



Approved

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1. Purpose of the document

1.1 These Regulations establish organizational , educational and methodological activities of the UO "Almaty Management University", further AlmaU by organizations and conducting professional internships for undergraduate students throughout period training, aimed at consolidation of the results of theoretical training, acquiring practical skills and competencies.

2. Area of the document use

2.1 These Regulations is part of the documents regulating the educational process at AlmaU.

2.2 The requirements of these Regulations are mandatory for execution by AlmaU structural units involved in the educational process.

3. References

These Regulations have been developed in accordance with the regulatory documents of the Ministry of Science and education and other regulatory legal acts of the Republic of Kazakhstan in the field of education, internal regulatory documents of AlmaU:

- Law of the Republic of Kazakhstan dated July 27 2007 № 319-III “On Education”, by MSHE PK order dated July 20, 2022 N- 2, as amended by MSHE PK order dated February 20, 2023 № 66 (hereinafter referred to as SCS H&PGE RK) “On approval of state compulsory standards of higher and postgraduate education;

- Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education were approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595, as amended by MSHE PK order dated August 02, 2023 № 379;

- Rules for organizing the educational process on credit technology of education in organizations of higher and (or) postgraduate education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 № 152, as amended by MSHE PK order dated April 04, 2023 №145,

- Academic Policy of AlmaU, approved by the decision of the Academic Council from February 23, 2022, protocol № 7, AlmaU Charter and Corporate code of conduct, and determines the order for organizing and conducting professional internship at EI Almaty Management University.

4. Terms and abbreviations

Academic calendar	academic calendar is a calendar of educational and monitoring events, professional internships during the academic year, indicating days off (vacations and holidays)
Academic credit	a unified unit of measurement of the volume of scientific and (or) educational work (workload) of a student and (or) teacher
Bachelor 's degree program	a level of higher education aimed at training personnel with the award of a bachelor's degree in the relevant educational program with the mandatory acquisition of at least 240 academic credits

Documentolog	Electronic document management platform / system
Competencies	the ability of practical use of the knowledge, skills and abilities acquired during the learning process in professional activities
Professional skills	Professional skills are traditional competencies that typically include abilities used to perform a job. These skills are typically more specific and require active work to acquire and improve.
Professional internship	this is a type of educational activity aimed at developing professional skills, abilities and competencies in the process of performing certain types of work related to future professional activities
Students	persons studying under bachelor's degree programs

The following abbreviations are used in these regulations:

AlmaU	"Almaty Management University"
Beam.kz	Platform with tools for automation of internship and employment for colleges and universities
SLC	Type of contract in which the parties, without entering into labor relations, determine the result of the work, property relations and other issues of interaction
MHBO PK	Ministry of Science and Higher Education of the Republic of Kazakhstan
EP	Educational program
OL /M	Official letters / memos
EI	Educational institution
UMU	Educational and methodological department
HR department	Human resources department


5. Basic provisions

5.1 The Regulations regulate organizational, educational and methodological activities of EI AlmaU regarding organization and conduct of professional internship for students throughout the entire period of study, aimed at consolidating the results of theoretical training, acquiring practical skills and competencies.

5.2 Each type of professional internship has aims, objectives and a program, based on which the corresponding place for professional internship is determined.

5.3 Professional internship at AlmaU is a mandatory component of personnel training and represents one of the forms of organizing the educational process, consisting of practical preparation of students as per the direction of study of bachelor's degree educational programs at the internship places and at AlmaU.

5.4 Professional internships are part of any module of the educational program.

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5.5 When organizing the educational process, it is allowed to conduct professional internship both separately from the academic period and in parallel with the academic period (if necessary, in Contract with the schedule of the educational process).

5.6 Professional internship is a mandatory type of student's academic work.

5.7 All types of internship are implemented in compliance with deadlines, defined by the educational plan and academic calendar of educational programs.

5.8 The Regulations regulate the organization procedure, requirements for professional internship and selection of companies for internship.

5.9 The assignment of students to all types of internships is formalized by an order indicating the terms of the internship, the internship place, and the internship supervisors. Professors, associate professors, and experienced teachers who are well versed in the specifics of the profession and the activities of the internship bases are appointed as internship supervisors.

6. Types of professional internships

6.1 Curricula for all bachelor educational programs at AlmaU provide for the following types of professional internship: educational, industrial, pre-diploma (professional internship 1, 2, 3).

6.2 The list of types of professional internships by years of AlmaU undergraduate educational programs is presented in Appendix 7.

6.3 Educational internship is a system of organizational and educational activities carried out with the aim of improving the professional training of students. The main goal of educational internship is the acquisition by students of primary practical work skills and the formation of competencies of the graduate model of the corresponding educational program.


Industrial internship is aimed at consolidating theoretical knowledge acquired during the educational process, acquiring practical skills and competencies, and professional experience. The main goal of industrial internship is to consolidate and expand the theoretical knowledge of students, acquire practical work skills and develop the competencies of a graduate model of the relevant educational program.

Pre-graduation internship is aimed at acquiring practical skills and professional experience in the specialization of the chosen educational program. The main goal of the internship is to apply the competencies acquired during the training process to solve real production problems; acquire practical work skills / collect empirical material and conduct research as part of the diploma project (work).

7. Aim of the professional internship

7.1 The aim of professional internship is to consolidate and deepen theoretical knowledge obtained during the course of study at the university, to realize the student's adaptive capabilities to new working conditions, as well as to develop skills and acquire professional knowledge and competencies necessary for a future specialist.

7.2 Each type of professional internship under the implemented educational program has a goal, objectives and program, based on which the corresponding base (object) of professional internship is determined.

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8. Organization and implementation order of professional internship

8.1 The organizational measures that ensure the required level of professional internship include:

- development of the Internship Program and other documents on the types of professional internship in the context of the courses implemented by the EP (if necessary, taking into account the specifics for each EP separately) (Appendices 1-10);
- selection of the place (object) of internship (Appendix 8);
- conclusion of an Contract (Appendix 6);
- preparation of the necessary documentation: statement, order (Appendix 9-10);
- distribution of students among the internship bases.

8.2 The volume (number of credits) and timing of internships are established in the curricula, academic calendar and correspond to the requirements of the Professional Internship Program of educational programs.

8.3 Programs for completing professional internships are developed, discussed at meetings of the Councils of Schools / AlmaU Centers, agreed upon with the organizations defined as the internship base and approved by the Dean / Director of the school / center.

8.3.1. The Professional Internship Program is updated as needed at the request of employers, MSHE PK standards, accreditation agencies, etc.

8.4 Professional internship is conducted on the basis of Contracts concluded by AlmaU (implementers: Career Center / Schools / Centers) with organizations designated as internship bases, then individually on the basis of a tripartite Contract with students (Appendix 6).

8.5 The referral of students for professional internship is formalized by an order of the Vice-Rector for Academic Development of AlmaU indicating the timing of the internship, the base, and the internship supervisors / research supervisors from AlmaU (Appendix 10) based on the Statements of the Deans / Directors of Schools / Centers on the referral of students for professional internship (Appendix 9).

8.6 For the conduct of professional internship, supervisors / research supervisors from AlmaU and mentors from the internship base organization are appointed.

8.7 Qualified, experienced teachers, senior teachers, professors of graduating Schools / Centers of AlmaU are allowed to supervise professional internships.


8.8 Requirements for the internship supervisor from AlmaU:

- qualified teachers in the training profile who teach classes in basic and specialized disciplines.

8.9 Requirements for the supervisor from the internship base:

- at least three years of work experience in the field of training and profile of the bachelor's educational program.

8.10 The main organizational and methodological document regulating the activities of students and internship supervisors is the Professional Internship Program for the type of internship corresponding to the EP.

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8.11 AlmaU and the internship base bear equal responsibility for organizing and conducting students' internships.

8.12 The internship supervisor from AlmaU:

- holds an orientation conference before the internship, at which students are introduced to the tasks of their practical activity, the content and form of the reporting documentation are communicated, and all organizational activities are carried out before students begin their internship (holding meetings, briefing on the internship procedure, briefing on labor protection and safety, etc.);

- organizes the necessary preparation of students for the internship before the internship, conducts consultations in accordance with the Internship Program, provides methodological assistance and control over the progress of the internship, accepts internship reports, organizes the defense of students' internship reports, and submits a written report on the results of the internship.

- ensures that students complete their internship in accordance with the curriculum and program;

- participates in assigning students to jobs or moving them between types of work;

- monitors the organization (enterprise, institution) to ensure safe working conditions for students, conducts mandatory safety and health briefings with them, and ensures that interns comply with internal work regulations;

- accepts student reports on internships and evaluates the results of the Internship Program together with mentors from the internship base and submits a written report (in free form) to the management on the internship along with comments and suggestions for improving the students' practical training (Appendices 1-5);

- holds a final conference with interns at the end of the internship, where he/she summarizes the results of the internship.

When evaluating the results of students' internships, the following should be taken into account:

- mastering basic professional competencies that meet national qualification requirements and professional standards;

- desire to acquire and improve professional knowledge, skills, and abilities;

- active participation in the activities of the internship base, outside the internship program (additional volunteer activities during the internship, etc.);

- independence, creative approach to organizing professional activities;

- petition of the internship base on the desire to hire a student based on the results of the internship.


8.13 Before starting the internship, students are required to be provided with the Internship Program, which must cover the following issues:

- purpose and objectives of the internship;

- requirements for the student intern in accordance with the type of internship;

- content (tasks for each type of internship);

- the procedure for preparing reporting documents (list, requirements for execution, etc.).

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Students are recommended to use the Methodological Instructions (recommendations) for completing the internship assignments in the Internship Program.

8.14 During the internship, the Student:

- is responsible for completing the internship in accordance with the curriculum and program;
- studies and strictly observes labor discipline, safety regulations, fire safety, industrial sanitation;
- complies with the internal labor regulations in force in the organization (enterprise, institution, etc.);
- weekly agrees on the composition and scope of work with the internship supervisor/mentor;
- informs the internship mentor from the organization about his/her movements around the territory of the internship base organization during non-working hours;
- fully complies with the Internship Program;
- submits to the internship supervisor from AlmaU all documents required by the Internship Program and a written report on the results of the internship, signed by the head of the organization (enterprise, institution, etc.).


8.15 A student who fails to attend an internship without a valid reason or who fails to score the required grade for progression to the next year in the internship, i.e. who receives an F (“unsatisfactory”) grade on the final assessment, has the right to take and pass the internship on a paid basis in the next academic period in parallel with theoretical training or during the summer semester. In the event of missing an internship for a valid reason, the student’s internship period is extended.

8.16 The form of student reporting on the completion of the internship is a report on the completion of the internship, with the documents that the student worked on attached. The form, content, structure of written reports and other mandatory documents for types of internships are determined by AlmaU Schools independently. The reporting documentation is prepared by each student to assess the achieved results of the internship. The report is checked by the internship supervisor and defended before a commission created by the order of the Dean of the AlmaU School/Center. The results of the report defense are assessed according to the established point-rating letter system of assessments, according to the criteria system for assessing the results of internship (Appendix 5) | feedback from mentors from the internship database | internship supervisors from the university / individual assessment approaches by Schools / Centers (* the criteria of which are approved by the decision of the Academic Council of AlmaU). Internship reports are returned to students for use in future professional activities.

8.17 The results of professional internship are taken into account when summing up the results of the midterm assessment.

8.18 The results of students' internships are discussed at meetings of the Councils of Schools / Centers.

8.19 Scanned materials of students' internship reports are stored for 5 years in the electronic format accepted by the university.

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9. Procedure for approving a company as a place of professional internship

9.1. Criteria for selecting companies.

9.1.1 The companies that have departments that correspond to the specialization of personnel training and the requirements of the educational program, and that have qualified personnel to manage professional internship are determined as the basis for conducting professional internship for students.

9.1.2. Conditions and opportunities to ensure the safety and health of students/trainees are considered.

9.2. Procedure for selecting companies.

9.2.1. The organization is identified as a place for professional internship at the initial stages of training in accordance with the AlmaU academic calendar.

9.2.2. Students/trainees may propose their own options for companies that meet the criteria of the profile and type of activity of the professional internship program.

9.2.3. Professors, academic supervisors/internship supervisors may also propose organizations as an internship base for approval.

9.2.4. After selecting an organization, students/interns submit a request for approval of the organization as an internship base to the Career Center/School/AlmaU Center.

9.3 Organization evaluation and approval.

9.3.1. The Career Center/School/AlmaU Center analyzes the proposed organization, including checking for compliance with the criteria of the profile and type of activity of the professional internship program.

9.3.2. All legislative and regulatory requirements regarding the internship in the organization are taken into account.

9.3.3. In case of approval for the use of the organization as an internship base, the term of the Contract between AlmaU and the organization is established. The Contract with the company for the internship is concluded between the company and the AlmaU Career Center.

9.3.4. AlmaU may conduct an inspection of the organization to check the conditions and ensure the safety of students/interns.


9.4 Final provisions. The procedure for determining the organization as a base for professional internship.

9.4.1. The organization selected as a base for professional internship undertakes to provide conditions and assistance for the successful completion of the internship by students/interns.

9.4.2. AlmaU, the organization, and the student sign a tripartite Contract on the conduct of professional internship

10. Responsibility and control

10.1 Deans, directors, deputy directors, academic deans, program leaders, administrative and managerial staff of the School/ Center, director of the Career Center, teachers carry

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out control and responsibility for compliance with the specified criteria and requirements of the Regulations.

10.2 Students are responsible for fulfilling the points and criteria of these Regulations.

10.3 The director of the educational and methodological department is responsible for updating the points of these Regulations in accordance with the requirements of regulatory legal acts in the field of education of PK and internal regulatory documents of AlmaU.

Appendix 1.

Structure of the professional internship program



**EI ALMATY MANAGEMENT UNIVERSITY
SCHOOL / CENTER _____**

**APPROVED
By the Dean /Director**

_____ **202** _____

SCHOOL / CENTER _____
(Name)

PROGRAM _____ INTERNSHIP
Name

Educational program: _____
code and name

Year of study: _____

Number of credits:

Almaty 202_

The internship program is compiled by _____ on basis of
Teacher's position, full name
the educational plan educational program

_____ *code* _____ *EP name*

_____ *(teacher's signature)*

Considered at the meeting of the School / Center Council

_____ *Name*

Dated _____ 202 , protocol № _____

Dean/Director _____ *Signature* _____ *Full name*

"AGREED WITH"

PLACE OF INTERNSHIP


INTERNSHIP SUPERVISOR OF THE COMPANY

_____ *Name* _____ *signature, stamp* _____ *job title, full name*

_____ *Name* _____ *signature, stamp* _____ *job title, full name*

_____ *Name* _____ *signature, stamp* _____ *job title, full name*

Note: Signature of one internship base is allowed.

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Content of the internship program

Introduction

Aim

Objectives

Description of the type of internship, its importance in the formation of the model of a graduate of the educational program

Expected learning outcomes

1. Company _____ internship

name

1.1. Content, organization and supervision of the internship

1.2. Responsibilities of the parties of the internship

1.3. Rights and obligations of a student intern

1.4. Methodological instructions for students-interns on completing the internship assignments

2. Summing up the internship results

3. Requirements to a student intern's report

4. Defense of the internship report

5. Recommendations for students on defense of the internship report

6. Educational literature

7. Material supply

8. Appendices (additional forms, depending on a type of internship)

Note: The sections of the program are designed taking into account the specifics of each type of professional internship. The section may have subsections. Each section and subsection must contain complete information.

Each section of the program should start on a new sheet (pages).

Appendix 2.

Assignment structure of the professional internship for the diploma project (work)
(Recommended form)

**EI ALMATY MANAGEMENT UNIVERSITY
SCHOOL / CENTER _____**

Educational program:

(code, name)

**APPROVED
By the Dean /Director**

_____ **202** _____

ASSIGNMENT

for _____ internship of the student
(for graduation *project/work*)

_____ *(full name)*
Year of study _____, group _____, specialization (trajectory) _____

Topic of the thesis (project)

approved by order of AlmaU dated " " 20 No _____

1. Content and list of questions subject to develop

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

2. The assignment date of issue _____

Supervisor of the diploma work (project) _____
(full name, signature)

The assignment is taken for execution _____
(full name, signature)

Structure of the Report on professional internship

Form of the title page of the student's report on internship

EI ALMATY MANAGEMENT UNIVERSITY
SCHOOL / CENTER _____

SCHOOL / CENTER _____
Name

Educational program:

_____ *code and name*

REPORT

On _____ **internship**
Name

Completed by:

_____ year student

_____ group

_____ *Full name*

Internship supervisor from
the university:

_____ *Job title, full name.*

Almaty, 202_____

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Appendix 4

Form of a student's characteristics from the place of internship

CHARACTERISTICS

Student _____

Full name (fully)

Year of study _____group_

EP code, name _____

School _____

EI Almaty Management University

1. Description of the types of work performed by the student under the internship program.
2. Level of theoretical and practical training.
3. Achievement of expected learning outcomes of the internship.
4. Level of development of professionally important personal qualities: activity, discipline, responsibility, independence, etc.
5. Additional characteristics at the discretion of the mentor from the internship base.
6. Recommendations, wishes to the student.
7. Assessment for the internship.

*The company for internship
Signature and stamp*

Mentor _____
Signature

Full name

Head of the company _____
name

signature

full name

Appendix 5

Assessment criteria of the internship results

Grade	Level of preparation
95-100 %	The learning outcomes within the competencies envisaged by the internship program have been achieved. The student demonstrates a high level of preparation, a creative approach to solving non-standard situations during the individual assignment. The student submitted a detailed report on the internship, and worked actively throughout the entire internship period.
90-94 %	The learning outcomes within the competencies envisaged by the internship program have been achieved. The student submitted a detailed report on the internship, and worked actively throughout the entire internship period.
80-89 %	The student demonstrates good preparation. The student submitted a detailed report on the internship, and worked actively throughout the internship period.
70-79 %	The student demonstrates satisfactory preparation, but makes noticeable shortcomings when preparing the internship report and conducting the interview. The student worked actively throughout the internship.
60-69%	The student demonstrates satisfactory preparation, but makes noticeable mistakes when preparing the internship report and conducting the interview. The student has obvious shortcomings in demonstrating the skills and abilities provided for by the internship program. The student demonstrates a minimum level of theoretical knowledge, makes significant mistakes when completing an individual assignment, but when answering leading questions during the interview.
50-59 %	The student had absences during the internship. The learning outcomes provided for by the internship program within the framework of competencies have not been achieved in general, the student did not submit a timely / submitted an inaccurate report on the internship, missed most of the time allotted for the internship.
26-49%	The learning outcomes provided for by the internship program within the framework of competencies have not been achieved, the student did not submit a timely report on the internship, missed most of the time allotted for the internship, cannot give the correct answer to the interview questions.
0-25%	The learning outcomes within the competencies envisaged by the internship program have been achieved. The student demonstrates a high level of preparation, a creative approach to solving non-standard situations during the individual assignment. The student submitted a detailed report on the internship, and worked actively throughout the entire internship period.

Note: depending on the specifics of the educational program, it is necessary to independently supplement the assessment criteria in the Internship Programs.

Appendix 6 Note: Signing
of CLN contracts with students are the responsibility of the head of the subdivision, CLN contracts are signed online using the Documentolog platform (In section Applications, SP— Electronic contracts).

Contract on carrying out professional internships

Contract _____
to conduct _____ internship
name

Almaty city

" ____ " _____ 20 ____

Educational Institution "Almaty Management University", hereinafter referred to as the "Educational Organization", represented by **the Vice-Rector for Student Support and Development Mardanov Didar Talapovich**, acting on the basis of Power of Attorney dated December 12, 2022 № 43, on the one hand,

_____ hereinafter referred to as the "company", represented by _____,

_____ acting on the basis of the Charter, on the other hand,

And a **citizen** _____

_____ hereinafter referred to as the "Student" as the third party, according to current legislation of the Republic Kazakhstan, have concluded this contract about as follows:

1. SUBJECT OF THE CONTRACT

1. The Educational Organization provides training for the Student enrolled in 20____, for the educational program _____
2. The Company provides the student with a place for the professional internship in accordance with the specialization of the educational program.
3. The Student masters the educational program in order to obtain key and professional competencies that allow him to competently perform production functions and tasks.

2. RIGHTS AND RESPONSIBILITIES OF THE PARTIES

4. The Educational Organization undertakes:

1) to send a student to the company under the EP _____ (code and name of the educational program) of a ____-year period of study to undergo _____ (type) of internship in accordance with the academic calendar from " _____ " to " _____ "

2) To familiarize the student with his duties and responsibilities specified in this Contract;

3) to develop and coordinate with the enterprise a program of professional internship and calendar schedules for completing professional internship;

two weeks before the start of professional internship, submit to the enterprise for approval a program, calendar schedules for completing professional internship indicating the number of students;

appoint by order of the head of the educational organization internship managers from among the teachers of the relevant educational programs of the educational organization;

4) to ensure that the student complies with labor discipline, internal regulations mandatory for employees of the given enterprise;

5) to organize the completion and carry out periodic monitoring of the professional internship of the student in accordance with the educational program and academic calendar;

6) to provide methodological assistance to employees of the enterprise in organizing and conducting professional internship;

7) if necessary, provide the enterprise with information on the educational achievements of the student;

8) to take part in the investigation of accidents, if they occurred with the participation of the student during the period of completing the internship;

9) in the event of liquidation of the educational organization or termination of educational activities, _____

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notify the enterprise and take measures to transfer the student to continue education in another educational organization;

10) in the event that the internship base is located far from the place of residence, provide for the possibility of providing the student with the necessary housing, living and other conditions.

5. The Educational Organization has right:

1) To terminate the Contract unilaterally in case of unauthorized termination of studies, retaking a year of study, as well as in case of expulsion of the student in the manner determined by the current legislation of the Republic of Kazakhstan.

6. The Company undertakes:

- 1) provide the student with safe working conditions in the workplace (with mandatory briefings on safety and labor protection) and, where necessary, train the student in safe work methods;
- 2) consider the candidacy of a graduate who studied on an educational grant for employment in accordance with the obtained bachelor's degree if there is a corresponding vacancy;
- 3) provide educational organizations with workplaces for the student's professional internship in accordance with the academic calendar;
- 4) accept the student by referral for professional internship in the relevant educational program in accordance with the terms of this Contract;
- 5) prevent the student from being used in positions not provided for by the internship program and unrelated to the student's educational program;
- 6) ensure the provision of qualified specialists to manage the student's professional internship in divisions (departments, workshops, laboratories, etc.);
- 7) report to the educational organization all cases of violation of labor discipline and internal regulations of the enterprise by the student;
- 8) create the necessary conditions for the student to complete the professional internship program in the workplace, providing the opportunity to use laboratories, offices, workshops, a library, drawings, technical and other documentation necessary for the student to successfully master the professional internship program and complete individual assignments;
- 9) upon completion of the professional internship, issue a description of the student's work and assess the quality of the internship.

7. The Company has right:

- 1) participate in the development of an educational program for professional internship in accordance with new technologies and changed conditions of the production process;
- 2) propose topics for term papers and theses in accordance with the needs of the enterprise;
- 3) participate in the final assessment of students;
- 4) request information on the current academic performance of students;
- 5) demand from the educational organization high-quality training of students in accordance with the expectations of the employer.

8. The Student undertakes:

- 1) observe labor discipline, internal regulations, safety regulations and production procedures at the place of professional internship, mandatory for employees of the enterprise;
- 2) treat equipment, devices, documentation and other property of the enterprise with care;
- 3) strictly observe and fulfill the requirements of the internship program;
- 4) arrive at the disposal of the enterprise by the established deadline for the internship;
- 5) do not disclose confidential information about the enterprise during the internship and after its completion.

9. The Student has right:

- 1) use the necessary tools, equipment, devices and other production materials, in Contract with the mentor appointed by the enterprise, have free access and use of the fund of educational, educational and methodological literature based on the library and reading rooms, laboratory facilities, computer and other equipment for educational purposes;
- 2) to compensation for harm caused to health in the process of undergoing professional training.

3. LIABILITY OF THE PARTIES

10. For failure to perform or improper performance of their obligations stipulated by this Contract, the parties shall bear liability established by the current legislation of the Republic of Kazakhstan.

4. DISPUTE RESOLUTION PROCEDURE

11. Disagreements and disputes arising in the process of implementation of this Contract shall be resolved directly by the parties in order to develop mutually acceptable solutions.

12. Issues not resolved by the parties through negotiations, development of mutually acceptable solutions, shall be resolved in accordance with the current legislation of the Republic of Kazakhstan.

5. TERM, PROCEDURE FOR CHANGING THE TERMS OF THE CONTRACT AND ITS TERMINATION

13. This Contract shall enter into force on the date of its signing by the parties and shall remain in effect until its full execution.

14. The terms of this Contract may be amended and supplemented by mutual written Contract of the parties.

15. This Contract shall be concluded in three copies, one copy for each Party.

16. Legal addresses and bank details of the Parties:

Educational Organization:	Student :	Company:
EI "Almaty Management University"	_____ (Full name)	_____
EI "Almaty Management University" RIN 600 400 079 841, KBE 18	_____ _____ _____	BIN _____ RTN _____ Legal address: _____
BIN 971 240 001 583 IIK KZ40601713100005 3681	(date of birth, IIN, ID number, when and by whom issued)	Bank details: " _____ " JSC
Halyk Bank Kazakhstan BIC HSBK KZKX	_____ (home address, telephone)	BIK _____ IIK _____
050060 Almaty, st. Rozybakiev, 227	_____ (signature)	KBE _____ _____
Vice-Rector for Student Support and development	_____	(contact phone, fax indicating the city code)
____Mardanov D.T. Stamp	Legal representative _____ (FULL NAME)	_____
(date of birth, IIN, ID number, when and by whom issued)	_____	Stamp
(home address, telephone)	_____ (signature)	

List of professional internship types by the year of bachelor's degree educational programs
EI "Almaty Management University"

№	Names of types of professional internship/credits year of admission, educational, industrial, pre-graduation, professional, Internship 1, Internship 2, Internship 3			
	EP Code and name: 6B03201 Public Relations, 6B03188 International relationships and economics, 6B06102 Business Analytics and Big Data, 6B04190 Business analytics and economics, 6B06101 Information systems, 6B04103 Business administration in entrepreneurship, 6B11301 Logistics, 6B04104 Marketing, 6B04101 Management, 6B11101 Restaurant and hotel business, CB111*9 Tourism And event management, GB0410G Accounting and auditing, 6B04105 Finance, 6B?4201 Jurisprudence (total: 11 cr.)			
1	2020	3	3	5
2	2021 (CO)	3	3	5
	EP Code and name: 6B04189 Urban studies and city management (total: 8 cr.)			
1	2020	3		5
	EP Code and name: 6B03188 International relations and economics, 6B03203 New Media, 6B02103 Digital film production (total: 13 cr.)			
1	2021	3		10
	EP Code and name: 6B04192 Global management (total: 9 cr.)			
1	2021	3		6 prod. Int.
	EP Code and name: 6B03201 Public Relations, 6B03203 New Media (total: 20 cr.)			
1	2022			20
	EP Code and name: 6B03188 International relations and economics, 6B04190 Business analytics and economics, 6B04106 Accounting and auditing. 6B04105 Finance. 6B04201 Jurisprudence (total: 20 cr.)			
1	2022 (4 y.s.)			20
	EP Code and name: 6B04192 Global management (total: 6 cr.)			
1	2022			6
2	2023			6

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	Code and name of OP: 6B04189 Urban studies and city management, 6B04103 Business administration in entrepreneurship, 6B11301 Logistics, 6B04104 Marketing, 6B04101 Management, 6B06103 Software engineering, 6B06101 Information systems (total: 20 cr.)				
1	2022 (3 y.s.)				20
2	2022 (SE, IS)				10 10
	EP Code and name: 6B06104 Data Science, 6B06105 Product Management (total: 30 cr.)				
1	2022 (3 y.s.)				10 20
	EP Code and name: 6B11101 Restaurant and hotel business, 6B11188 Tourism and event management, (total: 24 cr.)				
1	2022				4 10 10
	EP Code and name: 6B03201 Public relations, 6B03188 International relations and economics, 6B04189 Urban studies and city management, 6B04190 Business analytics and economics, 6B04103 Business administration in entrepreneurship, 6B11301 Logistics, 6B04104 Marketing, 6B04101 Management, 6B11101 Restaurant and hotel business, 6B11188 Tourism and event management, 6B04106 Accounting and auditing, 6B04105 Finance, 6B04201 Jurisprudence, 6B03104 Psychology, 6B04107 Digital Marketing (total: 25 cr.)				
1	2023	5		5	15
	EP Code and name: 6B06103 Software engineering, 6B06104 Data Science, 6B06105 Product Management, 6B06101 Information systems (total: 20 cr.)				
1	2023				10 10
	EP Code and name: 6B04194 Sports management (total: 20 cr.)				
1	2023				5 15
	EP Code and name: 6B03203 New Media, 6B02103 Digital film production (total: 15 cr.)				
1	2023			15	

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Operation algorithm of AlmaU Career Center

Beam.kz is a platform with tools for automating the internship and employment for colleges and universities (registration of students, selection of internship base, etc.)

<https://beam.kz>

Profile of the AlmaU Career Center

- Registration of students and graduates
- Communication with students and graduates
- Communication with employers
- Vacancy management
- Event management
- Result tracking
- Vacancy search/filtering
- Automatic and manual sending of candidate list
- Mobile application
- Analytics on student/graduate activity
- Publications and professions
- Messages and chat
- Auto-recommendations to students

Operation algorithm of AlmaU Career Center

1. Career Center submits an application for professional internship in the platform, including all the conditions and dates.
2. The organization/company, having reviewed it, accepts it and responds to the application.
3. The Career Center reviews the list of organizations/companies that have accepted the application.
4. The Career Center accepts 1 (one) organization/company for a certain type of professional practice.
5. After the organization/company has accepted/approved it, students are shown information on the website about the possibility of completing the practice.
6. The organization/company selects students after students submit an application for professional practice.
7. The organization/company signs documents (agreement, contract), based on which of the students has been selected.
 - 7.1 The student provides the signed contract on behalf of the company and on his/her part to the Career Center, then the Career Center signs and puts a seal. A copy of the contract is provided to the School, if necessary.
 - 7.2. If the student is completing the practice at the university, the student signs a 3-party contract, in which the HR department signs and puts a seal, and on behalf of the university the Career Center signs and puts a seal.
8. Students complete professional practice, observing all the requirements of the practice program.
9. During the practice, students fill out an electronic diary.

Note: In the Beam.kz platform, students can see a list of companies ready to accept internships, students independently choose and submit an application to the company.

If a student is doing an internship at a university or independently found a place to do an internship, he must provide an agreement (the execution of an agreement, if the student is doing an internship at a university is described in paragraph 7.2).

Note: The deadline for issuing the Order is at least two weeks before the internship.

Form of the order for approval of the place of internship, supervisors and sending students for professional internship

About approval of the place and supervisors for the internship

In accordance with the Standard Rules for the activities of organizations of higher and postgraduate education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595, as amended by order MES PK dated August 02, 2023 № 379

I ORDER:

To approve the place and the supervisor for the educational internship of _____ year students, in the period from _____ to _____ 20__:

N-	EP Code and name	Language of instruction	Student's full name (fully)	Place of internship (Name, address)	Supervisor of internship (degree, title, full name)
1					
2					
3					

Reference: School Dean's statement _____

Vice-Rector for academic development

A. Aryn