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| | **JSC «Kazakh University of Technology and Business named after K.Kulazhanov»** |
| | **QUALITY MANAGEMENT SYSTEM** |
| | **Regulation on the Procedure for Actions** |

**APPROVED**
Rector of JSC «KazUTB named after K.Kulazhanov»
_____ L.K.Baibolova
«14» 10 2026.

# RULES FOR THE ORGANIZATION AND CONDUCT OF PROFESSIONAL PRACTICE AND THE DESIGNATION OF ORGANIZATIONS AS PRACTICE BASES (BACHELOR'S DEGREE PROGRAMS) KazUTB-CC-RPA --8.2/9.1.2-2026-01

**AGREED**
Vice-Rector for Academic Affairs
JSC «KazUTB named after K. Kulazhanov»
_____ E.B. Askarbekov
«13» 10 2026

**Astana, 2026**

## FOREWORD

These Regulations have been developed by the Career Center.

These Regulations are mandatory for all structural subdivisions involved in the provision of educational activities.

These Regulations from of the documentation of SC «KazUTB named after K. Kulazhanov».

These Regulations shall be reviewed periodically by the Head of the Career Center at least once every three years.

These Regulations shall be approved by the Rector of JSC «KazUTB named after K. Kulazhanov» and shall enter into force on the date of their approval.

Amendments and additions to these Regulations shall be made based on the results of their implementation or in the event of changes to the legislation of the Republic of Kazakhstan in the field of education.

The Regulations on Graduate Employment, version KazUTB-CC-RPA-7.2-2025-02, approved by the decision of the Academic Council dated June 18, 2025, shall be declared null and void.

## CONTENT


| | |
|---|---|
| Foreword | 2 |
| Contents | 3 |
| 1. Abbreviations and Designations Used | 4 |
| 2. General Provisions and Description of the Procedure | 4 |
| 3. Procedure for Designating Organizations as Internship Bases | 5 |
| 4. Organization and Conduct of Industrial Training | 5 |
| 5. Organization and Conduct of Pre-Graduation Internship | 6 |
| 6. Responsibilities and Authorities | 7 |
| 7. Risks Associated with the Process and Risk Prevention Measures | 7 |
| 8. Confidentiality | 7 |
| Approval Sheet F. DSD -7.5-2026-01-02 (mandatory) | 8 |
| Familiarization sheet F. DSD -7.5-2026-01-03 (mandatory) | 8 |
| Change Registration Sheet F. DSD -7.5-2026-01-04 (mandatory) | 9 |
| Periodic Review Record Sheet F. DSD -7.5-2026-01-05 (mandatory) | 9 |

## 1. ABBREVIATIONS AND DESIGNATIONS USED

| Abbreviation | Designation |
|---|---|
| **DP** | Documented Procedure |
| **EP** | Educational Program |
| **CC** | Career Center |
| **MSQD** | Management Systems and Quality Department |
| **QMS** | Quality Management System |
| **JSC «KazUTB named after K.Kulazhanov»** | Joint Stock Company "Kazakh University of Technology and Business named after K. Kulazhanov" |
| **HRMD** | Human Resources Management Department |
| **ATS** | Academic Teaching Staff |
| **RK** | Republic of Kazakhstan |
| **PP** | Professional Practice |
| **PGI** | Pre-Graduation Internship |
| **WG** | Work group |

## 2. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

2.1 Professional practice is a mandatory component of the EP. Professional practice is divided into educational, industrial, and pre-graduation internships. Educational practice shall no longer be included in the curriculum of JSC "KazUTB named after K. Kulazhanov" starting from the 2026–2027 academic year.

2.2 The assignment of students to all types of professional practice shall be formalized by an order of the Rector, specifying the duration, place of practice, and appointed practice supervisor. The relevant proposals shall be submitted by the Heads of the Graduating Departments.

2.3 The types, duration, scope, and content of professional practice shall be determined in accordance with the Educational Program (EP).

2.4 The content of the professional practice program shall reflect the profile of the EP, the specific characteristics of the type of practice, the requirements of professional standards and the Educational Program, as well as the nature of the activities of the organization and the practice facility. The professional practice program shall be updated whenever possible to reflect the latest achievements in science and technology, as well as innovative technologies applied at the practice base.

2.5 The CC shall provide the graduating departments with the necessary documents for professional practice.

2.6 For each type of professional practice, students shall be assigned practice supervisors from the graduating departments and the enterprise (practice base).

Professors, associate professors, and experienced lecturers of the graduating departments who possess comprehensive knowledge of the specifics of the profession and the activities of the practice bases shall be appointed as practice supervisors. Prior to the commencement of professional practice, the practice supervisor shall organize the necessary preparation of students, conduct meetings and consultations in accordance with the practice program, monitor the progress of professional practice, review practice reports, and organize and conduct the defense of practice reports.

2.7 During professional practice, students shall:

2.7.1 Fully complete the professional practice program and maintain a student's professional practice diary;

2.7.2 Comply with the internal rules and regulations in force at the respective practice base;

2.7.3 Study and strictly comply with occupational health and safety regulations, safety

procedures, and industrial sanitation requirements;

2.7.4 Participate in operational activities as assigned by the relevant departments;

2.7.5 Submit a practice report and a professional practice diary signed by the supervisor from the enterprise to the practice supervisor.

2.8 Prior to the commencement of professional practice, the staff member appointed by the department and responsible for organizing and conducting professional practice shall submit to the enterprise, for approval, the students' professional practice program, the schedule of professional practice, and the number of students by EP group. Before the commencement of professional practice, the designated staff member shall issue a practice referral and a notification of professional practice.

2.9 Upon completion of professional practice, students shall submit a practice report to the department. The report shall be reviewed by the practice supervisor and defended before a committee established by an order of the Head of the Department. The results of the report defense shall be assessed in accordance with the established point-rating letter grading system.

2.10 Students' professional practice reports shall be reviewed by the CC to verify their compliance with the established requirements. Professional practice reports, diaries, and notifications of professional practice shall be retained by the respective departments and shall be subject to disposal in accordance with the established procedures.

## 3. PROCEDURE FOR DESIGNATING ORGANIZATIONS AS PRACTICE BASES

3.1 Organizations whose statutory activities correspond to the profile of specialist training and the requirements of the Educational Program shall be designated as practice bases for students' professional practice.

3.2 The list of organizations (enterprises) shall be determined based on the database of JSC «KazUTB named after K. Kulazhanov», the database of the National Chamber of Entrepreneurs of the Republic of Kazakhstan «Atameken», as well as the lists of organizations (enterprises) submitted by students.

3.3 Practice bases shall have qualified personnel to supervise professional practice, as well as appropriate material and technical facilities, technical resources, and equipment.

3.4 In the case of implementation of a Major Educational Program (Major) and a Minor Educational Program (Minor), an organization (enterprise) corresponding to the profile of the Major Educational Program (Major) shall be designated as the practice base.

3.5 Agreements with professional practice bases shall be concluded in a timely manner prior to the commencement of professional practice.

The agreements shall specify the duties and responsibilities of JSC «KazUTB named after K. Kulazhanov» and the organization (enterprise) serving as the professional practice base for students.

3.6 Tripartite agreements on professional practice between the enterprise, the student, and JSC «KazUTB named after K. Kulazhanov» shall be concluded by the graduating department and retained by the respective departments together with students' professional practice reports and supporting documentation.

3.7 Bilateral agreements with employers who are partners of JSC «KazUTB named after K. Kulazhanov» shall be concluded by the CC on a long-term basis and retained by the CC.

3.8 Practice bases shall provide students with conditions that comply with occupational safety and sanitary requirements.

## 4. ORGANIZATION AND CONDUCT OF INDUSTRIAL TRAINING

4.1 The industrial internship is organized after the completion of the study of the cycle of specialized disciplines for which this type of internship is provided.

4.2 The purpose of the internship is to consolidate professional competence and acquire practical skills and experience in professional activities.

4.3 The main objectives of industrial training are as follows:

4.3.1 1 to study the types of professional activities related to the relevant specialty, including their functions and objectives;

4.3.2 to consolidate theoretical knowledge and, on this basis, develop professional abilities, skills, and competencies;

4.3.3 to master innovative technologies and advanced methods of work and production;

4.3.4 to gain organizational and professional experience;

4.3.5 to acquire teamwork skills and competencies in corporate management principles;

4.3.6 to develop the ability to independently plan one's activities, establish productive professional relationships with colleagues, define one's professional role, and foster a sense of responsibility.

4.4 The industrial training program shall be developed in accordance with the requirements of the educational program and shall be aimed at developing students' professionally relevant skills and specialized competencies in compliance with the requirements of applicable standards.

## 5. ORGANIZATION AND CONDUCT OF PRE-GRADUATION INTERNSHIP

5.1 Pre-graduation internship is considered a key stage in the development of highly qualified and competitive professionals and plays an important role in higher education.

5.2 The content of the pre-graduation internship shall be determined by the topic of the diploma thesis (project).

5.3 The purpose of the pre-graduation internship is to complete the preparation of the diploma thesis (project).

5.4 The graduating department shall develop and approve a pre-graduation internship program containing guidelines for completing the internship and specifying all the necessary conditions for fulfilling the assigned tasks.

5.5 The main objectives of the pre-graduation internship are as follows:

5.5.1 Collection, processing, and synthesis of practical materials related to the topic of the diploma thesis (project);

5.5.2 Analysis of statistical data and practical materials related to the topic of the diploma thesis (project).

5.5.3 Formulation of conclusions, identification of patterns, and development of recommendations and proposals related to the topic of the diploma thesis (project).

5.6. The pre-graduation internship report shall serve as the basis for the practical section of the diploma thesis (project). The student shall submit the report to the internship supervisor from the department for review. Based on the submitted report, the internship supervisor from the graduating department shall decide whether to admit the student to the defense of the report before the evaluation committee within the prescribed timeframe. The report must be certified by the signature of the internship supervisor from the host enterprise (organization).

Following the review, the student shall defend the report, presenting the key activities undertaken and the main aspects of the pre-graduation internship. Upon completion of the defense, an overall grade shall be awarded for the pre-graduation internship. The duration and timing of the pre-graduation internship shall be determined in accordance with the academic calendar, as well as the number of academic hours or credits allocated for the preparation of the diploma thesis (project).

## 6. RESPONSIBILITIES AND AUTHORITIES

| Department | Authority |
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| Rector | - approves the Rules within the scope of the authority vested in the Rector;<br>- makes management decisions concerning the operation of the |

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| | structural unit. |
| Vice-Rector for Academic Affairs | - Ensures the coordination of the activities of the structural unit;<br>- Reviews and resolves disagreements arising during the document approval process. |
| Head of the CC | - develops the Rules in accordance with the requirements of the QMS;<br>- ensures compliance with the requirements of the Rules;<br>- makes amendments and additions to the Rules as necessary;<br>- organizes the familiarization of employees with documented information within the scope of their responsibilities. |
| Registrar's Office | - provides requested information on students and grants access to the Platonus LMS. |
| Dean's Offices | provides additional required information on students. |
| Departments | provides information on students. |

## 7. PROCESS-RELATED RISKS AND RISK PREVENTION MEASURES

| Process-Related Risks: | Risk Prevention Measures: |
|---|---|
| - Amendments to the legislation of the Republic of Kazakhstan in the field of education;<br>- Changes to the Academic Policy of JSC « KazUTB named after K. Kulazhanov»;<br>- Failure to meet the needs of participants in the educational process (students, academic teaching staff, and employees);<br>- Lack of transparency in procedures and insufficient oversight may lead to abuses. | - Systematically monitor the applicable regulatory legal acts in the field of education;<br>- Analyze and update the University's internal regulatory documents in accordance with applicable regulatory legal acts;<br>- Conduct informational and awareness-raising activities among stakeholders;<br>- Ensure oversight and accountability. |

## 8. CONFIDENTIALITY

8.1 These Regulations constitute an internal regulatory document of JSC «KazUTB named after K. Kulazhanov» and shall not be disclosed to third parties, except to experts of certification bodies during certification audits and to customers and partners with the prior authorization of the Rector of JSC «KazUTB named after K. Kulazhanov».

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

**APPROVAL SHEET**

| Position | Full Name | Date | Signature |
|---|---|---|---|
| Vice-Rector for SA&SD | Berdigaliuly S. | 13.10.2026 | |
| Director of the DSD | Orazalina D.K. | 13.10.2026 | |
| Head of the QMSD | Ernst A. | 12.10.2026 | |
| Head of the CC | Abdykarimova S.Z. | 12.10.2026 | |

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

**FAMILIARIZATION SHEET**

| Position | Full Name | Date | Signature |
|---|---|---|---|
| Career Center Specialist | Ballyzhan D.N | 14.10.2026 | |
| Career Center Specialist | Tolenbekova N.N | 14.10.2026 | |
| Head of the CC | Abdykarimova S.Z. | 14.10.2026 | |
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F. DSD -7.5-2026-01-04 (mandatory)

## CHANGE REGISTRATION SHEET

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

## PERIODIC INSPECTION RECORD SHEET

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