

«Approved»

By ISE Academic Quality Committee Resolution

№ _____ from _____

Maqsut Narikbayev University
International School of Economics

**INTERNSHIP REGULATIONS AND PROCEDURES FOR ISE
UNDERGRADUATE STUDENTS**

Astana, 2026

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1 General provisions

1.1 General Regulations

The Internship Regulations and Procedures for ISE Undergraduate Students of the International School of Economics (hereinafter – ISE) at Maqsut Narikbayev University define the mandatory requirements for the activities of the ISE Career Center (hereinafter – CC) regarding the organization and conduct of internships.

These regulations establish requirements for partner companies and students, covering: procedures for internship admission; compliance with established internship conditions; interaction with the CC and the internship host organizations; maintenance of reporting documentation; completion of the internship defense procedure. The Internship Regulations apply to all internship cycles provided for by the academic calendar.

1.2 Objectives of Internship

The objectives of the internship are:

- to enable students to acquire and consolidate technical (“hard”) knowledge and develop essential “soft skills”;
- to gain a practical understanding of the specifics of an organization's operational activities;
- to facilitate potential job offers or employment contracts for students 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:

- identifies suitable placement opportunities aligned with the student's educational program;
- assigns each student to a host organizations at least two weeks prior to the commencement of the placement;
- secures internship quotas for the University through strategic partnerships;
- adheres to established criteria when evaluating partnerships and determining student placements:
 - 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) engaging part-time faculty members to identify placement opportunities;
 - d) obtaining information from students who are independently finding internship placements.
- strives to secure paid placements for internship;
- maintains and updates the list of ISE partner companies, published electronically at the following link: [List of Partner Companies](#), and informs students of the current list of partner companies in effect at the time of application for the internship;
- informs students about competitions and other events on a regular basis through official communication channels.

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

- <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).

No.	Process name and description
1	Developing a Partner Organization List
2	Liaising with employers to secure a sufficient number of placements for student interns.
3	Creating and publishing an announcement through ISE Career Center 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	Scheduling interviews for students with the ISE Career Center to explain internship regulations and provide referrals to internship placements.
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 Center 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 host organizations
20	Starting the internship

Table No. 1 – Internship Organization and Placement Procedures

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 themselves 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.

Following the submission of their application, students must undertake an online interview with the Career Centre. The purpose of this interview is to ensure familiarity with the placement regulations and to facilitate their assignment to a host organization.

Note: *Failure to attend or connect to the scheduled online interview with the ISE Career Centre, or the non-acknowledgement of application receipts and interview invitations, will result in the student being denied placement. Consequently, such students will not be permitted to proceed with their 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 approving an independently found internship placement

3.2.1 Completing an internship at an independently found organization

No.	Process name and description
1	Notifying students about the start of applications for placement by the ISE Career Center at internship host organizations.
2	The student independently searches for an internship placement in accordance with the major. Note: <i>If the requirements are met, the ISE Career Center 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 Center within the relevant timeframe for the internship cycle.</i>
3	Submission of the internship application by the student within the established deadline.
4	The student receives a notification with an invitation

	to an interview with the CC.
5	Completion of the interview with the CC.
6	The CC liaises with a representative of the selected host organization to verify compliance with placement requirements, agree upon job responsibilities, and confirm the terms and conditions of the internship.
7	The CC determines whether to approve the organization as a suitable placement provider.
8	Approval of the internship document (trilateral agreement or other permissible document).
9	Preparation and signing of the internship document.
10	Registration of the student for the internship course.
11	Sending the student a notification of the internship start.
12	Start of the internship.
13	Completion of the internship defense procedure within the established deadlines.

Table № 2 – Internship organization process (independently found organization)

3.2.2 Completing an internship at the student's current place of employment

No.	Process name and description
1	Notifying students about the start of applications for placement by the ISE Career Center at internship host organizations.
2	The student independently searches for an internship placement in accordance with the major. Note: <i>If the requirements are met, the ISE Career Center 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 Center within the relevant timeframe for the internship cycle.</i>
3	Submission of the internship application by the student within the established deadline.
4	The student receives a notification with an invitation to an interview with the CC.
5	Completion of the interview with the CC.
6	The student provides documents confirming employment and the relevance of their job responsibilities to the educational program.

7	The CC liaises with a representative of the selected host organization to verify compliance with placement requirements, agree upon job responsibilities, and confirm the terms and conditions of the internship.
8	The CC determines whether to approve the organization as a suitable placement provider.
9	Registration of the student for the internship course.
10	Sending the student a notification of the internship start.
11	Start of the internship.
12	Completion of the internship defense procedure within the established deadlines.

Table № 3 – Internship organization process (at current place of employment)

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, students are required to maintain on-site attendance at the host organization for five working days per week; weekends are excluded from this count);
 - b) in case of extreme need in academic load, the following format of the internship is possible (with the approval of ISE Career Center):
3 days – full-time, 2 days – part-time (offline, students are required to maintain on-site attendance at the host organization for five working days per week; weekends are excluded from this count).

Note №1: *The academic load during the academic period should not exceed 10 credits (excluding internship credits). In exceptional cases, exceeding the specified number of academic credits (courses) concurrently with the internship is permitted, provided that at least 30 hours of internship per week are ensured (actual working time at the internship host organizations, excluding lunch breaks and commuting time), the schedule is agreed with the CC and the employer, and the student submits a written application to the CC email with a justification and confirmation from the advisor of the need to take more than 2 courses during the internship period.*

Note №2: *It is necessary to make and agree your study schedule with the ISE Career Center 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, students are required to maintain on-site attendance at the host organization for five working days per week; weekends are excluded from this count);

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

3 days – full-time, 2 days – part-time (offline, students are required to maintain on-site attendance at the host organization for five working days per week; weekends are excluded from this count).

Note №1: *The academic load during the academic period should not exceed 10 credits (excluding internship credits). In exceptional cases, exceeding the specified number of academic credits (courses) concurrently with the internship is permitted, provided that at least 30 hours of internship per week are ensured (actual working time at the internship host organizations, excluding lunch breaks and commuting time), the schedule is agreed with the CC and the employer, and the student submits a written application to the CC email with a justification and confirmation from the advisor of the need to take more than 2 courses during the internship period.*

Note №2: *It is necessary to make and agree your study schedule with the ISE Career Center 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 2nd, 3rd and 4th-years students: only full-time:

Note №1: *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).*

Note №2: *Combining the internship with academic coursework during the summer period is not permitted, as summer courses are delivered in an intensive format and it is not possible to ensure the mandatory requirement of at least 30 hours of internship per week while taking them.*

Note №3: *It is necessary to make and agree the internship schedule with the ISE Career Center and the employer in advance.*

Note №4: *During the summer period, the number of available internship placements may be limited. If the number of applications exceeds the number of available placements, the ISE Career Center reserves the right to organize an additional competitive selection process. The selection criteria and procedures for the additional competition will be communicated to students through the official CC communication channels.*

4.2 Criteria for Internship Admission

4.2.1 Eligibility by internship cycle: 1-2-3

To be eligible for a placement, students must satisfy the following requirements:

- for the fall semester-1 and spring semester-2:
 - Successful completion of:
 1. at least 120 credits at the time of application for the internship;
 2. required disciplines in accordance with the major.
 - GPA – 2.0.
- for the summer period:
 - Successful completion of:
 1. at least 120 credits at the time of application for the internship;
 2. required disciplines in accordance with the major.
 - GPA – 2.0.
 - military service status: completed or officially exempt.

Note №1: *Transfer students must undertake their internship according to ISE procedures. Any deviations from this requirement are permitted only in exceptional cases.*

Note №2: *Students with a state grant must ensure their placement follows all the terms of their grant agreement.*

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 №4: 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 Center at the time of application in the appropriate internship cycle period;
- located in Astana;

Note: *Placements may be undertaken in other cities or outside the Republic of Kazakhstan, provided that the organization proposed by the student is either an existing partner of the School or meets the criteria for approval. In the latter case, the ISE Career Centre may, following a formal review, recognize the organization as a partner and authorize the placement.*

- 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: *Students who have completed their placement enrolment are not permitted to withdraw during the re-registration period for modules 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 host organizations;
- 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 required for the placement to proceed (see Annex 1).

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: *Alternative documentation may include an employment contract, a formal job offers, a training certificate, or a letter of appointment.*

5 Internship Defense

5.1 Criteria for Admission to Internship Defense

To be admitted to the internship defense, the student must fully complete all of the following requirements within the deadlines specified in the relevant forms and assignments of the internship course in Canvas LMS:

1. Completion the “Internship Supervisor Contacts” form, available in the “Assignments” section of the internship course in Canvas LMS, in accordance with the requirements specified in the form itself.
2. Ensuring that the “Assessment of the Student-Intern by the Internship Supervisor from the Organization” form is completed by the internship supervisor from the organization — this form is accessible exclusively to the internship supervisor and is sent to them directly by the Career Center.
3. Completion of the “Admission to Internship Defense” form, available in the “Assignments” section of the internship course in Canvas LMS, in accordance with the requirements specified in the form itself.

Failure to satisfy any of the aforementioned requirements shall constitute grounds for denying admission to the internship assessment, resulting in a 'FAIL' grade for the course.

The internship defense takes place according to the academic calendar of the corresponding internship cycle. Information about the date, venue, committee members, and the order of student presentations will be available in the announcements of the internship course in Canvas LMS. This information will be announced 2 weeks before the start of the internship defense.

5.2 Evaluation system

The final grade is expressed as a percentage (0–100%), included in GPA calculations, and reflected in the student’s transcript.

The internship is evaluated using a two-component system, comprising 100% of the final grade, distributed as follows:

1. Grade from the internship supervisor from the organization — 50%.

The grade is assigned by the internship supervisor from the organization based on the student’s performance during the internship and is reflected in the Google form: “Assessment of the Student-Intern by the Internship Supervisor from the Organization”

When assigning the grade, the following are taken into account:

- 1.1. quality and completeness of assigned tasks and projects;
- 1.2. level of hard skills and soft skills;
- 1.3. adherence to work schedule and discipline;
- 1.4. content of the internship report.

In the Google form, the internship supervisor from the organization also provides a brief assessment of the student and, where necessary, recommendations for the development of professional competencies.

The grade from the internship supervisor from the organization constitutes 50% of the final internship grade.

Note: *If the internship supervisor from the organization assigns a grade below 50 points, the student is not admitted to the internship defense and receives a FAIL grade for the internship course.*

2. The Career Center committee grade — 50%.

The CC committee grade is formed upon the student's successful admission to the internship defense and includes assessment of the following components:

- 2.1. CV in two languages — English and Russian;
- 2.2. internship report;
- 2.3. presentation for the internship defense;
- 2.4. oral presentation and direct defense before the CC committee members.

Each of the above components is assessed separately, after which a composite score is formed, constituting 50% of the overall final internship grade.

Note: *If a student fails to meet the admission criteria for the internship assessment (as per Section 5.1), the Career Centre's 50% grade component will be recorded as zero for all relevant assignments (items 2.1–2.1.4).*

Grade	% of Final Grade	Assessment Criteria	Weight Coefficient	Assessment Criterion Description	Score
1. Grade from the internship supervisor from the organization	50%	1.1. Quality and completeness of assigned tasks and projects	-	Grade is formed on the basis of responses provided by the internship supervisor from the organization in the Google form: “Assessment of the Student-Intern by the Internship Supervisor from the Organization.”	0-100
		1.2. Level of hard skills and soft skills			
		1.3. Adherence to work schedule, labor discipline, and internal regulations of the organization			
		1.4. Content of the internship report	50		
2. The Career Center Committee grade	50%	2.1. CV in two languages – English and Russian	11	<p>1. CV prepared in two languages (English and Russian) using the approved template (Annex 2).</p> <p>2. Concise and within the standard volume: CV is informative and does not exceed one A4 page.</p> <p>3. The established CV structure is observed, including all mandatory sections provided by the template:</p> <ul style="list-style-type: none"> • contact information; • professional summary (Summary); • education; • work/internship/volunteer experience/projects; • additional information (languages, skills, achievements, etc.). <p>4. Contact details are correctly and fully provided: full name, phone number, current email address, LinkedIn profile link.</p>	95-100

			<p>5. Current internship placement is reflected.</p> <p>6. Education information is correctly provided, including university name, educational program, and period of study.</p> <p>7. Experience description is structured and presented in chronological order, including internships, volunteer activities, project participation, and other forms of professional activity.</p> <p>8. Professional and business language is used, consistent with the chosen CV language (English/Russian), free of spelling and stylistic errors.</p> <p>9. A professional photo meeting business style requirements is included.</p> <p>10. File format requirements are met: document uploaded in .doc or .docx format, file is readable and displays correctly.</p> <p>11. Submission deadline is met: CV uploaded by the student to the corresponding Google form on time.</p>	
			Minor deviations in one of the criteria listed in points 1–11 that do not affect the overall quality, structure, or relevance and clarity of information of the CV. Overall, the CV meets the established requirements.	90-94
			Deviations in several criteria, or a significant deviation in one criterion (e.g., incomplete coverage of one section, overloaded text), while the overall logic and structure of the CV are preserved.	85-89
			Significant deficiencies in the content and/or structure of the CV (disrupted presentation logic, incomplete experience or education information), however the document generally meets the minimum requirements and allows the student's profile to be assessed.	80-84
			CV formally meets the established requirements, but contains limited information, weakly reflects the student's professional profile, and requires significant improvement.	75-79

				CV contains numerous deficiencies in content, structure, and formatting, while the key information about the student is partially and insufficiently presented.	70-74
				CV prepared with significant violations of requirements provided in points 1–11, including incomplete structure, incorrect formatting, and demonstrates limited clarity and relevance.	65-69
				CV does not meet the majority of the established requirements, contains significant gaps in information about education, experience, and skills, making it difficult to assess the student's professional profile.	60-64
				CV is purely formal in character, contains a minimal amount of information; structure and content do not meet the requirements of the approved template.	55-59
				CV completed at the minimum permissible level, with gross violations of requirements related to content, structure, formatting, and/or file format.	50-54
				CV contains critical violations of requirements (absence of key sections, incorrect format, significant errors), or does not allow an objective assessment of the student's professional profile.	25-49
				CV not uploaded, or uploaded with a gross violation of requirements (incorrect file format, unreadable document), or does not meet established requirements in terms of content and structure.	0-24
		2.2. Internship Report	15	<ol style="list-style-type: none"> 1. Internship report prepared using the established form with the approved template (Annex 3). 2. Report completed on the basis of tasks actually performed during the internship. 3. Report contains reliable, specific, and verifiable information about the internship. 4. The 'Internship Information' section is fully and correctly completed, including: 	95-100

			<ul style="list-style-type: none"> • full name of the student-intern; • educational program; • minor/concentration (if applicable); • internship period; • name of the organization and structural unit; • description of the student-intern's main responsibilities; • information about the internship supervisor from the organization. <p>5. The individual work plan is correctly and fully completed, including:</p> <ul style="list-style-type: none"> • names of projects/assignments; • specific actions performed by the student-intern; • results achieved at each stage. <p>6. The presentation logic is consistent; information is structured and corresponds to the content of the tasks performed.</p> <p>7. Report prepared in one chosen language (Russian/English/Kazakh), consistent with the language of the presentation and oral defense.</p> <p>8. All abbreviations and acronyms used in the report text are accompanied by their full form upon first mention.</p> <p>9. Official, professional, and business style of writing used, free of spelling and stylistic errors.</p> <p>10. Report approved by the internship supervisor from the organization.</p> <p>11. Report signed by the internship supervisor from the organization, with the date of signing indicated.</p> <p>12. Organization seal affixed to the report.</p> <p>13. Original report scanned in sufficient quality; file is readable.</p> <p>14. Scanned version of the report uploaded in PDF format.</p>	
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				15. Report uploaded by the student to the corresponding Google form within the established deadline.	
				<p>Minor deviations in one of the criteria (points 1–15) that:</p> <ul style="list-style-type: none"> do not affect the overall quality, structure, and informativeness of the report; do not distort the content of the tasks performed; do not impede objective assessment of the internship results (e.g., minor stylistic flaws). 	90-94
				<p>Deviations in several criteria, including:</p> <ul style="list-style-type: none"> insufficient detail on individual tasks or results; partial incompleteness of information in one section; isolated stylistic or structural inaccuracies, while the overall logic, structure, and compliance with the template are preserved. 	85-89
				<p>Significant deficiencies in content and/or structure, including:</p> <ul style="list-style-type: none"> incomplete coverage of individual report sections; superficial description of tasks performed; partial non-compliance with individual work plan requirements; while the report generally meets the minimum requirements and allows the internship to be assessed. 	80-84
				<p>Report formally meets the requirements, however:</p> <ul style="list-style-type: none"> content is limited and weakly reflects the student's actual activities; report structure is only partially observed; presentation logic is disrupted; report requires significant revision for a full assessment of internship results. 	75-79
				<p>Report contains numerous deficiencies, including:</p> <ul style="list-style-type: none"> incomplete or incorrect internship information; weak development of the individual plan; 	70-74

				<ul style="list-style-type: none"> • insufficient connection between tasks and results; • formatting and structural errors; • while basic internship information is present. 	
				<p>Report prepared with significant violations of requirements, including:</p> <ul style="list-style-type: none"> • incomplete adherence to the approved template; • absence of logical structure; • superficial or formal description of activities; • weak informativeness of the report, making it difficult to assess professional results. 	65-69
				<p>Report partially meets the requirements, however:</p> <ul style="list-style-type: none"> • a significant portion of mandatory information is absent or incorrectly presented; • content does not fully reflect the tasks performed; • report requires serious revision to meet minimum standards. 	60-64
				<p>Report is purely formal in character, including:</p> <ul style="list-style-type: none"> • minimal amount of information; • absence of a clear structure; • weak connection between assignments and results; • partial non-compliance with formatting and content requirements. 	55-59
				<p>Report completed at the minimum permissible level, including:</p> <ul style="list-style-type: none"> • gross violations of structure and content; • incomplete coverage of key sections; • formal listing of tasks without analysis of results; • significant formatting deficiencies. 	50-54
				<p>Report contains critical violations, including:</p> <ul style="list-style-type: none"> • absence of mandatory sections; • unreliable or extremely limited information; 	25-49

				<ul style="list-style-type: none"> • absence of the internship supervisor's signature and/or organization seal; • impossibility of objectively assessing the internship. 	
				<p>Report:</p> <ul style="list-style-type: none"> • not uploaded; • or uploaded in incorrect format; • or not signed by the internship supervisor and not stamped with the organization seal; • or does not conform to the established template and content requirements. <p>Report is considered not accepted for review.</p>	0-24
		2.3. Presentation for the internship defense	12	<ol style="list-style-type: none"> 1. Presentation prepared in PDF format and uploaded in the established manner through the corresponding Google form. 2. Presentation prepared in one chosen language (Russian/English/Kazakh), fully consistent with the language of the report and oral defense. 3. Presentation structure fully meets the established requirements and includes: <ul style="list-style-type: none"> • title slide indicating the presenter's full name (for group defense), year of study, educational program, and internship location; • presentation outline; • main section describing tasks and responsibilities, results achieved and accomplishments; • conclusion (findings). 4. Presentation content fully corresponds to the internship report and reflects the tasks actually performed and results achieved. 5. Information is presented logically, consistently, and in a structured manner, without redundant or duplicated content. 6. Presentation contains no more than 7 slides. 	95-100

				<p>7. Professional, business-style formatting is used; text is readable; visual elements are appropriate.</p> <p>8. Where photos from the internship host organizations are included, they correspond to the presentation content and serve an illustrative purpose.</p> <p>9. Presentation prepared in accordance with the established time limit for the defense (up to 10 minutes).</p> <p>10. Presentation uploaded by the student within the established deadline.</p> <p>11. Presentation does not include illustrations containing:</p> <ul style="list-style-type: none"> • confidential information of the organization; • data subject to NDA requirements; • personal data of third parties (full names, contact details, databases, client/employee lists, and other identifying information). 	
				<p>Presentation generally meets the established requirements, but minor flaws are present that do not affect the overall quality of the defense, including:</p> <ul style="list-style-type: none"> • minor stylistic or visual imperfections; • slight overloading of individual slides; • minor simplification of conclusions or formulations; • isolated formatting inaccuracies that do not disrupt the structure and logic of the presentation. 	90-94
				<p>Presentation meets the main requirements, but several content or structural flaws have been identified, including:</p> <ul style="list-style-type: none"> • insufficient detail on tasks, results, or accomplishments; • partial duplication of report information without analytical synthesis; • weak connection between the outline, main section, and conclusions; • isolated language or stylistic errors. 	85-89

				<p>Presentation completed satisfactorily but has noticeable quality limitations, including:</p> <ul style="list-style-type: none"> • simplified description of tasks performed; • insufficiently clearly formulated conclusions; • weak presentation logic or imbalanced structure; • overloaded with text or, conversely, insufficient informativeness of slides. 	80-84
				<p>Presentation partially meets the requirements, however:</p> <ul style="list-style-type: none"> • reflects internship results superficially; • contains fragmentary description of tasks and responsibilities; • conclusions are purely formal; • visual and text formatting reduces comprehension of the material. 	75-79
				<p>Presentation completed at the minimum permissible level:</p> <ul style="list-style-type: none"> • structure is only partially observed; • key elements (tasks, results, conclusions) are insufficiently developed; • weak connection to the internship report is observed; • recurring language and stylistic errors are present. 	70-74
				<p>Presentation contains significant deficiencies, including:</p> <ul style="list-style-type: none"> • non-compliance with the established structure; • absence of logical flow in the presentation; • insufficient reflection of actual work performed; • purely formal content without analytical conclusions. 	65-69
				<p>Presentation prepared formally and does not fully reflect the internship results:</p> <ul style="list-style-type: none"> • a significant portion of requirements not fulfilled; • tasks and results described superficially or incompletely; 	60-64

				<ul style="list-style-type: none"> conclusions absent or unconnected to the presentation content. 	
				<p>Presentation completed with numerous violations:</p> <ul style="list-style-type: none"> presentation structure is disrupted; content does not correspond to the report; logical flow is absent; a significant portion of information is unrelated to internship results. 	55-59
				<p>Presentation submitted in minimally acceptable form:</p> <ul style="list-style-type: none"> only individual formal requirements are fulfilled; content is fragmentary and unsystematic; internship results are extremely minimally reflected. 	50-54
				<p>Presentation does not meet established requirements:</p> <ul style="list-style-type: none"> correct structure is absent; content does not reflect the internship; gross violations of formatting and content requirements identified; presentation uploaded but contains significant non-compliance with established requirements (incomplete volume, incorrect content, purely formal materials). 	25-49
				<p>Presentation:</p> <ul style="list-style-type: none"> not submitted by the student; or uploaded with violations of basic requirements, including: <ul style="list-style-type: none"> uploaded in incorrect format (other than PDF); file does not open or displays incorrectly; submitted materials are not subject to assessment; or not subject to assessment due to non-compliance with basic requirements, including: <ul style="list-style-type: none"> absence of established structure; non-compliance with presentation format; 	0-24

				<p>- violation of confidentiality requirements, including use of materials subject to NDA conditions or containing personal data of third parties.</p> <p>Presentation is considered not accepted for review.</p>	
		2.4. Oral presentation and direct defense before the CC committee members	12	<p>Oral defense fully meets the established requirements and demonstrates a high level of student preparation, including:</p> <ol style="list-style-type: none"> 1. Defense conducted within the established time limit (up to 10 minutes, including responses to questions). 2. Oral defense is logically structured and consistently reflects: <ul style="list-style-type: none"> • goals and objectives of the internship; • responsibilities performed; • key results and accomplishments; • conclusions based on the internship results. 3. Content of the oral defense fully corresponds to the submitted report and presentation. 4. Student demonstrates a deep understanding of the tasks performed, functions, and the professional context of work in the organization. 5. Responses to committee questions are precise, well-reasoned, and substantive. 6. Professional, business, and academically appropriate language used. 7. Terms, abbreviations, and acronyms are used correctly and, where necessary, accompanied by explanations. 8. Defense conducted in the chosen defense language (Russian/English/Kazakh), consistent with the language of the report and presentation. 9. Student observes the norms of academic and professional ethics, including confidentiality requirements. 10. Defense is confident and demonstrates the student's developed professional competencies. 	95-100

			<p>Oral defense generally meets the established requirements, but minor flaws are present that do not affect the overall quality of the defense, including:</p> <ul style="list-style-type: none"> • isolated inaccuracies in formulations; • minor incompleteness in answers to individual questions; • insignificant deviations from the time limit; • partial simplification of conclusions. 	90-94
			<p>Oral defense meets the main requirements, but several content or structural deficiencies have been identified, including:</p> <ul style="list-style-type: none"> • insufficient clarity in covering certain aspects of the internship; • superficial or partially reasoned responses to questions; • weak connection between internship results and conclusions. 	85-89
			<p>Oral defense completed at a satisfactory level, however:</p> <ul style="list-style-type: none"> • defense structure is not sufficiently clearly organized; • content reflects the internship without an adequate level of analysis; • responses to questions are brief or general in nature; • uncertainty is observed in the presentation of material. 	80-84
			<p>Oral defense partially meets requirements:</p> <ul style="list-style-type: none"> • key aspects of the internship are covered fragmentarily; • conclusions are formally stated; • responses to questions are incomplete or require clarifying prompts; • presentation logic is disrupted. 	75-79
			<p>Oral defense meets the minimum permissible level:</p> <ul style="list-style-type: none"> • a significant portion of information is presented superficially; 	70-74

				<ul style="list-style-type: none"> • a holistic understanding of the tasks performed is absent; • responses to questions are purely formal or monosyllabic. 	
				<p>Oral defense contains significant deficiencies, including:</p> <ul style="list-style-type: none"> • weak understanding of the professional context of the internship; • difficulty answering the majority of questions; • violations of the logic and sequence of presentation. 	65-69
				<p>Oral defense conducted formally:</p> <ul style="list-style-type: none"> • content is weakly connected to the report and presentation; • responses to questions are incomplete or irrelevant; • insufficient engagement in the defense process is demonstrated. 	60-64
				<p>Oral defense does not meet requirements to a significant degree:</p> <ul style="list-style-type: none"> • clear defense structure is absent; • student cannot reasonably explain the work performed; • the majority of questions remain without substantive responses. 	55-59
				<p>Oral defense submitted in minimally acceptable form:</p> <ul style="list-style-type: none"> • presentation is fragmentary and unsystematic; • understanding of internship tasks and results is weakly expressed; • responses to questions are purely formal or absent. 	50-54
				<p>Oral defense does not meet the established requirements:</p> <ul style="list-style-type: none"> • logic and structure of the defense are absent; • student does not demonstrate understanding of the internship content; 	25-49

				<ul style="list-style-type: none"> the majority of questions remain unanswered or responses are irrelevant; or did not take place, including due to the student being denied admission to the internship defense. 	
				<p>Oral defense:</p> <ul style="list-style-type: none"> did not take place, including due to the student being denied admission to the internship defense; or student refused to defend; or demonstrates a complete lack of understanding of the work performed and is not subject to assessment. 	0-24

Table №5 – Criteria and grading system for internship

6 Requirements for Internship Report

The internship report is an official document confirming the fact of the student's completion of the internship, the content of the tasks performed, and the results of professional activity in the organization.

The report is prepared by the student in electronic format using the established form and the approved internship report template, and is completed on the basis of the tasks actually performed during the internship.

6.1 General Requirements for Report Preparation

1. The report is prepared strictly using the approved internship report template.
2. The report is completed independently by the student on the basis of tasks actually performed and is approved by the internship supervisor from the organization.
3. All information provided in the report must be reliable, specific, and verifiable.
4. The report is prepared in one chosen language (Russian, English, or Kazakh), which must be consistent with the language of the presentation and oral defense.
5. Where abbreviations, acronyms, and special terms are used in the report text, they must be accompanied by their full form upon first mention.
6. The report uses an official, professional, and business style of writing.

6.2 Report Structure and Content

The internship report must include the following mandatory sections provided by the approved template:

6.2.1 Internship Information

The section must contain:

1. full name of the student-intern;
2. educational program;
3. minor/concentration (if applicable);
4. internship period;

5. duration of the internship;
6. name of the organization and structural unit;
7. description of the student-intern's main responsibilities;
8. information about the internship supervisor from the organization (full name, position, contact details).

6.2.2 Individual Work Plan

The section includes:

1. names of projects and assignments;
2. specific actions performed by the student-intern;
3. results achieved at each stage (week) of the internship.

Information in the report must be presented logically, consistently, and in a structured manner, corresponding to the content of the tasks actually performed.

6.3 Approval, Signing, and Submission of the Report

The report must be approved by the internship supervisor from the organization.

The original report must be signed by the internship supervisor from the organization with the date of signing indicated, and stamped with the organization's seal.

The signed original report must be scanned in sufficient quality; the scanned version must be readable.

The scanned version of the report is uploaded by the student in PDF format through the corresponding Google form, available in the Canvas LMS system in the “Assignments” section.

The report must be uploaded by the student within the established deadline in accordance with the requirements of the corresponding Google form.

A report prepared in deviation from the approved template, without a signature and seal, or uploaded in violation of the established requirements, is considered improperly executed and will not be accepted for admission to the internship defense.

7 Additional Provisions

7.1 Feedback Collection and Analysis

The Career Center collects feedback from student-interns in each internship cycle through the Google form “Admission to Internship Defense”.

Within the said Google form, students complete a section devoted to the assessment of satisfaction with the quality of the internship at the organization and the quality of education at the University.

The data obtained are used by the CC for:

1. analysis of the quality of internship organization;
2. identification of problem areas and areas for development;
3. formulation of proposals for improving the educational programs and internship support processes.

7.2 Storage and Use of Analytical Data

The CC carries out centralized storage and systematization of data obtained from:

- surveys of student-interns;
- surveys of internship supervisors from organizations.

The said data are stored in electronic format and may be used by the CC for internal analytics, reporting, accreditation procedures, and external audits without the need to collect additional information.

7.3 Notifying the Career Center and Accessibility

In the event of lateness, illness, or other unforeseen circumstances affecting the internship, the student is obliged, first of all, to notify the internship supervisor from the University (the instructor of the internship course in Canvas LMS) in a timely manner. Additionally, the student is required to inform the CC by any available means, including by visiting the CC office in person (room 340) during working hours.

Official communication channels between the CC and students are set out in Section 2 of these Regulations.

The Regulations and/or a brief information brochure are to be published on the official website of the International School of Economics.

7.4 Change of Internship Location

The student has the right to submit a request for a change of internship location within two weeks from the official start date of the internship (in accordance with the academic calendar of the corresponding internship cycle) exclusively in the following cases:

- existence of facts of harassment or discrimination directed at the student;
- significant discrepancy between the job responsibilities performed and the student's educational program or minor.

The decision is made by the CC on a case-by-case basis.

7.5 Handling Exceptional Cases

In the event of a situation not regulated by this Regulations, the matter may be reviewed on an exceptional basis at an Academic Quality Committee (AQC) meeting on the basis of a written application from the student (for example, undertaking an internship in the form of sole proprietorship).

7.6 Coverage of Internship on Social Media

A student may share their internship experience on social media (LinkedIn, Instagram, and other digital platforms) subject to compliance with the following conditions:

- prior approval from the internship supervisor from the organization of the initiative to cover the internship itself, as well as the content of the planned publication;
- absence of confidential information, data, and personal data of third parties in the publication;
- prohibition on posting official documents, internal organizational materials, databases, and any other information capable of causing reputational or legal harm to the organization;
- compliance with the norms of business, corporate, and professional ethics.

The responsibility for compliance with confidentiality requirements, NDA conditions, and internal organizational regulations when posting any information about the internship rests with the student.

Annex 1 – Template of the internship contract

ДОГОВОР № ___/___-___ на проведение производственной практики

г. Астана

« ___ » _____ 202__ г.

АО «Университет КАЗГЮУ имени М.С. Нарикбаева», именуемое в дальнейшем «Организация образования», в лице Директора Высшей Школы **Кемельбаевой Сауле Султановны**, действующей на основании доверенности № 41 от 12.12.2025 г., с одной стороны,

_____, именуемое в дальнейшем «Учреждение» в лице _____, действующего на основании _____, с другой стороны, и

гр-н _____, ИИН: _____, именуемый в дальнейшем «Обучающийся», выступающий как физическое лицо, в соответствии с действующим законодательством Республики Казахстан, совместно именуемые Стороны, а по отдельности как указано выше, заключили настоящий Договор на проведение производственной практики (далее – Договор) о нижеследующем:

1. ПРЕДМЕТ ДОГОВОРА

1.1. Предметом настоящего договора является организация производственной практики Обучающегося, в соответствии с учебным планом образовательных программ Организации образования.

1.2. Целью проведения производственной практики является качественное освоение Обучающимися образовательной программы Бакалавриата, по направлению подготовки _____ -«_____», согласно Государственного образовательного стандарта, а также получение ими первичных знаний и практических навыков профессиональной деятельности.

1.3. Организация образования осуществляет обучение Обучающегося, поступившего в Университет КАЗГЮУ имени М.С. Нарикбаева в **20__** году, по образовательной программе бакалавриата, по направлению подготовки _____ -«_____».

1.4. Учреждение принимает на себя обязательство по обеспечению Обучающегося, направленного Организацией образования, базой производственной практики в соответствии с профилем образовательной программы.

2. ОБЯЗАННОСТИ СТОРОН

2.1. Организация образования обязуется:

2.1.1. Направить в Учреждение Обучающегося по направлению подготовки _____ -«_____», очной формы обучения для прохождения производственной практики, на период с __. __.20__ г. по __. __.20__ г., в соответствии с академическим календарем;

2.1.2. Ознакомить Обучающегося с его обязанностями и ответственностью, предусмотренных правилами прохождения производственной практики;

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

2.1.4. За 2 (две) недели до начала производственной практики предоставить в Учреждение для согласования программу, календарные графики прохождения производственной практики;

2.1.5. Назначить приказом руководителя Организации образования руководителя производственной практики, из числа преподавателей соответствующих специальностей Организации образования;

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

2.1.7. Организовать прохождение и осуществлять периодический контроль производственной практики Обучающегося в соответствии с образовательной программой и академическим календарем;

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

2.1.9. При необходимости предоставлять Учреждению сведения об учебных достижениях Обучающегося;

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

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

2.2. Учреждение обязуется:

2.2.1. Обеспечить Обучающегося условиями 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. Ознакомить Обучающегося с правилами внутреннего распорядка и пропускной системой.

2.2.3. Предоставить Организации образования в соответствии с академическим календарем рабочее место для проведения производственной практики Обучающегося;

2.2.4. Принять по направлению на производственную практику, по соответствующей специальности Обучающегося в соответствии с условиями настоящего Договора;

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

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

2.2.7. Сообщать в Организацию 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 им индивидуальных заданий;

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

2.3. Обучающийся обязуется:

2.3.1. Своевременно прибыть на место проведения производственной практики.

2.3.2. Ознакомиться и строго соблюдать правила внутреннего распорядка, технику безопасности и пропускную систему Учреждения.

2.3.3. Неукоснительно выполнять указания руководителей производственной практики со стороны Организации образования и Учреждения, в рамках программы производственной практики.

2.3.4. Своевременно и полно выполнять цели и задачи, установленные программой производственной практики в соответствии с календарными графиками прохождения производственной практики.

2.3.5. При наличии уважительных причин, заблаговременно уведомить Учреждение и Организацию образования о задержке и/или невозможности прибытия на место прохождения производственной практики в установленный период, с предоставлением по прибытии письменного отчета о времени и причинах.

2.3.6. Нести материальную ответственность за предоставленные Учреждением материальные ценности в соответствии с подписанным соглашением о материальной ответственности, заключенной между Учреждением и Обучающимся, с целью использования вверенного имущества в процессе прохождения производственной практики.

2.3.7. По окончании производственной практики, осуществить возврат вверенного имущества в соответствии с правилами Учреждения, заполнить и сдать отчеты, получить характеристику и оценку результатов пройденной производственной практики.

2.3.8. По окончании срока производственной практики, немедленно, в срок не более 3-х календарных дней, прибыть в Организацию образования и передать отчеты с результатами производственной практики руководителю от Организации образования.

3. ПРАВА СТОРОН

3.1. Организация образования имеет право:

3.1.1. Осуществлять оперативный контроль выполнения программы производственной практики Обучающегося в Учреждении;

3.1.2. Представлять Учреждению на рассмотрение рекомендации и предложения по корректировке программы производственной практики Обучающегося;

3.1.3. Уведомить Учреждение, не менее чем за 5 рабочих дней, при отчислении Обучающегося из Организации образования в порядке, определенном действующим законодательством Республики Казахстан, оставлении Обучающегося на повторный год обучения.

3.2. Учреждение 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. Запрашивать информацию о текущей успеваемости Обучающегося;

3.2.3. Уведомить Организацию образования, в срок не менее 3-х рабочих дней, при самовольном оставлении/непосещении Обучающимся базы производственной практики, а также грубом нарушении Обучающимся внутреннего распорядка Учреждения и правил прохождения производственной практики в Учреждении, делающим невозможным дальнейшее прохождение производственной практики Обучающимся в Учреждении.

3.2.4. При предоставлении Обучающемуся материальных и иных ценностей, заключить с ним соглашение о полной материальной ответственности.

3.3. Обучающийся имеет право:

3.3.1. Ознакомиться с правилами внутреннего распорядка и пропускной системой Учреждения.

3.3.2. Ознакомиться с графиком и программой производственной практики в Учреждении.

3.3.3. В соответствии с внутренними правилами Учреждения, получить доступ к лабораториям, кабинетам, мастерским, библиотеке, чертежам, технической и другой документации, необходимой для успешного освоения Обучающимся программы производственной практики и выполнения им индивидуальных заданий.

3.3.4. При возникновении несчастных случаев на производстве, вызванных виной Учреждения или Организацией образования, требовать соответствующего расследования и возмещения причиненного ущерба.

3.3.5. По завершению срока производственной практики получить характеристику и оценку прохождения производственной практики.

4. ОТВЕТСТВЕННОСТЬ СТОРОН

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

4.2. Вся информация, за исключением общедоступной, полученная Сторонами в период осуществления производственной практики, приобретает статус конфиденциальной и не может быть предоставлена третьим лицам без письменного согласия передающей Стороны.

5. ПОРЯДОК РАЗРЕШЕНИЯ СПОРОВ

5.1. Разногласия и споры, возникающие в процессе выполнения настоящего Договора, Стороны будут стремиться разрешить их путем переговоров, с целью выработки взаимоприемлемых решений;

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

6. ПРОЧИЕ УСЛОВИЯ

6.1. Настоящий договор носит некоммерческий характер и является безвозмездным, в соответствии с чем, ни одна из Сторон не вправе требовать от другой Стороны материального вознаграждения.

6.2. Каждая из Сторон имеет право расторгнуть настоящий Договор, предупредив об этом другую Сторону заказным письмом с уведомлением о вручении за 15 рабочих дней до начала прохождения Обучающимся производственной практики.

6.3. Настоящий Договор вступает в силу с момента его заключения и действует до исполнения Сторонами своих обязательств;

6.4. Условия настоящего Договора могут быть изменены и дополнены по взаимному письменному соглашению Сторон.

6.5. Договор составлен в 3 (трех) экземплярах по одному экземпляру для каждой Стороны на русском языке имеющих одинаковую юридическую силу.

7. РЕКВИЗИТЫ СТОРОН

«ОРГАНИЗАЦИЯ ОБРАЗОВАНИЯ»

«УЧРЕЖДЕНИЕ»

**АО «Университет КАЗГЮУ имени
М.С. Нарикбаева»**

010000 г. Астана, район «Нура»,

шоссе Қорғалжын, 8

БИН 020140001689

ИИК: KZ566018821000657861

в АО «Народный Банк Казахстан»

БИК: HSBKKZKX

КБЕ: 17

КНП 861

Директор ВШ

Кемельбаева С.С.

МП

МП

«Обучающийся»

ИИН: _____

г. _____, район _____

ул. _____, кв. ____

тел. _____

e-mail: _____

_____ / _____

Annex 2 – CV form

First Name Last Name

name.surname@gmail.com | +7 (777) 777 77 77 | linkedin.com/in/name.surname

SUMMARY:

Finance undergraduate with experience in financial modeling, budgeting, and market analysis. Skilled at translating complex data into actionable insights and supporting strategic decision-making in fast-paced, team-based environments.

EDUCATION

Maqsut Narikbayev Narikbayev, ISE

202X-202X

Bachelor of Business Administration in Finance

Astana

- Cumulative GPA: xx/4.0;
- Recognized for academic excellence: Dean's List (202X); Provost's List (202X);
- Relevant coursework: Statistics, Macroeconomics, Microeconomics, Finance, Investment Management, Valuation, Financial Management, Securities and Derivatives, Strategic Management.

EXPERIENCE

KPMG, Deal Advisory

202X-202X

Intern

Astana

- Developed financial models and valuation analyses for mid-market M&A projects totaling \$12M+, improving decision-making accuracy for senior leadership.
- Evaluated financial statements, cash flows, and key ratios, identifying potential cost reductions of 8–10% and efficiency improvements.
- Prepared detailed investment memos and pitch decks presented to a senior team of 5+ analysts and managers, influencing project approvals.

CASE COMPETITIONS & PROJECTS

National Finance & Strategy Case Challenge

202X-202X

Team Finalist

Almaty

- Analyzed a simulated company with \$30M annual revenue, developing a 3-year financial forecast and valuation model;
- Evaluated strategic options and capital allocation scenarios, improving projected EBITDA margin by 5 pp;
- Delivered a 15-minute presentation with data-backed recommendations to a jury of finance professionals.

ADDITIONAL INFORMATION

Languages: Russian (Native), Kazakh (Native), English (Upper-Intermediate).

Achievements: Google Agile PM certificate, Google Data Analytics program certificate, Power BI advanced level certificate, Product Analytics certificate.

Hard skills: SQL, Power BI, MS Office, Tableau, Agile framework, Jira, C++, Amplitude, Power Automate, and Google Analytics.

Soft skills: Empathetic, communicative, data-driven, result-oriented, critical thinker, team player.

Annex 3 – Internship report template

Internship Report

1. Internship Details:

Student Full Name:

Name of University:

Maqsut Narikbayev University

Educational Program:

Minor/Concentration (if none, please indicate with a dash):

Internship period:

from «__» _____ 202__ to «__» _____ 202__

Internship Duration (number of weeks):

Name of Organization (Internship Host Organizations):

Name of Structural Unit (Department/Division):

Brief Description of the Student Intern's Job Duties (Core Functions):

1. _____
2. _____
3. _____
4. _____
5. _____

Internship Supervisor from the Organization (Full Name, Position, Contact Details):

1. Full Name: _____

2. Position: _____

3. Contact Details (corporate email/phone number):

2. Individual Student Work Plan for the Internship Period (Weekly):

Week	Description of Assigned Task (Project/Assignment)	Progress Update (Actions Taken)	Achieved Result
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			

Internship Supervisor from the Organization:

(Full Name)

(Signature)

L.S. (Place for Stamp)

« ___ » _____ 202__