

**SCIENTIFIC TRAINING OF THE MASTER'S STUDENT**

The scientific internship within scientific research work (experimental-research work) is a part of the individual Master's work plan for getting acquainted with the innovative technologies and new types of production and it is obligatory to pass scientific internship in scientific organizations and/or organizations of relating branches or spheres of activity.

Research internship is carried out in partner universities, research organizations and/or organizations of relevant industries or fields of activity under the Agreement (Memorandum) on cooperation.

The activities of the organization in which it is planned to pass the research internship must comply with the scientific direction of the specialty and the topic of the master's project / dissertation.

The organization in which it is planned to conduct a scientific research internship of master students, determines the Chair. For research internships department forms groups of master students in the OP.

Expenses for the internship are reimbursed at the expense of the University. In case of overspending of planned expenditures, the amount is repaid at the expense of students' own funds.

For the direction of the research internship, the master's student must submit documents to the authorized structural unit no later than 4 weeks - Kazakhstan and neighboring countries, 6 weeks - far abroad - before the intended date of the trip according to the following list:

- personal application to the name of the supervising vice-rector with the visas of the academic supervisor, head of the department, director of the institute;

- Submission of the director of the institute to the supervising prorector;

- copy of the letter of invitation for internship from the university, scientific organization and/or organization on the profile of the specialty. The scientific internship program shall be attached to the invitation letter;

- plan for the scientific internship of the student, certified by the supervisor, head of department and director of the institute;

- cost estimate.

The results of scientific research or experimental-research work at the end of each period of their passing shall be issued by the Master in the form of a report.

At the end of scientific training a student of postgraduate education should:

- within three working days from the date of arrival to submit to the Department of Finance and Accounting a report with supporting documents;

- Within one week from the date of arrival to submit to the appropriate department detailed report on the results of training in accordance with the approved program internship, certified by the supervisor, head of department and director of the Institute.

The report should be attached:

- a copy of the certificate (a document confirming the mastery of the scientific internship program);

- Extract from the minutes of the department meeting on the results of scientific internship of a Master's student.

In case of failure to pass the research internship a Master student is not allowed to the final attestation.

The scientific component of the educational program is formed of the Master's research work, scientific publications and writing a master's project/dissertation.

After returning from an internship master's all documents to the reports on the internship must be handed over in the TC, office 203, the chief specialist Nildybayeva Saniye, phone: 320-41-15 (ext.number 71 - 15).