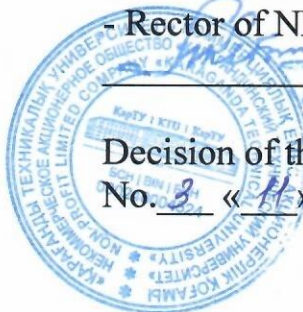


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Approved by
Chairman of the Management Board
- Rector of NLC KTU

M.K. Ibatov



Decision of the Academic Council

No. 3 « 14 » 10 20 22

REGULATION

ON REIMBURSING STUDENTS FOR SCIENTIFIC INTERNSHIPS, PRACTICE, PARTICIPATION IN EVENTS ON YOUTH POLICY

KTU IRD II- 12-2021

Developed by Dryn V.M.

Dryn V.M.

Karaganda

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Effective date 2021.10.11
(year, month, date)

1 Scope

1.1 This Regulation defines the internal procedure for setting standards and reimbursing students for scientific internships, educational practice and participation in youth events within and outside the Republic of Kazakhstan applied at NLC "Karaganda Technical University" (hereinafter referred to as the University).

1.2 The requirements of this Regulation apply to the students of the University.

1.3 This Regulation has the status of an internal regulatory document and is binding.

2 General provisions

2.1 The scientific internship of a master student is conducted in order to get acquainted with innovative technologies and new types of production in scientific organizations and/or organizations of the relevant industries or fields of activity.

2.2 The scientific internship of a doctoral student is conducted with the aim of acquainting him with innovative technologies and new types of production in scientific organizations and/or organizations of relevant industries or fields of activity including those abroad.

2.3 The rules and procedures for the implementation of scientific internships apply to students of postgraduate education (master and doctoral students) of the University.

3 Funding of scientific internship

3.1 Funding of a scientific internship can be carried out at the expense of:

- funds from the republican budget;
- University funds received from paid educational services;
- funds of the receiving party;
- students' own funds.

4 Procedure and terms of scientific internship

4.1 A master/doctoral student must undergo a scientific internship in accordance with the scientific internship plan for the academic period of study approved by the First Vice Rector of the University.

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4.2 Scientific internships are conducted at partner universities, at scientific organizations or organizations of relevant industries or fields of activity within the framework of the Agreement (Memorandum) of cooperation.

4.3 The place of the scientific internship must correspond to the scientific field of specialty and the topic of the master/doctoral dissertation.

4.4 The place of the internship of master students is determined by the department. To undergo a scientific internship, the department forms groups consisting of at least 5 students, from the number of master students in specialty.

4.5 The number of days of scientific internship is reimbursed in such a way:

1) for master students: up to 10 days no more than 1 time for the entire period of study;

2) for doctoral students: up to 3 months, no more than 2 times for the entire period of study.

4.6 For longer periods, students of postgraduate education can be sent at their own expense.

4.7 Master students of the scientific and pedagogical field with the standard training period of 2 years undergo scientific internship in the 3-4 terms. Master students of the profile trajectory with the standard training period of 1 year and 1.5 years undergo scientific internship in the 2 term.

4.8 Scientific internships for master and doctoral students must be completed no later than 2 weeks before the final certification of students of postgraduate education.

5 Procedure of reimbursing students for scientific internships within the territory of the Republic of Kazakhstan

5.1 Students of the University (students, master students): for each day of being on an internship, daily allowance is paid in the amount of 40 % of the daily allowance for University employees;

5.2 Students of the University (doctoral students): for each day of being on an internship, daily subsistence allowance is paid in the amount of 50 % of the daily allowance for University employees;

5.3 For students of the University (students, master and doctoral students), the amount of expenses for renting a living space per day should not exceed 6,500.00 tenge a day. The supporting documents are a fiscal receipt, a cash receipt, an invoice, a notification, and in the case of presentation of documents for residence from an individual entrepreneur, documents are additionally submitted confirming the lessor's right to lease property (a lease agreement, a patent, a certificate of registration of an individual entrepreneur, a letter from the tax authorities on the right to lease real estate) and other supporting documents submitted by hotel service providers):

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5.4 On the way to the place of destination and back to the place of permanent study on the basis of the presented travel documents (a ticket, an electronic ticket and a boarding pass) when traveling on the railways: at the rate of a reserved seat or docked carriage (except for carriages with double compartments (SW), as well as classes "Tourist" and "Business" high-speed trains); on waterways, on highways and dirt roads: on the existing type of transport in the area;

5.6 Reimbursable expenses in the presence of supporting documents also include the cost of booking travel tickets, as well as the use of bedding on trains when traveling to the destination and back to the place of permanent study.

When booking and purchasing tickets for travel through intermediaries, the agency fees are not paid.

5.7 A student, on the basis of the order on the direction and the financial estimate (calculation) before departure, is transferred to the personal account (cash withdrawal from the University cash desk is prohibited) a cash advance within the amounts due for travel, rental costs and per diem. It is not permitted to issue an advance payment to students who have debts receivable for the accountable amounts.

5.8 Upon return, the student is obliged to submit an expense report on the actual expenditure of funds within five working days. The expense report is accompanied by the originals of documents on the rent of living space and travel expenses, a report on the direction and other documents.

5.9 The balance of unused funds must be returned to the University cashier within five working days upon return.

6 Procedure of reimbursing students for scientific internships outside the territory of the Republic of Kazakhstan

6.1 Students' internship outside the Republic of Kazakhstan is issued on the basis of the order of the University Rector indicating the purpose, timing, country of stay.

6.2 Students, for the period of overseas training, are reimbursed for the following expenses according to the standards approved by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated August 7, 2009 No. 374 (amended on October 8, 2018) strictly according to the approved calculation of internship costs:

1) for master student: daily allowance within the Republic of Kazakhstan is 40 % of the norms for an employee (2 MCI), on the days of crossing the Kazakh border;

2) for master students: daily allowance outside the Republic of Kazakhstan is 40 % of the norms for an employee (8 MCI) for each day of being in the territory of a foreign state;

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3) for doctoral students: daily allowance within the Republic of Kazakhstan is 50 % of the norms for an employee (2 MCI) on the days of crossing the Kazakh border;

4) for doctoral students: daily allowance outside the Republic of Kazakhstan is 50 % of the norms for an employee (8 MCI) for each day of being in the territory of a foreign state;

5) reimbursement of the cost of renting a dwelling for master and doctoral students is made according to the calculation, but not more than US \$50 for each day of stay at the hotel, subject to a receipt (hotel invoice), a fiscal receipt and other documents confirming the registration of the lessor with the tax authorities. In this case, the cost for accommodation is accepted without paying for additional services (mini-bar, TV channel) and other expenses;

6) reimbursable expenses in the presence of supporting documents include the cost of a ticket, booking a ticket, using bedding on the train. These costs also include the cost of travel by road (except for taxis) to the railway station of the pier, the airport if they are outside the settlement in the presence of supporting documents. Documents confirming travel expenses are tickets for the corresponding type of transport (when traveling by air, it is necessary to provide an electronic ticket, boarding pass, payment receipt, cashier's check, or a bank statement on the card account, if the purchase was made via the Internet).

6.3 When leaving the Republic of Kazakhstan, within the established norms, medical insurance and visa support are subject to reimbursement if there is a fiscal receipt, a cash receipt (if any), an invoice (confirmation of payment for medical insurance), an original insurance policy and document confirming payment for a visa issued directly by the embassy of the country of departure. The purpose of the trip in the insurance policy must indicate "training" or "business".

6.4 For the students of the organization, the cash advance is transferred to the personal account on the basis of the order on the direction and the financial estimate (calculation) for the overseas internship.

6.5 The date of crossing the border when following students abroad and returning to the Republic of Kazakhstan is determined by travel documents or by a mark in the student's foreign passport.

The date of crossing the State Border of the Republic of Kazakhstan is not included in the referral period if the departure (departure) from the Republic of Kazakhstan in accordance with the travel document is carried out later than 21:00 of the current day.

The date of crossing the State Border of a foreign state prior to entry into the Republic of Kazakhstan is not included in the referral period if the departure (exit) from a foreign state prior to entry into the Republic of Kazakhstan, in accordance with the travel document, is carried out from 00:00 to 03:00 hours of the current day.

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6.6 The departure and return to the University later than the deadline provided for by the order for a scientific internship without proper paperwork is a violation of the academic discipline. If a valid reason arises that prevents leaving for a foreign university, the student must submit to the Postgraduate Education Center a motivated application addressed to the rector with supporting documents attached to postpone the internship.

6.7 A master student (with the exception of financing the internship by the master student himself) is obliged to reimburse the costs associated with the internship in the event of:

- 1) failure to complete an internship for an unjustified reason;
- 2) failure to fulfill the internship plan;
- 3) receiving an unsatisfactory assessment when defending the report.

6.8 Upon returning from a foreign internship, the student, within five working days, submits to the University accounting department an expense report on the amounts spent with the attachment of a referral for an internship, documents for renting accommodation, round trip travel documents, other documents confirming expenses, a report on the internship.

6.9 To calculate the currency, the rate set by the National Bank of the Republic of Kazakhstan on the date of transfer in tenge is applied.

6.10 The remainder of the unused funds must be returned to the cashier of the University within five working days after returning from the internship.

7 Expense report

7.1 Upon returning from an internship, a student is obliged to submit a financial report on the internship (in the appropriate form) to the University accounting department within 5 (five) working days. The student has the right to demand a receipt for the delivery of the original primary documents (a report, travel tickets and boarding passes, certificates of completion, invoices, fiscal receipts, etc.) from the accounting department. After conducting an expense report within 3 days, the student, if desired, can receive a reconciliation report for the reporting amounts.

7.2 In case of losing primary travel documents, expenses are not reimbursed. If it is possible to restore the originals of the documents, the costs will be accepted according to the actual documents.

7.3 For internships abroad, it is necessary to provide a written translation of documents certified by the signature of the employees of the International Department of the University.

7.4 When buying tickets and accommodation via the Internet, you must provide the fact of payment (if payment by a Visa card or other statement from the card account with the seal of the bank).

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7.5 When booking and purchasing tickets for travel through intermediaries, agency fees are not paid.

7.6 The remainder of the unused funds is returned to the current account in the bank of the University through the "Fast revenue" system or the University cash desk.

7.7 In the event that a student violates the deadlines for submitting the expense report, the accounting department, with the consent and on the basis of a receipt signed by the accountable person, withholds an amount equivalent to the debt to the University.

8 Others

8.1 This Regulation comes into force from the date of its approval by the University in accordance with internal procedures.

8.2 If the norms of this Regulation conflict with the requirements of the current legislation of the Republic of Kazakhstan, the norms of the current legislation of the Republic of Kazakhstan are applied.

8.3 The University has the right at any time, at its discretion, to amend this Regulation, with the appropriate notification of the Employees about the amendments and posting such amendments at the University website.

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Appendix A
(mandatory)

F. IRD-II-12-01

REPORT

Of sending _____
full name

Position, department (division)
To (city) _____
organization, enterprise

from _____, 2020 to _____, 2020
according to the order No. _____ of _____, 2020

Brief content of the report:

Student’s signature:

The report is endorsed by:

- 1. Executive director**
- 2. Head of the structural division**

F.04-2020

Coordination sheet

[illegible]

Form of the QMS Document distribution sheet
Distribution sheet

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[2] Kodeksom RK «O nalogah i drugih obyazatelnyih platezhah v byudzheth ot 23 dekabrya 2017 goda #120-VI Respubliki Kazakhstan.

[3] Prikaza Ministra obrazovaniya i nauki RK #613 ot 19.11.2008g. «Ob utverzhdenii Pravil napravleniya dlya obucheniya za rubezhom, v tom chisle v ramkah akademicheskoy mobilnosti».

[4] Postanovlenie Pravitelstva Respubliki Kazakhstan ot 22 sentyabrya 2000 goda # 1428 «Ob utverzhdenii Pravil o sluzhebnyih komandirovkah v predelakh Respubliki Kazakhstan rabotnikov gosudarstvennyih uchrezhdeniy, soderzhaschihsya za schet sredstv gosudarstvennogo byudzheta