

KAZAKHSTAN-AMERICAN FREE UNIVERSITY
DEPARTMENT OF "LAW AND INTERNATIONAL RELATIONS"

PROGRAM
of educational practice
for educational program 6B03101
"International Relations"

Ust-Kamenogorsk, 2024

UDC (075.8)

Contributors:

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Methodical publication

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1. GENERAL PROVISIONS

The educational practice program was developed on the basis of: the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007; Model rules for the activities of organizations of higher and (or) postgraduate education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018; State compulsory standard of higher and postgraduate education (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. Registered with the Ministry of Justice of the Republic of Kazakhstan on July 27, 2022 No. 28916); Rules for organizing the educational process in credit technology of education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (with amendments and additions); Academic policy of KAFU (approved by the Academic Council, protocol No. 6 of 02/02/2023); Rules for organizing and conducting professional practice for KAFU students dated August 15, 2023.

2. PURPOSE AND OBJECTIVES OF THE PRACTICE

Educational practice is an important component in the process of training an international specialist, which allows, first of all, to get acquainted with the basics of future professional activity.

The purpose of the training practice is the acquisition of primary professional competencies, including the consolidation and deepening of theoretical knowledge gained in the learning process, namely: the acquisition of experience in professional communication and interaction; study of professionally significant requirements for a specialist working in the field of international relations; approbation, consolidation and deepening of knowledge gained during the study of theoretical courses.

The tasks of the educational practice of students in the educational program "International Relations" are:

- familiarization with the main activities of a higher educational institution;
- familiarization with the specialty and its educational programs;
- a more complete and holistic view of the system of international relations at the regional level;
- general acquaintance with the types, organizational and legal form, structure, management system of organizations that are objects of the future profession;
- study of types, functions and tasks of future professional activity;
- study of business correspondence and the introduction of office work;
- acquisition of skills of work in a labor collective;
- collection and processing of materials for writing a report on the practice.

3. PRACTICE INSTITUTIONS

The bases for the practice are determined by the department. Students can do internships in third-party organizations, the main activity of which predetermines the presence of objects and types of production activities of graduates in the EP "International Relations". Students can practice in diplomatic missions, consular offices, bodies of the Ministry of Foreign Affairs of the Republic of Kazakhstan, state and non-state institutions; organizations dealing with issues of international relations, interstate relations; international organizations and institutions; think tanks; non-governmental organizations, customs authorities. The practice of students is carried out, as a rule, at enterprises,

institutions and organizations on the basis of KAFU agreements, according to which they are obliged to provide places for students to practice.

Practice bases for students must meet the following basic requirements:

- correspond to the profile of the specialist's training;
- to have qualified personnel to guide the practice of students;
- use advanced technologies in the organization of work, corresponding to the level of development of the industry.

In cases where the organization acts as a practice base for the first time, the representative of the department responsible for this type of practice must familiarize themselves with the practice base in advance for compliance with the above requirements.

Independent choice of a base of practice by a student is allowed on an individual basis. The expediency of an individual internship by a student is determined by the head of the graduating department. Based on the analysis of data about the organization, the head of the department determines whether the potential of the organization is sufficient for the practice of a student of a higher educational institution, and whether the data necessary for the student to study the activities of the institution according to the internship program and write a report on the practice can be provided.

4. SCOPE AND DURATION OF PRACTICE

The Internship Program is intended as a guiding document for internships for students of all forms of study. The start and end date of the practice is set by the order of KAFU in accordance with the curriculum. The duration of the training practice is 2 weeks. At the same time, the student has the right to practice both in one institution and in several.

5. PRACTICE GUIDANCE

To guide the practice of students in enterprises, institutions and organizations, practice leaders are appointed from the university and from enterprises, institutions and organizations. Professors, associate professors, experienced teachers who are well aware of the specifics of the profession and the activities of the practice bases should be the leaders of practice from the university.

6. CONTENT OF PRACTICE

Educational practice is a mandatory component of the educational program. When referring to the passage of educational practice, the student at the relevant department is issued the following documents:

- an agreement on conducting educational practice;
- a diary on the passage of educational practice (in electronic form) / (Appendix 1);
- form of referral to practice (Appendix 2).

The direction of students to all types of professional practices is issued by order of the rector and is published no later than one month before the start of the practice, indicating the timing of the passage, the base and the head of the practice.

Internship in international organizations / organizations:

- familiarization with the constituent documents of an international organization / organization;
- study of the structure of the organization's management bodies;
- familiarization with the internal rules for the functioning of an international organization / organization;
- study of the conditions of membership of states in an international organization;
- study of the decision-making procedure;

- studying the functions of the depository of an international organization / organization;
- familiarization with the rights and obligations of the member states of an international organization.

Internship in the bodies of the Ministry of Foreign Affairs, in other state bodies:

- familiarization with the functions of the representative office of the Republic of Kazakhstan in relations with foreign states and international organizations;
- familiarization with the implementation of the strategy of international policy of the Republic of Kazakhstan;
- monitoring the conduct of negotiations and the conclusion of international treaties of the Republic of Kazakhstan;
- preparation of proposals for the conclusion, implementation, amendment, suspension and termination of international treaties;
- promoting the role of the Republic of Kazakhstan as a member of the international community in solving global and regional problems;
- monitoring the implementation of inter-parliamentary relations of the Republic of Kazakhstan with other countries;
- study of consular functions regulated by international legal norms and legislation of the Republic of Kazakhstan;
- study of the functions of diplomatic and equivalent representations of foreign states and international organizations and consular offices on the territory of the Republic of Kazakhstan, implementation, within its competence, of coordination of the activities of organizations serving them;
- participation in the development of measures to ensure the rights and freedoms of citizens of the Republic of Kazakhstan, its defense and national security, law enforcement, development and expansion of trade, economic, financial, scientific, scientific and technical, cultural, as well as other relations of the Republic of Kazakhstan with foreign states and international organizations;
- participation in international campaigns to combat hunger and backwardness, international terrorism, religious and political extremism, organized crime and illegal trafficking in narcotic drugs, psychotropic substances, their analogues, precursors and weapons, as well as to eliminate the consequences of natural and man-made emergencies.

Practice in the customs authorities:

During the internship in the customs authorities, the student must:

- study the tasks, structure, competence of the customs authorities and regulations governing their activities;
- ознакомиться с условиями и порядком перемещения товаров и транспортных средств get acquainted with the conditions and procedure for the movement of goods and vehicles across the customs border of the Republic of Kazakhstan;
- get acquainted with the list of documents that are necessary for the implementation of customs control, the form and rules for their completion and submission;
- get acquainted with the procedure for collecting customs payments and taxes;
- get acquainted with the customs regimes existing on the territory of the Republic of Kazakhstan;

- get acquainted with the procedure for determining the country of origin of goods and the content of documents confirming this fact;
- get acquainted with the procedure for declaring goods, monetary and currency values transported across the border of the Republic of Kazakhstan;
- get acquainted with the procedure for passing things, currency and other valuables of individuals through the customs border;
- study the types of violations of customs rules, their statistics;
- get acquainted with the activities carried out by the customs authorities in order to identify and prevent the facts of smuggling.

Internship in the international department of the organization / as an interpreter:

- participation in language conferences;
- participation in round tables as part of foreign delegations;
- participation in meetings with prominent scientific and public figures and presentations with reports/messages
- monitoring the negotiation and conclusion of international treaties.

7. REQUIREMENTS FOR THE CONTENT AND FORMATION OF THE PRACTICE REPORT

At the end of the internship, the student submits a written report to the department, which should reflect the results of the internship in the relevant institution.

The title page of the report has a single form for all students (Appendix 3). The text of the report is typed on a computer in 14 single-spaced font. Each new chapter of the report should start on a new page. Chapters and subchapters of the report should be numbered with Arabic numerals.

Margins should be within the following limits: left - 3 cm, right - 1 cm, top - 2 cm, bottom - 2 cm.

The report must be presented correctly and clearly, accurately and in accordance with the requirements. Conclusions should be clearly stated, tables and reporting forms should be analyzed.

The report should reflect the analysis of the actual state of the activity of the object of internship, it should not be limited to the presentation of general provisions from textbooks and other scientific literature. The main content of the report should be the results of the student's independent work in practice.

The report should consist of a text part (7-10 pages of typewritten text) and calculations, tables, diagrams, figures and reporting forms attached to it.

Based on the results of the practice, the head of the institution gives a description to the student on the form of referral to practice, after which the report is submitted to the department.

Attached to the report are:

- an agreement between the parties on the coordination of the practice base (in the absence of an agreement between the university and the practice base);
- referral to professional practice;
- a diary about the passage of professional practice.

It is also necessary to provide attachments (documents) to the practice report and diary:

- a) self-compiled samples for filling out the declaration.
- b) samples of requests, information certificates.
- c) samples of procedural documents (resolutions, protocols, sentences, decisions, rulings, orders, etc.).

d) samples of other documents related to the activities of the institution-object of practice.

If the report does not fully disclose the issues of the program, the report is returned to the student for revision.

The report is submitted to the department for verification within 3 days after the end of the practice, followed by its defense in front of the head of the practice from the educational institution, with an assessment according to the established point-rating letter grading system.

Diary of professional practice

Student _____
surname, name, patronymic (if any)

№	Name of completed (studied) work in accordance with the program of professional practice for each day	Deadlines for the implementation of individual topics, works of professional practice		Signature of the head of professional practice from institution
		begining	completion	
1.				
2.				
3.				
4.				
5.				
6.				

1. Description of the studied structures, equipment, technological processes, mechanization, production automation and advanced labor methods, etc. _____

Student's signature _____
 «_____» _____ 20 ____

(Immediate supervisor of professional practice)

«_____» _____ 20 ____

2. Encouragement and punishment of the trainee.

3. Conclusion of the head of professional practice (from an organization, enterprise, institution). _____

Signature of the head of professional practice (from the organization, enterprise, institution)

«_____» _____ 20 ____

Appointment

Remains in institution _____

(reason)

« _____ » _____ 20 _____

student _____

surname, name, patronymic (if any)

sent for professional practice to _____

(company name)

Practice start date _____ 20 _____

Completion date for internship _____ 20 _____

Head of the educational institution Mambetkaziev A.E.

signature _____

(signature)

returns to university

Arrival and departure dates

Student _____

surname, name, patronymic (if any)

for professional practice _____

(name of professional practice)

arrived at the institution

went out of institution

« _____ » _____ 20 _____

« _____ » _____ 20 _____

Seal, signature

Seal, signature

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF
KAZAKHSTAN
KAZAKHSTAN-AMERICAN FREE UNIVERSITY
DEPARTMENT OF "LAW AND INTERNATIONAL RELATIONS"**

**REPORT
ON _____ PRACTICE**

Student _____
(FULL NAME)

Year of education _ educational program _____ group ____

The practice took place from _____ to _____ 20 ____

Place of practical training _____
(name of institution, organization)

The report is audited:

Head of practice from KAFU _____

Head of practice from the institution _____

Grade for report presentation _____

Ust-Kamenogorsk, 20_