

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

**PROGRAM
of production practice for the 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 program of production practice for the educational program 6B03101 «International relations» is developed on the basis of: the Law of the Republic of Kazakhstan “On Education” of 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

Industrial practice of students is an integral part of the educational process and training of qualified specialists in the sphere of international relations.

The purpose of production practice is to acquaint students with the activities of various departments and international structures, as well as to consolidate key competencies, acquire practical skills and experience of professional activity in the specialty «International Relations».

The main **objectives of production practice** are:

- the study of types of professional activity by specialty, their functions and tasks;
- consolidation of theoretical knowledge and formation of professional skills on this basis;
- mastering innovative technologies, advanced methods of labor and production;
- acquisition of organizational and professional experience;
- acquisition of team work skills, competencies of corporate management principles;
- mastering the ability to independently plan their activities, establish useful contacts with colleagues, define a role-based professional position, form a sense of responsibility.

3. PRACTICE INSTITUTIONS

Bases of practice are determined by the issuing department. Students-trainees are given the opportunity to practice and acquire the skills of working with official documents in the system of the Ministry of Foreign Affairs of the Republic of Kazakhstan, state administration bodies and departments of the Republic of Kazakhstan, offices of international organizations (UN, OSCE), cultural centers, transnational companies and foreign business organizations, information-analytical and research centers, International non-governmental organizations and non-governmental enterprises that are able to provide conditions for students to practice in their specialty.

4. SCOPE AND DURATION OF PRACTICE

Production practice for students is carried out in accordance with the State Standard and the schedule of the educational process. The start and end dates, the duration of the internship is established by order of KAFU in accordance with the curriculum of the educational program 6B03101 "International Relations".

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. As practice leaders from the university, there should be professors, associate professors, experienced teachers who are well aware of the specifics of the profession and the content of the activities of organizations identified as practice bases.

6. PRACTICE CONTENT

When sending for an internship, a student at the department is issued the following documents:

- an agreement on conducting an internship;
- a diary on the passage of industrial 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 the bodies of the Ministry of Foreign Affairs of the Republic of Kazakhstan:

When undergoing internship in the bodies of the Ministry of Foreign Affairs of the Republic of Kazakhstan, the student must familiarize himself with:

with the procedure for the representation of the Republic of Kazakhstan in relations with foreign states and international organizations;

with the organization of negotiations and conclusion of international treaties of the Republic of Kazakhstan;

with the preparation of proposals for the conclusion, implementation, amendment, suspension and termination of international treaties, their submission in the prescribed manner for consideration by the President or the Government of the Republic of Kazakhstan;

with ensuring the participation of the Republic of Kazakhstan in the activities of international organizations, conferences, meetings, forums, promoting the role of the Republic of Kazakhstan as a member of the international community in solving global and regional problems;

with the implementation of inter-parliamentary relations of the Republic of Kazakhstan with other countries;

with the implementation on the territory of the Republic of Kazakhstan and abroad of consular functions regulated by international legal norms and the legislation of the Republic of Kazakhstan;

with the implementation of ties and contacts with compatriots living abroad;

with the implementation of diplomatic and equivalent representations of foreign states and international organizations and consular offices on the territory of the Republic

of Kazakhstan, the implementation within its competence of coordination of the activities of organizations serving them;

Learn to inform the state bodies of the Republic of Kazakhstan, the media about the international situation and foreign policy of the Republic of Kazakhstan; carry out the functions of the depository of international treaties concluded by the Republic of Kazakhstan; to carry out protocol and organizational support of domestic and international events of the Republic of Kazakhstan; carry out general supervision and coordination of the activities of state bodies of the Republic of Kazakhstan on the implementation of international treaties to which the Republic of Kazakhstan is a party; carry out coordination on compliance with the State Protocol by the state bodies of the Republic of Kazakhstan during domestic and international events; ensure respect for diplomatic and consular privileges and immunities; give opinions on the foreign policy expediency of concluding international treaties; give opinions on the compliance of the provisions of international treaties, to which the Republic of Kazakhstan intends to become a party, as well as draft international treaties with international contractual and other obligations of the Republic of Kazakhstan and on other issues related to their entry into force and implementation;

During the internship in the bodies of the Ministry of Internal Affairs, the student must be able to: determine the types of international treaties concluded by the Republic of Kazakhstan; communication with foreign states or international organizations on the issues of concluding international treaties; exchange of instruments of ratification, documents of ratification, approval or acceptance of international treaties of the Republic of Kazakhstan, or depositing with the depository of such instruments, documents of ratification, approval, acceptance or accession, sending documents on termination, suspension of international treaties or their denunciation or instruction this function to diplomatic representations of the Republic of Kazakhstan or representations of the Republic of Kazakhstan to international organizations; request and receive, in accordance with the procedure established by law, from state bodies, organizations, their officials the necessary information and materials; to exercise other rights provided for by the current legislative acts.

Internship in internal policy bodies:

During the internship in the internal policy bodies, the student must familiarize himself with:

with the directions of interaction of internal policy bodies with political parties, socio-political movements, trade unions, national cultural centers and religious associations;

with following functions:

1) control over the implementation of Decrees and other regulatory legal acts of the President and the Government of the Republic of Kazakhstan, resolutions of the akimat of the region, decisions, orders and instructions of the akim of the region;

2) interaction with political parties, socio-political movements, trade unions, national cultural centers and religious associations;

3) providing organizational, practical, advisory, methodological, informational support to branches of political parties, socio-political movements, trade unions and national cultural centers and religious associations;

4) providing organizational, advisory, methodological and informational assistance to the small Assembly and the secretariat;

5) preparation of information and methodological materials;

6) participation in the preparation and holding of republican and regional scientific and practical events aimed at strengthening domestic political stability and democratization of political processes in the region;

6) preparation of reporting and summarizing reports (annual, semi-annual, quarterly, ten days) on the activities of political parties, social movements, professional associations, national cultural centers, religious associations at the regional level;

7) organization and holding of scientific and practical conferences, seminars, trainings, round tables, etc. on problems of interaction with political parties, socio-political movements, trade unions, national cultural centers and religious associations;

8) ensuring media coverage of the activities of political parties, national cultural centers and religious associations.

Learn to:

1) request from state bodies and officials, other organizations and citizens the information necessary to perform their functions within the powers;

2) make proposals for improving the organizational, methodological and logistical activities of the internal policy departments;

3) participate in events held by central and local executive bodies;

4) provide organizational, methodological, informational and other assistance to officials of state bodies on issues within the competence of internal policy departments;

Internship in international organizations / organizations:

When undergoing internship in international organizations, the student must familiarize himself with:

- constituent documents of an international organization / organization;

- the structure of the international organization / organization;

- functions of an international organization / organization;

- rights and obligations of structural institutions of an international organization / organization;

- the procedure for the interaction of an international organization with other subjects of international law;

- the procedure for reorganization of the bodies of an international organization / organization, etc.

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 (8-12 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_