

Regulations on professional internship of bachelor's students

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1. Document Purpose

1.1 This Regulation establishes the organizational, educational, and methodological activities of the "Almaty Management University" Educational Institution, hereinafter AlmaU, for organizing and conducting professional practice for undergraduate students throughout the entire period of study, aimed at consolidating the results of theoretical training, acquiring practical skills and competencies.

2. Document Scope

2.1 This Regulation is part of the documents regulating the educational process at AlmaU.

2.2 The requirements of this Regulation are mandatory for all structural divisions of AlmaU involved in the educational process.

3. References

This Regulation has been developed in accordance with the regulatory documents of the Ministry of Science and Higher Education and other legal acts of the Republic of Kazakhstan in the field of education, internal regulatory documents of AlmaU:

- Order of the MES RK dated July 20, 2022, No. 2, as amended by Order of the MES RK dated August 24, 2024, No. 419 (hereinafter - State Compulsory Standards of Higher and Postgraduate Education);
- Model Rules for the Activities of Higher and Postgraduate Education Organizations, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595, as amended by Order of the MES RK dated June 24, 2024, No. 307;
- Rules for Organizing the Educational Process according to the Credit Technology of Learning in Higher and (or) Postgraduate Education Organizations, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152, as amended on April 29, 2024;
- Academic Policy of AlmaU (P-AKD-01).

4. Terms and Abbreviations

Term	Definition
Academic Calendar	A calendar of educational and assessment activities, professional practices during the academic year, indicating rest days (vacations and holidays).

Term	Definition
Academic Credit	A unified unit for measuring the volume of scientific and (or) academic work (load) of a student and (or) teacher.
Undergraduate (Baccalaureate)	A level of higher education aimed at training personnel with the award of a "bachelor's" degree in the relevant educational program with mandatory completion of at least 240 academic credits.
Documentolog	Platform / Electronic Document Management System.
Competencies	The ability to practically use knowledge, skills, and abilities acquired during training in professional activities.
Professional Skills	Professional skills are traditional abilities, which usually include capabilities applied to perform work. Such skills are typically more specific and require active work to acquire and improve.
Professional Practice	A type of educational activity aimed at developing professional abilities, skills, and competencies in the process of performing certain types of work related to future professional activities.
Students	Individuals studying in undergraduate programs.

The following abbreviations are used in this Regulation:

Abbreviation	Explanation
AlmaU	"Almaty Management University"
GPC (Civil Law Contract)	A type of contract where parties, without entering into labor relations, determine the result of work, property relations, and other interaction issues.
MES RK	Ministry of Science and Higher Education of the Republic of Kazakhstan

Abbreviation	Explanation
EP	Educational Program
SL / OM (Service Letters / Official Memos)	Service Letters / Official Memoranda
EI	Educational Institution
AMU (Academic and Methodological Department)	Academic and Methodological Department
HR Department	Human Resources Department

5. Responsibility and Control

5.1 Deans, Directors, Deputy Deans/Directors, Program Leaders, administrative and managerial staff of the School/Center, Head of the Graduate Career Development Center, and teaching staff exercise control and are responsible for compliance with the specified requirements.

5.2 Students are responsible for fulfilling the requirements of this Regulation.

5.3 The Director of the Academic and Methodological Department is responsible for updating the provisions of this Regulation in accordance with the requirements of the regulatory legal acts in the field of education of the RK and internal regulatory documents of AlmaU.

6. General Provisions

6.1. The Regulation governs the organizational, educational, and methodological activities of the AlmaU Educational Institution in organizing and conducting professional practice for students throughout the entire period of study, aimed at consolidating the results of theoretical training, acquiring practical skills and competencies.

6.2. Each type of professional practice has goals, objectives, and a program, based on which the corresponding professional practice base is determined.

6.3. AlmaU's Professional Practice is a mandatory component of personnel training and represents one of the forms of organizing the educational process, consisting of the practical training of students in the field of bachelor's educational programs at practice bases and on AlmaU's own bases.

6.4 Professional practices are part of a module of the educational program.

6.5 When organizing the educational process, professional practice may be introduced separately from the academic period or concurrently with the academic period (if

necessary, in coordination with the academic schedule).

6.6 Professional practice is a mandatory type of student's academic work.

6.7 All types of practices are implemented in accordance with and within the timeframes determined by the curriculum and the academic calendar.

6.8 The Regulation governs the procedure for organization, requirements for conducting professional practice, and determining organizations as practice bases.

6.9 The assignment of students to all types of practices is formalized by an order indicating the practice period, practice base, and practice supervisors. Experienced teachers who are well acquainted with the specifics of the profession and the activities of the practice bases are appointed as practice supervisors. As well as mentors from the host organization.

Types of Professional Practice

Curricula for all undergraduate educational programs of AlmaU may include the following types of professional practice: Educational, Industrial, Pre-diploma.

6.10 Educational practice is a system of organizational and educational activities conducted to improve the professional training of students. The main goal of educational practice is for students to acquire primary practical work skills and form competencies of the graduate model of the relevant educational program.

6.11 Industrial practice is aimed at consolidating theoretical knowledge acquired during training, acquiring practical skills and competencies, and professional experience. The main goal of industrial practice is to consolidate and expand students' theoretical knowledge, acquire practical work skills, and form competencies of the graduate model of the relevant educational program.

6.12 Pre-diploma practice is aimed at acquiring practical skills and professional work experience in the profile of the chosen educational program. The main goal of the practice is to apply the competencies obtained during training to solve real production tasks; acquire practical work skills / collect empirical material and conduct research within the framework of the diploma project (work).

7. Purpose of Professional Practice

7.1 The purpose of professional practice is to consolidate and deepen theoretical knowledge acquired during studies at the university, realize the student's adaptive capabilities to new working conditions, as well as develop skills and master professional knowledge and competencies necessary for a future specialist.

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

8. Procedure for Organizing and Conducting Professional Practice

8.1 Organizational measures ensuring the necessary level of professional practice include:

- Development of the Practice Program and other documents for the types of professional practice (if necessary, considering the specifics for each EP separately) (Appendices 1–7);
 - Selection of the practice base (object);
 - Conclusion of an agreement;
 - Preparation of necessary documentation: submission, order (Appendices 6–7);
 - Distribution of students to practice bases.
- 8.2 The volume (number of credits) and timing of practices are established in the curricula, academic calendar, and correspond to the requirements of the EP's Professional Practice Program.
- 8.3 Professional practice programs are developed, discussed at meetings of the AlmaU Schools/Centers Councils, coordinated with organizations defined as practice bases, and approved by the Dean of the School/Director of the Center.
- 8.3.1. Updating the Professional Practice Program is carried out as necessary upon requests from employers, MES RK regulations, accreditation agencies, etc.
- 8.4 Professional practice is conducted on the basis of agreements concluded by AlmaU (executors: Graduate Career Development Center/ Schools/Centers) with organizations defined as practice bases, as well as on the basis of a tripartite agreement with the student, when the student independently finds a practice base.
- 8.5 The assignment of students to professional practice is formalized by an order of the Vice-Rector for Academic Development of AlmaU, indicating the duration, base, supervisors/academic supervisors of the practice from AlmaU (Appendix 7) based on Submissions from Deans/Directors of Schools/Centers on sending students for professional practice (Appendix 6).

8.6 For conducting professional practice, supervisors/academic supervisors from AlmaU and mentors from the host organization are appointed.

8.7 Qualified, experienced teachers, senior teachers, professors of the graduating Schools / Centers of AlmaU who teach core and specialized disciplines are allowed to supervise professional practices.

8.8 Requirements for a mentor from the practice base:

- Work experience of at least three years in the field of training and profile of the undergraduate educational program.

8.9 The main organizational and methodological document regulating the activities of students and practice supervisors is the Professional Practice Program for the type of practice of the relevant EP.

8.10 AlmaU and the practice base bear equal responsibility for the organization and conduct of student practice.

8.11 The practice supervisor from AlmaU:

- Conducts an introductory meeting before the start of the practice, where students are familiarized with the tasks of their practical activities, informed about the content and form of reporting documentation, ensures all organizational measures before students go on practice (holding meetings, briefing on the procedure for completing the practice, briefing on labor protection and safety, etc.);
- Before the start of the practice, organizes the necessary preparation of students for the practice, conducts consultations in accordance with the Practice Program, provides methodological assistance and monitors the progress of the practice, accepts practice reports, organizes the defense of student practice reports, submits a written report on the results of the practice.
- Ensures that students complete the practice in accordance with the curriculum and program;
- Participates in the distribution of students to workplaces or their rotation among types of work;
- Monitors the provision by the organization (enterprise, institution) of safe working conditions for students, conducting mandatory briefings on labor protection and safety with them, and compliance by trainees with internal labor regulations;
- Accepts student reports individually, or approves student reports and admits them to defense before a collegial commission established in the school or center to summarize the results of the practice;
- Has the right to make proposals for improving the Practice Program or recommendations to practice bases for improving the practical training of students.

When assessing the results of student practice, the following should be considered:

- Mastery of basic professional competencies corresponding to national qualification requirements, professional standards;
- Striving to acquire and improve professional knowledge, skills, and abilities;
- Active participation in the activities of the practice base, beyond the practice program (additional volunteer activities during the practice period, etc.);
- Independence, creative approach to organizing professional activities;
- Petition from the practice base expressing a desire to hire the student based on the practice results.

8.12. Based on the assessment of professional practice, a Protocol is drawn up and the results are entered into the automated information system by the practice supervisor from AlmaU (Appendix 8).

8.13 Before starting the practice, students must be provided with the Practice Program, which should cover the following issues:

- Purpose and objectives of the practice;
- Requirements for the student-trainee according to the type of practice;
- Content (tasks for each type of practice);
- Procedure for preparing reporting documents (list, formatting requirements, etc.).

8.14 The student during the practice:

- Is responsible for completing the practice in accordance with the curriculum and program;
- Studies and strictly observes labor discipline, safety rules, fire safety, industrial sanitation;
- Complies with the internal labor regulations in force in the organization (enterprise, institution, etc.);
- Weekly coordinates the composition and volume of work with the practice supervisor / mentor;
- Informs the practice mentor from the organization about their movements on the territory of the practice base organization outside working hours;
- Fully completes the Practice Program;
- Submits to the practice supervisor from AlmaU all documents required by the Practice Program and a written practice report signed by the head of the organization (enterprise, institution, etc.).

8.15 A student who fails to appear for practice without a valid reason or who does not score the points required for transfer to the next course in the practice, i.e., received an "F" ("unsatisfactory") grade in the final control, has the right to complete and pass the practice on a paid basis in the next academic period concurrently with theoretical training or during the summer semester. If the practice is missed for a valid reason, the practice period for the student is extended.

8.16 The form of student reporting on the practice is a practice report, with attachments of documents the student worked on. The form, content, structure of written reports and other mandatory documents for types of practices are determined by the AlmaU Schools independently. Reporting documentation is prepared by each student to assess the achieved practice results. The report is checked by the practice supervisor and defended before a commission established by order of the Dean of the AlmaU School/Center. The results of the report defense are assessed according to the established point-rating letter grading system, based on the criteria system for assessing practice results (Appendix 5)/ feedback from mentors from practice bases / practice supervisors from the university / individual assessment approaches of Schools/Centers.

8.17 The results of professional practice are taken into account when summarizing the results of intermediate certification.

8.18 The results of student practice are discussed at meetings of the Schools / Centers Councils.

8.19 Scanned materials of student practice reports are stored for 5 years in the accepted electronic format of the university (Documentolog).

9. Procedure for Concluding an Agreement as a Professional Practice Base

9.1. When selecting a potential supplier for professional practice, an agreement is concluded that defines the following points:

9.1.1 The enterprise provides the student with a professional practice base in accordance with the profile of the educational program.

9.1.2. Ensure safe working conditions for the student at the workplace (with mandatory safety and labor protection briefings) and, if necessary, train the student in safe work methods. Ensure the provision of qualified specialists to guide the student's professional practice in the departments (offices, workshops, laboratories, etc.).

9.1.3 Requirements for the practice base and selection criteria are specified in the Professional Practice Program, depending on the specific activities of the school/center and considering the achievement of learning outcomes within the EP.

9.2. Organization selection procedure.

9.2.1. Designation of an organization as a base for professional practice is carried out at the initial stages of training in accordance with the AlmaU Academic Calendar.

9.2.2. Students/trainees can propose their own options for organizations that meet the criteria of the profile and type of activity of the professional practice program.

9.2.3. Professors, academic supervisors / practice supervisors can also propose organizations as practice bases.

9.2.4. In case a new organization appears as a practice base, an Agreement is concluded between the company and AlmaU through the responsible person of the AlmaU Graduate Career Development Center.

9.3. AlmaU may conduct an inspection at the organization to check conditions and ensure the safety of students/trainees.

9.4. In cases where the student independently finds a practice base, AlmaU, the organization, and the student sign a tripartite Agreement on conducting professional practice.

Appendix 1.

Structure of the Professional Practice Program

EDUCATIONAL INSTITUTION ALMATY MANAGEMENT UNIVERSITY

SCHOOL / CENTER _____

APPROVED

Dean / Director

« ____ » ____ 202

SCHOOL / CENTER _____

(name)

PROGRAM

OF _____ PRACTICE

(name)

Educational Program: _____

(code and name)

Course: _____

Number of Credits: _____

Almaty 202_

The Practice Program was compiled by _____, based on

(position, Full Name of teacher)

the curriculum of the educational program

(code and name of EP)

(signature of teacher)

Reviewed at the meeting of the School / Center Council " _____ "

(name)

on « ____ » ____ 202, minutes No. _____

Dean/Director _____

(signature, Full Name)

"COORDINATED"

PRACTICE BASE	HEAD OF THE PRACTICE BASE	
<i>(name)</i>	<i>(signature, stamp)</i>	<i>(position, Full Name)</i>
<i>(name)</i>	<i>(signature, stamp)</i>	<i>(position, Full Name)</i>
<i>(name)</i>	<i>(signature, stamp)</i>	<i>(position, Full Name)</i>

Note: Coordination with one practice base is allowed.

Appendix 2

Content of the Practice Program

Introduction

Goal

Objectives

Description of the type of practice, its significance in forming the graduate model of the educational program

Expected Learning Outcomes

1. Organization of _____ Practice
(name)
 - 1.1. Content, Organization and Management of the Practice
 - 1.2. Responsibilities of the Parties for Completing the Practice
 - 1.3. Rights and Responsibilities of the Student-Trainee
 - 1.4. Methodological Guidelines for Student-Trainees on Completing Practice Tasks
2. Summarizing the Results of the Practice
3. Requirements for the Student-Trainee's Report
4. Defense of the Practice Report
5. Recommendations for Students on Defending Practice Reports
6. Educational Literature
7. Material Support
8. Appendices (additional forms, depending on the type of practice)

Note: Sections of the program are formatted considering the specifics of each type of professional practice. Subsections may be выделены within a section. Each section and subsection must contain complete information.

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

Appendix 3. Form of the Student Practice Report Title Page and Report Content

EDUCATIONAL INSTITUTION ALMATY MANAGEMENT UNIVERSITY

SCHOOL / CENTER _____
(name)

Educational Program:
_____ - «_____»
(code and name)

REPORT
on _____ practice
(name)

Completed by:
Student of _____ course

_____.
(Surname and initials of student)

Practice Supervisor from the University:

_____.
_____.
(position, surname and initials)

Almaty, 202_____

CONTENT OF THE PRACTICE REPORT

No.	Name of Section	Page
	INTRODUCTION	1
1		
2		
3		
-		

No.	Name of Section	Page
-		
-		
	CONCLUSION	
	LIST OF REFERENCES	
	APPENDICES	

Appendix 4. Form of Student Reference from the Practice Base

REFERENCE

Student _____

(Full Name)

of _____ course

(code, name of EP) _____

School _____

Educational Institution Almaty Management University

1. Description of types of work performed by the student according to the practice program.
2. Level of theoretical and practical preparation.
3. Achievement of expected learning outcomes of the practice.
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 practice base.
6. Recommendations, wishes for the student.
7. Practice Grade.

For the practice base organization signatures and stamp:

Mentor _____

(signature) (Full Name)

Head of Organization _____

(name of organization) (signature) (Full Name)

Appendix 5. Criteria for Assessing Practice Results

Assessment Criterion	Maximum Score	Distribution of Points by Criterion and Justification
Quality and Completeness of Report	30 points	28-30 points: The report contains all necessary information, includes additional analysis, examples, or innovative approaches, exceeding expectations. Logic and structure are ideal.
		24-27 points: The report fully meets the requirements, is logically structured, without adding unique aspects.
		18-23 points: The report does not fully cover the topic, has gaps in information, or has impaired logic of presentation.
		10-17 points: The report contains significant structural or content errors, the topic is covered superficially.
		0-9 points: The report is incomplete, chaotic, with multiple errors, does not meet the assignment.
Analytical Skills	20 points	19-20 points: Analytics at an exceptional level, with a creative approach, conclusions are logical, justified, and presented originally.
		16-18 points: Analysis is at a good level, logical, but without additional approaches.
		12-15 points: Analysis is partial or has shortcomings, conclusions are not deep enough.
		6-11 points: Analysis is superficial, conclusions are poorly justified, lacks research depth.

Assessment Criterion	Maximum Score	Distribution of Points by Criterion and Justification
		0-5 points: Analysis is practically absent, conclusions are illogical or absent.
Use of Theoretical Knowledge	20 points	19-20 points: Theoretical approaches are applied correctly and in a creative context, modern theories and unique methods are used.
		16-18 points: Application of theoretical knowledge is correct, covers basic methods and approaches, but without additional elements.
		12-15 points: Theoretical knowledge is applied limitedly or with errors, some methods are covered superficially.
		6-11 points: Theoretical knowledge is used with significant errors or in small volume.
		0-5 points: Theoretical knowledge is absent or applied with critical errors.
Structure and Formatting	10 points	9-10 points: Structure is logical, formatting meets standards, the report is easy to perceive.
		7-8 points: Structure is logical, but there are minor formatting errors, minor standard violations.
		5-6 points: Structure is нарушена, formatting requires corrections, the report is difficult to perceive.
		0-4 points: Structure and formatting do not meet requirements, the report is hard to comprehend.

Assessment Criterion	Maximum Score	Distribution of Points by Criterion and Justification
Answers to Commission Questions	20 points	19-20 points: Answers are complete, accurate, with deep arguments and examples, demonstrate excellent understanding of the material.
		16-18 points: Answers are clear and correct, but without additional arguments or deep analysis.
		12-15 points: Answers are correct but incomplete or require clarification.
		6-11 points: Answers are partially correct, do not reflect deep understanding.
		0-5 points: Answers are absent or contain significant errors.
TOTAL:	100 points	

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

Appendix 6. Form of Submission by Deans/Directors of Schools/Centers on Sending Students for Professional Practice

To the Vice-Rector for Academic Development

E. Aryn

Submission

The School/Center _____ requests to send _____ practice students of the ____ undergraduate course from ..20__ to ..20__ and appoint practice supervisors from the university:

No.	Code and Name of EP	Language of Instruction	Student's Full Name	Practice Location (Name, Address)	Practice Supervisor (Position, Full Name)
1					
2					
3					

Dean of School/Director of Center _____
 (Name of School/Center) (Signature) (Full Name)

« ____ » ____ **202**

Note: The Submission must be sent no less than three weeks before the start of the practice.

Appendix 7. Form of Order on Approval of Practice Bases, Supervisors, and Assignment of Students for Professional Practice

On Approval of Practice Bases and Practice Supervisors

In accordance with the Model Rules for the Activities of Higher and Postgraduate Education Organizations, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595, as amended by Order of the MES RK dated June 24, 2024, No. 307

I ORDER:

Approve the practice base and supervisor of _____ practice for students of _____ course, for the period from _____ to _____ 20____:

No.	Code and Name of EP	Language of Instruction	Student's Full Name	Practice Location (Name, Address)	Practice Supervisor (Position, Full Name)
1					
2					

No.	Code and Name of EP	Language of Instruction	Student's Full Name	Practice Location (Name, Address)	Practice Supervisor (Position, Full Name)
3					

Basis: Submission of the Dean of the School/Director of the Center _____.
(Name of School/Center, Full Name)

Vice-Rector for Academic Development

E. Aryn

Note: The Order must be issued no less than two weeks before the start of the practice.

Appendix 8. Protocol for Assessing Practice Results (Recommended Form)

EI "Almaty Management University"

School / Center _____

PROTOCOL

of the meeting of the commission for the defense of reports
of _____ practice of _____ course students of EP _____
(name of practice type) (code and name of EP)
for the 2nd semester of the 20____ - 20____ academic year
dated «_____» _____ 20____

Members of the Commission:

(Position) (Surname and Initials)

(Position) (Surname and Initials)

(Position) (Surname and Initials)

Heard: students of EP _____, _____ division, who

(code and name of EP) (language division)

presented reports on _____ practice.

(Name of practice type)

1. Full Name of Student

Questions:

1.

2.

Spoke:

Decided: Accept the reports on _____ practice and assign the following grades:

(Name of practice type)

No	Student's Full Name	Grade	Note *
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Members of the Commission:

(Position) (Surname and Initials)

(Position) (Surname and Initials)

(Position) (Surname and Initials)

*The "Note" field may include:

- questions asked to the student;
- general conclusions of the commission based on the results of accepting the practice report.