

**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC  
OF KAZAKHSTAN  
JSC “M. NARIKBAYEV KAZGUU UNIVERSITY”  
INTERNATIONAL SCHOOL OF JOURNALISM**



International School  
of Journalism

Approved  
acting Director (Dean) of ISJ  
Kargashev R.K.

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“26” of January 2024  
№15 protocol

**REGULATIONS FOR THE CENTER  
INTERNSHIP, CAREER AND EMPLOYMENT CENTER  
INTERNATIONAL SCHOOL OF JOURNALISM**

Astana, 2024

**1 DEVELOPED** by the Internship, Career and Employment Center at the International School of Journalism.

**2 APPROVED** at the Council of the AQC of the Higher School of Law of JSC "M. Narikbayev KAZGUU University".

Minutes No. \_\_\_\_ from “ \_\_\_\_ ” \_\_\_\_\_ 2024

Chairman \_\_\_\_\_

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## **1. General Provisions**

1.1 These Regulations establish the objectives, functions, structure, rights, duties, procedure for organizing the activities of the Internship, Career and Employment Center (hereinafter - the Center), as well as its relationship with other units of the University and outside organizations.

1.2 The Center is a working body of the International School of Journalism of JSC "M.S. Narikbayev KAZGUU University" (hereinafter - the University).

1.3 The Center carries out activities related to the organization of students internships in the areas of specialization (majors), promotes the development of career skills of students and successful employment of graduates.

1.4 The purpose of the Center is to assist students and graduates in building career plans, in the formation of practical skills and improvement of professional competencies that contribute to their competitiveness in the labor market.

1.5 In its activity the Center shall be guided by:

Constitution of the Republic of Kazakhstan, legislative and normative legal acts of the Republic of Kazakhstan on education, languages, science, Labor Code of the Republic of Kazakhstan, State Educational Standards of Higher Professional Education, Charter of JSC "M.S. Narikbayev KAZGUU University", decisions of the Board and Academic Council of the University, orders, instructions of the Provost, by this Provision.

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

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

2.2 To carry out activities aimed at building a system of effective employment.

2.3 Interact with authorities, including territorial bodies of public service, employment, departments of education, youth policy, as well as with public organizations and their associations, employers to assist in the effective employment of graduates.

2.4 Create and place an electronic bank of vacancies for the employment of graduates offered by employers in the relevant areas of specialization (majors).

2.5. Together with the employers' campaigns to train students in technologies of employment success and skills of professional career of a modern competitive specialist, methods of effective self-presentation at employment, rules of resume writing and rules of interviews with the employer.

2.6 Conduct 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. Conducting interviews, selection of candidates for internship, as well as recruitment for vacant positions at the request of the employer.

2.8. To carry out direct communication between students, graduates of the university and employer organizations.

2.9. Analyze and monitor the labor market to identify the changing requirements of employers to the professional competencies of specialists implemented in the areas of bachelor's degree, collecting, recording and summarizing information on the results of the work on employment of graduates.

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

3.1 Develop unified rules, organizational and methodological documentation necessary for conducting professional internship (academic, industrial, pre-diploma) of students, corresponding to the program of practice, working curricula, schedules of educational process organization and requirements of official internal documents of the University.

3.2 Plan, organize and coordinate professional internships in the areas of specialization (majors).

3.3 Conduct workshops for students sent to professional internships, inform graduates about promising opportunities for their further employment, organize workshops conducted by leading employers aimed at building career skills of graduates necessary for employment.

3.4 Provide assistance in employment and adaptation of graduates to the labor market based on the real demand for graduates of the University in specific areas of specialization (majors).

### **4. Rights of the Internship, Career and Employment Center**

4.1 Represent the university in various organizations, institutions, with the approval of the Director of the International School of Journalism.

4.2 Participate in various conferences, seminars on employment issues.

4.3 Request and receive materials and information, official information, reporting and reference data on the organization of all types of internships and employment of university students from structural subdivisions.

### **5. Duties of the Internship, Career and Employment Center**

5.1 Develop recommendations for the International School of Journalism based on the real demand for specific graduates in the group of specialties "Journalism", taking into account the recommendations of the Council of Employers to adjust the curricula.

5.2 Responsibility for the Center lies with the Director of the International School of Journalism, who is responsible for:

- distribution of individual tasks and objectives among the staff;
- effective control over the fulfillment of tasks.

### **6. Organization of activities**

6.1 The activities of the Center shall be managed by the Director of the International School of Journalism.

6.2 The Director shall give, within his/her competence, orders and instructions mandatory for all employees of the Center and shall control their execution.


