

1. Choose Practical training in the menu on the right. If your practical training curator from your faculty has filled in all the key data in your profile, the relevant practical training block should be displayed. If it is not, it means that your practical training cura

tor hasn't filled in the card yet.

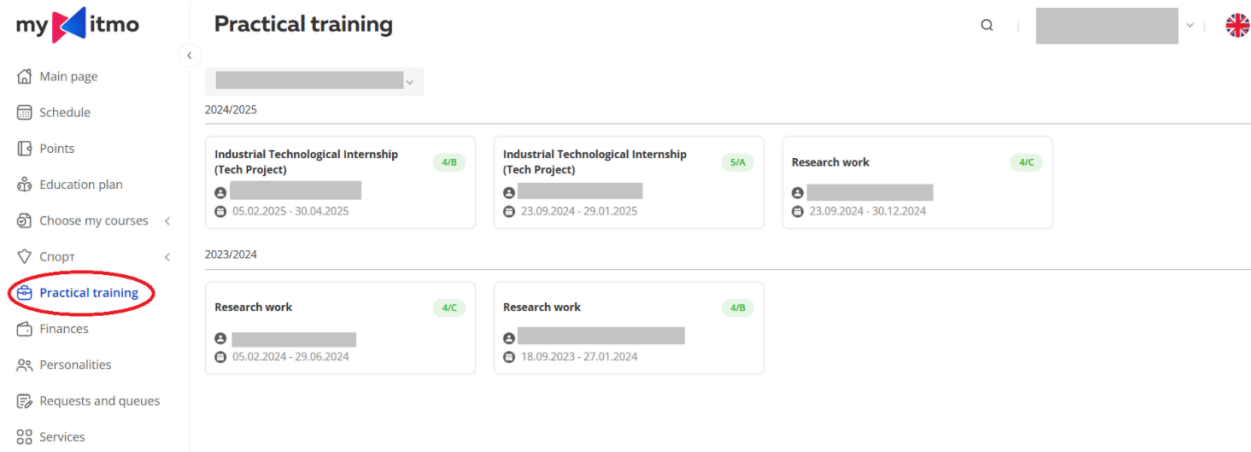


Fig. 1. Choosing the Practical training section.

2. Choose the specific Practical training you need by option to open it.

clicking on its block.

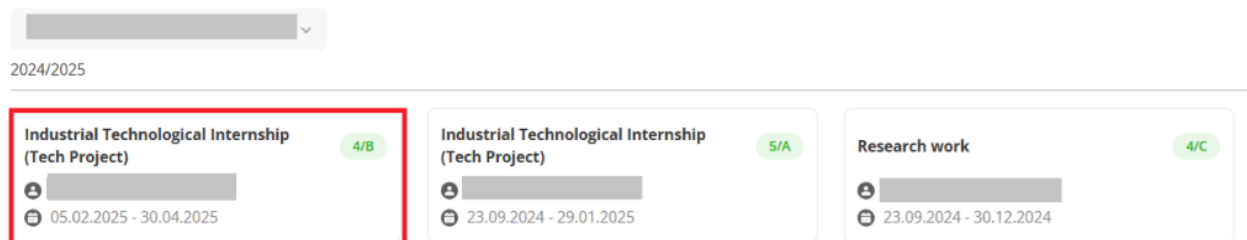


Fig.2. Choosing a specific Practical training option.

3. You will see a Practical training card with main information.

The screenshot shows a web interface for 'Practical training'. At the top, there is a navigation bar with a hamburger menu icon and the title 'Practical training'. Below this is a breadcrumb trail: 'Practical training / Industrial Technological Internship (Tech Project)'. A horizontal navigation bar contains four tabs: 'Description' (highlighted in blue), 'Individual assignment', 'Practical training report', and 'Supervisor's report'. The main content area is divided into two columns. The left column is titled 'Supervisor(s):' and lists three roles: 'Supervisor at ITMO', 'Supervisor at the company', and 'Curator', each with a placeholder image. The right column is titled 'About practical training:' and contains three fields: 'Venue:' with a large placeholder, 'Format:' with the value 'On-site', 'Position:' with the value 'Практикант', and 'Period:' with the value 'с 05.02.2025 по 30.04.2025'.

Fig.3. Student's practical training card. Main information.

4. You can move forward to the next step of filling in the card, the Individual assignment (IA).

The screenshot shows the same 'Practical training' interface, but now the 'Individual assignment' tab is highlighted in blue in the navigation bar. The breadcrumb trail remains the same. The main content area is titled 'Individual assignment'. It features a 'Topic' label above a text input field containing the word 'Test'. Below the input field is a blue 'Create' button, which is circled in red. The other tabs in the navigation bar are now greyed out.

Fig.4. Filling in the Individual assignment.

Write the topic of your IA (approved by your practical training supervisor) and click Create.

5. After filling in the IA topic, you can continue filling in the stages. You can change the topic, add, edit, or delete a stage.

Practical training

Practical training / Industrial Technological Internship (Tech Project)

Description Individual assignment Practical training report Supervisor's report

Individual assignment Draft **Submit for approval**

Topic: Test
Edit

Assignment timeline/plan

No. of stage	Name of stage	Period:	Assignment
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка
2	Test	1	test2

+ Add stage

Fig.6. Filling in the stages of an IA.

In order to create/add a stage, press Add stage on the lower left of the screen..

You will see a dialog box where you can input the name of the stage, choose options for stage duration (number of days or specific dates), and write the stage's objective(s).

Add stage×

Name of stage:

Length:

☒ Enter the number of days

☐ Enter the specific dates

Length (in days):

Stage objective(s):

CancelSave

Fig. 7.1. Adding IA stages.

After adding the required information, click the Save button.

Add stage

×

Name of stage:

Length:

☐ Enter the number of days
☒ Enter the specific dates

Start:

End:

Stage objective(s):

Fig. 7.2. The Save button in the IA stage section.

On the right in the timeline/plan card there are buttons for editing (pencil symbol) and deletion (trash bin symbol). Use them to make changes to a stage or delete a stage completely.

Assignment timeline/plan				
No. of stage	Name of stage	Period:	Assignment	
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка	
2	Test	1	test2	
3	Test	2 ⓘ	Test	
+ Add stage				

Fig. 7.3. Buttons editing and deleting a stage.



For example, changes have been made to a stage: the duration has been changed from 2 to 14 days and text has been added to Stage objective(-s).

Add stage ×

Name of stage:

test

Length:

☒ Enter the number of days

☐ Enter the specific dates

Length (in days):

14

Stage objective(s):

test2

Cancel Save

Fig. 7.4. An example of IA stage filling.

После заполнения ИЗ перепроверьте его, и, когда убедитесь, что все корректно, нажмите на кнопку «Отправить на согласование» с правой стороны.

Having filled in the IA, double-check it and, when you're sure that everything is correct, click the Submit for approval button in the top right of the card.

Description
Individual assignment
Practical training report
Supervisor's report

Individual assignment

Draft

Submit for approval

Topic: Test
Edit

Assignment timeline/plan

No. of stage	Name of stage	Period:	Assignment	
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка	
2	Test	1	test2	
3	Test	2 ⓘ	Test	

+ Add stage

Fig. 8. The button for submitting the IA for approval by the supervisor.

6. Approving the IA.

First, the IA is approved by a supervisor from ITMO University. Until an IA is approved by the supervisor, you have an opportunity to unsend it and make changes.

Description
Individual assignment
Practical training report
Supervisor's report

Individual assignment

Awaiting approval by supervisor

Unsend

Topic: Test

Assignment timeline/plan

No. of stage	Name of stage	Period:	Assignment
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка
2	Test	1	test2
3	Test	2 ⓘ	Test

After the ITMO supervisor approves the IA, it is sent for approval by an external supervisor. Until an IA is approved by an external supervisor, you have the opportunity to unsend it and make changes.

Description
Individual assignment
Practical training report
Supervisor's report

Individual assignment

Awaiting approval by external supervisor

Unsend

Topic: Test

Assignment timeline/plan

No. of stage	Name of stage	Period:	Assignment
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка
2	Test	1	test2
3	Test	2 ⓘ	Test

Fig. 9.2. The Unsend button

7. IA is rejected.

If the external supervisor rejected your IA, this will be reflected in the card, for example: “The individual assignment was rejected by the external supervisor,” and a comment: “Reason for rejection: mistake, redo”.

In order to make changes to the IA, you should click the Unsend button.

Practical training / Industrial Technological Internship (Tech Project)

Description ⓘ Individual assignment Practical training report Supervisor's report

Individual assignment has been rejected by an external supervisor

Reason for rejection: Reason for rejection: mistake, redo

Individual assignment Rejected by an external supervisor **Unsend**

Topic: Test

Assignment timeline/plan

No. of stage	Name of stage	Period:	Assignment
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка
2	Test	1	test2
3	Test	2 ⓘ	Test

Fig. 10. IA rejected by an external supervisor.

After you’ve clicked the Unsend button, IA will receive the status of a Draft. You can add stages, edit (pencil symbol) or delete a stage (trash bin symbol).

Description
Individual assignment
Practical training report
Supervisor's report

Individual assignment

Draft

Submit for approval

Topic: Test
Edit

Assignment timeline/plan

No. of stage	Name of stage	Period:	Assignment
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка
2	Test	1	test2
3	Test	2 ⓘ	Test

+ Add stage

Fig. 11. Draft of an IA.

After making the necessary changes, you should click Submit for approval again (first, the IA will go to a supervisor from ITMO and then to an external supervisor as described in paragraph 6 above.).

8. IA is approved. After an IA is approved, the Unsend button will no longer be active, and you won't be able to make changes to the IA. If you have to make any changes, address your internship supervisor.

Description
Individual assignment
Practical training report
Supervisor's report

Individual assignment Approved

Topic: Test

Assignment timeline/plan

No. of stage	Name of stage	Period:	Assignment
1	Инструктаж обучающегося	1	Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка
2	Test	1	test2
3	Test	2 ⓘ	Test

Fig. 12. The IA is approved.

9. Next, you can go to the Report. In the dropdown list on the left you can choose the format of your report presented and then attach a file. If there are several files, you should combine them in an archive.

Practical training / Industrial Technological Internship (Tech Project)

Description
Individual assignment
Practical training report
Supervisor's report

Student's report
Submit

Format of the report *

manuscript of conference report ×

Please attach the report *

Приложение_1-1 (3).docx

Please combine all files related to the report into a single archive

Feedback
^

Employment status *

employment relevant to subject of study

Your assessment of the practical training venue *

5

Assess your practical training venue on a scale of 1-5 (1 – very bad, 5 – very good)



Fig. 13. Adding an internship report.

Fill in two additional lines in the Feedback section: from the first dropdown menu, choose your employment status, and in the second, your assessment following the practical training result.

Having completed the tasks above, click the Submit button.


10. The report is sent. Before the supervisors begin filling in the report, you have an opportunity to make changes to the report: change its format, delete the uploaded file and attach another one, change your employment status and assessment of the training venue.


Practical training / Industrial Technological Internship (Tech Project)

Description  Individual assignment  **Practical training report** Supervisor's report

Student's report Submitted Edit

Report format:
manuscript of conference report

 Приложение_1-1 (3).docx

Feedback 

Employment status
employment relevant to subject of study

Your assessment of the practical training venue
5

Fig. 14.1. Making changes to a submitted report.

Description

Individual assignment

Practical training report

Supervisor's report

Student's report

Cancel

Submit

Format of the report *

manuscript of conference report ×

Please attach the report *

Приложение_1-1 (3).docx

Please combine all files related to the report into a single archive

Feedback

Employment status *

employment relevant to subject of study

Your assessment of the practical training venue *

5

Assess your practical training venue on a scale of 1-5 (1 – very bad, 5 – very good)

Fig. 14.2. Making changes to a submitted report.

After you've made the necessary changes to the report, click the Submit button. The new report will be sent to the supervisors.

12. Report by a supervisor from ITMO. The supervisor will receive a letter on their email notifying them that you've uploaded your report. As soon as the supervisor completes their report and assigns a grade to it, this will be reflected in your card.

Description
Individual assignment
Practical training report
Supervisor's report

Supervisors' report

From ITMO University

Excellent

More

Recommended grade

From ITMO University

Excellent (5A)

Fig. 15. Supervisor's report.

13. External supervisor's report. If you complete your practical training at an external organization, your external supervisor will receive an email. By following the link in the email, they can leave a report and assign a recommended grade. After the external supervisor completes their report, this will be reflected in the card: on top there will be the report from the external organization, and below it a recommended grade from the external organization.

Practical training / Industrial Technological Internship (Tech Project)

Description
Individual assignment
Practical training report
Supervisor's report

Supervisors' report

From ITMO University	More	From external organization	More
Excellent		Great	

Recommended grade

From ITMO University	From external organization
Excellent (5A)	Excellent (5A)

Fig. 16. An external supervisor's report.

To send feedback, ask questions, propose changings in the “Practical training”, write praktika@itmo.ru.