

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
KHERSON STATE MARITIME ACADEMY**

**AGREED**

First Vice-Rector

\_\_\_\_\_ Liliia KULYKOVA

08.12. 2021

**APPROVED**

Rector of Kherson State

Maritime Academy

\_\_\_\_\_ Vasyl CHERNIAVSKYI

08.12. 2021

CONTROL SAMPLE (seal)

**REGULATION  
ON THE INTERNSHIP (SCIENTIFIC INTERNSHIP)  
OF TEACHING AND RESEARCH-PEDAGOGICAL STAFF  
OF KSMA  
AT PROMINENT UNIVERSITIES AND INSTITUTIONS ABROAD**

**APPROVED**

The Academic Council of KSMA

Protocol No.5 dated 07.12.2021

Acting Scientific Secretary

\_\_\_\_\_ Mariana BABYSHENA

Put into force by the Rector's order

No.372 dated 08.12.2021

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

## CONTENTS

	<b>Foreword</b>	3
1	<b>Purpose</b>	3
2	<b>Normative references</b>	3
3	<b>Terms, definitions and abbreviations</b>	4
4	<b>General provisions</b>	6
5	<b>General organization of internship</b>	7
6	<b>Documentary registration of internship</b>	10
7	<b>Financing of internship</b>	11
8	<b>Final provisions</b>	11
	<b>Appendix 1</b>	12
	<b>Mailing sheet</b>	13
	<b>Familiarization sheet</b>	14
	<b>Sheet of periodic records of changes</b>	15
	<b>Sheet of periodic records of inspections</b>	16

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

## **FOREWORD**

1. Approved by the Rector of Kherson State Maritime Academy.
2. Put into force from the moment of approval by the Academic Council.
3. Periodic review of the Regulation is carried out at intervals not exceeding 12 months.
4. Changes to the Regulations are developed based on the results of its application in practice at the Kherson State Maritime Academy or when changing the requirements of regulatory documents, on the basis of which the Regulation was developed.

### **1. PURPOSE**

1.1. This Regulation defines the procedure, types, forms, scope (duration), periodicity, conditions of internship (scientific internship) of teaching and research-pedagogical employees of the Kherson State Maritime Academy (hereinafter referred to as the Kherson State Maritime Academy) abroad.

1.2. This Regulation is an internal normative document of the Kherson State Maritime Academy, but it can be provided for inspection, review, familiarization (including with the removal of relevant copies) to other enterprises, institutions, organizations, state bodies, local self-government bodies and quality certification auditors only in according to the procedure established by law.

### **2. NORMATIVE REFERENCES**

The principles of internship abroad for teaching and research-pedagogical staff are set by:

- QG 01-01-2018 Quality guidelines.
- QMS 02-01-2018 Documented procedure of the quality management system.

Documentation management.

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

- QMS 04-96-2019 Instruction on the development of provisions regulating the activities of the Kherson State Maritime Academy.

- QMS 02-25-2018 Documented procedure of the quality management system. Human Resources Management.

- Law of Ukraine "On Education";

- Law of Ukraine "On Higher Education" dated July 1, 2011 No. 1556-UII (with amendments).

- Law of Ukraine "On Professional Development of Employees".

- Law of Ukraine "On Scientific and Scientific-Technical Activities" dated November 26, 2015 No. 848-UIII (with amendments).

- Law of Ukraine "On Protection of Personal Data" dated June 1, 2010 No. 2297-UI (as amended).

- Charter of the Kherson State Maritime Academy.

- Instruction on office management of the Kherson State Maritime Academy.

- Decree of the Cabinet of Ministers of Ukraine dated August 21, 2019 No. 800 "Some issues of improving the qualifications of teaching and research-pedagogical workers" (with amendments).

- Regulations on student training and internship (scientific internship) of post-graduate students, associate and doctoral students, scientific and scientific-pedagogical workers in leading institutions of higher education and scientific institutions abroad, approved by Resolution of the Cabinet of Ministers of Ukraine dated April 13, 2011 No. 411.

### **3. TERMS, DEFINITIONS AND ABBREVIATIONS**

#### **4.**

In the following document such terms and definitions are used:

*European Credit Transfer and Accumulation System* (further – ECTS) - credit transfer and accumulation system used in the European Higher Education Area for the purpose of providing, recognising, confirming the qualifications and educational components, and facilitating academic mobility of higher education applicants. The system is based on defining the academic load provided to the student necessary to reach the settled results of education and is calculated in ECTS credits.

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

*Competence* is a dynamic combination of knowledge, abilities, skills, ways of thinking, views, values, and other personal qualities that determine a person's ability to successfully socialize, conduct professional and/or further educational activities.

*Accumulative internship system* is a system that stimulates continuous proactive professional development of a teacher of a higher education institution by calculating his acquisition of new and/or improvement of existing competencies through training, internships and other types of informal education and self-education and/or professional activity.

*Internship program* is a structured set of educational activities (educational classes, seminars, trainings, tasks, control events, etc.) aimed at employees' mastering, updating and deepening of competencies, as well as studying foreign experience, which contributes to the quality performance of their official duties.

*Learning outcomes* - knowledge, abilities, skills, ways of thinking, views, values, other personal qualities acquired in the process of learning and development, which can be identified, planned, evaluated and measured.

*Internship* - advanced training, which is carried out with the aim of forming and consolidating in practice the professional competences acquired as a result of theoretical training, in relation to the performance of tasks and duties in the position held or a position of a higher level; assimilation of foreign experience; formation of personal qualities for the performance of professional tasks on to a new, higher quality level within a certain specialty.

*Subject of the internship* is an educational institution (its structural unit), a scientific institution, another legal entity or individual, including an individual entrepreneur providing educational services for professional development.

*Dual form of professional development* is professional development at the workplace, in production, etc.

#### Abbreviations

KSMA – Kherson State Maritime Academy

ECTS - European Credit Transfer and Accumulation System

RPS – Research and Pedagogical Staff

TS - Teaching Staff

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

#### **4. GENERAL PROVISIONS**

4.1. The purpose of the scientific internship of teaching and research-pedagogical staff of the KSMA abroad at prominent universities and institutions is to increase the level of theoretical and practical training of teaching and research-pedagogical workers, to conduct original research using modern equipment and technologies, to master the latest unique methods, to gain experience research and teaching activities, provision of information exchange and expansion of scientific contacts.

The tasks of professional development are:

- improvement of previously acquired and/or acquisition of new competencies within professional activity or field of knowledge, taking into account the requirements of the relevant professional standard (if available);
- mastering knowledge in the fields of science, technology and higher education;
- conducting fundamental and/or applied scientific studies research;
- gaining practical experience in technology transfer and management of innovative activities.

4.2. Teaching and research-pedagogical employees can undergo internships at leading universities and institutions abroad (except for a state recognized by the Verkhovna Rada of Ukraine as an aggressor state or an occupying state).

4.3. Internships of teaching and research-pedagogical employees can be carried out in various forms: institutional (full-time (day, evening), part-time, distance, network, dual). Forms of internship can be combined.

4.4. Teaching and research-pedagogical employees, taking into account the results of competences self-assessment and professional needs, the content of their own teaching activities or job duties, independently choose specific forms, types, directions and subjects of providing internship educational services (hereinafter - subjects of internship).

4.5. The subject of an internship can be an educational institution (its structural unit), a scientific institution, another legal entity or an individual, including an individual entrepreneur who conducts educational production activities in the field of the teaching and research-pedagogical employee's internship.

When choosing an internship subject, the following must be taken into account:

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

- availability of the internship subject's website;
- availability of a sample document on internship (certificate, certificate, etc.).

4.6. The scope and duration of the internship is calculated in hours and/or ECTS credits according to the cumulative system (one ECTS credit is 30 hours). The mechanism of enrollment of various forms and results of internship under the cumulative system is determined by this Regulation.

4.7. The results of the teaching and research-pedagogical employee's internships are taken into account during the selection process for a position by competition and the conclusion of an employment contract. The results of the teaching and research-pedagogical employee's internships at scientific and technical institutions in a country that is a member of the Organization for Economic Cooperation and Development and/or the European Union, according to the profile of the department, are taken into account when making decisions on the awarding of academic degrees.

## **5. GENERAL ORGANIZATION OF INTERNSHIP**

5.1. Teaching and research-pedagogical employees of KSMA are obliged to undergo an internship abroad at least once every five years.

5.2. The amount of internship of teaching and research-pedagogical workers during five years cannot be less than six ECTS credits (180 hours).

5.3. KSMA employees undergo an internship abroad according to the plan for a certain academic year. If necessary, the plan can be adjusted during the year. Teaching and research-pedagogical workers must start the internship on time and complete its program in full.

5.4. The heads of the relevant structural subdivisions form proposals for the foreign internship of teaching and research-pedagogical workers in the academic year and submit them to the international relations department in the form of a report by June 25 of each academic year preceding the planned one.

5.5. Internships are carried out based on foreign educational institutions, marine vessels, shipping companies, shipyards and other institutions that have innovative experience, the latest equipment, software, modern production technologies, etc. and can contribute to deepening the professional competence of the employee.

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

Internship can be carried out under the supervision of a research-pedagogical employee or a worker who has a scientific degree and/or academic title and at least ten years of research-pedagogical activity or scientific experience. Internship on a sea vessel, in institutions, organizations and enterprises is carried out under the supervision of an employee who has sufficient work experience and qualifications for this.

5.6. The organization of internships, including the approval of lists of interns, the scope of training assignments, etc., is carried out by relevant orders or other administrative documents at the request of the head of the international relations department.

5.7. Internship is carried out according to an individual program developed and approved by the subject of the internship.

An individual internship program must contain information about its scope (duration) and expected learning outcomes. An individual internship program may also contain other information related to an internship by a teaching and/or research-pedagogical employee.

5.8. Improvement of the qualification of RPS/TS can be carried out by participating in seminars, workshops, trainings, webinars, master classes, etc. The scope of such advanced training is determined according to its actual duration in hours.

5.9. Internships of RPS and TS representatives through their participation in academic mobility programs are counted according to the recognized learning outcomes.

5.10. Internships of RPS and TS abroad are carried out based on cooperation agreements, or chosen independently by PPS and TS.

5.11. Organizational support for internships of RPS and TS abroad is provided by the international relations department of the KSMA.

5.12. For those RPS and TS of KSMA, who will undergo an internship, no later than 7 calendar days before the date of departure, the following documents are submitted to the International Relations Department of the KSMA:

- submission of the head of the structural unit, agreed with the head of the personnel department and the chief accountant (with information on the preservation of wages and sources of financing the internship);



<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

- an invitation for the RPS/TS representative from the subject of the internship, which should contain information about the official name of the subject of the internship, the form and terms of the internship (in particular face-to-face and remote components), information about the sources of financing the internship, relocation, stay abroad;

- training program/participation program in seminars, workshops, trainings, webinars, master classes, etc./individual internship program.

5.13. Within 5 working days from the date of receipt of the documents, the Department of International Relations of the KSMA prepares a draft of the order on the referral to an internship abroad for an internship and submits it to the rector of the KSMA for signature.

5.14. The scope of internship of the RPS/TS representative is determined in the calculation of 30 hours for one ECTS credit.

5.15. RPS/TS no later than 10 calendar days after returning from a business trip, submit a report on the foreign trip based on the results of the internship to the Department of International Relations of the KSMA.

5.16. RPS/TS report on the results of the internship at the meeting of the department and at the main place of work or part-time in the KSMA. The results of reporting are reflected in the minutes of the department meeting.

5.17. After completing the internship, the RPS/TS submit copies of internship documents (certificate, certificate, etc.) to the personnel department.

5.18. The personnel department enters information about the internship in the personal file of RPS/TS.

5.19. Copies of internship documents are kept at the department where the RPS/TS works.

5.20. The employees of the international relations department transfer the data on the foreign internship to the department of state education quality assurance for making entry into the common state electronic base on education (CSEBE).

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

## **6. DOCUMENTARY REGISTRATION OF INTERNSHIP**

6.1. The following documents are submitted to the Department of International Relations of the KSMA, regardless of the forms of internship of RPS and TS:

- report on referral for internship to another organization/institution (Appendix 1);
- referral to internship;
- individual internship program;
- report on internship results;
- other documents provided by another entity.

If necessary, a contract is concluded between such a Subject and KSMA. In this case, the individual internship program is an integral appendix to the contract. The fact of the internship of a teaching or research-pedagogical employee is confirmed by the relevant document on professional development and, subject to the conclusion of a relevant contract, by an act on the provision of internship services, drawn up in accordance with the procedure established by law, signed by the rector and the subject of professional development.

6.2. According to the results of the internship, the RPS/TS must provide an issued document about the internship, the technical description of which, design, manufacturing method, issuing and accounting procedure is determined by the relevant internship entity.

6.3. The internship document must contain the following information:

- full name of the internship subject;
- topic (direction, title), scope (duration) of professional development in ECTS hours or credits;
- surname, first name and patronymic of the person who upgraded his qualifications;
- a description of the achieved learning results;
- date of issue and account number of the document;
- the title of the position, surname, initials of the supervisor of the internship subject, his signature and the seal of the institution.

6.8. Internship documents (certificates, certificates, etc.) may contain additional information established by the subject of the internship.

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

## 7. FINANCING OF INTERNSHIP

7.1. Financing of expenses related to the internship of the RPS/TS of the KSMA is carried out at the expense of the funds of individuals and/or legal entities, as well as other sources not prohibited by the legislation of Ukraine.

7.2. During the internship period of the RPS/TS in accordance with the approved plan with separation from production (educational process) to the extent determined by the law, the place of work (position) is kept for the RPS/TS.

7.3. The financing of the internship of RPS/TS and other employees of the Academy, which takes place during their exercise of the right to academic mobility, can be carried out, first of all, at the expense of the funds of the sub-account of the corresponding structural division, funds of the host party, grants, as well as at the expense of other funds not prohibited by law, sources.

## 8. FINAL PROVISIONS

8.1. The responsibility for issuing and updating these Regulations lies with the Department of International Relations of the KSMA.

8.2. Control over the fulfillment of the requirements of this Regulation is carried out by officials in accordance with their functional duties.

8.3. Cancellation of this Regulation is carried out in accordance with the DP "Documentation management".

**Compilers:**

Professor of the Department of Social and Humanitarian disciplines and Innovative Pedagogy

Aliona  
LESHCHENKO

Associate Professor of the Department of Social and Humanitarian Disciplines and Innovative Pedagogy

Olena  
BEZLUTSKA

**Agreed:**

Head of the Department of Quality of Education Support

Oksana  
USTYMENKO

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

Head of the Committee on the Internal  
System of Ensuring the Quality of Education  
at KSMA, Professor of the Department of  
Social and Humanitarian Disciplines and  
Innovative Pedagogy

Inna  
NAHRYBELNA

Head of the Legal Department

Oleksandr  
SLEPCHENKO  
Larisa IONOVA

Head of Human Resources Department  
Chief Accountant

Natalia  
DALENKINA

Dean of the Navigation Faculty

Iaroslav  
NAHRYBELNYI

Dean of the Marine Engineering Faculty

Oleksandr  
AKIMOV

## **Appendix 1**

To VasyI CHERNIAVSKYI,  
Rector of the KSMA

### **REPORT**

Please, send me for an internship at (name of higher education, scientific,  
educational and research institution, other enterprise, organization) from  
\_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_ year.

\_\_\_\_\_ 20\_\_ year

Head of Department

Dean of the Faculty

Head of the International Relations Department of the KSMA

<b>Kherson state maritime academy</b>		<b>Quality management system</b>	04-344-2021
AMENDMENT: 0	ISSUED ON: 01.11.21	<b>Regulation on the internship (scientific internship of teaching and research- pedagogical staff of KSMA at prominent universities and institutions abroad</b>	Page 1 from 16

## MAILING SHEET

No.	Name of subdivision	No. of the copy
1	The First Vice-Rector	
2	Vice-Rector for Educational and Methodological Work	
3	Vice-Rector for Scientific and Pedagogical Work	
4	Education Quality Assurance Department	
5	International Relations Department of the KSMA	
6	Scientific Secretary	
7	Faculty of Navigation	
8	Faculty of Marine Engineering	
9	Department of Record Keeping and Control	
10	Human Resources Department	
11	Department of Navigation	
12	Department of Ship Steering	
13	Department of Innovative Technologies and Technical Means of Navigation	
14	English Language Department for Deck Officers	
15	English Language Department for Maritime Officers (abridged programme)	
16	Department of Social and Humanitarian Disciplines and Innovative pedagogy	
17	Department of Economics and Maritime Law	
18	Department of Ship Power Plants Operation	
19	Department of Ship Electrical Equipment and Automation Means Operation	
20	Department of Transport Technologies and Mechanical Engineering	
21	English Language Department for Marine Engineers	
22	Department of Natural and Scientific Training	
23	Department of Life Safety and Professional and Applied Physical Training	





