



"Kazakh University of Technology and Business named after K.Kulazhanov" JSC	
QUALITY MANAGEMENT SYSTEM	
Regulations on the procedure of actions	
Regulations on professional internship for master students	MC ISO 9000:2015 MC ISO 9001:2016 MC ISO 37001:2016
KazUTB-DEP-RPA-8.5/8.6-2025-47	Date of implementation: « 11 » 06 20 25.



APPROVED
Rector of "KazUTB named after K.Kulazhanov" JSC
L.K. Baibolova
" 11 " June 20 25.

Regulations on the procedure of actions
QUALITY MANAGEMENT SYSTEM
REGULATIONS ON PROFESSIONAL INTERNSHIP FOR MASTER
STUDENTS
KazUTB-DEP-RPA-8.5/8.6-2025-47

AGREED
Vice-Rector for AA
E.B. Askarbekov
" 11 " June 20 25.

Astana, 2025

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FOREWORD

These Regulations have been developed by the Department of Educational Programs and the Department of Postgraduate Education of the "K. Kulazhanov Kazakh University of Technology and Business" JSC.

These Regulations shall be approved by the Rector's personal signature on the title page.

Periodic review of these Regulations shall be performed by the Head of the Department of Postgraduate Education at intervals not exceeding 3 years.

Amendments to these Regulations shall be developed based on the results of their implementation within the activities of the "K. Kulazhanov KazUTB" JSC.

The Head of the Department of Postgraduate Education shall be responsible for organizing and coordinating activities related to the execution of specific stages of the documentation management process.

The Regulations on Professional Internship for Master Students (PD 21-09.142-2022, Revision No. 5, dated June 28, 2024) shall be considered null and void.

CONTENTS

Foreword.....	2
1. Document title.....	4
2. Developer.....	4
3. Purpose of document development.....	4
4. Normative references.....	4
5. Terms and definitions.....	4
6. Abbreviations used	5
7. General provisions.....	6
8. Content of teaching internship for students.....	7
9. Content of research internship for students.....	8
10. Content of industrial internship for students.....	8
11. Process-related risks and risk mitigation actions	9
12. Responsibility and authority.....	9
13. Confidentiality.....	9
Approval sheet.....	10
Acknowledgment record.....	10
Revision record log.....	11
Periodic review log.....	11

1. DOCUMENT TITLE

1.1 Regulations on professional internship for master students KazUTB-DEP-RPA-8.5/8.6-2025-47.

2. DEVELOPER

2.1 Department of Educational Programs and Department of Postgraduate Education.

3. PURPOSE OF DOCUMENT DEVELOPMENT

3.1 The Regulations on Professional Internship of the "K. Kulazhanov Kazakh University of Technology and Business" JSC (hereinafter referred to as the Regulations) regulate the completion of internships by Master students and are intended for all students of the Master's level.

3.2 The purpose of the Regulations is to regulate the organization of internships for students enrolled in post-graduate education programs at the University.

4. NORMATIVE REFERENCES

4.1 These Regulations make reference to the following regulatory legal acts of the Republic of Kazakhstan:

4.2 Budget Code of the Republic of Kazakhstan No. 171-VIII dated March 15, 2025.

4.3 Civil Code of the Republic of Kazakhstan No. 268-XIII dated December 27, 1994, as amended and supplemented as of April 9, 2025.

4.4 Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015, as amended and supplemented as of May 19, 2025.

4.5 Law of the Republic of Kazakhstan "On Education" No. 319-III dated July 27, 2007, as amended and supplemented as of April 15, 2025.

4.6 Law of the Republic of Kazakhstan "On Science and Technological Policy" No. 103-VIII dated July 1, 2024, as amended and supplemented as of May 19, 2025.

4.7 Law of the Republic of Kazakhstan "On Anti-Corruption" No. 410-V dated November 18, 2015, as amended and supplemented as of May 19, 2025.

4.8 Law of the Republic of Kazakhstan "On Amendments and Additions to Certain Legislative Acts of the Republic of Kazakhstan on Expanding the Academic and Managerial Autonomy of Higher Educational Institutions" No. 171-VI dated July 4, 2018.

4.9 State Compulsory Standard for Higher and Postgraduate Education No. 2 dated July 20, 2022, as amended and supplemented as of April 22, 2025.

4.10 On Approval of the Classifier of Training Areas for Personnel with Higher and Postgraduate Education No. 569 dated October 13, 2018, as amended and supplemented as of July 21, 2023.

4.11 On Approval of the List of Training Areas for Personnel with Higher and Postgraduate Education for which External and Online Learning is Not Permitted No. 530 dated October 2, 2018, as amended and supplemented as of September 13, 2022.

4.12 Rules for the Organization of the Educational Process under Credit Technology of Education in Organizations of Higher and (or) Postgraduate Education No. 152 dated May 27, 2011, as amended and supplemented as of March 26, 2025.

4.13 Model Rules for the Activities of Higher and Postgraduate Education Organizations No. 595 dated October 30, 2018, as amended as of June 24, 2024.

5. 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	A student's work plan, independently drawn up for the entire period of

Plan of a Master Student	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 Internship	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 Internship	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.
Teaching Internship	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 Internship	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.

6. ABBREVIATIONS USED

Abbreviation	Full Title
UC	University Component
HEI	Higher Educational Institution
SCS	State Compulsory Standards of Higher and Postgraduate Education
IWPM	Individual Work Plan of a Master Student
ISP	Individual Study Plan
CED	Catalog of Elective Disciplines
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
RWM	Research Work of a Master Student
MC	Mandatory Component
DPE	Department of Postgraduate Education
DQAA	Department of Quality Assurance and Accreditation
EP	Educational Program
PGE	Postgraduate Education
TS	Teaching Staff
QMR	Quality Management Representative
QMS	Quality Management System
AMC	Academic and Methodological Council
University	"K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company

ERWM

Experimental Research Work of a Master Student

7. GENERAL PROVISIONS

7.1 During the training of students in post-graduate education programs, in accordance with the State Compulsory Standards of Higher and Postgraduate Education, various types of internships are conducted depending on the field of study.

7.2 The educational program of a research and pedagogical Master's degree includes two types of internships: teaching and research.

7.3 The educational program of a profile Master's degree includes an industrial internship.

7.4 The completion of professional internships by students is carried out in accordance with the study plan, academic calendar, approved internship program, or ISP, and concludes with the preparation of an internship report and its defense at the issuing department.

7.5 Programs for all types of internships for post-graduate students are developed by the issuing departments, coordinated with the enterprises (institutions, organizations) designated as internship bases, and approved by the Vice-Rector for Academic Affairs.

7.6 The volume of professional internship credits and their number are determined by the State Compulsory Standards and work study plans for the corresponding EP.

7.7 The assignment of students to all types of internships is formalized by an order of the University Rector, specifying the internship dates, location, and assigned supervisors. For each type of internship, students are assigned supervisors from the University and from the enterprise (institution, organization) acting as the internship base.

7.8 Degree-holding faculty members of the department act as internship supervisors from the university.

7.9 During the internship, the student must:

7.9.1 fully complete the internship program;

7.9.2 maintain an internship diary;

7.9.3 comply with the internal regulations in force at the respective internship base;

7.9.4 study and strictly observe the rules of labor protection, safety engineering, and industrial sanitation;

7.9.5 participate in operational work as assigned by the relevant departments;

7.9.6 submit a report, diary, and reference-characteristic in the established form, signed by the internship supervisors.

7.10 The university internship supervisor is obliged to: before the start of the internship, organize the necessary preparation of the student for its completion and conduct consultations in accordance with the internship program;

7.10.1 exercise control over the progress of the internship;

7.10.2 review the student's internship report and assign a corresponding score;

7.10.3 submit a written review of the Master student's internship to the department;

7.10.4 conduct the defense of the student's internship report.

7.11 The internship supervisor from the internship base is obliged to:

7.11.1 provide qualified guidance for the student's EP and provide each student-intern with a workplace;

7.11.2 provide students with necessary explanations regarding the nature of the activity;

7.11.3 conduct timely monitoring of the progress of the work performed;

7.11.4 manage the internship in accordance with the internship program;

7.11.5 evaluate the student's work for the duration of the internship;

7.11.6 conduct labor safety briefings.

7.12 Organizations whose statutory activities correspond to the profile of specialist training and the requirements of the educational program, having qualified personnel to supervise professional internships and the necessary material and technical infrastructure, are designated as bases for conducting professional internships. An internship agreement specifying its type, drawn

up on the basis of a model form for a student professional internship agreement, is concluded with the organization designated as the professional internship base.

7.13 The agreement with internship bases is concluded no later than one month before the start of the internship.

7.14 The issuing department provides the student with the necessary package of documents for the internship, which includes: the internship program, report forms, and an internship diary. Subsequently, it registers this procedure in the relevant log.

7.15 Based on the results of the professional internship (teaching, research, industrial), the student prepares a report, which is submitted to the issuing department within one week after the end of the internship for review and defense. The student's report must be accompanied by a diary-report on the internship and a reference-characteristic from the place of internship, which is checked by the internship supervisor and defended before a commission established by the order of the Head of the Department.

7.16 After the defense of the internship report with the final grade assigned and the signatures of the internship supervisors and commission members, the report is stored in the Master student's certification folder in the DPE according to the approved Nomenclature of Files of the department.

7.17 In case of the student's failure to appear for the internship without a valid reason or receiving an "unsatisfactory" grade for the final control, the student remains for a repeat year of study.

7.18 Students who have not completed internship programs for a valid reason are sent for an internship a second time during their free time from studies or undergo the internship on an individual basis.

7.19 Students who have not completed the internship, failed to fulfill the internship program, received a negative review of their work, or an unsatisfactory grade during the defense of the diary-report (academic debt), or in case of transfer from another university or another EP (academic difference), are sent for a repeat internship in the next academic period parallel to theoretical training or during the summer semester on a paid basis according to an individual schedule.

7.20 If students go to study as part of academic mobility at partner universities, they may complete the internship there or before departure/after arrival according to an individual schedule on a free basis.

7.21 If a student returns from academic leave and has an academic difference in internship, they complete it on a free basis according to an individual schedule.

8. CONTENT OF TEACHING INTERNSHIP FOR STUDENTS

8.1 Teaching internship is an object of training for research and pedagogical personnel.

8.2 Teaching internship is conducted to develop practical skills and teaching methodologies. Its content is aimed at the implementation of theoretical knowledge, the improvement of practical skills for working with a student group, and enhancing the quality of professional training for highly qualified specialists.

8.3 The goal of the teaching internship is to form the professional and personal competencies necessary for the organization and management of the educational process at a university.

8.4 The main objectives of the teaching internship are:

8.4.1 to teach the use of modern teaching methods and technologies, taking into account the specifics of the science being taught;

8.4.2 to develop psychological and pedagogical skills for organizing educational work with students;

8.4.3 to develop professionally significant personal qualities of a future university teacher.

8.5 Teaching internship may be conducted during the period of theoretical training without interruption of the educational process. In this case, Master students may be involved in conducting undergraduate classes.

8.6 The location (bases) for the teaching internship shall be the issuing departments of the university in accordance with the EP of post-graduate education students.

8.7 The teaching internship of students is conducted under the supervision of an assigned supervisor from the issuing department.

8.8 Teaching internship is evaluated by the department internship supervisor based on the report submitted by the student, the content and structure of which are detailed in the teaching internship program.

9. CONTENT OF RESEARCH INTERNSHIP FOR STUDENTS

9.1 Research internship for students is an integral part of the post-graduate educational program.

9.2 The primary purpose of research internship is to instill in students the skills for conducting independent research and utilizing data obtained during the research process.

9.3 Research internship is conducted for the purpose of: 9.3.1 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; 9.3.2 acquiring practical skills in conducting independent scientific research work; 9.3.3 writing a dissertation/project at the appropriate level.

9.4 The main objectives of the research internship are:

9.4.1 consolidating the knowledge, abilities, and skills acquired by students during the study of disciplines in post-graduate education programs;

9.4.2 mastering the skills of independent scientific research activity in the professional field;

9.4.3 study of modern scientific research methodology by students;

9.4.4 study of modern methods for collecting, analyzing, and processing scientific information, and selecting optimal research methods;

9.4.5 training in the development of tools for conducting research and collecting empirical material;

9.4.6 organizing the conduct of scientific research by students in accordance with modern scientific methodology and the logic of scientific research;

9.4.7 activating and stimulating a creative approach by students to scientific research;

9.4.8 mastering written and oral communications for presenting obtained results in the form of reports, publications, and presentations at seminars and scientific conferences;

9.4.9 instilling public speaking skills.

9.5 Research internship for Master students is conducted at the place where the dissertation is being performed.

9.6 Research internship is conducted in accordance with the internship program reviewed at the department meeting.

9.7 The content of the research internship is determined by the topic of the dissertation research.

9.8 Supervision of the students' research internship is carried out by the student's research supervisor and a supervisor from the internship base.

10. CONTENT OF INDUSTRIAL INTERNSHIP FOR STUDENTS

10.1 Industrial internship is an integral part of the specialized Master's educational program.

10.2 Industrial internship is organized upon completion of the cycle of special disciplines for which an industrial internship is provided, or upon completion of theoretical training as a whole.

10.3 Industrial internship for students is aimed at consolidating theoretical knowledge acquired during the learning process, gaining practical skills and competencies, and mastering advanced experience.

10.4 The main objectives of the industrial internship are:

10.4.1 improving professional abilities and skills;

10.4.2 mastering advanced methods of professional activity;

10.4.3 acquiring organizational experience;

10.4.4 mastering the fundamental skills of modern management activities (departmental activity planning, problem-solving, making managerial decisions, and monitoring processes and performance results).

10.5 Industrial internship is conducted in accordance with the internship program reviewed at the department meeting.

10.6 The locations for the internship may be enterprises, institutions, and organizations of various forms of ownership that correspond to the profile of the educational program being studied.

11. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

11.1 Risks associated with:	11.2 Risk mitigation actions:
- failure to meet internship deadlines and late preparation of reporting documents;	- developing a clear internship 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 internship bases within the established timeframe;	- preparation and conclusion of agreements 1 month before the start of the internship; - monitoring of deadline compliance by the issuing departments and the PGEO; - maintenance of a registry of all active agreements.
- non-compliance of the internship 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 internship supervisors (from both the university and the organization);	- conducting briefings and methodological seminars for internship supervisors; - introducing templates for reports, feedback forms, and internship control checklists; - involving independent department members or a commission in the evaluation of the internship.

12. RESPONSIBILITY AND AUTHORITY

12.1 The Regulations are approved by the decision of the University Rector and enter into force from the date of approval.

12.2 The responsibility for the implementation and functioning of the Regulations lies with the internship supervisors, the research supervisors of Master students, and the heads of the issuing departments.

12.3 Amendments and additions to these Regulations shall be made as necessary, taking into account the adoption of new requirements of the legislation of the Republic of Kazakhstan in the field of education.

13. CONFIDENTIALITY

13.1 The Regulations are an internal regulatory document of the University and are not subject to disclosure to other parties, except for experts from certification bodies during a certification audit and consumer-partners with the permission of the Rector.

F.DQAaA-7.5-2025-05-02
(mandatory)

APPROVAL SHEET

Position	Full name	Date	Signature
Vice-Rector for RI	Aibuldinov E.K.	18.06.2025	
Vice-Rector for EaSA	Berdigaliuly S.	18.06.2025	
Head of the DQAaA	Nurbayeva M.Z.	18.06.2025	
Head of the DACLS	Baiuzakova A.S.	18.06.2025	
Head of the DHRM	Kazieva A.T.	11.06.2025	
Head of the DEP	Bayadilova B.M.	18.06.2025	
Head of the DPE	Gordeyeva Ye.A.	18.06.2025	

F.DQAaA-7.5-2025-05-03
(mandatory)

ACKNOWLEDGMENT RECORD

Position	Full name	Date	Signature
Head of DPE	Gordeyeva Ye.A.	18.06.2025	
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Head of COT department	Nurtaev Zh.	08.09.2025	
Dean of EB faculty	Makhsud M.K.	08.09.2025	
Head of IT department	Abdullagimova A.	08.09.2025	
Head of TS department	Baytukenova S.B.	08.09.2025	
Head of TLID department	Raizhanova Zh.M.	08.09.2025	
Dean of Technology faculty	Safuarov Zh. Ye.	08.09.2025	
Dean of ETI faculty	Serimbetov B.A.	08.09.2025	
Head of CEH department	Arishev P.M.	08.09.2025	
Head of FT department	Mukushev A.B.	09.09.2025	

F.DQAaA-7.5-2025-05-04
(mandatory)

REVISION RECORD LOG

Amendment number	Change notification number	Page Number(s)				Total number of pages (after amendments)	Date of amendment	Full name of the person responsible for the amendments	Signature of the person making the amendments
		Amended	Replaced	New	Revoked				

F.DQAaA-7.5-2025-05-05
(mandatory)

PERIODIC REVIEW LOG

Date of review	Full name of the reviewer	Signature of the reviewer	Formulation of the remark