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JSC "International University of Information
Technologies"

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REGULATION FOR RESEARCH INTERNSHIPS FOR MASTER'S STUDENTS

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1 General Provisions

- 1.1 This Regulation defines the procedure for organizing internships and business trips to the countries of the Eurasian Economic Union (hereinafter referred to as the EAEU) for the completion of a research internship for master's students at JSC International University of Information Technologies (hereinafter referred to as the University), and also includes criteria and financial standards for the preparation of a master's student for an internship at a university/organization abroad.

2 Regulatory documents

- 2.1 This Regulation has been developed in accordance with the following regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan:
- The Regulation "On the organization of research internships of master's students abroad" was developed on the basis of regulatory documents of the Republic of Kazakhstan:
 - Law "On Education" of the Republic of Kazakhstan dated July 27, 2007, No. 319-III-3PK (with amendments and additions);
 - Law "On Science" of the Republic of Kazakhstan dated 18.02.2011, No. 408-IV 3PK;
 - GOSO RK 5.04.033 -2011 State Compulsory Education Standard of the Republic of Kazakhstan. Postgraduate Education. Master's Degree. Basic Provisions. Order of the Minister of Education and Science of the Republic of Kazakhstan dated 17.06.2011 No. 261;
 - Standard rules for conducting ongoing monitoring of academic performance, midterm and final assessment of students. Approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008, No. 125. In 2010-2011, a number of amendments were made (orders of the Minister of Education and Science of the Republic of Kazakhstan: dated April 13, 2010, No. 168, dated November 1, 2010, No. 506, dated March 16, 2011, No. 94);
 - Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated 7.08.2009 No. 374 "On approval of financial standards for higher and postgraduate education";
 - Resolution of the Government of the Republic of Kazakhstan dated February 6, 2008 No. 108 "On reimbursement of civil servants' expenses on business trips abroad at the expense of the republican and local budgets."

3 Research/Experimental Research Work of a Master's Student

- 3.1 To conduct dissertation research (research or experimental research work), as well as to master part of the educational components of the educational program, the master's student conducts on-site internships in educational and scientific organizations of foreign universities and research laboratories once during the entire period of study at the expense of state procurement, for a duration of up to 10 days (for longer periods at their own expense).
- 3.2 The internship of master's students is carried out with the aim of familiarizing themselves with the latest theoretical, methodological and technological achievements of foreign science, with modern methods of scientific research, processing and interpretation of experimental data, acquiring practical skills, competencies and experience of professional activity in the studied specialty, as well as for mastering advanced experience.
- 3.3 Research internships for master's students are conducted during the vacation period after the end of the first year or in the second year, according to the individual work plan of the master's student.
- 3.4 During on-site internships at educational and scientific organizations, master's degree students conduct research or experimental research work.

4 Procedure for Sending Postgraduate Students on a Research Internship

- 4.1 To complete a research internship, a Master's student submits the following documents to the Department of Postgraduate Education:
1. An individual training plan for a master's student, which specifies a research internship;
 2. Work plan for the master's student during the internship;
 3. Letter of recommendation from the manager;
 4. Extract from the minutes of the department meeting on the recommendation of a master's student for a research internship.
 5. Memorandum from the head of the department with justification;
 6. A copy of the invitation from the university/scientific organization on the official letterhead of the organization with a notarized translation (if the letter is in a foreign language);
 7. Cost estimate (prepared jointly with the staff of the Accounting and Reporting Department and the Finance Department) for holders of state grants;
 8. An application from a master's student addressed to the rector with the signatures of the academic supervisor, head of department, director of the postgraduate education department, director of the international department and director of the financial department;
- 4.2 After checking the correctness of the package of documents, a memo from the head of the department with justification and an application from the master's student for a research internship are submitted to the Rector of the University for consideration.
- 4.3 The Director of the International Department provides consultations to master's students on consular and visa services (if the master's student goes on an internship abroad), and maintains contact with the host party (preparation of agreements with base universities/organizations hosting master's students for an internship).
- 4.4 Documents with the rector's resolution are transferred to the Department of Postgraduate Education to issue an order for completing a research internship, indicating the university/organization and the agreement with the University.
- 4.5 Upon returning from a research internship, a master's student must:
- within three days from the date of arrival, submit an advance report to the university accounting department with supporting documents attached;
 - within one week from the date of arrival, submit a detailed report on the results of the research internship in accordance with the approved plan, certified by the master's student's academic supervisor to the Department of Postgraduate Education. Recommendations for drafting the report are presented in Appendix 1 to this regulation;
 - It is recommended that the report submitted to the Department of Postgraduate Education be accompanied by a review by a scientist or consultant on the results of the internship.
 - a detailed report on the results of the master's student's on-site research internship is heard and approved at a meeting of the department's scientific seminar.

5 Criteria for Completing Research Internships Abroad (if available at the university)

- 5.1 The main criteria for competitive selection are:
- fluency in a foreign language (certificate of passing a test in a foreign language (English, French, German, respectively) for the programs:

Test of English as a Foreign Language (TOEFL, threshold score - no less than 560),

Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP - 85),
International English Language Tests System (IELTS, threshold score - no less than 6.0),
Grundbaustein DaF (threshold score - C 1),

German Sprachprüfung für den Hochschulzugang (DSH, cut-off score - C 1),

Diploma d'Etudes en Langue française (DELFL, threshold score - B 2),

Diploma Approfondi de Langue française (DALF, threshold score - C 1),

Test de connaissances de français (TCF, threshold score - no less than 400).

If you do not have a certificate, you must take a foreign language proficiency test at the university's Lingvo center (at the IELTS level of at least 6.0).

- average GPA above 2.75;
- a detailed plan of dissertation research with a table of contents;
- report on completed sections of the dissertation;
- the presence of one article on the topic of the dissertation.
- justification for the research topic.

6 Financial Standards for Training a Master's Student

6.1 Financing of expenses for training master's students is carried out from the republican budget in accordance with the following regulatory documents:

- Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated 07.08.2009 No. 374 "On approval of financial standards for higher and postgraduate education";
- Resolution of the Government of the Republic of Kazakhstan dated 06.02.2008 No. 108 "On reimbursement of civil servants' expenses on business trips abroad at the expense of the republican and local budgets".

6.2 The main areas of expenditure are presented in Appendix 2.

Recommendations for Preparing the Report

The internship report should have the following structure:

- 1 Plan (work for internship);
- 2 Introduction, usually 2-3 pages long. In the introduction, the master's student reflects the relevance of the topic chosen by him, its theoretical and practical significance, and defines the objectives of the research
- 3 The main text (the report can be divided into separate sections, and if necessary, into subsections). The main part of the report consists of 2-4 questions. The content of the report should correspond to the topic and plan and represent an independent understanding of theoretical provisions. When presenting the main sections, the graduate student should write down exactly what was done during the internship, what results were obtained, and also attach a recommendation from the host party.
- 4 The presentation of the material should be logical, without repetitions, contain generalizations and conclusions on each issue. All the main theoretical provisions should be convincingly argued. The various points of view on the issues under consideration found in scientific literature should be reflected in the report and your own position (or one of the analyzed ones, chosen by the graduate student) should be substantiated. Each section under consideration should end with a conclusion.
- 5 Conclusion, which formulates the findings, proposals and recommendations arising from the entire work.
- 6 List of references.
- 7 Applications (diagrams, graphs, documents, etc.).

Standards for Expenses of a Master's Student for Internships in Foreign Organizations and in the Republic of Kazakhstan

Name of Standards	Expense Standards
Daily allowance	In the amount of 40% of the daily allowance reimbursement rates for employees on short-term business trips abroad (Resolution of the Government of the Republic of Kazakhstan dated February 8, 2008 No. 108 "On reimbursement of expenses for business trips abroad at the expense of the republican and local budgets)
Living	Based on actual expenses, confirmed by documents, but not more than the amount equivalent to 500 US dollars per month.
Transportation costs	Based on actual expenses, confirmed by documents. Payment for travel within Kazakhstan is made for the use of railway transport not higher than a compartment car without payment for baggage. Payment for travel outside Kazakhstan: 1) by air transport - no higher than economy class without paying for baggage allowance; 2) by rail – no higher than a compartment carriage without paying for the carriage of baggage.
Purchase of educational materials, use of the Internet, library collection	Based on actual expenses, confirmed by documents, but not more than the amount equivalent to 300 US dollars.
Expenses related to staying in a foreign country during a research internship (visa processing, payment for application forms, medical insurance against accidents and sudden illnesses)	Based on actual expenses, confirmed by documents, but not more than the approved cost estimate.
For training, internship, conducting experiments, analytical research	Based on actual expenses, but not more than the amount specified in the contract with each individual educational organization. At the same time, expenses under this item are planned after planning expenses under the main items that ensure the preparation of the master's student, such as "Foreign internship (business trip)".