

**Ministry of Education and Science of Ukraine  
Central Ukrainian National Technical University  
Faculty of Construction, Transport and Energy  
Department of Building, Road Machines and Construction**

**METHODOLOGICAL GUIDELINES**

**for organising**

**INTRODUCTORY PRACTICE**

**for the first year students in the specialty  
G19 "Construction and Civil Engineering".**

Kropyvnytskyi  
2025

Methodological guidelines for organising introductory practice for students of the first (bachelor's) level of higher education in the specialty G19 "Construction and civil engineering" / ed. V.A. Nastoyaschiy, M.V. Pashynskyi. – Kropyvnytskyi: CUNTU, 2025. – 24 p.

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The methodological guidelines are intended for the organisation of introductory practice for students of the first (bachelor's) level of higher education studying in the specialty G19 "Construction and Civil Engineering".

The presented materials determine the purpose, place, content of professional practice, requirements for those responsible for conducting practice and interns, forms and methods of control, requirements for the content, volume and structure of the practice report, its design and conduct of professional practice assessment.

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# INTRODUCTION

Practical training of students is an integral part of improving a highly qualified specialist in any field. A modern specialist in the field of construction and civil engineering must possess a complex of knowledge in the humanitarian, fundamental and professional disciplines, have high-quality practical training to perform the functional duties assigned to them. It is also important to possess key competencies necessary for self-realisation, active civic position and ability to find employment.

The introductory practice of students is an important component of the educational process. It allows students to acquire new knowledge and skills for their future profession, to get acquainted with the features of modern machine-building production in practice. The presence of theoretical knowledge and practical skills largely determines the effectiveness of technical solutions. Accordingly, an obligatory element of the educational process that contributes to the formation of a high-level specialist is introductory practice. The task of introductory practice is to familiarize students with the specifics of the future profession, the formation of professional skills and abilities in general professional and special disciplines. During the introductory practice, students get acquainted with the history, organisation, structure of the enterprise and the organisation of workplaces of engineering and technical workers, the performance of construction work, as well as with occupational safety rules; methods of work, organisation of workplaces, etc., study the State Construction Standards and Instructions.

The practice provides for the improvement of professional and practical training of students and ensures their acquisition of competencies specified in the educational program using the material and technical base of practice.

The basis for the organisation of practice are the current governing documents of the university, in particular:

REGULATIONS on the organisation of the educational process at the Central Ukrainian National Technical University;

REGULATIONS on practical training of higher education applicants of the Central Ukrainian National Technical University;

Regulations on the procedure for organising the educational process, controlling the level of knowledge and final certification of higher education applicants using distance learning technologies;

Educational and professional program "Construction and Civil Engineering" for the first (bachelor's) level of students in the specialty G19 "Construction and Civil Engineering".

## **1. Purpose and objectives of the introductory practice**

The purpose of the introductory practice is to enable students to master modern methods, forms of organisation and tools of labor in the field of their future profession, to form professional skills and abilities in them on the basis of the knowledge obtained in a higher educational institution for making independent decisions during specific work in real market and production conditions, to foster the need to systematically update their knowledge and creatively apply it in practical activities, to inform about the basics of construction, namely the history of development and the current state of the construction industry, the development of construction science, the use of effective building materials, structures and technologies, as well as the tasks and directions of engineering activity in construction.

The introductory practice is aimed at the acquisition by students of methods, skills, abilities and ways of organising work in the field of future professional activity and the formation of knowledge and professional competencies in them based on the knowledge and professional competencies obtained at the Central Ukrainian National Technical University for making independent decisions while working in specific conditions. The introductory practice involves excursions to the construction site of an enterprise with which the university has an agreement, during which students become familiar with the basic methods of performing construction work, as well as with labor safety rules; work techniques, organisation of workplaces, etc. Traditional excursions and the performance of construction work are combined with elements of e-learning, which uses special information

technologies, such as computer graphics, audio and video, interactive elements, online consulting, etc. During the summarisation of the practice, the format is face-to-face.

**Competencies that the student must master as a result of completing the introductory practice (according to the Table 3 "Matrix of correspondence of competencies to mandatory educational components" of the Educational and professional program):**

**BC02.** Knowledge and understanding of the subject area and professional activity.

**BC05.** Ability to use information and communication technologies.

**BC06.** Ability to search, process and analyse information from various sources.

**SC01.** Ability to use conceptual scientific and practical knowledge of mathematics, chemistry, and physics to solve complex practical problems in the field of construction and civil engineering.

**SC04.** Ability to select and use appropriate equipment, materials, tools and methods for the design and implementation of construction production processes.

**SC07.** Ability to take responsibility for developing and making decisions in the field of architecture and construction in unpredictable work contexts.

**Program learning outcomes (according to Table 4 "Matrix of ensuring program learning outcomes by mandatory educational components" of the Educational and professional program).**

**SR02.** Participate in research and development in the field of architecture and construction.

**SR05.** Use and develop technical documentation at all stages of the construction product life cycle.

**SR12.** Have advanced cognitive and practical skills, craftsmanship and innovation at the level necessary to solve complex specialized tasks in the field of construction and civil engineering

Acquire Soft skills.

## 2. General provisions

Introductory practice of students is a mandatory component of the educational and professional program for obtaining a bachelor's degree and acquiring professional skills and abilities. It is an integral part of the process of training specialists at the university and is carried out in structural divisions of the university, as well as at enterprises, institutions and organisations of various branches of the economy, science, education, law, healthcare, culture, trade, agriculture and public administration. Introductory practice is carried out in conditions of professional activity under the organisational and methodological guidance of teachers of the university's graduate departments and a specialist from the practice base.

The term and duration of the introductory practice are regulated by the curriculum. When organizing and conducting introductory practice, conditions must be created that ensure that students consolidate theoretical knowledge in special disciplines and acquire practical skills in the specialty.

According to the curriculum of the specialty G 19 "Construction and Civil Engineering", the introductory practice is held in the second semester after the students successfully pass the examination session within a period of two weeks.

The structure of the introductory practice is given in Table 1.

Table 1.

Course (year of study)	Semester	Specialty	Number of credits/ hours	Normative / Selective
1	2	G19 Construction and civil engineering	3/90	Normative professionally oriented

### **3. Organisation of introductory practice**

The official basis for conducting introductory practice for students at work is an agreement concluded between the university and an enterprise or institution. Agreements are concluded at the request of the Department of BRMC.

Students also have the opportunity to offer a place for introductory practice at enterprises that match the profile of the specialty. To do so, student must submit a letter (or agreement) from the enterprise. The letter can be sent to the name of the rector, dean of the faculty or head of the graduating department. The letter must be assigned an outgoing number indicating the date of departure from the enterprise and the address of the enterprise-base of the introductory practice. It must indicate: faculty, course, group, last name, first name of the student who is sent for introductory practice at this enterprise, the terms of his stay at the introductory practice base.

Upon the submission of the Head of the Department of BRMC, an order of the rector is issued to send students for introductory practice. The order shall indicate: faculty, course, group, surnames, first names of students who are sent for practice, terms of practice, practice supervisors from the university, places of practice with their legal addresses. It is not allowed to include in the order practice supervisors from the university who will be on vacation during the period of practice by students, as well as combining business trips for other purposes with business trips for practice.

Before the start of practice, general course meetings are held to familiarise students with the rector's order on practice, with the tasks of practice and organisational issues.

Organisations that are bases of practice organise the work of students, provide them with assistance in selecting materials for coursework, create conditions for the use of technical documentation and special literature, ensure and monitor compliance by students with internal regulations, bear full responsibility for accidents with students, ensure high-quality instruction on labor protection, organise, together with the practice leaders from the department, reading lectures and reports, and moving students to workplaces. The head of the enterprise issues an order for practice, appointing a practice leader from the enterprise in it, determines the procedure for organising and conducting practice, measures to create the necessary conditions for students to fulfill the practice program, providing them with special clothing and workplaces in accordance with the practice program, labor protection and accident prevention, and monitoring the implementation of work regulations by students.

The introductory practice manager from the workplace is appointed from among the engineering and technical workers (chief engineer or section head) and approved by order.

During the introductory practice, student keeps a diary, which reflects in chronological order the issues related to the introductory practice in accordance with the program and the implementation of the individual task.

Based on the introductory practice materials, student draws up a report in accordance with the program, including sections on the individual task. The introductory practice manager from the enterprise controls the maintenance of the diary, the preparation of reports, checks and signs reports and draws up feedback on the introductory practice of students, which contains data on the implementation of the introductory practice program, on the attitude of students to work, and their participation in the social life of the enterprise. The signature of the introductory practice supervisor from the enterprise on the report is certified by the enterprise seal.

When studying and preparing individual questions, it is recommended to use the departmental, as well as periodic technical literature and textbooks from the relevant courses available at the enterprise. The introductory practice supervisors from the enterprise advise students at their workplaces and assist them in obtaining the necessary materials for completing course projects or papers, provide the opportunity to work in the technical library, archive, etc. The introductory practice supervisor from the university conducts periodic consultations with students.

Student must strictly adhere to the internal regulations of the enterprise. The introductory practice supervisor from the university must (together with the manager from the enterprise) organise the movement of students around the enterprise in accordance with the schedule.

Control over the conduct of introductory practice is aimed at identifying and eliminating shortcomings, providing practical assistance to students in completing the introductory practice program.

University control must be exercised by:

- practice manager;
- head of the specialized department;
- representative of the dean's office, academic department, administration.

The supervisor must take prompt measures to eliminate the identified deficiencies. He must immediately report serious deficiencies to the management of the university and the enterprise-based practice.

Duties and responsibilities of the department for conducting introductory practice:

- ensure the implementation of the curriculum and introductory practice program planned for the introductory practice period;
- distribute students to enterprises (introductory practice bases), guided by the concluded agreements;
- appoint experienced teachers as introductory practice supervisors from the university;
- provide introductory practice bases and interns with work programs;
- before the start of the introductory practice, hold organisational and production meetings of students and supervisors to clarify the purpose, content and procedure for completing the introductory practice and draw up a report on its completion;
- appoint a senior in the group of students undergoing introductory practice at the same enterprise;
- exercise strict control over the organisation and conduct of introductory practice, compliance with its terms and content, taking into account the most modern requirements for the training of future specialists;
- maintain constant contact with introductory practice supervisors from enterprises;
- constantly update and improve the introductory practice program;
- hold production meetings (conferences) with students and managers based on the results of the introductory practice;
- organise the work of the commission for the defense of introductory practice reports.

The responsibilities of the university introductory practice supervisor are:

- assessing the condition and compliance of the practice bases with the basic requirements set by the university for them, and determining the level of their readiness for accepting students;
- conducting, together with the dean (deputy dean) and the head of the department, constituent meetings of students, which take place before sending them to practice;
- ensuring the implementation of a set of organisational measures;
- providing students with the necessary documents before sending them to practice: an agreement (contract), a practice diary and a practice work program;
- drawing up a schedule for the implementation of the practice program;
- providing students with tasks for collecting materials for writing a report on the practice;
- conducting regular (according to the drawn up and approved schedule) consultations;
- monitoring compliance with the deadlines for completing practice tasks;

- monitoring the preparation of practice reports;
- checking practice reports and admitting them to defense.

The main responsibilities of introductory practice managers from the company:

- providing students with the necessary information, materials and documentation;
- involving students in active participation in the current work of the enterprise and its structural divisions;
- providing students with the necessary technical means for processing primary information when preparing a report and individual tasks;
- monitoring the implementation of both individual tasks and the introductory practice program as a whole;
- organising excursions;
- checking the introductory practice report and writing a review, evaluating student's work during the introductory practice.

At the beginning of the introductory practice, the head of the enterprise is obliged to hold an organisational meeting with the students, and then a tour of the enterprise in order to familiarise the students with the main types of activities of the enterprise, the organisational structure of the enterprise and its divisions, to introduce students to the heads of these divisions, and to conduct a briefing on the rules of internal procedure and conduct at the enterprise, labor protection and fire safety.

The main responsibilities of students during the introductory practice:

- before the start of the introductory practice, receive from the university all the necessary organisational and methodological materials and consultation on their registration;
- arrive at the introductory practice site on time and complete all documents;
- observe labor discipline, internal regulations, safety and fire safety;
- regularly meet with the introductory practice supervisor from the university on the days of his consultations at the department;
- perform the assigned tasks in full accordance with the introductory practice program and recommendations of the introductory practice supervisors from the university and the enterprise;
- prepare a report about the introductory practice on time and at the proper level;
- defend the introductory practice report within the specified period.

The calendar schedule for the introductory practice is given in Table 2.

Table 2. Calendar schedule of introductory practice

No.	Event name	Week
1.	Safety briefing. Job application. Study of the structure and organisation of a construction company	1
2.	Study of safety rules and safe techniques when performing construction work.	1
3.	Tours of the company's construction site. Familiarisation with construction sites, technology and organisation of construction production. Study of structural schemes and elements of buildings.	2
4.	Introduction to the elements of e-learning and information technologies: computer graphics, audio and video, interactive elements. Report preparation	3
	TOTAL:	3

During the introductory practice, the supervisors will organise lectures and excursions for the students. It is advisable to involve highly qualified specialists from the company to conduct them. The approximate topics of the lectures are as follows:

- history of the enterprise's development, its achievements, construction sites, volume of products produced;

- introduction of new technology, new technological processes, equipment, computer programs, tools and instruments at the enterprise;

- experience in using modern computing equipment and software to perform design and calculation work;

- experience in using an automated control system at the enterprise;

- requirements for energy efficiency of buildings and means of ensuring them;

- common planning solutions and structural schemes of modern buildings;

- modern building materials and products, their properties and areas of use.

For in-depth acquisition of practical skills, introductory practice managers from the university and the enterprise conduct excursions for students to construction sites that are under construction and reconstruction. Special attention is paid to the issue of construction site organisation, the use of advanced technologies and means of mechanisation of workplaces when performing special works.

#### **4. Occupational safety during introductory practice**

At the organisational meeting before the start of the introductory practice, students are given an introductory briefing on labor protection and safety. It is conducted by the department teacher responsible for organising the introductory practice. At the same time, the departmental journal on safety is filled out, in which the students who have undergone the briefing and the teacher who conducted it are

signed. At the place of introductory practice, students undergo introductory briefing in factory offices on safety and at workplaces, the main tasks of which are:

- familiarisation with the rules of internal regulations and the basics of labor discipline at the enterprise;
- familiarisation with instructions, rules and regulations on safety and industrial sanitation, electrical safety and fire safety in relation to the conditions of a specific structural unit and the enterprise as a whole;
- familiarisation with sanitary and hygienic measures carried out at the enterprise, etc.

Students who have not passed the introductory briefing on safety at the workplace are not allowed to undergo the introductory practice.

The introductory practice manager from the university controls the conduct and registration of the briefing by officials at each new workplace according to the form established at the enterprise.

When undergoing the introductory practice, student is obliged to strictly adhere to the internal regulations: instructions, rules and norms of safety and industrial sanitation.

Student is obliged to immediately notify the administration of the site, the department and the introductory practice manager from the university about accidents that occurred during the introductory practice.

In the event of an accident that occurred to student, the introductory practice managers take a direct part in investigating its causes. The introductory practice managers immediately notify the rector of the university, the dean of the faculty and the head of the department of the results of the investigation.

It is not allowed to use applicants in jobs that do not correspond to the profile of the specialty.

## **5. Preparation of the introductory practice report**

In order to constantly record the work during the introductory practice period, students keep a daily work diary. The entries in the diary are checked and signed by the production manager. The diary materials are one of the sources for writing a report.

The introductory practice report is compiled by each student individually.

Upon completion of the introductory practice, each student compiles a written report and submits it to the introductory practice manager simultaneously with the

diary, signed by the production manager. The text and calculation parts of the report must be supplemented with a working drawing of the object under construction, a work production project, technological maps for the implementation of individual processes and other documents regarding the rules of production and construction methods.

The report is the result of the knowledge and skills acquired by the student during the introductory practice. In it, student must demonstrate knowledge in the field of construction production technology.

The following sections should be displayed in the report:

1. Introduction.
2. General information about the organisation carrying out the construction, its departmental affiliation, structure, organisation of work.
3. Volumetric planning and constructive solution of the construction site.
4. Production technology of 1 - 2 types of work (according to the task of the manager).
5. Occupational safety measures at the sites.
6. Industrial excursions.
7. Conclusions.
8. Literature.
9. Table of contents.

The report must contain the necessary diagrams, drawings or photographs.

The approximate volume of the report is 30-35 pages.

Upon completion of the introductory practice, student prepares a written report, submits it to the introductory practice supervisor from the university, signed by the introductory practice supervisor from the enterprise (institution, organisation) and certified by a seal.

The preparation of the introductory practice report and the completion of individual tasks has the following goals:

- systematize the knowledge and skills obtained as a result of the introductory practice;
- acquire skills in compiling technical reports, describing technological processes of equipment and spatial planning and design solutions of construction sites;
- develop the ability to analyse and evaluate the studied construction processes.

The report on the performance of an individual task should be purely documentary. The description is illustrated with drawings, diagrams, sketches, and

confirmed by references to existing instructions. The report is written in a technically and literary manner. It must also include a list of the literature used.

The text of the report is drawn up on white A4 paper (210×297 mm). If necessary, A3 sheets (297×420 mm) are allowed.

The report materials are placed only on one side of the sheet, observing the following margin sizes: left - not less than 25, right - not less than 10, top - not less than 15, bottom - not less than 20 millimeters. The text of the report should be executed in one of the following ways:

- using computer printing output devices;
- handwritten.

Handwritten text is written neatly in dark ink or paste (black, dark purple, dark blue) with a line spacing of 8-10 mm (20-25 lines per page). All text must be written in ink (paste) of the same color and shade. The use of other colors (except those specified) is not allowed.

In the second case, it is recommended to use the standard Times New Roman font, size 14 pt. The text is printed at one and a half intervals at the rate of no more than 40 lines per page, provided that it is evenly filled and the height of letters and numbers is not less than 1.8 mm.

Individual words, formulas, signs that fit into the printed text must be black. The density of the typed text should be as close as possible to the density of the main text.

Detected errors in text documents are eliminated by pasting over the error (letter, word or line part thereof) white paper of the same format and applying new inscriptions. It is necessary that the number of corrections on the page is minimal. If there are more than 4-5 corrections on the page, it must be reprinted again.

The text of the report is divided into sections, subsections, paragraphs. Section headings should be placed in the middle of a separate line and printed in capital letters without a period at the end and without underlining. Each section should begin on a new page. Word wrapping in the section heading is not allowed. If the heading consists of two or more sentences, they are separated by a period.

The headings of subsections, paragraphs and sub-paragraphs should begin with a paragraph and be printed in lowercase letters, except for the first capital letter, without underlining, without a period at the end. It is allowed to write the names of paragraphs and sub-paragraphs on the same line as the main text.

Paragraph indentation should be the same throughout the text and equal to five characters (about 1.25 cm).

It is not allowed to place the name of the section, subsection, as well as paragraphs and sub-paragraphs at the bottom of the page if there is only one line of text after it.

The numbering of pages, sections, subsections, paragraphs, sub-paragraphs, figures, tables, formulas is carried out in Arabic numerals.

The report is carried out through-out page numbering in Arabic numerals without a dot at the end. The title page is included in the general numbering, but the number is not placed on it.

Illustrations (figures, schemes, graphs, photographs, diagrams) should be placed immediately after the text in which they are mentioned for the first time, or on the next page. They are numbered within each section in Arabic numerals with an indication of the number of the section to which they refer before the corresponding title. If the illustration does not fit on one page, it can be transferred to other pages, while its name is on the first page, and the explanatory data is on each page and indicated below them.

Tables are numbered in Arabic numerals in sequential numbering within the section, with the exception of tables given in the Appendices. The table number consists of the section number and the table serial number, separated by a period. If the rows or columns of the table exceed the page format, the table is divided into parts, placing one part under the other, transferring part of the table to the next page. When dividing the table into parts, it is necessary to number the columns of the first part of the table with Arabic numerals, which should be repeated in the continuation of the table. The numerical values that are placed in the table must have the same number of decimal places. The units of measurement of the quantities are indicated in the subheadings of the column after a comma.

Formulas and equations are placed immediately after the text in which they are mentioned, in the middle of the page. Above and below each formula or equation there must be at least one free line. Formulas are numbered within each section with Arabic numerals indicating the number of the section to which the formula refers. The number is indicated on the right side of the sheet at the level of the formula in parentheses, for example (3.1) means the first formula of the third section. Explanations of the meanings of symbols and numerical coefficients included in the formula are given directly below the formula in the sequence in which they are given in the formula or equation. The appendices usually contain supporting materials or those that are difficult to place in the main text of the report (photographs, large diagrams and tables, reference data, etc.).

Appendices are designated (if there are several of them) in consecutive capital letters of the Ukrainian alphabet. Pages in the appendices are numbered in accordance with the through numbering adopted in the report. In the numbering of sections, formulas and illustrations, the corresponding letter and number are put, separated by a dot.

Figures, schemes, graphs, diagrams are performed in black ink, ink, paste, or on a printer. Photographs and other illustrations must be pasted on a sheet of paper of the same format as the entire report.

References in the text to the used literary sources are given in square brackets, where specific pages may be indicated if necessary (for example, [1] or [1, p. 21]). The list of used sources is placed after the conclusions. The list is compiled in the order of appearance in the text of the explanatory note or in alphabetical order. The list includes only those sources that are referenced in the text.

The total volume of the report is 40 - 50 pages. Figures, diagrams, drawings, sketches, technological maps must be designed in accordance with the requirements of the national standards. Deviations in both directions are allowed, taking into account the peculiarities of the report design. The report must be stapled with a stapler.

The completed introductory practice report is checked and analysed by the introductory practice managers from the organization and the university, and is certified by the enterprise seal.

## **6. Defense of the introductory practice report**

After the end of the introductory practice, student defends the report before a commission consisting of teachers of the graduation department and, if possible, specialists from enterprises. The defense takes place within the time limits established by the order for the session.

A fully completed report, diary and materials necessary for the implementation of course projects and works must be submitted to the defense. After successful defense, the report and diary of the introductory practice are submitted to the archive, and the appendices are returned to the student for further use in the educational process.

Based on the results of the introductory practice, an assessment is given on a 100-point (rating), four-point (national) and ECTS scales.

The main criteria for assessing the student's work during the introductory

practice are:

- the degree of mastery of practical skills in solving engineering problems, including using modern information technologies;
- labor discipline;
- quality of task performance;
- content of the diary;
- quality of report preparation;
- feedback from the practice manager from the enterprise.

Student, who has not completed the introductory practice program or received an unsatisfactory grade during the defense of the report is sent to retake the introductory practice within the established time.

Student, who has not completed the introductory practice program for good reasons is sent to practice during his free time from studies.

In the event of an unmotivated failure by the student to complete the introductory practice program or receiving an unsatisfactory grade for the introductory practice, the department and the dean's office raise the issue with the rector of the university regarding his expulsion for failure to complete the curriculum.

## RECOMMENDED READING

1. ПОЛОЖЕННЯ про організацію освітнього процесу у Центральноукраїнському національному технічному університеті / <https://kntu.kr.ua/file/content/424/polozhennia-pro-orhanizatsiyu-osvitnoho-protsesu-v-tsntu.pdf>
2. ПОЛОЖЕННЯ про практичну підготовку здобувачів вищої освіти Центральноукраїнського національного технічного університету/ <https://kntu.kr.ua/file/content/427/polozhennia-pro-praktychnu-pidhotovku-zdobuvachiv-vyshchoi-osvity-tsntu.pdf>
3. Положення про порядок організації освітнього процесу, контролю рівня знань та підсумкової атестації здобувачів вищої освіти із застосуванням дистанційних технологій навчання/ <https://kntu.kr.ua/file/content/428/polozhennia-pro-poriadok-orhanizatsii-osvitnoho-protsesu-kontrolyu-rivnia-znan-ta-pidsumkovoii-atestatsii-zdobuvachiv-vyshchoi-osvity-iz-zastosuvanniam-dystantsiinykh-tekhnologii-navchannia.pdf>.
4. ОСВІТНЬО-ПРОФЕСІЙНА ПРОГРАМА «Будівництво та цивільна інженерія» першого (бакалаврського) рівня вищої освіти за спеціальністю G 19 «Будівництво та цивільна інженерія» галузі знань G «Інженерія, виробництво та будівництво» . Кропивницький – 2025  
<https://kntu.kr.ua/file/content/18205/opp-budivnytstvo-ta-tsyvilna-inzheneriia-bakalavr.pdf>.
5. ДБН В.2.6-31:2006. Конструкції будинків і споруд, теплова ізоляція будівель. Київ МІНБУД УКРАЇНИ 2006, 62 с.
6. ДБН В.2.6-14-95. Конструкції будинків і споруд. Покриття будинків і споруд. Т.1. Проектування. –К.: Держбуд України, 1998.- 85 с.
- 7.ДБН В.2.2-9-2009 Громадські будинки та споруди. Основні положення .-К., 2009
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9. Вступ до будівельної справи : метод. рекомен. з вивч. дисципліни для студ. спец. 192 - Будівництво та цивільна інженерія / [уклад. : М. В. Пашинський, В. О. Семко]; М-во освіти і науки України, Центральноукраїн. нац. техн. ун- т, каф. будівельних, дорожніх машин і будівництва. - Кропивницький : ЦНТУ, 2020. - 11 с. <http://dspace.kntu.kr.ua/jspui/handle/123456789/10355>.
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- 1.4. Створити необхідні умови для використання студентами програм практики, не допускати використання їх на посадах та роботах, що не відповідають програмі практики та майбутній спеціальності.
- 1.5. Забезпечити студентам умови безпечної роботи на кожному робочому місці. Проводити обов'язкові інструктажі з охорони праці: ввідний та на робочому місці. У разі потреби навчати студентів-практикантів безпечних методів праці. Забезпечити спецодягом, запобіжними засобами, лікувально-профілактичним обслуговуванням за нормами, встановленими для штатних працівників.
- 1.6. Надати студентам-практикантам і керівникам практики від навчального закладу можливість користуватись лабораторіями, кабінетами, майстернями, бібліотеками, технічною та іншою документацією, необхідною для виконання програми практики.
- 1.7. Забезпечити облік виходу на роботу студентів-практикантів. Про всі порушення трудової дисципліни, внутрішнього розпорядку та про інші порушення повідомляти вищий навчальний заклад.
- 1.8. Після закінчення практики дати характеристику на кожного студента-практиканта, в котрій відобразити якість підготовленого ним звіту.
- 1.9. Додаткові умови \_\_\_\_\_
2. Вищий навчальний заклад зобов'язується:
  - 2.1. За два місяці допочатку практики надати базі практики для погодження програму практики, а не пізніше ніж за тиждень – список студентів, які направляються на практику.
  - 2.2. Призначити керівниками практики кваліфікованих викладачів.
  - 2.3. Забезпечити додержання студентами трудової дисципліни і правил внутрішнього розпорядку. Брати участь у розслідуванні комісією бази практики нещасних випадків, якщо вони сталися з студентами під час проходження практики.
3. Відповідальність сторін за невиконання угоди.
  - 3.1. Сторони відповідають за невиконання покладених на них обов'язків щодо організації і проведення практики згідно з законодавством про працю України.
  - 3.2. Всі суперечки, що виникають між сторонами за цією угодою, вирішуються у встановленому порядку.
  - 3.3. Угода набуває сили після її підписання сторонами і діє до кінця практики згідно з календарним планом.
  - 3.4. Угода складена у двох примірниках: по одному - базі практики і вищому навчальному закладу.
4. Місцезнаходження сторін і розрахункові рахунки:  
 Навчального закладу 25006, м. Кропивницький, пр. Університетський, 8  
 Інтернет адреса <http://bdmb.kntu.kr.ua>

Бази практики \_\_\_\_\_

Підписи та печатки:

Вищий навчальний заклад:

База практики:

\_\_\_\_\_  
 (підпис)  
 (прізвище та ініціали)

\_\_\_\_\_  
 (підпис) (прізвище та ініціали)

М.П. “\_\_\_\_\_” \_\_\_\_\_ 20\_\_ року

М.П. “\_\_\_\_\_” \_\_\_\_\_ 20\_\_ року



Appendix C  
SAMPLE OF THE INTRODUCTORY PRACTICE DIARY

ЗАТВЕРДЖЕНО  
Наказ Міністерства освіти і науки,  
молоді та спорту України  
29 березня 2012 року № 384

Форма № Н-7.03

Центральноукраїнський національний технічний університет  
(повне найменування вищого навчального закладу)

## ЩОДЕННИК ПРАКТИКИ

\_\_\_\_\_ (вид і назва практики)

студента \_\_\_\_\_ (прізвище, ім'я, по батькові)

Факультет \_\_\_\_\_

Кафедра \_\_\_\_\_

освітньо-кваліфікаційний рівень \_\_\_\_\_

напрямок підготовки \_\_\_\_\_

спеціальність \_\_\_\_\_ (назва)

\_\_\_\_\_ курс, група \_\_\_\_\_

Continuation of the appendix C

Студент \_\_\_\_\_  
(прізвище, ім'я, по батькові)

Прибув на підприємство, організацію, установу

Печатка  
підприємства, організації, установи " " \_\_\_\_\_ 20\_\_ року

\_\_\_\_\_  
(підпис)

\_\_\_\_\_  
(посада, прізвище та ініціали відповідальної особи)

Вибув з підприємства, організації, установи

Печатка  
підприємства, організації, установи " " \_\_\_\_\_ 20\_\_ року

\_\_\_\_\_  
(підпис)

\_\_\_\_\_  
(посада, прізвище та ініціали відповідальної особи)







Appendix D

SAMPLE OF THE INTRODUCTORY PRACTICE COVER PAGE DESIGN

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**CENTRAL UKRAINIAN NATIONAL TECHNICAL UNIVERSITY**  
Department of Building, Road Machines and Construction

*Introductory practice report*

Completed by the 1st year  
student, group BI-25  
Mishchenko Andriy.  
Checked by Associate  
Professor Skrynnik I.O.

Kropyvnytskyi – 2025