



Methodological instructions Procedure for organizing and conducting practical training for master's/doctoral students	Version 3
	2023
MI VND 02.2020-2022	Page1 — 46

"Approved"

By order of the Chairman
of the Board

No. 288-N dated May 19, 2022.

Reissued

By Order of the
Chairman of the Board-

Rector

No. 342-N dated September 21,
2023

INTERNAL REGULATORY DOCUMENTS

METHODICAL INSTRUCTIONS

PROCEDURE FOR ORGANIZING AND CONDUCTING PRACTICAL TRAINING FOR MASTER'S/DOCTORAL STUDENTS

MI VND 02.2020-2022

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Methodological instructions
Procedure for organizing and conducting practical training for
master's/doctoral students


MI VND 02.2020-2022

Version 3

2023

Page2 — 46

ASTANA 2023

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page3 — 46

Foreword

1 DEVELOPED AND SUBMITTED by the Academic Affairs Department in conjunction with the Quality Committee
 Name of the structural unit that developed the MI

2 REVISED by the Quality Committee in accordance with Order No. 342-N of the Chairman of the Board-Rector dated 21.09.2023
 (name, date, and number of the approving organizational and administrative document)

3 APPROVED AND ENFORCED by order of the Chairman of the Board No. 288-N dated May 19, 2022.
 (official approving the document)
 (name, date, and number of the approving organizational and administrative document)

3 DEVELOPERS:

- Director of the Academic Affairs Department – K.A. Sarbasova
 academic degree, academic title, full name
- Chief Manager of the Academic Affairs Department – B.T. Abenova
 academic degree, academic title, full name
- Director of the Corporate Development and Strategy Department – M.B. Zhumabekova
 Academic degree, academic title, full name
- Quality Assurance Manager – A.E. Qabilda
 Academic degree, academic title, full name


4 DATE OF FIRST INSPECTION
INSPECTION FREQUENCY

2027
 5 years

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NAO "Kazakh Agricultural Technical Research University
 named after S. Seifullin

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	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page4 — 46

Contents

1 Scope	4
2 Normative references	4
3 Symbols and abbreviations	4
4 Responsibilities and authorities	4
5 Provisions of the methodological instructions	6
6 Requirements for the organization and conduct of practical training	7
7 Procedure for making changes	8
8 Storage and distribution	9
Appendix A Work program form	10
Appendix B Form of contract for professional (all types) internship	13
Appendix B Form of the of pedagogical/research practical training	24
Appendix D Chart of the process of organizing practice	35
Appendix D Approval Sheet	37
Appendix E Acknowledgement Sheet	38
Appendix G Change Log Sheet	39

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page5 — 46

1 Scope

These methodological guidelines have been developed to manage the process of organizing and conducting practical training for master's/doctoral students.

2 Normative references

In this methodological instructions uses references to the following regulatory documents:

The Constitution of the Republic of Kazakhstan. The Constitution was adopted by a republican referendum on August 30, 1995.

Law of the Republic of Kazakhstan on Education No. 319-III of July 27, 2007. Law of the Republic of Kazakhstan on Science No. 407-IV of February 18, 2011.

Charter of the NAO "Kazakh Agrotechnical Research University named after S. Seifullin".

S. Seifullin"

SO VND 1.1.01-2015 Internal regulatory documents. Organizational standard. General requirements for the structure, presentation, and formatting of internal regulatory documents.

DP VND 01.1006-2023 Internal regulatory documents . Documented procedure. Document management.

DP VND 01.1007-2023 Internal regulatory documents . Documented procedure. Quality records management.

3 Designations and abbreviations

The following abbreviations are used in these Regulations:

- KATIA named S. Seifullin - Kazakh Agricultural Research University named after S. Seifullin;

- MI – methodological instruction;

- LS – Legal Service;

- ID – Internal regulatory documents;

- DAA – Department of Academic Affairs;

- DP – documented procedure;

- CD – Corporate Development and Strategy Department;


- AD – Administrative Department.

- P&E – Practical Training and Employment.


4 Responsibilities and powers

4.1 Responsibility for the development of the methodological instructions (hereinafter referred to as MI), namely for their content and structure, lies with the

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	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page6 — 46

Director of the Academic Affairs Department (hereinafter referred to as DAA), the Chief Manager of the DAA (Practical

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page 7 — 46

Training and Employment), and the Quality Committee (hereinafter referred to as QC) is responsible for its formalization, approval, and implementation.

4.2 The MI must be agreed upon with the Member of the Board, Vice-Rector for Operational Activities, Director of the Academic Affairs Department (hereinafter referred to as the AAD), Chief Manager of the AAD, Director of the Administrative Department (hereinafter referred to as the AD), Director of the Legal Service (hereinafter referred to as the LS), and the Chief Manager of the QC, who shall note this in the "Approval Sheet" (Appendix G).

4.3 The CC prepares an order to put this provision into effect, which is approved by the Chair of the Board of Directors-Rector.

4.4 The head of the department is responsible for bringing the provision to the attention of the employees of the relevant departments. A record of familiarization must be made in the "Familiarization Sheet" (Appendix E).

4.5 The department is responsible for the following aspects of the internship:


- developing and approving work programs for each level of specialist training;
- selection of internship bases and conclusion of agreements with them;
- distributing students to internship locations;
- informing students about the dates of the internship and the defense of reports;
- conducting briefings;
- issuing internship diaries;
- monitoring the progress of the internship;
- providing educational and methodological guidance for the internship in terms of plans, methodological guidelines, etc.;
- creating a commission for the defense of internship reports;
- submission reports on results of the with suggestions for improving its organization.

4.6 The dean of the faculty is responsible for:

- drawing up an order on the completion of the internship, confirming the places of internship and supervisors from the department (enterprise);
- exercising monitoring the the organization and conduct internships, compliance with their terms and content;
- provision a summary report on the practice in DAV (practical training and employment).

4.7 Functions of the DAV (Practical Training and Employment):

- collects applications from economic entities for practical training;
- creates the necessary database of organizations acting as internship bases;
- maintains a register of internship agreements;
- participates in the work of the commission for the defense of practical training reports;
- analyzes the results of internships;
- compiles a summary report on the results of the with

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page8 — 46

suggestions for improving its organization.

4.8 Functions of the student (intern):

- submits an application for an internship to the DAV (Practical Training and Employment) 6 months before the start of the academic year in which the internship is planned;

- receives from the relevant department: an internship program, an intern's diary, and an internship referral;

- completes the internship program;

- keeps an internship diary in the form established by the university;

- collects factual material about the professional activities of the organization acting as the internship base and uses it when writing the report;

- complies with the internal rules and regulations at the internship site;

- studies (depending on the specialty): the specifics of the enterprise's work, its economics, organization and management, the system of standardization and quality control of products (services) and other aspects of activity in accordance with the requirements of the internship program, as well as the best practices of specialists, methods, techniques and technologies of their work; the results of scientific and other research in accordance with the specifics of the specialty being mastered; the organization of research, financial, design, and other work;

- studies and strictly complies with the rules of labor protection, safety, and industrial hygiene;

- submits a written report, an intern's diary, and a character reference from the internship site to the internship supervisor from the department in the established form;

- defends the internship report before the commission;

- participates in the creation of a database of internship sites and searches for an internship site.

5 Provisions of the methodological instruction


5.1 The master's/doctoral educational program in the scientific and pedagogical field of study includes two types of internships:

- pedagogical - in the organization of education;

- research - at the place of dissertation completion.

5.2 Pedagogical practice is conducted with the aim of developing practical skills and teaching methods. Pedagogical practice can be conducted during the theoretical training period without interruption from the educational process.

5.3 Research practice for master's/doctoral students is conducted with the aim of familiarizing them with the latest theoretical, methodological, and technological achievements in domestic and foreign science, as well as with modern methods of scientific research, processing, and interpretation of experimental data.

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page9 — 46

5.4 All types of practice are carried out in accordance with an individual plan within the time frame specified in the curriculum.

5.5 In the master's degree program in science and education, at least 6 credits are allocated to practical training (pedagogical, research). At least 3 credits are allocated to practical training in the educational program of the pedagogical profile cycle for persons who have completed a specialized master's degree. The number of credits allocated for practical training is not included in the total workload.

Doctoral students in the scientific and pedagogical field of study are allocated 2 credits for research practice; if necessary, the university may increase the number of credits allocated for practical training.

5.6 Work programs for practical training are developed by faculty members who supervise the training in accordance with the curriculum and are discussed at faculty meetings.

5.7 Practical training work programs must contain the following elements:

- title page;
- goals and objectives of the internship;
- content of the internship;
- issues related to student reporting on the internship.

Internship work programs shall be prepared in accordance with Appendix A.

5.8 After the program has been approved at a department meeting, the author makes the necessary changes and submits it for review. The review may be either internal or external. The reviewer may be a teacher from the graduating department or an employee of a related department who is a specialist in the field.


5.9 Work programs for all types of internships developed by faculty departments (including programs developed by a department for itself or for another faculty department) are approved by the faculty's methodological council.

6 Requirements for the organization and conduct of practical training

6.1 DAV (Practical Training and Employment) determines organizations and enterprises as practice bases in accordance with the academic calendar, agrees with them on programs and schedules for practical training.

6.2 Agreements are concluded with the enterprises and organizations selected as training bases before the start of the training. The form and content of the agreement for all types of training are drawn up in accordance with Appendix B. The agreements are signed by the Deputy Chairman of the Board for Academic Affairs - the Rector.

6.3 Responsibility for organizing and conducting the internship lies with the management of NAO "KATIU named after S. Seifullin" and the internship base in accordance with

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page10 — 46

the terms of the concluded agreement.

6.3.1 According to the academic schedule, 15 days before the start of the internship, an order is issued appointing internship supervisors. Professors, associate professors, and experienced lecturers who are well versed in the specifics of the profession and the activities of the internship bases are appointed as internship supervisors.

6.3.2 Before starting their internship, master's/doctoral students undergo training in occupational health and safety.

6.3.3 Master's/doctoral students sent to research/teaching internships are given a diary. The diary form is presented in Appendix B.

6.3.4 After completing the internship according to the internship schedule, the student must defend their internship report. A commission for the defense of internship reports is created at the department, and then a protocol on the review of internship reports is drawn up at a meeting of the commission.

6.3.5 Practical training reports are stored for 5 years, after which they are discarded.

To organize professional internships abroad, within the framework of cooperation agreements with international organizations:

- it is necessary to familiarize yourself with the conditions of foreign partners for organizing internships (departments together with the Department of International Relations);

- after foreign partners have selected candidates from among full-time university students, it is necessary to analyze their study plans and academic schedules in order to clarify the planned internships according to the educational programs and determine the format of training (DAV, deans, and department heads);

- if the international internship coincides with the academic process, it is necessary to draw up an individual training schedule for students to study subjects in a distance learning format and determine the form of final assessment (deans and department heads);


The responsibility for creating a draft order for international internships for students lies with the department heads.

6.3.6 Upon completion of all types of internships, a grade is assigned in the Platonus AIS according to the scoring criteria.

7 Changes

7.1 Changes to the methodological instructions may only be made with the permission of the Member of the Board of Directors-Vice-Rector for Operational Activities and must be documented with his (their) signature.

7.2 Amendments and approvals to the methodological instructions are made in accordance with the requirements of DP VND 01.1006-2023 in clause 8.4.1

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page11 — 46

Changes to methodological instructions are made by the senior manager CC with a mandatory note in the "Change Registration Sheet" (Appendix E).

8 Storage and distribution

8.1 The head of the developing department is responsible for transferring the approved methodological instructions (original) to the CC for storage.

8.2 The CC is responsible for storing and distributing the MI to the departments. The head of the department is responsible for bringing the approved MI to the attention of the department's employees. A record of familiarization must be made in the "Familiarization Sheet" (Appendix E).

8.3 Organizational standards are registered in electronic format in the electronic document management system and distributed to all departments of the S. Seifullin KATIU.



Appendix A

Work program form

APPROVED

Dean

(date, month, year)

WORK PROGRAM

Professional Practice

(research/teaching)

for the specialty _____

(code, name of specialty)

Faculty _____


(name)

Course _____, trimester ____

Duration _____ weeks

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	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page13 — 46

(Continued from Annex A)

WORK PROGRAM
Professional practice
(research/teaching)
for the specialty _____
(code, name of specialty)

1 CONSIDERED AT THE MEETING OF THE DEPARTMENT

(name of department) _____

Minutes No. _____ dated _____

Head of Department _____

(academic degree, academic title, full name)

(signature) _____

2 APPROVED BY THE EDUCATIONAL AND METHODOLOGICAL COUNCIL

(faculty abbreviation) _____


Minutes No. _____ of _____

Chair of the Educational and Methodological Council _____

(academic degree, academic title, full name)

(signature) _____

3 DEVELOPERS:

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Pages 12–39

(Continued in Appendix A)

Last page of the Work Program

(Full names of authors)

Submitted for typesetting

Signed for printing _____

Format

_____ Order No. _____

Volume _____ academic edition pages

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Publisher Kazakh Agricultural University named after S. Seifullin,
 _____ year 010011, Nur-Sultan, 62 a Zhenis Ave., tel. 393917



Methodological instructions Procedure for organizing and conducting practical training for master's/doctoral students MI VND 02.2020-2022	Version 3
	2023
Page13 — 46	

Appendix B

Form of agreement for professional (all types) internship (Individual)

Practical training program	Agreement on professional practice
<p>_____Kelasy _____ 20 _ zhylygy " _ " _____</p> <p>From now on, the "bilim beru uyimy" will be called "Saken Seifullin Kazakh Agrotechnical University" commercial joint-stock company, based on the decision of the Board of Directors – Rector A. Abdyrov Based on Order No. 306-N dated May 8, 2021, on the basis of _____</p> <p>_____</p> <p>(requirements for the documents) Based on the decision, _____</p> <p>_____</p> <p>(name, surname, and title of the head or other authorized representative)</p> <p>From now on, it shall be called "kasiporyn (uyim)" _____</p> <p>_____</p> <p>(name of the organization)</p> <p>From the second part, from now on, "bilim alushlar" _____ is _____ (the name of the educational institution) _____</p> <p>_____</p> <p>_____</p> <p>_____third _____ from _____ the Republic of Kazakhstan the following conditions shall apply to the use of the territory: the following conditions must be met:</p> <p style="text-align: center;">1. Meaning of the agreement</p> <p>1. Education _____ beru system _____ 20 _____ years _____ tusken _____ (mamandyqtyngkodzhanateauy) _____ (education program)</p> <p>The education program provides education to students in accordance with the education program.</p> <p>2. The training program provides students with the necessary practical skills based on the training program's curriculum. 20 years _____.</p> <p style="text-align: center;">2. The rights and obligations of the parties</p> <p>3. Education system:</p> <p>1) Osym Kelisim-Shartaka, the essence of the educational system, the structure of the educational system and the educational institution's internal regulations, the educational institution's educational activities are subject to the educational activities of the educational institution It is necessary to fulfill the requirements of the law and the regulations of the educational institution.</p>	<p>City _____ 20 _____</p> <p>Non-profit joint-stock company "Saken Seifullin Kazakh Agrotechnical University", hereinafter referred to as the "educational organization", represented by the Deputy Chairman of the Board for Academic Affairs - Rector Abdyrov A., acting on the basis of order No. 306-N dated June 8, 2021 _____, and _____</p> <p>_____</p> <p>(name of the enterprise, institution, organization, etc.), hereinafter referred to as the "enterprise (organization)", in _____ represented by _____</p> <p>_____</p> <p>(surname, first name, patronymic (if any) and position of the head of the legal entity or other authorized person) acting on the basis of _____</p> <p>_____</p> <p>_____</p> <p>(details of the _____ documents) with the other party, and _____ citizens _____</p> <p>_____</p> <p>_____</p> <p>hereinafter referred to as "students," on the third side, in accordance with the current legislation of the Republic of Kazakhstan, have entered into this agreement as follows:</p> <p style="text-align: center;">1. Subject matter of the agreement</p> <p>1. The educational institution provides training to students who enrolled in 2020 under the educational program _____ program _____ (name _____ educational _____ program) in the specialty (qualification) _____ (code and name of specialty)</p> <p>2. The enterprise (organization) provides students with a professional practice base in accordance with the profile of the educational program for the period from _____ . _____year.</p> <p style="text-align: center;">2. Rights and obligations of the educational organization</p> <p>3. The educational organization has the right to:</p> <p>1) _____ require the student to conscientiously and properly fulfill the obligations of this Agreement, the Charter of the educational organization, internal regulations, and acts of the educational organization regulating its activities.</p>



2) To provide students with practical training in accordance with the educational program



to receive information about the performance of duties in accordance with the contract;
3) to demand that the parties fulfill their obligations under the Agreement in a timely and proper manner;
4) To exercise other rights provided for in the Constitution of the Republic of Kazakhstan.

4. The educational institution shall have the following obligations:

- 1) _____ the number of _____ students (based on the number of places available)

The number of students enrolled in the program _____ (practical

training) practical training for the purpose of obtaining a certificate;

- 2) familiarizing students with the requirements and responsibilities specified in the agreement;
3) preparing and agreeing with the employer on the program of practical training and the schedule for practical training;
4) inform the employer (organization) about the number of students who will be completing their professional practice two weeks before the start of the professional practice; the program of professional practice, the schedule of professional practice;
5) To prepare students for practical work, the department's professors and teachers provide practical training;
6) to ensure that the work of the department's staff is consistent with the requirements of the educational program and the internal regulations of the university;
7) organizing and monitoring the implementation of the training program in accordance with the training plan and the practical experience of the trainees;
8) providing practical assistance to teachers in organizing and conducting practical training;
9) providing information to students about the educational achievements of the enterprise;
10) participate in the training of students who are undergoing practical training, if they have the necessary qualifications;
11) in cases where the educational institution has been closed or the educational process has been suspended, (organization) to provide information and take measures to ensure the transfer of information to other educational institutions.

3. Duties and rights of the organization (institution)

5. Responsibilities of the organization:

- 1) to participate in the development of a program for teaching practical skills in line with new technologies and changes in the production process;
2) developing the content of vocational training and diploma courses in accordance with the requirements of the labor market;
3) participating in the certification of students' knowledge;
4) to request information about the current status of students'

- 2) receive comprehensive information from the enterprise on the progress of providing services to ensure that students have a professional practice base in accordance with the profile of the educational program;
3) require the parties to fulfill their obligations under the Agreement in a timely and high-quality manner

provided for in the Agreement;

- 4) have other rights provided for by the legislation of the Republic of Kazakhstan.

4. The educational institution undertakes to:

- 1) send _____ to the enterprise _____ students _____ in the specialty _____

_____ (code and name of specialty) form of training _____ for completing (type of internship) internship in accordance with the academic schedule;

- 2) familiarize students with their duties and responsibilities specified in this Agreement;
3) develop and agree with the enterprise (organization) on a professional internship program and schedules for completing the professional internship;
4) two weeks before the start of the professional practice, submit the program and schedules for the professional practice to the enterprise (organization) for approval, indicating the number of students;
5) appoint, by order of the head of the internship, a member of the teaching staff of the department corresponding to the profile of the students' training;
6) ensure that students comply with labor discipline and internal rules that are mandatory for employees of the enterprise;
7) organize and conduct periodic monitoring of students' professional practice in accordance with the educational program and the academic schedule;
8) provide methodological assistance to enterprise employees in organizing and conducting professional practice;
9) if necessary, provide the enterprise with information about the academic achievements of students;
10) participate in the investigation of accidents if they occurred with the participation of students during the internship;
11) in the event of the liquidation of the educational organization or the termination of educational activities, notify the enterprise (organization) and take measures to transfer students to another educational organization to continue their education.

3. Rights and obligations of the enterprise (organization)

5. The enterprise (organization) has the right to:

- 1) participate in the development of an educational program for professional practice in accordance with new technologies and _____ conditions of the production process;



education;



5) to demand that students receive high-quality education in accordance with the requirements of the labor market.

6. The following requirements apply to the organization itself:

1) to provide students with a safe working environment (in accordance with safety regulations and technical standards) to teach students to work safely and correctly in difficult situations;

2) considering the suitability of candidates for positions that are vacant at the time of application;

3) providing training opportunities for employees to gain practical experience in accordance with the requirements of the training program;

4) accepting students for practical training in accordance with the requirements of this agreement;

5) not to allow students to participate in activities that are not included in the practice program and that are not related to their studies;

6) in departments (departments, workshops, laboratories, etc.) to ensure that students are not allowed to participate in activities that are not related to their studies;

7) the internal rules of the educational institution and the internal rules of the profession, to comply with the requirements of the curriculum and practical training programs; providing information on the physical and psychological conditions of students;

8) to fully implement the program of practical training for students and to provide the necessary conditions for its implementation, offices, laboratories, libraries, archives, technical and other equipment, in order to implement the program of practical training of students, create the necessary conditions in the workplace;

9) To assess the effectiveness of professional practice and evaluate the results of professional practice.

10) Decree No. QRD SM-76 of the Minister of Health of the Republic of Kazakhstan dated March 5, 2021 "Sanitary and epidemiological requirements for educational institutions requirements for educational institutions" Sanitary regulations "Restrictions on the use of educational institutions, including quarantine measures imposed sanitary and epidemiological requirements" 10-tarauy's requirements. Registered with the Ministry of Justice of the Republic of Kazakhstan on March 6, 2021, No. 23890.

7. The trainer shall provide the following information:

1) 10 days of practical training at the beginning of the course, with a detailed program and schedule of practical training, which can be found at , , , and .

2) propose topics for coursework and dissertations in accordance with the needs of the enterprise;

3) participate in the final assessment of students;

4) request information about the current academic performance of students;

5) require the educational institution to provide high-quality training to students in accordance with the employer's expectations.

6. The enterprise (organization) undertakes to:

1) provide students with safe working conditions (including mandatory safety and occupational health training) and, where necessary, train students in safe working practices;

2) consider the candidate for employment in accordance with the specialty obtained, if there is a suitable vacancy;

3) provide the educational institution with workplaces for the student's professional practice in accordance with the training schedule;

4) accept students for professional practice in the relevant specialties in accordance with the terms of this agreement;

5) not to allow the use of students in positions not provided for in the internship program and not related to the student's specialty;

6) ensure the provision of qualified specialists to supervise the student's professional practice in the divisions (departments, workshops, laboratories) of the enterprise (organization);

7) report to the educational institution all cases of violation by the student of labor discipline and internal rules of the enterprise, failure to meet the requirements of the industrial training or professional practice program, as well as cases of physical and mental health problems;

8) create the necessary conditions for students to complete the professional practice program in the workplace, providing access to laboratories, classrooms, workshops, libraries, drawings, technical and other documentation necessary for the successful completion of the professional practice program and the performance of individual tasks;

9) upon completion of professional practice, issue a performance review of the student and assign a grade for the quality of professional practice;

10) comply with the requirements of Chapter 10 "Sanitary and epidemiological requirements for educational institutions during the period of restrictive measures, including quarantine" of the Sanitary Rules "Sanitary and epidemiological requirements for educational institutions" Order of the Minister of Health of the Republic of Kazakhstan dated August 5, 2021 No. KP ДСМ-76. Registered with the Ministry of Justice of the Republic of Kazakhstan on August 6, 2021, No. 23890.

7. The student is obliged to:

1) at least 10 days before the start of the internship, agree with the head of the internship from organization education



nətiželeri turaly ese formasy men ornı turaly kelisu onıñ ötuı;

- 2) to arrive at the place of work at the appointed time, to be punctual and to perform the duties assigned to them;
- 3) to provide practical training for employees in the workplace, the rules of internal discipline, safety techniques, and the maintenance of order;
- 4) compliance with the requirements, standards, and other regulations of the industry;
- 5) ensuring compliance with and implementation of the practice program requirements;
- 6) ensuring compliance with safety, environmental protection, and industrial hygiene requirements;
- 7) providing timely and accurate information on the progress of work and the results achieved;
- 8) informing the supervisor about objective circumstances that may prevent the timely completion of tasks and the resolution of problems;
- 9) to review the results of the work performed on a daily basis;
- 10) After the practice, submit a report on the results of the practice, signed by the director of the practice and the director of the department; to submit a written report (response) to the director of the department;
- 11) during the internship/practical training, in the department (chair) prepare a thesis topic based on the scientific problems identified in the thesis. To assess the relevance of the topic and its scientific significance;
- 12) to publish information about the practice and the results achieved;

8. Students are required to complete the following tasks:

- 1) For employees, the following rules apply in the workplace: the principles of internal order, the principles of safety techniques, and the principles of maintaining order;
- 2) to comply with the requirements, standards, and other provisions of the practice;
- 3) maintaining and implementing the requirements of the practice program;
- 4) from practice ; the in accordance with the requirements of the practice program;
- 5) during the practice and after its completion, provide written feedback on the practice;
- 6) to comply with the sanitary and epidemiological requirements applicable to the workplace (facility).

9. Rights of students:

- 1) to use the necessary tools, materials, equipment, and other educational materials provided by the institution in accordance with the curriculum; to study in the library and study rooms, free access to educational literature, reference materials, computers, and other equipment, and the right to use them;

an individual program and assignment for the internship, a schedule for completing assignments, and a form for reporting on the results of the internship and its location;

- 2) arrive at the place of practice at the appointed time and make a corresponding note in the diary and referral;
- 3) comply with labor discipline, internal labor regulations, safety rules, and production regulations at the place of professional practice, which are mandatory for employees of the enterprise;
- 4) treat equipment, instruments, documentation, and other property of the enterprise with care;
- 5) strictly observe and comply with the requirements of the internship program;
- 6) strictly observe the rules of labor protection, safety, and industrial hygiene;
- 7) report periodically to the research supervisor on the work done and present the results obtained;
- 8) inform the supervisor in a timely manner about any problems and objective situations that may lead to a disruption of the previously agreed deadlines for the completion of work;
- 9) keep a diary in which daily records of the work performed are entered;
- 10) at the end of the internship, submit to the supervisor a written report on the internship, a completed internship diary, and a character reference (review) signed by the supervisor from the company and certified with a seal;
- 11) for time the professional/research formulate the final topic of the thesis in the field of their training from among the current scientific problems being developed in the department. Justify the feasibility of its development and agree on it with the scientific supervisor;
- 12) not disclose confidential information about the enterprise during the internship and after its completion.

8. Students are required to:

- 1) comply with labor discipline, internal labor regulations, safety rules, and production regulations at the place of professional practice, which are mandatory for employees of the enterprise;
- 2) treat equipment, instruments, documentation, and other property of the enterprise with care;
- 3) strictly observe and comply with the requirements of the internship program;
- 4) arrive at the company by the set date for the internship;
- 5) not disclose confidential information about the enterprise during the internship and after its completion;
- 6) comply with the sanitary and epidemiological rules in force on the premises of the enterprise (organisation).

9. Students have the right to:

- 1) use the necessary tools, equipment, instruments, and other production materials, in agreement with the mentor appointed by the enterprise, have free access to and use of



Methodological instructions
Procedure for organizing and conducting practical training for
master's/doctoral students

Version 3

2023

MI VND 02.2020-2022

Page 20 — 46

Education Institution/Educational Organization	Student	Company/ Käsiporyn
<p>NAO "Saken Seifullin Kazakh Agrotechnical University" Nur-Sultan, 62 Zhenis St. BIN: 070740004377 tel: 8 (717) 238-88-28</p> <p>Deputy Chairman of the Board for Academic Affairs - Rector Abdyrov A</p> <p>_____MP</p>	<p>_____ <i>(Tags, you, әкесіңізаты (bar bolған жағдайда))</i> / <i>(Last name, first name, middle name</i> <i>(if available) full</i> <i>name)</i></p> <p>_____ <i>(Tugankuni, ZSN, zhekequaliqin №,</i> <i>Kashanzhanekimberdi / (date of birth, IIN, personal ID</i> <i>number, when and by whom issued)</i></p> <p>_____ <i>(signature)</i></p>	<p>_____</p>



Appendix B-1

Form of contract for professional (all types) internship (collective)

Кәсіптік практиканы өткізуге арналған Kelisim-sart	Agreement on professional practice
_____ қаласы 20__ year _____"	city _____ "____" 20__
From now on, the "education system" will be called "Saken Seifullin Kazakh Agricultural Technical University" commercial joint-stock company, based on the decision of the Board of Directors – Rector A. Abdyrov Based on Order No. 306-N dated May 8, 2021, on the basis of	Non-profit joint-stock company "Saken Seifullin Kazakh Agrotechnical University," hereinafter referred to as the "educational organization," represented by the Deputy Chairman of the Board for Academic Affairs, Rector Abdyrov A., acting on the basis of Order No. 306-N dated June 8, 2021
_____ _____ (requirements for academic staff) Based on the decision,	_____ _____ year and
_____ (name, surname, date of birth)	(name of the enterprise, institution, organization, etc.), hereinafter referred to as the "enterprise (organization)", in represented by
This is called "kәsiporyn (uym)"	_____
_____ (kasiporynnyatawy)	(surname, first name, patronymic (if any) and position of the head of the legal entity or other authorized person) acting on the basis of
Deputy Speaker, _____ and then the citizens referred to as "educators"	_____
1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____	_____, (details of the documents) with the other party, and citizens 1 _____ 2 _____ 3 _____
үшінші тараптан, _____ Kazakhstan Republic's заңнамаға the following conditions:	hereinafter referred to as "students," on the third side, in accordance with the current legislation of the Republic of Kazakhstan, have entered into this agreement as follows: 1. Subject of the agreement
1. The meaning of the agreement 1. Education _____ беру Уимы 20	1. The educational institution shall provide training to the student who enrolled in 20__ under the educational program
_____ years tusken (mamandyqtynkodzhanateauy)	_____ (name educational program) in the specialty (qualification) _____
_____ (education program)	_____ (code and name of specialty)
The education program provides education to students in accordance with the education program.	2. The enterprise (organization) provides students with a professional practice base in accordance with the profile of the educational program for the period from ____ . ____ year.
2. The training program provides students with the necessary practical skills based on the training program's curriculum. 20 years _____.	2. Rights and obligations of the educational organization 3. The educational organization has the right to:
2. The rights and obligations of the parties 3. Education system:	5) require the student to conscientiously and properly fulfill the obligations of this Agreement, the Charter of the educational organization, internal regulations, and acts of the educational organization regulating its activities.
2) This agreement, the educational institution's charter, the educational institution's internal regulations	



To demand that students comply with the rules and regulations of the educational institution and to fulfill their duties in accordance with the requirements of the educational institution.

2) In accordance with the provisions of the law on education, students who have completed their studies are required to undergo practical training at a practical training base.;

3) to ensure that the parties fulfill their obligations under the agreement in a timely and efficient manner;

4) The Education System shall have the following responsibilities:

4. The educational institution shall have the following obligations:

1) _____ the number of students

_____ (based on the number of places available)

The number of students enrolled in the program _____ (practical

training) practical training for the purpose of obtaining a certificate;

2) Introducing students to the tasks and responsibilities specified in the Kelisim-Shatta agreement;

3) preparing and agreeing with the employer on the program of practical training and the schedule for practical training;

4) inform the employer (organization) about the number of students who will be completing their internship two weeks before the start of the internship; the program of professional practice, the schedule of professional practice;

5) prepare students for the practice by involving the department's professors and teaching staff in the practice program;

6) Ensuring that the work schedule and internal regulations are strictly adhered to by the staff of the department;

7) organizing and monitoring the implementation of the training program in accordance with the training plan and the practical experience of the trainees;

8) providing practical assistance to teachers in organizing and conducting practical training;

9) providing information to students about the educational achievements of the enterprise;

10) participate in the training of students who are undergoing practical training, if they have the necessary qualifications;

11) in cases where the educational institution has been closed or the educational process has been suspended, (organization) to provide information and take measures to ensure the transfer of information to other educational institutions.

3. Duties and rights of the organization (institution)

5. Responsibilities of the organization:

1) to participate in the development of a program for teaching practical skills in accordance with new technologies and changes in the production process;

6) receive comprehensive information from the enterprise on the progress of providing services to ensure that students have a professional practice base in accordance with the profile of the educational program;

7) require the parties to fulfill their obligations under the Agreement in a timely and high-quality manner

provided for in the Agreement;

8) have other rights provided for by the legislation of the Republic of Kazakhstan.

4. The educational institution undertakes to:

1) direct _____ to enterprise students in the specialty _____

_____ (code and name of specialty) form of training _____ for _____ completion

_____ (type of internship) internship in accordance with the academic schedule;

2) familiarize students with their duties and responsibilities specified in this Agreement;

3) develop and agree with the enterprise (organization) on a professional internship program and schedules for completing the professional internship;

4) two weeks before the start of the professional practice, submit the program and schedules for the professional practice to the enterprise (organization) for approval, indicating the number of students;

5) appoint, by order of the head of the internship, a member of the teaching staff of the department corresponding to the profile of the students' training;

6) ensure that students comply with labor discipline and internal rules that are mandatory for employees of the enterprise;

7) organize and carry out periodic monitoring of students' professional practice in accordance with the educational program and the academic schedule;

8) provide methodological assistance to the enterprise's employees in organizing and conducting professional practice;

9) if necessary, provide the enterprise with information about the academic achievements of students;

10) participate in the investigation of accidents if they occurred with the participation of students during the internship;

11) in the event of the liquidation of the educational organization or the termination of educational activities, notify the enterprise (organization) and take measures to transfer students to another educational organization to continue their education.

3. Rights and obligations of the enterprise (organization)

5. The enterprise (organization) has the right to:

1) participate in the development of the professional internship educational program in accordance with new



2) requirements of the profession;
3) participate in the certification of students;
4) to collect information about the current situation of students;
5) to ensure that students receive a high-quality education in accordance with the requirements of the education system.
6. Kasiporyn himself made the following statements:
1) to provide a safe working environment for employees (to ensure that the equipment is in good working order and that the necessary maintenance is carried out) to teach students to work safely and correctly in difficult situations;
2) considering the suitability of candidates for positions that are vacant at the time of application;
3) providing training opportunities for students to gain practical experience in accordance with the requirements of the educational institution;
4) accepting students for practical training in accordance with the requirements of this agreement;
5) not to use students in tasks that are not included in the practice program and that are not related to the students' qualifications;
6) ensuring that the practical training of trainees in departments (departments, workshops, laboratories, etc.) is carried out in accordance with the requirements of the training program;
7) the internal rules of the educational institution and the internal rules of the workplace, to comply with the requirements of the curriculum and practical training programs; providing information on the physical and psychological conditions of students;
8) to fully implement the program of practical training for students and to provide the necessary conditions for its implementation, offices, laboratories, libraries, archives, technical and other equipment necessary for the implementation of the program of professional practice of students;
9) providing feedback on the work of students who have completed their practical training and assessing their performance in practical training.
10) Order No. QRD SM-76 of the Minister of Health of the Republic of Kazakhstan dated March 5, 2021 "Sanitary and epidemiological requirements for educational institutions requirements for educational institutions" Sanitary regulations "Restrictions on the use of educational institutions, including quarantine measures quarantine sanitary and epidemiological requirements" 10-tarauy's requirements. Kazakhstan Republic's Ministry of Justice
Ministry of Health of the Republic of Kazakhstan xml-ph-0002@depl.internal Әділет

technologies and changed production process conditions;
2) propose topics for coursework and theses in accordance with the needs of the enterprise;
3) participate in the final assessment of students;
4) request information about the current academic performance of students;
5) require the educational institution to provide high-quality training to students in accordance with the employer's expectations.
6. The enterprise (organization) undertakes to:
1) provide students with safe working conditions (including mandatory safety and occupational health training) and, where necessary, train students in safe working practices;
2) consider the candidate for employment in accordance with the specialty obtained, if there is a suitable vacancy;
3) provide the educational institution with workplaces for students to carry out professional internships in accordance with the academic schedule;
4) accept students for professional practice in the relevant specialties in accordance with the terms of this agreement;
5) not to allow the use of students in positions not provided for in the internship program and not related to the student's specialty;
6) ensure the provision of qualified specialists to supervise the student's professional practice in the divisions (departments, workshops, laboratories) of the enterprise (organization);
7) report to the educational institution all cases of violation by students of labor discipline and internal rules of the enterprise, failure to meet the requirements of the industrial training or professional practice program, as well as cases of physical and mental health problems;
8) create the necessary conditions for students to complete the professional practice program in the workplace, providing access to laboratories, classrooms, workshops, libraries, drawings, technical and other documentation necessary for the successful completion of the professional practice program and the performance of individual tasks;
9) at the end of the professional practice, issue a character reference for the student's work and give an assessment of the quality of the professional practice;
10) comply with the requirements of Chapter 10 "Sanitary and epidemiological requirements for educational institutions during the period of restrictive measures, including quarantine" of the Sanitary Rules "Sanitary and epidemiological requirements for educational institutions" Order of the Minister of Health of the Republic of Kazakhstan dated August 5, 2020.
measures, including quarantine" of the Sanitary Rules "Sanitary and epidemiological requirements for educational institutions" Order of the Minister of Health of the Republic of Kazakhstan dated August 5, 2021 No. ҚР ДСМ-



7. Educators must comply with the following requirements:

- 1) practice of beginners 10 days before the start of the training program, the head of the training program and the training program coordinator, a form for reporting on the implementation of the program and the results of the practice, as well as a form for reporting on the implementation of the program and the results of the practice;
- 2) arriving at the designated place at the designated time and performing daily and weekly tasks;
- 3) to organize work for employees in accordance with the requirements of the workplace, the principles of internal discipline, the principles of safety techniques, and the principles of maintaining order;
- 4) to comply with the requirements, standards, and other regulations;
- 5) ensuring the implementation and enforcement of the program's provisions;
- 6) ensuring compliance with safety, fire safety, and industrial hygiene requirements;
- 7) providing timely and accurate information on the progress of work and the results achieved;
- 8) informing the supervisor about objective circumstances that may prevent the timely completion of tasks and the resolution of problems;
- 9) to review the results of the work performed on a daily basis;
- 10) After the practice, submit a report on the results of the practice, signed by the director of the practice and the director of the department, to submit a written report (response) to the director of the department;
- 11) to complete the practical training course (department) to prepare a list of relevant scientific problems and to determine the direction of research in accordance with the requirements of the program. To assess the relevance of the research and its scientific significance;
- 12) practicing and applying the knowledge gained in the classroom;

8. Students are required to:

- 1) work in accordance with the requirements of the profession, the rules of internal discipline, the rules of safety techniques, and the rules of industrial discipline;
 - 2) to comply with the requirements, standards, and other provisions of the practice;
 - 3) to comply with and implement the requirements of the internship program;
 - 4) completing the internship within the specified time frame;
 - 5) submitting a report on the results of the internship and the work done during the internship;
 - 6) to comply with the sanitary and epidemiological requirements applicable to the workplace (facility).
9. Rights of students:

76. Registered with the Ministry of Justice of the Republic of Kazakhstan on August 6, 2021, No. 23890.

7. Students are required to:

- 1) at least 10 days before the start of the internship, agree with the internship supervisor from the educational organization on an individual program and tasks for the internship, a schedule for completing the tasks, and a form for reporting on the results of the internship and the location where it will take place;
- 2) arrive at the internship location at the appointed time and make a corresponding note in the diary and referral;
- 3) comply with labor discipline, internal labor regulations, safety rules, and production regulations at the place of professional practice, which are mandatory for employees of the enterprise;
- 4) treat equipment, instruments, documentation, and other property of the enterprise with care;
- 5) strictly observe and comply with the requirements of the internship program;
- 6) strictly comply with occupational health and safety and industrial hygiene regulations;
- 7) report periodically to the research supervisor on the work done and present the results obtained;
- 8) inform the supervisor in a timely manner about any problems and objective situations that may lead to a delay in the previously agreed deadlines for the work;
- 9) keep a diary in which daily records of the work performed are entered;
- 10) at the end of the internship, submit to the supervisor a written report on the internship, a completed internship diary, and a character reference (review) signed by the supervisor from the company and certified with a seal;
- 11) for the duration of the professional/research the formulate a final topic related to their field of study from among the current scientific problems being developed in the department. Justify the feasibility of its development and agree on it with the scientific supervisor;
- 12) not disclose confidential information about the enterprise during the internship and after its completion.

8. Students are required to:

- 1) comply with labor discipline, internal labor regulations, safety rules, and production regulations at the place of professional practice, which are mandatory for employees of the enterprise;
- 2) treat equipment, instruments, documentation, and other property of the enterprise with care;
- 3) strictly observe and comply with the requirements of the internship program;
- 4) arrive at the company by the set date for the internship;
- 5) not disclose confidential information about the enterprise during the internship and after its completion;



<p>1) use the necessary tools, equipment, materials, and other production materials in accordance with the instructions of the instructor; study in the library and study rooms, free access to educational literature, reference materials, computers, and other equipment, and use thereof;</p> <p>2) to overcome difficulties encountered in the process of acquiring professional knowledge;</p> <p>3) to be able to work in a job that matches their qualifications after completing vocational training and passing the final exam;</p> <p>4. The parties shall be liable for damages in the amount of the actual losses incurred.</p> <p style="text-align: center;">4. Responsibility of the parties</p> <p>10. The parties shall be liable in accordance with the laws of the Republic of Kazakhstan for failure to fulfill or improper fulfillment of the obligations specified in this Agreement.</p> <p style="text-align: center;">5. Procedure for resolving disputes</p> <p>11. The parties shall resolve disputes and disagreements arising from the implementation of this Agreement through mutual agreement.</p> <p>12. Issues that cannot be resolved through mutual agreement shall be resolved in accordance with the legislation of the Republic of Kazakhstan.</p> <p>6. Kelisim's activities, requirements, and procedures</p> <p>13. The parties to the agreement shall act in accordance with the agreement from the date of its signing until its full implementation.</p> <p>14. The provisions of this Agreement may be amended by mutual agreement of the parties.</p> <p>15. This agreement shall be signed in both the national and Russian languages, with one copy given to each party.</p> <p>16. The parties bank details and bank details:</p>	<p>6) comply with the sanitary and epidemiological rules in force on the territory of the enterprise (organization).</p> <p>9. Students have the right to:</p> <p>1) use the necessary tools, equipment, instruments, and other production materials, in agreement with the mentor appointed by the enterprise, have free access to and use of educational and methodological literature in the library and reading rooms, laboratory facilities, computers, and other equipment for educational purposes;</p> <p>2) to compensation for harm caused to their health during the course of vocational training;</p> <p>3) after completing vocational training and successfully passing the final assessment, to continue working in the enterprise in the qualification obtained, if there are vacancies.</p> <p style="text-align: center;">4. Responsibility of the parties</p> <p>10. The parties shall be liable for failure to perform or improper performance of their obligations under this Agreement in accordance with the applicable laws of the Republic of Kazakhstan.</p> <p style="text-align: center;">5. Dispute resolution</p> <p>11. Disagreements and disputes arising in the course of the implementation of this Agreement shall be resolved directly by the parties in order to reach mutually acceptable solutions.</p> <p>12. Issues not resolved by the parties through negotiations and the development of mutually acceptable solutions shall be resolved in accordance with the current legislation of the Republic of Kazakhstan.</p> <p>6. Term of validity, procedure for amending the terms of the agreement and its termination</p> <p>13. This agreement shall enter into force on the date of its signing by the parties and shall remain in force until its full execution.</p> <p>14. The terms of this Agreement may be amended and supplemented by mutual written agreement of the parties.</p> <p>15. This Agreement is made in three copies, one copy for each Party, in the state language and Russian, all of which have equal legal force.</p> <p>16. Legal addresses and bank details of the Parties:</p>
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Education Organization	Students	Enterprise/ Käsiporyn
<p>NAO "Saken Seifullin Kazakh Agrotechnical University" Nur-Sultan, 62 Zhenis St. BIN: 070740004377 Tel: 8 (717) 238-88-28</p>	<p>1 _____</p> <p>(Tag, name, surname (if applicable))</p> <p>/ (Last name, first name, middle name (if available) full name)</p> <p>_____</p> <p>(Tugankuni, ZhSN, zhekequaliqin №, Kashanzhenkimberdi / (date of birth, IIN, personal ID number, when and by whom issued)</p>	<p>_____</p>



Methodological instructions
Procedure for organizing and conducting practical training for
master's/doctoral students

Version 3

2023

MI VND 02.2020-2022

Page26 — 46

(signature)



<p>Deputy Chairman of the Board for Academic Affairs - Rector Abdyrov A _____MP</p>	<p>2 _____ _____ (Tag, name, surname (if applicable)) / (Surname, first name, middle name (if available) full name) _____ (Tugankuni, ZhSN, zhekequaliqin №, Kashanzhenkimberdi /(date of birth, IIN, personal ID number, when and by whom issued) _____ (signature)</p> <p>3 _____ _____ (Tags, you, әкесіңізғаты (bar bolған жағдайда)) / (Last name, first name, middle name (if available) full name) _____ (Tugankuni, ZhSN, zhekequaliqin №, Kashanzhenkimberdi /(date of birth, IIN, personal ID number, when and by whom issued) _____ (signature)</p>	
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Appendix B

Form of the diary of pedagogical/research practice of a master's
student

MINISTRY OF AGRICULTURE OF THE REPUBLIC OF KAZAKHSTAN

NAO "KAZAKH AGRICULTURAL TECHNICAL UNIVERSITY
after S. SEIFULLIN

named

DIARY

(name of practice)

Student

(last name, first name, patronymic)

(signature)

Course _____ **Group** _____

Educational program _____

(code, name)

ASTANA

Unauthorized copying of this document is prohibited.



INFORMATION ABOUT THE COMPLETION OF THE INTERNSHIP

Student _____
(last name, first name, patronymic)

_____ (faculty) _____ (course)

has **been sent** for professional internship for a period of

for _____ weeks from _____ to _____

at a company/organization _____

Date of issue of the log book _____

(day, month, year)

Dean of the Faculty _____

(signature)

M.P.

Date of arrival for internship _____

(day, month, year)

Safety training _____ heard:

_____ (trainee's signature) _____ (date, month, year)

End date of internship _____

(day, month, year)

Internship supervisor from the company _____

(full name), (signature)

M.P.

Date of submission of the diary and report to the department _____

(day, month, year)

Signature of the head of the department _____

(full name), (signature)



MEMO TO THE PRACTICAL TRAINING SUPERVISOR FROM THE COMPANY

1 Require the intern to provide an extract from the order/referral and the internship program.

2 Mark the student's arrival for the internship in the travel document .

3 Based on the internship program, draw up a calendar plan for the internship with the participation of the student.

4 Conduct training on safety and compliance with sanitary standards at the enterprise.

5 During the student's internship, monitor the quality of the internship program and ensure that the student keeps a systematic, accurate, and informative diary.

AFTER THE END OF THE PRACTICAL TRAINING

1 Review, comment on, and approve the student's report

in the completed internship;

2 Prepare a description of the student's work at the enterprise.

(The reference is signed by the head of the enterprise and certified with a seal);

3 Mark the date of the student's departure from the internship in the travel document.


4 Indicate the number of days missed during the internship for valid and invalid reasons.

REPORT ON RESEARCH/EDUCATIONAL PRACTICE

1 The report is compiled by students during their stay at the enterprise, reviewed and approved by the head of industrial practice at the enterprise. Two to three days are allocated at the end of the practice for the preparation of the report.

2 The student is required to submit a report on their professional practice directly to their department head within the first week after the start of the academic year. The report must be accompanied by a diary and a character reference signed by the head of the practice at the enterprise/institution and certified with a seal.

3 Upon the student's arrival at the faculty, the departments must organize a conference to defend the practice reports within two weeks after the start of classes.

	Methodological instructions	Version 3
	Procedure for organizing and conducting practical training for master's/doctoral students	2023
	MI VND 02.2020-2022	Page39 — 46

Appendix G
(mandatory)

Internship organization process chart

No	Name of actions	Performers	Deadlines
1	Development of regulations and methodological instructions for organizing practical training for students at the university	Department of Academic Affairs (PPiT)	According to the plan of the Department of Academic Affairs
2	Creation of a MOP with a description of the types, terms of internships, and requirements for internship bases	Graduating department, Authors and developers of the OP	According to the plan of the department, faculty
3	Creation and approval of the academic schedule for the academic year, indicating the period and dates of practical training	Heads of departments of graduating	By May 30 of the current year
4	Development programs for professional practices and its approval by the Faculty Council	Graduating department, Authors and developers program on completion of the internship	By June 30 of the current year
5	Development, updating old agreements with enterprises on internships,	DAV (PPiT)	By August 31 of the current year
6	Selection of databases practices, conclusion of contracts, entering databases into an electronic contract designer	Graduating department, head of the department, heads of practical training in the department	Before issuing the order on the internship
7	Coordination of internship dates at subsidiary organizations, determination of the number of students enrolled in educational programs	Head of Department, DAV (PPiT)	Before issuing the order on internships
8	<p>Stages of creating the order</p> <p>1 The head of the department creates a draft order on internships.</p> <p>2 The document goes through the approval process in the kazatu.documentolog. system:</p> <ul style="list-style-type: none"> - the dean of the faculty, - the person responsible for organizing safety training, - chief manager of the DAV - responsible for organizing internships, - Director of the DAV Department, - Deputy Chair of the Board for Academic Affairs. <p>3. Signing of the order by the Chairman of the University Board,</p> <p>4 Registration and assignment of a number</p> <p>Monitoring the timely issuance of orders on internships</p>	<p>Graduating department, head of department</p> <p>DAV (PPiT)</p>	15 days before the start of the internship



Methodological instructions
Procedure for organizing and conducting practical training for
master's/doctoral students

Version 3

2023

MI VND 02.2020-2022

Page40 — 46

10	Holding an introductory conference on professional practice, conducting safety training, and training on compliance with sanitary and epidemiological requirements	Head of the department, person responsible for the internship fr om the department Responsible persons by order	According to the academic schedule
11	Organization of internships in accordance with curriculum	Head of Department, DAV (PPiT)	According to the schedule the academic process
12	Selective monitoring of the completion of the internship by students, preparation of the report	Head of of the internship of department (in accordance with	According to the the academic process



Methodological instructions
Procedure for organizing and conducting practical training for
master's/doctoral students

Version 3

2023

MI VND 02.2020-2022

Page41 — 46

	checking the practice database	by order) DAV (PPiT)	
13	Verification of reports, diaries on the completion of internships	Internship supervisor from the department (in accordance with the order)	At the end of the internship, within 1 week
14	Holding final conference, entering grades into the AIS Platonus	Head of Department, Responsible for Internship fr om the department	At the end of the internship, during the second week
15	Preparation of the for department on the organization of student internships	Responsible for practical training fr om the department	During the first week after the final conference
16	Analysis of professional practice at the university	DAV (PPiT)	According to the plan of the Academic Council of the university
17	Collecting information letters, processing calls from companies requesting student internships, and forwarding applications to departments	DAV (PPiT)	During the academic year

