

APPROVED

Rector

"International Information Technology
University" JSC

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REGULATION
ON THE ORGANIZATION OF INTERNSHIPS FOR MASTER'S
AND DOCTORAL STUDENTS
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Edition 1

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1 General Provisions

- 1.1 This Regulation defines the procedure for organizing the practice of doctoral and master's students at International Information Technology University JSC (hereinafter referred to as the University).
- 1.2 This Regulation has been developed in accordance with the State Compulsory Standard of Postgraduate Education, approved by the Decree of the Government of the Republic of Kazakhstan dated October 31, 2018 No. 604, orders and regulations of the Ministry of Education and Science of the Republic of Kazakhstan.
- 1.3 Research and teaching practice in the postgraduate education system is a component of professional training aimed at consolidating theoretical knowledge obtained during training at a higher educational institution, acquiring practical skills and competencies, and mastering best practices. The following types of professional practice in postgraduate education are distinguished: research and teaching.
- 1.4 The purpose of research practice in postgraduate education is to study the latest theoretical, methodological and technological achievements of domestic and foreign science, consolidate practical skills, and apply modern methods of collecting, processing and interpreting experimental data in dissertation research.
- 1.5 The purpose of pedagogical practice of postgraduate education is preparation for scientific and pedagogical activity in a higher educational institution, acquisition and consolidation of skills of practical activity in the implementation of the educational process in higher education, including teaching special disciplines, organization of educational activities of students, scientific and methodological work on the subject.
- 1.6 The timing and content of professional internships are determined by the main (working) curricula of specialties and must be reflected in the individual plans of students in postgraduate education programs.
- 1.7 The programs and content of professional internships are developed by the graduating departments taking into account the specialty profile and the individual learning trajectory of the master's/doctoral student.

2 Objectives and Content of Internships

- 2.1 The main objectives of research practice are: - mastering modern methods of organizing and conducting research/experimental work; - mastering modern methods of data analysis and interpretation;
 - collection of factual material for the preparation of a dissertation;
 - development of professional competencies necessary for effective independent research activities in the chosen field of scientific and/or practical activities;
 - developing in students a creative, research-based approach to professional activity and the need for continuous self-education.
- 2.2 Research practice includes the following activities: – working with the empirical research base in accordance with the chosen topic of the dissertation (drawing up a research program and plan, setting and formulating tasks, defining the object and subject of the research, choosing the methodological basis of the research, studying the methods of collecting and analyzing data); – studying reference and bibliographic systems, methods of searching for information; acquiring skills in working with bibliographic reference books, compiling scientific bibliographic lists, using bibliographic descriptions in scientific papers, working with domestic and foreign electronic databases; – conducting scientific and experimental research related to the topic of the dissertation, processing, analyzing and generalizing the obtained data.

2.3 The main objectives of teaching practice are:

- mastering the skills of structuring and transforming scientific knowledge into educational material, oral and written presentation of subject material, various modern educational technologies, methods of compiling problems, exercises, tests and other fundamentals of scientific, pedagogical and educational-methodical work;
- development of skills in setting educational and training goals, in choosing the type and kind of lesson, using various forms of organizing the educational activities of students depending on the set pedagogical tasks; mastering the skills of diagnostics, control and evaluation of the effectiveness of educational activities;
- familiarization with various methods of structuring and presenting educational material, methods of activating educational activities, with the basic principles of organizing the educational process using credit technology of education in higher education, with the specifics of interaction in the “student-teacher” system.

2.4 Teaching practice includes the following types of activities:

- development of an individual program (task, schedule) for completing teaching practice;
- attending scientific and methodological consultations, familiarization with the organization of educational and methodological work of departments;
- studying the experience of leading university teachers during visits to their classes in scientific disciplines and related sciences;
- study of regulatory and legal (Law of the Republic of Kazakhstan "On Education", state mandatory standards) and methodological documentation (working curricula, standard programs, teaching and methodological complexes, syllabuses , etc.) necessary for organizing the educational process at the university;
- attending and analyzing classes conducted by master's and doctoral students;
- individual planning, development of the content of educational classes and teaching and methodological materials for them;
- conducting training sessions on the academic discipline (lectures, seminars, practical and laboratory classes);
- individual work with students, supervision of student (master's) research, supervision of student (master's) research practice.

2.5 Professional internships are carried out at practice bases. As a rule, the research and teaching practice bases are the faculties and departments of the university. Research internships of students in postgraduate education programs can also be organized at research institutes and research organizations.

2.6 The terms, duration and content of professional internships are determined by the main (working) curricula of educational programs, the academic calendar and approved university programs for internships.

2.7 The responsibility for organizing and conducting professional practice lies with the university management and the management of the practice bases in accordance with the concluded agreements.

2.8 Educational and methodological guidance of professional practice, development of the practice program and quality control of the practice are carried out by the graduating departments and methodologists of pedagogical practice from the department of social sciences or according to the structure of the university.

- 2.9 Direct management of professional (research) practice is usually carried out by the academic supervisor of the master's/doctoral student. The supervisors and methodologists of practice are approved by order.
- 2.10 To conduct pedagogical practice, pedagogical practice methodologists are appointed from the Department of Social Sciences or according to the university structure.
- 2.11 Methodologists of pedagogical practice:
- organize individual and group consultations as part of the psychological and pedagogical training of higher education teachers;
 - attend the students' credit classes and provide them with a detailed psychological and pedagogical analysis;
 - carry out analysis and evaluation of the final reporting documentation of interns;
 - organize and conduct introductory and final conferences on teaching practice;
 - make suggestions for improving practice, participate in discussions of issues related to organizing practice at department meetings.
- 2.12 Students of postgraduate education programs (master's students, doctoral students) and internship bases are provided with internship programs (Syllabus).
- 2.13 Before the start of professional practice, the graduating department organizes the necessary training of interns and conducts consultations in accordance with the practice program.
- 2.14 Head of (research) practice and methodologist of pedagogical practice:
- ensures organization, planning and accounting of the results of practice;
 - approves an individual program for completing professional internship for a master's/doctoral student;
 - selects a discipline and study group as a basis for conducting teaching practice, an organization or enterprise as a basis for research/professional practice;
 - provides scientific and methodological assistance to students during their professional practice;
 - monitors the work of the trainee, takes measures to eliminate deficiencies in the organization and conduct of the internship;
 - analyzes and evaluates the results of professional practice, provides final feedback on the results of the practice;
 - summarizes the educational and methodological experience of practice, makes proposals for its rationalization and improvement
- 2.15 The total workload of students during the period of professional practice is determined in accordance with the working curriculum of the master's/PhD specialty, with 30 percent of the total workload planned for active professional practice (conducting classes, performing research work in the laboratory, working in production), and 70 percent for independent work during professional practice, including preparatory work with the internship supervisor.
- 2.16 An individual program for completing professional internship for a master's/doctoral student is developed by the immediate supervisor and included in the general schedule of internships at the department, approved by the head of the department. Each student receives individual assignments according to the approved internship program.

- 2.17 Attestation of the results of professional practice of students of postgraduate education programs is carried out within the timeframes determined by the academic calendar and the practice schedule.
- 2.18 Following the internship, the trainees submit reports in accordance with the volume and level of work performed. The internship supervisor, based on the review of its results and the trainees' reports, makes a conclusion on the internship results.
- 2.19 The reports on the internships and the conclusions of the supervisors are heard by a special commission created at the graduating department, which makes a decision on the assessment of the results of the internship. When assigning grades for pedagogical internships, the assessments of methodologists in pedagogy and psychology are taken into account. The rights and obligations of interns
- 2.20 Master's and doctoral students undergoing professional internships (trainees) have the right to contact their internship supervisors and methodologists on all issues that arise during the internship, use the teaching aids of the university departments, and make suggestions for improving the organization of the internship.
- 2.21 During their teaching practice, interns have the right, by prior agreement, to attend classes with leading university teachers in order to study teaching methods and become familiar with advanced teaching experience.
- 2.22 Interns are required to complete all types of work specified in the professional practice program.
- 2.23 Interns are subject to the internal regulations of the university, orders of the administration and practice managers, safety requirements, as well as the internal regulations of the organization that serves as the practice base. In case of failure to comply with the requirements imposed on the intern, the student may be suspended from undergoing the practice.
- 2.24 Students of postgraduate education programs who are suspended from practical training or whose work during practical training is recognized as unsatisfactory are considered to have failed the curriculum. They may be assigned to repeat practical training by decision of the practical training supervisors.
- 2.25 In accordance with the internship program, interns are required to submit reporting documentation in a timely manner within the established period after completion of the internship.