

MODEL REGULATION

on the Procedure for Students of Higher Education Institutions to Undergo Qualification Internship

Chapter 1. General Provisions

1. This Model Regulation has been developed for use by every higher education institution in developing, approving, and organizing the procedure for students to undergo internship.

2. The following concepts are used in this Regulation:

qualification internship (practicum) — a structural component of the educational process, carried out directly under production conditions, intended to consolidate theoretical knowledge and to develop practical skills and abilities;

host organization — an organization that has concluded an agreement with a higher education institution, in the established manner, for students to undergo qualification internship, and that has the conditions necessary for undergoing the internship;

internship supervisor from the higher education institution — a member of the teaching staff of the relevant department of the higher education institution whose academic workload includes supervision of students' qualification internship;

internship supervisor from the host organization — an employee of the host organization who, by order of the head of the host organization, is tasked, during the students' internship, with familiarizing them with occupational safety rules, assisting in the formation of their practical skills and abilities, and assessing the skills acquired by the student during the internship.

3. This Model Regulation does not apply to the Academy of Public Administration under the President of the Republic of Uzbekistan, higher military and militarized educational institutions, higher education institutions providing training of legal personnel in the specialty of "Jurisprudence," nor to foreign and non-state higher education organizations operating on the territory of the Republic of Uzbekistan.

4. Qualification internship is carried out, starting from the second year, in a systematic manner in accordance with the curricula (working curricula) of bachelor's degree fields of study and master's degree specialties, on the basis of the qualification internship program, which is developed by the higher education institution and approved in coordination with the host organization.

Practical classes in the relevant subjects of the general professional and specialty subjects block set out in the curricula (working curricula) of bachelor's degree fields of study and master's degree specialties may be organized, on the basis of an approved class schedule, directly at leading enterprises, institutions and organizations of the relevant production field, with the involvement of qualified specialists, and these classes may be accepted as part of the qualification internship. In this case, it is mandatory to ensure that the hours established and allocated in the curricula (working curricula) are fully completed.

The content of the qualification internship is determined by its schedule and programs.

5. It is recommended that higher education institutions carry out the initial assignment of students to workplaces not at the end of the final year, but starting from the second year, and that all types of internship be arranged to be undergone at the enterprise, organization or

institution to which the student will be assigned for work.

6. The type of qualification internship is determined based on the specific characteristics of the bachelor's degree fields of study and master's degree specialties at the higher education institution, and is approved by decision of the council of the higher education institution on the basis of the curriculum (working curriculum). In this case, it is recommended that the period during which students undergo the qualification internship be aligned with the operating period of the host organization.

7. The agreement concluded between the relevant host organization and the higher education institution for conducting the qualification internship may include clauses on the temporary employment of the student, regardless of the year of study, to a vacant paid position outside class hours.

8. It is mandatory for students to undergo qualification internship. Students who have been unable to undergo the internship for valid reasons must undergo the internship at another time established in accordance with an order of the rector of the higher education institution.

Chapter 2. Organizing the Qualification Internship

9. The qualification internship is organized on the basis of agreements concluded, in the established manner, between the higher education institution and host organizations.

The higher education institution and the host organization shall agree, in the agreement on organizing and conducting the qualification internship, on the subject of the agreement, the rights and obligations of the parties, the procedure for organizing and conducting the qualification internship taking into account the specific nature of the host organization's operations, the term of validity of the agreement, the grounds for terminating the agreement, as well as the liability of the parties.

10. Responsibility for organizing and conducting the qualification internship is placed on the rector of the higher education institution.

11. The vice-rector for academic affairs, the head of the educational-methodological department (division), the dean of the faculty, the head of the department, and the qualification internship supervisor at the higher education institution are responsible for the full completion of students' qualification internship schedule and programs.

12. The main document regulating the activity of students and internship supervisors is the qualification internship program.

The qualification internship program must correspond to the qualification requirements of the field of study (specialties) and to the content of the subjects in the working curriculum, and must take into account the specific characteristics of the fields of study (specialties), as well as the latest achievements of science and production.

The qualification internship program consists of the following main sections:

- the goal and objectives of the qualification internship;
- the content of the qualification internship;
- the schedule of the qualification internship;
- the criteria for assessing the qualification internship;
- the requirements for the report on the qualification internship.

In addition, the qualification internship program may also include sections containing methodological instructions (recommendations) on undergoing the internship, the main and supplementary literature to be used, and relevant materials and documents serving to

consolidate the knowledge acquired during the course of study.

13. The number of academic workload hours of the qualification internship supervisor from the higher education institution is determined on the basis of the time norms currently in effect for calculating the academic workload of the teaching staff of the higher education institution.

14. Prior to organizing the qualification internship, the rector (director) of the higher education institution shall issue an order specifying the type, duration and place of the qualification internship, its material provision, the composition list of the qualification internship supervisors from the sending higher education institution and of the students, as well as their provision with accommodation, and the officials entrusted with the general organization of the qualification internship and with monitoring its conduct (the vice-rector for academic affairs, the head of the educational-methodological department (division), the dean of the faculty, the head of the department).

15. The educational-methodological department of the higher education institution shall, together with the planning-and-finance department, the head of the department, and the dean of the faculty, carry out the work of organizing the qualification internship, providing it with material and educational-methodological support, and coordinating its conduct.

16. On the basis of bilateral agreements between the higher education institution and the host organization, a student may undergo qualification internship at enterprises, institutions and organizations of foreign states. In this case, the higher education institution shall agree the clauses of the agreement to be concluded with the higher (superior) ministry or agency, in the established manner.

Chapter 3. Supervision of the Qualification Internship

17. The tasks of the "Marketing and Student Internships" department of the higher education institution with regard to organizing and conducting the qualification internship are:

- to arrange for all types of internship to be undergone at the enterprise, organization or institution to which the student will be assigned for work;
- to conclude agreements with the host organization for the qualification internship for the upcoming academic year;
- to notify host organizations, by official letter, of the conduct of the qualification internship;
- to study the processes of organizing the qualification internship at enterprises, institutions and organizations, to analyze the results of this study, and to develop and submit problems and proposals to the leadership of the higher education institution;
- to study advanced foreign and national experience regarding the organization of students' qualification internship, and to prepare proposals for its application.

The tasks of the specialty department of the higher education institution with regard to organizing and conducting the qualification internship are:

- to submit the schedule and program of the students' qualification internship for approval two months before the start of the internship;
- to draft the orders (directives) on the qualification internship for each bachelor's degree field of study and master's degree specialty;
- to organize and ensure the printing of the set of qualification internship documents for students;
- to organize, together with the heads of department and deanery offices, students' travel to and from the place where the qualification internship is undertaken;

- to monitor the fulfilment of the qualification internship schedule and program at host organizations, the availability of students' reports, and the organization of the defense of reports;
- to submit a report to the council of the higher education institution once per academic year on the conduct of qualification internships.

18. The tasks of the qualification internship supervisor assigned by the higher education institution are:

- to participate in the assignment of students to places for undergoing the qualification internship;
- to provide students going on qualification internship, in advance, with the necessary instructions and guidance on the procedures for conducting the internship and on occupational safety;
- where necessary, to visit the host organization before the start of the internship in order to organize the necessary preparatory work for the students' arrival;
- to draw up, for the entire period of the qualification internship, a schedule for students on the basis of the internship program, and, together with the internship supervisor from the host organization, to determine the scope and composition of the work;
- to provide students with the qualification internship schedule and program, and with a logbook (diary);
- to monitor students' travel to and from the place where the qualification internship is undertaken;
- to maintain regular contact with the internship supervisor from the host organization regarding the status of the student's undergoing of the qualification internship;
- to monitor compliance with the internship deadlines, as well as the fulfilment of the internship schedule and program and the daily completion of the logbook, and to provide methodological assistance, including, where necessary, by visiting the places where students undergo the qualification internship;
- to provide guidance and recommendations for writing students' qualification internship report;
- to participate in and assess the defense of students' qualification internship report;
- where necessary, to submit their own proposals and comments to the head of the department (for consideration by the faculty and the council of the higher education institution) regarding the improvement of the conduct of the qualification internship.

19. The fact that a member of the teaching staff has supervised a qualification internship is confirmed on the basis of the order of the rector of the higher education institution on the conduct of the qualification internship, the student's qualification internship logbook, report, and the relevant records in which the grade for the qualification internship has been entered.

20. The tasks of the host organization with regard to organizing the qualification internship are:

- to conclude agreements with the higher education institution on students undergoing qualification internship;
- to grant students the status of intern for the period of the qualification internship;
- to assist in organizing the qualification internship, and to appoint, from among qualified and experienced specialists, an internship supervisor possessing the skills to work with interns;
- to organize the provision of a workplace for interns and of the materials necessary for use during the internship, and, within the scope of its activity, to set a monthly wage for interns;

- to arrange material incentives for the employees responsible for the intern, based on financial possibilities;
- to provide the necessary instructions on occupational safety and health, to teach students, where necessary, safe methods of work, and to formalize the relevant documents on this;
- to create the conditions to be provided to students in accordance with the qualification internship programme (personal protective equipment, special meals, and others);
- to give students the opportunity to use the available literature, technical and other documents;
- to provide the working conditions ensuring the effectiveness of students' undergoing of the qualification internship in accordance with the internship programme;
- to decide the question of temporarily employing the intern, within its financial capacity, to a paid position for the duration of the qualification internship;
- to inform the rector of the higher education institution of any student who has violated the organization's internal labour discipline;
- to consider, on the basis of legislative acts, questions of liability in respect of any accident suffered by a student at the place of internship during the period of the qualification internship;
- may, on a contractual basis, provide students with comfortable temporary accommodation.

21. Where vacant positions exist in the field of study (specialty) in which the student is being trained, the head of the host organization may appoint the student to a temporary paid position, and may, after the student graduates, provide them with full-time employment.

22. The tasks of the qualification internship supervisor from the host organization are:

- to give students explanations on occupational safety and health, as well as guidance on the internal rules of procedure and the specific features of the working regime of the host organization;
- to assign students among the designated facilities of the host organization, and to familiarize them with the structure, areas of activity and specific characteristics of the facility;
- to teach intern students the rules and procedures for using materials relevant to the qualification internship programme;
- to provide students with advice on production technologies;
- to conduct joint visits to other nearby enterprises, institutions and organizations;
- to exercise continuous oversight over the maintenance of the qualification internship logbook;
- to monitor students' compliance with working hours;
- to enter, in the qualification internship logbook, notes reflecting the student's positive and negative qualities, their level of learning, and other information;
- to organize meetings between intern students and the organization's leaders and leading employees, as well as seminar-trainings aimed at improving technological processes and finding solutions to existing production problems.

23. The internship supervisor from the host organization is prohibited from assigning students tasks unrelated to the qualification internship programme.

Chapter 4. Rights and Obligations of the Student in Undergoing the Qualification Internship

24. The student has the right to:

- become familiar in advance with the place, schedule, programme and procedure for undergoing the qualification internship;
- express their opinions and comments regarding the conduct of the qualification internship;
- receive the necessary information concerning the undergoing of the qualification internship;
- become familiar with the methodological materials on the qualification internship, and to receive guidance from the internship supervisors.

The student is obliged to:

- complete, in full and with quality, all assignments provided for in the qualification internship programme, in accordance with the schedule;
- maintain the qualification internship logbook daily and in an orderly manner;
- carry out all assignments of the internship supervisors appointed by the higher education institution and the host organization relating to the work envisaged in the programme;
- formalize the documents relating to the report in a timely manner;
- comply with the documents regulating the activity of the host organization's employees and with the internal labour regulations.

25. After completing the qualification internship, the student shall defend the report on the qualification internship before the higher education institution within the period established by the minutes of the department meeting.

Chapter 5. Stages of Undergoing the Qualification Internship

26. The qualification internship is divided into three stages:

- preparatory stage;
- main stage;
- final stage.

27. At the preparatory stage, on the first day of undergoing the qualification internship, the internship supervisor from the higher education institution and the internship supervisor from the host organization hold a meeting. At the meeting, students become familiar with the qualification internship schedule and programme, receive guidance relating to its goal, objectives and content, and are familiarized with the work to be carried out by the student and with the procedures for recording it in the qualification internship logbook.

After arriving at the host organization, students become familiar, during the initial days of undergoing the internship, with the structure, areas of activity and specific characteristics of the host organization.

28. At the main stage of undergoing the qualification internship, the student directly carries out, at the host organization, the work indicated in the qualification internship schedule and programme.

29. At the final stage of undergoing the qualification internship, the results of the work carried out by students during the course of the qualification internship are analyzed and assessed.

Chapter 6. Completion of the Qualification Internship

30. At the conclusion of the qualification internship, the student shall submit, within the period established by the minutes of the department meeting, a written report prepared in

accordance with the qualification internship programme, together with the logbook signed by the supervisor appointed by the host organization, to the supervisor appointed by the higher education institution.

31. The process of assessing the student's qualification internship is conducted at the relevant departments. The dean, the head of the relevant department, the educational-methodological department, the head or representative of the marketing and student internships department, and the internship supervisor from the host organization may take part in the assessment process.

32. The grade awarded for the results of the qualification internship is taken into account in the student's progression from one year of study to the next.

33. During the qualification internship, the student may be subject to ongoing assessment and may be taken into account in the assessment of the results, in accordance with the assessment criteria included in the qualification internship programme, developed in accordance with the assessment regulation in effect.

34. A student who receives an unsatisfactory grade following the qualification internship, or who did not take part in the internship without a valid reason, shall be considered to have an academic debt and shall be expelled from the year of study by order of the rector of the higher education institution.

35. Where, during the period of undergoing the qualification internship, a student is unable to take part for valid reasons (illness, family accidents, and others), the time for the student to undergo the qualification internship may be transferred, by order of the rector (director) of the higher education institution, to another period within the academic year (semester) (usually, to the vacation period).

36. The outcome of the qualification internship is discussed at the scientific-methodological council of the higher education institution (the council of the relevant faculty) with the participation of representatives of the host organization.

37. At the relevant meeting of the host organization, the activity of the graduating student during the qualification internship is discussed, and the question of their employment is considered. Based on the results of the meeting, the organization's leadership shall decide on:

- filling vacant positions in the organization;
- involving the student in new positions to be created within the framework of the organization's strategic development programmes.

Chapter 7. Material Support

38. Regardless of whether or not the student is paid wages during the period of undergoing the qualification internship, the student retains the right to receive a stipend in the established manner.

39. Where the host organization is located outside the area (city) where the higher education institution is located, the one-time travel expenses (to and from) of the qualification internship supervisors appointed by the higher education institution, from the area where the higher education institution is located to the place where the internship is undertaken, as well as their hotel (accommodation) and daily expenses, shall be covered, in the manner established by legislation, from the budgetary and extra-budgetary funds of the higher education institution.

40. The host organization, in coordination with the higher education institution, shall organize matters relating to students' accommodation and meals.

41. For supervising the qualification internship, the head of the host organization may provide material and moral incentives to the internship supervisor appointed by the organization.

42. Where the host organization is located outside the area (city) where the higher education institution is located, the expenses associated with students travelling to and from the host organization as a group once during the period of the qualification internship may be covered based on the internal financial capacity of the higher education institution.

43. Based on the specific characteristics of the bachelor's degree fields of study and master's degree specialties, the higher education institution shall develop and approve instructions and guidance for students to undergo qualification internship, on the basis of the legislative acts on education, as well as of this Regulation.

Chapter 8. Final Provision

44. Disputes arising under this Regulation shall be resolved in the manner established by legislative acts.