

	Institution «Ekibastuz engineering and technical institute named after academician K.Satpayev»	Quality management system	
		Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases	Changes № _____ Date _____ Inst. _____

APPROVING:

Rector of the EETI named after  
academician K. Satpayev

*D.M. Sivaraksha*

«25» September 2024



## QUALITY MANAGEMENT SYSTEM

### RULES

#### **RULES FOR THE ORGANIZATION AND CONDUCT OF PROFESSIONAL PRACTICE AND THE PROCEDURE FOR DETERMINING ORGANIZATIONS AS PRACTICE BASES**

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## The preface

**1 DEVELOPED** by the management service of the quality management system, standardization and norm control

**2 INTRODUCED** by the management service of the quality management system, standardization and norm control

**3 DEVELOPER:**

D.K.Imangazinoval – Vice-rector for educational and methodological work

**4 APPROVED AND PUT INTO EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute dated September 25, 2024, No.2

**5 EXPERTS:**

- 1) K.B. Asylova – Dean of the Faculty of Engineering and Economics;
- 2) Kulbidyuk L.V. – Head of the «Training unit» department.

This rules may not be reproduced in whole or in part, replicated or distributed without the permission of the rector of the I «Ekibastuz engineering and technical institute named after academician K.Satpayev»

© Ekibastuz engineering and technical institute  
named after academician K.Satpayev, 2024

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## Content

1 Scope of application	4
2 Regulatory references	4
3 Basic concepts, definitions and abbreviations	4
4 General provisions	5
5 The procedure for organizing and conducting professional practice	5
6 Provision of all types of students' practices	6
7 Requirements for interns	7
8 Evaluation, analysis and improvements	8
Appendix A Form «Referral for professional practice»	9
Appendix B Form «Diary-report on professional practice»	10
Appendix C Form «Contract for professional practice»	14
Appendix D Form «Bilateral contract for professional practice»	18
The list of registration of changes, additions and revisions of the document	20

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## 1 Scope of application

1.1 These Rules have been developed for the purpose of organizing, conducting and defining organizations as bases of professional practice for students throughout their studies at the Ekibastuz engineering and technical institute named after academician K.Satpayev (hereinafter referred to as the Institute).

1.2 The requirements of these Rules apply to the processes of professional practice of students.

1.3 Responsibility for the organization and conduct of the internship is borne by the rector of the Institute and the heads of organizations (practice bases) according to the terms of the concluded contracts.

## 2 Regulatory references

References to the following regulatory documents are used in this documented procedure:

- The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III «On Education»;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. On the approval of the state mandatory standards of higher and postgraduate education (hereinafter – SES);
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152. On approval of the Rules for the organization of the educational process on credit technology of education in organizations of higher and (or) postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595. On approval of the Standard Rules for the activities of organizations of higher and postgraduate education.

## 3 Basic concepts, definitions and abbreviations

*Professional practice* – a part of the educational process aimed at students gaining practical experience and skills necessary for further professional activity. Professional practice is divided into educational, pedagogical, research, production and pre-graduate. The practice base – an enterprise, organization, or institution where students undergo professional practice.

### Abbreviations

PAS – professorial academic staff;  
RWS – research work of students;  
EMW – educational and methodical work;  
EP – educational program.

## 4 General provisions

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

4.1 Professional practice is a mandatory component of the educational program.

4.2 The types, terms and content of professional practice are determined in accordance with the educational programs, curricula, and academic policies approved by the Institute. These programs are developed by the teaching staff of the respective departments for each educational program. Internship programs are reviewed at the department meeting and approved by the Vice-Rector for EMW.

4.3 When developing practice programs, the following requirements should be taken into account:

- *educational practice* can be carried out on the basis of departments, laboratories, landfills, branches, enterprises and institutions with various forms of ownership, the areas of activity of which are related to the future professional activities of bachelors;

- students undergo *production practice* at enterprises, working directly at the workplace as students, performing specific production tasks, consolidating theoretical knowledge;

- *pre-graduate practice* can be carried out on the basis of departments, laboratories, industrial enterprises, organizations and institutions with various forms in a number of educational programs, the content of which is determined by the topic of the thesis (project) and/or the content of which is determined by the areas of work related to the future professional activities of bachelors.

## **5 The procedure for organizing and conducting professional practice**

5.1 In order for students to complete professional practice, the Institute sends students to enterprises (organizations) designated as practice bases for educational organizations.

5.2 The referral of students to professional practice is issued by the order of the Rector of the Institute, indicating the time of completion, the base and the head of the practice.

5.3 The student is given a referral form and a diary report on the completion of professional practice in accordance with appendices A, B.

5.4 When completing a professional internship, students are assigned an internship supervisor from an enterprise (organization). The head of the internship from the company oversees the internship process, signs the internship diary and gives a description of the intern.

5.5 The main types of professional practice are: educational, industrial and pre-graduate.

5.6 Educational practice is conducted for students depending on the specifics of a particular subject area and the professional competence of the future and is assigned to the department that trains specialists in this educational program.

5.7 Following the results of the internship, the student submits a written report and a diary report on the completion of professional practice in the form provided in Appendix B and the spine of the referral form (note of arrival and departure).

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

5.8 During the period of restrictive quarantine measures (emergency mode, pandemic period), the report and accompanying documents are attached to the personal account of the «*Online Education System*» platform of the Institute.

5.9 Pre-graduate practice for students is conducted at the final course of the EP.

5.10 The management of the pre-graduate practice is carried out by the supervisor of the thesis (project) or teachers, masters of industrial training who possess theoretical and/ or practical knowledge and skills in this field (qualification).

5.11 The duration of the pre-graduate internship is determined in accordance with the student's academic calendar.

5.12 The duration of the internship is determined in weeks based on the standard working time of the student during the week, equal to 30 hours (6 hours per day with a 5-day working week).

## **6 Providing students with all types of practical training**

6.1 Preparation of all types of students' practices is carried out by the relevant department in the following sequence:

- conclusion of bilateral agreements (university with enterprises). A bilateral agreement with the practice base should be drawn up in accordance with the form of the agreement (Appendix B);

- no three-party agreement is drawn up for students undergoing professional internship at the practice bases. The student is interning under a bilateral agreement with the practice base. The supporting documents for them are the referral and the practice diary;

- a trilateral agreement must be drawn up in case of internship at specialized enterprises with which a bilateral agreement has not been concluded as a practice base, in accordance with the form of the agreement (Appendix D);

- checking readiness in terms of availability of programs, plans, and guidelines;

- drawing up an order indicating the full name of the students, the place and time of completion of all types of internships.

6.2 Перед выходом студентов на практику руководитель практики проводит разъяснительное занятие:

6.2 Before the students start their internship, the head of the internship conducts an explanatory lesson:

- safety instructions at the internship sites;
- requirements for trainees (deadlines, daily routine);
- according to recommended literature;
- according to the order of registration and submission of practice reports.

6.3 Students are provided with:

- methodological guidelines;
- practice diaries (Appendix B);
- internship referral, issued separately if required by the company (Appendix A).

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## 7 Requirements for interns

7.1 Before the internship, the trainee must obtain from the relevant department:

- methodological guidelines;
- referral to practice (Appendix A);
- practice diary (Appendix B);
- recommendations and consultations on the internship process.

7.2 Students are required to complete their internship in accordance with the established procedure and concluded contracts.

7.3 During the internship, the student must:

a) fulfill the following requirements

- fully complete the tasks provided for in the internship program;
- keep a practice diary;
- to comply with the rules of the internal labor regulations of the enterprise in force on the basis of practice;
- strictly observe the rules of occupational health, safety and industrial sanitation;
- to submit to the head of the internship from the Institute a written report, a diary of the internship report and the spine of the referral form (note of arrival and departure), signed by the head of the company on the completion of all internship assignments provided for in the internship program.

b) to study (depending on the specialty):

- production technology, the work of various departments;
- economics, organization and management of production, standardization and product quality control, measures to identify reserves for improving labor efficiency and productivity;
- equipment, hardware, computing equipment, control and measuring devices and tools, as well as mechanization and automation of production processes;
- best practices of specialists;
- the results of research conducted in the field of occupational safety and health, physiology, psychology, ecology;
- organization of scientific research, design, innovation and inventive work.

7.4 The student has the right to:

- not to participate in work that is not provided for by the internship program;
- be accepted if there are vacancies for paid positions in the OP profile.

## 8 Evaluation, analysis and improvements

8.1 Upon completion of the internship, students must demonstrate their experience and skills (defend the report) by:

a) submitting:

- completed internship report;

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

– the completed practice report diary.

8.2 The results of the practice should be analyzed and discussed at the department. Based on the results of the analysis, proposals can be developed to improve the practices, which must be brought to the attention of stakeholders: the dean, vice-rectors, and so on.

8.3 Reports and diaries on students' practice are kept at the department throughout the year.



I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## Appendix A

### «Referral for professional practice» form

*Remains in production*  
*Arrival and departure mark*

Ekibastuz engineering and technical institute named after academician K.I.Satpayev

#### Submission

\_\_\_\_\_

*(reason)*

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_y.

student \_\_\_\_\_

*(last name, first name, middle name)*

sent for professional practice \_\_\_\_\_

\_\_\_\_\_

*(company name)*

Practice start date \_\_\_\_\_ 20\_\_\_\_y.

The deadline for completing the practice \_\_\_\_\_ 20\_\_\_\_y.

Rector of the Institute \_\_\_\_\_

*(signature)*

Seal

-----

*Returns to the educational institution*  
*Arrival and departure mark*

Student \_\_\_\_\_

*(last name, first name, middle name)*

for professional practice \_\_\_\_\_

\_\_\_\_\_

*(name of professional practice)*

Arrived in

\_\_\_\_\_

*(signature)*

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_y.

Seal

Dropped out of

\_\_\_\_\_

*(signature)*

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_y.

Seal

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

**Appendix B**  
**«Diary-report on professional practice» form**

Ekibastuz Engineering and Technical Institute named after  
academician K.Satpayev

**DIARY- REPORT**  
**about completing a professional internship**

Student \_\_\_\_\_  
(full name)

Group \_\_\_\_\_

Ekibastuz



I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## Continuation of appendix B

The third page of the «Diary-report on professional practice» form

[illegible]

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## Continuation of appendix B

The fourth page of the «Diary-report on professional practice» form

- 1. 1. Description of the studied structures, equipment, technological processes, mechanization, automation of production and advanced labor methods, etc.*

---

---

---

---

---

---

---

---

---

---

Student's signature \_\_\_\_\_

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

Head of professional practice \_\_\_\_\_

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ y. *(immediate, signature, full name)*

- 2. Encouragement and punishment of the trainee.*

---

---

---

---

---

- 3. Conclusions of the head of professional practice (from the organization, enterprise, institution).*

---

---

---

---

---

---

---

---

---

---

Head of professional practice \_\_\_\_\_

*((from the organization, company, institution) signature, full name)*

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ y.

I «Ekibastuz engineering and technical institute named after academician K. Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## Appendix C

### Standard form «Contract for professional practice»

#### Professional practice AGREEMENT

Ekibastuz city

«\_\_» \_\_\_\_\_ 20\_\_ year

I «Ekibastuz engineering and technical institute named after academician K. Satpayev», hereinafter referred to as the «Educational Organization», represented by the rector of Sivaraksha Dalida Maratovna, acting on the basis of the Charter, on the one hand, and

\_\_\_\_\_,  
(name of the enterprise, institution, organization, etc.)  
hereinafter referred to as the «Enterprise», represented by \_\_\_\_\_

\_\_\_\_\_,  
(Full name and position of the head of a legal entity or other authorized person)  
acting on the basis of \_\_\_\_\_,  
(details of the constituent documents)

on the other hand, and the citizen(ca) \_\_\_\_\_

\_\_\_\_\_,  
(surname, first name, middle name (if any))  
hereinafter referred to as the «Student», on the third hand, in accordance with the current legislation of the Republic of Kazakhstan, have concluded this agreement on the following:

#### 1. SUBJECT OF THE AGREEMENT

1.1. The educational organization provides training for students enrolled in the year 20\_\_ according to the educational program \_\_\_\_\_  
(code and name)

1.2. The company provides the student with a professional practice base in accordance with the profile of the educational program.

1.3. The student undergoes an internship in order to acquire key and professional competencies that allow him to perform production functions and tasks competently.

#### 2. RIGHTS AND OBLIGATIONS OF THE PARTIES

##### **2.1 The educational organization undertakes to:**

1) send a student to the Company according to the educational program

\_\_\_\_\_,  
(code and name)  
of the form of education \_\_\_\_\_ for passing through \_\_\_\_\_

(view practices)  
practices according to the academic calendar;

2) to acquaint the student with his duties and responsibilities specified in this Agreement;

3) develop and coordinate with the company a professional practice program and calendar schedules for professional practice;

4) two weeks before the start of professional practice, provide the company with a program and calendar schedules for professional practice, indicating the number of students, for approval.;

5) by order of the head of the educational organization, appoint practice managers from among the teachers of the relevant specialties of the educational organization;

6) ensure that students comply with labor discipline and internal regulations that are mandatory for employees of this enterprise;

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## Continuation of the appendix C

7) organize the passage and carry out periodic monitoring of the student's professional practice in accordance with the educational program and academic calendar;

8) provide methodological assistance to the company's employees in organizing and conducting professional practice;

9) if necessary, provide the company with information about the student's academic achievements;

10) take part in the investigation of accidents, in cases where they occurred with the participation of a student during the internship;

11) in case of liquidation of an educational organization or termination of educational activities, notify the company and take measures to transfer the student to continue his studies in another educational organization;

12) in the case of a distant location of the practice base from the place of residence, provide for the possibility of providing the student with the necessary housing and other conditions.

### ***2.2 An educational organization has the right to:***

1) terminate the Contract unilaterally in case of unauthorized termination of studies, leaving for a second year of study, as well as in case of student's expulsion in accordance with the procedure established by the current legislation of the Republic of Kazakhstan.

### ***2.3 The Company undertakes to:***

1) to provide the student with safe working conditions at the workplace (with mandatory safety and health briefings) and, if necessary, to train the student in safe working methods;

2) consider the candidacy of a graduate who has studied under an educational grant for employment in accordance with his specialty, if there is an appropriate vacancy.;

3) provide educational organizations with jobs in accordance with the academic calendar for the student's professional practice;

4) 4) accept a student for a professional internship in the relevant specialties in accordance with the terms of this agreement.;

5) to prevent the student from being employed in positions that are not provided for by the internship program and are not related to the student's specialty;

6) ensure the provision of qualified specialists to guide the student's professional practice in departments (departments, workshops, laboratories, etc.);

7) inform the educational organization about all cases of student violations of labor discipline and internal regulations of the enterprise;

8) create the necessary conditions for students to complete a professional practice program at the workplace, providing them with the opportunity to use laboratories, classrooms, workshops, a library, drawings, technical and other documentation necessary for students to successfully master the professional practice program and complete individual assignments.;

9) at the end of the professional internship, provide a description of the student's work and evaluate the quality of the internship.

### ***2.4 The Company has the right to:***

1) participate in the development of an educational program of professional practice in accordance with new technologies and changed conditions of the production process;

2) to propose the topics of term papers and theses in accordance with the needs of the company;

3) take part in the final assessment of students;

4) request information about students' current academic performance;

5) require the educational organization to provide high-quality training to students in accordance with the expectations of the employer.

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## **Continuation of the appendix C**

### ***2.5 The student must:***

- 1) observe labor discipline, internal regulations, safety regulations and production regulations at the place of professional practice, which are mandatory for employees of the enterprise;
- 2) take care of the equipment, instruments, documentation and other property of the enterprise.;
- 3) strictly observe and comply with the requirements of the practice program;
- 4) arrive at the disposal of the company by the deadline for the internship;
- 5) not to disclose confidential information about the company during the internship and after its completion.

### ***2.6 The student has the right to:***

- 1) to use the necessary tools, equipment, devices and other production materials, in agreement with a mentor appointed by the company, to have free access and use of the fund of educational, educational and methodical literature based on the library and reading rooms, laboratory facilities, computer and other equipment for educational purposes;
- 2) compensation for damage caused to health during professional training;
- 3) after completing professional training and successfully passing the final certification, continue working on the acquired qualifications at the enterprise, if there is a vacancy.

## **3. RESPONSIBILITY OF THE PARTIES**

3.1. For non-fulfillment or improper fulfillment of their obligations provided for in this Agreement, the parties shall be liable in accordance with the applicable legislation of the Republic of Kazakhstan.

## **4. DISPUTE RESOLUTION PROCEDURE**

4.1. Disagreements and disputes arising in the course of the performance of this Agreement are resolved directly by the parties in order to develop mutually acceptable solutions.

4.2. Issues not resolved by the parties through negotiations and the development of mutually acceptable solutions are resolved in accordance with the current legislation of the Republic of Kazakhstan.

## **5. TERM OF VALIDITY, PROCEDURE FOR CHANGING THE TERMS OF THE AGREEMENT AND ITS TERMINATION**

5.1 This agreement comes into force from the date of its signing by the parties and is valid until its full execution.

5.2. The terms of this Agreement may be amended and supplemented by mutual written agreement of the parties.

5.3. This Agreement is concluded in three copies, one copy for each Party in the state and Russian languages, having the same legal force.



I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## Continuation of the appendix C

### Legal addresses and bank details of the Parties:

#### Organization of education:

Institution «Ekibastuz engineering and technical institute named after academician K.Satpayev»  
 Republic of Kazakhstan,  
 Pavlodar region,  
 141208 Ekibastuz city,  
 Energetikter St. 54 «a»,  
 tel. 8(7187)761287,761286  
 fax number. 76-12-86,  
 e-mail: eitiieb@eiti.edu.kz  
 BIN 980740003735  
 Ekibasuz Branch of «ForteBank» JSC  
 IIC KZ169650000012063512  
 BIK IRTYKZKA,  
 Beneficiary Code 17

Rector

\_\_\_\_\_ Sivaraksha D.M.  
 (signature)

Seal

#### Student:

\_\_\_\_\_  
 (full name)  
 \_\_\_\_\_  
 (date of birth)  
 \_\_\_\_\_  
 (IIN)  
 \_\_\_\_\_  
 (ID card number, when and by whom issued)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (home address, phone number)

\_\_\_\_\_  
 (signature)

#### Enterprise:

\_\_\_\_\_  
 (enterprise name)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (legal address , tel.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (requisites)

Director

\_\_\_\_\_ (full name)  
 \_\_\_\_\_ (signature)

Seal

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

## **Appendix D**

### **The standard form of a «Bilateral contract for professional practice»**

#### **AGREEMENT**

about professional internship for students of Ekibastuz engineering and technical institute named after academician K.Satpayev, studying in the specialty

Ekibastuz city

«\_\_\_» \_\_\_\_\_ 20 \_\_ y.

Ekibastuz engineering and technical institute named after Academician K.Satpayev, hereinafter referred to as the «Institute», represented by the Rector D.M. Sivaraksha, on the one hand, and LLP «\_\_\_\_\_», hereinafter referred to as the «Company», represented by the General Director \_\_\_\_\_ ( Full name), on the other hand, have concluded this agreement on the following:

#### **1. SUBJECT OF THE AGREEMENT**

On the completion of professional (educational, industrial, pre–graduate) practice (hereinafter referred to as professional practice) in the areas of training (educational programs): by students of the Institute at the facilities of the Enterprise in order to train highly qualified specialists for the energy sector of the Republic of Kazakhstan and, first of all, for enterprises of Ekibastuz - Pavlodar industrial region.

#### **2. RESPONSIBILITIES OF THE INSTITUTE**

- 2.1. To send students to practice in accordance with this agreement, schedules and internship programs.
- 2.2. Appoint and formalize by order from the Institute the heads of practice of experienced teachers of graduate departments.
- 2.3. Provide methodological assistance to the heads of the practice from the Company in organizing and conducting the practice.
- 2.4. To ensure that students monitor and comply with the internal regulations of the Enterprise, the requirements of the rules of occupational safety and health for the period of internship.
- 2.5. To compensate for the damage caused to the Enterprise by the interns of the Institute, if there are supporting documents.
- 2.6. Independently ensure the delivery of trainees to the enterprise.

#### **3. RESPONSIBILITIES OF THE COMPANY**

- 3.1. To provide students of the Institute with the necessary conditions at the Enterprise in accordance with the internship program.
- 3.2. Appoint qualified specialists from the Enterprise to lead the students' practice.
- 3.3. To provide the students and teachers of the Institute responsible for the practice with the opportunity to use materials, drawings and other documents of the relevant services and departments of the Enterprise, with the exception of confidential documentation and parameters.
- 3.4. To prevent the use of student interns in jobs not covered by the internship program.
- 3.5. Ensure that the introductory briefing is conducted in accordance with SS 12.0.004-90.
- 3.6. At the end of the internship, the head of the professional practice should write a conclusion in the diary report to each student intern.

I «Ekibastuz engineering and technical institute named after academician K.Satpayev»	
«Rules for the organization and conduct of professional practice and the procedure for determining organizations as practice bases»	

#### 4. RESPONSIBILITY OF THE PARTIES

- 4.1. Control over the implementation of this agreement is carried out by the Enterprise – \_\_\_\_\_, from the Institute – Head of the Department «\_\_\_\_\_» \_\_\_\_\_(Full name)
- 4.2. The parties are responsible for the fulfillment of the tasks assigned to them for the organization and conducting practice.
- 4.3. All disputes and disagreements that may arise from or in connection with this Agreement will, if possible, be resolved through negotiations between the parties.
- 4.4. If disputes and disagreements cannot be resolved through negotiations, they are subject to resolution in accordance with the procedure established by the legislation of the Republic of Kazakhstan.
- 4.5. The Agreement comes into force from the moment of its signing by both parties and is valid until \_\_\_\_\_. 20\_\_y.
- 4.6. The internship agreement is drawn up in two copies, of which one copy is kept at the Institute, the other in the personnel department of the Enterprise.
- 4.7. Issues not reflected in this agreement are regulated by the current legislation of the Republic of Kazakhstan.

Institute:  
 Legal and postal address:  
 141202, Republic of Kazakhstan  
 Pavlodar region  
 Ekibastuz city, Energetikter St. 54 «a»,  
 EETI named after academician K.Satpayev  
 IIC KZ169650000012063512  
 BIK IRTYKZKA  
 Bank: Ekibasuz Branch of «ForteBank» JSC  
 BIN 980740003735  
 Beneficiary Code 17

Rector  
 of the EETI named after academician  
 K.Satpayev

«\_\_\_\_» \_\_\_\_\_ 20\_\_ y.

Enterprise:  
 Legal and postal address:  
 141200 Republic of Kazakhstan  
 Pavlodar region  
 LLP «\_\_\_\_\_»  
 IIC  
 BIK  
 Bank:  
 BIN  
 Beneficiary Code

General Director of LLP  
 «\_\_\_\_\_»  
 \_\_\_\_\_( Full name)

«\_\_\_\_» \_\_\_\_\_ 20\_\_ y.

