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

REGULATIONS ON THE PROFESSIONAL PRACTICE OF MASTER'S STUDENTS
KazUTB-DEP-RPA-8.5-2026-46

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 means of a handwritten signature on the title page.

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 organizing and coordinating activities related to the implementation of specific stages of the document management process.

The Regulations on professional internship for master students KazUTB-DEP-RPA-8.5/8.6-2026-47, dated 18 June 2025, shall be deemed null and void.

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1. TERMS AND DEFINITIONS

Term	Definition
Internship Bases	Organizations whose statutory activities correspond to the personnel training profile and the requirements of the educational program, having qualified personnel to supervise professional internships and the necessary material and technical infrastructure.
Individual Work Plan of a Master Student	A student's work plan, independently drawn up for the entire period of study under the guidance of a research supervisor based on the educational program.
Individual Study Plan	A student's curriculum, independently formed for each academic year with the assistance of an advisor based on the educational program and the catalog of elective disciplines.
Research Practice	A type of internship aimed at familiarization with the latest theoretical, methodological, and technological achievements of domestic and foreign science, modern methods of scientific research, and the processing and interpretation of experimental data.
Master	A degree awarded to persons who have mastered Master's educational programs.
Master Student	A person studying in a Master's program.
Master's Program	A level of post-graduate education aimed at training personnel with the award of a "Master" degree in the corresponding educational program, requiring the mandatory completion of at least 60-120 academic credits.
Professional Practice	A mandatory component of the professional educational program of higher education aimed at consolidating theoretical knowledge obtained during studies at a higher educational institution, acquiring practical skills and competencies, and mastering advanced experience. Professional internship is divided into teaching, industrial, and research internships in accordance with the syllabi and work study plans.
Pedagogical Practice	A type of internship aimed at the implementation of theoretical knowledge and the improvement of practical skills for working with a student group, as well as enhancing the quality of professional training for highly qualified specialists.
Industrial Practice	A type of internship aimed at consolidating theoretical knowledge obtained during the learning process, acquiring practical skills, competencies, and professional experience in the educational program being studied, as well as mastering advanced experience.

2. ABBREVIATIONS AND DESIGNATIONS USED

Abbreviation	Full Title
HEI	Higher Educational Institution
SCS	State Compulsory Standard of Higher and Postgraduate Education
IWPM	Individual Work Plan of a Master Student
ISP	Individual Study Plan
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
DPE	Department of Postgraduate Education
DSD	Department of Strategic Development
EP	Educational Program
PGE	Postgraduate Education
TS	Teaching Staff

QMS	Quality Management System
University	"K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company

3. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

3.1. The Regulations on the Professional Practice of Master's Students of «KazUTB named after K. Kulazhanov» JSC (hereinafter referred to as the Regulations) govern the undertaking of professional practice by Master's students and apply to all students enrolled in Master's degree programmes.

3.2. The purpose of these Regulations is to regulate the organization of professional practice for students enrolled in postgraduate education programmes at the University.

3.3. These Regulations shall be binding upon officials of the structural units of the University involved in the organization and delivery of the educational process under postgraduate education programmes.

3.4. In accordance with the State Compulsory Standard for Higher and Postgraduate Education, students enrolled in postgraduate education programmes shall undertake various types of professional practice depending on their field of study.

3.5. The educational programme of the scientific and pedagogical Master's degree programme shall include two types of professional practice: pedagogical practice and research practice.

3.6. The educational programme of the specialised Master's degree programme shall include industrial practice.

3.7. Students shall undertake professional practice in accordance with the curriculum, academic calendar, approved practice programme and Individual Study Plan (ISP). The practice shall conclude with the preparation of a practice report and its defence at the graduating department.

3.8. Programmes for all types of professional practice undertaken by postgraduate students shall be developed by the graduating departments, agreed upon with the enterprises, institutions or organisations designated as practice bases, and approved by the Vice-Rector for Academic Affairs.

3.9. The number of academic credits allocated to professional practice shall be determined by the State Compulsory Standard and the working curricula of the relevant educational programme.

3.10. The assignment of students to all types of professional practice shall be formalized by an order of the Rector of the University specifying the duration and location of the practice and appointing practice supervisors. For each type of practice, students shall be assigned a supervisor from the University and a supervisor from the practice base (institution or organization).

3.11. Practice supervisors from the University shall be appointed from among the academic staff whose qualifications and professional experience correspond to the type and content of the practice.

3.12. While undertaking professional practice, a student shall:

3.12.1. arrive at the practice location in a timely manner and complete the practice programme in full;

3.12.2. maintain a practice diary and enter information on the work performed therein in a timely manner;

3.12.3. comply with the internal labour regulations and other internal requirements applicable at the practice base;

3.12.4. undergo the required induction and comply with occupational health and safety, fire safety and industrial sanitation requirements, as well as other mandatory requirements established at the practice base;

3.12.5. complete the assignments stipulated by the practice programme and the individual assignment, and follow the instructions of the practice supervisors insofar as such instructions are consistent with the objectives and content of the practice;

3.12.6. immediately inform the practice supervisors from the University and the practice base of any circumstances preventing the completion of the practice, as well as of any accidents or other emergencies;

3.12.7. submit, within the prescribed time limits, a practice report, practice diary, evaluation report prepared by the supervisor from the practice base, and any other documents stipulated by the practice programme, duly completed in accordance with the established requirements;

3.12.8. defend the practice report in accordance with the procedure and within the time limits established by the University.

3.13. The practice supervisor from the University shall:

3.13.1. prior to the commencement of the practice, familiarise the student with the practice programme, individual assignment, reporting requirements, and the procedure and criteria for assessing the practice outcomes;

3.13.2. provide the student with advisory and methodological assistance in completing the practice programme;

3.13.3. liaise with the supervisor from the practice base on matters relating to the organization and undertaking of the practice by the student;

3.13.4. monitor the student's progress and completion of the practice programme;

3.13.5. review the reporting documents submitted by the student and verify their completeness and compliance with the established requirements;

3.13.6. prepare a written conclusion on the student's practice outcomes, taking into account the evaluation report prepared by the supervisor from the practice base;

3.13.7. participate in the work of the commission responsible for the defence of practice reports and the assessment of the learning outcomes achieved by the student;

3.13.8. submit the practice results and the required reporting documents to the graduating department in a timely manner.

3.14. The supervisor from the practice base shall:

3.14.1. organize the student's professional practice in accordance with the practice programme;

3.14.2. provide the student with the organizational, material and technical conditions necessary for completing the practice programme, including a workplace where required;

3.14.3. familiarise the student with the activities of the practice base, its internal labour regulations and the requirements established by the organization;

3.14.4. prior to permitting the student to perform any work, provide induction on occupational health and safety, fire safety, industrial sanitation and other mandatory requirements, and ensure that such induction is duly recorded in accordance with the established procedure;

3.14.5. provide the student with the necessary explanations and practical assistance in completing the practice programme;

3.14.6. exercise ongoing supervision over the student's completion of the work stipulated by the practice programme and compliance with the established deadlines and internal labour regulations;

3.14.7. liaise with the practice supervisor from the University and promptly inform them of any violations committed by the student or circumstances preventing the completion of the practice programme;

3.14.8. upon completion of the practice, prepare an evaluation report on the student's performance, indicating the extent to which the practice programme has been completed, the competencies acquired, compliance with labour discipline, any identified shortcomings, and the recommended grade.

3.15. The structural units of the University, as well as external organizations whose activities correspond to the profile of the educational programme and the content of the practice, may serve as professional practice bases, provided that they have qualified specialists to supervise the practice and the necessary material and technical resources.

Where the practice is undertaken at an external organization, the University shall enter into an agreement with that organization using the form approved by the University. The agreement shall specify the type and duration of the practice, the rights, obligations and liabilities of the parties, and any other necessary terms and conditions.

3.16. An agreement with the practice base shall be concluded no later than one month prior to the commencement of the practice, unless a different time limit is established by the University's internal documents.

3.17. Prior to the commencement of the practice, the graduating department shall provide the student with the practice programme, the practice diary form, and the requirements governing the content and format of the report. The issuance of these documents shall be recorded in accordance with the procedure established by the University.

3.18. Upon completion of the professional practice, the student shall submit to the graduating department a practice report, practice diary, and evaluation report prepared by the supervisor from the practice base. The documents shall be submitted within seven calendar days following completion of the practice, unless a different time limit is established by the practice programme or academic calendar. The report shall be reviewed by the practice supervisor from the University and defended before a commission whose composition shall be approved by an administrative order of the Head of the graduating department.

3.19. Following the defence of the report and the award of the final grade, the practice reporting documents shall be compiled into files and retained by the structural unit designated in the University's records retention schedule for the prescribed retention period.

3.20. Failure to attend the practice without a valid reason, failure to complete the practice programme, failure to submit the reporting documents within the prescribed time limit, or receipt of a final grade of "Unsatisfactory" shall result in an academic debt. The procedure and time limits for clearing such academic debt shall be determined by the Academic Policy and other internal documents of the University.

3.21. Students who fail to complete the practice programme for a valid reason shall be assigned to undertake the practice again outside scheduled study hours or shall undertake it according to an individual schedule.

3.22. Students who have not undertaken the practice, have failed to complete the practice programme, have received a negative evaluation of their performance or an unsatisfactory grade at the defence of their practice diary and report, thereby incurring an academic debt, as well as students who have transferred from another higher education institution or another educational programme and have an academic difference in respect of the practice, shall be assigned to undertake the practice again during the following academic period concurrently with theoretical studies or during the summer semester, on a fee-paying basis and according to an individual schedule.

3.23. Where students leave to study at partner higher education institutions under an academic mobility programme, they may undertake the practice at the host institution or complete it before their departure or after their return, free of charge and according to an individual schedule.

3.24. Upon returning from academic leave, a student shall eliminate any resulting academic difference in respect of the practice according to an individual schedule and in accordance with the procedure and within the time limits established by the University's Academic Policy.

4. CONTENT OF PEDAGOGICAL PRACTICE FOR MASTER'S STUDENTS

4.1. Pedagogical practice is a compulsory component of the training of scientific and pedagogical personnel.

4.2. Pedagogical practice is undertaken to develop practical teaching skills and methodologies. Its content is aimed at applying theoretical knowledge, improving practical abilities and skills in working with student groups, and enhancing the quality of the professional training of highly qualified specialists.

4.3. The purpose of pedagogical practice is to develop the professional and personal competencies required to organise and manage the teaching and educational process at a higher education institution.

4.4. The main objectives of pedagogical practice are to:

4.4.1. teach Master's students to apply modern teaching methods and technologies, taking into account the specific features of the academic discipline taught;

4.4.2. develop the psychological and pedagogical skills required to organise educational work with students;

4.4.3. develop the professionally significant personal qualities of a future higher education teacher.

4.5. Pedagogical practice may be undertaken concurrently with theoretical studies or during a separate period in accordance with the educational programme and academic calendar. During pedagogical practice, Master's students may, by decision of the University, be involved in conducting classes under Bachelor's degree programmes under the supervision of their assigned practice supervisor.

4.6. Pedagogical practice shall be undertaken at the University's departments corresponding to the profile of the Master's student's educational programme.

4.7. Pedagogical practice shall be supervised by a University-appointed practice supervisor selected from among the academic staff of the relevant department.

4.8. Upon completion of pedagogical practice, the Master's student shall submit the reporting documents, the content and formatting requirements of which shall be determined by the practice programme. The final grade shall be awarded based on the results of the report defence before a commission, taking into account the practice supervisor's conclusion and the extent to which the learning outcomes stipulated by the educational programme have been achieved.

5. CONTENT OF RESEARCH PRACTICE FOR MASTER'S STUDENTS

5.1. Research practice is an integral component of a postgraduate educational programme.

5.2. The purpose of research practice is to develop Master's students' skills in conducting independent research, applying modern research methods, and processing and interpreting the data obtained.

5.3. Research practice is undertaken for the purposes of:

5.3.1. becoming familiar with the latest theoretical, methodological and technological achievements of national and international scholarship, as well as modern methods of scientific research and the processing and interpretation of experimental data;

5.3.2. acquiring practical skills in conducting independent research;

5.3.3. acquiring practical skills in planning, organizing and conducting independent scientific research;

5.3.4. developing the competencies required to prepare a Master's thesis.

5.4. The main objectives of research practice are to:

5.4.1. consolidate the knowledge, abilities and skills acquired by students while studying courses under postgraduate educational programmes;

5.4.2. develop skills in conducting independent research in the relevant professional field;

5.4.3. familiarise students with contemporary scientific research methodology;

5.4.4. study modern methods of collecting, analyzing and processing scientific information and select the most appropriate research methods;

5.4.5. train students to develop research instruments and collect empirical data;

5.4.6. organize the conduct of research by students in accordance with contemporary scientific methodology and the principles of scientific inquiry;

5.4.7. encourage and stimulate a creative approach to conducting research;

5.4.8. develop written and oral communication skills for presenting research findings in the form of reports, publications and presentations at seminars and scientific conferences;

5.4.9. develop public speaking skills.

5.5. A Master's student shall undertake research practice at the place where the Master's thesis research is conducted. The practice base shall correspond to the thesis research topic and the practice programme and shall possess the resources necessary for its implementation.

5.6. Research practice shall be undertaken in accordance with the practice programme reviewed at a meeting of the department.

5.7. The content of research practice shall be determined by the thesis research topic.

5.8. The student's research practice shall be supervised by the student's thesis supervisor and the supervisor from the practice base.

6. CONTENT OF INDUSTRIAL PRACTICE FOR MASTER'S STUDENTS

6.1. Industrial practice is an integral component of a specialised Master's degree programme.

6.2. The duration and dates of industrial practice shall be determined by the educational programme, working curriculum and academic calendar. Industrial practice shall be undertaken after completion of the courses that develop the knowledge and competencies required to fulfil the practice programme.

6.3. Students' industrial practice is intended to consolidate the theoretical knowledge acquired during their studies, develop practical skills and competencies, and provide exposure to best professional practices.

6.4. The main objectives of industrial practice are to:

6.4.1. improve professional abilities and skills;

6.4.2. acquire advanced methods of professional activity;

6.4.3. gain organizational experience;

6.4.4. acquire the essential skills required for modern management activities, including planning the activities of a structural unit, solving problems, making managerial decisions, and monitoring operational processes and outcomes.

6.5. Industrial practice shall be undertaken in accordance with the practice programme reviewed at a meeting of the department.

6.6. Enterprises, institutions and other organizations may be designated as industrial practice bases, provided that their activities correspond to the profile of the educational programme and the content and objectives of the practice, and that they have qualified specialists to supervise the practice and the material and technical resources necessary for completing the practice programme.

7. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

7.1 Risks associated with:	7.2 Risk mitigation actions:
- failure to meet practice deadlines and late preparation of reporting documents;	- developing a clear practice schedule and communicating it to the students; - appointing persons responsible for monitoring deadlines; - weekly monitoring of students' compliance with reporting requirements.
- absence of agreements with practice bases within the established timeframe;	- preparation and conclusion of agreements 1 month before the start of the practice; - monitoring of deadline compliance by the issuing departments and the PGEO; - maintenance of a registry of all active agreements.
- non-compliance of the practice base with the training profile and the requirements of the Educational Program (EP);	- preliminary screening of organizations before signing agreements; - working exclusively with approved and accredited bases; - concluding agreements with an attached list of responsibilities and requirements for the base.
- a formal (superficial) approach by practice supervisors (from both the university and the organization);	- conducting briefings and methodological seminars for practice supervisors; - introducing templates for reports, feedback forms,

	and practice control checklists; - involving independent department members or a commission in the evaluation of the practice.

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 amendments thereto; - ensures that the organisational conditions necessary for the professional practice of Master's students are established; - makes decisions on matters requiring consideration at the University management level.
Vice-Rector for AA	- coordinates the organisation of the professional practice of Master's students within the framework of the University's academic activities; - monitors compliance with the requirements of educational programmes and the Academic Policy.
DPE	- coordinates organisational matters relating to the professional practice of Master's students; - monitors compliance with the established time limits and the availability of the required administrative and reporting documents; - prepares draft orders on assigning Master's students to professional practice; - monitors the undertaking of professional practice in cooperation with the graduating departments.
Faculty Deans	- ensure organisational coordination between the graduating departments and the relevant structural units; - oversee the timely organisation of professional practice within the faculty.
Graduating Department	- organises the development and updating of practice programmes; - ensures the selection of practice bases and practice supervisors from the University; - submits proposals on assigning Master's students to professional practice; - organises induction sessions, monitors the undertaking of professional practice, arranges the defence of reports, and establishes a commission for the defence of practice reports; - ensures the timely submission of practice results and the retention of documentation in accordance with the records retention schedule.
Practice Supervisor from the University	- provides the Master's student with organisational and methodological preparation for the practice; - advises the Master's student on completing the practice programme and individual assignment; - monitors the progress of the practice; - reviews the reporting documents; - participates in the assessment of the practice outcomes and the defence of the report; - submits information on the practice outcomes to the department.
Master's Student's	- ensures that the content of the practice corresponds to the topic of

Academic Supervisor	the Master's thesis/project; - provides methodological guidance for the Master's student's work; - assesses the completion of the assignments stipulated by the practice programme and submits a conclusion on the practice outcomes.
Registrar's Office	- ensures that final practice grades are entered into the University's information system; - records the practice results as part of students' interim assessment.
Organisation Serving as a Practice Base	- provides the conditions necessary for completing the practice programme; - provides a workplace and the necessary resources; - appoints a practice supervisor; - ensures that occupational health and safety induction is provided; - provides the University with information on the Master's student's progress during the practice.
Practice Supervisor from the Practice Base	- directly supervises the practice; - familiarises the Master's student with the organisation's activities and internal regulations; - monitors the completion of the practice programme and individual assignment; - evaluates the Master's student's performance and prepares an evaluation report upon completion of the practice.
Commission for the Defence of Practice Reports	- reviews the Master's student's reporting documents; - hears the presentation of the practice outcomes; - assesses the achievement of the prescribed learning outcomes; - determines the final grade in accordance with the approved assessment criteria.

8.3. Amendments and additions to these Regulations shall be introduced as necessary, taking into account new requirements adopted under the legislation of the Republic of Kazakhstan in the field of education.

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	Utekeshova A.B.	12.10.2026	
Specialist of DPE	Tabyldy A.A.	12.10.2026	
Dean of the fac. of Techn.	Safidani Zh.Ye.	12.10.2026	
Dean of the fac. of EB	Makysh M.K.	12.10.2026	
Dean of the fac of ERT	Serimbetov B.A.	12.10.2026	
Head of the dep. of TS	Mashanova N.S.	12.10.2026	
Head of the dep of LSTD	Kozhabergenova K.D.	12.10.2026	
Head of the dep of CERM	Nurtai Zh.T.	12.10.2026	
Head of the dep. of Tourism&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	Abdelkarimova 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	

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
		modified	Replaced	New	cancelled				

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