No. z/p	Titles of works	Weeks of practice						Performance notes
		1	2	3	4	5	6	
1	The student's arrival for practice, registration and receipt of passes							
2	Passing safety training							
3	Conducting tours of the enterprise, familiarization with the workplace							
4	Implementation of the practice program and individual task (with weekly review)							
5	Designing a presentation, diary, report, and making a practice score							

#### 5. Report requirements

The report on the completion of the pre-diploma internship must contain information on the implementation of all sections of the internship program in accordance with the applicant's individual plan. The report must be signed and evaluated by the internship supervisor from the university. In the report, it is necessary to submit a quantitative and qualitative analysis of the work performed.

The report should consist of an introduction, the main part, conclusions, a list of used sources and appendices. It is drawn up in accordance with [DSTU 3008-95](#) "Documentation. Reports in the field of science and technology. Structure and design rules".

The approximate volume of the main part is 25-35 pages.

If the practice is completed, all completed documents (practice diary, practice report, presentations, schemes) are submitted electronically by the student to Google Classroom.

## 6. Policy of academic discipline (educational component)

*The system of requirements for the acquirer:*

- *policy on deadlines and rescheduling: works that are submitted with a violation of deadlines without valid reasons are evaluated for a lower grade (-20 points). A student who has not completed the internship program for valid reasons may be granted the right to repeat the internship if the conditions determined by the university are met.*

- *attendance policy: attendance at practice sites is a mandatory component of the grade for which points are awarded. For objective reasons (for example, illness, international internship), practice can take place online (remotely) upon agreement with the practice manager.*

- *policy on academic integrity: [the Code of Honor of the National Technical University of Ukraine "Kyiv Polytechnic Institute"](#) establishes general moral principles, rules of ethical behavior of individuals and provides for a policy of academic integrity for persons working and studying at the university, which they must be guided by in their activities; all written works are checked for plagiarism and accepted for defense with correct textual borrowings of no more than 20%.*

- *when using digital means of communication with the teacher (mobile communication, e-mail, correspondence on forums and social networks, etc.), it is necessary to observe generally accepted ethical norms, in particular, to be polite and limit communication to the working hours of the teacher.*

## 7. Forms and methods of control

*Current and final control over the implementation of the practice program by the applicants is carried out by the head of practice from the department. The practice diary is the applicant's main document during practice. During practice, the seeker must write down in a diary with ink or a ballpoint pen every day everything he has done during the day in order to fulfill the calendar schedule of practice. He keeps detailed records in workbooks, which are a continuation of the diary. At least once a week, the applicant is obliged to submit the diary for review by the supervisors of practice from the university and from the company, who check the diary, give written comments, additional tasks and sign the records made by the applicant. At the end of the practice, the diary along with the report must be reviewed by the practice supervisors, who make comments and sign it. The applicant must submit the completed diary together with the report to the department. Practice is not counted without a completed diary.*

*The head of the department appoints a commission for receiving reports on practice. The commission includes the head of practice from the department and the deputy head of the department for the educational and methodological part. The commission accepts the credit within the first ten days after the end of practice. The practical assessment is entered in the credit report. The practice report is kept at the department for three years.*

*The results of each practice are discussed at the department meeting, and the general results of the practice are summarized at the meeting of the Academic Council of the faculty/institute*

## 8. Types of control and rating system for evaluating learning outcomes (RSO)

***Preliminary control:*** *is carried out during the preparation of students for practice at briefing meetings. At the same time, the goals of practice, the order of their completion, the form of reporting, as well as diaries and practice programs are explained.*

***Current control :*** *carried out during the defense of reports on pre-diploma practice .*

***Calendar control :*** *not carried out.*

**Semester control:** assessment.

**Conditions for admission to semester control :** semester rating of more than 30 points.

The rating of the applicant from the pre-diploma practice consists of the points of the starting component and the points of the defense component of the practice:

- the initial component – intended for assessment by the head of practice from the practice base of the applicant's activities during practice;
- the defense component – intended for the assessment of the defense of practice results by the semester control committee, which includes the preparation of a practice report, keeping a practice diary, the presentation of the student of practice results during the defense of the report, and answers to the questions of the members of the semester control committee.

The final assessment of the student's knowledge, abilities and skills acquired during the pre-diploma practice is given on a 100-point scale.

Table of correspondence of rating points to grades on the university scale:

Number of points	Rating	Grade E CTS
95-100	Perfectly	A
85-94	Very good	B
75-84	Good	C
65-74	Satisfactorily	D
60-64	Enough	E
Less than 60	Unsatisfactorily	F
Less than 30	Not allowed	Fx

The student's overall rating after completing the internship consists of the sum of points received for:

- assessment by the manager from the practice base;
- preparation of practice report documents ( practice report, presentation during the defense of the report, keeping a practice diary) ;
- degree of mastery of the material and answers to the commission's questions.

Evaluation by the manager from the base of practice and individual tasks	Evaluation of the defense of practice results by the semester control commission
40	60

#### **Assessment by the supervisor from the practice base**

Assessment by the manager from the practice base of the performance of an individual task during practice.

**The weighted score is 40.** The maximum number of points is 40 points.

#### **Evaluation criteria:**

— the work was completed in full in accordance with the individual assignment of the practice within the established time limits; the applicant has shown interest and persistence in completing practice tasks, a high level of responsibility; the feedback of the head of the practice is positive and corresponds to the rating "excellent" — 39 - 40 points;

— the work was performed with minor deviations from the individual practice task; in the established terms; the applicant showed interest and persistence in completing practice tasks; the

*feedback of the head of the practice is positive and corresponds to the rating "very good" — 34-38 points;*

*— the work was not completed in full in accordance with the individual task of the practice and/or with a slight deviation from the established deadlines; the applicant has shown due diligence in completing practice tasks; the feedback of the head of the practice is positive and corresponds to the rating "good" — 30 - 33 points;*

*— the work was not completed in full in accordance with the individual assignment of the practice and/or with a deviation from the established deadlines; the applicant did not show proper interest and persistence in completing practice tasks; the feedback of the head of the practice is favorable and corresponds to the rating "satisfactory" - 26-29 points;*

*— the work was not completed in full in accordance with the individual assignment of the practice with a deviation from the established deadlines; the applicant did not show proper conscientiousness and independence in performing practice tasks; the feedback of the head of the practice is favorable and corresponds to the rating "sufficient" - 24-25 points;*

*— the applicant has not completed the work in accordance with the individual task; the feedback of the head of the practice is negative and corresponds to the rating "unsatisfactory" - up to 24 points.*

#### ***Evaluation of the defense of practice results by the semester control commission***

*After completing the pre-diploma practice, the winners pass the assessment of the commission appointed by the head of the department. The commission includes the head of practice from the department of the university and the person responsible for the practice of the department.*

*The weighted score is 60. The maximum number of points is 60 points. The preparation of report documents (practice report, presentation during the defense of the report, keeping a practice diary) and answers to the questions of the members of the semester control committee are evaluated separately.*

#### ***Drawing up a practice report (individual task)***

*The weighted point is 30. The maximum number of points is 30 points x 1 report = 30 points.*

##### ***Evaluation criteria:***

*- "excellent", the presence of all sections of compliance with the requirements for the design of text material (according to GOST 2.105-95, DSTU 3008-95, DSTU 8302:2015) and graphic (according to GOST 2.109-73) – 28-30 points;*

*- "very good", presence of all sections and slight deviation from the requirements for graphic design - 25-28 points;*

*- "good", presence of all sections and slight deviation from the requirements for text and graphic design - 22-25 points;*

*- "satisfactory", the presence of not all sections and a significant deviation from the design requirements - 19-22 points;*

*- "sufficient", the presence of only two sections and a significant deviation from the design requirements - 19-22 points;*

*- "unsatisfactory", not properly executed - 0 points and returned for revision.*

#### ***Presentation of the results of completed works, completed tasks and research***

*Weighted point 10. Maximum number of points – 10 points x 1 presentation = 10 points.*

##### ***Evaluation criteria:***

*- "excellent", high quality of the presented material according to the internship program and timely submitted work - 9.5-10 points;*



- "very good", the presented material fully discloses the results of the work, but the work is presented 1 day late - 8.5-9.4 points;
- "good", the presented material does not fully reveal the results of the work - 7.5-8.4 points;
- "satisfactory", presented material with significant inaccuracies and - 6.5-7.4 points;
- "sufficient", material presented with significant inaccuracies and 1 day late - 6-6.4 points;
- "unsatisfactory", there is no work material - 0 points.

#### **Practice diary**

**The weighted point is 10.** The maximum number of points is 10 points.

##### **Evaluation criteria:**

- "excellent", the diary is filled in legibly, the content fully corresponds to the task - 9.5-10 points;
- "very good", the diary is filled in legibly, the content corresponds to the task in part and (or) with some minor errors - 8.5-9.4 points;
- "good", the diary is filled in legibly, the content corresponds to the task in part and (or) with some errors - 7.5-8.4 points;
- "satisfactory", the diary is not filled in poorly, the content partially meets the task and (or) with significant errors - 6.5-7.4 points.
- "adequate", the diary is not filled out in detail, the content corresponds to the task partially and (or) with significant errors, the diary is presented on time - 6-6.4 points.
- "unsatisfactory", the diary is not filled in - 0 points, it is returned for revision. Practice is not counted without a completed diary.

#### **The degree of mastery of the reporting material, answers to the commission's questions**

**The weighted point is 10.** The maximum number of points is 10 points.

##### **Defense evaluation criteria:**

- "excellent", timely submission of work, understanding of the presented material, complete answers to questions before the defense - 9.5-10 points;
- "very good", timely submission of work, understanding of the presented material, complete answers to defense questions with some minor inaccuracies - 8.5-9.4 points;
- "good", timely submission of work, understanding of the presented material, complete answers to defense questions with some inaccuracies - 7.5-8.4 points;
- "satisfactory", timely submission of work, incomplete understanding of the presented material, answers to defense questions with significant inaccuracies - 6.5-7.4 points;
- "sufficient", the work is completed, but the student does not orient himself in the material at all/the work is completed with significant errors, the student cannot answer the questions for the defense.

#### **The form of semester control is credit**

The maximum number of points is 100. A necessary condition for admission to the credit is the completed practice program and individual assignment. In order to receive credit from the credit module "automatically", you must have a rating of at least 60 points, as well as fulfill the conditions for admission to the credit.

## **9. Recommended reading**

### **Regulatory documents:**

1. Law of Ukraine on higher education. Law dated July 1, 2014 No. 1556-VII [Electronic resource]. URL : <http://zakon1.rada.gov.ua/laws/show/1556-18>

2. Clarification of the Ministry of Education and Culture regarding some issues of practical implementation of the provisions of the new Law of Ukraine "On Higher Education": [Electronic resource]. - Access mode: [http://www.kmu.gov.ua/control/publish/article7art\\_icN247526620](http://www.kmu.gov.ua/control/publish/article7art_icN247526620).

3. Monitoring the integration of the Ukrainian system of higher education into the European space of higher education and scientific research: monitoring, research . : analyte . report / International . blessing International Fund . research fund education, politics"; in general ed. T.V. Finikova, O.I. Sharova - K.: Takson, 2014. - 144 p.

4. Strategy for reforming higher education in Ukraine until 2020 (draft). – [Electronic resource]. – Access mode: [http://www.mon.gov.ua/img/zstored/files/HE%20Reforms%20Strategy%202011\\_11\\_2014.pdf](http://www.mon.gov.ua/img/zstored/files/HE%20Reforms%20Strategy%202011_11_2014.pdf).

5. Regulations on the education of students and post-graduate students, internships of scientific and scientific-pedagogical workers in leading higher educational institutions and scientific institutions abroad, approved by Resolution of the Cabinet of Ministers of Ukraine dated April 13, 2011 No. 411 - [Electronic resource]. – Access mode: <http://zakon4.rada.gov.ua/laws/show/411-2011-%D0%BF>.

6. National doctrine of development education of Ukraine in the 21st century // Education of Ukraine , 2001, No. 29.

7. Regulations on students ' practice higher educational institutions of Ukraine : Order of the Ministry education of Ukraine dated April 8 , 1993 No. 93.

8. Methodological recommendations for drawing up internship programs for students of higher education institutions of Ukraine. - Kyiv, 1996: Letter of the Ministry of Education and Culture of Ukraine No. 31-5/97 dated February 14, 1996.

9. Provisions "On the procedure for the practice of acquirers higher of education KPI named after Igor Sikorsky . 2020. – Access mode. - <https://osvita.kpi.ua/node/184>

#### **Basic literature:**

1. Regulations on the organization of the educational process at KPI named after Igor Sikorsky. – 2020. [Electronic resource] – Access mode: <http://osvita.kpi.ua/node/39>

2. Methodological recommendations on issues of organization of students' practice and drawing up work programs of practice of the National Technical University of Ukraine "Ihor Sikorskyi Kyiv Polytechnic Institute" [Text] / Composer: N.M. Lapenko , I.L. Spivak, I.V. Fedorenko, O.M. Shapovalova; in general ed. P.M. Yablonsky . - K.: KPI named after Igor Sikorskyi, 2018. – 29 p.

3. Temporary regulations on organization educational process in KPI named after Igor Sikorsky .

4. Methodical recommendations for drafting internship programs for students of universities of Ukraine . 1996: Letter of the Ministry of Education and Culture of Ukraine No. 31 5. 5/97 dated February 14, 1996.

5. Resolution of the Cabinet of Ministers of Ukraine No. 239 dated March 25, 2020. On making changes to some acts of the Cabinet of Ministers of Ukraine.

#### **Additional:**

1. Organization of practice and graduation . URL: <https://osvita.kpi.ua/node/17>.

2. Practices at KPI named after Igor Sikorsky. URL: <https://kpi.ua/regulations-4-3>.

## **10. Additional information on the discipline (educational component)**

Subject to changes in the University's operating mode, changes are possible in this work program regarding the specifics of practice, the types of control used and the evaluation of study results.

**Working program of the academic discipline ( syllabus ):**

**Compiled** by a senior lecturer of the Department of Automation of Electromechanical Systems and Electric Drives of the FEA , Ph.D. Zhelinskyi M.M.

**Approved by** the Department of Automation of Electromechanical Systems and Electric Drives of the FEA (Protocol No. 15 dated June 13 , 2024)

**Agreed by** the Methodical Commission of the Faculty (protocol No. 10 dated 06.20.2024 )

**FEEDBACK AND EVALUATION OF THE STUDENT'S WORK IN PRACTICE**

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Head of practice from an enterprise, organization, institution \_\_\_\_\_

\_\_\_\_\_

(name of enterprise, organization, institution)

(signature) (surname and initials)

“ \_\_\_\_ ” \_\_\_\_\_ 202 5 years

**FEEDBACK OF PERSONS WHO CHECKED PRACTICING**

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**CONCLUSION OF THE PRACTICE MANAGER FROM THE HIGHER EDUCATION INSTITUTION FOR PRACTICING**

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Date of preparation of credit “ \_\_\_\_ ” \_\_\_\_\_ 2025 year

Rating:

on a national scale \_\_\_\_\_

(in words)

number of points \_\_\_\_\_

(in numbers and words)

on the ECTS scale \_\_\_\_\_

Head of practice from  
of a higher educational  
institution \_\_\_\_\_

(signature, surname and initials)



MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE  
"KYIV POLYTECHNIC INSTITUTE  
named after IHORY SIKORSKY"

**PRACTICE DIARY**

Student \_\_\_\_\_

Faculty of Electrical Engineering and Automation  
Department of automation of electromechanical systems and electric drives  
educational program Electromechanical automation systems, electric drive  
and electric mobility  
code and name of specialty 141 Power engineering, electrical engineering  
and electromechanics

4th year, group EP-\_\_

**ORDER**

Student

\_\_\_\_\_

(surname, first name, patronymic)

directed

on

KPI named after Igor Sikorsky

(name of company, institution)

in Kyiv for

passage

pre-diploma

(name of practice)

practice

from April 14 , 2025 to May 18 , 2025 .

Dean (Director)

M.P.

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname, first name, patronymic)

Student

\_\_\_\_\_

(surname, first name, patronymic)

for practice

arrive

" \_\_\_\_ " \_\_\_\_\_ 2025

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" \_\_\_\_ " \_\_\_\_\_ 2024

Head of the enterprise

M.P.

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname, first name, patronymic)

Head of practice from  
the enterprise

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname, first name, patronymic)

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**Practice procedure**

1. On the eve of practice, the head of practice from the department instructs students and issues:

- completed diary (or travel certificate);
- work program for the group and for the head of practice from the enterprise;
- individual practice tasks;
- referral to practice

2. After arriving at the enterprise, the student must submit a diary and work program of the internship to the internship manager from the enterprise, familiarize him with the content of the individual task, undergo an occupational safety briefing, familiarize himself with the workplace, the rules for operating the equipment, and agree on an internship plan.

3. During practice, the student must follow the rules of the company's internal procedure. A student can leave the place of practice only with the permission of the head of practice from the enterprise.

4. The internship report is prepared by the student in accordance with the internship program and individual assignment. Assessment of practice is carried out on the last day of practice by the committee of the department, to which the student submits a fully prepared diary and report.

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**The procedure for keeping and designing a diary**

1. The diary is the main document of the student during the internship, in which the student keeps short records of the implementation of the internship program and the individual task.

2. Once a week, the student must submit the diary for review by the supervisors of the practice from the university and the company.

3. After the end of the internship, the diary and the report must be reviewed by the supervisors of the internship and signed; feedback on practice was compiled and everything was issued to the student in a final form.

4. The completed diary together with the report must be submitted to the department by the student. Practice is not counted without a completed and approved diary.

*Note.* The diary is filled in by the student personally, except for the feedback sections on the student's work in practice.

\_\_\_\_\_ week of practice

\_\_\_\_\_ ( Give )

\_\_\_\_\_ ( Records of task performance )

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\_\_\_\_\_ week of practice

\_\_\_\_\_ ( Give )

\_\_\_\_\_ ( Records of task performance )

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\_\_\_\_\_ week of practice

\_\_\_\_\_  
( Give )

\_\_\_\_\_  
( Records of task performance )

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\_\_\_\_\_ week of practice

\_\_\_\_\_  
( Give )

\_\_\_\_\_  
( Records of task performance )

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**INDIVIDUAL PRACTICE TASK**

Topic \_\_\_\_\_

Contents \_\_\_\_\_

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**CALENDAR SCHEDULE OF PRACTICE**

No . z/p	Titles of works	Weeks of practice								Performance notes
		1	2	3	4	5	6	7	8	

Heads of practice:  
from the university \_\_\_\_\_  
(signature) (surname and initials)

from the enterprise, organization, institution \_\_\_\_\_  
(signature) (surname and initials)

**WORK RECORDS DURING PRACTICE**

\_\_\_\_\_ week of practice

\_\_\_\_\_ ( Give ) \_\_\_\_\_ ( Records of task performance )

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\_\_\_\_\_ week of practice

\_\_\_\_\_ ( Give ) \_\_\_\_\_ ( Records of task performance )

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\_\_\_\_\_ week of practice

\_\_\_\_\_ ( Give ) \_\_\_\_\_ ( Records of task performance )

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\_\_\_\_\_ week of practice

\_\_\_\_\_ ( Give ) \_\_\_\_\_ ( Records of task performance )

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NATIONAL TECHNICAL UNIVERSITY OF UKRAINE  
"IHOR SIKORSKY KYIV POLYTECHNIC INSTITUTE"

Department of automation of electromechanical systems and electric drives  
(full name of the department)

## REPORT ON PRE-DIPLOMA PRACTICE

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( name of the company, institution )

from “ \_\_\_\_\_ ” \_\_\_\_\_ 202\_ r. on “ \_\_\_\_\_ ” \_\_\_\_\_ 202\_ p.

( practice period )

Student( s ) \_\_\_\_\_ course, group \_\_\_\_\_  
according to the educational program "Electromechanical automation systems, electric drive and electric mobility"  
specialty "Power engineering, electrical engineering and electromechanics"

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(last name, middle name) (signature, date)

Head

thesis \_\_\_\_\_

(surname and initials) (signature, date)

Head of practice

from KPI named after Igor Sikorsky \_\_\_\_\_

(surname and initials) (signature, date)

Rating:

number of points \_\_\_\_\_





**UKRAINE**  
**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**NATIONAL TECHNICAL UNIVERSITY OF UKRAINE**  
**"KYIV POLYTECHNIC INSTITUTE**  
**named after IHORY SIKORSKY"**  
**FACULTY OF ELECTRICAL ENGINEERING AND AUTOMATICS**  
 03056, Kyiv , Peremohy Avenue, 37; tel. +38 (044) 204-92-39

No. \_\_ from \_\_\_\_\_ 202\_

**TO THE MANAGER**

\_\_\_\_\_  
 (company name)

**DIRECTIONS FOR PRACTICE**

/is the basis for enrollment in practice/

According to the contract No. \_\_\_\_\_ dated "\_\_\_" \_\_\_\_\_ 202\_, which was concluded with

\_\_\_\_\_  
 (full name of the enterprise, organization, institution)

we send 4th-year students who are studying in the direction of training (specialty) to practice  
 141 Power engineering , electrical engineering and electromechanics

Name of the undergraduate  
 practice

Terms of practice from "\_\_\_" \_\_\_\_\_ 202\_ year  
 on "\_\_\_" \_\_\_\_\_ 202\_ year

Head of practice from the department

\_\_\_\_\_  
 (position, surname, first name, patronymic)

**SURNAMES, FIRST NAMES AND PATRONYMICS of STUDENTS**

1. Surname First Name Patronymic
- 2.

Dean

M.P.

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

Name SURNAME

Chief of department

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

Name SURNAME

**CONTRACT No. \_\_\_\_\_**  
**about the practice of students**  
**National Technical University of Ukraine**  
**"Kyiv Polytechnic Institute named after Igor Sikorsky"**  
City of Kyiv "\_\_\_" \_\_\_\_\_ 202\_

National Technical University of Ukraine "Kyiv Polytechnic Institute name Igor Sikorsky" in person the dean of the Faculty of Electrical Engineering and Automation Oleksandr Stanislavovych Yandulskyi , acting on the basis of the rector's mandate No. \_\_ of \_\_\_\_\_ 20\_ and \_\_\_\_\_ represented by \_\_\_\_\_, acting on the basis of \_\_\_\_\_ concluded an agreement.

**1. P I D P R I E M S T V O undertakes:**

1.1. Accept students for practice according to the calendar plan:

Specialty		Course	View practice	Number		Term	
code	name			students		practice	
				stated	accepted	beginning	end
1	2	3	4	5	6	7	8
141	Electric power engineering, electrical engineering and electromechanics	4	Undergraduate practice	1 Full name	1 P IB	1 4 .04.202 5	1 8 .05.202 5

1.2. Appoint qualified specialists by order to lead the practice.

1.3. Create appropriate conditions for students to complete the practice program, prevent their use before taking up positions and performing work that does not correspond to the practice program and the future profession.

1.4. Provide students with safe working conditions at a specific workplace. Conduct mandatory occupational health and safety briefings: introductory and on-the-job training. If necessary, train student interns in safe work practices.

1.5. To provide intern students with the opportunity to use material and technical means and information resources necessary for the implementation of the internship program.

1.6. To ensure the accounting of student interns' attendance at work. All violations of labor discipline, internal regulations and other violations must be reported to the higher educational institution.

1.7. At the end of the internship, provide a description for each student-intern, in which to reflect the implementation of the internship program, the quality of the report prepared by him, etc.

1.8. Provide students with the opportunity to collect information for coursework and thesis based on the results of the company's activities, which is not a commercial secret, on the basis of referrals from departments.

1.9. Additional conditions:

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**2. The higher educational institution undertakes:**

2.1. Before the start of the internship, submit the internship program to the internship base for approval, and no later than a week later - the list of students who are sent to internship.

2.2. Appoint qualified teachers as heads of practice.

2.3. Ensure that students observe labor discipline and the rules of the internal labor procedure. To participate in the investigation by the commission of the practice base of accidents, if they happened to students during practice.

2.4. The educational institution undertakes not to disclose the used information about the

enterprise's activities through the destruction of coursework, diploma theses and reports in the prescribed manner.

**3. Liability of the parties for non-fulfillment of the contract:**

3.1. The parties are responsible for non-fulfillment of the duties assigned to them regarding the organization and conduct of practice in accordance with the legislation on labor in Ukraine.

3.2. All disputes arising between the parties under the contract shall be resolved in accordance with the established procedure.

3.3. The contract becomes effective after it is signed by the parties and is valid until the end of the practice according to the calendar plan.

3.4. The contract is drawn up in two copies: one for the practice base and one for the higher educational institution.

3.5. Location:  
educational institution: \_\_\_\_\_

base of practice: \_\_\_\_\_

The contract was signed by:

From KPI named after Igor Sikorsky

From the enterprise

Dean of FEA

Head of the enterprise

\_\_\_\_\_ Name SURNAME

\_\_\_\_\_ Name SURNAME

M.P.

M.P.

" \_\_\_\_ " \_\_\_\_\_ 202 5 yr.

" \_\_\_\_ " \_\_\_\_\_ 2025