

«Approved»

By ISE Academic Quality Committee Resolution
№ 01-3 from 10.09.2024



**PROGRAMME OF RULES FOR ORGANISING AND CONDUCTING
INTERNSHIP FOR ISE UNDERGRADUATE STUDENTS**

Astana, 2024

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1 General provisions

1.1 General Rules

The general rules on organization and conduct of undergraduate students internship of the International School of Economics (hereinafter – ISE) Maqsut Narikbayev University define general mandatory requirements for the activities of the ISE Career Center (hereinafter – CC) on the issue of organization and conduct of internship, requirements to partner companies, as well as requirements to students on the documents of internship defense.

1.2 Objectives of internship

The objectives of the internship are:

- student acquisition and/or consolidation of "hard" knowledge, development of "soft skills";
- gaining a practical understanding of the specifics of an organization's operational activities;
- attempting to obtain (if there is any interest) an offer, or employment contract by the student for employment upon successful completion of the internship.

Note: *Internship is mandatory for course passing/completion and is conducted according to the academic calendar of one of the internship cycles.*

The student may take an additional internship at a time convenient for them to develop the necessary competencies (no CC report is required).

2 ISE Career Center Activities

The Career Center is designated by the management unit for the organization, conduct, and control of internships

ISE Career Center:

- searches for available internship placements that meet the requirements of the student's educational program (EP)
- assigns each student to an organization (company) for the internship 2 weeks before the start of the internship
- strives to secure internship quotas for the University
- is guided by the following information when determining partnerships as well as student placement on the internship:
 - students' majors and minors
 - students' preferences regarding the location of the internship;
 - notifying students about relevant job openings and internship opportunities in partner and potential partner organizations
 - organizing competitive procedures and assisting in their passage;
 - continually endeavoring to expand partnerships through:
 - a) labor market analysis and targeting specific organizations;
 - b) alumni engagement;
 - c) appropriate appeals to part-time faculty;
 - d) obtaining information from students who are independently finding internship placements.
- strives to secure paid placements for internship;
- maintains a list of partners (see Annex 1);
- informs students about competitions and other events on a regular basis through official communication channels.

The official communication channels of ISE Career Centre with students are as follows:

- <https://t.me/careercentervacancies> (telegram-channel);
- https://instagram.com/careercenter_ise (instagram-channel);
- <https://www.linkedin.com/in/career-center> (linkedin-page);
- careercenter_hse@kazguu.kz (electronic corporate email).

No.	Process name and description
1	Developing a Partner Organization List
2	Negotiating with employers to allocate the necessary number of places for students-interns.
3	Creating and publishing an announcement through ISE Career Centre official communication channels (email, Telegram, and Instagram) regarding internship applications for students, by the academic calendar for the current internship cycle
4	Submission of applications by students.
5	Deadline for submission of applications.
6	Selecting candidates and preliminary allocating to internship places according to priority desire, students' majors, and employers' needs.
7	Appointing interviews for students with ISE Career Centre to explain the rules for internship and referral to the internship places.
8	Successful completion of the interview by the student.
9	Submitting candidate information (CV/letter of referral, etc) to employers.
10	Referring the student to an interview with the employer (if necessary).
11	Notifying the student of successful placement to the internship place.
12	Developing and signing the order to send students to the internship.
13	Drafting and signing the necessary documents (such as a trilateral agreement) for the student to complete their internship.
14	Handing over the internship document to the student.
15	Coordinating with the ISE Career Centre and the employer to align the student-intern's work schedule (considering any academic load) and ensuring that the assigned tasks match the educational program requirements.
16	Organizing registration for students to enroll in the internship course
17	Registration of students for the internship course in Canvas LMS.
18	Checking student registration for the internship course in the Canvas LMS system.
19	Placing the student at the internship site
20	Starting the internship

Table No. 1 – «The process of organizing and sending to the internship»

3 Internship Organization Process

3.1 Selection

The Career Center opens applications for internships 1,5 months before the start of the internship.

To apply, a student must:

- familiarize yourself with the call for proposals (description, deadline for submission of applications, dates of results, etc);
- learn the terms and conditions of the selection;
- fill out the appropriate Google form.

After submitting an application, the student must successfully pass an online interview with the Career Center to learn about internship rules and be assigned to an organization.

Note: *If the student fails to attend the interview, they will not be placed with an organization or permitted to continue with the internship.*

A student who has successfully completed all competitive procedures will be notified by the Career Center within the designated timeframe for the internship cycle.

3.2 The process of directive assignment of placements

No.	Process name and description
1	a) Notifying students about the start of applications for placement by the ISE Career Centre at internship sites. b) The student independently searches for an internship placement at their preferred organization Note: <i>If the requirements are met, the ISE Career Centre may recognize the student's chosen organization as a partner and, following a review, permit the student to complete the internship there. The results of the organization review will be announced during the online interview with the ISE Career Centre within the relevant timeframe for the internship cycle.</i>
2	Completion of competitive procedures by the student.
3	Submission of relevant documents by the student to the internship.
4	Placing the student at the internship site

5	Assigning the student to an agreed-upon internship base.
6	Starting the internship

Table № 2 – The process of directive assignment of placements

4 Internship Process

4.1 Dates, duration, format

The dates, duration, and format of internship, along with the registration procedure, are established annually based on the academic calendar, curricula, and the educational process schedule.

The dates and duration of the internship are indicated in the academic calendar of the current academic year.

There are the following periods (cycles) of internship:

- cycle 1 – fall semester-1;
- cycle 2 – spring semester-2;
- cycle 3 – summer period.

Internship formats:

- fall semester-1 for 3rd and 4th years students:
 - a) full-time (offline, physical appearance at the internship base 5 working days a week, weekends are not counted);

- b) in case of extreme need in academic load, the following format of the internship is possible (with the approval of ISE Career Centre):

3 days – full-time, 2 days – part-time (offline, physical appearance at the internship base 5 working days per week, weekends are not counted).

Note №1: *The academic load during the academic period should not exceed 10 credits (excluding internship credits).*

Note №2: *It is necessary to make and agree your study schedule with the ISE Career Centre in advance, as well as your internship hours with your employer.*

Note №3: *You must complete at least 30 hours of internship per week (More than 30 hours of internship per week is permitted at the employer's discretion).*

- spring semester-2 for 3rd and 4th years students:
 - a) full-time (offline, physical appearance at the internship base 5 working days a week, weekends are not counted);

- b) the following format of the internship is possible (with the approval of ISE Career Centre):

3 days – full-time, 2 days – part-time (offline, physical appearance at the internship base 5 working days per week, weekends are not counted).

Note №1: *The academic load during the academic period should not exceed 10 credits (excluding internship credits).*

Note №2: *It is necessary to make and agree your study schedule with the ISE Career Centre in advance, as well as your internship hours with your employer.*

Note №3: *You must complete at least 30 hours of internship per week (More than 30 hours of internship per week is permitted at the employer's discretion).*

- summer period for 3rd and 4th years students: only full-time.

4.2 Criteria for Internship Admission

4.2.1 Cycle admission: 1-2-3

In order to be allowed to take the internship, the student must have:

- for the fall semester-1:
 - successful completion of at least 120 credits by the 5th, 6th semester (3rd year);
 - successful completion of at least 180 credits by the 7th semester (4th year);
 - successful mastering of required disciplines in accordance with the major.
- for the spring semester-2:
 - successful completion of at least 120 credits by the 5th, 6th semester (3rd year);
 - successful completion of at least 180 credits by the 7th semester (4th year);
 - successful mastering of required disciplines in accordance with the major.
- for the summer period:
 - successful completion of at least 120 credits by the 5th, 6th semester (3rd year);
 - successful completion of at least 180 credits by the 7th semester (4th year);
 - successful mastering of required disciplines in accordance with the major.
 - military service status – completed/released.

Note №1: *When transferring from another university, a student is required to take the internship in accordance with ISE rules. Exceptions to this norm are allowed only in exceptional cases.*

Note №2: *In the case of holding a state grant, the internship must comply with the terms of the grant agreement of a students.*

4.2.2 List of required courses

In order for a student to be admitted to the internship, it is necessary to master the required courses (the list of disciplines is given in Table №3 according to the major).

№	Major	Courses
1	Finance, Accounting	Principles of Accounting (required); Principles of Finance (required); Principles of Marketing (recommended); Principles of Management (recommended).
2	Economics and Data Science	Statistics (required); Microeconomics – 1 and/or Macroeconomics –1 (required); Principles of Accounting (recommended); Principles of Finance (recommended).
3	Management, Marketing	Principles of Marketing (required); Principles of Management (required); Principles of Accounting (recommended); Principles of Finance (recommended).
4	International Relations	Introduction to International Relations (required); Theory of International Relations (required); Globalization and International Organizations (required); Global Political Economy (recommended).
5	BBA in IT, IT in Business	Introduction to Programming (required); Data Analysis – 1 (required); Web Development – 1, 2 (required); Databases (required).

Table №3: «List of required and recommended courses to be mastered for admission to the internship in accordance with the major»

4.3 Requirements for current and potential partner organizations

4.3.1 General requirements

Requirements for current and potential partner organizations involve the following criteria:

- the activities of the organization (or the unit/division/department in which the internship is organized) are in line with the major or the minor of the student;
- preferably at least 3 years in the labor market;
- no direct affiliation with the student;
- preferred form of entrepreneurship - JSC and LLP (IE upon agreement with the Career Center);
- preferably from the list of partner organizations offered by the ISE Career Centre at the time of application in the appropriate internship cycle period;
- located in Astana;

Note: *It is allowed to take the internship in other cities, as well as outside the Republic of Kazakhstan, if the organization proposed by the student is a partner company of the School or, in case of meeting the requirements, the ISE Career Centre may recognize this organization as a partner and allow (after review) to take the internship in this organization.*

- other characteristics (as agreed with the Career Center).

4.4 Registration in Canvas LMS

The student who has successfully passed the selection procedures, as well as allocated to an organization must register for the course of internship in Canvas LMS according to the academic calendar.

Note: *The student who has passed the registration for internship has no possibility to withdraw from it during the period of re-registration for disciplines and courses.*

In this system, the student has access to general course information (assignments, announcements, instructor, etc) and modules (materials).

4.5 Order on Internship Assignment

Student placement for internships is executed by the order of the head of the educational organization, specifying:

- the dates of the internship;
- information about the student (full name, course, major, number of credits);
- internship bases;
- name of the internship supervisor from the CC.

The order may be signed by another person by power of attorney.

4.6 Internship document

A trilateral agreement is concluded to take the internship (see Annex 2).

In exceptional cases, if it is impossible to sign a trilateral agreement, it is allowed to submit another document to the Career Center (in agreement with the CC).

Note: *Other document can be an employment contract, offer, certificate, or letter of transmittal.*

5 Internship Defense

5.1 Criteria for Admission to Internship Defense

To be admitted to Internship Defense, it is necessary to:

- provide to the CC the following list of documents in a binder:
 - CV in 2 languages;
 - a hard copy of the filled internship diary (according to the Annex 3) with signatures and stamps;
 - the original written report of the internship with a score (equivalent from 0-100) and signature on the cover page by direct supervisor/manager from the organization/enterprise.

Note: *The above documents are submitted before the day of the internship defense (according to the academic calendar and appropriate internship cycle).*

- upload a scan version of the following documents to Canvas LMS:
 - CV in 2 languages;
 - filled internship diary with signatures and stamps;
 - original written report from the internship with a score (equivalent from 0-100) and signature on the cover page by direct supervisor/manager from the organization/enterprise;
 - presentation.

Note: *The deadline for uploading the above documents to Canvas LMS will be determined according to the academic calendar of the appropriate internship cycle and specified in the assignments.*

- successfully complete the Google-survey: “Assessing student-intern satisfaction with the quality of internship in the organization and the quality of education at the university” which will be available via a link in the appropriate assignment in the Canvas LMS.

Note: *The deadline for completing the Google-survey will be determined according to the academic calendar of the appropriate internship cycle and specified in the assignment.*

- video report from the internship (social media form) – If possible/desired.

5.2 Evaluation system

The internship defense takes place according to the academic calendar of the appropriate internship cycle. Information about the date, place of the defense, members of the committee, as well as the order of presentation will be available in the Announcements section of the internship course in Canvas LMS.

Note: *This information will be announced 2 weeks before the start of the internship defense.*

There are two parts of the internship evaluation (Table №4):

- Evaluation by the direct supervisor/manager (50% of the final grade);
- Evaluation by the Career Center committee (50% of the final grade).

Grade	%
Evaluation of the student intern by the direct supervisor/manager from the organization (on the internship report cover page) and objective assessment of performance with recommendations for improvement (via a Google survey).	50

<p>Evaluation by the Career Center committee:</p> <ul style="list-style-type: none"> • submission of documents for internship defense (CV in 2 languages; diary, report – hard copies with signatures and stamps); • uploading scanned versions of original documents with signatures and stamps (diary, report), CV in 2 languages, presentations; • successfully completion of the survey: “Assessing student-intern satisfaction with the quality of internship in the organization and the quality of education at the university”; • oral presentation; • design and content of the CV, diary, report, and presentation. 	50
Total	100

Table №4 – «Internship Evaluation»

6 Requirements for Internship Report

The internship report is a written explanatory note, independently prepared by the student in manuscript form.

The internship report should not exceed 15 pages. The sections of the report are:

1. cover page;
2. table of contents;
3. introduction;
4. main body;
5. conclusion (findings);
6. reference list.

The cover page is the first page of the report and provides essential information for processing and retrieving the document (an example of the cover page is given in the Annex 4.1).

The following information has to be provided on the cover page:

- Intership organization;
- on the left – the word “Student”, followed by the full name of the student who completed the internship report;
- below this line, “Direct supervisor from the enterprise (institution, organization)” and indicate the full name of the supervisor;
- the approving signature of the direct internship supervisor and the date.

The content of the report includes an introduction, sequential numbers and names of all sections, subsections, conclusion, list of references, indicating the page numbers from which the above elements of the report begin.

Note: *The numbering (in Arabic numerals) of the report pages should begin with the structural element “Introduction”, including the structural elements “Title page”, “Table of contents” to the total numbering of pages of the report.*

The word “Table of Contents” should be centered on the page, capitalized, and bolded.

The numbering in the “Table of Contents” for the titles of sections or subsections should be placed to the left of the text.

A table with invisible borders should be used to compose the content text and indicate page numbers.

The introduction should contain the theoretical and practical significance of the internship, as well as the goals and objectives.

The structural element “Introduction” should also be centered on the page, capitalized, bolded, starting on a new page, and numbered with Arabic numerals.

The main body may consist of several sections. Each section of the main body of the report should start on a new page. Subsections within one section are separated by a two-line indent from the text. The name of the subsection should be indented two lines from the text.

Note: *The name of a subsection should not be placed at the bottom of the page if there is no text below it or only one line of text.*

The names of sections and subsections should start with an indent, capitalized, without a period at the end, not underlined, and in bold.

The subsection number consists of the section and subsection numbers separated by a period. No period is placed after the subsection number.

Leave one blank line between the headings of sections, subsections, and the text.

The conclusion (findings) is a mandatory structural element of the report. The conclusion should present the findings based on the results of the internship.

Note: *Justification of the chosen internship location and topic; practical application of acquired knowledge, etc..*

The conclusion should include a summary of the internship results, an assessment of how well the goals and objectives were met, and specific recommendations from the enterprise supervisor.

The structural element “Conclusion” should be centered on the page, capitalized, bolded, starting on a new page, and numbered with Arabic numerals.

The structural element “List of References” should also be centered on the page, capitalized, bolded, starting on a new page, and numbered with Arabic numerals.

Information on sources should be arranged in the order of appearance of references in the text of the report, numbered with Arabic numerals without a period, and printed with a paragraph indent.

Note: *The text of the internship report for all ISE Bachelor's degree programs can be submitted in any of the three offered languages (English, Kazakh, Russian).*

7 Rules for drawing up an internship report

The internship report should be printed using a computer and a printer on one side of a sheet of white A4 paper with 1.5 line spacing. The font should be Times New Roman, regular, size 14.

The text of the report should be printed with the following margin sizes:

- left – 3 centimeters;
- the top – 2 centimeters;
- right – 1 centimeter;
- the bottom – 2 centimeters.

The paragraph indentation within the text should be the same and equal to five characters.

Surnames, names of institutions, organizations, firms, product names, and other proper nouns in the report should be given in the original language.

The names of the structural elements of the report “Table of Contents”, “Introduction”, “Conclusion”, “List of References” serve as the headings of the structural elements of the work.

The report should be divided into sections and subsections. Each section and subsection should contain complete information. The names of sections and subsections should clearly and concisely reflect their content.

The names of sections and subsections should be typed with a paragraph indent, starting with a capital letter, without a period at the end, and without underlining.

Note: *If the name consists of two sentences, they are separated by a period.*

The pages of the report should be numbered with Arabic numerals, following the consecutive numbering throughout the text. The page number should be placed in the center of the lower part of the page without a period. The cover page is included in the total numbering of pages. The page number is not put on the title page.

The word “Table of Contents” should be bolded, and placed in the middle of the page with an uppercase letter, the text should be centered, and the paragraph indentation slider should be set to the “zero” position.

Illustrations (drawings, maps, charts, diagrams, photos) should be placed immediately after the text in which they are first mentioned.

Note: *Reference to the figure is mandatory (e.g., see Figure 2...). Illustrations should be numbered with Arabic numerals.*

Illustrations may have a name and explanatory data (caption).

The word “Figure” and its name should be placed in the center after the explanatory data. The word “Figure” is written in full, the name – with a dash after

the figure number. No period should be placed after the name of the figure. Illustrations may be in color.

8 Other norms

The Career Center is required to conduct student surveys twice a year and hold face-to-face meetings with students to get feedback and receive suggestions for improving the organization of internship bases.

The Career Center will annually submit a report on the activities aimed at conducting the internship program. The report shall include the following information:

- employment statistics in the following sections:
 - referrals following selection procedures and directive referrals to internships;
 - referrals as a result of agreements with the Center or self-employment by the student;
 - alignment of the organization or its department/division with the student's major or minor;
 - analysis of the employer's survey regarding the student's competencies, including suggestions for revision/improvement of educational programs;
 - analysis of students' feedback and suggestions regarding the organization of the internship.

In case of lateness, illness, or unforeseen circumstances, it is mandatory to inform the ISE Career Center (room 340; contact details are provided on social networks):

- <https://t.me/careercentervacancies> (telegram-channel);
- https://instagram.com/careercenter_ise (instagram-chanel);
- <https://www.linkedin.com/in/career-center> (linkedin-page);
- careercenter_hse@kazguu.kz (electronic corporate email).

The student may change the internship location within 2 weeks from the official start date (according to the academic calendar for the internship cycle) in the following exceptional cases:

- harassment towards the student,
- inconsistency of the job duties with the internship student's major.

If a situation arises where a student's application does not comply with a specific provision of the Regulations, it may be exceptionally reviewed by the Academic Quality Committee based on the student's application (e.g., undertaking an internship at a sole proprietorship).

The regulations and/or a brief information brochure should be posted on the International School of Economics website.

Annex 1 – «List of partner companies»

№	Name of the organization	Relevant organization EP
1	EY	<ol style="list-style-type: none"> 1. BBA in Accounting 2. BBA in Finance 3. BBA in Economics and Data Science 4. BBA in Management
2	PwC	
3	KPMG	
4	Deloitte	
5	Grant Thornton	
6	Astana International Financial Centre (AIFC)	
7	Samruk-Kazyna JSC	
8	BI Group JSC	
9	ForteBank	
10	Home Credit Bank	
11	Bereke Bank	
12	First Heartland Jusan Bank	
13	Bank CenterCredit	
14	Halyk Bank	
15	PKF	
16	Petro-retai	
17	Sheraton Astana hotel	
18	International Science and Technology Center (ISTC)	<ol style="list-style-type: none"> 1. BBA in IT 2. International Relations
19	Center for Scientific and Technological Initiatives (CSTI)	<ol style="list-style-type: none"> 1. BBA in Accounting 2. BBA in Finance 3. BBA in Economics and Data Science
20	ERG	BBA in Management
21	JSC NC KazMunayGas	
22	Kazakhmys	
23	Kcell	
24	ANCOR	
25	Beeline	
26	Wyndham Garden Astana hotel	
27	Astana Marriott hotel	
28	Hilton Garden Inn Astana hotel	
29	Hilton Astana hotel	
30	ALSTOM	
31	HRM Synergy	
32	CILT	
33	JSC NC QazaqGaz	
34	JSC «CDHR»	

35	Coca-Cola İçecek Kazakhstan	BBA in Management BBA in Marketing
36	Institute of Marketing and Sociological Research Elim	
37	State Corporation Government for Citizens	
38	Atameken	
39	«Damu» Entrepreneurship Development Fund» JSC	
40	Applied Economics Research Centre (AERC)	1. BBA in Economics and Data Science 2. International Relations
41	QazTrade Center for Trade Policy Development Joint-Stock Company	
42	Institute for Economic Research (IER)	
43	Alpha Design	BBA in IT
44	Astana Hub	1. BBA in IT 2. BBA in Management
45	SC «NC» KTZ»	1. BBA in Management 2. International Relations
46	St. Regis Astana hotel	1. BBA in Accounting 2. BBA in Finance 3. BBA in Economics and Data Science 4. BBA in Management 5. BBA in IT
47	Senate of the Parliament of the Republic of Kazakhstan	International Relations
48	Conference on Interaction and Confidence Building Measures in Asia (CICA)	
49	KazAID	
50	Ministry of Foreign Affairs of the Republic of Kazakhstan	
51	Ministry of Energy of the Republic of Kazakhstan	
52	Ministry of Science and Higher Education of the Republic of Kazakhstan	
53	Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan	
54	Financial Monitoring Agency of the Republic of Kazakhstan	

55	The Kazakhstan Institute for Strategic Studies under the President of the Republic of Kazakhstan (KazISS)	
56	President's affairs Administration of the Republic of Kazakhstan	

Annex 2 – «Template of the internship contract»

ДОГОВОР № ____/____-____ на проведение производственной практики

г. Астана « ____ » _____ 202__ г.
«Университет КАЗГЮУ имени М.С. Нарикбаева» (справка о государственной перерегистрации юридического лица от 19.06.2019 года), именуемое в дальнейшем «Организация образования», в лице Директора Международной школы экономики Кемельбаевой Сауле Султановны, действующего(-ей) на основании доверенности № ____ от ____ ____ 202__ г., с одной стороны, _____, именуемое в дальнейшем «Предприятие», в лице _____ действующего(-ей) на основании _____, с другой стороны, и Гражданином(-кой) _____, именуемый(-ая) в дальнейшем «Обучающийся», с третьей стороны, в соответствии с действующим законодательством Республики Казахстан, совместно именуемые Стороны, заключили настоящий договор (далее – Договор) о нижеследующем:

1 ПРЕДМЕТ ДОГОВОРА

1.1 Организация образования осуществляет обучение Обучающегося, поступившего в 20__ году, по образовательной программе _____.

1.2 Предприятие обеспечивает Обучающегося базой производственной практики в соответствии с профилем образовательной программы.

1.3 Обучающийся осваивает образовательную программу с целью получения ключевых и профессиональных компетенций, позволяющих квалифицированно выполнять производственные функции и задачи.

2 ОБЯЗАННОСТИ СТОРОН

2.1 Организация образования обязуется:

2.1.1 Направить на Предприятие Обучающегося по образовательной программе _____, формы обучения очная для прохождения производственной практики в соответствии с академическим календарем;

2.1.2 Ознакомить Обучающегося с его обязанностями и ответственностью, указанных в настоящем Договоре;

2.1.3 Разработать и согласовать с предприятием программу производственной практики и календарные графики прохождения производственной практики;

2.1.4 За 2 (две) недели до начала производственной практики предоставить в Предприятие для согласования программу, календарные

графики прохождения производственной практики с указанием количества обучающегося;

2.1.5 Назначить приказом руководителя Организации образования руководителей практики, из числа преподавателей соответствующих специальностей организации образования;

2.1.6 Обеспечить соблюдение Обучающимся трудовой дисциплины, правил внутреннего распорядка, обязательных для работников данного предприятия;

2.1.7 Организовать прохождение и осуществлять периодический контроль производственной практики Обучающего в соответствии с образовательной программой и академическим календарём;

2.1.8 Оказывать работникам Предприятия методическую помощь в организации и проведении производственной практики;

2.1.9 При необходимости предоставлять Предприятию сведения об учебных достижениях Обучающегося;

2.1.10 Принимать участие в расследовании несчастных случаев, в случаях, если они произошли с участием Обучающегося в период прохождения практики;

2.1.11 В случае ликвидации Организации образования или прекращения образовательной деятельности поставить в известность предприятие и принять меры к переводу Обучающегося для продолжения обучения в другой организации образования;

2.1.12 В случае дальнего расположения базы практики от места проживания предусмотреть возможность предоставления Обучающемуся необходимые жилищно- бытовые и другие условия.

2.2 Предприятие обязуется:

2.2.1 Обеспечить Обучающемуся условия безопасной работы на рабочем месте (с проведением обязательных инструктажей по технике безопасности и охране труда) и в необходимых случаях проводить обучение Обучающегося безопасным методам труда;

2.2.2 Рассмотреть кандидатуру выпускника, Обучающегося по образовательному гранту, для принятия на работу в соответствии с полученной специальностью при наличии соответствующей вакансии;

2.2.3 Предоставить Организации образования в соответствии с академическим календарём рабочие места для проведения производственной практики Обучающегося;

2.2.4 Принять по направлению на производственную практику, по соответствующим специальностям Обучающегося в соответствии с условиями настоящего Договора;

2.2.5 Не допускать использования Обучающегося на должностях, не предусмотренных программой практики и не имеющих отношения к специальности Обучающегося;

2.2.6 Обеспечить предоставление квалифицированных специалистов для руководства производственной практикой Обучающегося в подразделениях (отделах, цехах, лабораториях и так далее);

2.2.7 Сообщать в Организации образования о всех случаях нарушения Обучающимся трудовой дисциплины и правил внутреннего распорядка;

2.2.8 Создать необходимые условия для выполнения Обучающимся программы производственной практики на рабочих местах с предоставлением возможности пользования лабораториями, кабинетами, мастерскими, библиотекой, чертежами, технической и другой документацией, необходимой для успешного освоения Обучающимся программы производственной практики и выполнения ими индивидуальных заданий;

2.2.9 По окончании производственной практики выдать характеристику о работе Обучающегося и выставить оценку качества прохождения практики.

2.3 Обучающийся обязан:

2.3.1 Соблюдать трудовую дисциплину, правила внутреннего распорядка, правила техники безопасности и производственный распорядок на месте производственной практики, обязательные для работников Предприятия;

2.3.2 Бережно относиться к оборудованию, приборам, документации и другому имуществу Предприятия;

2.3.3 Строго соблюдать и выполнять требования программы практики;

2.3.4 Прибыть в распоряжение Предприятия к установленному сроку на прохождение практики;

2.3.5 Не разглашать конфиденциальную информацию о Предприятии в процессе прохождения практики и после его завершения;

2.3.6 Изучить виды профессиональной деятельности по специальности, их функции и задачи;

2.3.7 Закрепить теоретические знания и формирование на этой основе профессиональных умений, навыков и компетенций;

2.3.8 Овладеть инновационными технологиями, передовыми методами труда и производства;

2.3.9 Приобрести организаторский и профессиональный опыт;

2.3.10 Овладеть умениями самостоятельно планировать свою деятельность, устанавливать полезные контакты с коллегами, определять ролевую профессиональную позицию, формировать чувство ответственности.

3 ПРАВА СТОРОН

3.1 Организация образования имеет право:

3.1.1 Расторгнуть Договор в одностороннем порядке при самовольном прекращении обучения, оставлении на повторный год обучения, а также при отчислении Обучающегося в порядке, определённом действующим законодательством Республики Казахстан.

3.2 Предприятие имеет право:

3.2.1 Участвовать в разработке образовательной программы производственной практики в соответствии с новыми технологиями и изменившимися условиями производственного процесса;

3.2.2 Предлагать темы курсовых и дипломных работ в соответствии с потребностями Предприятия;

3.2.3 Принимать участие в итоговой аттестации обучающихся;

3.2.4 Запрашивать информацию о текущей успеваемости обучающихся;

3.2.5 Требовать от Организации образования качественного обучения обучающихся в соответствии с ожиданиями работодателя.

3.3 Обучающийся имеет право:

3.3.1 Пользоваться необходимыми инструментами, оборудованием, приборами и другими производственными материалами, по согласованию с наставником, назначенным от Предприятия, иметь свободный доступ и пользование фондом учебной, учебно- методической литературы на базе библиотеки и читальных залов, лабораторной базой, компьютерной и иной техникой в учебных целях;

3.3.2 На возмещение вреда, причинённого здоровью в процессе прохождения производственной подготовки;

3.3.3 После завершения производственной подготовки и успешного прохождения итоговой аттестации продолжить работу по полученной квалификации на предприятии, при наличии вакансии.

4 ОТВЕТСТВЕННОСТЬ СТОРОН

4.1 За неисполнение, либо ненадлежащее исполнение своих обязанностей, предусмотренных настоящим Договором, стороны несут ответственность установленной действующим законодательством Республики Казахстан.

5 ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ

5.1 Разногласия и споры, возникающие в процессе выполнения настоящего Договора, разрешаются непосредственно сторонами в целях выработки взаимоприемлемых решений;

5.2 Вопросы, не разрешенные сторонами путем переговоров, выработки взаимоприемлемых решений, разрешаются в соответствии с действующим законодательством Республики Казахстан.

6 СРОК ДЕЙСТВИЯ, ПОРЯДОК ИЗМЕНЕНИЯ УСЛОВИЙ ДОГОВОРА И ЕГО РАСТОРЖЕНИЯ

6.1 Настоящий Договор вступает в силу со дня его подписания сторонами и действует до полного его исполнения;

6.2 Условия настоящего Договора могут быть изменены и дополнены по взаимному письменному соглашению сторон;

6.3 Настоящий Договор заключается в 3 (трех) экземплярах по одному экземпляру для каждой Стороны на государственном и русском языках, имеющих одинаковую юридическую силу.

7 ЮРИДИЧЕСКИЕ АДРЕСА, БАНКОВСКИЕ РЕКВИЗИТЫ СТОРОН

<p>Организация образования: АО «Университет КАЗГЮУ» АО «Университет КАЗГЮУ имени М.С. Нарикбаева» БИН 020140001689 ИИК KZ566018821000657861 БИК HSBKKZKX АО «Народный Банк Казахстан» КБЕ: 17 КНП 861</p> <p>Директор Международной школы экономики Кемельбаева С.С.</p> <p>М.П.</p>	<p>Обучающийся</p> <p>_____</p> <p>_____, (ФИО)</p> <p>Удостоверение личности № _____, выдано _____, от _____ года.</p> <p>Место жительства: _____</p> <p>_____</p> <p>Конт. телефон: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">(подпись)</p>	<p>Предприятие</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">(Наименование предприятия)</p> <p>Юридический адрес: _____</p> <p>_____</p> <p>БИН (БИК, Кбе, банк):</p> <p>_____</p> <p>_____</p> <p>Директор _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">(подпись)</p>
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Annex 3 – «Internship diary form»

Maqsut Narikbayev University

International School of Economics

INTERNSHIP DIARY

Astana, 2024

Information about the internship:

1. Student:
2. Name of the educational program:
3. Name of the enterprise (organization):
4. Internship Supervisor from the Career Center:
Sultamuratova D.R.
5. Internship Supervisor from the organization:
6. Date of arrival at the internship location: «13» may 2024.
7. Date of completion of the internship: «___» _____ 2024.

place for printing

Individual internship plan

Week	Content (description of work)	Result
1		Done
2		Done
3		Done
4		Done
5		Done
6		Done
7		Done
8		Done
9		Done
10		Done
11		Done
12		Done
13		Done
14		Done
15		Done

Internship Supervisor from the organization:

(Full name)

(signature)

«__» _____ 2024

Annex 4 – «Form of the cover page of the internship report»

Maqsut Narikbayev University

International School of Economics

INTERNSHIP REPORT

(Name of the enterprise, organization)

Student: _____
(Full name)

Internship Supervisor from the organization (enterprise):

(Full name)

Grade: _____ *(0-100)*

Internship Supervisor from the organization:

(Full name) _____
(signature)

« ___ » _____ 2024

Content

Introduction	3
1 Place of internship.....	
2 Main part.....	
Conclusion.....	
Bibliography	

Introduction

1 Place of internship

2 Main body

Conclusion

List of References

Annex 5 – «CV form»

CV

_____ (full name)

Date of Birth: _____

Citizenship: _____

Phone: _____

Email: _____

Linkedin: _____

Personal Information

Education

___.20__ —
present time.

MAQSUT NARIKBAYEV UNIVERSITY

_____ (specialty/educational program)

Internships and practices

___.20__ —

___.20__

_____ (name of organization, enterprise)

_____ (position)

Work experience

___.20__ —

___.20__

_____ (name of organization, enterprise)

_____ (position)

Progress:

1. _____;

2. _____;

3. _____.

Professional skills and knowledge

1. _____;

2. _____;

3. _____.

Languages

1. _____ ;
2. _____ ;
3. _____ .