

**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC  
OF KAZAKHSTAN  
'M.S. NARIKBAYEV KAZGUU UNIVERSITY' JSC  
KAZGUU LAW SCHOOL**



Approved by  
The Director of the KLS  
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«\_\_\_\_», 2020

**REGULATIONS OF THE INTERNSHIP, CAREER AND EMPLOYMENT  
CENTER OF KAZGUU LAW SCHOOL**

Nur-Sultan — 2019

**1 DESIGNED BY** the Internship, Career and Employment Center of the KAZGUU Law School.

**2 APPROVED BY** the Council of the AQC of the KAZGUU Law School of ‘M.S. Narikbayev KAZGUU University’ JSC.

Protocol No. \_\_\_\_\_ from « \_\_\_\_ » \_\_\_\_\_ 2019

Chairperson \_\_\_\_\_

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## **1. General Provisions.**

1.1. These Regulations establish the tasks, functions, structure, rights, duties, procedures for organising the activities of the Internship, Career and Employment Center (hereinafter - ICEC), as well as its interaction with other units of the University and external organisations.

1.2. ICEC is a working body of the KAZGUU Law School of 'M.S. Narikbayev KAZGUU University' JSC (hereinafter - the University).

1.3. ICEC carries out activities related to the organisation of internships for students in the fields of study (major), promotes the development of students' career skills and the successful employment of graduates.

1.4. The goal of the ICEC is to assist students and graduates in building career plans, developing practical skills and improving professional competencies to enhance their competitiveness in the labour market.

1.5. In its activities, the ICEC is guided by:

The Constitution of the Republic of Kazakhstan, legislative and normative legal acts of the Republic of Kazakhstan on education, languages, science, Labour Code of the Republic of Kazakhstan, State Educational Standards of Higher Professional Education, Charter of 'M.S. Narikbayev KAZGUU University' JSC, decisions of the Management Board and Academic Council of the University, orders, instructions of the Rector and these Regulations.

## **2. Objectives of the Internship, Career and Employment Center:**

2.1. Organisation of work on maintaining internal documentation and concluding agreements with the heads of enterprises (organisations, institutions) acting as a base of internship for students.

2.2. Carrying out activities aimed at building a system for effective implementation of employment activities.

2.3. Cooperation with the authorities, including territorial public service, employment, education, youth policy departments, as well as with public organisations and their associations and employers to provide assistance in the effective employment of graduates.

2.4. Creating and posting an electronic bank of vacancies for employment of graduates offered by employers in the relevant fields of study (majors).

2.5. In cooperation with employers, teaching students the techniques of achieving success in employment and the skills of professional career of a modern competitive specialist, the methods of effective self-presentation in employment, the rules of writing a CV and the rules of passing an interview with an employer.

2.6. Organisation of events with the participation of potential employers to help students and graduates decide on their future employment: job fairs, career days, trainings, employer presentations, etc.

2.7. Interviewing, selection of candidates for internships, and recruitment for vacant positions at the request of the employer.

2.8. Establishing direct communication between students, graduates of the university and employing organisations.

2.9. Analysing and monitoring the labour market to identify the changing requirements of employers to the professional competencies of specialists implemented in Bachelor's degree programmes, collecting, recording and summarising information on the results of the work on the employment of graduates.

### **3. Functions of the Internship, Career and Employment Center.**

3.1. Development of unified rules, organisational and methodological documentation necessary for conducting professional internship (academic, industrial, pre-diploma) of students, corresponding to the internship programme, working curricula, schedules of educational process organisation and requirements of official internal documents of the university.

3.2. Planning of the professional internship, organisation and coordination of professional internships in fields of study (major).

3.3. Conducting master classes for students placed on professional internships, informing graduates about prospects for their future employment, organising master classes conducted by leading employers aimed at building graduates' career skills required for employment.

3.4. Providing assistance in employment and adaptation of graduates to the labour market based on the real demand for university graduates in specific fields of study (major).

### **4. Internship, Career and Employment Center has a right to:**

4.1. Represent the University in various organisations, institutions, with the approval of the Director of the Law School.

4.2. Participate in various conferences, seminars on employment issues.

4.3. Request and receive materials and information, service information, reporting and reference data on the organisation of all types of internships and employment of university students from structural units.

### **5. Internship, Career and Employment Center is responsible for:**

5.1. Developing recommendations for the Law School based on the real demand for specific graduates in the group of 'Law' specialities, taking into account the recommendations of the Council of Employers on the adjustment of study programmes.

5.2. Responsibility for the ICEC is assigned to the Director of the Law School, who is responsible for:

- the distribution of individual tasks and functions among employees.
- the effective control over the execution of tasks.

### **6. Organisation of activities**

6.1. The Director of the Law School is in charge of the ICEC's activities.

6.2. The Director gives, within the limits of his/her competence, orders and instructions binding on all ICEC employees and supervises their execution.

6.3. The staff carrying out ICEC activities are internship, career and employment managers assigned to a specific major.

6.4. ICEC managers are appointed and dismissed on the recommendation of the Director of the Law School.

### **7. Interaction with other structural units of the University**

7.1. In order to carry out its activities successfully, ICEC co-operates with all structural subdivisions of the University during all types of internships, as well as during the employment of students.

7.2. ICEC interacts with the Household Department in terms of fulfilment of requests for supplies.

### **8. Other terms and conditions**

8.1. Any amendments to these Regulations shall be made only with the approval of the Director of the Law School.

8.2. The original copy of these Regulations shall be kept at the ICEC, certified copies of the Regulations shall be distributed to all units.

**Approval sheet**

Position	Full name	Date	Signature