

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

PROGRAM
undergraduate practice for the educational program
6B03101 "International Relations"

Ust-Kamenogorsk, 2024

UDC (075.8)

Contributors:

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The program of undergraduate practice for students of the educational program 6B03101 "International Relations" was discussed and recommended for publication at a meeting of the department of "Law and International Relations" (minutes No. 9 of April 26, 2024).

Methodical publication

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1. GENERAL PROVISIONS

The program of undergraduate practice for the educational program 6B03101 "International Relations" 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

Pre-diploma practice is organized for students performing a thesis (project).

The purpose of undergraduate practice is to complete the writing of the thesis (project).

The main tasks of undergraduate practice are:

- collection, processing and generalization of practical material on the topic of the thesis (project);
- analysis of statistical data and practical material on the topic of graduation research;
- formulation of conclusions, patterns, recommendations and proposals on the topic of the thesis (project);
- registration of the thesis (project) in accordance with the established requirements;
- consolidation of key competencies, acquisition of practical skills and professional experience in the specialty being trained;
- study of international agreements, treaties and conventions in which the Republic of Kazakhstan participates;
- Acquisition of skills for receiving foreign delegations and negotiating; assessment of the effectiveness of the organization.

3. PRACTICE INSTITUTIONS

The bases for the practice are determined by the graduating 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.

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. (the specifics of the subject of the final qualifying work and the impossibility of preparing it on the basis of the existing practice, work experience at this enterprise, etc.). 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 undergraduate internship program is intended as a guiding document for internships for students of all forms of study. The duration of the practice is established in accordance with the curricula of the educational program "International Relations" for each form of education.

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. PRACTICE CONTENT

Pre-diploma practice is aimed at consolidating the theoretical knowledge gained in the learning process, acquiring practical skills and competencies in analytical, expert, managerial activities, as well as mastering best practices in the field of international relations.

The content of undergraduate practice is determined by the theme of the graduation project (work).

Undergraduate practice takes place in isolation from the main educational process and is a component of the student's educational trajectory.

When referring to the passage of pre-diploma practice, the student at the department is issued the following documents:

- an agreement on conducting an internship;
- diary of the internship (in electronic version) / (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.

During the period of pre-diploma practice, the student collects factual material on the professional activities of the relevant practice base, practical material on the topic of the thesis. The results of the practice are used to write a thesis and are formalized accordingly.

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 (10-15 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_