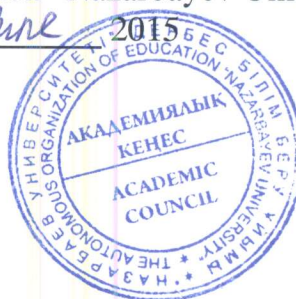


**AUTONOMOUS ORGANIZATION OF EDUCATION
NAZARBAYEV UNIVERSITY**

**THE REGULATIONS FOR UNDERGRADUATE INTERNSHIPS
FOR STUDENTS OF NAZARBAYEV UNIVERSITY**

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”
Minutes # 37 of 03 June 2015



Astana

1. General Statement

1. An internship provides an opportunity for a student to gain a practical hands-on work experience in a related field of interest. It is expected that the on-site work experience allows students to experiment and explore their academic and personal interests. The Internship can help a student make decisions about a future career path and entering the world of work with a better understanding of requirements and expectations. Internships may be part of an educational program and must be carefully monitored and evaluated by a professional educator for academic credit with clearly defined learning objectives/goals as an extension of the classroom.

2. The following abbreviations and terms are used in the present Policy:

Schools School of Engineering (SEng), School of Science and Technology (SST) and School of Humanities and Social Sciences (SHSS) of Nazarbayev University

NACE National Association of Colleges and Employers

Credits Numerical credits mentioned in this document are based on the ECTS

CAC Career and Advising Center

2. Internship Qualifications

3. To qualify as a credit bearing or sanctioned internship, the following NACE conditions must be met.

1) An internship may be part-time or full-time, paid or non-paid.

2) The internship experience must be an extension of a program learning experience that provides each student an opportunity to utilize the knowledge gained in the classroom. The employer should not treat an intern as a regular employee.

3) The skills or knowledge learned must be transferable to other employment settings.

4) The experience has a defined beginning and end, and a job description with desired qualifications.

5) There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.

6) There is supervision by an on-site professional with expertise an educational and/or professional background in the field of the experience.

7) There is routine feedback by the experienced supervisor.

8) There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

3. Types of Work Experience

4. Credit bearing Internships – supervised by the Schools and CAC, and contribute to a degree program.

5. Sanctioned Internships – non-credit bearing, but identified as being a valuable learning experience by CAC and/or Schools. Sanctioned internships are managed by the CAC.

6. Unsanctioned Internships – found by students and not reviewed by the University.

7. Volunteer – short-term experiences found either by the University or the Individual students.

8. Work-Study – internal work placement that is a paid experience.

4. Terms of Internships

9. Any internship involving a financial arrangement between University at the host organization must have a written agreement stating the specific nature of the financial arrangements.

10. An Internship provider must assign qualified on-site Supervisors, provide students with safe working conditions, and conduct mandatory health and safety induction training.

5. Credit Bearing Internships

11. The University credit bearing internship policy is intended to serve as General guidelines for internships. Each School may have additional requirements. It is the responsibility of the student to understand the specific policies of their School.

12. Eligibility:

1) A student must be in good standing (i.e. not on probation or conditional). This applies to probationary statuses for both academic and non-academic reasons, which may include disciplinary actions for academic dishonesty. An exception to this clause can be made by the Schools.

2) In general, students with 120 ECTS credits earned are eligible. Students who are registered or in process to complete 120 ECTS credits may also be considered. In special circumstances, a student with less than 120 ECTS credits may petition to the Dean of their School for permission. However, the appropriate School committee will be consulted if necessary for a new internship placement.

3) No outstanding incompletes in any School except for summer internships.

4) The School must approve all credit bearing internships.

13. Credit Considerations:

1) Up to 6 ECTS credits per internship. The School Committee assigned to oversee internships should review and recommend the internship to the Dean who may authorize up to 6 additional ECTS credits for a total of 12 for the students of undergraduate program.

2) Normal practice is to provide credit for no more than two internship experiences. A student who wishes to receive credit for a third experience must petition the Dean for special permission.

3) The internship is credited to a course number designated by the School.

4) Credit for the internship will be awarded for a combination of working time at the internship and performance of work. As a rough guide, it is expected that a 4 ECTS credit internship will involve 80 hours of work time along with any additional course work assigned by the faculty supervisor equivalent to 2 hours of work and meetings per week.

14. Limitations:

1) Internship credit cannot be transferred from other institutions.

2) An Internship credit plan must be approved by the School prior to beginning of the placement, no retroactive credit is allowed.

3) An English language workplace/internship environment is not required.

4) The intern is not necessarily entitled to a job at the conclusion of the internship.

5) Students who are traveling abroad must acquire medical insurance.

15. Other Issues:

1) Non-credit bearing internships/volunteer opportunities will not appear on the transcript.

2) Credit for an internship will not be considered retroactively.

3) Credit bearing Internships must meet the guidelines defined above as well as School guidelines or they will not appear on transcript.

4) Students may take internships outside of the framework described above but they may not petition to have those internships recognized.

5) CAC creates an Internship list for each School, conducts supervision jointly with a School.

6. Sanctioned Internships

16. Sanctioned internships are not credit bearing but conform to the general definition of an internship and have been identified by the Career and Advising Center in consultation with the Schools as being a valuable learning experience.

17. Eligibility:

1) Student must be in good standing (i.e. not on probation or conditional). This applies to probationary statuses for both academic and non-academic reasons, which may include disciplinary actions for academic dishonesty. An exception to this clause can be made by the Schools.

2) No outstanding incompletes in any school except for summer internships.

18. Limitations:

1) A sanctioned Internship must be approved by the CAC prior to beginning the placement; no retroactive sanctioned status is allowed.

2) An English language workplace/internship environment is not required.

3) The intern is not necessarily entitled to a job at the conclusion of the internship.

19. Other Issues:

1) Sanctioned internships / volunteer opportunities will not appear on the transcript.

2) Students may take internships outside of the framework described above but they may not petition to have those internships recognized.

20. Unsanctioned Internships:

1) Unsanctioned Internships are found by the student and not reviewed by the University. NU does not encourage a student to pursue this type of internships. If students find internships on their own, the best approach is to contact the CAC prior to agreeing to the internship. The CAC will assist the student in determining if such an internship may be a sanctioned internship.

21. Volunteer Positions:

When a person aids, performs a service, or assumes an obligation voluntarily, this is a volunteer position. NU encourages its students to participate in such activities. You may do so in many different formats and for many different organizations.

7. SHSS Internship Policy

22. Credit consideration:

1) The determination of whether an internship is credit bearing is the responsibility of the SHSS Internship Committee. This committee is appointed by the Dean of SHSS.

2) Credit will be awarded to a course with designator 'SHSS' (SHSS 300).

3) As a formal course, a syllabus will be issued each term laying out the information that is common to any course syllabus including meeting schedules, evaluation tools, evaluation criteria, course objectives, learning outcomes, etc. An individual instructor is assigned to the course each term that it is taught.

4) Instructor's approval is required for registration. This instructor will hold meetings throughout the term and evaluate the performance of students. Other instructors may be invited to participate as well. There is no need for the discipline of the instructor to match with the internship or student major.

5) In semesters where large numbers of students are taking internships for credit, multiple sections of SHSS 300 may be opened and they may have different instructors.

6) Each course will require a written report following the internship experience as well as meetings and other work before the internship and throughout the term (e.g. presentations, journals, action plans). This material along with reports from the employer will be used to evaluate the student's performance for purposes of crediting.

7) SHSS 300 can be taken Pass/Fail only.

23. Faculty Role:

1) The faculty member assigned to the internship course (SHSS 300) each term is responsible for monitoring, advising, and evaluating interns. Other faculty may be consulted where appropriate.

2) The faculty member does not need to be from the student's major or field of internship.

3) Pre-approval by the Internship Committee is necessary for every internship and every student.

4) Evaluation of work, reports, papers/projects, etc is to be performed by faculty member assigned to the internship section.

5) The final mark (Pass or Fail) for the course will be determined by the faculty member based on work done for SHSS 300 as well as reports of the employer.

6) A pre-internship meeting with all students enrolled is expected at the beginning of the term and occasional meetings will be required throughout. Some students may arrange to attend these meetings via Skype, phone, or other means where necessary.

7) Occasional site-visits by the faculty member are possible. Others may assist where appropriate or necessary.

24. Timing:

1) Work time at the internship site should not exceed 15 hours/week when the internship takes place during a regular semester (not summer term).

2) All internships must occur during the course of a term (Fall, Spring, or Summer).

3) It is acceptable for the credited part of an internship to begin up to two weeks before the start of a term. In these cases, all arrangements for crediting and participation in SHSS 300 should be made by the student with the relevant instructor before the credited period of internship begins.

4) It is also acceptable for the credited part of an internship to end up to two weeks after the end of a term. In these cases, special arrangements must be made with the instructor of SHSS 300 in advance. All materials for evaluation, including final papers for the course and evaluations from internship providers must be provided before the end of the term.

25. Quality Assurance:

1) The School is responsible for designing a Credit bearing Internship's Program which must include substantial academic and/or administrative work.

2) The instructor of SHSS 300 is ultimately responsible for evaluating performance of students for credit.

3) Evaluation of credit for SHSS 300 will conform to requirements stated in the syllabus based on learning outcomes and academic performance.

26. Other Issues:

Students may take internships outside of the framework described here but they may not petition to have those internships recognized or credited by SHSS.



8. SST Internship Policy

27. Credit consideration:

1) The internship course is credited to a course number within an SST Department designator for each respective department. (SST 300)

2) As a formal course, a syllabus will be issued each term laying out the information that is common to any course syllabus including meeting schedules, evaluation tools, evaluation criteria, course objectives, learning outcomes, etc. The experience has a defined beginning and end with a job description with defined expectations.

3) An individual instructor will be assigned to the course and is required for registration. The instructor will maintain contact throughout term and evaluate student's performance. Other instructors may be invited to participate as well. Supervision by a professional with expertise either educational or field experience is preferred but an instructor from another discipline may be considered.

4) There is no need to match discipline of instructor to the internship or student's major, although where possible it is preferred. In semesters where large numbers of students are taking internships for credit, multiple sections of SST 300 may be opened and they may have different instructors.

5) The internship experience must be an extension of a program learning experience that provides each student an opportunity to utilize the knowledge gained in the classroom. The employer should not treat an intern as a regular employee.

6) Each course will require a written report from the assigned Instructor and the student following the internship experience as well as meetings and other work before the internship and throughout the term (e.g. presentations, journals, action plans). This material along with reports from the employer will be used to evaluate the student's performance for purposes of crediting.

7) SST 300 can be taken Pass/Fail. In special circumstances as determined by each respective department and by consent of all parties, a standard letter grade may be considered.

28. Faculty Role:

1) The faculty member assigned for the internship course (SST 300) is responsible for monitoring, advising, and evaluating interns. Other faculty may be consulted where appropriate.

2) The faculty member does not need to be from student's major or field of internship but preferable where possible.

3) Pre-approval by the faculty member is necessary for every internship and every student.

4) Evaluation of work, reports, papers/projects, etc. to be performed by faculty member assigned to internship section.

5) The final mark for the course will be determined by the faculty member based on work done for SST 300 as well as reports of the employer.

6) A pre-internship meeting with all students enrolled is expected at the beginning of the term and occasional meetings will be required throughout. Some students may arrange to attend these meetings via Skype, phone, or other means where necessary.

7) Occasional site-visits by the faculty member are possible. Others may assist where appropriate or necessary.

29. Timing:

1) Internships usually will occur during course of a term (Fall, Spring, or Summer), however the timing will depend on a mutual agreement between all parties.

2) In such cases, all arrangements for crediting and participation in SST 300 should be made by the student with the relevant instructor before the credited period of internship begins.

3) In such cases, special arrangements must be made with the instructor of SST 300 in advance. All materials for evaluation, including final papers for the course and evaluations from internship providers must be submitted before the end of the term.

30. Quality Assurance:

1) The School is responsible for designing a Credit bearing Internship's Program which must include substantial academic and/or administrative work.

2) Instructor of SST 300 is ultimately responsible for evaluating student's performance for credit.

3) Evaluation of credit for SST 300 will conform to requirements stated in the syllabus based on learning outcomes and academic performance.

31. Other Issues:

Students may take internships outside of the framework described here but they may not petition to have those internships recognized or credited by SST.

9. SEng Internship Policy

32 Credit consideration:

1) The internship course is credited to a course number within a Seng Department designator for each respective department (Seng 300).

2) The Internship should be conducted outside of the University.

3) As a formal course, a syllabus will be issued each term laying out the information that is common to any course syllabus including meeting schedules, evaluation tools, evaluation criteria, course objectives, learning outcomes, etc. The experience has a defined beginning and end with a job description with defined expectations.

4) An individual instructor will be assigned to the course and is required for registration. The instructor will maintain contact throughout term and evaluate student's performance. Other instructors may be invited to participate as well.

Supervision by a professional with expertise either educational or field experience is preferred but an instructor from another discipline may be considered.

5) There is no need to match discipline of instructor to the internship or student's major, although where possible it is preferred. In semesters where large numbers of students are taking internships for credit, multiple sections may be opened and they may have different instructors.

6) The internship experience must be an extension of a program learning experience that provides each student an opportunity to utilize the knowledge gained in the classroom. The employer should not treat an intern as a regular employee.

7) Each course will require a written report from the student following the internship experience as well as meetings and other work before the internship and throughout the term (e.g. presentations, journals, action plans). The report has to consist of 1,500 words or more.

8) Each course will also require a report from the assigned Instructor. This material along with reports from the employer will be used to evaluate the student's performance for purposes of crediting.

9) SEng 300 can be taken Pass/Fail. In special circumstances as determined by each respective department and by consent of all parties, a standard letter grade may be considered.

33. Faculty Role:

1) The faculty member assigned for the internship course (SEng 300) is responsible for monitoring, advising, and evaluating interns. Other faculty may be consulted where appropriate.

2) The faculty member does not need to be from student's major or field of internship but preferable where possible.

3) Pre-approval by the faculty member is necessary for every internship and every student.

4) Evaluation of work, reports, papers/projects, etc. to be performed by faculty member assigned to internship section.

5) The final mark for the course will be determined by the faculty member based on work done for SEng 300 as well as reports of the employer.

6) A pre-internship meeting with all students enrolled is expected at the beginning of the term and occasional meetings will be required throughout. Some students may arrange to attend these meetings via Skype, phone, or other means where necessary.

7) Occasional site-visits by the faculty member are possible. Others may assist where appropriate or necessary.

34. Timing:

1) Internships usually will occur during course of a term (Summer term only).

2) In such cases, all arrangements for crediting and participation in SEng 300 should be made by the student with the relevant instructor before the credited period of internship begins.



3) In such cases, special arrangements must be made with the instructor of SEng300 in advance. All materials for evaluation, including final papers for the course and evaluations from internship providers must be submitted before the end of the term. An exception to this Clause can be made by the School.

35. Quality Assurance:

1) The School is responsible for designing a Credit bearing Internship's Program which must include substantial academic and/or administrative work.

2) Instructor of SEng 300 is ultimately responsible for evaluating student's performance for credit.

3) Evaluation of credit for SEng 300 will conform to requirements stated in the syllabus based on learning outcomes and academic performance.

36. Other Issues:

Students may take internships outside of the framework described here but they may not petition to have those internships recognized or credited by SEng.



2) In such cases, all arrangements for crediting and participation in SEng 300 should be made by the student with the relevant instructor before the credited period of internship begins.

3) In these cases, special arrangements must be made with the instructor of SEng300 in advance. All materials for evaluation, including final papers for the course and evaluations from internship providers must be submitted before the end of the term. An exception to this Clause can be made by the School.

35. Quality Assurance:

1) The School is responsible for designing a Credit bearing Internship's Program which must include substantial academic and/or administrative work (i.e. they must be more than just photocopying and fetching coffee).

2) Instructor of SEng 300 is ultimately responsible for evaluating student's performance for credit.

3) Evaluation of credit for SEng 300 will conform to requirements stated in the syllabus based on learning outcomes and academic performance.

36. Other Issues:

1) Students may take internships outside of the framework described here but they may not petition to have those internships recognized or credited by SEng.