



**"Kazakh University of Technology and Business named after K.Kulazhanov" JSC**  
**QUALITY MANAGEMENT SYSTEM**  
**Regulations on the procedure of actions**

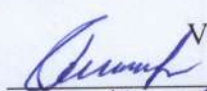
Regulations on research internship for master's students	MC ISO 9000:2015 MC ISO 9001:2016 MC ISO 37001:2016
<b>KazUTB-DEP-RPA-8.5/8.6-2025-48</b>	Date of implementation: « 18 » 06 2025.

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



**Regulations on the procedure of actions**  
**QUALITY MANAGEMENT SYSTEM**  
**REGULATIONS ON RESEARCH INTERNSHIP FOR MASTER'S**  
**STUDENTS**  
**KazUTB-DEP-RPA-8.5/8.6-2025-48**

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



Astana, 2025

## **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 Master's Research Internship PD 21-09.147-2022, Revision No. 3 dated June 28, 2024, shall be declared null and void.

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**1. DOCUMENT TITLE**

1.1 Regulations on research internship for master's students KazUTB-DEP-RPA-8.5/8.6-2025-48.

**2. DEVELOPER**

2.1 Department of Educational Programs and Department of Postgraduate Education.

**3. SCOPE OF APPLICATION**

3.1 This Regulation establishes the general requirements for the organization of research internships for Master's students at the "K. Kulazhanov Kazakh University of Technology and Business" Joint Stock Company (hereinafter referred to as the University). It defines the goals and objectives, regulates the duration, procedures, and content of the internship, as well as the forms of monitoring and reporting on the fulfillment of the research internship program.

3.2 This Regulation is intended for use by the University's Department of Educational Programs, the Department of Postgraduate Education, the International Cooperation and Academic Mobility Office, and the academic departments.

**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**

<b>Term</b>	<b>Definition</b>
<b>Master's Student</b>	An individual enrolled in a Master's degree program.
<b>Master's Programs</b>	A level of postgraduate education with educational programs

	aimed at training personnel and awarding a "Master" degree.
<b>Scientific and Pedagogical Track</b>	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.
<b>Scientific Research Work</b>	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.
<b>Educational Program (EP)</b>	A unified complex of core educational characteristics, including goals, learning outcomes, curriculum content, organization of the educational process, implementation methods, and assessment criteria.
<b>Profile Track</b>	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.
<b>Internship</b>	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.
<b>Experimental Research Work</b>	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.).

#### 6. ABBREVIATIONS USED

<b>Abbreviation</b>	<b>Full Title</b>
UC	University Component
SCS	State Compulsory Standards of Higher and Postgraduate Education
ISP	Individual Study Plan
SRWM	Scientific Research Work of a Master Student
DICAM	Department of International Cooperation and Academic Mobility
DQAA	Department of Quality Assurance and Accreditation
EP	Educational Program
DPE	Department of Postgraduate Education
PC	Professional Competencies
QMR	Quality Management Representative
WSP	Working Study Plan
UC	Universal Competencies
University	"K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company
AS	Academic Council
AMW	Academic and Methodological Work
ERWM	Experimental Research Work of a Master Student

## 7. GENERAL PROVISIONS

7.1 The research internship for postgraduate students is an integral part of the Master's educational programs. It is conducted as part of the Scientific Research Work/Experimental Research Work (SRWM/ERWM) in accordance with the individual study plan.

The goal of the research internship is to enhance the competence of postgraduate students, as well as to develop and consolidate professional knowledge, skills, and abilities acquired through exposure to innovative technologies and new types of production in scientific organizations and/or organizations within relevant industries or fields of activity.

7.2 The research internship is conducted within the framework of an internship program, which may include:

7.2.1 Group and independent theoretical training;

7.2.2 Practical sessions, including field-based activities;

7.2.3 Independent work in reading rooms and library funds;

7.2.4 Fundamental scientific research and inquiry related to the topics of dissertations/projects;

7.2.5 Consultations on the topics of dissertation research/projects;

7.2.6 Participation in scientific conferences, seminars, round tables, and other types of scientific activities conducted during the internship period, etc.

7.3 The research internship for postgraduate students is carried out on the basis of agreements concluded with universities, scientific organizations, and organizations of relevant industries and fields of activity within the Republic of Kazakhstan, as well as in near and far abroad.

7.4 The period of the research internship is regulated by the academic calendar.

7.5 Master's students shall undergo a research internship no more than once during the entire period of study, for a duration of at least 14 days, at scientific organizations and (or) organizations within relevant industries or fields of activity.

The internship placement must correspond to the scientific direction of the educational program and the research topic. The internship program shall include both educational and scientific components. The internship is undertaken by individuals who have preliminary research results and (or) publications on the research topic.

7.6 Master's students of the academic and pedagogical track with a standard term of study of 2 (two) years shall undergo the research internship in the 4th semester in accordance with the EP (Educational Program). Master's students of the professional track with a standard term of study of 1 (one) year shall undergo the research internship in the 2nd semester in accordance with the EP.

7.7 Failure to comply with the dates of departure from and arrival at the University, as specified in the order for the research internship, without a valid reason and proper documentation, constitutes a violation of academic discipline and shall be grounds for exclusion from the final certification.

In the presence of a valid reason preventing departure, the student must submit a reasoned application addressed to the Rector of the University to the Department of Postgraduate Education (DPE), endorsed by the research advisor, the head of the department, the dean of the faculty, and the Vice-Rector for Academic Affairs, with supporting documents attached.

## 8. ORGANIZATION OF THE RESEARCH INTERNSHIP

8.1 The organization of research internships for postgraduate students within the Republic of Kazakhstan and abroad is managed by the University's issuing departments, the Department of Postgraduate Education (DPE), and the Department of International Cooperation and Academic Mobility (DICAM).

8.2 The organization of the research internship is ensured by the host university, scientific organization, and/or organization within the relevant industry or field of activity.

8.3 Functions of the Issuing Department:

8.3.1 To identify potential scientific organizations and/or organizations in relevant industries or fields of activity to serve as research internship facilities for postgraduate students;

8.3.2 To ensure the conclusion and execution of agreements with scientific organizations and/or organizations in relevant industries for research internships in the Republic of Kazakhstan and abroad;

8.3.3 To develop the research internship program for postgraduate students;

8.3.4 To assist students in drafting the research internship plan (program);

8.3.5 To prepare a recommendation for the deployment of postgraduate students for the research internship based on concluded agreements, specifying the dates and location of the internship, and to submit said recommendation to the PEO for the issuance of the official order;

8.3.6 To discuss the performance of postgraduate students to recommend them for the research internship and to submit an extract from the meeting minutes with a reasoned conclusion to the PEO;

8.3.7 To evaluate the results of the research internship by discussing the outcomes at department meetings.

8.4 Functions of the DPE:

8.4.1 To coordinate foreign research internship programs with the issuing departments according to the EP profile and with the host university or scientific organization;

8.4.2 To prepare official orders for the research internship based on recommendations from the University's issuing departments;

8.4.3 To conduct briefings, consultations, and meetings for postgraduate students regarding research internship procedures in cooperation with the issuing departments.

8.5 Functions of the DICAM:

8.5.1 To carry out the preliminary preparation of a list of foreign universities where research internships are planned, in accordance with the students' fields of study;

8.5.2 To conduct business correspondence with representatives of foreign partner universities and foreign scientific advisors regarding the terms and conditions of the research internship;

8.5.3 To ensure the conclusion of agreements with foreign universities and scientific organizations in relevant industries or fields of activity;

8.5.4 To provide consultations on consular and visa services.

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

9.1 Postgraduate students undergoing a research internship have the right:

9.1.1 To receive high-quality instruction in accordance with the internship program;

9.1.2 To attend all types of sessions within the internship program, including field-based activities;

9.1.3 To conduct independent work in the library funds of the host scientific organization and/or organizations in relevant industries or fields of activity;

9.1.4 To participate in all types of scientific/experimental research work, conferences, and seminars provided for by the internship program.

9.2 During the research internship, postgraduate students shall be obliged:

9.2.1 To submit reporting documents to the department and the DPE in a timely manner;

9.2.2 To adhere to the internship period specified in the official order for the research internship;

9.2.3 To access online libraries (in the case of a remote internship) for the purpose of material selection, literature review, and making amendments and additions to the text of the dissertation research;

9.2.4 To represent their University with honor and dignity;

9.2.5 To observe rules of conduct, professional speech culture, and ethical standards when communicating with faculty, staff, and other individuals; to avoid over-familiarity and maintain a proper chain of command (subordination) in relations with the staff of the host organization;

- 9.2.6 To maintain a conscientious approach to learning and all forms of assessment, and to comply with accepted educational standards;
- 9.2.7 To maintain political correctness in the performance of their activities;
- 9.2.8 To show respect and tolerance for the customs and traditions of other nations, taking into account the cultural and other characteristics of various ethnic, social groups, and religious denominations;
- 9.2.9 To maintain a healthy lifestyle and refrain from harmful habits both on and off the premises of the internship facility;
- 9.2.10 To monitor the culture of their behavior and refrain from the use of profanity;
- 9.2.11 To uphold the accepted norms of dormitory (hostel) residency;
- 9.2.12 To maintain a professional personal appearance;
- 9.2.13 To comply with the requirements and rules established by the host organization.

### **10. PROCEDURE FOR INTERNSHIP REPORT SUBMISSION AND DOCUMENTATION**

10.1 Within five calendar days after completing the research internship, the Master's student shall be obliged to submit a report on the results of the research internship (Appendix A). The report must be at least 5 pages in length and must include a detailed description of the following sections:

- 10.1.2 Information on the scientific research activities of the organization where the research internship took place;
  - 10.1.3 A list, description, and the content of the work performed during the research internship;
  - 10.1.4 Academic work: courses completed (specifying the discipline, course title, number of credits, and results);
  - 10.1.5 Theoretical work: bibliographic data of sources studied and their relevance/importance to the dissertation (project);
  - 10.1.6 Scientific work: research methods, key results of the scientific research (experimental research) work, generalization and evaluation of research findings, and a comparison of the results obtained with data from similar studies;
  - 10.1.7 Participation in scientific seminars, conferences, and publications;
  - 10.1.8 Additional types of work, conclusions, and recommendations.
- 10.2 The report on the work performed and the results obtained must be coordinated with and signed by the research internship supervisor.

10.3 A document certifying the completion of the research internship (certificate) shall be attached to the report.

10.4 The research internship report shall be submitted to the issuing department.

10.5 Based on the results of the research internship, a grade is awarded according to the established point-rating letter system. This grade is subsequently factored into the final grade for the SRWM/ERWM for the corresponding academic period (calculated as the arithmetic mean of the grades).

10.6 When assigning a grade, the content of the submitted report, the results obtained, and the fulfillment of the workload in accordance with the internship work plan shall be taken into consideration.

### **11. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS**

<b>11.1 Risks associated with:</b>	<b>11.2 Risk mitigation actions:</b>
- 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); - 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; - 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; - approval of internship programs with a focus on the scientific component; - providing consultations to students by research advisors before and after the internship.

## **12. RESPONSIBILITY AND AUTHORITY**

12.1 This Regulation shall be approved by the decision of the Rector of the University and shall enter into force on the date of its approval.

Compliance with the requirements of this Regulation shall be monitored by the Vice-Rector for Academic Affairs, the Head of the Department of Postgraduate Education, the Deans of the Faculties, and the Heads of the Departments.

Amendments and additions to this Regulation 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 This Regulation is an internal regulatory document of the University and shall not be disclosed to third parties, except for experts from certification bodies during certification audits, or customers and partners with the prior permission of the Rector of the University.

**Appendix A**  
(mandatory)

**Research internship report form for master's students**

"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) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

№	Article Title	Publisher, Place of Publication	Quire Count	Link to the article/collection

- Additional Activities

\_\_\_\_\_

\_\_\_\_\_

- 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.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.	18.06.2025	
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	
Lead specialist DPE	Yrekeshova A.B.	18.06.2025	
Specialist of DPE	Tabylady A.A.	18.06.2025	
Head of EM department	Bekbulsinova E.K.	08.09.2025	
Head of CCTE department	Murtai Zh.	08.09.2025	
Dean of EB faculty	Malysh M.N.	08.09.2025	
Head of IT department	Abdukarimova A.	08.09.2025	
Head of TS department	Baytumenova S.B.	08.09.2025	
Head of TLID department	Baizhanova Zh.B.	08.09.2025	
Dean of Technology faculty	Safuanij Zh. Ye	08.09.2025	
Dean of FIT faculty	Serimbetov B.A.	08.09.2025	
Head of CEA department	Iriskin N.M.	08.09.2025	
Head of FA department	Mukushev A.B.	08.09.2025	

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