

**Ministry of Agriculture and Food of  
the Republic of Belarus**

**Educational Institution  
«Belarusian State Agrarian Technical University»**

APPROVED

Rector of BSATU

\_\_\_\_\_ M. Ramaniuk

«\_\_» \_\_\_\_\_ 2023

Registration No \_\_\_\_\_

**EDUCATIONAL PROGRAM ON INDUSTRIAL PRACTICE**

**for specialty**

**7-06-0812-01 “Technical support of agricultural production”**

**2023**

The educational program is based on the sample curriculum of specialty 7-06-0812-01 "Technical support of agricultural production", approved on 18.04.2023.

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## EXPLANATORY NOTE

The scientific and industrial practice program was developed in accordance with the standard curriculum of specialty 7-06-0812-01 “Technical support of agricultural production.”

The internship of master's students is a mandatory component of the educational process of advanced higher education, organized and conducted in close cooperation with government agencies and other organizations for which specialists are trained with the award of a Master's degree.

Research and production practice is a type of practical activity of undergraduates related to conducting scientific research within the framework of the chosen topic of research work (the topic of the master's thesis), introducing the results of the research into the educational process, preparing scientific publications, the master's thesis and its subsequent defense.

The scientific and production practice of master's students is designed to provide a connection between their scientific, theoretical and practical training, to give master's students practical experience in accordance with the specifics of master's thesis research.

The purpose of scientific and industrial practice is to develop in master's students the skills and abilities to competently conduct scientific research using scientific methods, analyze, summarize and implement the results obtained; mastering practical skills in the field of pedagogical activity: organizing and conducting educational, methodological and educational work, using innovative educational, information and communication technologies.

The objectives of scientific and production practice are:

- collection, processing, analysis and systematization of information on the research topic, selection of methods and means for solving research problems;
- mastering the principles of organizing research and development work, analyzing their technical and economic indicators;
- organization of work with the empirical base in accordance with the chosen topic of scientific research: drawing up a research program and plan, formulating the purpose and objectives of the research, defining the object and subject of the research, choosing a research methodology, applying methods for collecting, analyzing and summarizing research results,
- use of methods for modeling and optimization of technological processes, optimization of parameters and operating modes of agricultural machines in crop production;
- acquaintance with the principles of organizing the educational process and the basics of the educational and methodological work of the department, mastering the methods of teaching technical disciplines;
- formation of skills in developing educational and methodological materials;
- generalization and preparation of the results of research activities, collection of material for a master's thesis, preparation of data for the preparation of reviews, reports and scientific publications;

– formation of management decision-making skills taking into account the understanding of development trends of modern society and state policy.

As a result of undergoing research and production internship, the student must acquire and develop the following practical skills, abilities, universal and in-depth professional competencies:

UC-1. Apply methods of scientific knowledge in research activities, generate and implement innovative ideas.

UC-2. Solve research and innovation problems based on the use of information and communication technologies.

UC-3. Provide communications, demonstrate leadership skills, be capable of team building and developing strategic goals and objectives.

UC-4. Develop innovative sensitivity and ability for innovative activities.

UC-5. Be able to predict the conditions for the implementation of professional activities and solve professional problems in conditions of uncertainty.

UC-6. Apply psychological and pedagogical methods and information and communication technologies in education and management.

UPC-1. Use modern achievements of science and technology, innovative processes in the agro-industrial complex in the design and implementation of mechanized processes in crop production.

UPC-2. Use modern achievements of science and technology, innovative processes in the agro-industrial complex in the design and implementation of mechanized processes in animal husbandry.

UPC-3. Analyze the directions of development of agricultural machinery and propose innovative solutions for its improvement.

Practice in mastering is based on the knowledge and skills acquired in the study of the following disciplines included in the curriculum of the specialty 7-06-0812-01 “Technical support of agricultural production”: Intelligent technical systems in crop production, Intelligent technical systems in animal husbandry, Statistical methods of analysis and experiment planning, Modeling and optimization of technological processes, Optimization of parameters and operating modes of agricultural machines in crop production, Optimization of parameters and operating modes of machines and equipment in animal husbandry, Forecasting the residual resource of mobile energy equipment, Forecasting the residual resource of machines and equipment in animal husbandry, Advanced methods and technical means for testing machines and equipment, Pedagogy and psychology of higher education, Modern educational technologies, Methods of teaching technical disciplines, Modern methods of scientific research and the basics of preparing dissertations, Foreign language, Philosophy and methodology of science.

Upon completion of scientific and industrial practice, the master's student must

***know:***

– methods of generalization and methods of systematization of scientific documentation and literary sources;

- methods of scientific research and experiment, modeling and optimization of technological processes, optimization of parameters and operating modes of agricultural machines in crop production;
- principles of organization of research and development work, analysis of their technical and economic indicators;
- features of pedagogical, information and communication technologies and mechanisms for their implementation, types of educational work used in educational institutions;
- educational and methodological literature, material, technical and software for the recommended technical disciplines of the curriculum;
- forms of organization of educational and scientific activities in an educational institution;
- ideological, moral values of the state of the Republic of Belarus and be able to follow them;

***be able to:***

- summarize and systematize materials from scientific documentation and literary sources;
- independently perform engineering calculations for specific production conditions, based on the acquired theoretical knowledge;
- generate data, analyze and systematize information on the topic of the dissertation with the choice of methods and means for solving research problems;
- develop theoretical models of the processes, phenomena and objects under study in the chosen direction, evaluate the results obtained;
- work in a team and deeply understand the national goals of their professional activities;

***have skills in:***

- generalization and preparation of the results of research activities, data for the preparation of reviews, reports and scientific publications;
- application of modern pedagogical and information and communication technologies in the educational process;
- conducting practical or laboratory classes with students on recommended topics in educational technical disciplines.

Places for conducting research and production practice are usually

- enterprises engaged in the production of agricultural machinery, pre-sale preparation, operation and maintenance, processing of agricultural products, and having conditions for the implementation of the practice program;
- scientific and practical centers, research institutes and design organizations that include a research and production complex with a developed infrastructure, consisting of research laboratories and pilot production;
- departments and research laboratories of higher education institutions.

In accordance with the curriculum for the specialty 7-06-0812-01 “Technical support of agricultural production”, full-time higher education and the schedule of the educational process, scientific and production practice is carried out in the 2nd year, part-time higher education – 162 hours - in the intersession period, 54 hours –

during the session. The total labor intensity of the practice is 6 credit units (216 hours).

The calendar-thematic plan for internship reflects the distribution of time allocated for scientific and production internship to perform certain types of work.

### THEMATIC PLAN

Topic name	Number of hours
1. Preparation of documents for internship at an enterprise (organization), introductory briefing on labor protection. Familiarization with the goals, objectives, content of practice. Conducting introductory training on labor protection, instruction on the forms, volume and types of work	9
2. Data generation, analysis and systematization of information on the topic of the dissertation with the choice of methods and means for solving research problems	45
3. Study of patent-licensing and innovative activities of divisions of an enterprise (organization). Mastering the skills of patent search and drafting patent applications	36
4. Planning and conducting an experiment according to the topic of the master's thesis	
5. Processing, systematization of factual and literary material, preparation of a report. Receiving feedback-characteristics	27
6. General acquaintance with the educational institution, its structure, and the main areas of activity. Study of regulatory and program documents on the organization of the educational process in an educational institution. Instruction on labor protection at the workplace of a structural unit (department)	9
7. Familiarization with the department of the educational institution: with the structure; with educational and research activities; main educational programs (programs of academic disciplines, practices, etc.) implemented at the department; list of academic disciplines	9
8. Analysis and review of educational and methodological literature. Preparation of educational and methodological materials in accordance with the chosen specialty (presentations, materials for seminar classes, etc.). Preparation, conduct and analysis of classroom training (practical or laboratory training)	27
9. Preparation of a practice report. Review and discussion of the contents of the report with the head of the department and the head of practice	9
Total:	216

## CURRICULUM CONTENTS

The content of scientific and industrial practice at all its stages must be consistent, interconnected and sufficiently complete to ensure the solution of problems in the preparation of master's students in accordance with the requirements of educational standards and is determined by the topic of the master's thesis, as well as the need to study and master methods for solving technical, scientific, research, experimental – design and other tasks.

In agreement with the internship supervisor, during the internship the student is expected to perform the following activities:

1. Familiarization with the goals, objectives, content of practice. Conducting the following briefings: introductory training on labor protection; according to forms, volume and types of work.

2. Analysis of the main directions of development and research work of the enterprise (organization). Generalization of trends in the development of scientific and experimental areas of activity of an enterprise (organization) according to the profile of the dissertation work.

3. Study of patent-licensing and innovative activities of divisions of an enterprise (organization). Mastering the skills of patent search and drafting patent applications.

4. Data generation, analysis and systematization of information on the topic of the dissertation with the choice of methods and means for solving research problems.

5. Conducting experimental planning and carrying out research according to the topic of the master's thesis. Performing mathematical analysis of experimental results.

6. General acquaintance with the educational institution, its structure, and the main areas of activity. Study of regulatory and program documents on the organization of the educational process in an educational institution. Instruction on labor protection at the workplace of a structural unit (department).

7. Familiarization with the department of the educational institution: with the structure; with educational and research activities; main educational programs (programs of academic disciplines, practices, etc.) implemented at the department; list of academic disciplines.

8. Analysis and review of educational and methodological literature. Preparation of educational and methodological materials in accordance with the chosen specialty (presentations, materials for seminar classes, etc.). Preparation, conduct and analysis of classroom training (practical or laboratory training).

9. Processing, systematization of factual and literary material, preparation and execution of a report on practice. Receiving feedback-characteristics.

10. Review and discussion of the contents of the report with the head of the department and the head of practice.

## Organization of practice

Research and production practice is organized on the basis of agreements concluded with enterprises (organizations) of the Republic of Belarus that correspond to the profile of undergraduate training, regardless of the form of ownership and subordination.

Places for internship are determined by the department in agreement with the dean of the faculty and the vice-rector for academic affairs and production. The undergraduate takes an active part in determining the place of internship.

The dean's office of the faculty, together with the department and the vice-rector for academic work and production, organize individual conclusion of contracts with enterprises (organizations) for practical training (one copy remains at the enterprise, the second is stored at the university and serves as the basis for preparing a draft order).

The basis for internship is the order of the university rector. The draft order is prepared by the dean of the faculty based on proposals from the departments of the faculty.

At the university, general supervision of the practice is carried out by the Vice-Rector for Academic Affairs and Production, direct supervision is by the head of practice from the department (scientific supervisor of the master's thesis). Practical, methodological, organizational and technical management is carried out by employees of enterprises (organizations), including labor protection issues, monitoring the implementation of the internship program, analyzing, together with the involved enterprises (organizations), the results of implementing the internship program and preparing proposals for improving its organization. General management of practice at an enterprise (organization) (place of internship) is entrusted to the head of the enterprise (organization) or another employee authorized by him, who carries out scientific and industrial practice in accordance with the internship program. Direct supervision of the internship of undergraduates at the facility, in a structural unit of the enterprise (organization), is carried out by an experienced employee of the organization, who is appointed by order of the head of the organization.

The mutual responsibilities of the higher education institution and the enterprise (organization) accepting the student for internship are determined by the relevant agreement.

During the period of internship, undergraduates are subject to labor protection legislation and internal labor regulations of the organization, and students hired for vacant positions are also subject to labor legislation.

The enterprise (organization) carries out the internship, documents it and ensures the issuance of an order on the enrollment of undergraduates for research and production practice, creation of the necessary conditions for them to undergo internship and implementation of its program, instructing students on labor protection, attracting undergraduates to the work provided for by the program practices.



At the workplace, undergraduates must undergo introductory briefing and instruction on labor protection with a signature in the log.

During the internship, undergraduates perform individual work stipulated by the job responsibilities of the qualification characteristics of the Unified Qualification Directory of Employee Positions for the corresponding position. During the period of scientific and industrial practice, master's students can be hired for vacant positions in accordance with the law.

The head of practice from the enterprise (organization) systematically checks the master's student's keeping of the practice diary and assists in collecting data for preparing a report on the practice.

***Responsibilities of a master's student before leaving for internship:***

- receive a diary, an internship program, an individual assignment and a travel certificate (if necessary) from the department;
- get advice on all issues of organizing and conducting scientific and production practice (about the work procedure, record keeping and the procedure for collecting materials in accordance with the practice program, the most rational methods of work in the workplace, literature that needs to be read before and during the practice passing, preparing a report on practice).

Targeted instruction is conducted by a teacher from the department (scientific supervisor of the master's thesis).

***Responsibilities of the master's student upon arrival at the place of practice:***

- report to the HR department and provide a referral;
- mark the date of arrival on the travel document;
- familiarize yourself with the order for acceptance into practice;
- obtain the appropriate document of the enterprise (organization) (certificate, pass, etc.);
- undergo introductory training on safe methods of working with registration and signing in the journal;
- familiarize yourself with the order on assigning the immediate supervisor of the practice from the enterprise (organization);
- go to the production practice manager, familiarize him with the practice program, individual assignment and diary, clarify the plan and assignment in accordance with the working conditions at the given enterprise (organization) and clarify the procedure, time and place for receiving consultations;
- clarify with the production supervisor the living conditions (accommodation and food), specific workplaces and the main responsibilities that the trainee must perform during the internship: the procedure for summing up the results for each workplace, the procedure for obtaining special clothing, etc.;
- undergo training at the workplace with registration and signature in the log.

Having received instructions from the head of practice from the enterprise (organization), the student begins to implement its program.

Late attendance of a master's student for internship is considered absenteeism.

A master's student who has not completed the internship period is not allowed to take the internship credit.

## **INFORMATIONAL AND METHODOLOGICAL PART**

The timing and content of the internship are determined by the approved curricula and training programs, educational expediency and schedules of the educational process, which establish a reasonable sequence for the formation of a system of professional skills among undergraduates in accordance with the future specialty.

Full-time undergraduates of higher education undergo scientific and industrial practice in the 2nd year, part-time students of higher education - 162 hours - during the intersession period at the enterprise (organization), 54 hours - during the session at the department of the educational institution.

The departments where master's students are trained organize the provision of internship with a program, methodological instructions, a list of scientific and reference literature and other necessary materials on paper and electronic media for the practical training of a master's student.

### ***Responsibilities of a master's student during internship:***

- during the internship period, the student must strictly comply with the internal regulations of the enterprise (organization);
- keep daily notes in the practice diary about the work done;
- submit a practice diary weekly for verification to the head of practice from the enterprise (organization);
- take an active part in the public life of the enterprise (organization) and provide assistance when possible;
- upon arrival of the internship supervisor from the department (representative of a higher education institution), provide materials about the work done, receive advice on internships, completing individual assignments and completing additional assignments;
- complete the internship program in full;
- during the last week of internship, the undergraduate prepares a written report on the completed internship program. The report must be signed by the student, the immediate supervisor of the practice from the enterprise (organization), approved by the head (deputy director) of the enterprise (organization) and certified by a seal;
- unauthorized leaving or redistribution of the place of practice assigned by order at the university is prohibited.

## **Requirements for the content and procedure for filling out the practice diary**

The practice diary is filled out by the master's student daily. It records information about the types of work performed in accordance with the practice program and individual assignment.

Diary entries should

*contain:*

- a list of work performed by the master's student;
- the amount of work performed by the master's student in order to provide practical assistance;

- topics of self-preparation and organization of classes in production;

*reflect:*

- assignment for completing research and production internship, agreed with the internship supervisor from the enterprise (organization);

- types of work performed can be grouped by types and features of their implementation and recorded in a brief form;

- a report on the master's student's completion of the assignment (types and volumes of work performed) in accordance with the assignment for internship (filled out daily) with a summary of the work performed;

- feedback from the internship supervisor from the enterprise (organization, educational institution) about the internship and the student's social work during the internship.

All sections of the practice diary must be signed by the production supervisor and certified with a seal.

## **Requirements for the content and format of the practice report**

At the end of the internship, the master's student is required to draw up and defend a report on the internship, which he draws up during his stay at the enterprise (organization) based on entries in the internship diary. The report is checked by practice managers from the enterprise (organization) and the university.

The source materials for compiling a practice report are:

1. Annual reports of the enterprise (organization) on the experimental design or research work carried out.

2. Material and technical base for carrying out experimental design or research work.

3. Text materials on development work.

4. Regulatory and program documentation on the organization of the educational process in an educational institution (local regulatory documents, educational standards of specialties, curricula, curricula of academic disciplines, internship programs, etc.).

5. Recommended reading.

The undergraduate finds the answer to all other questions in conversations with the manager and specialists of the enterprise (organization).

The report should include the following sections:

*Introduction.* Description of the current state of the issue under consideration and the need to collect information during practice, ways to solve problems on the topic of the dissertation.

*Brief description of the enterprise (organization).* General information, name, location (region, district, locality), production and scientific areas.

*Material and technical base for carrying out experimental design or research work.* Availability of development facilities, scientific laboratories, list and types of basic scientific and other equipment.

*The main directions of development or research work.* The main results of scientific research over the past 3 years, the results of the implementation of research developments and their economic efficiency, patent information research, applications for a patent for a proposed invention (utility model).

*Experiment planning.* Planning the experiment and carrying out the research according to the topic of the master's thesis.

*Organization of the educational process.* Principles of organizing the educational process, the basics of the educational and methodological work of the department, methods of teaching technical disciplines, methods of developing educational and methodological materials, curricula in engineering disciplines, methodological recommendations for conducting laboratory and practical classes.

*Conclusion.* Analysis of experimental results, systematization of factual and literary material. Analysis of the organization and conduct of educational, methodological and educational work at the department, the use of innovative educational, information and communication technologies.

The report is compiled by the student during his stay at the enterprise (organization) based on entries in the workbook and diary. In this case, the report is checked by practice managers from the enterprise and the university.

It should be noted that the report does not present general considerations, but the actual participation of trainees in the work and personal observations.

Each section of the report should end with brief messages, which, without repeating the content of the main part, should include practical recommendations and personal suggestions formulated based on the study of this issue.

In all cases where digital material is presented, an analysis must be made.

The textual presentation of the material must be illustrated with graphs, diagrams, drawings, photographs, and accompanied by figure captions with numbering.

Throughout the entire report, uniformity in the design of terms, designations, abbreviations and symbols should be observed.

The report must be written in technically competent language, as rich as possible in diagrams, drawings, and photographs. It should contain, along with the main material and introduction, a conclusion (conclusions), a list of references, and appendices.

## Requirements for reporting

The explanatory note of the report, the text of which is short, clear, unambiguous, must be written correctly, neatly formatted and bound. The explanatory note must be made in the *Word* text editor and printed on A4 sheets (font – *Times New Roman*, size – 14 points (pt), spacing – one and a half), alignment – width, paragraph indent – 12.5 mm. Pages are numbered with Arabic numerals.

The first page is the title page, but there is no page number on it. The list of references that were used and applications are included in the general numbering.

All sections of the explanatory note, conclusion, list of references and appendices begin on a new page.

It is allowed to focus attention on certain terms, formulas, theorems, using methods of graphically highlighting text.

Blots and traces of not completely removed previous text (graphics) are not allowed.

*The title page* must be typed in a Word text editor and printed on a printer (Appendix A).

*The content* includes the names of all sections, subsections and paragraphs of the explanatory note, indicating the page number on which the beginning of the corresponding section, subsection and paragraph is located.

The table of contents also includes “Introduction”, “Conclusion”, “List of references” and the title of each appendix.

The word “Contents” is written as a title symmetrically to the text in capital letters without a dot at the end.

The name of each section and its number, the headings “Introduction”, “Conclusion”, “List of sources used”, “Appendix” are written on a new line in capital letters. The names of subsections and paragraphs are written in lowercase letters, except for the first capital one. Abbreviations of title names are not permitted. The names of sections and subsections given in the contents must fully correspond to the headings of these sections and subsections in the text of the explanatory note.

In the main part of the explanatory note, sections, subsections and paragraphs are provided with short headings reflecting their content.

The degree of fragmentation of section material depends on its volume and content. Sections must be numbered throughout the note in Arabic numerals, without a period.

Subsections must have serial numbers within each section. Subsection numbers consist of section and subsection numbers separated by a dot. There is no dot at the end of the subsection number. If there are points in a subsection, then the numbering of points should be within the subsection. The item number consists of the section, subsection and item numbers separated by dots. There is no dot at the end of the item number.

Clauses can be divided into subclauses, which must be numbered within each clause, for example, 1.2.1.1, 1.2.1.2, 1.2.1.3, etc.

Listings may be provided within clauses or subclauses. Each listing item is preceded by a hyphen. If necessary, references in the text to one or more listings are indicated by a lowercase letter, which is placed instead of a hyphen. The letter is followed by a closing parenthesis. To further detail the enumeration, Arabic numerals are used, each of which is followed by a closing parenthesis.

Each paragraph, subparagraph and enumeration is written with a paragraph indentation. Hyphenation of words in headings and their underlining are not allowed. There is no period at the end of headings, sections or subsections. If the title consists of two sentences, they are separated by a period. Each section of the note should begin on a new sheet.

The text of the note is performed on the forms established by the ESKD standards. Each sheet is framed with a frame having a distance of 20 mm from the left side of the sheet and 5 mm from the other three.

The distance from the frame to the borders of the text should be left at the beginning and end of the lines - at least 3 mm, from the text to the top or bottom sides of the frame - at least 10 mm. Paragraphs in the text begin with an indent of 12.5 mm.

*Presentation of the text of the note.* The note must be written by the author himself. Rewriting text material from literary sources and methodological developments is not allowed. The text of the note should be short, clear and not subject to different interpretations.

The note should use scientific and technical terms and designations established by the relevant standards, and in their absence, those generally accepted in the scientific and technical literature. Throughout the entire note, it is necessary to strictly observe the uniformity of terms, designations, abbreviations of words and symbols. You should not use foreign words and terms if they can be replaced by Russian (Belarusian).

When presenting material, it is necessary to correctly divide the text into paragraphs. Points and thoughts that are closely related to each other should be highlighted in paragraphs.

All calculations contained in the text are performed using the technical regulations of the Republic of Belarus "Units of measurements approved for use on the territory of the Republic of Belarus" (TR 2007/003/BY).

When calculating empirical formulas, it is allowed to carry out calculations in the units provided for these formulas, then converting the resulting values into SI units (International System of Units).

In addition to the International System of Units, TR 2007/003/BY (Article 5) allows the use of some units that are not included in the SI: minute (min), hour (h), day (day).

*Writing formulas and letter symbols.* Conventional letter designations of quantities must comply with the established standard.

In formulas, symbols and designations must be clearly written so that it is clear which alphabet the letter belongs to. It is not allowed in a note to denote different concepts with the same symbols, or the same concepts with different

symbols. If several quantities are denoted by the same letter, then indexing must be used to distinguish them.

*Construction of tables.* Digital material in the note should be presented in the form of tables. According to GOST 2.105–95 “ESKD. General requirements for text documents” tables are used for better clarity and ease of comparison of indicators. The title of the table (if any) should reflect its content, be accurate, and concise. The title should be placed above the table.

The tables of each application are designated by separate numbering in Arabic numerals with the addition of the application designation before the number. All tables in the document must be referenced in the text of the document. When referencing, you should write the word “table” indicating its number.

If the rows or columns of the table go beyond the page format, the table is divided into parts, placing one part under the other or next to it, and in each part of the table its head and side are repeated. It is allowed to replace the head or sidebar with the number of the columns or rows, respectively, while the columns and (or) rows of the first part of the table are numbered with Arabic numerals.

The word “Table” is indicated once on the left above the first part of the table, above the other parts the words “Continuation of the table” or “End of the table” are written, indicating its number.

If the table is interrupted at the end of the page and its continuation will be on the next page, in the first part of the table the lower horizontal line limiting the table is not drawn.

Tables with a small number of columns can be divided into parts and placed one part next to the other on the same page, while repeating the head of the table. It is recommended to separate parts of the table with a double line or a 2s line.

The column “Sequence number” is not allowed to be included in the table.

*Design of illustrations.* The number of illustrations should be sufficient to explain the text presented. Illustrations can be located both throughout the text of the document (possibly closer to the relevant parts of the text) and at the end of it. Illustrations must be made in accordance with the requirements of ESKD standards.

Illustrations of each application are designated separately by numbering in Arabic numerals with the addition of the application designation before the number, for example, “Figure A.3”.

It is allowed to number illustrations within a section. In this case, the illustration number consists of the section number and the serial number of the illustration separated by a dot, for example, “Figure 5.1”.

*Compiling a list of sources used.* The completion of the report is the compilation of a list of sources used in accordance with GOST 7.1–2003 “System of standards for information, library and publishing. Bibliographic record. Bibliographic description. General requirements and rules of compilation”, the basis for which is a list of all the literature that was used in the course of the work. The list of sources used is formed either in the order of appearance of links in the text of the explanatory note, or in alphabetical order of the names of the first authors and (or) titles.

*Design of applications.* Attachments are designed as a continuation of the note. They can be mandatory and informational. Informational applications may be of a recommended or reference nature.

Links to all attachments must be provided in the text of the note. The attachments are arranged in the order of references to them in the text of the note.

Each appendix should start on a new page with the word “Appendix” and its designation indicated at the top of the page, and below it in parentheses the word “mandatory” is written for a mandatory appendix, and “recommended” or “reference” for an informational appendix.

The application must have a title, which is written symmetrically relative to the text with a capital letter on a separate line.

Applications are designated in capital letters of the Russian alphabet, starting with A, with the exception of the letters Ё, З, Й, О, Ч, Ь, Ы, Ъ. The word “Application” is followed by a letter indicating its sequence.

If a document has one attachment, it is designated by the word “Appendix”. Attachments must have continuous page numbering in common with the rest of the document.

*Conclusion* is the final part of the textual material of the practice report, including the final conclusions characterizing the results of the master's student's work in solving the tasks assigned to him. Here it is necessary to critically characterize the decisions made and show their advantages.

Attention should be paid to recommendations for the practical use of report materials.

***Responsibilities of a master's student upon completion of internship:***

- provide a practice diary and a report to the practice manager from the enterprise (organization) and receive feedback and signatures from him,
- certified by a seal; settle accounts with the organization on logistical issues;
- mark the date of departure, certified by signature and seal on the travel document;
- pass a differentiated test in practice within the established time frame.

**Summing up the practice**

In the case of a correspondence form of education, the master's student passes a differentiated test to the head of practice from the department at the session after the end of the internship.

When receiving full-time education, during the first two weeks after the end of the internship, in accordance with the schedule of the educational process, the master's student passes a differentiated test to the head of the internship from the department.

When conducting a differentiated test, the undergraduate submits an internship diary, a report on the implementation of the internship program and a



written review from the immediate supervisor of the internship from the organization about the internship.

The practice mark is taken into account when summing up the results of the current certification of undergraduates.

The general results of the internship for the year are summed up at the council of the institution of higher education and the councils of faculties with the participation (if possible) of representatives of organizations.

A master's student who has not completed the research and production internship program, who has received a negative review from the internship supervisor from the organization, or an unsatisfactory mark when passing a differentiated test to the internship supervisor from the department, is re-sent to practice in his free time from studying. At the same time, the duration of practice provided for by the curriculum is maintained.

The general results of the internship for the year are summed up at the faculty council and the university council with the participation (if possible) of representatives of organizations.

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**Ministry of Agriculture and Food of The Republic of Belarus**

**Educational institution  
"Belarusian State Agrarian Technical University"**

Department \_\_\_\_\_

Graded assessment \_\_\_\_\_

\_\_\_\_\_  
(teachers' signatures)

\_\_\_\_\_  
(date)

**REPORT  
on industrial practice  
for specialty  
7-06-0812-01 "Technical support of agricultural production products"**

Master's degree student \_\_\_\_\_  
(signature) (full name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(specialty)

\_\_\_\_\_  
(faculty)

\_\_\_\_\_  
(group)

\_\_\_\_\_  
(course)

Company practice supervisor

\_\_\_\_\_  
(full name)

University practice supervisor

\_\_\_\_\_  
(full name)

Minsk  
20\_\_\_\_\_

**AGREED BY:**

Dean  
of the Agromechanical Faculty \_\_\_\_\_ V.B. Lovkis « \_\_\_ » \_\_\_\_\_ 2023