

REVIEWED

**at the meeting of Academic
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B.Osmonov**

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APPROVED

**by the Rector of JASU named
after B.Osmonov**


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Regulations on the procedure for conducting internships for master's students

I. General Provisions

1.1. This regulation is developed based on the Law of the Kyrgyz Republic "On Education" (dated April 30, 2003, No. 92), the "Regulation on Educational Organizations of Higher Professional Education of the Kyrgyz Republic" (dated February 3, 2004, No. 63), state educational standards of higher professional education for the preparation of masters in relevant fields, and also in accordance with the Charter of JSU (Jalal-Abad State University).

1.2. Internship for master's students is a mandatory section of the main educational program of the master's program and is a type of educational activity directly oriented towards the professional-practical and scientific training of students. Internship has a status equivalent to an academic discipline and is a component of the master's student's educational trajectory. It is included in the individual study plan, while the master's student is obliged to master the minimum theoretical basic courses necessary to complete the internship program.

1.3. The terms, specific types, and content of internships are determined by curricula and programs developed in accordance with the requirements for the organization of internships contained in state educational standards for the direction of master's training in higher professional education, and relevant orders of the Rector.

1.4. The graduating departments develop and approve a comprehensive program for conducting internships for master's students in a specific field of study. The program reflects the goals, objectives, content, scope of work, location of the internship, and forms of reporting. The internship program is developed at the department responsible for organizing and conducting this form of internship.

II. Goal and Objectives of Internship

2.1. The goal of the internship is to develop professional competencies through the application of acquired theoretical knowledge, ensure the continuity and consistency of master's students' mastery of professional activity, forms and methods of work, acquisition of professional skills necessary for work, fostering executive discipline, and the ability to independently solve research problems.

2.2. Objectives of the internship: acquisition of professional skills, formation of practice-oriented competencies of the master's degree in accordance with the types of professional activity provided for by educational standards; practical mastery of various forms and methods of professional activity; developing skills in independent analysis of scientific information, using modern scientific methods to solve research problems; fostering professional interest, a sense of responsibility, and respect for the chosen profession.

2.1. The goals and objectives of a specific type of internship are determined by the program in accordance with the requirements of educational standards of higher professional education for the relevant fields of study.

III. Types of Internships

The main types of internships for master's students are:

1. Management Internship (MI).
2. Research Internship (RI).
3. Research and Pedagogical Internship (RPI).

3.1. Management Internship

Management Internship is designed to foster a close relationship between the scientific-theoretical and practical training of master's students, provide them with initial experience of practical activities in accordance with the chosen specialization of the master's program, and create conditions for the formation of professional competencies. As a result of the internship, the consolidation and concretization of the results of theoretical training take place, and master's students acquire the skills and abilities of practical work. Management Internship aims to familiarize students with the functioning of the relevant organization and its implementation of innovative transformations and organizational changes; to study the experience of applying and the possibilities of expanding the use of analytical methods and models, as well as modern information management technologies for solving a variety of management tasks in real conditions; to collect, process, analyze, and systematize information to ensure the implementation of organizational and managerial issues on the topic of the master's research.

3.2. Research Internship

Research Internship is an element of the educational process of preparing master's students. It helps to consolidate and deepen the theoretical knowledge of master's students acquired during their studies, the ability to set tasks, analyze the results obtained and draw conclusions, and the acquisition and development of skills in independent research work. In the course of the internship, it is also possible to create a master's group that unites master's students from different courses. This is because such a group is united around a research problem that is included in the scientific theme of the department. The head of the group can be any teacher, employee or postgraduate student (if the topic of the research group is close to his scientific interests). One of the conditions for the effectiveness of this type of research practice is: consideration of the individual, cognitive and research capabilities of each master's student; the relevance of the chosen problem for the work of the group; strict control over attendance and accounting, inclusion of each master's student in the activities of the group; It is important at the end of the Research Internship, depending on the tasks set, to obtain specific results that should be presented in the form of abstracts, a joint project, a grant, published articles or a report at a research seminar based on the results of the research internship.

3.3. Research and Pedagogical Internship

Research and Pedagogical Internship (RPI) aims at acquiring by master's students the experience of implementing a holistic educational process; performing a comprehensive analysis of scientific, pedagogical, and methodological experience in a specific subject area; designing individual components of the educational process; examining individual elements of the methodological teaching system; organizing and conducting a pedagogical experiment; testing various systems for diagnosing the quality of education; implementing innovative educational technologies.

Research and pedagogical internship of master's students can take place in the following forms:

- designing work programs (their sections) of academic disciplines;

- participation of the master's student in the preparation of lectures on topics determined by the supervisor of the master's thesis, corresponding to the direction of the master's student's scientific interests;
- preparation and conducting of a seminar on a topic determined by the supervisor of the master's thesis, corresponding to the direction of the master's student's scientific interests;
- preparation of cases, materials for practical works, compilation of tasks, etc.;
- participation in checking course works;
- other forms of work determined by the supervisor.

Research and pedagogical practice is carried out on the basis of the graduating department of the faculty.

IV. Organization of Internship

The organization of internships at all stages should be aimed at ensuring the continuity and consistency of master's students' mastery of professional activity in accordance with the requirements for the level of master's training.

4.1. Internships can be carried out either in a continuous cycle or by alternating with theoretical studies.

4.2. Internships are carried out on the basis of agreements between the university and enterprises, institutions, and organizations.

4.3. The length of the working day for master's students during internships in organizations is no more than 40 hours per week.

4.4. Master's students' internships are evaluated based on reports prepared by them in accordance with the approved program. When assessing the results of master's students' work, the characterization given to him by the internship supervisor from the enterprise is taken into account.

4.5. The grade for the internship (pass/fail, graded pass/fail) is entered in the examination sheet and record book, is equated to the grades (passes) for theoretical training, and is taken into account when summarizing the overall academic performance of master's students.

4.6. Master's students who have not completed the internship program for a valid reason are sent to the internship again during their free time or undergo the internship individually. Master's students who have not completed the internship program without a valid reason or have received a negative grade may be expelled from the higher education institution as having academic debt in the manner prescribed by the Charter of the university.

4.7. The volume of the teaching load of teachers for internships is calculated on the basis of the curriculum in accordance with the "Norms of Time Load of the Teaching Staff of the University."

V. Supervision of Internship

5.1. Responsibility for the organization and conduct of internships is assigned to the deans of faculties and heads of departments who supervise a specific type of internship in the fields of study.

5.2. The supervisor of all types of internships for a master's student is his/her academic advisor. The responsibilities of the academic advisor include setting the goals and objectives of the internship, monitoring the implementation of internship programs, as well as recommendations for writing the internship report.

5.3. At the internship sites, organizational management of master's students' internships is carried out by experienced specialists appointed by the head of the organization.

5.4. Supervisors of master's programs: participate in the development of programs and individual assignments for internships.

VI. Rights and Obligations of a Master's Student

6.1. Before the start of the internship, within the deadlines set by the dean's office, the master's student is obliged to:

- coordinate the internship site and familiarize himself/herself with the internship program at the department;

- attend the introductory conference, receive an individual assignment, and draw up an individual plan for completing the internship.

6.2. During the internship, the master's student is obliged to:

- timely perform all types of work provided for by the internship program and the requirements of the host organization (enterprise);
- comply with the internal labor regulations of the organization (enterprise);
- show initiative in solving the problems posed in practice and apply the acquired theoretical knowledge and skills.

6.3. At the end of the internship, the master's student is obliged to submit a written report. The last page of the text part of the report must contain the signatures of the master's student and the internship supervisor.

6.3.1. A characterization of the master's student from the internship site;

6.3.2. An internship diary (Appendix 1).

6.4. The master's student has the right to:

- make proposals for improving the organization of the internship;
- address the graduating department, the dean's office, and the master's degree department on all issues arising during the internship;
- independently choose the internship site, coordinating it with the supervisor of the master's program and the dean's office;
- the master's student has the right to independently find a place for an industrial internship. An independently found place of internship must be agreed upon in writing with the dean's office.

6.5. During the internship and after its completion, the master's student has no right to disclose information classified by the company as official and commercial secrets.

The technical requirements for the report's format are the same as for the formatting of the final qualification work (master's thesis).