



«K.Kulazhanov Kazakh University of Technology and Business» JSC

QUALITY MANAGEMENT SYSTEM

REGULATION ON THE PROCEDURE OF ACTION

Rules for the organization and conduct of professional practice and the definition of organizations as bases of practice (Bachelor)

MC ISO 9000:2015  
MC ISO 9001:2016  
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KazUTB-CC-RPA-7.2-2025-02

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APPROVING

Rector

L.K. Baibolova

«18» 06 2025

REGULATION ON THE PROCEDURE OF ACTION  
QUALITY MANAGEMENT SYSTEM  
RULES FOR THE ORGANIZATION AND CONDUCT OF  
PROFESSIONAL PRACTICE AND THE DEFINITION OF  
ORGANIZATIONS AS BASES OF PRACTICE (BACHELOR)  
KazUTB-CC-RPA-7.2-2025-02

AGREED

Vice-Rector for Academic Affairs

E.B. Askarbekov

«18» 06 2025

Astana, 2025

## **THE PREFACE**

These Rules were developed by the head of the Career Center of «K. Kulazhanov KazUTB» JSC.

These Rules are approved by the Rector with a personal signature on the title page and are effective from the date of signing.

These Rules are mandatory for the Career Center of «K.Kulazhanov KazUTB» JSC.

Periodic review of these Rules is carried out by the head of the Career Center with an interval not exceeding three years, in accordance with KazUTB-CC-RPA-7.2-2025-02.

Changes to these Rules are made based on the results of their application or when requirements change.

Introduced for the first time.

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## 1. NAME OF THE DOCUMENT

1.1 The documented procedure "Rules for the organization and conduct of professional practice and the definition of organizations as bases of practice (Bachelor)" KazUTB-CC-RPA-7.2-2025-02

## 2. DEVELOPER

2.1 The developer of the Rules is the Career Center.

## 3. THE PURPOSE OF THE DOCUMENT DEVELOPMENT

3.1 The Rules for Organizing and Conducting Professional Practice and Defining Organizations as Practice bases (hereinafter referred to as the Rules) have been developed in order to determine the procedure for organizing and conducting professional practice and defining organizations (enterprises) as practice bases for students of «K.Kulazhanov Kazakh University of Technology and Business» JSC (hereinafter referred to as the University)

3.2 The rules have been developed for interested structural units in order to comply with the requirements of the regulatory document.

## 4. REGULATORY REFERENCES

The Regulation uses the main regulatory legal acts of the Republic of Kazakhstan:

4.1 The Law of the Republic of Kazakhstan "On Education" № 319-III dated 27.07.2007. (with amendments and additions dated 11.01.2025);

4.2 The Law of the Republic of Kazakhstan "On Amendments and Additions to certain Legislative Acts of the Republic of Kazakhstan on the expansion of academic and managerial independence of higher education institutions" № 171-VI dated 07.04.2018;

4.3 Qualification requirements for the educational activities of organizations providing higher and (or) postgraduate education, and a list of documents confirming compliance with them, Order of the Ministry of Internal Affairs of the Republic of Kazakhstan № 4 dated 05.01.2024;

4.4 State Mandatory Standard of Higher and Postgraduate Education, Order of the Ministry of Internal Affairs of the Republic of Kazakhstan № 2 dated 20.07.2022 (with amendments and additions dated 03.04.2025);

4.5 Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education, Order of the Ministry of Education and Science of the Republic of Kazakhstan № 595 dated 30.10.2018 (with amendments and additions dated 24.06.2024);

4.6 Rules for the organization of the educational process on credit technology of education, Order of the Ministry of Education and Science of the Republic of Kazakhstan № 152 dated 20.04.2011;

4.7 CT RK ISO 9001:2016 «The quality management system. Requirements», Order № 285-OD dated 14.11.2016

## 5. TERMS AND DEFINITIONS

The Regulation uses basic terms and definitions:

Term	Definition
<b>Practice base</b>	Organizations whose statutory activities correspond to the profile of personnel training and the requirements of the educational program, which have qualified personnel to lead professional practice and a logistical base, are defined as the basis for conducting professional practice for students.
<b>Individual curriculum</b>	The student's curriculum, which is independently formed by him for each academic year with the help of an adviser based on the educational program and the catalog of elective subjects.

<b>Competencies</b>	The ability to practice the knowledge, skills and abilities acquired in the learning process in professional activities.
<b>Professional practice</b>	Professional practice is a mandatory component of the educational program and is aimed at consolidating the results of theoretical training, acquiring practical skills and competencies, and mastering innovative technologies.
<b>Educational practice</b>	It is aimed at developing students' skills, acquiring initial practical experience and is implemented in order to further develop general and professional competencies in the chosen educational program.
<b>Risk</b>	The impact of uncertainty on task performance.
<b>Quality Management System</b>	A part of the quality management system.

## 6. ABBREVIATIONS USED

The following designations and abbreviations are used in the Regulation:

<b>Reduction</b>	<b>Full name</b>
<b>DP</b>	Documented procedure
<b>EP</b>	Educational program
<b>CC</b>	Career Center
<b>MQAA</b>	Management of Quality Assurance and Accreditation
<b>DEQM</b>	Department of Education Quality Management
<b>QMS</b>	Quality Management System
<b>University</b>	«K.Kulazhanov Kazakh University of Technology and Business» JSC
<b>HRD</b>	HR Department
<b>AS</b>	Academic staff
<b>RK</b>	Republic of Kazakhstan
<b>PP</b>	Professional practice
<b>EP</b>	Educational practice
<b>PGP</b>	Pre-graduate practice

## 7. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

7.1 Professional practice is a mandatory component of the educational program. Professional practice is divided into educational, industrial and postgraduate.

7.2 The referral of students to all types of internships is made out by the order of the rector, indicating the dates, place of completion and the head of the internship. The presentation is made by the heads of the graduating departments.

7.3 The types, terms, scope and content of professional practice are determined according to the educational program.

7.4 The content of the professional practice program reflects the profile of the educational program, the specifics of the type of practice, the requirements of professional standards and the educational program, the nature of the organization's activities and the object of practice. The professional practice program is updated whenever possible and reflects modern achievements of science and technology, innovative technologies applied on the basis of practice.

7.5 The Career Center provides graduate departments with the necessary documents for internship.

7.6 For each type of professional practice, students are assigned supervisors from graduate departments and from the enterprise (practice base).

Professors, associate professors, and experienced teachers of graduate departments who are well aware of the specifics of the profession and the activities of the practice bases are appointed as heads of the practice. Prior to the start of the internship, the head of the internship organizes the necessary preparation of students for practice, holds meetings and consultations in accordance with the internship program, monitors the progress of the internship, verifies practice reports, and accepts practice reports.

7.7. During the internship, the student must:

7.7.1 complete the internship program, keep a diary of the student's professional practice;

7.7.2 comply with the internal regulations in force on the relevant practice base;

7.7.3 to study and strictly observe the rules of occupational health, safety and industrial sanitation;

7.7.4 participate in operational work on the instructions of the relevant departments;

7.7.5 submit to the head of the practice a report, a diary of professional practice, signed by the head of the company and stamped with the seal of the practice base on the completion of all tasks.

7.8 An employee appointed from the department responsible for organizing and conducting professional practice, one month before the start of the internship, submits to the company for approval a program of professional practice for students, a calendar schedule for professional practice and the number of students in the context of educational program groups. A week before the start of professional practice, he issues a referral and a notice of completion of the internship.

7.9 Following the results of their professional practice, students submit a report to the department, which is reviewed by the head of the practice and defended before a commission established by order of the head of the department. The results of the report protection are evaluated according to the established point-rating letter rating system. Students' practice reports are submitted to the CC.

7.10 Students' internship reports, professional practice diary, and internship notifications are subject to cancellation in accordance with the established procedure.

## **8. THE PROCEDURE FOR DEFINING ORGANIZATIONS AS PRACTICE BASES**

8.1 Organizations whose statutory activities correspond to the profile of specialist training and the requirements of the educational program are defined as the basis for professional practice of students.

8.2 The list of organizations (enterprises) is determined from the list of industry associations, the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken", as well as on the basis of the list of organizations (enterprises) presented to students.

8.3 The practice bases should have qualified personnel to manage professional practice, as well as the appropriate material and technical base, technical facilities and equipment.

8.4 In the case of the implementation of the main educational program (Major) and the additional educational program (Minor), the practice base is determined by the organization (enterprise) corresponding to the profile of the main educational program (Major).

8.5 Contracts with professional practice bases are concluded no later than one month before the start of the internship.

The contract defines the duties and responsibilities of the University, enterprise (institution, organization), which is the basis of professional practice for students.

8.6 Contracts with professional practice bases are concluded by the graduating department and stored in the Career Center.

8.7 The practice bases create conditions for students that meet safety and sanitary

requirements.

## **9. ORGANIZATION AND CONDUCT OF EDUCATIONAL PRACTICE**

9.1 The purpose of students' academic practice is to acquire primary professional competencies, including consolidating and deepening the theoretical knowledge gained in the learning process, acquiring the first skills of research, business correspondence skills, and acquiring practical skills in accordance with the specialty of study.

9.2 The main objectives of the educational practice are:

9.2.1 familiarization with the main activities of the graduate department;

9.2.2 familiarization with the educational program;

9.2.3 general acquaintance with the organizational and legal form, structure, and management system;

9.2.4 studying the types, functions and tasks of future professional activity;

9.2.5 study of business correspondence and record keeping;

9.2.6 acquisition of skills of working in a labor team.

9.3 Educational practice is conducted for students of all educational programs.

9.4 Educational practice is conducted in educational laboratories, centers, and other educational and auxiliary units of the graduating department with study tours to organizations that are the objects of future professional activity.

9.5 The internship program is developed in accordance with the requirements of the educational program.

## **10. ORGANIZATION AND HOLDING PRODUCTION PRACTICE**

10.1 An industrial practice is organized after completing the study of a cycle of special disciplines for which this type of practice is provided.

10.2 The purpose of industrial practice is to consolidate professional competence, acquire practical skills and professional experience.

10.3 The main objectives of the production practice are:

10.3.1 study of types of professional activity in the specialty, their functions and tasks;

10.3.2 consolidation of theoretical knowledge and the formation of professional skills and competencies on this basis;

10.3.3 mastering innovative technologies, advanced labor and production methods;

10.3.4 acquisition of organizational and professional experience;

10.3.5 acquisition of teamwork skills, competencies of corporate management principles;

10.3.5 mastering the skills to independently plan their activities, establish useful contacts with colleagues, determine a professional role position, and form a sense of responsibility.

10.4 The internship program is developed in accordance with the requirements of the educational program and should be aimed at developing professionally significant skills among students and developing special competencies in accordance with the requirements of the standards.

## **11. ORGANIZATION AND HOLDING PRE-GRADUATE PRACTICE**

11.1 Pre-graduate practice is considered a key moment in the formation of a highly qualified and competitive specialist, which is of great importance in obtaining higher education.

11.2 The content of the pre-graduate practice is determined by the topic of the thesis project (work).

11.3 The purpose of the pre-graduate internship is to complete the writing of the thesis (project).

11.4 The graduate department develops and approves a Program with recommendations for completing a pre-graduate internship, which includes all the necessary instructions for completing assignments.

11.5 The main objectives of the pre-graduate practice are:

11.5.1 Collection, processing and generalization of practical material on the topic of the thesis (project);

11.5.2 Analysis of statistical data and practical material on the topic of the thesis;

11.5.3 Formulation of conclusions, patterns, recommendations and suggestions on the topic of the thesis (project);

11.6. The report on pre-graduate practice is the basis of the practical part when writing a thesis (project). The student submits a report to the head of the practice from the department for verification. Based on the report, the head of the practice from the graduating department decides on admission to commission protection of the report within the specified time frame. In the future, the report must be certified by the signature of the head of the enterprise with the seal of the enterprise / company (organization).

After checking the report, his defense takes place, where the student highlights the main working points of the pre-graduate internship. In conclusion, a general assessment is given for the pre-graduate practice. The duration and period of the pre-graduate internship are determined according to the schedule of the educational process, as well as the number of academic hours or credits allocated for writing a thesis (project).

### 10. RISKS ASSOCIATED WITH THE PROCESS AND RISK PREVENTION ACTIONS

Risks	Risk prevention actions
Innovations in the legislation of the Republic of Kazakhstan in the field of education.	Systematically monitor the current regulatory legal acts in the field of education.
Changes in the academic policy of the University.	Analyze internal regulatory documents and update them taking into account regulatory legal acts.
Dissatisfaction with the needs of participants in the educational process (students, teachers, staff).	Conducting informative and explanatory work among stakeholders.
Interaction with organizations with a dubious reputation can lead to involvement in corruption schemes.	The study and analysis of the activities of organizations – the basis of the practice of students.
Opaque procedures and lack of control can lead to abuse.	Control and accountability.

### 11. RESPONSIBILITY AND AUTHORITY

Division	Responsibility and authority
<b>Graduate Department</b>	<ol style="list-style-type: none"> <li>1. Development of a professional practice Program, Methodological guidelines for the organization and conduct of practice, taking into account the specifics of the type of practice, the requirements of the educational program, the nature of the activities of the practice base (organization).</li> <li>2. The definition of organizations as a base of practice whose statutory activities correspond to the profile of personnel training and the requirements of the educational program, as well as those with the appropriate material and technical base, qualified personnel to lead professional practice.</li> <li>3. Conclusion of contracts with enterprises (practice bases) for internships for students.</li> <li>4. Familiarization of students with the Rules of practice.</li> <li>5. Storage of archival documentation on practice (reports on the practice of students, minutes of the installation and final conferences on</li> </ol>

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	practice, etc.).
<b>Career Center</b>	<ol style="list-style-type: none"> <li>1. Updating the documented information.</li> <li>2. Planning and organization of all types of students' practice;</li> <li>3. Sending out the internship plan for the academic year to the graduating departments in accordance with the approved schedule of the educational process.</li> <li>4. Providing graduate departments with the necessary documentation for the internship: a professional practice diary, a form of reports on the practice of students.</li> <li>5. Control over the timely provision of practice reports.</li> <li>6. Survey employers if necessary.</li> </ol>
<b>Department of Education Quality Management</b>	<ol style="list-style-type: none"> <li>1. Checking the document format for compliance with the requirements of the Quality Management System.</li> <li>2. Providing consulting assistance when updating the Rule.</li> </ol>
<b>Students</b>	<ol style="list-style-type: none"> <li>1. Compliance with the requirements of the Rules.</li> <li>2. Implementation of the practice program, keeping a practice diary.</li> <li>3. Compliance with the internal regulations in force on the relevant practice base.</li> <li>4. Compliance with the rules of labor protection, safety and industrial sanitation.</li> <li>5. Presentation to the department of a report, a diary signed by the head of the company and certified by the seal of the practice base.</li> </ol>
<b>Head of practice from the department</b>	<ol style="list-style-type: none"> <li>1. Compliance with the requirements of the Rules.</li> <li>2. Providing students with the necessary documents (referral for internship, professional practice diary).</li> <li>3. Holding meetings and consultations in accordance with the internship program.</li> <li>4. Monitoring the progress of the internship.</li> <li>5. Acceptance of protection of practice reports.</li> </ol>
<b>Head of practice from the company/ organization</b>	<ol style="list-style-type: none"> <li>1. Compliance with the requirements of the Rules.</li> <li>2. Conducting mandatory occupational safety briefings (at the workplace).</li> <li>3. Providing students and university faculty, who are heads of practice, with the opportunity to use laboratories, workshops and the necessary documentation for students to successfully master the professional practice program and complete individual assignments.</li> <li>4. Upon completion of the internship, provide a description of the student and an assessment of the quality of the report prepared by him.</li> </ol>
<b>Department of Anti-Corruption and Legal Support</b>	<ol style="list-style-type: none"> <li>1. Development and implementation of an anti-corruption policy.</li> <li>2. Training of employees on anti-corruption issues.</li> </ol>

