



APPROVED BY
Chairman of the Management Board -
Rector of NAO "Karaganda University
named after academician E.A.Buketov"
Prof. N.O. Dulatbekov
2023

REGULATION

on the organization of scientific internships
for master's and doctoral (PhD) students
at Karaganda University named after Academician E.A. Buketov
(*Amendments as of November 30, 2022, Academic Council Protocol No. 7*)

1. GENERAL PROVISIONS

1.1. Purpose and Legal Basis

This Regulation on the organization of scientific internships for master's and doctoral (PhD) students at the NJSC "Karaganda State University named after Academician E.A. Buketov" has been developed in accordance with:

- The Law of the Republic of Kazakhstan "On Education";
- The Law of the Republic of Kazakhstan "On Science";
- The State Mandatory Standard for Postgraduate Education, approved by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 (Appendix No. 2);
- Qualification requirements for educational activities and a list of documents confirming compliance, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated November 17, 2018, No. 634;
- Amendments made at the meeting of the Academic Council, Protocol No. 7 dated November 30, 2022.

1.2. Mandatory Component of Educational Programs

Scientific or professional internship (hereinafter referred to as "internship") for master's and doctoral (PhD) students is a mandatory component of the educational programs for master's and doctoral studies. It is included in the individual work plan of the student.

1.3. Purpose of Internships

Internships, including those abroad, are part of the practical training aimed at:

- Familiarizing students with innovative technologies and new types of production in scientific organizations;
- Gaining experience relevant to research (experimental research) work in organizations related to the student's field of study.

1.4. Scheduling Internships

Internships are planned either in parallel with other educational activities or during a separate period.

1.5. Duration and Frequency

The duration of an internship for master's students is at least 14 days (10 working days) and is limited to one time throughout the entire period of study. *Amendments were made at the Academic Council meeting, Protocol No. 7 dated November 30, 2022.*

1.6. Working Hours

During the internship, the normative working time for master's and doctoral students is 30 hours per week (1 ESTC credit), which corresponds to 6 hours per day under a 5-day workweek.

1.7. Eligibility for Internship

Internships are undertaken by students who have preliminary research results and/or publications related to their research topic. The schedule for internships is as follows:

- Master's students in scientific and pedagogical programs with a standard duration of 2 years: Internships are conducted in the 2nd-4th semesters.

- Master's students in professional programs with a standard duration of 1 or 1.5 years: Internships are conducted in the 2nd-3rd semesters.
Amendments were made at the Academic Council meeting, Protocol No. 7 dated November 30, 2022.

1.8. Timing Relative to Final Attestation

Scientific internships for master's and doctoral students must be completed no later than two weeks before the final attestation.

1.9. Reporting

The results of the internship are documented by the student in the form of a report.

1.10. Internship Planning

The place of internship, program, duration, and reporting format (including report requirements) are determined by the student's academic advisor and the specialized department. The choice of the internship location should correspond to the student's field of study and the topic of the master's or doctoral dissertation/project.

1.11. Language Requirements for International Internships

For internships conducted in a foreign language, the student must provide a language proficiency certificate:

- English:

TOEFL ITP (Test of English as a Foreign Language Institutional Testing Program): Minimum score of 163,

TOEFL IBT (Internet-based Test): Minimum score of 60,

TOEFL PBT (Paper-based Test): Minimum score of 498,

TOEFL PDT (Paper-delivered Test): Minimum score of 65,

IELTS (International English Language Testing System): Minimum score of 6.0;

- German:

DSH (Deutsche Sprachprüfung für den Hochschulzugang) - Level C1,

TestDaF - Level C1;

- French:

TEFLC (Test de Français International) - Minimum level B1 (reading and listening sections),

DELF (Diplôme d'Études en Langue Française) - Level B2,

DALF (Diplôme Approfondi de Langue Française) - Level C1,

TCF (Test de Connaissance du Français) - Minimum score of 50.

Amendments were made at the Academic Council meeting, Protocol No. 7 dated November 30, 2022.

2. LIST OF BASIC DOCUMENTS REQUIRED FOR SENDING MASTER'S AND DOCTORAL STUDENTS FOR INTERNSHIPS

2.1 For the registration of a scientific internship, master's students must submit the following documents to the Practice Department 4 weeks in advance:

1. An internship agreement with a scientific organization and (or) an organization of the relevant industry or field of activity in the forms indicated in Appendices 1-2, or as proposed by the host party. If there is a cooperation agreement providing for scientific internships, an internship agreement may not be concluded;

2. An internship program agreed upon by the sending and receiving parties in the form indicated in Appendix 3;

3. An invitation letter to the internship from a scientific organization or an organization of the relevant specialty of the industry or field of activity. If the invitation is written in a foreign language, a translation into Kazakh or Russian must be attached. The original letter is submitted to the office in person or sent through official mail, the Kazakhstan Center for the Exchange of Electronic Documents;

This document is a partial excerpt. To provide a complete translation, I need the entire document. However, based on the provided text, here's a translation of the visible portion: sphere of activity. If the invitation is in a foreign language, a translation into Kazakh or Russian must be attached. The original Letter is submitted to the office in person or sent through official mail, the Kazakhstan Center for the Exchange of Electronic Documents;

4. Submission from the faculty dean regarding the master's/doctoral student's internship, with the department head's approval;

5. Personal application from the master's/doctoral student to the rector requesting permission for a business trip to undertake the internship, indicating the place of internship, dates, and financial conditions, with approvals from the supervisor/consultant, department head, faculty dean, and, if necessary, the chief accountant or their authorized employee, the head of the economic planning department, and the supervising vice-rector;

6. Copy of a publication on the research topic and/or a motivation letter from the master's supervisor confirming the existence of preliminary research results;

7. In the case of a foreign internship, a copy of the language certificate;

8. If necessary, an individual schedule for rescheduling classes with the department head's approval, approved by the faculty dean's order in the form indicated in Appendix 4. (amendments were made at the meeting of the Academic Council, protocol No. 7 of 30.11.2022).

3. RESPONSIBILITIES OF UNDERGRADUATES/DOCTORAL STUDENTS DURING THE INTERNSHIP PERIOD

3.1 Students sent for an internship are obliged to:

1. Provide documents for business trip registration in a timely manner;

2. Comply with the internship deadlines specified in the командировании order for the internship. Departure and return to the University later than the deadlines specified in the командировании order for the internship without proper оформление документов is a violation of academic discipline;

3.1 Students sent for an internship are obliged to:

3. In the event of a valid reason preventing departure for the internship, the student must submit a reasoned application to the Practice Department addressed to the rector with the attachment of supporting documents for the postponement of the internship; (amendments were made at the meeting of the Academic Council, protocol No. 7 of 30.11.2022).

4. Comply with the internal regulations and charter of the host organization;

5. Provide the supervisor with the necessary materials and documents confirming the implementation of the internship program (certificates, report on the implementation of the internship program, the results of experiments, etc.).

6. Timely provide reporting documents upon completion of the internship in accordance with section 5 of this Regulation.

7. If the relevant clauses of section 5 of this regulation are not fulfilled, the master's/doctoral student returns the allocated amount for the scientific internship in accordance with the current legislation of the Republic of Kazakhstan in full.

3.2 Repeated internship of a master's/doctoral student is carried out at their own expense.

4. EVALUATION OF THE ACTIVITIES OF UNDERGRADUATES/DOCTORAL STUDENTS DURING THE INTERNSHIP PERIOD

4.1 The master's/doctoral student, within the time frame provided by the rector's order for the business trip, publicly reports on the results of the internship to the commission. For the adoption of the report of the master's/doctoral student on the results of the internship, the faculty dean issues an order to create a commission. The work of the commission to accept the report of the master's/doctoral student on the results of the internship is recorded.

4.2 Based on the defense of the report, the work of the master's/doctoral student during the internship period is evaluated in accordance with the established grading scale and is taken into account as part of the final assessment of the research (experimental research) work of the master's/doctoral student in the corresponding academic period in proportion to the credits earned during the internship period.

4.3 When evaluating the results of the internship, the commission is guided by the requirements for the acquired competencies, expressed in the achieved results of the internship based on the Dublin Descriptors of the second level of higher education for master's students and on the basis of the Dublin Descriptors of the third level within the comprehensive framework of qualifications of the European Higher Education Area (RK-EHEA) for doctoral students.

4.4 When defending the report on the results of the internship, the master's student must demonstrate:

1. Knowledge in the studied area, based on advanced scientific experience, the ability to develop and (or) apply ideas in the context of research;
2. Apply their knowledge, understanding and abilities at a professional level to solve problems in a new environment, in a broader interdisciplinary context;
3. Skills in collecting and interpreting information to form judgments taking into account social, ethical and scientific considerations;
4. The ability to clearly and unambiguously convey information, ideas, conclusions, problems and solutions, both to specialists and non-specialists;
5. Skills to continue learning independently in the studied area.

4.5 When defending the report on the results of the internship, the doctoral student must demonstrate:

1. A systematic understanding of the field of study, research skills and methods used in this field;

This document is a partial excerpt. To provide a complete translation, I need the entire document. However, based on the provided text, here's a translation of the visible portion:

- 2) The ability to think, design, implement and adapt the research process in accordance with the scientific approach;
- 3) The ability to contribute to the studied scientific field with their own original research, which deserves publication at the national or international level;
- 4) Abilities of critical analysis, evaluation and synthesis of new and complex ideas;
- 5) The ability to communicate their knowledge and achievements to colleagues, the scientific community and the general public;
- 6) Own contribution to the advancement in the academic and professional context of the technological, social or cultural development of society, based on knowledge.

4.6 The main criteria for evaluating the activities of a master's/doctoral student during the internship period are:

1. Timeliness and completeness of the internship program;
2. Executive discipline of the master's/doctoral student during the internship period;
3. Fundamental nature, scientific novelty and significance from the standpoint of science and practice of research conducted during the internship period;
4. Practical demand for the results obtained during the internship period;
5. Effectiveness of participation in professional development activities during the internship period (training seminars, workshops, master classes, trainings, lectures, etc.), the availability of relevant certificates, testimonials, certificates, etc.;

6. The quality of the work carried out with literary sources, scientific databases on the topic of the dissertation research, analysis of theoretical and practical materials (for doctoral students only);

7. Knowledge of the methodology and methods of scientific research on the topic of the dissertation (for doctoral students only);

8. Application of modern methods of processing experimental results;

9. Approbation of the results of dissertation research (for doctoral students only).

4.7 In case of late submission of reporting documentation, the internship program is considered not completed, and an academic debt is reflected in the statement on the results of research work.

4.8 Reporting documents on the internship of master's/doctoral students are stored at the graduating department in accordance with the storage periods defined in the department's nomenclature of files.

5. CONTROL OVER THE IMPLEMENTATION OF THE INTERNSHIP PROGRAM AND REPORTING FORMS

5.1 Current control over the implementation of the internship program by master's/doctoral students is carried out at any stage of the work and is conducted by the supervisor/consultant of the master's/doctoral student. The master's/doctoral student is obliged to provide the supervisor with the necessary materials and documents confirming the implementation of the internship program (certificates, report on the implementation of the internship program, the results of experiments, etc.).

5.2 Based on the results of the internship after its completion, the master's/doctoral student provides the following reporting documentation:

1. to the department of specialization within three days:

- a copy of a brief report with a note on the implementation of the internship program by the host organization (оформляется на обратной стороне служебного задания) in accordance with Appendix 5;

- a detailed written report on the internship, signed by the master's/doctoral student and

- to his/her supervisor/consultant in accordance with Appendix 6;

- - a copy of the document confirming the internship (certificate, testimonial, reference, etc.);

- 2) to the university accounting department within three days:

- - a business trip certificate (original), certified by the seal of the host organization with notes on the date of arrival and departure to the destination and arrival from the business trip;

- - documents confirming accommodation expenses during the internship period: invoice (tax) or invoice with indication of accommodation payment, receipt to the cash receipt, cash register receipt of payment (fiscal receipt), lease agreement for a dwelling, act of work performed during the internship in organizations of Kazakhstan; a document confirming the payment made for

accommodation, in the form adopted in the country of internship, during the internship in foreign organizations;

- - documents confirming transportation expenses: air travel (economy class only) - electronic ticket, boarding pass for each route; tickets for travel by rail and / or bus with confirmation of their cost, boarding pass for each route. When purchasing tickets in cash, the availability of a fiscal check is mandatory;

- - when traveling outside the Republic of Kazakhstan, documents confirming payment of medical insurance and visa expenses are provided (if available, a fiscal check, cash receipt order, invoice, etc.), the original insurance policy, a document confirming payment for a visa issued directly by the embassy of the country of departure. In the insurance policy, the purpose of the trip must be indicated as study or business.

3. To the Department of Postgraduate Education and International Programs within five days:

- A brief report with a note on the implementation of the internship program by the host organization (to be completed on the reverse side of the job assignment) in accordance with Appendix 5;

- A copy of the dean's order to create a commission to accept the defense of the report on the results of the internship;

- An excerpt from the minutes of the meeting of the commission to accept the report of the master's/doctoral student on the results of the internship;

- A detailed written report on the internship, signed by the master's/doctoral student and his/her supervisor/consultant in accordance with Appendix 6;

- A copy of the document confirming the internship (certificate, testimonial, reference, etc.);

- An act of services rendered under the contract, signed by the contractor (in the form in Appendices 7 & 8 or in the form proposed by the host party).

6. PAYMENT OF EXPENSES FOR STUDENTS OF MASTER'S AND DOCTORAL PROGRAMS DURING SCIENTIFIC INTERNSHIPS

6.1 Internship financing may be carried out at the expense of:

- Funds from the republican budget;

- Funds from the University received from paid educational services;

- Funds from the host party;

- Own funds of students.

6.2 The planned calculation of internship costs for students is made in accordance with the law of the Republic of Kazakhstan "On State Property", the order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated August 7, 2009 No. 374 "On approval of financial standards for higher and postgraduate education."

6.3 Based on the rector's order for the business trip of master's/doctoral students for internships, a cash advance is transferred to the student's personal card account before departure within the specified amounts in paragraphs 6.5-6.7. If necessary, payment of certain types of expenses by bank transfer is allowed based

on invoices issued by the host organization or conditions stipulated in the internship agreement.

6.4 When traveling outside the Republic of Kazakhstan within the established norms, medical insurance and visa expenses are subject to reimbursement if there are supporting documents specified in paragraph 5.2.

6.5 Expenses of master's students and PhD doctoral students who are on an internship (outbound business trip) in foreign organizations:

- Daily expenses for the entire internship period are paid from the daily allowance rate established by the legislation for business trips:

for master's students in the amount of 40%

for doctoral students in the amount of 50%

but not more than the maximum daily allowance rate established by the Tax Code of the Republic of Kazakhstan for each day.

- Accommodation during the training period is based on actual expenses, documented, but not more than the equivalent amount of

for master's students - 500 US dollars per month;

for doctoral students - 1500 US dollars per month;

- Transportation expenses of master's and doctoral students are paid based on actual expenses, documented. At the same time, payment for travel within Kazakhstan is made for the use of rail transport not higher than a compartment car without payment for baggage allowance. Travel payment outside Kazakhstan:

1) by air transport - not higher than "economy" class without baggage allowance payment;

2) by rail transport - not higher than a compartment car without baggage allowance payment.

6.6 The total amount of funds paid to a doctoral student should not exceed:

For internships in scientific organizations and (or) organizations of relevant industries or fields of activity in foreign countries:

№	Country	Standards of actual expenses per day/per month (in US dollars)			
		For payment of money to students			
		By state order			
1.	United States of America, Canada, Japan, People's Republic of China, Western and Eastern Europe	Upto 2400	80/upto	Upto40/upto120 0	Upto25/upto70
2.	Singapore, South Korea, Malaysia, Israel, Saudi Arabia, Kuwait, Qatar, Bahrain, Brunei, Oman, Cyprus, Australia, Egypt, Thailand, United Arab	Upto 2100	70/upto	Upto35/upto 1050	Upto25/upto75 0

	Emirates, South Africa, Philippines			
3.	Commonwealth countries	Upto50/upto1500	Upto25/upto750	Upto25/upto750
4.	Other countries	Upto60/upto1800	Upto30/upto900	Upto25/upto750

Note: The differences in the standards of actual expenses per day/per month (in US dollars) for the payment of money to doctoral students for internships in scientific organizations and (or) organizations of relevant industries or fields of activity in foreign countries, studying under a state educational order, on a paid basis, on a Karaganda State University scholarship or those with tuition discounts, are justified by the fact that the actual expenses for the training of doctors of philosophy (PhD) include the involvement of foreign specialists for pedagogical activities, as well as in the university's top management, additionally funded from the republican budget and independently funded by the university from extrabudgetary funds.

For internships in scientific organizations and (or) organizations of relevant industries or fields of activity in Kazakhstan:

Form of study	Standards of actual expenses per day/ (for the entire internship period (monthly calculation indicator - hereinafter referred to as MCI))
	For payment of money
Under a state educational order	Up to 6 MCI
Cities of Astana, Almaty, Atyrau	Up to 6 MCI
By state order	Up to 6 MCI /up to 60 MCI - for foreign internships, up to 3 MCI/up to 30 MCI - for internships in scientific and (or) organizations of relevant industries or fields of activity in Kazakhstan
On a contractual basis at the expense of own funds or funds from the Customer	Up to 3 MCI/up to 30 MCI

Note: The differences in the standards of actual expenses per day/for the entire internship period (monthly calculation indicator - hereinafter referred to as MCI)) for the payment of money to master's students for internships in scientific organizations and (or) organizations of relevant industries or fields of activity, studying under a state educational order and on a paid basis, are justified by the fact that the actual expenses for the training of masters include the involvement of foreign specialists for pedagogical activities, in the university's top management, as

well as academic mobility of students, additionally funded from the republican budget and independently funded by the university from extrabudgetary funds.

7. SELECTION CRITERIA FOR MASTER'S STUDENTS TO UNDERGO FOREIGN INTERNSHIPS:

- High academic performance (A; A-; B; B+; B-);
- Availability of scientific publications, participation in scientific conferences during the period of study in the master's program;
- Availability of a document confirming proficiency in a foreign language not lower than the intermediate level;
- Active participation in the public life of the University.

8. LIST OF DOCUMENTS FOR VISA APPLICATION

8.1 The following documents are required for visa application:

- Passport valid for more than 6 months from the end of the requested visa and having blank pages for visa stickers and border marks;
- Copy of passport pages with previously pasted visas;
- Copy of the page with passport data;
- Original invitation on the official letterhead;
- Confirmation of residence from a hotel or student dormitory;
- Copies of birth certificates, marriage certificates, identity cards of family members;
- Certificate from the place of study;
- Medical insurance policy;
- Certificate/excerpt from the bank or a letter from the host party;
- Copy of round-trip air tickets;
- Photographs according to the requirements of the Embassy of the host country;
- Completed application form, posted on the website of the Embassy of the host country.

8.2 The list of necessary documents may be supplemented depending on the requirements of the Consulates.

Sure, here is the complete English translation of the document:

Agreement No.
for a foreign internship

20__ _____ (city name)

NJSC "Karaganda University named after Academician E.A. Buketov" (hereinafter referred to as KarU), hereinafter referred to as the "Customer", represented by the Chairman of the Board - Rector Dulatbekov Nurlan Orynbaevich, acting on the basis of the Charter, on the one hand,

(position and full name of the head of the organization)

acting on the basis of the Charter, hereinafter referred to as the "Contractor", on the other hand, together referred to as the "Parties", have concluded this agreement for the provision of educational services (hereinafter referred to as the Agreement) on the following:

1. Subject of the contract

The subject of the Agreement is a short-term scientific internship for master's/doctoral students

(full name)

(specialty: _____)

(hereinafter referred to as the "Student") at/in the department,
(name of the department) _____
faculty, department, _____
(name of the organization) _____

1.1. The scope of the Program is __ hours.

1.2. The term of the internship is from __ to __

2. Rights and obligations of the parties:

2.1. The Customer is obliged to send __ Students for an internship to __
(name of the organization)

2.2. The Contractor is obliged to train the Students in accordance with the approved Internship Program.

2.3. The Contractor is obliged to provide services within the time frame established by this Agreement and issue a certificate upon completion of the internship program.

2.4. The Contractor is obliged to immediately inform the Customer in writing about changes in deadlines, about the impossibility or inexpediency of providing services.

2.5. The Customer has the right to receive information about the academic performance, behavior, and attitude of the Students towards their studies in general and in individual sections of the internship program.

2.6. The Contractor has the right to involve third parties who are not employees of the Contractor to provide services under this Agreement.

2.7. The Student has the right to:

- contact the Contractor's employees on issues related to the internship program;
- receive complete and reliable information about the assessment of their knowledge, skills and abilities, as well as about the criteria for this assessment;
- use the Contractor's property necessary for the implementation of the internship program.

2.8. The Customer has the right to check the process of providing services by the Contractor without interfering in its activities.

2.9. The Contractor has the right to demand timely acceptance and payment of services under this Agreement.

2.10. The Contractor, within 3 days after the provision of services, issues an act of services rendered.

2.11. The Customer is obliged, within 5 (five) working days after the provision of services, to sign the act of services rendered or send the Contractor a reasoned written refusal to sign the act with a list of comments and proposed deadlines for their elimination. If the signed act of services rendered or a reasoned written refusal to sign the act is not provided to the Contractor within the specified period, the services are considered to be rendered properly and accepted without comments on the basis of the act signed by the Contractor.

2.12. The Customer is obliged to pay for the services of the Contractor in the amount, manner and under the conditions established by this Agreement.

3. The procedure for mutual settlements

3.1. Payment for the internship is made by the Customer (Student) in the amount (amount in words), including VAT.

3.2. Training expenses are paid by

_____ (Customer/Student)

on the basis of the invoice _____

_____ (organization name)

4. Grounds for amendment and termination of the contract

4.1. The parties are liable for non-performance or improper performance of their obligations under this Agreement in accordance with applicable law.¹

4.2. This Agreement may be terminated by mutual agreement of the parties.

4.3. The Customer has the right to refuse to perform the Agreement provided that the Contractor pays the actually incurred expenses.

4.4. The conditions under which this Agreement is concluded may be changed either by agreement of the parties or in accordance with applicable law.

4.5. Any changes and additions to this Agreement must be made in writing.

4.6. The Contractor has the right to refuse to fulfill obligations under the Agreement only on condition of full compensation to the Customer for losses.

4.7. The parties are released from liability for partial or complete non-fulfillment of obligations under this Agreement in circumstances arising as a result of force majeure.

4.8. The party that is unable to fulfill its obligations due to force majeure circumstances,

5. Term of the Contract and Other Conditions

5.1. This Contract comes into force from the moment of signing and remains valid until full performance of obligations assumed by the parties.

5.2. Any disputes and disagreements that may arise during the execution of this Contract shall be resolved, if possible, through negotiations between the parties.

5.3. In case of impossibility to resolve disputes and disagreements through negotiations, contentious issues shall be settled in the manner prescribed by the applicable law.

5.4. This Contract is made in three (3) copies, each having equal legal force for each of the parties.

Addresses and Banking Details of the Parties

Customer:

NAO "Karaganda University named after academician E.A. Buketov"

100024, Karaganda, Universitetskaya St., Building 28

BIN 980540000244

IIC KZ7391400100000777687

BIC HSBKKZKX

JSC "Halyk Bank of Kazakhstan"

Phone: +7 7212 772285

Executor:

(Details not provided)

Signatures:

Customer:

President of the Board – Rector

(Signature and Seal)

Executor:

Position: _____

(Signature and Seal)

**Agreement with a Participant of the Internship Program
in the Republic of Kazakhstan**

City: _____ Date: «__» _____ 20__

1. SUBJECT OF THE AGREEMENT

1.1. The subject of this Agreement is the short-term scientific internship of a master's student:

- FullName (Position): _____
- Specialty: _____
- Degree: _____

(hereinafter referred to as the "Intern")
at the faculty _____ under the internship program:

- ProgramName: _____
- OrganizationName: _____

1.2. The duration of the services: from «__» _____ 20__ to «»
_____ 20__.

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. The Executor undertakes to:

2.1.1. Provide the services specified in clause 1.2. of this Agreement, related to the internship of the master's student of Karaganda State University named after E.A. Buketov.

2.1.2. Ensure proper organization and conduct of the internship in accordance with the approved program.

2.1.3. Provide necessary methodological and instructional materials.

2.1.4. Issue a certificate or other document confirming the completion of the internship.

2.2. The Customer undertakes to:

(Details not provided in the document)

Contracting Parties

Customer:

NAO "Karaganda University named after academician E.A. Buketov"
(Acting on behalf of the Chairman of the Board – Rector
NurlanOrynbasarovichDulatbekov)

Executor:

(Full Name and Position of the Head of the Organization)

3. LIABILITY OF THE PARTIES

3.1. In case of non-performance or improper performance of their obligations under this Agreement, the Parties shall be liable in accordance with the current legislation of the Republic of Kazakhstan.

4. FINAL PROVISIONS

4.1. This Agreement comes into force from the moment of signing by both Parties and remains valid until full performance of obligations by the Parties.

4.2. Disputes arising under this Agreement shall be resolved through negotiations, and in case of failure to reach an agreement – in the manner established by the legislation of the Republic of Kazakhstan.

4.3. This Agreement is made in two (2) copies, each having equal legal force for each of the Parties.

5. ADDRESSES AND BANKING DETAILS OF THE PARTIES

Customer:

NAO "Karaganda University named after academician E.A. Buketov" (KarU)

100024, Karaganda, Universitetskaya St., Building 28

BIN 980540000244

IIC KZ7391400100000777687

BIC HSBKKZKX

JSC "Halyk Bank of Kazakhstan"

Phone: +7 7212 772285

Executor:

• Address: _____

• BankingDetails: _____

7. SIGNATURES OF THE PARTIES

Customer:

Chairman of the Board – Rector

E.A. Buketov

(Signature and Seal)

N.O. Dulatbekov

Executor:

Position: _____

(Signature and Seal)

Attachment 1
to Contract No. ____

dated « ____ » _____ 20 ____

APPROVED BY:

AGREED BY:

Position
(at KarU named after E.A. Buketov): _____

Position: _____

Full Name: _____
(Signature and Seal)

Full Name: _____
(Signature and Seal)

INTERNSHIP PROGRAM ON THE TOPIC:

« _____ »

Content of the Internship Program:

1. Educational Component:

1. List of main topics, studied methods and techniques, seminars, trainings, practical sessions, etc. – number of hours.

1. ...
2. ...
3. ...

2. Research Component:

1. List of research works related to the topic of study
2. ...
3. ...

And soon.

List of Interns:

• Full Name, Specialty

• From the Executor:

○ Responsible Executor: _____ / Full Name /

○ Scientific Supervisor of the Master's/Doctoral Student: _____ /

Full Name /

○ Intern: _____ / Full Name /

Appendix 4

APPROVED BY:

Dean of the Faculty
«___» _____ 20__

INDIVIDUAL SCHEDULE FOR RESCHEDULING CLASSES

For Master's/Doctoral student of the ___ year, full-time education at the Faculty of _____

Specialty/Field of Study: «___»

From «___» _____ 20 to «___» _____ 20 academic year

Full Name of the Student: _____

Table of Rescheduled Classes:

Nº	Subject	ScheduledDate	RescheduledDate	Teacher'sSignature	Student'sSignature

REPORT ON INTERNSHIP COMPLETION

1. Full Name, Educational Program, Year of Study:

2. Dissertation Topic, Scientific Supervisor/Consultant:

3. Location of Internship (University, Organization), Country:

4. Duration of Internship: _____

5. Purpose of Internship: _____

6. Report on the Fulfillment of the Assignment:

7. Practical Skills Acquired During the Internship

8. Conclusions and Recommendations

Note:

The text of the report should be at least 4-5 pages long.

The report should include photographs, graphs, diagrams, tables, illustrations confirming the results of the internship.

Report Prepared by:

Full Name (in full): _____

Signature of the Master's/Doctoral student: _____

Report Approved by:

Full Name of the Scientific Supervisor/Consultant: _____

The report was reviewed and approved by the Commission on «___»
_____ 20__.

Commission Composition:

• Chairperson: Full Name, Signature _____

• Commission Members:

- FullName, Signature _____
- FullName, Signature _____
- FullName, Signature _____
- Secretary: FullName, Signature _____

Final Assessment of the Internship Results:

ACT OF RENDERED SERVICES
Under the Agreement for Foreign Internship
No. ____

_____(City Name) dated « ____ » _____ 20__

Non-commercial Joint Stock Company
 "Karaganda University named after academician E.A. Buketov"
 (hereinafter referred to as the "Customer"), represented by the Chairman of the
 Board – Rector Nurlan Orynbasarovich Dulatbekov, acting on the basis of the
 Charter, on the one hand, and

 (Full Name of the Organization)

 (hereinafter referred to as the "Executor"), represented by

 (Position and Full Name of the Head of the Organization)

acting on the basis of the Charter, on the other hand, together hereinafter
 referred to as the "Parties", have drawn up this Act as follows:

1. The Executor has provided the Customer with services under the Agreement for Foreign Internship No. ____ dated « ____ » _____ 20__ (hereinafter referred to as the "Agreement").
2. The Executor's services were provided with proper quality and on time, as stipulated by the Agreement, and were accepted by the Customer.
3. The Customer and the Trainee have no claims regarding the scope, quality, and timing of the services rendered.
4. The cost of services provided under the Agreement is:
 - o Amount: _____
 - o Including VAT: _____
5. The Parties have no claims against each other.

Customer:

Non-commercial Joint Stock Company
 "Karaganda University named
 after academician E.A. Buketov"
 100024, Karaganda, Universitetskaya St., Building 28
 BIC: HSBKKZKX
 BIN: 990540000244
 IIC: KZ796010910000077867
 JSC "Halyk Bank of Kazakhstan"

Executor:

(Details not provided)

Phone: +7 7212 589233

Signatures:

Chairman of the Board – Rector

N.O. Dulatbekov

(Signature and Seal)

ACT OF RENDERED SERVICES
Under the Agreement with a Participant of the Internship Program
in the Republic of Kazakhstan No. ____

dated « ____ » _____ 20 _____ (City Name)

NAO "Karaganda University named after academician E.A. Buketov"(hereinafter referred to as the "Customer"), represented by the Chairman of the Board – Rector NurlanOrynbasarovichDulatbekov, acting on the basis of the Charter, on the one hand, and

(Full name of the organization)
(hereinafter referred to as the "Executor"), represented by

(Position and Full Name of the Head of the Organization)
acting on the basis of the Charter, on the other hand, together hereinafter referred to as the "Parties", have drawn up this Act as follows:

1. The Executor provided the Customer with educational services (hereinafter referred to as "Services") under the Agreement No. ____ dated « ____ » _____ 20 ____.
2. The Executor's services were provided with proper quality and on time, as stipulated by the Agreement, and were accepted by the Customer.
3. The Customer and the Intern have no claims regarding the scope, quality, and timing of the services rendered.
4. The Parties have no claims against each other.

Customer:

NAO "Karaganda University named after academician E.A. Buketov"
Chairman of the Board – Rector
N.O. Dulatbekov
(Signature and Seal)