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**Rules for the organization and conduct of professional practice and the definition
of organizations as practice bases**

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THE PREFACE

- 1. DEVELOPED AND SUBMITTED** By the Department of analysis and development of educational program content RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK
- 2. APPROVED AND PUT INTO EFFECT** By the Academic Council of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK, dated March 31, 2026, Protocol No. 9
- 3. MAKING AMENDMENTS AND ADDITIONS** Replacing Edition No. 4 dated '30' November 2023.
- 4. CONDUCTING AN INSPECTION** 3 years

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Approved By the decision of the
 Academic Council the Republican
 State Institution «Kazakh National
 Academy of Arts named after Temirbek
 Zhurgenov» from « 03 » 2026
 Protocol No. _____



1. Scope of application

1.1. These Rules for Organizing and Conducting Professional Practice and Defining organizations as practice bases at the Temirbek Zhurgenov Kazakh National Academy of Arts (hereinafter referred to as the Rules) define the procedure for organizing and conducting professional practice at the Temirbek Zhurgenov Kazakh National Academy of Arts (hereinafter referred to as the Academy), types of professional practice, reporting forms, and rights. and responsibilities of persons involved in the organization and conduct of professional practice.

1.2. The purpose of these Rules is to establish a uniform procedure for the organization and conduct of professional practice for students, as well as to define the functions and responsibilities of practice managers.

1.3. These Rules apply to all structural divisions of the Academy that implement educational programs of higher education (bachelor's degree).

2. Duties and powers

2.1. Responsibility for the organization and coordination of measures to implement certain provisions of these Rules and the quality of their implementation lies with the deans of faculties, heads of departments and teaching staff involved in the implementation and conduct of professional practice.

3. Regulatory references

- 3.1. The Regulation has been developed on the basis of the following documents:
- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III «On Education»;
 - Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011 «On approval of the Rules for organizing the educational process on credit technology of education in organizations of higher and (or) postgraduate education»;
 - Order of the Minister of Education and Science of the Republic of Kazakhstan

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dated October 30, 2018 No. 595 «On Approval of the Standard Rules of Higher and Postgraduate Education organizations»;

- Academic policy of Temirbek Zhurgenov KazNAI.

4. General provisions

4.1. Professional practice is a mandatory component of the educational program (hereinafter referred to as the OP). The passage of professional practice ensures the consolidation and application of theoretical knowledge, the formation of professional competencies, as well as the acquisition by students of practical professional experience in organizations that correspond to the profile of the educational program.

4.2. The duration of professional practice is determined by the academic calendar of the educational process. The types, terms, scope and content of professional practice are determined by the educational program and work curricula.

4.3. The content of educational programs provides for professional practice aimed at the formation of professional competencies, consolidation of theoretical knowledge and acquisition of practical skills in the field of training.

4.4. The types of professional practice are determined by the educational program in accordance with the state mandatory standards of higher education.

4.5. The following types of professional practice are provided within the framework of bachelor's degree programs: educational, pedagogical, industrial and postgraduate practice.

4.6. Each type of professional practice is implemented in accordance with the practice program, which defines the goals, objectives, content, expected learning outcomes and the practice base.

4.7. Organizational arrangements for professional practice include:

- identification of practice bases;
- conclusion of contracts with organizations – practice bases;
- Development and approval of the internship program;
- preparation of necessary documentation (internship program, diary report, individual assignments);
- distribution of students by practice bases.

4.8. Professional practice bases are organizations (enterprises, institutions) whose activities correspond to the profile of the educational program and which have the necessary personnel and logistical conditions for the organization and conduct of practice.

4.9. An agreement is concluded with the organization designated as the practice base for conducting professional practice for students.

4.10. As a rule, the contract with the practice base organizations is concluded no later than one month before the start of the internship.

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4.11. The duration of professional practice is determined in weeks in accordance with the amount of practice established by the educational program and curriculum. The standard duration of students' work in practice is 30 hours per week (6 hours per day with a five-day working week), unless otherwise provided by the educational program.

4.12. The referral of students to professional practice is made on the basis of the dean's memo by order of the rector, indicating the type of internship, the duration of its completion, the base of practice and the heads of practice no later than one month before the start of the internship.

4.13. Following the results of their professional practice, students submit a report to the relevant department, which is reviewed by the head of the practice and defended before a commission established by order of the rector. The results of the report protection are evaluated by a differentiated assessment according to the established point-rating letter rating system.

An example of calculating the final grade for professional practice

Assessment of the head of the practice from the organization on the basis of which the practice is conducted	Assessment of the head of the practice from the Academy	Sample calculation of the final grade for professional practice
90	75	$(90 \cdot 40\%) + (75 \cdot 60\%) = 36 + 45 = 81\%$

4.14. Students who have not completed professional practice, who have not completed the internship program, who have received a negative review from the head of the internship or an unsatisfactory assessment during the defense of the report, are sent for re-internship in the next academic period in parallel with theoretical studies or during the summer semester.

Criteria for evaluating students' performance based on the results of professional practice:

An «Excellent» grade is given to a student who has fully mastered the professional practice program, demonstrated a high level of practical skills and high-quality individual assignments.

A «Good» grade is given to a student who has completed a professional practice program and demonstrated a sufficient level of practical skills in completing practice assignments.

A «Satisfactory» grade is given to a student who has partially mastered the professional practice program and has admitted certain shortcomings in completing practice assignments.

An «Unsatisfactory» grade is given to a student who has not completed a professional practice program or has not defended an internship report.

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The scores and the alphabetical rating system for assessing students' academic performance, translated into the traditional scale of grades and ECTS, are presented in the table.

Grades in alphabetical order	Numerical equivalent of points	Scores (% ratio)	Assessment according to the traditional system	Evaluation criteria
A	4,0	95-100	Very well	
A-	3,67	90-94		
B+	3,33	85-89	Well	
B	3,0	80-84		
B-	2,67	75-79		
C+	2,33	70-74		
C	2,0	65-69	Satisfactory	
C-	1,67	60-64		
D+	1,33	55-59		
D-	1,0	50-54		
FX	0,5	25-49	Unsatisfactory	
F	0	0-24		

5. Purpose, objectives and content of types of professional practices

5.1. The purpose of the training practice of the Academy's students is the formation of primary professional competencies, consolidation and deepening of theoretical knowledge acquired in the learning process, as well as the acquisition of practical skills in accordance with the educational program. The main objectives of the educational practice are:

- familiarization with the main activities of the Academy and organizations corresponding to the profile of the educational program;
- familiarization with the educational program and the specifics of future professional activity;
- general familiarization with the organizational and legal form, structure and management system of organizations that are practice bases;
- study of types, functions and tasks of future professional activity;
- acquisition of primary skills of professional activity and teamwork;
- formation of professional communication skills and practical assignments.

Depending on the specifics of the educational program and the professional orientation of the training, educational practice can be conducted in introductory, excursion, open-

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air and other forms. The internship program is developed in accordance with the requirements of the educational program.

5.2. The purpose of pedagogical practice is to consolidate and deepen knowledge in cultural, psychological, pedagogical, methodological and special disciplines, as well as the formation of pedagogical skills and competencies based on theoretical training. The main objectives of pedagogical practice are:

- acquisition of initial teaching experience;
- mastering the teaching and learning methodology;
- mastering the basics of pedagogical skills;
- formation of skills and abilities of independent conduct of educational and teaching work;
- mastering the skills of psychological and pedagogical research;
- mastering the methodology of educational work;
- mastering innovative learning technologies;
- implementation of an individual approach to students in the course of educational and educational work, taking into account the specifics of their development.

The program of pedagogical practice is developed in accordance with the requirements of the educational program and is aimed at the formation of professionally significant skills and pedagogical competencies among students.

End-to-end internship programs should include the content of all types of professional practice for the entire period of study in each educational program.

5.3. The purpose of industrial practice is to consolidate professional competencies, acquire practical skills and professional experience. The main objectives of the production practice are:

- the study of professional activities in the field of the educational program, their functions and objectives;
- consolidation of theoretical knowledge and the formation of professional skills and competencies based on it;
- mastering innovative technologies, advanced labor and production methods;
- acquisition of organizational and professional experience;
- formation of teamwork skills and development of competencies related to corporate management principles;
- mastering the skills to independently plan their activities, build professional contacts with colleagues, determine their role position in the professional environment and form a sense of responsibility.

The internship program is developed in accordance with the requirements of the educational program and should be aimed at developing professionally significant skills among students, as well as at developing special competencies in accordance with the requirements of professional standards.

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5.4. The purpose of pre-diploma (final) practice is to complete the preparation and writing of the diploma thesis (project).

The main objectives of pre-diploma practice are:

- to collect, process, and summarize practical material related to the topic of the diploma thesis (project);
- to analyze statistical data and practical materials relevant to the thesis research topic;
- to formulate conclusions, identify patterns, and develop recommendations and proposals based on the thesis topic;
- to prepare and format the diploma thesis (project) in accordance with established requirements.

The content of the pre-diploma practice is determined by the topic of the diploma thesis (project).

6. Organization and management of professional practices

6.1. The training practice is conducted and organized in accordance with the working curriculum for 1-2 courses.

Depending on the specifics of the educational program, other types of professional practice may be organized and conducted after the 1st year.

The training practice is conducted at the Academy and provides study tours to organizations that are the objects of future professional activity of students.

Academic practice is assigned to the specialized department, which trains specialists in the relevant educational program.

6.2. Practical training is conducted and organized in accordance with the work curriculum for students of 2-4 courses.

Depending on the content, the production practice is assigned to a specialized department or to a department that provides theoretical training, the results of which are the object of this type of production practice.

6.3. Pedagogical practice at the Academy is organized for 3rd year students of the faculties of «Musical Art» and «Choreography».

Teaching practice is conducted in specialized educational institutions, including schools and colleges.

6.4. Pre-graduate practice is conducted in the final year for students of all educational programs who, in accordance with their individual curriculum, complete a thesis (project).

The management of the pre-graduate practice is carried out by the supervisor of the thesis (project) or experienced teachers, masters of industrial training who are well aware of the specifics of the educational program (qualifications) and the activities of the practice bases.

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The duration of the pre-graduate internship is determined by the number of credits allocated for the completion of the thesis (project), in accordance with the state mandatory standard of higher education. For individual educational programs, pre-graduate practice may coincide with industrial practice in terms of goals, objectives, content and timing, if this is provided for by the educational program and the work curriculum.

The results of the pre-graduate internship are summarized during the preliminary defense of the thesis (project), organized by the graduating department. The preliminary defense of the thesis (project) is conducted at a meeting of the department and is formalized by the protocol. For all types of professional practice, students are provided with an internship program, a practice diary, and a sample report.

7. Responsibility for the Organization and Implementation of Professional Practice

7.1. Heads of Departments:

- identify organizations that correspond to the profile of the educational program (field of study) to serve as practice bases for students' professional practice, submit official notes to the Rector for approval of the practice bases, and ensure the conclusion of agreements with the specified organizations (Appendix 1);
- appoint professors, associate professors, and experienced lecturers who are well-acquainted with the specifics of the profession and the activities of the practice bases as practice supervisors;
- submit official notes to the Rector regarding the assignment of students to practice, organize introductory and final conferences, and take measures to eliminate deficiencies identified during the practice;
- exercise control over the organization and conduct of students' professional practice, ensure compliance with deadlines, and verify that the content of the practice meets established requirements;
- submit reports in the prescribed format to the dean's offices and the department for practice, employment, and career guidance, including proposals for improving the organization and conduct of practice.

7.2. Practice Supervisor from the Academy Department:

- in accordance with the schedule approved by the department for introductory and final practice conferences, organizes the necessary preparation of student interns and conducts the introductory conference;
- provides consultations to students in accordance with the practice plan and program;
- monitors that the practice organization (practice base) provides the necessary working and living conditions for students, ensures they receive mandatory occupational health

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and safety instructions, and supervises compliance with internal labor regulations by the interns;

- collects and reviews students' practice reports, submits a report on the practice to the department with comments and proposals for improving students' practical training;
- participates in the commission for reviewing practice reports and conducts the final practice conference upon completion;
- prepares a report on the results of the practice (Appendix 2).

7.3. Supervisor of the Practice Organization (Practice Base):

- creates the conditions for the practice as stipulated in the agreement on the conduct of professional practice;
- acquaints students with the practice base, internal labor regulations, work organization, staff composition, documentation, educational and material resources, as well as the traditions and specific features of the practice organization;
- provides students with access to available literature, technical, and other documentation;
- conducts mandatory occupational health and safety instruction;
- together with the practice supervisor from the relevant university department, assigns students to the appropriate sections for the duration of the practice;
- conducts a meeting to review the results of the practice.

7.4. Practice Supervisor from the Organization (Practice Base):

- monitors the maintenance of practice journals, the preparation of reports by student interns, and prepares professional evaluations containing information on the completion of the practice program and individual assignments;
- familiarizes students with the equipment at the practice site, educational, methodological, and didactic materials, additional literature, apparatus, and other resources necessary for completing the practice;
- assists in selecting materials for course papers and diploma projects (works);
- acquaints students with the fundamentals of the organization's activities and its work plan, conducts tours, provides methodological support to students in implementing the practice program and completing assignments, and organizes discussions of the practice results.

8. Responsibilities of Students During Practice

Students during their practice are required to:

- be present at the organization serving as the practice base throughout the working day, in accordance with the schedule established for the type and content of the practice;
- complete all types of work specified in the practice program in a timely manner;
- report weekly to the practice supervisor on the progress of their individual plan;

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- demonstrate discipline, organization, and interest in professional activities during the practice, and comply with the internal regulations of the organization serving as the practice base;
- follow the internal labor regulations in force at the organization serving as the practice base;
- study and strictly adhere to occupational health and safety rules, safety regulations, and industrial hygiene standards;
- maintain a practice journal-report documenting observations and providing analysis of the work performed;
- comply with the internal regulations of the organization, as well as the instructions of the administration and practice supervisors; in case of failure to meet the requirements, a student may be suspended from practice with notification to the faculty dean and the head of the department;
- perform the duties of a group (or subgroup) leader if appointed, including monitoring attendance, organizing group work, and executing assignments from the practice supervisor;
- upon completion of the practice, submit a written report and practice journal-report to the academy's practice supervisor, signed by the practice supervisor from the organization serving as the practice base.

At the end of the practice, the student defends and submits the report to a commission established by the Rector's order. The commission includes the head of the department, practice supervisors from the department, and, if possible, from the organization serving as the practice base. The results of the professional practice are discussed at departmental meetings.

The practice report must include details of the specific work performed by the student during the practice, as well as a brief description of the organization, its activities, conclusions, and proposals.

Students are given **3 days** after the end of the practice to prepare and submit the report.

9. Control Deadlines for the Organization of Professional Practice

9.1. Faculties must submit to the Department of Practice, Employment, and Career Guidance the schedule for professional practice, including a list of organizations serving as practice bases for the relevant educational programs, no later than one month before the start of the academic year.

9.2. Agreements with organizations serving as professional practice bases must be concluded no later than one month before the start of the practice.

9.3. Official notes regarding the assignment of students to practice must be submitted to the Rector no later than one month before the start of the practice.

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9.4. The introductory conference must be held no later than 10 days before the start of the practice.

9.5. The final conference must be held no later than 10 days after the completion of the practice.

9.6. Organizations serving as practice bases must be provided with the practice program and the calendar schedule of professional practice, indicating the number of students, no later than two weeks before the start of the practice.

9.7. A report on the organization and conduct of students' professional practice for the department's educational programs must be submitted to the Department of Practice, Employment, and Career Guidance within one week after the completion of the practice.

10. Summarizing the Results of Practice

Intern's Reporting Documentation Includes:

- Practice journal-report, completed daily; it records the content and nature of the work performed. The journal is regularly checked by the practice supervisor and, after the completion of the practice, is certified with the supervisor's signature and the organization's seal (practice journals are issued by the Department of Practice, Employment, and Career Guidance before the start of practice) (Appendix 3);
- Feedback from practice supervisors from the organization and the academy, reflecting the student's strengths and weaknesses during the practice, the level of completion of the practice program, and the extent to which objectives were achieved. Based on this feedback, a grade is assigned according to the established letter-based point-rating system;
- Student practice report, to be submitted to the department and defended subsequently. The report is prepared in the practice journal-report and must include a description of the practice base (organization, laboratory, workshop, department, etc.), its activities, details of the work performed during the practice, as well as conclusions and recommendations (Appendix 4);
- Individual assignments and practice materials.

The reporting documentation for professional practice must be submitted for review within the first three days after the completion of the practice.

• Reports for practices conducted during the summer period must be submitted to the department within the first three days of the subsequent academic term. The defense of these reports must be held no later than 10 days after the start of that academic term.

• Reports for practices that are immediately followed by another practice or by academic holidays must be submitted to the department no later than three days before the end of the practice.

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11. Financial and Material Support

11.1. Expenses for the organization and supervision of practice are covered within the limits of the academy's budgetary funding; separate payment to organizations serving as practice bases is not provided.

11.2. In certain cases, depending on the specifics of the educational program and the conditions of the practice, the academy may provide organized transportation for students to and from the practice site.

11.3. During the practice period, students retain the right to receive a scholarship on the standard basis, regardless of whether they receive remuneration at the practice site.

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Appendix №1

Agreement for the Conduct of Professional Practice №

Almaty

«__» _____ 202__

The Republican State Institution «Kazakh National Academy of Arts named after Temirbek Zhurgenov» of the Ministry of Culture and Sports of the Republic of Kazakhstan, hereinafter referred to as the «**Academy**», represented by the Rector (full name of the Rector), acting on the basis of the Charter, of the one part, and (name of the institution), hereinafter referred to as the «**Enterprise**», represented by the Director (full name of the Director), acting on the basis of the Charter, of the other part, in accordance with the current legislation of the Republic of Kazakhstan, have concluded this agreement as follows:

1. Subject of the Agreement

1. The Academy directs, and the Company accepts students of the Academy and provides a base of professional practice in accordance with the profile of the educational program.

2. Rights and obligations of the parties

2. The Academy has the right to:

1) terminate the Contract unilaterally in case of unauthorized termination of studies, expulsion of the Student in accordance with the procedure established by the current legislation of the Republic of Kazakhstan.

3. The Academy undertakes to:

- 1) send a student to the company according to the educational program for an internship with an academic calendar;
- 2) develop and coordinate with the company (organization) a professional practice program and calendar schedules for professional practice;
- 3) two weeks before the start of professional practice, provide the company (organization) with a program and calendar schedules for professional practice, indicating the number of students, for approval.;
- 4) appoint, by order of the rector of the Academy, practice managers from among teachers and masters of industrial training of the relevant educational programs of the educational organization;
- 5) ensure that students comply with labor discipline and internal regulations that are mandatory for employees of this enterprise;
- 6) organize the passage and carry out periodic monitoring of the professional practice of the trainee in accordance with the educational program and the schedule of the educational process;
- 7) provide methodological assistance to the company's employees in organizing and conducting professional practice;
- 8) if necessary, provide the company with information about the student's academic achievements;
- 9) take part in the investigation of accidents, in cases where they occurred with the participation of a student during the internship;
- 10) in case of liquidation of an educational organization or termination of educational activities, notify the enterprise (organization) and take measures to transfer the student to continue his studies in another educational organization.

4. An enterprise (organization) has the right to:

- 1) participate in the development of an educational program of professional practice in accordance with new technologies and changed conditions of the production process;
- 2) to propose the topics of term papers and theses in accordance with the needs of the company;
- 3) take part in the final assessment of students;

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- 4) request information about students' current academic performance;
- 5) require the educational organization to provide high-quality training to students in accordance with the expectations of the employer.

5. The enterprise (organization) undertakes:

- 1) to provide the student with safe working conditions at the workplace (with mandatory safety and health briefings) and, if necessary, to train the student in safe working methods;
- 2) consider the graduate's candidacy for employment in accordance with the received educational program, if there is a corresponding vacancy.;
- 3) provide educational organizations with jobs for the student's professional practice in accordance with the schedule of the educational process;
- 4) to accept a student for a professional internship in the relevant educational programs in accordance with the terms of this agreement.;
- 5) to prevent the student from being employed in positions that are not provided for in the internship program and are not related to the student's educational program;
- 6) ensure the provision of qualified specialists to guide the student's professional practice in the divisions (departments, workshops, laboratories) of the enterprise (organization);
- 7) inform the educational organization about all cases of students violating labor discipline and internal regulations of the enterprise, failure to complete the program of industrial training or professional practice, as well as cases of inconsistency between physical and mental health;
- 8) create the necessary conditions for students to complete a professional practice program at the workplace, providing them with the opportunity to use laboratories, classrooms, workshops, a library, drawings, technical and other documentation necessary for students to successfully master the professional practice program and complete individual assignments.;
- 9) upon completion of professional practice, provide a description of the student's work and evaluate the quality of professional practice.

3. Liability of the parties

6. For non-fulfillment or improper fulfillment of their obligations provided for in this Agreement, the parties shall be liable in accordance with the applicable legislation of the Republic of Kazakhstan.

4. Dispute resolution procedure

7. Disagreements and disputes arising in the course of the implementation of this Agreement shall be resolved directly by the parties in order to develop mutually acceptable solutions.
8. Issues not resolved by the parties through negotiations and the development of mutually acceptable solutions are resolved in accordance with the current legislation of the Republic of Kazakhstan.

5. Term of validity, procedure for changing the terms of the agreement and its termination

9. This agreement shall enter into force from the date of its signing by the parties and shall be valid from ___ to ___ January 2022 until its full execution.
10. The terms of this Agreement may be amended and supplemented by mutual written agreement of the parties.
11. This Agreement is concluded in two copies, one copy for each Party in the state and Russian languages, having the same legal force.

6. Legal addresses and bank details of the Parties:

«The academy»

«Requirements»

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Appendix № 1
to the agreement on cooperation in
the implementation of the training
system in practice dated January
202_.

List of students

№	Last Name, First Name, Patronymic
	« _____ » ____ course
1	
2	

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Appendix №2

Sample Professional Practice Report by the Supervisor

Professional Practice Report

Year «____», Educational Program Name «____»
Code «____», Profile «____»
Department «____»
Faculty «____»

Practice Supervisor (Full Name)

1. Title Page
2. List of Students
3. Internship Base (Name of the Organization)
4. Objectives and Tasks of Professional Practice (Use of the Internship Program)
5. Aspects Reflected in the Internship Supervisors' Reports:

- degree of completion of the program and individual assignments by students;
- compliance of the work performed during the internship with the program;
- level of knowledge acquired during the internship;
- positive and negative aspects of the internship;
- conclusions and recommendations for improving professional practice.

6. Final Grades of Students for the Internship

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Appendix №3

MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC OF KAZAKHSTAN KAZAKH NATIONAL ACADEMY OF ARTS NAMED AFTER TEMIRBEK ZHURGENOV

Faculty _____

Department _____

Internship Diary

Student _____

(Surname, Given Name, Patronymic)

Educational Program _____

Year _____

Type of Intern ship _____

Serves as a referral for internship,
Must be attached to the report

I. REFERRAL

Faculty _____

Student _____

Year	с «	»	20	ж./г.
------	-----	---	----	-------

Start	«	»	20	Academic year
-------	---	---	----	---------------

Is sent to _____

(Organization Name)

For undertaking _____ Internship

(Type of practice)

Is sent to undertake internship

Dean of the Faculty

(Signature)

Place for seal

Practice supervisor

(Signature)

II. CERTIFICATE OF PRACTICAL TRAINING COMPLETION

Student

(Surname, Given Name, Patronymic)

Has arrived at the internship placement « _____ » 20 _____ year

Appointed to work _____

(Place of work, job title)

Commenced work « » 20 year

Representative of the organization

(Signature)

Place for seal

Ауыстырылды

Transferred to KazNAI _____

Has been seconded to KazNAI « _____ » _____ 20 ж.г.

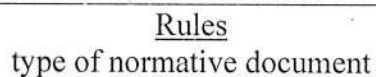
Representative of the organization _____

(Signature) Place for seal

II. RECORDS OF WORK COMPLETED DURING PRACTICAL TRAINING

[illegible]

[illegible]

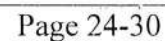


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[illegible]

III. LIST OF MATERIALS COLLECTED BY THE STUDENT DURING THE PERIOD OF PRACTICAL TRAINING

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



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Skills and abilities gained during the period of practical training

6.1

6.2

Report on the student's attitude to work

6.3

6.4

Grade for practical training

(in percent)

Based on %

Excellent – 90-100 %

Good – 75-89 %

Satisfactory – 50-74%

Unsatisfactory – 0-49%

On behalf of the organization

Organization's internship supervisor

(Signature) Place for seal

VI. Evaluation by the department's internship supervisor

Indicator names			%
1.	Degree of task fulfillment	(0-30%)	
2.	Degree of independence in writing the report	(0-30%)	
3.	Sequence and logical structure of the presentation of the material	(0-20%)	
4.	Quality of report design, language, style, and grammar	(0-20%)	
Total			

Note: (not filled in in case of an unsatisfactory grade)*

Excellent – 90-100 %

Good – 75-89 %

Satisfactory – 50-74%

Unsatisfactory – 0-49%

Internship supervisor from the department

(Signature) Place for seal

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VII. Evaluation by the report defense committee and certification of the student's practical training completion

(A short review is given specifying the advantages and disadvantages)

Review – evaluation of the report

Student

_____ Full Name (Surname, Given Name, Patronymic)

**Study program
(Profile)**

Group

Department

Criteria, the presence of at least one of which leads to an unsatisfactory evaluation of the work*

1.	The internship timeframe was not observed	
2.	The report length is less than 15 pages	
3.	The structure of the report has not been adhered to	
4.	The topic of the report does not match its content	

Results of the report certification

1.	Evaluation by the department internship supervisor (%)	
2.	Assessment of internship performance by the organization (%)	
3.	Assessment of the report defense by the committee (%)	
Final internship grade (%)		

Committee Chair

_____ (Signature, Full Name)

Committee members

_____ (Signature, Full Name)

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Appendix №4

Sample of a student's professional practical training report

1. Year «____», Educational Program Name «____»
Code «____», Profile «____»
Department «____»
Faculty «____»

Internship supervisor (Full Name)

Student (Full Name)

2. Practice base (organization name);

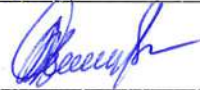
3. Aims and tasks of the professional practical training (use of the program for practice)

4. Position presented in the student's reports:

- Tasks completed under the program
- Findings and recommendations for enhancing professional internship practice.

- Photo report

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Developed by:		
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Sheet of Familiarization

№	Full name	Post	Date	signature
1				
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