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**Approved by:**  
**Rector of Shymkent University,**  
**Doctor of Pedagogical Sciences,**  
**Professor** N.A. Seitkulov  
« 29 » 01 2024




## QUALITY MANAGEMENT SYSTEM


### REGULATIONS ON THE ORGANIZATION OF RESEARCH INTERNSHIPS FOR MASTER'S DEGREE STUDENTS

**QMS SHU UE 01-56-2024**

<i>Position</i>	<i>Signature</i>	<i>Full Name</i>
<b>Approval:</b>		
Vice-Rector for Academic Affairs and Strategic Development		Kerimbekova A.A.
Head of the Department of Strategic Development and Internal Quality Assurance		Aidarova A.A.
Head of the Legal Department		Asilkhanov N.S.

<i>Position</i>	<i>Signature</i>	<i>Full Name</i>
<b>Prepared by:</b>		
Director of the Center for Postgraduate Education		Aitenova D.O.

<b>Document Validity Information:</b> Valid from « <u>29</u> » <u>01</u> <u>2024</u> Valid until « <u>29</u> » <u>01</u> <u>2024</u>  Extended until: « <u>  </u> » <u>  </u> 20 <u>  </u> ж.	Enacted by order No. <u>02-kr</u>  Date of enactment: « <u>24</u> » <u>01</u> <u>2024</u>	<b>QMS SHU UE 01-56-2024</b> Edition  Registration No. <u>56</u>  Copy No. <u>1</u>
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## **1 SCOPE OF APPLICATION**

1.1 These Regulations define the purpose, objectives, procedures, sequence, and key requirements for organizing research internships for master's students at Shymkent University.

1.2 These Regulations constitute a normative document forming part of the Academic Policy and the Internal Quality Assurance System of Shymkent University. Compliance with the requirements of these Regulations is mandatory for all structural divisions of the University.

## **2 REFERENCES**

The following regulatory and normative documents were used in the development of these Regulations:

2.1 Law of the Republic of Kazakhstan "On Education" dated 27 July 2007 No. 319 (as amended and supplemented by Law No. 40-VIII dated 16 November 2023).

2.2 Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022 No. 2 "On Approval of the State Compulsory Standards of Higher and Postgraduate Education" (as amended and supplemented by Order No. 66 dated 20 February 2023).

2.3 State Compulsory Standard of Postgraduate Education, approved by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 27 July 2022 No. 2 (as amended and supplemented by Order No. 21 dated 19 January 2023).

2.4 Model Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018 No. 595 (as amended and supplemented by Order No. 23 dated 20 January 2023).

2.5 Rules for Organizing the Educational Process Based on Credit Technology in Higher and (or) Postgraduate Education Institutions, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011 No. 152 (as amended and supplemented by Order No. 334 dated 25 July 2023).


2.6 Order of the Minister of Education and Science of the Republic of Kazakhstan dated 2018 No. 595 "On Approval of the Model Rules for the Activities of Higher and Postgraduate Education Institutions" (as amended and supplemented by Order No. 379 dated 2 August 2023).

2.7 Order of the Minister of Education and Science of the Republic of Kazakhstan dated 2018 No. 563 "On Approval of the Rules for Organizing the Educational Process Based on Credit Technology in Higher and (or) Postgraduate Education Institutions" (as amended and supplemented by Order No. 145 dated 5 April 2023).

2.8 Internal regulatory documents, including guidelines and other normative legal acts in the field of education of the Republic of Kazakhstan, the Academic Policy, Rector's orders, decisions of the Academic Council, and these Regulations.

## **3 TERMS AND ABBREVIATIONS**

SCES – State Compulsory Educational Standard of Postgraduate Education;

	<p style="text-align: center;"><b>SHYMKENT UNIVERSITY</b></p>	
	<p style="text-align: center;"><b>Quality management system Regulations on the Organization of Research Internships for Master's Students</b></p>	<p style="text-align: right;">page 3 of 17</p>

QMR – Quality Management Representative;  
QMS – Quality Management System;  
HEIs – Higher Education Institutions;  
CPE – Center for Postgraduate Education;  
CP – Curriculum Plan;  
IWP – Individual Work Plan of a Master's Student;  
RWS – Research Work of Master's Students;  
ERW – Experimental Research Work.

#### **4. DESCRIPTION OF THE PROCEDURE**

##### **4.1 General Provisions**

4.1.1 In accordance with the individual work plan of a master's student, a mandatory research internship shall be undertaken within the framework of research (experimental research) activities at scientific institutions and/or organizations relevant to the field of study, with the purpose of familiarization with innovative technologies and new forms of production.

4.1.2 The purpose of the internship is to enhance the professional competence of students, as well as to acquire, consolidate, and further develop professional knowledge, skills, and competencies in accordance with the educational program. In the case of international internships, the purpose also includes improving proficiency in the language of the host country.

4.1.3 Research internships shall be carried out at partner higher education institutions, research organizations, and/or sector-specific organizations within the framework of cooperation agreements (memoranda of understanding).

##### **4.2 Procedure for Undertaking a Research Internship**

4.2.1 The location of the research internship shall correspond to the scientific orientation of the educational program and the approved research topic.

4.2.2 In the case of international internships, the internship shall be conducted at leading universities and research organizations included in internationally recognized rankings, including subject-specific rankings (by subject).

4.2.3 All travel and related expenses shall be covered by the master's student.


4.2.4 The duration of the internship shall be no less than fourteen (14) calendar days.

4.2.5 The internship program and the weekly schedule shall be jointly approved by the University and the host organization.

4.2.6 The internship program shall include both educational and research components.

4.2.7 Only candidates who have preliminary research results and/or publications related to the approved research topic shall be admitted to the internship.

4.2.8 In the case of internships conducted in a foreign language, the student shall be required to submit an internationally recognized language proficiency certificate.

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– English language: Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) – minimum score of 163;

Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) – minimum score of 60;

Test of English as a Foreign Language Paper-Based Test (TOEFL PBT) – minimum score of 498;

Test of English as a Foreign Language Paper-Delivered Test (TOEFL PDT) – minimum score of 65;

International English Language Testing System (IELTS) – minimum overall band score of 6.0;

– and/or German language (in the case of internships undertaken in Germany, Austria, Switzerland, Liechtenstein, Belgium, or Luxembourg):

Deutsche Sprachprüfung für den Hochschulzugang (DSH) – level C1;

TestDaF Examination (TestDaF) – level C1;

– and/or French language (in the case of internships undertaken in Belgium, Canada, Luxembourg, Monaco, France, or Switzerland):

Test de Français International™ (TFI) – not lower than B1 level in the Reading and Listening sections;

Diplôme d'Études en Langue Française (DELFI) – B2 level;

Diplôme Approfondi de Langue Française (DALF) – C1 level;

Test de Connaissance du Français (TCF) – minimum score of 400.

4.2.9 Research Work (RWS/ERW) may be scheduled concurrently with other types of academic activities or as a separate stage.


4.2.10 At the University, research internships shall be conducted within the framework of the Research Work of Master's Students.

4.2.11 In the event of force majeure circumstances, including emergency situations, quarantine, or similar conditions, the duration of the research internship may be postponed to a later date or conducted remotely in accordance with supplementary agreements with the host organization.

#### 4.3 Stages of Organizing a Research Internship

4.3.1 For the formalization of a research internship, master's students shall submit the following documents to the Center for Postgraduate Education no later than four (4) weeks prior to the anticipated departure date for internships within Kazakhstan and neighboring countries, and no later than six (6) weeks prior for internships in distant foreign countries:



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- a recommendation letter from the Head of the Center for Postgraduate Education, endorsed by the Head of the Department and addressed to the Rector;

-a copy of an official invitation letter issued by a partner higher education institution or research organization in accordance with the scientific orientation of the educational program. If the invitation letter is issued in a foreign language, a translation into the state language or Russian shall be attached;

-a research internship plan of the student, endorsed by the academic supervisor and the Head of the Department;

-a copy of the agreement/memorandum of understanding concluded with the partner higher education institution or research organization. 4.3.2 Тағылымдамадан өту мерзімі мен жоспары келісілгеннен кейін ЖООКББО магистранттарды тағылымдамаға жіберу туралы бұйрық дайындайды.

4.3.2 Upon approval of the internship period and the internship plan, the Center for Postgraduate Education shall prepare an official order authorizing the master's student(s) to undertake the research internship.

4.3.3 Based on the order authorizing participation in an international internship, master's students shall be issued travel certificates, and an orientation briefing on internship-related matters shall be conducted.

4.3.4 Upon completion of the research internship, the master's student shall prepare a final report on the outcomes of the internship.

4.3.5 Within five (5) calendar days after returning from the research internship, the master's student shall submit to the Center for Postgraduate Education:

-a written report accompanied by all documents prepared during the internship, as well as the reporting documentation specified in the approved internship plan.

4.3.6 The internship report shall obligatorily include the following elements:

- host country of the internship;
- host organization;
- duration of the internship;
- titles of the attended courses;
- materials collected in connection with the master's thesis.

4.3.7 Research internship reports shall be retained by the Center for Postgraduate Education until the completion of the relevant academic period.

#### **4.4 Organization of the Selection of Master's Students for Participation in International Internship Programs**

4.4.1 The selection of master's students for participation in international internship programs shall be carried out on a competitive basis.

4.4.2 For the purpose of organizing the selection of candidates for internship programs in neighboring and distant foreign countries, a selection committee shall be established by order of the Rector. The composition of the committee may include, by position, the Vice-Rector for Research and Innovation, the Director of the Center for Postgraduate Education, representatives of the Internationalization Office, Deans of Faculties, and Heads of relevant academic departments.

4.4.3 The selection of master's students for participation in international internship programs shall be conducted no later than two (2) months prior to the commencement of the internship.

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The Committee shall evaluate application documents based on the following criteria:

- proficiency in a foreign language in accordance with the requirements of the host organization;
- a cumulative Grade Point Average (GPA) of not less than 3.5 throughout the entire period of study.
- a positive reference issued by the Director of the Center for Postgraduate Education.

4.4.4 In accordance with the requirements of the host organization, the selection committee shall have the right to introduce additional selection criteria for the nomination of master's students for international research internships.

4.4.5 The final decision regarding the selection of candidates for the internship shall be made by the selection committee.

4.4.6 The decision of the selection committee shall be formalized in the form of official minutes, which shall be signed by the Chairperson and the Secretary of the committee.

4.4.7 On the basis of the approved minutes of the committee meeting, the responsible official shall prepare an administrative order authorizing the master's student(s) to undertake an international research internship and shall duly notify the student(s) thereof.

4.4.8 The Center for Postgraduate Education shall provide master's students with consultative support on all matters related to the competitive selection process and participation in international internship programs, as well as ensure the preparation and formalization of the required documentation.



# SHYMKENT UNIVERSITY

Quality management system  
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## Appendix A (mandatory) Familiarization Sheet

Position	Full Name	Date	Signature
Director of the Center for Postgraduate Education	Aitenova P.O.	30.01.2024	
Senior Coordinator of the Center for Postgraduate Education	Raisova M. A.	30.01.2024	
Coordinator of the Center for Postgraduate Education	Amirova G. O.	30.01.2024	
Head of the Department of Pedagogy and Psychology	Ibragim K. A.	30.01.2024	
Head of the Department of Philology	Belgibayeva G. A.	30.01.2024	
Head of the Department of Mathematics and Computer Science	Kabeeva Z. S.	30.01.2024	
Head of the Department of Biology and Chemistry	Tlegenova K. B.	30.01.2024	
Head of the Department of Business and Management	Kalykulov K. M.	30.01.2024	





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## Sample Research Internship Program for Master's Students

Form F 7.02-05

### SHYMKENT UNIVERSITY

“APPROVED”

(Receiving

Party)

“AUTHORIZED”

Director of the Postgraduate Education Center

\_\_\_\_\_  
Initials and Surname

Date: «\_» \_\_\_\_ 20\_\_

Seal/Stamp

\_\_\_\_\_  
Initials and Surname

Date: «\_» \_\_\_\_ 20\_\_

Seal/Stamp

## RESEARCH INTERNSHIP PROGRAM

\_\_\_\_\_  
educational program

(Code, name of the educational program)


Department: \_\_\_\_\_

Academic Year (Course): \_\_\_\_\_

Place of Research Internship: \_\_\_\_\_

Duration of Research Internship: \_\_\_\_\_

Shymkent, 20\_\_

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The Research Internship Program was reviewed and approved at the meeting of the  
 \_\_\_\_\_ Department. Minutes No. \_\_, dated «\_\_» \_\_\_\_ 20 \_\_.

Head of Department \_\_\_\_\_  
 (signature) (Full Name)

Supervisor \_\_\_\_\_  
 (signature) (Full Name)

**APPROVED**

Director of the Postgraduate  
 Education Center \_\_\_\_\_ (Full Name)

## CONTENTS OF THE RESEARCH INTERNSHIP PROGRAM

1	Introduction	
1.1	Determination of the place for the research internship within the educational process	
1.2	Objectives, tasks, and learning outcomes of the research internship	
1.3	Educational competence	
1.4	Research competence	
2	Organization, Management, and Procedure of the Research Internship	
2.1	Organization of the research internship	
2.2	Duties and rights of the research internship supervisor (on behalf of the department or enterprise)	
2.3	Duties and rights of the master's student during the research internship	
3	Content of the Research Internship	
3.1	Thematic planning of the research internship	
4	Documents to be Submitted Based on the Results of the Research Internship	
5	List of References	

## 1 Introduction

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### 1.1 Determination of the Place for the Research Internship in the Educational Process

*The start and end dates of the research internship are determined according to the academic calendar, the work-study plan, and the educational program, in accordance with the schedule of research internships for master's/doctoral students.*

No.	Research Internship	Credits	Course	Semester	Duration of Internship by Credits (weeks)
1					

### 1.2 Objectives, Tasks, and Learning Outcomes of the Research Internship

The objectives, tasks, and learning outcomes of the research internship are clearly defined and explained in accordance with the direction of the educational program.

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### 1.3 Educational Competence

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### 1.4 Research Competence

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## 2 Organization, Management, and Procedure of the Research Internship

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### 2.1 Organization of the Research Internship

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## 2.2 Duties and Rights of the Research Internship Supervisor (on behalf of the department)

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## 2.3 Duties and Rights of the Master's Student during the Research Internship

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## 3 Content of the Research Internship

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### 3.1 Thematic Planning of the Research Internship

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## 4 Documents to be Submitted Based on the Results of the Research Internship

After completing the research internship, the master's student is required to submit the following documents:

No.	Required Documents
1	
2	

## 5. List of References:

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Form F 7.01-136

## Sample Research Internship Plan for Master's Students

**“APPROVED”**

Director of the Postgraduate Education  
Center \_\_\_\_\_

\_\_\_\_\_ Full Name

Date: «\_\_» \_\_\_\_\_ 20\_\_

Seal/Stamp

**SHYMKENT UNIVERSITY**

## RESEARCH INTERNSHIP PLAN

Place of Internship: \_\_\_\_\_

Duration of Internship: \_\_\_\_\_

Master's Student Name: \_\_\_\_\_

Educational Program: \_\_\_\_\_

Field of Study: \_\_\_\_\_

Master's Thesis Topic: \_\_\_\_\_

No.	Name of Activity	Duration of Work	Expected Outcome

\*Note: During the research internship, studies are conducted in accordance with the topic of the dissertation work.

The internship plan was reviewed and approved at the meeting of the \_\_\_\_\_ Department.  
Minutes No. , dated «» \_\_\_\_ 20\_\_.

Director of the Postgraduate  
Education Center:

\_\_\_\_\_  
(signature, full name)

Internship Supervisor:

\_\_\_\_\_  
(signature, full name)

Scientific Advisor (*if applicable*):


\_\_\_\_\_  
(signature, full name)

Head of Department:

\_\_\_\_\_  
(signature, full name)

Master's Student:

\_\_\_\_\_  
(signature, full name)

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## SHYMKENT UNIVERSITY

Postgraduate Education Center

Department of \_\_\_\_\_

### MASTER'S STUDENT REPORT ON RESEARCH INTERNSHIP

Master's Student: \_\_\_\_\_  
(full name, study group)

Educational Program: \_\_\_\_\_

Place of Internship: \_\_\_\_\_  
\_\_\_\_\_  
(University; Country – for international internships)

Supervisor: \_\_\_\_\_  
\_\_\_\_\_  
(Name, Academic Degree, Academic Title, Position, University, Country – for international internships)

Date of Assignment to Internship: «\_\_» \_\_\_\_ 20\_\_, Order No. \_\_\_\_  
Internship Duration: «\_\_» \_\_\_\_ 20\_\_ – «\_\_» \_\_\_\_ 20\_\_

Prepared by:  
Master's Student

\_\_\_\_\_  
(Name, group)

Supervisor: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name of Supervisor)

Seal/Stamp.

Shymkent, 20\_\_



## Contents

***Note:** In the report on the research internship, conducted as part of the master's student's research (experimental-research) work, the process of completing the internship at relevant scientific organizations and/or institutions of the field or industry is described, in accordance with the student's individual work plan, for familiarization with innovative technologies and new types of production.*

### Types of Work Performed According to the Research Internship Plan

The text of the report should correspond to the program and individual plan of the international research internship and may include:

- Titles of topics, locations where they were conducted, number of hours; description of the types of scientific seminars attended, indicating their significance for the dissertation research;
- Participation in scientific conferences, seminars, and other academic events during the internship;
- Results of work with an international scientific advisor on the dissertation research topic (consultations);
- Work with libraries, sources, and literature (including journals, periodicals, scientific and other resources), indicating their significance for the dissertation research;
- Additional types of research work;
- Brief conclusions based on the results of the research internship.

Date: « \_\_\_\_ » \_\_\_\_\_ 20\_\_

Master's Student

\_\_\_\_\_ (signature) \_\_\_\_\_ (full name)

Internship Supervisor

\_\_\_\_\_ (signature) \_\_\_\_\_ (full name)

Internship Supervisor

from Receiving Organization

\_\_\_\_\_ (signature) \_\_\_\_\_ (full name)

The report on the master's student's research internship \_\_\_\_\_  
(Location of Research Internship)

was reviewed at the meeting of the \_\_\_\_\_ Department.

Minutes No. dated «» \_\_\_\_\_ 20\_\_