

**INTERNSHIP**

Within the framework of NRDD (EIRD) the individual work plan of the doctoral student for familiarization with innovative technologies and new types of production provides for mandatory scientific internship in scientific organizations and (or) organizations of relevant industries or spheres of activity, including abroad.

The place of internship corresponds to the scientific direction of the educational program, the subject of the doctoral dissertation and the place of work of the foreign consultant.

Internship is carried out in the leading foreign scientific organizations and RHE (University), occupying the first 1000 positions in international rankings or the first 200 positions in the corresponding direction (by Subject).

The University independently determines the terms of the foreign internship of the doctoral student, the duration of the internship is from 30 to 90 calendar days.

The University together with the organization, on the basis of which the internship takes place, approves the internship program and weekly plan.

The internship program includes educational and scientific components.

Internship is carried out by persons who have preliminary research results and (or) publications on the topic of research.

A language certificate is required for internships in a foreign language:

- English: Test of English as a Foreign Language Institutional Testing Programm (TOEFL ITP), threshold score - at least 163 points,

- Test of English as a Foreign Language Institutional Testing Programm (TOEFL IBT) Internet-based Test (TOEFL IBT, threshold score - not less than 60,

- Test of English as a Foreign Language Paper-based testing (TOEFL PBT), the threshold score is at least 498,

- Test of English as a Foreign Language Paper-delivered testing (TOEFL PDT), threshold score - not less than 65,

- International English Language Tests System (IELTS), a threshold score of at least 6.0;

- and/or German: Deutsche Sprachpruefung fu¨r den Hochschulzugang (DSH, Niveau C1/level C1), TestDaF-Prufung (Niveau C1/level C1);

- and/or French language: Test de Franzais International™ - Test de Franzais International (TFI (TFI - at least B1 level in reading and listening sections), Diplome d'Etudes en Langue française - Diplome d'Etudes en Langue française - Diplome d'Etudes en Langue française (DELF, level B2), Diplome Approfondi de Langue française - Diplome Approfondi de Langue française (DALF, level C1), Test de connaissance du français - Test de connaissance du français (TCF - at least 50 points).

The results of the internship are reviewed at the University's scientific seminar.

The costs of the internship are reimbursed:

- those studying on the state educational grant, at the expense of the state order (in case of exceeding the planned expenses, the remaining amount is repaid at the expense of the doctoral student's own funds);

- students on a paid department, at the expense of the doctoral student's personal funds.

The expenses for internship are allocated in accordance with the calculation of the cost of education in doctoral studies.

It is necessary to submit documents to the Department of Doctoral Studies not later than 4 weeks - near abroad, 6 weeks - far abroad - before the expected date of the business trip according to the following list:

1) application to the supervising Vice-Rector (Appendix 1);

2) submission of the Director of the Institute to the supervising Vice-Rector with visas of the supervisor, Head of Department, Director of the Institute (Annex 2);

3) a copy of the invitation letter for the internship from the university, scientific organization and / or organization on the profile of the specialty;

4) weekly plan of scientific internship of the student (detailed), certified by the supervisor, head of department and the Director of the Institute (Annex 3);

5) cost estimates (memo from the Director of the Institute to the Vice-Rector for Science and Corporate Development, with visas of the supervising Vice-Rector; Deputy Chief Accountant; Director of DFiU - Chief Accountant; Head of DE and SP (Department of Economics and Strategic Planning) and the Director of the Institute).

6) After returning from the internship, doctoral students should submit all documents to the advance reports on the internship to the NK, office 203, Chief Specialist Nildybaeva Saniya, tel: 320-41-15 (ext. 71-15).