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Approved by
Member of the Board, Vice-Rector
for Science and Innovation of
Abylkas Saginov Karaganda
Technical University



Mekhtiyev A.D.

2025

METHODOLOGICAL GUIDELINES

ON ORGANIZING INTERNSHIPS FOR POSTGRADUATE STUDENTS

MG VI-02-2025

Developed by: Head of the PED,
Cand. Chem. Sultanova L.M.

Karaganda

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1 Scope

These Methodological Guidelines (hereinafter referred to as MG) have been developed to establish general requirements to the procedure for planning, organizing and conducting internships for postgraduate students. These MG are used by all the divisions of Abylkas Saginov Karaganda Technical University NJSC (hereinafter referred to as the University) and are part of the quality management system (hereinafter referred to as the QMS) documents.

2 Designations and abbreviations

The following abbreviations are used in these MG:

PED – Postgraduate Education Department;

DIC – Department of International Cooperation;

RI – Research Institute;

CMC&A – Center of Quality Management and Accreditation;

LD – Legal Department;

RK MSHE – Ministry of Science and Higher Education of the Republic of Kazakhstan;

NJSC – non-profit joint-stock company.

3 Regulatory references

These MG have been developed in accordance with the State Compulsory Standard of Higher and Postgraduate Education, and the Regulation on the Academic Policy of the University.

4 Responsibility and authority

4.1 The head of the PED is responsible for the development of the MG, namely for its content, structure, design and implementation.

4.2 Approved by the MI Member of the Board, Vice-Rector for Science and Innovation of the "Karaganda Technical University named after Abylkas Saginov" NJSC.

4.3 The heads of graduate departments, scientific consultants and managers, the PED, DIC, students enrolled in postgraduate education programs are responsible for the implementation of these MG.

5 General provisions

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5.1 These MG have been developed and is being put into effect for the purpose of establishing standards governing the procedure for planning, organizing and conducting internships for postgraduate students.

5.2 These MG have the status of an internal regulatory document of the University and are mandatory for execution.

5.3 The internship of postgraduate students is carried out within the framework of research (experimental research) work of the master student (hereinafter R&D (ERW) individual work plan of the master student to get acquainted with innovative technologies and new types of production provides for mandatory scientific internship in scientific organizations and (or) organizations of the relevant industries or areas of activity.

5.4 The internship can include the following:

- conducting scientific research and exploration within the framework of dissertation/project topics;
- theoretical independent training or as part of a group;
- conducting practical work of a research nature;
- analytical work in reading rooms, libraries and other collections on the research topic;
- conducting consultations on the topic of dissertations/projects;
- participating in scientific conferences, seminars, round tables and the other types of work carried out during the internship.

5.5 The internship of postgraduate students is carried out on the basis of contracts concluded with enterprises/organizations/institutions, universities and scientific organizations of the Republic of Kazakhstan/foreign countries within the framework of agreements and memorandums of cooperation.

5.6 Postgraduate students sent in accordance with contracts/agreements/memorandums of cooperation in the field of education and science on academic mobility, implementation of double-degree education and implementation of joint educational programs with domestic/foreign universities and organizations, including the SCO University, have the opportunity to automatically (in parallel) undergo an internship at a partner university.

5.7 The duration of the internship is as follows:

- for master students at least 14 calendar days;
- for doctoral students at least 30 calendar days.

5.8 The internship is carried out by persons who have preliminary research results and (or) publications on the research topic.

5.9 If the internship is not completed, the postgraduate student will not be admitted to the final certification.

6 Internship organization

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6.1 The internship is organized by the graduating department based on the internship program and weekly internship plan developed under the supervision of the scientific consultant/supervisor and the student. The postgraduate student is responsible for its implementation (Appendix A).

6.2 Functions of structural divisions:

6.2.1 Functions of the DIC

- it carries out preliminary preparation of the list of enterprises/organizations/institutions, universities and research institutes where the internship is supposed to be carried out, in accordance with the areas of training of postgraduate students;

- it conducts business correspondence with representatives of enterprises/organizations/institutions, universities and research institutes, scientific consultants/supervisors of students to discuss the terms of the internship;

- based on the submission of the relevant package of documents for the internship, it forms an order for sending students to foreign enterprises/organizations/institutions, universities and research institutes.

6.2.2 Functions of the graduation department

- it makes a reasoned choice of an enterprise/organization/institution, domestic/foreign university or research institute based on the compliance of their activities, the direction of scientific research of the department and dissertations/projects of students of postgraduate education;

- it generates a memo (Appendices B, B-1);

- it prepares, executes and signs an agreement on the internship of students of postgraduate education (Appendix H);

- it discusses and approves at a department meeting a weekly internship plan for each student of postgraduate education (Appendix A);

- it conducts briefings, consultations, meetings of students of postgraduate education on internship issues;

- it considers at a department meeting (seminar) the results of the internship with an assessment of their significance in the direction of research, the use of the obtained results in works on the topic of the dissertation/projects and assesses the possibility of their publication;

- it makes a decision on the implementation of the internship plan;

- it monitors the internship reports submission by students to the department for postgraduate students;

- it develops additional requirements for organizing and implementing internships for students for the academic year, taking into account specifics of the educational program, the area of training and the topic of the dissertation work/project of postgraduate students (if needed).

6.2.3 Functions of the scientific consultant/supervisor of a postgraduate student

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- he monitors the preparation of the internship plan by the student and its coordination with the foreign scientific consultant/supervisor (if needed);
- he is responsible for assessing the scientific novelty of the results of the internship of the postgraduate student, their use in the dissertation work/project;
- he proposes a list of enterprises/organizations/institutions, universities or research institutes considered as a base for the internship;
- he considers the possibility of joint publication activity with a foreign consultant (for doctoral students);
- he considers the use of the results of the internship of the postgraduate student in the dissertation work/project.

6.2.4 Functions of the PED

- based on the memos of the graduating departments, it forms a draft internship plan for postgraduate students and submits it for approval to the Member of the Management Board, Vice-Rector for Science and Innovation no later than February and October of the current year;
- based on the submission of the relevant package of documents for the internship, it forms an order for sending postgraduate students to enterprises/organizations/institutions, universities and research institutes.

6.2.5 Functions of the University Accounting division

- it oversees the preparation of the cost estimate for the internship of postgraduate students (Appendix C);
- it submits to the Member of the Management Board, Vice-Rector for Science and Innovation official documentation on the return of funds by students in the event of their improper use or failure to submit supporting documents on the internship;
- it accepts a report and primary documents from postgraduate students on the use of funds allocated for the internship.

6.3 A postgraduate student, with the purpose of going on an internship, no later than 2 weeks (within the Republic of Kazakhstan) and 4 weeks (outside the Republic of Kazakhstan) before the expected date of the internship, shall prepare the following documents:

- an application addressed to the head of the graduating department for referral to an internship with visas of the scientific consultant/supervisor and the head of the PED (Appendices D, D-1);
- the following documents shall be attached to the application: a copy of the invitation from the enterprise/organization/institution, university or research institute, issued on official letterhead;
- a memo addressed to the Member of the Management Board, Vice-Rector for Science and Innovation (approved in the Directum system by the head of the PED, the head of the DIC, the Chief accountant);

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- a calculation of expenses (Appendix C) (if needed);
- a weekly internship plan (Appendix A);
- a contract, an agreement, a memorandum of mutual cooperation, etc. (as needed) (Appendix G).

6.4 The referral of postgraduate students for an internship is formalized by the Member of the Board, Vice-Rector for Science and Innovation of the University order.

6.5 Upon completion of the internship, the postgraduate student must:

- within three days from the date of arrival, submit an advance report with supporting documents to the University accounting department;
- within ten days from the date of arrival, submit a report on the internship results to a meeting of the graduating department in accordance with the internship plan. After being heard at a department meeting, the report, certified by the scientific adviser/supervisor of the postgraduate student and the head of the PED, is submitted for approval to the head of the graduating department (Appendices F, G).

6.5.1 The following documents must be attached to the report:

- a copy of the certificate (original) upon presentation of a document confirming the completion of the internship program;
- a review of the doctoral student's foreign scientific adviser on the internship results (desirable);
- a review of the scientific supervisor from the host party on the results of the master's student's internship (if needed);
- a review by a domestic academic supervisor on the results of the internship of a postgraduate student, confirmed by the seal of the administrative and legal department (ALD);
- an extract from the minutes of the department meeting and/or an extract from the minutes of the scientific and technical council meeting on the review of the results of the doctoral student's internship;
- an extract from the minutes of the department meeting on the review of the results of the master student's internship;
- a certificate of verification for plagiarism (mandatory with the signatures of the head of the department, scientific consultant/supervisor).

7 Rights and obligations of postgraduate students during internships

7.1 Postgraduate students going on an internship have the right to:

- conduct high-quality scientific research under the internship program;
- attend all the types of theoretical classes within the internship program, including visits to enterprises and the other organizations whose activities are related to dissertation research;
- perform independent work in the library collections of the host university or other organizations;

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– participate in all the types of scientific research work, conferences provided for by the internship program.

7.2 During the internship, postgraduate students are obliged to:

- represent their University in the host country with honor and dignity;
- observe the rules of conduct, speech culture and ethical standards when communicating with teachers, staff and other persons, avoid familiarity and maintain subordination in relations with teachers and staff of the host country;
- conscientiously approach training and all forms of knowledge control, comply with accepted training standards;
- maintain political correctness when carrying out activities on the territory of the partner university or the host country;
- show respect and tolerance for the customs and traditions of other peoples, take into account the cultural and other characteristics of various ethnic, social groups and religious denominations;
- monitor the culture of their behavior, do not allow the use of foul language;
- maintain accepted norms of community living;
- strictly monitor their appearance;
- comply with the requirements and rules established by the host party;
- be personally responsible for any violations.

7.3 During the internship, postgraduate students are prohibited from:

- committing any forms of academic dishonesty (absenteeism, being late and missing scheduled events);
- being in a state of alcoholic, narcotic or toxic intoxication;
- leaving for other matters not provided for by the internship program, without permission from the academic supervisor from the host country;
- taking part in any public events in another country, including rallies, marches, etc.

8 Monitoring compliance and liability for violation

8.1 Control over compliance with these MG is assigned to the PED, the scientific consultant/supervisor and the head of the graduating department.

8.2 Responsibility for violations lies with the postgraduate student.

9 Coordination and safekeeping

9.1 The draft MG are agreed upon with the director of the Economics, Finance and Accounting Division, chief accountant, director of the DIC, head of the LD, (Appendix I).

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9.2 The head of the PED is responsible for transferring the original for storage at the Center of Quality Management and Accreditation.

Appendix A (reference)

Weekly Internship Plan (*approximate*)

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of doctoral/master student _____
(name)

at _____
(university, country, city)

Within the period from _____ 20__ to _____ 20__.

The topic of the dissertation work is:

_____ in the educational program _____

No.	Internship content	Deadlines
<u>1 week</u>		
1	Arrival to the university/enterprise	1 day
2	Getting to know the university/enterprise, laboratories/production departments and scientific and technical base. Visiting the library, working with the library collection, getting to know the requirements for conducting experimental research on the topic of the dissertation, acquiring relevant literature.	2 day
3	Preparing equipment, tools, samples, devices for the experiment.	3-4 day
4	Studying on the topic of the dissertation: 4.1 4.2 4.3	5 day 6 day 7 day
<u>2 week</u>		
5	Discussion of material for publication of scientific articles.	8-10 day
6	Processing, interpretation of the obtained results, report generation	11-12 day
7	Discussion of the results of the internship, development of inclusion of material in the dissertation work and publication	13 day
8	Completion of the course of scientific internship and obtaining a certificate	14 day

* For a doctoral student the plan is for 4 weeks.

Head of the department
Scientific consultant/supervisor
Doctoral/master student

name
name
name

Appendix B (free of charge)
(reference)

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To Member of the Board, Vice-Rector
for Science and Innovation of Abylkas
Saginov Karaganda
Technical University NJSC
Mekhtiyev A.D.

**Memo
date**

I ask you to permit me to send for an internship a doctoral student(s)/master's student(s)
_____ scientific and pedagogical
(*Full name*)
(specialized) direction, studying(s) on the _____ course of the educational program
_____ at _____
(*name of the educational program*) (university, country, city)
from "___" _____ 20__ to "___" _____ 20__ free of charge.
Reason: agreement on mutual cooperation between _____ and
(*organization/enterprise*)
Abylkas Saginov Karaganda Technical University NJSC, an invitation letter, an application of
doctoral/master student.

Head of the graduating department

Full name

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Appendix B-1 (on a paid basis) (reference)

To Member of the Board, Vice-Rector
for Science and Innovation of Abylkas
Saginov Karaganda
Technical University NJSC
Mekhtiyev A.D.

Memo date

I ask you to permit me to send for an internship doctoral student(s)/master student(s)
_____ of scientific and pedagogical
(*Full name(s)*)
(specialized) direction studying(s) in the _____ year of the educational program
_____ at _____
(*name of the educational program*) (university, country, city)
from "___" _____ 20__ to "___" _____ 20__ on a paid basis.

Reimbursement of expenses in the amount of _____ tenge per person, including (daily expenses - _____ days, accommodation expenses - _____ days, mode of transport - rail (air), tuition fees - _____ tenge (*if tuition fees are not provided, then free of charge*)). Payment is made from budgetary funds (for doctoral/master's students studying on a grant) / extra-budgetary funds (for doctoral/master's students studying on a fee-paying basis) of the university according to the cost calculation.

Reason: mutual cooperation agreement (through the public procurement portal if necessary), invitation letter, doctoral/master's student application.

Head of the graduating department

Full name

Appendix C

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(reference)

APPROVE

Member of the Board, Vice-Rector for
Science and Innovation of Abylkas
Saginov Karaganda Technical University
NJSC

_____, Mekhtiyev A.D.
_____, 20____

Calculation of costs

for an internship for _____ year doctoral/master student(s) (grant/paid) of the educational program

(code and name)

at _____

(country, city, name of the university/scientific organization)

in the period from "____" _____ 20____ to "____" _____ 20____.

No	Item	Amount	Norm, tg	Costs, tg	Note
1	Daily expenses within/outside the Republic of Kazakhstan				Regulation on reimbursement of expenses for internships for students. Resolution of the Government of the Republic of Kazakhstan No. 256 of May 11, 2018
2	Expenses for renting residential premises				
3	Transportation expenses				Railway / air transport
Total for 1 person					
4	Costs for training				According to Agreement with _____ (university/RI) on a paid basis (or free of charge)
Total for 1 person					
Total persons					

Chief of Staff

Full name

Director of the Department of Economics, Finance and Accounting,

Chief Accountant

Full name

Head of the PED

Full name

Head of the DIC

Full name

Accountant

Full name

Head of the graduating department

Full name

Doctoral/master student(s)

Full name

Appendix D (free of charge)

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(reference)

To the head of the graduating department
of Abylkas Saginov Karaganda Technical
University NJSC

Name_____

Master/doctoral student's of
group_____

EP _____

Name_____

Application

I ask you to permit me to undergo an internship at _____

(name of the university/scientific organization, enterprise) (city of _____)

from «__»_____20__ to «__»_____20__ free of charge.

Date
Signature

Scientific consultant/supervisor
Signature

Appendix D-1 (on a paid basis)

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(reference)

To the head of the graduating department
of Abylkas Saginov Karaganda Technical
University NJSC

Name_____

Master/doctoral student's of

group_____

EP_____

Name_____

Application

I ask you to permit me to undergo an internship at _____

(name of the university/scientific organization, enterprise) (city of _____)

from «__»____20__ to «__»____20__ on a paid basis.

I undertake to pay all expenses over _____ tenge from my own funds.

Date
Signature

*Scientific consultant/supervisor
signature*

Appendix E

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(reference)

ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY NJSC

APPROVE

Head of the graduating department

(name)

_____, 20____

P.P.

**REPORT ON THE INTERNSHIP OF _____ YEAR DOCTORAL/MASTER STUDENT
OF THE EDUCATIONAL PROGRAM**

(code and name of the EP)

Scientific consultant/supervisor

Name

Doctoral/master student

Name

Karaganda 20_____

Appendix F

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(reference)

Sample structure of a master student's report on completing an internship

Master student _____

Educational program _____

Academic supervisor from the host party _____

Place of internship _____

Internship period from " ____ " _____ to " ____ " _____ 20 ____

Number of days _____

1. Academic work

This section should contain a description of:

- analysis of practical classes indicating the names of topics and the results of their implementation for the dissertation work/projects, names of scientific laboratories, their equipment, where the research was conducted;

- abstracts of the studied periodical scientific textbooks, publications and other sources indicating the output data of the sources, the degree of importance of their study for the dissertation/project;

- an assessment of the significance of the attended theoretical and practical classes for the master's research;

- a summary of the results of the conducted research with their personal assessment.

2. Research/practical work

- the results of scientific/practical research carried out in scientific laboratories of the host organization, the equipment, devices, software products, physical, mathematical models used;

- scientific conclusions or practical results that will be included in the dissertation work/project.

3. Participation in scientific seminars, conferences.

4. Feedback from the supervisor and the host party on the internship (if necessary).

5. Extract from the minutes of the department meeting on hearing the report.

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Appendix G (reference)

Sample structure of a doctoral student's report on completing an internship

Doctoral student _____
 Educational program _____
 Scientific consultants _____
 Place of internship _____
 Internship period from " ____ " _____ to " ____ " _____ 20____
 Number of days _____

1. Academic work

This section should contain a description of:

- an analytical review of theoretical classes indicating the names of topics, the results of their implementation, the places where they were held, the number of hours;
- consultations held on the topic of the dissertation;
- an assessment of the degree of importance of the theoretical and practical classes attended for scientific research;

2. Scientific research work

This section should contain a description of:

- fundamental scientific research, studies and their results;
- research methods and the possibility of using the research results;
- generalizations made, the results of the research conducted with their assessment.
- abstracts of work with educational, periodical, scientific and other sources of literature indicating the output data of the sources, the degree of importance of their study for the scientific research;

3. Participation in scientific seminars, conferences.

4. Feedback from a foreign consultant (if any).

5. Feedback from a scientific consultant.

6. Minutes of the department meeting (scientific seminar)/faculty council on hearing the report.

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Appendix H (reference)

Agreement on internship with enterprises/organizations/institutions

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<p style="text-align: center;">AGREEMENT on the scientific internship of master students</p> <p>Karaganda _____, 202_____</p> <p>Non-profit Joint-stock Company Abylkas Saginov Karaganda Technical University hereinafter referred to as the "Customer", represented by Member of the Board, Vice-Rector for Science and Innovation Mekhtiyev Ali Dzhavanshirovich acting on the basis of the order dated October 18, 2024 No. 194, on the one hand, the NAME OF THE ENTERPRISE, hereinafter referred to as the "Contractor", represented by the director FULL NAME acting on the basis of _____, on the other hand, in the interests of master students, hereinafter referred to as the "Interns", on the third party, hereinafter jointly referred to as the "Parties", in accordance with the current legislation of the Republic of Kazakhstan, and the Minister of Science and Higher Education of the Republic of Kazakhstan order dated July 20, 2022 No. 2 "On approval of state compulsory standards of higher and postgraduate education" have concluded this Agreement as follows:</p> <p style="text-align: center;">1. Subject of the Agreement</p> <p>1.1 The Customer, together with the Contractor, where the internship takes place, approves the internship program and weekly plan. The internship program includes an educational and scientific component.</p> <p>1.2. The Contractor provides a base for scientific internship in accordance with the profile of the educational program and conducts training for Interns.</p> <p>1.3. The training period in accordance with the program is from _____ to _____ (at least 14 days).</p> <p>1.4. Place of internship: Name of the enterprise.</p> <p>1.5. The internship is carried out by persons who have preliminary research results and (or) publications on the research topic.</p> <p>1.6. After the Interns have successfully mastered the scientific internship program and completed their individual assignments, the Contractor issues a certificate to the Interns.</p> <p>1.7. Person responsible for the internship from the Contractor is FULL NAME.</p> <p style="text-align: center;">2. The rights of the Customer, Contractor, and Intern(s)</p> <p>2.1. The Contractor has the right to independently carry out the educational process within the framework of the scientific internship.</p> <p>2.2. The Customer has the right to demand from the Contractor the proper performance of the services stipulated by paragraph 1.2 of this Agreement, as well as the provision of information on issues of organizing the educational process within the framework of the scientific internship and ensuring the stay of the Interns at the place of the internship.</p>	<p style="text-align: center;">ДОГОВОР на прохождение научной стажировки магистрантов г. Караганда «__» _____ 202__ г</p> <p>Некоммерческое акционерное общество «Карагандинский технический университет имени Абылкаса Сагинова» именуемый в дальнейшем «Заказчик», в лице Члена Правления – Проректора по науке и инновациям Мехтиева Али Джаваншировича действующего на основании приказ от 18 октября 2024 года № 194, с одной стороны, Наименование предприятия, именуемое в дальнейшем «Исполнитель», в лице директора ФИО полностью, действующего на основании _____, с другой стороны, в интересах магистрантов, именуемые в дальнейшем «Стажеры», с третьей стороны, далее совместно именуемые «Стороны», в соответствии с действующим законодательством РК, и Приказу Министра науки и высшего образования РК от 20.07.2022 года №2 «Об утверждении государственных общеобязательных стандартов высшего и послевузовского образования» заключили настоящий Договор о нижеследующем:</p> <p style="text-align: center;">1. Предмет Договора</p> <p>1.1. Заказчик совместно с Исполнителем, на базе которого проходит стажировка, утверждает программу стажировки и понедельный план. Программа стажировки включает наличие образовательного и научного компонента.</p> <p>1.2. Исполнитель предоставляет базу для научной стажировки в соответствии с профилем образовательной программы и проводит обучение Стажерам.</p> <p>1.3. Срок обучения в соответствии с программой в период с _____ г. по _____ г. (не менее 14 дней).</p> <p>1.4. Место проведения стажировки: Наименование предприятия.</p> <p>1.5. Стажировка осуществляется лицами, имеющими предварительные результаты исследований и (или) публикации по теме исследования.</p> <p>1.6. После успешного освоения Стажерами программы научной стажировки и выполнения ими индивидуальных заданий Исполнитель выдает Стажерам сертификат.</p> <p>1.7. Ответственный за стажировку от Исполнителя: ФИО</p> <p style="text-align: center;">2. Права Исполнителя, Заказчика и Стажера</p> <p>2.1. Исполнитель вправе самостоятельно осуществлять образовательный процесс в рамках научной стажировки.</p> <p>2.2. Заказчик вправе требовать от Исполнителя надлежащего исполнения услуг, предусмотренных пунктом 1.2 настоящего Договора, а также предоставления информации по вопросам организации образовательного процесса в рамках научной стажировки и обеспечения пребывания Стажеров на месте прохождения стажировки.</p> <p>2.3. Стажер вправе получить в полном объеме и надлежащем качестве обучение в соответствии с программой стажировки, получать поддержку Исполнителя по всем вопросам обучения и обеспечения пребывания, входящим в компетенцию Исполнителя.</p> <p style="text-align: center;">3 Обязательства Исполнителя Исполнитель обязуется:</p>
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<p>2.3. The Intern has the right to receive training in full and of due quality in accordance with the internship program, to receive support from the Contractor on all issues of training and ensuring stay that are within the competence of the Contractor.</p> <p style="text-align: center;">3. Contractor's obligations</p> <p>3.1. To ensure proper implementation of the training program, as well as the conditions of stay of Interns at the place of training.</p> <p>3.2. To organize and monitor the scientific internship of Interns in accordance with the internship program.</p> <p>3.3. To familiarize Interns with the requirements of industrial safety and standards of conduct at the place of stay of Interns, careful treatment of property.</p> <p>3.4. Not to allow using Interns in positions not provided for by the internship program and unrelated to the educational program of students.</p> <p>3.5. To notify the Customer of all cases of violation by Interns of the Internal Regulations of the Name of the enterprise.</p> <p>3.6. To Provide the opportunity to use laboratories, a library, technical and other documentation necessary for the successful mastery of the scientific internship program and the performance of individual tasks.</p> <p>3.7. To issue a certificate upon completion of the scientific internship.</p> <p style="text-align: center;">4. Customer's obligations</p> <p>4.1. To send to the Name of the Enterprise Interns under the Master's degree program to undergo a scientific internship in accordance with the individual curriculum and the topic of the student's research.</p> <p>4.2. To familiarize the Interns with their duties and responsibilities specified in this Agreement.</p> <p style="text-align: center;">5. Intern's obligations</p> <p>5.1. To complete conscientiously the educational training program.</p> <p>5.2. To comply with generally accepted ethical rules and moral requirements of social behavior, do not allow conflicts and aggression, or show disrespect for the Contractor's employees.</p> <p>5.3. To comply with the Internal Regulations of the Name of the enterprise, treat the Contractor's property with care, and also comply with industrial safety requirements.</p> <p style="text-align: center;">6. The cost of services</p> <p>6.1. The training program under this Agreement is accepted free of charge.</p> <p style="text-align: center;">7. Reasons for amending and terminating the Agreement</p> <p>7.1. This Agreement can be amended or terminated with the consent of the Parties upon written notice from one of the Parties.</p>	<p>3.1 Обеспечить надлежащее исполнение программы обучения, а также условий пребывания Стажеров по месту обучения.</p> <p>3.2 Организовать прохождение и осуществлять контроль научной стажировки Стажеров в соответствии с программой стажировки.</p> <p>3.3 Ознакомить Стажеров с требованиями производственной безопасности и нормами поведения по месту пребывания Стажеров, бережного отношения к имуществу.</p> <p>3.4 Не допускать использования Стажеров на должностях, не предусмотренных программой стажировки и не имеющих отношения к образовательной программе обучающихся.</p> <p>3.5 Сообщать Заказчику о всех случаях нарушения Стажерами Правил внутреннего распорядка Наименование предприятия.</p> <p>3.6 Предоставлять возможность пользования лабораториями, библиотекой, технической и другой документацией, необходимой для успешного освоения программы научной стажировки и выполнения ими индивидуальных заданий.</p> <p>3.7 По окончании научной стажировки выдать сертификат.</p> <p style="text-align: center;">4. Обязательства Заказчика</p> <p style="text-align: center;">Заказчик обязан:</p> <p>4.1 Направить в Наименование предприятия Стажеров по образовательной программе магистратуры для прохождения научной стажировки в соответствии с индивидуальным учебным планом и тематикой исследования обучающегося.</p> <p>4.2 Ознакомить Стажеров с их обязанностями и ответственностью, указанных в настоящем Договоре.</p> <p style="text-align: center;">5. Обязательства Стажера</p> <p style="text-align: center;">Стажер обязан:</p> <p>5.1 Добросовестно выполнить образовательную программу обучения.</p> <p>5.2 Соблюдать общепринятые этические правила и моральные требования социального поведения, не допускать конфликтов и агрессии, проявления неуважения к сотрудникам Исполнителя.</p> <p>5.3 Соблюдать Правила внутреннего распорядка Наименование предприятия, бережно относиться к имуществу Исполнителя, а также соблюдать требования производственной безопасности.</p> <p style="text-align: center;">6. Размер и оплата услуг</p> <p>6.1 Стоимость программы обучения по настоящему договору принята на безвозмездной основе.</p> <p style="text-align: center;">7. Основания для изменения и расторжения Договора</p> <p>7.1 Настоящий договор может быть изменен или расторгнут с согласия Сторон по письменному уведомлению одной из Сторон.</p> <p>7.2 Внесение изменений и дополнений в Договор оформляются путем подписания дополнительного Соглашения, которое является неотъемлемой частью настоящего Договора.</p> <p style="text-align: center;">8. Разрешение споров</p> <p>8.1 В случае возникновения недоразумений или ситуаций, указанных в выше представленных пунктах, Стороны</p>
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7.2. Amendments and additions to the Agreement are formalized by signing an additional Agreement, which is an integral part of this Agreement.

8. Dispute resolution

8.1. In the event of misunderstandings or situations specified in the above points, the Parties shall take all necessary measures to resolve the difficulties on the terms of mutual respect and prevention of moral, material or other damage to each of the Parties.

8.2. In the event that it is impossible to resolve disagreements through negotiations and without involving third parties, any of the Parties shall have the right to resolve the issue in accordance with the legislation of the Republic of Kazakhstan.

9. Duration of the Agreement

9.1. This Agreement shall enter into force upon its signing by all Parties and shall remain in effect until the Parties fulfill their obligations under the Agreement.

9.2. The Agreement is drawn up in 3 copies, in the state and Russian languages, of which one copy is kept by the Contractor, the second by the Customer and the third copy by the Interns.

10. Legal addresses of the Parties

Consumer:

Abylkas Saginov Karaganda Technical University NJSC
Postal address: 100000, Republic of Kazakhstan,
Karaganda, N. Nazarbayev Ave., No. 56.
Tel. number: +77212 561613

Member of the Board, Vice-rector for Science and innovation

_____ A.D. Mekhtoyev

SEAL

Contractor:

Name of the enterprise,
Postal address:
E-mail:
Tel. number

Director

_____ Name

SEAL

Intern(s):

Name(s) _____ signatures

принимают все необходимые меры для разрешения затруднений на условиях взаимного уважения и предотвращения морального, материального или иного ущерба каждой из Сторон.

8.2 В случае невозможности устранения разногласий путем переговоров и без привлечения третьих сторон, любая из Сторон имеет право решения вопроса в соответствии с законодательством РК.

9. Срок действия Договора

9.1 Настоящий договор вступает в силу с момента его подписания всеми Сторонами и действует до исполнения Сторонами обязательств по Договору.

9.2 Договор составлен в 3-х экземплярах, на русском языках, из которых один экземпляр хранится у Исполнителя, второй у Заказчика и третий экземпляр у Стажеров.

10. Юридические адреса Сторон

Заказчик:

НАО «Карагандинский технический
университет имени Абылкаса Сагинова»
Почтовый адрес: 100000,
Республика Казахстан,
г. Караганда, пр. Н. Назарбаева, 56.
Тел.: 8 (7212) 561613

Член Правления – Проректор по науке и инновациям:

_____ А.Д. Мехтиев

М.П.

Исполнитель:

Наименование предприятия
Республика Казахстан
100022, г. Караганда
Микрорайон Орбита 1
E-mail:
тел. моб.:

Директор _____ ФИО.

М.П.

Стажеры:

ФИО _____ подписи

Coordination sheet

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F.02-2022

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