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Uskenbayev R.K.
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**DOCUMENTED PROCEDURE
FOR ORGANIZING PROFESSIONAL
INTERNSHIP FOR STUDENTS
QP-06**

Revision 5

	Position	Name and initials	Signature
Approved at Academic Council meeting on 18.11.2020 № 3	Academic secretary	Erkebekova E.K.	
Developed	Head of methodological department	Abdoldina F.N.	
Agreed	Vice-Rector for academic and educational affairs	Umarov T.F.	
Agreed	Director the Department of Academic Affairs	Mustafina A.K.	
Agreed	Director of the Department of Postgraduate Education	Bektemysova G.U.	
Agreed	Head of Office Registrar Department	Kiikbayeva R.M.	
Agreed	Dean of the Faculty of Digital Transformation	Tolegenov A.M.	
Agreed	Dean of the Faculty of Computer Technologies and Cybersecurity	Mukazhanov N.K.	
Agreed	Head of the Department of Media Communications and History of Kazakhstan	Uatbayev M.M.	

Agreed	Head of the Department of Computer Engineering and Information Security	Ipalakova M.T.
	Head of the Department of Radio Engineering, Electronics and Telecommunications	Bakhtiyarova E.A.
	Head of the Department of Economics and Business	Shildibekov E.Zh.
	Head of the Department of Information Systems	Kasymova A.B.
	Head of the Department of Mathematical and Computer Modeling	Ydyrys A.Zh.
Agreed	QMS specialist	Akbalysheva L.S.

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1. GENERAL PROVISIONS

1.1 This “QP-06 Documented Procedure for organization of professional internship of students” (hereinafter the Procedure) defines the purpose, objectives, sequence and basic requirements and rules for organization and conduct of professional internship of students at “International information technologies university” JSC (hereinafter the University), as well as regulates the relationship of graduate departments, Career Center and Office of Registrars with other organizations (institutions, enterprises, etc.) involved in this process.

1.2 This Procedure is developed in accordance with the following regulatory documents:

- Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 № 319-III LRK (as of 07.07.2020);
- Order of the Ministry of Education and Science of the Republic of Kazakhstan “On Approval of State Compulsory Standards of Higher and Postgraduate Education” dated October 31, 2018 № 604 (as of 05.05.2020);
- Order of the Ministry of Education and Science of the Republic of Kazakhstan “On Approval of the Standard Rules for the activity of educational organizations of relevant types” dated October 30, 2018 № 595 (as of 18.05.2020);
- Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Rules of organization of educational process on credit technology of education” dated April 20, 2011 № 152 (as of 12.10.2018).

1.3 This Procedure is a mandatory guideline for officials and employees of structural units of University involved in the process of preparation and conduct of professional internship of students.

2. TERMS AND DEFINITIONS

2.1 The following definitions are used in this Procedure:

Academic period (Term) - period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter;

Academic calendar - schedule of the organization of the educational process, which reflects the timing and duration of academic periods, interim and final certification, terms of enrollment in academic disciplines, professional internship during the academic year with the indication of rest days (vacations and holidays);

Bachelor's degree - level of higher education aimed at training personnel with the award of “Bachelor” degree in the relevant educational program with mandatory mastering of at least 240 academic credits;

Additional educational program (Minor) - set of disciplines and (or) modules and other types of academic work, defined by the student to study in order to form additional competencies;

Doctoral studies - postgraduate education, educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of Doctor of Philosophy (PhD), doctoral degree by profile;

Individual education plan (hereinafter IEP) - student's study plan, independently formed by him for each academic year with the help of an adviser on the basis of the educational program and the catalog of elective disciplines;

Final attestation of students (Qualification Examination) - procedure conducted to determine the degree of mastering the volume of disciplines and (or) modules and other types of learning activities provided by the educational program in accordance with the state compulsory standard of the corresponding level of education;

Credit technology of education - training based on the choice and independent planning of the sequence of disciplines with accumulation of academic credits;

Master's degree - postgraduate education, the educational programs of which are aimed at training personnel with the award of Master's degree;

Educational program - uniform set of basic characteristics of education, including objectives, results and content of education, organization of the educational process, ways and methods of their implementation, criteria for assessing learning outcomes;

Basic Educational Program (Major) - educational program defined by the student for the purpose of forming key competencies;

Learning outcomes - confirmed by assessment of the amount of knowledge, skills, abilities and competencies acquired, demonstrated by the student to master the educational program, and formed values and attitudes;

Grade Point Average (GPA) - weighted average assessment of the level of learning achievements of the student for a certain period of time on selected program (ratio of the sum of the product of credits to the digital equivalent of points of final grade for all types of academic work to the total number of credits for these types of work for a given period of study);

Transcript - document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study with indication of credits and grades;

Education program - program that defines for each academic subject, each academic discipline and (or) module the content and scope of knowledge, skills, abilities and competencies to be mastered;

Curriculum - document regulating the list, sequence, volume (labor intensity) of academic subjects, academic disciplines and (or) modules, professional internship, other types of learning activities of students at appropriate level of education and forms of control.

3. GENERAL PROVISIONS ON PROFESSIONAL INTERNSHIP OF STUDENTS

3.1 Professional internship of students is an integral part of educational training programs.

3.2 In organization of the educational process is allowed to introduce professional internship as separate from the academic period, and in parallel with academic period.

3.3 Professional internship shall be conducted at the relevant enterprises (organizations) and shall be aimed at consolidation of knowledge acquired during the training process, acquisition of practical skills and mastering of best practices.

3.4 Types, terms, scope and content of professional internship are determined by the working training programs and working curriculum approved by University.

- 3.5 Internship programs are developed by departments taking into account the profile of specialty and content of educational program.
- 3.6 Duration of practical internship is determined in weeks based on normative time of the student's work in practice during the week, equal to 30 hours (6 hours per day in a 5-day working week).
- 3.7 Organizational and methodical management of practical internship at University is carried out by the departments and dean's offices represented by the head of professional internship.
- 3.8 Professional internship is divided into:
- educational;
 - pedagogical;
 - research;
 - production internship;
 - pre-diploma internship.
- 3.9 Educational (introductory) internship, as a rule, is organized in the 1st year of Bachelor's degree and conducted at University.
- 3.10 Internship is conducted for students on all specialties and educational programs depending on the specifics of particular subject area and professional competence of the future specialist.
- 3.11 Organization of educational and industrial internship is aimed at ensuring the continuity and consistency of mastering the students' professional activity in accordance with requirements to the level of training of the graduate.
- 3.12 Production internship is carried out in order to consolidate and deepen the knowledge obtained by students during theoretical education.
- 3.13 Internship also serves as a test of future specialists' ability to apply theoretical knowledge obtained at university in subsequent activities.
- 3.14 Production internship is the most important part of specialists training and carried out at the most equipped with new technologies enterprises, institutions, research institutes, design bureaus, joint-stock companies, commercial structures, institutions and, if necessary, at the relevant departments of University.
- 3.15 The authority and responsibility for organization and conduct of the internship is given in Annex 1 to this Procedure.
- 3.16 The pre-diploma internship is carried out in the final year of training on educational programs (specialties), and the final stage of training and is carried out after passing the theoretical course, exams, credits, coursework, provided by the curriculum in accordance with educational programs.
- 3.17 The content of pre-diploma internship is determined by the topic of the diploma work (project).
- 3.18 During the pre-diploma internship the student collects factual material on the research and development work, production activities of the enterprise (institution, organization or firm) and uses it in development of the thesis/project.

3.19 The educational program of scientific and pedagogical Master's degree includes two types of practices, which are conducted in parallel with theoretical training or in a separate period:

- pedagogical in the cycle of basic disciplines (hereinafter the BD) - at University;
- research practice in the cycle of profiled disciplines (hereinafter the PD) - at place of the thesis fulfillment.

3.20 Pedagogical internship is carried out with the purpose to gain the practical skills of teaching and learning methodology. In this case, master's students are involved in conducting undergraduate classes at the discretion of University.

3.21 Master's research practice is carried out in order to familiarize with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data.

3.22 Content of research (production) internship is determined by the topic of dissertation (project) research.

3.23 Educational program of the specialized Master's degree includes production internship in PD cycle.

3.24 Production internship in PD cycle is carried out in order to consolidate theoretical knowledge obtained in the course of training, acquire practical skills, competencies and experience of professional activity in educational program of the Master's degree, as well as to learn best practices.

3.25 Educational program of Doctor of Philosophy (PhD) training has scientific and pedagogical orientation and assumes fundamental educational, methodological and research training and in-depth study of disciplines in the relevant areas of sciences for the system of higher and postgraduate education and scientific application.

3.26 The educational program of doctoral studies includes:

- pedagogical and research practice - for those studying in the Doctor of Philosophy program;
- production internship - for those studying on the program of profile doctoral studies.

3.27 Educational programs of doctoral studies in terms of professional internship are developed on the basis of studying the experience of foreign universities and research centers, implementing accredited training programs for PhD doctors or doctors by profile.

3.28 During the period of pedagogical practice doctoral students are involved, if necessary, in conducting classes in bachelor's and master's degree programs.

4. RULES FOR DETERMINING ORGANIZATIONS AS INTERNSHIP BASES

4.1 Professional internship is carried out at practice bases. As a rule, departments and subdivisions of the University act as bases of educational, research and pedagogical practice, production - organizations (institutions, enterprises, etc.), having qualified personnel for the management of professional internship and material and technical base. Research practice of students of postgraduate education programs can also be organized on the basis of research institutes and scientific organizations.

4.2 In case of implementation of the main educational program (Major) and additional educational program (Minor) the practice base is determined by organization (enterprise) corresponding to the profile of the main educational program (Major).

4.3 To conduct professional internship of students the Career Center of University concludes a contract for professional internship with the enterprise (organizations) identified as a base of practice and together with graduating department approve the program of professional internship and calendar schedules of practice for students.

4.4 The contracts define the duties and responsibilities of University, enterprises (organizations), which are the bases of practice and students.

4.5 Enterprises (institutions, organizations), being the bases of practice, assume the following functions and responsibilities, which are stipulated in the contracts:

- provide in accordance with the program to students places of internship, providing the greatest efficiency of practice;
- create necessary conditions for obtaining by students during the period of internship knowledge on specialty in the area of information technologies, design of automated systems, economics and organization, planning and management of production, scientific organization of labor, organization of research and design works;
- comply with the schedules of internship agreed with University;
- provide opportunity to use available literature, technical and other documentation;
- provide assistance in selecting materials for term and diploma projects;
- conduct mandatory briefings on occupational health and safety: introductory and at the workplace with registration of the established documentation, in necessary cases, conduct internship for practitioners in safe working methods;
- ensure and monitor compliance with the rules of internal labor regulations established at the enterprise (institution, organization), including the start and end of work;
- conduct joint excursions to other, nearby enterprises (institutions, organizations);
- may impose, if necessary, by order of the head of the enterprise (institution, organization) penalties on trainees who violate the rules of internal labor regulations, and report this to the Rector of University;
- bear full responsibility for accidents with students undergoing practical training at the given enterprise (institution, organization).

5. RULES OF ORGANIZATION AND CONDUCT OF PROFESSIONAL INTERNSHIP

5.1 Terms, duration and content of professional internships are determined by the main (working) curriculum of educational programs, academic calendar and approved programs of the University on practices.

5.2 Responsibility for organization and conduct of professional internship is assigned to the heads of graduate departments and responsible persons of internship bases according to concluded contracts.

5.3 Educational and methodological guidance of professional internship, development of the internship program and quality control of the practice are carried out by graduating departments.

5.4 Heads of departments together with lecturers develop working internship programs, which are considered and approved at the department meeting.

5.5 Before the beginning of professional internship the graduating department organizes necessary training for trainees and conducts consultations in accordance with the internship program.

5.6 During professional (production and pre-diploma) internship students are assigned supervisors from the University and enterprise (organization). If necessary, consultants are appointed.

5.7 The management of professional internship of higher education is carried out by the faculty of the graduating department, and for postgraduate education is carried out by the scientific supervisor of a master's student and (or) doctoral student.

5.8 The head of internship:

- provides organization, planning and accounting of results of the internship;
- provides scientific and methodical assistance in the passage by student of the professional internship;
- controls the work of trainee, takes measures to eliminate shortcomings in organization and conduct of internship;
- analyzes and evaluates the results of professional internship. Gives final review of results of the internship;
- summarizes the educational and methodological experience of internship, makes proposals for its rationalization and improvement.

5.9 The department forms representation of the distribution of students on places of internship, appointment of lecturers-managers of internship from the departments and submits them to the Office of Registrars of the Department of Academic Affairs 20 days before the beginning of internship.

5.10 Assignment of students to professional internship is formalized by the order of the Rector of University with indication of the terms of internship, the base and manager of the practice.

5.11 The student is given a diary-report on professional internship according to forms of Chapter 8.

5.12 In enterprises (institutions, joint-stock companies, commercial structures), by order (resolution), the general management of internship is assigned to one of the managers. Direct management of production internship of students in the department, shop, laboratory by the order of the head of the enterprise (institution, commercial structures) is assigned to highly qualified specialists of these structural units.

5.13 Individual program of professional internship of students is developed by direct supervisor and included in the general schedule of practice at department, approved by the head of department. Each student receives individual tasks according to the approved internship program.

5.14 During the professional internship students are obliged to:

- fully perform the tasks provided by the internship program;
- comply with rules of internal labor regulations in force at the enterprise, institution, organization and commercial structures;
- strictly comply with requirements of occupational health and safety in the institution, organization, medical institutions and commercial structures;
- maintain diary-report on the established form F-76, in which they should write down the necessary materials related to report on the passage of professional internship;
- make written report at the end of internship, the volume of which is determined by content of the internship program and established by the department.

5.15 Rules of organization and conduct of professional internship of postgraduate education is carried out according to P-72 Regulation on organization of internship for master's and doctoral students.

5.16 During the period of distance education the organization and carrying out of professional internship will be carried out according to par. 5.1.

6. SUMMARIZING THE RESULTS OF PROFESSIONAL INTERNSHIP

- 6.1 Certification of the results of professional internship of students is carried out in the terms determined by academic calendar and schedule of internship.
- 6.2 Students at the end of the internship make a report with a diary signed by the head of internship from University and the head of internship from organization (institution, enterprise, commercial structures).
- 6.3 Content of the report should reflect the work specifically performed by the student in accordance with the internship program and individual assignment. For registration of the report the student is given 2-3 days at the end of internship.
- 6.4 The head of internship on the basis of consideration of reports of students makes a conclusion on the results of internship.
- 6.5 Reports on practical internship and conclusions of supervisors are heard by a special commission, created at graduating department, which makes decision on the evaluation of the internship results.
- 6.6 Decision of the commission is made by majority of votes from the total number of those participating in the meeting and formalized by protocol in optional form.
- 6.7 Evaluation of the internship or credit is equated to evaluation of theoretical training and is taken into account when summarizing the results of interim certification.
- 6.8 When evaluating results of the student's work in practice, is taken into account the characteristics given to him by the head of internship from organization (institution, enterprise).
- 6.9 Evaluation of results of the students' professional internship is taken into account when considering the appointment of scholarship. If the credit for internship is held after the issue of the order to enroll the student on scholarship, the assessment for internship refers to results of the next session.
- 6.10 Student who received unsatisfactory grade when passing the credit for pre-diploma internship is not allowed to state examinations.
- 6.11 Student who has not fulfilled the program of internship, received negative feedback on the work or unsatisfactory assessment when defending the report, is sent again to practice in the period of additional academic semester.
- 6.12 Diary-reports on professional internship of students are kept at the department for 3 (three) years.

7. RIGHTS AND DUTIES OF STUDENTS

7.1 Students in the course of professional internship have the right on all issues arising in the process of internship, contact the internship supervisors, use teaching aids located in appropriate offices of the department and university, make suggestions for improving organization of the internship.

7.2 Students of postgraduate education during pedagogical internship by prior agreement have the right to attend training sessions of leading lecturers of the university, in order to study teaching methods and familiarization with advanced teaching experience.

7.3 Students are subject to the rules of internal regulations of University, orders of the administration and internship supervisors, safety requirements, as well as the rules of internal regulations of organization serving as a base of internship. In case of non-fulfillment of requirements imposed on the trainee, the trainee may be suspended from the internship.

7.4 Students who are suspended from the internship or did not pass the internship or whose work in the internship is recognized as unsatisfactory are considered not to have fulfilled the curriculum. By decision of the internship supervisors they may be assigned to repeat the internship on a paid basis during vacation time.

7.5 In accordance with the internship program, students are obliged to submit reporting documentation in a timely manner within the established period after completion of the internship.

8. Documentation

Document or form code	Description
	Contracts for professional internships
	Order on professional internship
F-76	Diary-Report on the professional internship
	Minutes of the department meeting

9. Annexes

Annex 1 - Responsibilities and deadlines for organization and conduct of professional internship

1. Organization of professional (educational) internship

№	Activities to be carried out	Due date	Responsible for implementation
1	Prepare and approval of the schedule for monitoring the progress of professional (training) internship	No later than 1 week before the beginning of academic year	Department, internship supervisor
2	Familiarization of students with goals and objectives of the internship, procedure for completing the professional internship diary report	First day of internship	Department, internship supervisor

3	Preparation of schedules for submission of professional internship reports, acceptance of credits for internships	No later than 2 weeks before end of the internship	Internship supervisor
4	Hearing at the meeting of commissions on the results of professional internship	According to work plan of the commissions	Department, internship supervisor

2. Conducting professional (production and pre-diploma) internship

№	Activities to be carried out	Due date	Responsible for implementation
1	Conclusion of agreement with base enterprises for professional internship with indication of educational program (specialties), number of workplaces required for the period of internship and terms of trainees relocation to different departments, facilities	No later than 1 week before start of the internship	Career Center, department
2	Preparation and approval of schedule for monitoring the progress of professional internship	No later than 1 week before beginning of academic year	Department, internship supervisor
3	Discussion with the heads of enterprises and approval of internship work plans, professional internship schedules, individual assignments of students	No later than 1 week before start of the internship	Department, internship supervisor
4	Familiarization of students with goals and objectives of the internship, procedure for completing the professional internship diary report	First day of internship	Department, internship supervisor
5	Preparing schedules for submission of professional internship reports, taking practical training credits	No later than 2 weeks before end of the internship	Internship supervisor
6	Filling in characteristics of trainees with feedback on their work	No later than 1 week before end of the internship	Internship supervisor at enterprise
7	Hearing at the meeting of commissions on results of professional internship	According to work plan of the commissions	Department, internship supervisor