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"Approved"

By order of the Chairman
Management Boards

No. 428-N of 24.08.2020

Reissued

By order of the Chairman of
the Management Board-

Rector

No. 342-N of 21.09.2023

INTERNAL REGULATORY DOCUMENTS

Position

ABOUT THE ORGANIZATION OF SCIENTIFIC INTERNSHIPS FOR UNDERGRADUATES


PONSM IRD 02.2033-2020

Ext. _____

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Introduction

1 DEVELOPED by the Department of Science in cooperation with the Quality Service

name of the structural division that developed the PONSM

2 RE-ISSUED by the Quality Committee in accordance with the Order of the Chairman of the Management Board-Rector No. 342-N dated 21.09.2023.

(name, date and number of the approving organizational and administrative document)

3 APPROVED AND PUT INTO EFFECT BY the Chairman of the Management Board OrderNo. 428-N of 24.08.2020 (official approving the document)

(name, date and number of the approving organizational and administrative document)

4 DEVELOPERS:

-Director of the Department of Science-
S. A. Nukusheva

Full name

- Head of the Quality Service-
S. S. Aldabergenova

Full name

- Specialist of the Quality Service-
M. T. Zhagalbayeva .


Full name

5 FIRST REVIEW PERIOD
VERIFICATION PERIODICITY

2025


IS 5 years

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1 Scope of application

This Regulation on the organization of scientific internships for undergraduates has been developed in accordance with the requirements of legislative acts of the Republic of Kazakhstan in the field of educational activities and defines the procedure for undergraduates to complete scientific internships in domestic and foreign organizations.

The regulation is included in the documentation package of internal regulatory documents of the S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as S. Seifullin KATRU).

2 Normative references

This Regulation uses references to the following regulatory legal documents:

Law of the Republic of Kazakhstan dated February 18, 2011 No. 407-IV "On Science"

Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 No.319-III

Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 " On approval of State mandatory education Standards for all levels of education "(as amended on 05.05.2020)

Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for organizing the educational process on credit technology of training" (with amendments and additions as of 12.10.2018)

Order of the Acting Minister of Education and Science of the Republic of Kazakhstan No. 374 dated August 7, 2009 "On approval of financial standards for higher and postgraduate education"

MS ISO 9000: 2005 Internal regulatory documents. Basic provisions and dictionary.

MS ISO 9001: 2015 Internal regulatory documents. Requirements.


SO IRD 01.1011-2020 Internal regulatory documents. The organization's standard. Rules for creating, presenting, and executing documentation for a quality management system.

SO IRD 01.1014-2017 Internal regulatory documents. The organization's standard. Rules for developing, approving, and approving the division's regulations.

DP IRD 01.1006-2020 Internal regulatory documents. Documented procedure. Document management.

DP IRD 01.1007-2020 Internal regulatory documents. Documented procedure. Manage records by quality.

3 Definitions

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3.1 These Rules apply terms and definitions in accordance with MS ISO 9000: 2015.

4 Designations and abbreviations

The following abbreviations are used in this Regulation:

- PONSM-regulations on the organization of a scientific internship for a master's student;
- QC – Quality Committee;
- TSRMSIP-Center for International Cooperation and Multilingual Education Development;
- AD –administrative department;
- DAV - Department of Academic Affairs;
- DS – Department of Science;
- IRD – Internal regulatory documents;
- IS-legal service;
- DP – documented procedure;
- SO-standard of the organization.


5 Responsibilities and powers

5.1 Responsibility and authority for the development of Regulations on the organization of scientific internships for undergraduates, its approval, approval, registration, and entry into force are distributed as follows:

- the Director of the Department of Science (hereinafter referred to as the DN) is responsible for the development of the draft Regulation and its content and structure;
- the draft Regulation must be approved by the representative of the Quality Management Board (hereinafter referred to as the QA), the Deputy Chairman of the Management Board for Science, Innovation and International Relations, the Deputy Chairman of the Management Board for Financial Affairs and Infrastructure Development, the Director of the Academic Affairs Department (hereinafter referred to as the DA), the Director of the NAM, the Director of the HR and Document Management Department (hereinafter referred to as the DMPA) Director of the Center for the Development of International Cooperation and Multilingual Education (hereinafter referred to as the CRMSIP), head of the legal Department, Head of the Quality Service (hereinafter referred to as the SC), who are noted in the " Approval List " (Appendix A);
- The IC draws up the original, collects approving signatures;
- The IC issues an order to put it into effect, approved by the Chairman of the Board of S. Seifullin KATRU.

Distribution of the approved Regulations is carried out by the SC for internal electronic document management of the university, and the head of the relevant department is responsible for bringing them to the attention of interested employees.

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An entry about familiarization should be made in the " Familiarization Sheet " of the division (Appendix B).

6 General provisions

6.1 As part of the research (experimental research) work of a master's student (hereinafter referred to as R & D (EIRM)), it is mandatory to complete a scientific internship in scientific, educational organizations and (or) organizations of relevant industries or fields of activity. Scientific internships are held by undergraduates, both in the scientific-pedagogical and specialized areas of study.

6.2 The scientific internship is conducted in order to get acquainted with innovative technologies, new types of production, modern research methods in order to collect theoretical and practical materials for the dissertation / project, acquire practical skills, competencies and professional experience in the specialty being trained.

7 Procedure and terms of scientific internship

7.1 Internships are held in domestic and foreign universities/organizations once for the entire period of study, lasting no more than 10 working days, without taking into account travel time.

7.2 Undergraduates can be sent for longer periods of time at their own expense.

7.3 The place of scientific internship should correspond to the profile direction of personnel training, the topic of the master's thesis / project and be determined by the graduating department.

7.4 For the scientific internship, the department forms groups of at least 5 students. An exception can be made by undergraduates who are sent for an internship to perform specifically planned individual work on a dissertation / project.

7.5 Scientific internships in foreign scientific and educational organizations are carried out within the framework of Memoranda, Agreements, and Cooperation Agreements. Information on concluded memoranda, agreements, and cooperation agreements is provided to the NNRC.


7.6 To complete a scientific internship in domestic scientific organizations / organizations of relevant industries or fields of activity on a gratuitous/paid basis, an agreement is concluded between S. Seifullin KATRU and the host organization.

7.7 The internship period is planned according to the academic calendar during the Research and Development Program (EIRM). R & D (EIRM) is planned in parallel with other types of academic work or in a separate period.

It is not allowed to send undergraduates for a scientific internship during research and teaching practices, intermediate and final attestations.

Undergraduates of the scientific and pedagogical direction with a standard period of study of 2 years undergo a scientific internship in 3-4 semesters.

Undergraduates of the profile direction with a standard period of study of 1 year

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and 1.5 years pass a scientific internship in the 2nd semester.

7.8 During the internship period, each master's student develops a plan for passing a scientific internship of a master's student together with the head of the department/scientific supervisor, approved by the dean of the faculty. The research internship plan should be developed on the basis of the host organization's program, include a detailed description of the work performed during the internship and expected results.

7.9 The organization of scientific internships for undergraduates is provided by the NAM.

7.10 The main criteria for selection of undergraduates by departments for referral to a foreign internship are perfect knowledge of the English language and a high academic performance (GPA A; A-; B; B+; B-).

8 Organizational support of scientific internships and rules of registration of documents for scientific internships of undergraduates

8.1 Coordination of the internship organization at the department is carried out by the head of the department or an adviser together with the heads of undergraduates.

8.2 To complete a research internship in the NAM, the following documents must be submitted no later than three weeks before departure:

1) application of the master's student to the Chairman of the Board with visas of the scientific supervisor, head of the department, Dean of the faculty (Appendix D). The application specifies the internship period, including travel time.

2) The master's student's research internship plan, signed by the supervisor and head of the department, approved by the Dean of the faculty (Appendix D). Specify the actual internship period. Research internship plans are considered at a meeting of the department;

3) A service note addressed to the Chairman of the Management Board indicating the place, period of internship, list of undergraduates, and educational program. The internship period is indicated taking into account the travel time.


4) personal bank accounts of undergraduates for transferring travel funds.

Documents are submitted by the department in scanned form according to the internal electronic document management program, as well as in the original paper versions.

8.3 The NAM draws up an application for a business trip for undergraduates in accordance with the established amount of reimbursement for research internship expenses.

8.4 In order to issue an order for a scientific internship, the NAM sends a package of documents on the internal electronic document management program for approval to the Dean of the Faculty, Head of the Planning and Economic Department, Deputy Chairman of the Management Board for Financial Affairs and Infrastructure Development, Deputy Chairman of the Management Board for Science, Innovation and International Relations, and First Deputy Chairman of the Management Board for

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approval.

8.5 After approval, the documents are submitted to the DMPD for issuing an order.

8.6 No later than 7 days after the order is issued, the accounting Department of the University transfers funds in accordance with the application for a business trip to the personal accounts of undergraduates to cover the costs of completing a scientific internship.

8.7 After the order is issued, undergraduates must complete the following training sessions before leaving:

- on safety engineering at the Department of "Agricultural Machinery and Technology";

- on your stay in a foreign country in the CRMSIP NAO;

- on submitting an advance report to the university's accounting department.

8.8 If undergraduates complete a scientific internship in a domestic organization, the NAM organizes the conduct of official correspondence and the signing of an agreement with the host organization.

8.9 In case of passing a scientific internship in a foreign organization, the Central Research Institute of Nuclear Research, if necessary, conducts correspondence and enters into internship agreements, advises the master's student on consular and visa services, organizes testing for foreign language proficiency.

8.10 At the place of internship, a curator from among the teachers is assigned to the master's student to organize the internship for undergraduates of S. Seifullin KATRU.

8.11 Upon returning from the internship, the master's student must provide:

- a) to the department a report on the scientific internship in accordance with the approved Internship Plan of the master's student, which is heard and approved at the meeting of the department (Appendix E) and a certificate of passing the scientific internship.

- b) to the accounting and analysis department of the university within three days from the date of arrival, an advance report with supporting documents attached.

8.12 The Master's student is obliged to reimburse the costs associated with the internship, in case of non-completion of the scientific internship after the issuance of the order for the university.

9 Reimbursement of expenses of a master's student for a scientific internship

9.1 When sending a master's student for a scientific internship, the following expenses are reimbursed:


- 1) payment for the internship;

- 2) daily allowance for the entire internship period;

- 3) accommodation during the internship period;

- 4) transportation costs (payment for travel to the internship site and back by rail

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is not higher than a compartment car without paying for baggage, by air transport in agreement with the university management is not higher than economy class without paying for baggage);

5) expenses related to staying in a foreign country during a business trip (visa processing, payment of application forms, medical insurance against accidents and sudden illnesses).

Reimbursement of all listed expenses by the University is carried out in the amount not exceeding 100 thousand tenge. In case of exceeding the established amount of reimbursement for scientific internship expenses, the amount of excess is covered with the consent of the master's student at the expense of his own funds.

10 Procedure for making changes

10.1 Amendments to the Regulations are made only with the permission of a Member of the Management Board-the Vice-Rector for Operations, and must be documented with his (their) signature. The sheets removed from the amended version of the regulation are kept with a document on permission to make changes.

10.2 Amendments and approvals to the regulation are made in accordance with the requirements of DP IRD 01.1006.1006-2023 in clause 8.4.1 .


10.3 Changes to the regulation are made by the senior QC Manager with a mandatory mark in the "Change Registration List"

11 Xwounding and mailing

11.1 The head of the development department is responsible for transferring the approved regulation (original) for storage in the QC.

11.2.2 Ответственность за хранение и рассылку подразделениям The QC is responsible for storing and sending it to the PONSM units возлагается на QC

11.3 PSSMS are registered in electronic format in the electronic document management system "WORKSPACE" and distributed to all departments.

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Appendix D

Ф.11010.43-01

Application form

Chairman of the Management Board
Kazakh Agrotechnical University
named after S. Seifullin

master's student of the ____
course
educational programs

_____ " _____ "
code name

on a contractual basis/under a state
educational grant

Full name of the master's student

cell phone number

Statement

Please allow me to complete a research internship in _____


name of the internship location

during the period of _____ for the purpose of obtaining
advice and collecting materials for the implementation of a master's thesis / master's project
without paying travel expenses / with paying travel expenses (round-trip travel by rail, road,
or air _____, accommodation and daily allowance).

If the amount of expenses for the internship exceeds the established amount of
reimbursement of expenses in 100,000 tenge, I undertake to pay the amount of excess from
my own funds.

Date
Signature

Visas:
Dean of the Faculty
Head of the Department
Scientific supervisor

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Appendix D

Research Internship Plan Form

APPROVING IT

Dean of the Faculty _____

Kazakh Agrotechnical University
named after S. Seifullin

_____ Full name
" ____ " _____ 20__ city of

Research internship plan
master's degree program _____
Full name

Specialization: _____

Course: _____

Direction (scientific and pedagogical, specialized): _____

Dissertation topic: _____

Scientific Supervisor: _____

Place of scientific internship (organization, country, city): _____

Internship period _____

Work schedule

No. p / p	Name works*	Deadlines implementations	Expected results

Reviewed at the Department's meeting _____


protocol no. ____ from _____ 20 _ city of

When applying, you should pay special attention to the work planned during the internship and the expected results. Expected results should be clearly stated. The plan must be agreed with the host party.

Head of the Department _____ Full name
signature

Scientific Supervisor _____ Full name
signature

Master _____ 's degree student _____ Full name
signature

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Appendix E

Report form on the results of a Master's student's research internship

Report about the results of the research internship

Report content:

1. Brief information about the structure, activities, scientific research, ongoing work of the scientific / educational / industrial organization where the master's student completed a scientific internship.

2. List, characteristics, and content of works performed during the research internship:

- academic work: what courses were completed (specify the discipline, course name, number of credits, results);

- theoretical work: indicate the output data of sources, the degree of importance of their study for the dissertation;

- scientific work: research methods, main results of research work, generalization and evaluation of research results, comparison of the results obtained with the data of similar studies;

- participation in scientific seminars, conferences, publications;


- additional types of work.

3. Conclusions and suggestions.

Master's degree student _____ Last name And Full name
signature

Agreed:

Head of the research internship,
academic degree, academic title _____ Last name And Full name
signature

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Appendix G

Title page form Report on the results of a master's student's research internship

S. Seifullin Kazakh Agrotechnical University

APPROVING IT

Dean of the Faculty _____

Kazakh Agrotechnical University
named after S. Seifullin

_____ Last name And

Full name

" _____ " _____ 20__ city of

report
about the results of the research internship
during the period from " ____ " _____ 20__ po city " ____ "
_____ 20__ city of
in

(organization, country, city)

(Last name of the Acting Master's student)

Educational program _____
(code-name)

Discussed at the department meeting _____,
protocol from _____ 20__ city no. ____

Head of the Department _____ Full Name
(signature)

Astana – 20__