**APPROVED**
Rector of «KazUTB named after K.Kulazhanov» JSC
L.K. Baibolova
«12» 10 2026.

# REGULATIONS ON RESEARCH INTERNSHIP FOR MASTER'S STUDENTS
# KazUTB-DEP-RPA-8.5-2026-47

**AGREED**
Vice-Rector for AA
«KazUTB named after K.Kulazhanov» JSC
E.B. Askarbekov
"12" 10 2026.

**Astana, 2026**

## FOREWORD

These Regulations have been developed by the Department of Educational Programs and the Department of Postgraduate Education of «KazUTB named after K. Kulazhanov» JSC.

These Regulations shall be approved by the Rector by affixing their personal signature to the title page.

These Regulations shall be binding on all structural units of «KazUTB named after K. Kulazhanov» JSC insofar as their activities relate to the Quality Management System (QMS).

These Regulations shall be periodically reviewed by the Head of the Department of Postgraduate Education at intervals not exceeding three years.

Amendments to these Regulations shall be developed based on the results of their application in the activities of «KazUTB named after K. Kulazhanov» JSC.

The Head of the Department of Postgraduate Education shall be responsible for organising and coordinating activities related to the implementation of specific stages of the document management process.

The Regulations on research internship for master's students KazUTB-DEP-RPA-8.5/8.6-2025-48 dated 18 June 2025, shall be declared null and void.

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## 1. TERMS AND DEFINITIONS

| Term | Definition |
|---|---|
| **Master's Student** | An individual enrolled in a Master's degree program. |
| **Master's Programs** | A level of postgraduate education with educational programs aimed at training personnel and awarding a "Master" degree. |
| **Scientific and Pedagogical Track** | Educational programs of postgraduate education aimed at training research and teaching staff for higher education institutions and scientific organizations, characterized by advanced academic and research training. |
| **Scientific Research Work** | Activities related to scientific inquiry, research, and experimentation aimed at expanding existing knowledge and acquiring new knowledge, testing scientific hypotheses, establishing patterns of natural and societal development, as well as scientific generalization and substantiation of projects. R&D includes the execution of the main sections of a Master's thesis using modern research methods based on technological achievements in science and practice. |
| **Educational Program (EP)** | A unified complex of core educational characteristics, including goals, learning outcomes, curriculum content, organization of the educational process, implementation methods, and assessment criteria. |
| **Profile Track** | Educational programs of postgraduate education aimed at training management personnel for sectors of the economy, medicine, law, education, arts, services and business, defense and national security, and law enforcement, characterized by advanced professional training. |
| **Internship** | A form of training during which a Master's student acquires necessary scientific and technical experience within a specific EP. The primary goal is the practical formation and consolidation of professional knowledge, skills, and competencies obtained through theoretical training. |
| **Experimental Research Work** | Activities involving the execution of methodological and practical aspects of a Master's dissertation, the application of economic and mathematical methods, as well as specific research methods (sociological research, experiments, observation, etc.). |

## 2. ABBREVIATIONS AND DESIGNATIONS USED

| Abbreviation | Full Title |
|---|---|
| **AA** | Academic Affairs |
| **UC** | University Component |
| **SCS** | State Compulsory Standard of Higher and Postgraduate Education |
| **ISP** | Individual Study Plan |
| **MSRW** | Master's Student Research Work |
| **DICAM** | Department of International Cooperation and Academic Mobility |
| **EP** | Educational Program |
| **DPE** | Department of Postgraduate Education |
| **DSD** | Department of Strategic Development |
| **PC** | Professional Competencies |
| **WSP** | Working Study Plan |
| **University** | "K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company |

| | |
|---|---|
| **AS** | Academic Council |
| **AMW** | Academic and Methodological Work |
| **ERW** | Experimental Research Work |

## 3. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

3.1 These Regulations establish the general requirements for organizing research internships for Master's students of «KazUTB named after K. Kulazhanov» JSC (hereinafter referred to as the University), define their purpose and objectives, and regulate the duration, procedure and content of the internship, as well as the forms of monitoring and reporting on the Master's student's completion of the research internship programme.

3.2 These Regulations are intended for use by the University's Educational Programmes Directorate, Department of Postgraduate Education, Department of International Cooperation and Academic Mobility, and academic departments.

3.3 A research internship for Master's students is a mandatory component of a Master's student's research work or experimental research work MSRW (ERW) and shall be undertaken in accordance with the educational programme and the Master's student's individual work plan.

The purpose of the research internship is to enhance the competencies of postgraduate students and to develop and consolidate the professional knowledge and skills acquired through familiarization with innovative technologies and new types of production at research organizations and/or organizations operating in the relevant industries or fields of activity.

3.4 The research internship shall be conducted under an internship programme, which may include:

3.4.1 group-based and independent theoretical training;

3.4.2 practical training sessions, including off-site sessions;

3.4.3 independent work in reading rooms and library collections;

3.4.4 fundamental research and studies related to the topics of dissertations/projects;

3.4.5 consultations on dissertation/project topics;

3.4.6 participation in academic conferences, seminars, round-table discussions and other research activities held during the internship, etc.

3.5 Research internships for postgraduate students shall be conducted on the basis of agreements concluded with higher education institutions, research organizations and organizations operating in the relevant industries or fields of activity in the Republic of Kazakhstan and foreign countries.

3.6 The research internship period shall be determined by the academic calendar.

3.7 Master's students shall undertake a research internship lasting at least 14 calendar days at research organizations and/or organizations operating in the relevant industries or fields of activity.

The host organization for the research internship shall correspond to the academic focus of the educational programme and the subject of the research.

The research internship programme shall include educational and research components.

The internship programme and weekly plan shall be approved jointly by the University and the host organization at which the internship is undertaken.

3.8 Master's students shall undertake their research internships within the time frames established by the educational programme, the working curriculum, the Master's student's individual work plan and the academic calendar.

3.9 Failure, without a valid reason and properly executed supporting documents, to comply with the dates of departure and return to the University specified in the order authorizing the research internship shall constitute a breach of academic discipline and serve as grounds for denying admission to the final attestation.

Where a valid reason prevents a student from travelling, the student shall submit to the Department of Postgraduate Education a reasoned application addressed to the Rector of the University, endorsed by the academic supervisor, Head of the Academic Department, Dean of the Faculty and Vice-Rector for Academic Affairs, together with supporting documents.

## 4. ORGANIZATION OF THE RESEARCH INTERNSHIP

4.1 The organization of research internships for postgraduate students within the Republic of Kazakhstan and abroad shall be undertaken by the University's graduating academic departments, the Department of Postgraduate Education and the Department of International Cooperation and Academic Mobility (DICAM).

4.2 The organization of the research internship shall be ensured by the host higher education institution, research organization and/or organization operating in the relevant industry or field of activity.

4.3 Functions of the graduating academic department:

4.3.1 identifies potential research organizations and/or organizations operating in the relevant industries or fields of activity that may serve as host organizations for research internships undertaken by postgraduate students;

4.3.2 ensures the conclusion and implementation of agreements with research organizations and/or organizations operating in the relevant industries or fields of activity for postgraduate students to undertake research internships within the Republic of Kazakhstan and abroad;

4.3.3 develops the research internship programme and weekly plan for postgraduate students jointly with the host organization;

4.3.4 prepares a formal submission for sending postgraduate students on a research internship based on the concluded agreements, specifying the internship period and host organization, and submits it to the Department of Postgraduate Education for the issuance of the relevant order;

4.3.5 discusses the results of postgraduate students' work in order to recommend them for a research internship and submits to the Department of Postgraduate Education an extract from the minutes of the relevant meeting containing a substantiated conclusion;

4.3.6 reviews the outcomes of postgraduate students' research internships through discussion of their results at meetings of the academic department.

4.4 Functions of the Department of Postgraduate Education:

4.4.1 coordinates overseas research internship programmes with the graduating academic departments responsible for the relevant educational programmes and with the host higher education institution or research organization;

4.4.2 prepares orders authorizing participation in research internships based on formal submissions from the University's graduating academic departments;

4.4.3 jointly with the graduating academic departments, conducts briefings, consultations and meetings for postgraduate students on matters relating to research internships.

4.5 Functions of DICAM:

4.5.1 prepares a preliminary list of foreign higher education institutions at which research internships are expected to be conducted, taking into account the students' fields of study;

4.5.2 conducts official correspondence with representatives of foreign partner higher education institutions and the foreign research advisers of Master's students concerning the terms and conditions of research internships;

4.5.3 ensures the conclusion of agreements with foreign higher education institutions, research organizations and organizations operating in the relevant industries or fields of activity;

4.5.4 provides advice on consular and visa-related matters.

## 5. RIGHTS AND OBLIGATIONS OF POSTGRADUATE STUDENTS DURING THE RESEARCH INTERNSHIP

5.1 Postgraduate students undertaking a research internship shall have the right to:

5.1.1 receive high-quality training under the internship program;

5.1.2 attend all types of classes and activities provided for in the internship program, including off-site activities;

5.1.3 conduct independent work using the library collections of the host research organization and/or organization operating in the relevant industry or field of activity;

5.1.4 participate in all types of research and/or experimental research work, conferences and seminars provided for in the internship program.

5.2 While undertaking a research internship, postgraduate students shall:

5.2.1 complete the research internship program and weekly plan and submit the required reporting documents to the graduating academic department and the Department of Postgraduate Education in a timely manner;

5.2.2 comply with the research internship period established by the University's order;

5.2.3 comply with the legislation of the Republic of Kazakhstan and the host country, the internal regulations of the host organization, the principles of academic integrity and professional ethics, as well as occupational health and safety, information security and confidentiality requirements;

5.2.4 treat the employees of the host organization and other internship participants with respect and observe generally accepted standards of conduct and professional communication;

5.2.5 exercise due care with respect to the property and information resources of the host organization;

5.2.6 promptly inform the academic supervisor, the graduating academic department and the Department of Postgraduate Education of any circumstances preventing the student from undertaking the internship or completing its program.

## 6. PROCEDURE FOR INTERNSHIP REPORT SUBMISSION AND DOCUMENTATION

6.1 Within five calendar days after completing the research internship, the Master's student shall submit a report on the research internship outcomes (Master's student research internship outcomes report form). The report shall be at least five pages in length and shall include a detailed description of the following:

6.1.1 information on the research activities of the organization at which the Master's student undertook the research internship;

6.1.2 a list, description and content of the activities completed during the research internship;

6.1.3 academic work: courses completed, specifying the discipline, course title, number of credits and results;

6.1.4 theoretical work: bibliographic details of the sources studied and the extent of their relevance to the dissertation/project;

6.1.5 research work: research methods, key results of the research/experimental research work, a summary and evaluation of the research findings, and a comparison of the findings with those of similar studies;

6.1.6 participation in research seminars and conferences, as well as publications;

6.1.7 additional types of work, conclusions and recommendations.

6.2 The report on the work completed and the results obtained shall be reviewed and signed by the research internship supervisor.

6.3 The report shall be accompanied by a document confirming completion of the research internship (a certificate).

6.4 The research internship report shall be submitted to the graduating academic department.

6.5 Based on the research internship outcomes, a grade shall be awarded in accordance with the established letter-grade point-rating system. This grade shall subsequently be taken into account when determining the grade for the Master's student's research work/experimental research work MSRW (ERW) for the relevant academic period.

6.6 The grade shall take into account the content of the submitted report on the work completed and the results obtained, as well as completion of the required scope of work in accordance with the research internship work plan.

## 7. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

| 7.1 Risks associated with: | 7.2 Risk mitigation actions: |
|---|---|

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| - absence of or delays in concluding agreements with organizations for the internship placement; | - establishing deadlines for the conclusion of agreements (no later than one month prior to the start of the internship);<br>- systematic monitoring of the agreement process by the issuing departments and the International Cooperation Office; |
| - non-compliance with the established internship deadlines by Master's students; | - developing individual internship schedules in accordance with the academic calendar; notifying students of the established deadlines;<br>- monitoring the departure and arrival dates of students participating in the internship; |
| - low performance levels or insufficient effectiveness of the students' research internship. | - preliminary selection of research facilities corresponding to the research profile;<br>- approval of internship programs with a focus on the scientific component;<br>- providing consultations to students by research advisors before and after the internship. |

## 8. RESPONSIBILITY AND AUTHORITY

8.1 These Regulations shall be approved by the Rector and shall enter into force on the date of their approval.

8.2 The responsibilities and authority of the structural units and officials with respect to the implementation and effective operation of these Regulations shall be allocated as follows:

| Structural Unit | Responsibilities |
|---|---|
| **Rector** | – approves these Regulations and any amendments thereto;<br>– makes decisions on matters relating to the organization of research internships within the scope of the Rector's authority. |
| **Vice-Rector for AA** | – provides overall leadership and oversight of the organization of research internships for Master's students;<br>– ensures coordination among the University's structural units;<br>– endorses decisions and documents relating to research internships within the scope of the authority granted. |
| **DPE** | – coordinates the organization of research internships for Master's students;<br>– reviews the documents submitted by academic departments;<br>– prepares draft orders authorizing Master's students to undertake research internships;<br>– maintains records of completed research internships;<br>– advises Master's students and responsible employees;<br>– monitors compliance with the internship time frames and reporting-document submission deadlines. |
| **Deans of Faculties** | – coordinate and oversee the activities of the Faculty's academic departments relating to the organization of research internships;<br>– endorse documents concerning the placement of Master's students in research internships within the scope of the authority granted;<br>– take measures to remedy any identified non-compliance. |
| **Graduating Department** | – ensures the timely organization of research internships for the department's Master's students;<br>– verifies that the host organization and internship program correspond to the educational program and research topic;<br>– ensures that the internship program and weekly plan are prepared and coordinated jointly with the host organization; |

| | |
|---|---|
| | – prepares a formal submission for sending Master's students on research internships;<br>– reviews the Master's students' readiness to undertake the internship and the outcomes thereof;<br>– records the relevant decisions in the minutes of the academic department meeting. |
| **Academic Supervisor of a Master's Student** | – provides the Master's student with advisory and methodological support in developing the internship program and weekly plan;<br>– ensures that the internship content corresponds to the topic of the Master's dissertation or project;<br>– monitors the completion of the planned activities;<br>– reviews the report and evaluates the results obtained. |
| **Internship Supervisor from the Host Organization** | – provides the conditions necessary for the Master's student to complete the internship program and weekly plan;<br>– advises the Master's student during the internship;<br>– confirms completion of the prescribed activities;<br>– signs the report or issues another document confirming completion of the internship. |
| **Master's Students** | – submit the documents required for placement in a research internship in a timely manner;<br>– complete the internship program and weekly plan;<br>– comply with the established time frames, the host organization's requirements, and the principles and requirements of academic integrity, professional ethics, occupational health and safety, and confidentiality;<br>– submit the report and supporting documents within the established time frames. |

## ANNEXES

**F.DEP-8.5-2026-47-01 (mandatory)**

## MASTER'S STUDENT RESEARCH INTERNSHIP OUTCOMES REPORT FORM

"Kazakh University of Technology and Business named after K.Kulazhanov" JSC
Faculty: _____
Department:_____

Approved
by the Head of the Department
_____
(signature, full name)
Discussed at the Department meeting
Minutes № ____
«___»_____ 20__.

## REPORT
## on the Results of the Master's Student Research Internship

Master's Student _____
(Full Name)

Educational Program_____
(EP Code and Title)

Master's Program Duration: from 20___ to 20___.

Master's Thesis (Project) Topic:

_____

The thesis topic was approved by the decision of the University Academic Council,
Minutes No. ___ dated «__» _____ 20___.

Astana, 20__

## Research Internship Report

Master's Student _____
(Full Name)

Educational Program _____
(EP Code and Title)

Scientific Supervisor _____
(Full Name, Academic Degree, Academic Title, Position)

Place of Internship _____
(Name of the University/Organization, City, Country)

Internship Period (Dates) _____

1. Types of activities performed in accordance with the scientific internship plan; significance of the results obtained

_____
_____
_____
_____
_____

2. Participation in conferences, seminars, round tables, academic courses, etc., as part of the scientific internship

_____
_____
_____

3. Publications based on the results of the scientific internship (if any)

| № | Article Title | Publisher, Place of Publication | Quire Count | Link to the article/collection |
|---|---|---|---|---|
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4. Additional Activities

_____
_____

5. Master Student's Feedback on the Efficiency and Effectiveness of the Research Internship

Master's Student _____
(Signature, Full Name)

Scientific Supervisor _____
(Signature, Full Name)

Head of the Department _____
(Signature, Full Name)

F.DSD-7.5-2026-01-02 (mandatory)

## APPROVAL SHEET

| Position | Full name | Date | Signature |
|---|---|---|---|
| Vice-Rector for SA&SD | Berdigaliuly S. | 12.10.2026 | |
| Director of the DSD | Orazalina D.K. | 12.10.2026 | |
| Head of the QMSD | Ernst A. | 12.10.2026 | |
| Head of the DEP | Bayadilova B.M. | 12.10.2026 | |
| Head of the DPE | Zhunusbekova G.Zh. | 12.10.2026 | |

F.DSD-7.5-2026-01-03 (mandatory)

## FAMILIARIZATION SHEET

| Position | Full name | Date | Signature |
|---|---|---|---|
| Head of DPE | Zhunusbekova G.Zh. | 12.10.2026 | |
| Lead spec. of DPE | Urekeshova A.B. | 12.10.2026 | |
| Specialist of DPE | Tabyldy A.A. | 12.10.2026 | |
| Dean of the fac. of Technology | Sajudni Zh.Ye. | 12.10.2026 | |
| Dean of the fac. of EB | Makysh M.K | 12.10.2026 | |
| Dean of the fac. of ET | Zerimbetov B.A. | 12.10.2026 | |
| Head of the dep. of TS | Moshanova N.S. | 12.10.2026 | |
| Head of the dep. of LITD | Kozhabergenova K.D. | 12.10.2026 | |
| Head of the dep. of CEREM | Nurtai Zh.T. | 12.10.2026 | |
| Head of the dep. of Tourism and S. | Zhunusova A.A. | 12.10.2026 | |
| Head of the dep. of manag. | Abdildinova N.E. | 12.10.2026 | |
| Head of the dep. of EF | Bekbussinova Z.K. | 12.10.2026 | |
| Head of the dep. of SFL | Kanafieva K.K. | 12.10.2026 | |
| Head of the dep. of IT | Abdukarimova A.A. | 12.10.2026 | |
| Head of the dep. of CEA | Akishev K.M. | 12.10.2026 | |
| Head of the dep. of SHD | Magauyanov D.A. | 12.10.2026 | |
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F.DSD-7.5-2026-01-04 (mandatory)

## CHANGE REGISTRATION SHEET

| Change Number | Change Notice Number | Number of sheets (pages) | | | | Total sheets (after changes) | Date of entry | Full name of the person making the changes | Signature of the person who made the changes |
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F.DSD-7.5-2026-01-05 (mandatory)

## PERIODIC INSPECTION RECORD SHEET

| Verification Date | full name of the person, who performed the check | Signature who performed the Verification | Formulation Comments |
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