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| **MINISTRY OF HIGHER EDUCATION, SCIENCE, AND INNOVATIONS OF THE REPUBLIC OF UZBEKISTAN****RECTOR’S ORDER OF JIZZAKH STATE PEDAGOGICAL UNIVERSITY NAMED AFTER ABDULLA QODIRIY** |
| **13.09.2024** | **№ 287-U** | **Jizzakh c.** |

**“On Defining the Duties of Students and Responsible Persons in Organizing the Weekly “4+2” Format Internship for 2nd, 3rd, and 4th-Year Full-Time Students in the 2024-2025 Academic Year**

In order to ensure the implementation of:

 • The Decree of the President of the Republic of Uzbekistan No. PQ-289 dated June 21, 2022, “On Measures to Improve the Quality of Pedagogical Education and Further Develop the Activities of Higher Education Institutions Training Pedagogical Personnel”;

 • The Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 824 dated December 31, 2020;

 • The Joint Resolution No. 2 dated August 23, 2023, issued by Jizzakh State Pedagogical University, the Jizzakh Regional Departments of Preschool and School Education, and the Ministry of Higher Education, Science, and Innovations “On Organizing the ‘4+2’ Internship in Pedagogical Education Programs at Jizzakh State Pedagogical University.”

 **ORDER:**

1. The responsibilities of students and responsible persons in organizing the weekly “4+2” format internship for 2nd, 3rd, and 4th-year full-time students in the 2024-2025 academic year shall be approved in accordance with the attached appendix.

2. The Vice-Rector for Academic Affairs, F. Joraqulov, and the Head of the Registrar’s Office, X. Khamzayev, shall:

2.1. Ensure the supervision of the proper execution of the assigned responsibilities for students and responsible persons in organizing the weekly “4+2” format internship for 2nd, 3rd, and 4th-year full-time students in the 2024-2025 academic year.

2.2. Continuously monitor the evaluation process on the internship platform (main.jdpu.uz) to ensure that students’ completed assignments are assessed fairly, transparently, and in accordance with the established grading criteria.

2.3. Oversee that internship supervisors ensure students’ timely attendance at educational institutions and that attendance records from the platform (main.jdpu.uz) are accurately entered into the Hemis information system.

**3.** The Head of the Marketing, Student Internship, and Information Analysis Sector, R. Qosimov, shall:

3.1. Regularly monitor students’ timely attendance at educational institutions according to the approved schedule, ensure that they complete their internship hours at the designated locations, track the attendance of students who fail to attend, and oversee the full completion of daily assignments in the internship program.

3.2. Ensure that internship supervisors monitor students’ timely attendance at educational institutions and that attendance records from the platform (main.jdpu.uz) are accurately entered into the Hemis information system.

3.3. Continuously oversee the evaluation process on the internship platform (main.jdpu.uz) to ensure that students’ completed assignments are assessed transparently, fairly, and in accordance with the established grading criteria.

3.4. Work on improving and optimizing the electronic platform (main.jdpu.uz) for the “4+2” format internship.

3.5. Regularly discuss and present reports on monitoring results and internship progress at the Rector’s Council meetings.

4. Faculty deans shall:

4.1. Supervise the proper implementation of the responsibilities assigned to students and responsible persons in organizing the weekly “4+2” format internship for 2nd, 3rd, and 4th-year full-time students in the 2024-2025 academic year.

4.2. Continuously monitor the evaluation process on the internship platform (main.jdpu.uz) to ensure that students’ completed assignments are assessed transparently, fairly, and in accordance with the established grading criteria.

4.3. Ensure that internship supervisors oversee students’ timely attendance at educational institutions and that attendance records from the platform (main.jdpu.uz) are accurately entered into the Hemis information system.

4.4. Regularly inform students that those who fail to attend the internship without a valid excuse or receive an unsatisfactory grade (“2”) at the end of the internship will be considered academically deficient.

4.5. Fully monitor the internship activities of students who are completing their internships outside the Jizzakh region.

4.6. Oversee the proper process of changing students’ assigned internship institutions as per the regulations.

4.7. Regularly discuss and present reports on monitoring results and internship progress at Faculty Council meetings.

5. Department Heads shall:

5.1. Supervise that internship supervisors ensure students’ timely attendance at educational institutions and that attendance records from the platform (main.jdpu.uz) are accurately entered into the Hemis information system.

5.2. Continuously monitor the evaluation process on the internship platform (main.jdpu.uz) to ensure that students’ completed assignments are assessed transparently, fairly, and in accordance with the established grading criteria.

5.3. Regularly discuss and present reports on monitoring results and internship progress at Department Council meetings.

6. The Student Dormitory Coordination Unit and Tutors shall:

6.1. Supervise students’ full participation in the internship process by monitoring their activities through the electronic platform (main.jdpu.uz) and in-person visits.

6.2. Regularly provide information to the internship supervisor and faculty dean regarding students who fail to attend the internship without a valid excuse.

7. The Head of the Digital Education Technologies Center, X. Akhmatjonov, shall:

7.1. Be responsible for improving and optimizing the electronic platform (main.jdpu.uz) for the “4+2” format internship.

8. The execution and control of this order shall be entrusted to the Vice-Rector for Academic Affairs, F. Joraqulov.

**RECTOR: SH.SHARIPOV**

**Project submitted by:**

**Head of the Marketing, student internship, and Information analysis sector**

 **R.Qosimov**

**Agreed by:**

**Vice-rector for academic Affairs F.Joraqulov**

**Head of Registration`s Office X.Xamzayev**

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**Head of the Department for working**

**Appeals of Individuals and legal**

**entities, Control, and Monitoring J.Qirjigitov**

**Head accountant I.Isayev**

**Senior Legal Consultant A.Alikulov**

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**Head of the Anti-Corruption**

**“complaiance-control” sysyem**

 **management department A.Umrzokov**

 Appendix to the Rector’s Order of Jizzakh State Pedagogical University

1. Duties of Students and Responsible Persons in Organizing the Weekly “4+2” Format Internship for 2nd, 3rd, and 4th-Year Full-Time Students in the 2024-2025 Academic Year

 **Vice-Rector for Academic Affairs**

1. 1. Ensure the overall organization and coordination of the weekly “4+2” format internship in accordance with the approved regulations.
2. 2. Supervise the proper execution of responsibilities by faculty deans, department heads, and internship supervisors.
3. 3. Monitor the assessment process on the electronic platform (main.jdpu.uz) to ensure fairness, transparency, and compliance with established evaluation criteria.
4. 4. Oversee the accurate and timely entry of students’ attendance records into the Hemis information system.
5. 5. Regularly review reports on internship implementation and discuss results in university council meetings***.***

**Registrar’s Office – Marketing, Student Internship, and Information Analysis Sector**

 1. Coordinate the organization of the “4+2” format internship at the university and conduct explanatory work related to the system.

 2. Ensure that students’ attendance records from the platform (main.jdpu.uz) are correctly entered into the Hemis system and oversee that faculty deans and internship supervisors take appropriate measures when necessary.

 3. Monitor the timely completion of students’ daily assignments in the internship program and ensure that internship supervisors assess them fairly and transparently.

 4. Supervise the proper documentation process when students change their assigned internship institutions, ensuring faculty compliance with regulations.

 5. Provide recommendations to relevant departments based on identified issues related to the “4+2” format internship process.

 **Faculty Dean**

1. 1. Personally monitor students’ attendance at the internship according to the approved schedule on designated days of the week and ensure accurate entry of this data into the Hemis information system. The dean is directly responsible for the correct recording of students’ attendance and taking necessary measures for absentees.
2. 2. Submit recommendations to relevant departments for disciplinary action against internship supervisors who fail to timely record daily attendance from main.jdpu.uz into Hemis, or who do not ensure students complete their assignments and do not evaluate them on the electronic platform.
3. 3. Take measures to reassign classroom teaching hours to internship supervisors who consistently fail to enter daily attendance into Hemis, do not ensure student participation in assignments, or fail to assess them properly on the main.jdpu.uz platform. If necessary, consider reducing their workload by removing internship hours from their schedule.
4. 4. Oversee the proper process of changing students’ assigned internship institutions as per regulations.
5. 5. Take disciplinary action against students who misuse the “4+2” internship electronic platform.
6. 6. Prepare an official order draft to hold back students from advancing to the next academic year if they fail to fully participate in the internship and do not earn the required credit hours.
7. 7. Ensure that students who missed their internship for valid reasons complete their required hours through additional sessions and monitor their progress.
8. 8. Continuously monitor the fair and transparent evaluation of students’ completed assignments by internship supervisors on the main.jdpu.uz platform and take necessary actions if any improper assessments are identified.
9. 9. Supervise the work of internship supervisors and tutors in organizing and overseeing students’ internships.
10. 10. Fully monitor the internship process of students completing their internships outside Jizzakh region.
11. 11. Regularly discuss internship implementation, progress, and monitoring results at Faculty Council meetings.

 **Department Heads**

 1. Monitor students’ participation in the internship according to the approved schedule, ensuring that attendance records are accurately entered into the Hemis information system. Take responsibility for recording student attendance correctly and addressing absenteeism with appropriate measures.

 2. Submit proposals to relevant departments for disciplinary action against internship supervisors who fail to timely enter daily attendance from main.jdpu.uz into Hemis, or who do not ensure student participation in assignments and assessments on the platform.

 3. Implement measures to reassign classroom teaching hours to internship supervisors who consistently fail to enter attendance on time or do not monitor students’ assignments and evaluations properly. If necessary, reduce their workload by removing internship hours from their schedule.

 4. Continuously monitor that students’ completed assignments are evaluated fairly and transparently by internship supervisors on main.jdpu.uz and take action in case of unfair grading.

 5. Regularly discuss internship monitoring results and progress at Department Council meetings.

 **Internship Supervisor**

 1. Develops the internship program based on the characteristics of the field of study.

 2. Provides assigned students with detailed guidance on the tasks to be completed during the internship.

 3. Introduces the students to their internship site and ensures the internship is organized properly.

 4. Monitors attendance and records students’ presence at the assigned educational institution via main.jdpu.uz and ensures it is correctly entered into Hemis.

 5. Trains students on how to use the “4+2” internship electronic platform (main.jdpu.uz) effectively.

 6. Supervises and assesses students’ completion of assigned tasks on a weekly basis.

 7. Reports students who misuse the “4+2” electronic platform to the faculty dean for disciplinary action.

 8. Evaluates students’ completed tasks based on fair, transparent, and standardized grading criteria.

 9. Provides practical and methodological support to students in completing their internship assignments.

 10. Ensures that students who missed internship sessions due to valid reasons make up for their lost hours and complete the required internship workload.

 11. Reports students who do not attend the internship to the faculty dean and relevant departments.

 12. Regularly works with underperforming students, identifying issues and taking necessary corrective measures.

 13. Collaborates with school directors, academic supervisors, discipline coordinators, experienced teachers, and mentors to enhance students’ internship experiences, organizing discussion sessions when necessary.

 14. Maintains continuous communication with the internship supervisor assigned by the educational institution, ensuring proper coordination and addressing any issues that arise.

**Tutor**

 1. Regularly reports to the internship supervisor and faculty dean about students who are absent without a valid reason during the internship.

 2. Submits a notification to the faculty dean regarding students who misuse the “4+2” internship electronic platform.

 3. Monitors the participation of assigned students in the internship according to the approved schedule, working closely with internship supervisors.

 4. Provides practical assistance in organizing spiritual and educational activities conducted by students at educational institutions.

 5. Supports students in developing their professional interest and skills, identifying problems and shortcomings, and working towards comprehensive solutions.

 6. Helps students adapt to the school environment, offering methodological, social, and psychological support while enhancing their interest in their chosen profession. Additionally, analyzes their participation in classes, ensures meaningful engagement at the school, and stays informed about their social conditions.

**Student**

 1. Attends the assigned educational institution on designated days, in accordance with the approved schedule and official order.

 2. Registers attendance on main.jdpu.uz using Face ID at the specified times:

 • First shift: 08:00, 10:30, 13:00

 • Second shift: 13:00, 15:30, 18:00

 3. Completes daily assignments as per the internship program on the “4+2” electronic platform (main.jdpu.uz) within the designated timeframe and according to the set criteria.

 4. Uploads completed assignments to the “4+2” electronic platform within three days.

 5. Fully completes all required tasks assigned in the internship program.

 6. Follows the internal rules and code of conduct of the educational institution.

 7. Learns and strictly adheres to occupational safety and security regulations.

**School Administration**

 1. Ensures proper conditions for students completing their internship, in accordance with the August 23, 2023, Decision No. 2 issued by the Jizzax State Pedagogical University, Jizzax Regional Department of Preschool and School Education, and the Ministry of Higher Education, Science, and Innovation.

 2. Organizes the “4+2” internship in line with the internship program and official university decision.

 3. Assigns an official internship supervisor to guide and oversee students during their internship.

 4. Monitors student attendance daily.

 5. Explains the objectives and structure of the internship to students.

 6. Provides practical and methodological assistance to students in completing their assigned internship tasks.

 7. Allows students to learn about teaching methodologies from experienced teachers and specialists.

 8. Grants students access to educational materials, technical resources, and relevant documents at the institution.

 9. Provides safety instructions and, if necessary, trains students in safe work practices, ensuring proper documentation.

 10. Ensures that students follow the institution’s internal labor rules throughout the internship.

 11. At the end of the internship, documents the student’s performance based on their adherence to internal regulations and overall engagement.