



Co-funded by the
Erasmus+ Programme
of the European Union

TRIGGER: 617309-EPP-1-2020-1-SK-EPPKA2-CBHE-JP















WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services (CEES)


**D 3.1 Report on graduate's employability support through careers,
employability and enterprise services at Kh. Dosmukhamedov Atyrau
University in Kazakhstan**



Triggering innovative approaches and entrepreneurial skills for students through creating conditions
for graduate's employability in Central Asia

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<p>Acknowledgement: TRIGGER is co-funded by the Erasmus+ Programme of the European Union under Grant Agreement № 617309-EPP-1-2020-1-SK-EPPKA2-CBHE-JP</p> <p>Disclaimer: The views and opinions expressed in this publication are the sole responsibility of the author(s) and do not necessarily reflect the views of the European Commission</p>	

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1. General information on Kh. Dosmukhamedov Atyrau University

Atyrau University named after Kh. Dosmukhamedov was established in August, 1950 with three faculties as a Teacher's institute. Since then the HEI was rebranded and now it is the only University in Atyrau region that provides an opportunity to get high-quality education in natural Sciences, Humanities, Economics, law, fine arts and music, pedagogical and agricultural specialties.

Kh. Dosmukhamedov University is located in the city of Atyrau, the west of Kazakhstan. Atyrau region is one of the most dynamically developing regions of Kazakhstan (the main areas of development are petrochemical industry, oil and gas engineering, construction industry, agro-industrial complex and fishing industry).

At the beginning of 2021 the unemployment rate is 3.3%.

Atyrau region is the leading region in terms of average monthly wages and labor productivity in the republic. In 2020, the average monthly wage in Atyrau region was 367.6 thousand KZT, exceeding the average republican indicator by 72.91%. In addition to the high indicator of average monthly wages in the mining industry relative to the republican average, the region's wages in professional, scientific and technical activities were also high in 2020 and were 258.9% of the republican level.

More detailed information is available on the website of the analytical portal of the labor market in Kazakhstan

<https://www.kdb.kz/en/analytics/analytical-portal-of-the-labor-market-of-the-RK/>

The university has three research institutes: Research Institute of Ecology, Bio- and Nanotechnology, the Research Institute of History, Archaeology and Ethnography, and the Research Institute of Mathematics and Applied Technology.

The number of employees at Atyrau University is 819 people. Including 444 people are teaching staff, 63 people are administrative staff, 104 educational support staff, 208 people service personnel and others.

Also, 7422 students study at the university, including 7196 undergraduate students and 226 postgraduate students.

The executive body of the university is the Board. The Board consists of the Chairman of the Board - Rector, three Vice Rectors - Vice Rector for Academic Affairs, Vice Rector for Science and International Relations, Vice Rector for Social Affairs and Youth Policy, Chief Accountant.

The total number of teaching staff is 444 people, including 18 professors, 55 associate professors, Researchers – the university has 24 doctors of sciences, 8 PhDs, 110 candidates, 221 Masters Non-Academic Staff – the number of administrative and management staff - 63, academic support staff - 104, service staff and others – 208.

The main employers of graduates of the Kh. Dosmukhamedov Atyrau University are educational institutions (kindergartens, schools, colleges), enterprises of various industries, financial institutions and banks, small and medium-size businesses, for example, "Sarens-Kazakhstan", "Wood KSS", "Smart-Qala" LLP, "Ansar-Atyra" LLP, etc.

2. Information on audit

In the survey process 5 project participants were involved. The respondents were 18 university employees, including 5 top managers, 6 deans of faculties, 5 professors/teachers, 2 employees of auxiliary departments/offices.

The project manager explained the conditions of the survey among project participants, appointed responsible persons. Project participant Vice-rector of the University determined the persons who

were to take the survey and sent them questionnaires on WhatsApp, controlled the process of filling out the questionnaire, periodically reminding respondents, some of whom sent a screenshot of the screen with confirmation of the survey.

Project participants, vice-rectors, deans of faculties, heads of departments, directors of departments were respondents in the survey. All of the survey participants have experience in the CEES. At the end, all project participants took part in the formation of the report. The duration of audit (start and end of implementation)

The survey was conducted from April 13 to May 1, 2021.

The survey took place online because of the restrictions due to the epidemiological situation. The link to the questionnaire was sent to respondents via WhatsApp. This method was considered as appropriate.

The respondents noted that it took many people 1-1.5 hours to fill out the questionnaire for describing the processes. When compiling the questions of the questionnaire, it is necessary to take into account short and easily comprehensible answers and at the same time the number of questions should not be large.

3. Analysis of graduate’s employability support through careers, employability and enterprise services and AtU-business cooperation.

3.1 Framework of Careers, Employability and Enterprise Services in Republic of Kazakhstan on country level

There are State obligatory standards of higher education where the distribution of state educational grants are considered, by which the graduates are employed according to their specialties. There are rules for sending a specialist to work, granting the right to self-employment, exemption from the obligation or termination of the obligation to work out by citizens who studied on the basis of a state educational grant approved by the Government of Republic of Kazakhstan.

Also there is a state program for the development of productive employment and mass entrepreneurship for 2017-2021 which was approved by the Government of Republic of Kazakhstan dated 13 November 2018, #746. The goals of this program are training of personnel with technical and vocational education, taking into account the needs of the market; training in the basics of entrepreneurship on the project “Business Bastau”; development of a single digital platform for employment and others. In this way, the single platform www.enbek.kz was developed by the Ministry of Labor and Social Protection of the Population of Republic of Kazakhstan, which gives the opportunity to look for a job and to be employed.

3.2 Current Careers, Employability and Enterprise Services in AtU in the country on HEI level

Services and activities relating to enhancing student and graduate employability.

Organizational structure, number of staff, scope and main activities of the career and liaison office of the AtU

The university has an office of competencies, retraining and career planning. The staff is 6 people: 1 head of the office, 2 chief specialists and 3 specialists. The activity of the Office is aimed at promoting the employment of graduates and the further development of social partnerships with organizations and enterprises to improve the quality of training specialists, i.e:

- Consulting work on employment issues;
- Interaction with employment centers;
- Monitoring of the employers' satisfaction with the quality of the graduates training;
- Interaction with educational organizations, enterprises and institutions.

AtU strategy on matters of employment and career of students and graduates

The employment indicator is included in the strategic development plan of the university for 2020-2025. The goal of the strategic development plan is to train personnel with higher and postgraduate education capable of generating innovative ideas and know how to implement changes to develop the economy, education and science of Atyrau region. And one of the main objectives is to increase innovation in educational programs and research and the attractiveness of the university for internal and external stakeholders. Achieving these goals and objectives will lead to improved performance in matters of employment and career of students and graduates.

Every year this issue is considered at the Academic Council, the report of the head of the Office of competence, retraining and career planning is heard. In addition, the performance of the indicator on employment is discussed at the meeting of the Board of Directors of the University when considering the report on the implementation of the Strategic Development Plan of the University. The revision of the indicators is provided at the end of the calendar year, when considering the development plan for the next year, taking into account the indicators of the past and the considered years.

Support offered to students and graduates on their professional development

The University holds annual job fairs once a year, to which representatives of companies, government agencies and institutions, non-profit organizations are invited. Besides, the job fairs organized periodically by the city governments and individually by the companies also take place at the University base, so the students can participate at them. Job Fair is one of the forms of assistance in employment, where a constructive dialogue and assistance in choosing a place of future work for many graduates is conducted. The information about up-coming events are announced at the University web-site, social networks such as Facebook, Instagram, Telegram and also via faculty deans and Department heads to the students by WhatsApp.

The university conducts consulting sessions for students and graduates on available vacancies in companies and enterprises, on the development of a candidate's resume, psychological trainings on how to behave during job interviews, etc.

Any student can consult on planning their career with the curator, with the head of the department, with the dean and the Office of Competence, Retraining and Career Planning.

All graduates are invited to register on the website www.enbek.kz to receive information on labor market issues.

The Office of Competencies, Retraining and Career Planning offers various sites where open vacancies, contacts, etc. are posted.

The university has various scientific schools, committees, leagues, collegial self-government bodies, etc., in which each student can participate and develop their professional, academic and scientific skills. Also, innovative educational programs, the organization of dual education, meetings with employers, personal scholarships, etc., help to support students and graduates in their academic or professional development.

From the beginning of the 2021-2022 academic year, the Alumni Association started to function, where the alumni contribute to the internship and employment of new graduates.

Support offered to students and graduates on their educational development

The Department of International Cooperation and Internationalization on an ongoing basis informs faculties about postgraduate education programs at national or international universities through the official mail, and also distributes among students and teaching staff through announcements on the official website of the university, as well as on the official pages of social networks (Instagram, Facebook, Telegram etc.). In 2021, the university launched a student start-up project in cooperation with the international department of the university - the New Life project, a consulting center for applicants and students to advise on domestic and foreign educational programs.

The Department of International Cooperation and Internationalization on an ongoing basis informs faculties about available scholarships at the national and international level through the official mail, and distributes among students and teaching staff through announcements on the official website of the university, as well as on the official pages of social networks (Instagram, Facebook, Telegram, etc.).

Measures of tracking academic and professional progress of students and graduates

Departments monitor the professional growth of their graduates through a questionnaire, which is sent to the HR-offices of organizations. The results are used to improve the university's image at the regional, national and international levels through participation in various ratings, including the rating of the Chamber of Entrepreneurs "Atameken", which considers the indicators of employment of graduates.

The questionnaires are sent once every 2 years.

Additional information of services currently offered by the AtU on Careers, Employability and Enterprise cooperation

The respondents expressed the opinion that businesses should be more open and responsive.

Services and activities relating to development of employability skills

Activities on employability skills development of students and graduates as part of the curriculum

The seminar and master classes are organized at the level of departments with the involvement of practitioners, psychologists and business coaches. To develop employment skills, the Center for Competence, Employment and Career Planning conducts online courses for students on resume writing, time management, public speaking, etc. As part of the curriculum, in addition to teaching disciplines on entrepreneurship, the departments organize guest lectures, meetings with successful entrepreneurs.

Activities on employability skills development of students and graduates as part of organized social activities

Open Doors Days are held annually, where representatives of education, culture, business, etc. are invited. Every year in April, "Job Fairs" are held with the invitation of all potential employers. The invited companies are the potential employers, representatives of branches of departments, members of Academic Committees that advise on the development of educational programs.

Research on the situation on the labor market (for example, on the necessary skills, dynamics of wages, personnel practice, etc.) are carried out by scientists of the Faculty of Economics and Law. Information on the admission of graduates is provided by the selection committee. Career guidance works are carried out annually, during which school graduates are given information about the specialties in demand in the labor market and the peculiarities of training personnel for them at the Kh.Dosmukhamedov Atyrau University.

Departments bring information to the students in the specialties. The Vice-Rector for Academic Affairs, as well as the entire academic block, including faculties and departments, hold online meetings with students and their parents on educational issues, where information about the situation on the labor market is provided.

Support offered to students and graduates on national or international mobility

The Department of International Cooperation and Internationalization, as well as the Student Service Center, provide information to faculties (teaching staff and students) about national or international mobility programs through the official mail, disseminate information among students and teaching staff through announcements on the official website of the university, as well as on the official pages of social networks (Instagram, Facebook, Telegram, etc.) and through online seminars. In 2020, the mobility format switched to virtual (online) mode, as a result of which the number of students who completed the mobility program increased.

Services and activities relating to development of innovation and entrepreneurial skills

Organizational structure, number of staff, scope and main activities of innovation and entrepreneurship office

The university has a Department of eco-campus and business incubator I-SPACE. The staff is 3 employees. The main activities are aimed at promoting the sustainable development of the university, supporting innovation, creating startup projects, conducting training, involving students in projects.

Services offered to students and graduates to develop their entrepreneurial skills

The university participated in the implementation of the project to teach the basics of entrepreneurship on a special program developed by the National Chamber of Entrepreneurs "Atameken". As part of the project, in August 2019 21 employees of the university took a refresher course on the course "Foundations of Entrepreneurship". Since September 2019, this course has been conducted by teachers of the Faculty of Economics and Law for 3-4-year students of the university (1617 people), certificates have been issued.

The educational programs of the university include the elective discipline "Fundamentals of Entrepreneurship and Mentor of Startups" in the volume of 5 ECTS in the cycle of basic disciplines. From January to December 2020, 508 2nd year students took this course.

As part of the Entrepreneurship Fundamentals and Startup Mentoring course, students are provided with relevant materials on innovation and entrepreneurship, such as a guide to developing business plans, a financial analysis tool for business plans, study materials, and case studies.

Activities to support innovation and entrepreneurship of students and graduates

As part of supporting innovative ideas and start-ups in the region, on the basis of the Business Incubator I-Space of Kh. Dosmukhamedov Atyrau University, an intra-university competition was launched in 2020 to finance start-up projects of students and young employees. A corresponding Regulation on the intra-university competition has been developed, which determines the procedure for holding the competition, the procedure for implementing and submitting the report for start-up projects. Grants for the implementation of startups are distributed on a competitive basis and are divided into categories: small grants up to 200 thousand tenge, medium grants up to 500 thousand tenge, large grants up to 1 million tenge. For the openness and transparency of this intra-university competition, the Panel of Judges will be formed, according to the developed Regulation, mainly from among independent experts, in particular from the representatives of the Chamber of Entrepreneurs of the Atyrau region "Atameken", the Department of Entrepreneurship and Industrial and Innovative Development of the Atyrau region, as well as from among successful entrepreneurs and businessmen of the region. Thus, on October 14, 2020, a business project competition "Startup-2020" was held for students and employees. Projects that received funding as a result of the Startup-2020 program:

1. SMM and "Samga Online Academy" business school;
2. "YouTubers" - Youtube platform;
3. School of Arts and Young Designers - Ethno Fashion Design;
4. Comprehensive assistance to animals;
5. Consulting center "New Life".

The total amount of financing for 5 start-up projects is 2 million KZT.

Within the framework of the contest for start-up projects, the university provides financial support for the business ideas of students and young employees. In addition, the Business Incubator assists students to participate in regional, republican and international contests for start-up projects. Within the framework of an intra-university contest, the university attracts the business sector as judges, if business is interested in certain projects, the participants can receive additional funds for further development (from business angels). The procedure for the implementation and reporting of the implementation of a business idea is spelled out in the Regulations on the Startup Projects Contest.

Services and activities relating to establishing cooperation relationships with businesses**Liaison activities of the AtU with employability organizations**

University liaises with the Employment Center of the region, the Chamber of Entrepreneurs, participates in the rating of educational programs organized by the Chamber of Entrepreneurs "Atameken". The university submits a report on employment to the Employment Center, which in turn verifies the accuracy with the information of the national database. Each university graduate officially hired is recorded in the National Database of the Employment Center.

The university maintains liaison at the level of local executive bodies, the Department of Education. Every year, the employment issue is discussed at the level of the regional Akimat, where the employment of university graduates is discussed, as well as the problems of staff shortages in certain areas of training.

Networking activities with businesses

The university participates in various events organized by business partners: conferences, hearings of their public reports, seminars, competitions, etc.

Each department has its own branch at some enterprise, where visiting classes are held. Of course, under quarantine conditions, it has become difficult to travel to enterprises, but online guest lectures

are organized. In turn, partner organizations invite teachers and students to their events related to the celebration of company anniversaries, professional holidays, the establishment of scholarships, etc.

Moreover, the Council of Employers' is planned to be established from 2022, where the heads of companies, institutions and enterprises will be included. The employers will take part at the formation and correction of the content of educational programs, also will help to organize professional internships of students with their further employment.

Mentoring program offered by the AtU

Usually, each startup project has its own mentor from among the teaching staff of the university. If desired, mentors can be representatives from the business world. At the initial stage of forming a startup idea, the employees of the Business Incubator can organize meetings with representatives of business structures to familiarize students with potential investors. Or at the time of the competition, members of the panel of judges can express a desire to participate in the project as a business partner, mentor, etc. The selection of student projects is carried out on a competitive basis, the formation of student groups is carried out in the coworking center of the Business Incubator.

Within the framework of the main functions of the Business Incubator, the organization of trainings for teaching staff and students is envisaged. The topics of the trainings are diverse - issues of legislation, entrepreneurship, innovation, protection of intellectual property, taxation, lending, investments and other issues.

Services offered to employers

The university offers services to employers: training of personnel for a specific enterprise on the basis of a contract (training on request); provision of paid services for scientific research; implementation of joint scientific research; joint work on the modernization of educational programs; joint activities; leasing of classrooms, buildings, sports complexes, etc.

Improving the educational process and its quality contributes to the survey of employers. As the results of the survey show, employers highly evaluate the level of theoretical and professional training of students, their erudition, the ability to use the acquired professional skills in solving a particular industrial or scientific problem. According to the results of the survey, 88% of the surveyed employers are satisfied with the quality of training.

Conformity of the purpose and content of educational programs to the requirements of production is achieved by taking into account the opinion of employers, reflected in their recommendations, in the minutes of the final conferences of internships, meetings of departments and faculty councils. According to the minutes of the meetings of faculty councils and department meetings of the University, leading experts from industry participate in the development of educational programs. Such participation at the University is provided in the following forms:

- 1) holding round tables with the heads of educational institutions, which is reflected in the minutes of the final conferences;
- 2) inviting leading experts from industry to educational and methodological seminars and department meetings, where catalogs of elective disciplines are discussed that result in new disciplines being included in the structure of educational programs, as well as issues of implementing innovative teaching methods in school practice;
- 3) reviewing and expertise of catalogs of elective disciplines and curricula for elective disciplines;
- 4) questioning the heads of the internships bases and methodologists (practitioners) about the formation of professional competences and taking into account their recommendations when compiling the catalog of elective disciplines.

To develop partnerships with companies and organizations working in various priority sectors of the region's economy, to improve the quality of practice-oriented education the university attracts interns-employers to lead thesis (projects), research papers. The university performs research works on the topics commissioned by the partners. It is also practiced participation of a representative of a partner organization in the final certification of university students.

The employers during the pandemic were able to use sports fields, swimming pool, gyms of the university for free to maintain their health.

Additional information on cooperation procedures with companies

In the Business Incubator I-SPACE, the students can bring their own business ideas to life using the best business incubation practices that meet the needs of entrepreneurs. I-SPACE motivates enterprising people from different communities to develop their business plans and effectively launch their companies through various specialized programs. I-SPACE and its partner organizations provide advisory support, mentoring, training for young student entrepreneurs, individuals.

3.3 SWOT analysis of graduate’s employability support through careers, employability and enterprise services at AtU.

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> - The university has divisions aimed at shaping entrepreneurial education (Faculty of Economics and Law, Business Incubator I-Space, Center for Competencies, Retraining and Career Planning); - Experienced external specialists from production are invited to conduct classes making up 20% of the department staff; - Practical classes are conducted on the basis of enterprises - branches of departments; - Diversification of educational programs (increasing their diversity, expanding the range); - In the structure of the university, there is the Office of Competence, Retraining and Career planning, which deals with issues of employment of graduates, organization of student internship and pedagogical retraining courses. 87% of university graduates are employed in the first year after graduation. - For all educational programs, as a university elective component, the discipline "Fundamentals of Entrepreneurship and Mentor of Startups" is conducted; 	<ul style="list-style-type: none"> - There is little information on the university website about courses, seminars aimed at supporting the employment of graduates through career growth, employment and corporate services; - Low interest of students in the start-up project competition; - Low level of election of minor programs for the formation of entrepreneurial skills among students in pedagogical spheres

<ul style="list-style-type: none"> - In the catalog of elective disciplines of the university there is a minor program for the formation of entrepreneurial skills, such as “Business Planning”, “Taxes and Taxation”, “Entrepreneurship Law”, “HR Management”; - The Board initiates and finances the annual competition of start-up projects among students and young specialists. - From the beginning of the 2021-2022 academic year, the Alumni Association started to function, where the alumni contribute to the internship and employment of new graduates; 	
<p>OPPORTUNITIES</p>	<p>THREATS</p>
<ul style="list-style-type: none"> - Participation in academic mobility programs, international programs of entrepreneurial education; - Creation of a Council of Employers, who would contribute to the formation and correction of the content of educational programs, the organization of professional internships of students with their further employment; - There is a practice of preparing personnel by the order of the employer (for example, ecologists, lawyers, economists). The more such cases, the more students will be ready for employment by the end of their studies; 	<ul style="list-style-type: none"> - Financial crises; - Introduction of quarantine regime, as this can reflect on the quality of education in online format; - Reduction in the number of enterprises also due to the quarantine regime; - Unwillingness of students and graduates to study, retraining due to the lack of motivational component; - Obsolescence of existing educational programs in the labor market; - Job cuts and rising unemployment in a pandemic period.

3.4 SWOT analysis of AtU cooperation with institutions outside HEIs.

<p>STRENGTHS</p>	<p>WEAKNESSES</p>
<ul style="list-style-type: none"> - Active work with the Chamber of Entrepreneurs "Atameken" is carried out, joint activities are held, rating of educational programs is organized; - The university has strong ties with employers and provides internships; - Experienced external specialists from production are invited to conduct classes making up 20% of the department staff; 	<ul style="list-style-type: none"> - Lack of funding from entrepreneurs into new start-ups. - Lack of interest of large companies in cooperation with regional universities; - Low level of implementation of double-diploma programs with partner universities

<ul style="list-style-type: none"> - Practical classes are conducted on the basis of enterprises - branches of departments; 	
<p>OPPORTUNITIES</p>	<p>THREATS</p>
<ul style="list-style-type: none"> - Increase the number of activities with employers, entrepreneurs, heads of enterprises; - The opportunity of getting assistance in students’ internship via the University Alumni Association; - The Council of Employers, which is going to be created will help in organization of professional internship of students; - Creation of new educational programs according to the trends of the Atlas of new professions to be ready for new market challenges - To increase the number of contracts with enterprises for personnel training - To increase the number of agreements with local executive bodies on the provision of educational grants for personnel training 	<ul style="list-style-type: none"> - Financial crises; - Introduction of quarantine regime; - Reduction in the number of enterprises; - Obsolescence of existing educational programs in the labor market; - Lack of interest of the companies in scientific projects of the university; - The workload of the faculties does not allow them to pay sufficient attention to cooperation with outside institutions.

3.5 The suggestions for improvement of graduate’s employability support through careers, employability and enterprise services at AtU

- Supplement the page of the Office of Competence, Retraining and Career Planning on the university website with information about employment, planned training seminars, meetings with employers;
- At least 4 times a month to conduct training online and offline seminars for students and alumni of the university on various topics that contribute to employment and the acquisition of entrepreneurial skills;
- To develop new courses for advanced training for university graduates in the online format
- To create more educational programs based on dual learning;
- To activate the work of the University Alumni Association, to popularize the feedback and sponsorship of alumni for al-mater.

3.6 The suggestions for improvement of HEI cooperation with institutions outside AtU

- To increase the number of contracts with enterprises for personnel training;
- To increase the number of agreements with local executive bodies on the provision of educational grants for personnel training;
- To conduct a survey among employers annually;
- To invite successful graduates, employers to give lectures, activate the work of the Council of Employers;

- To increase the number of joint projects with enterprises, convince them to support students' startup projects by investing funds.

4. Analyses of Internship programs

4.1 Institutional framework of internships on country level

At the national level, there are the Rules for organizing and conducting professional internship and the rules for determining enterprises (organizations) as bases for internship, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 29, 2016 No. 107.

Mandatory requirements for internships established by the ministries are the terms and volume of ECTS credits.

4.2 Current internship programs on HEI level

Management and administration of internships

Measures and requirements for student internships

At the university level, there is a Regulation on Internship that regulates the process of organizing student internship at the university, approved by the Academic Council of the university. The Regulation consists of introduction of general information about internships, detailed description of each type (educational, language, technological, pedagogical, industrial, undergraduate), the content and procedure for organizing internship, the rights and obligations of the parties involved in the organization of internship and quality control and evaluation methods.

Internships' duration, focus and credits offered

The types, terms and content of professional internship are determined by working curricula and plans approved by the university. The duration of the internship depends on the type of internship (educational, pre-diploma, industrial / pedagogical). The internship is organized at the end of each year of study. After the first year of study - educational internship (duration 2-3 weeks, volume 2-3 ECTS). After the second year of study - educational internship (duration 2-3 weeks, volume 2-3 ECTS). After the third course of study - industrial / pedagogical internship (duration 5-6 weeks, volume 4-5 ECTS). In the last year of study, production / teaching internship + pre-diploma internship is provided (duration 15 weeks, volume 10 ECTS).

Management of internships

This process is centralized. Information about internship locations is collected by each faculty and submitted for summary to the Office of Competencies, Retraining and Career Planning, which prepares a general presentation on the university for approval, the Rector issues an order. On the basis of the order, the departments themselves monitor the students' internships and accept the reports.

Office of competence, retraining and career planning:

Contributes to the organization of scientific, methodological and organizational management of all types of internship for specialties and specializations;

Coordinates activity of university department, city and regional organizations involved in students' internship

Responsibility for organization and qualitative carrying out of internship bear deans of faculties, heads of corresponding departments, responsible for internship on department and faculty, heads of internship on a load on the department, the head of internship of the basic organization appointed by the head of the organization.

Administration procedures

All students are required to do internships.

For students, methodological instructions for passing internship are developed, which have an internship plan depending on the place of internship, the purpose of the internship, measurement criteria and methods for evaluating the internship are determined. If a student has expressed a desire to undergo an internship at an enterprise / institution with which the university does not have an agreement, then an agreement is drawn up and signed individually for this student.

Additional information on management and administration of internships

The results of the internships are analyzed and discussed in the departments. According to the results of such analysis, proposals for improvement of the University are developed, which should be brought to the attention of stakeholders, as well as used in the analysis of the Quality Monitoring office of the University

The decisions made for improvement are implemented through their inclusion in subsequent internship plans.

Support given to students

Training activities to support internships

Before students go to internship, a preparatory meeting is held to explain all the issues of the internship. The meetings are held by the Office of Competence, Retraining and Career planning and the Faculties Departments accordingly.

Support given to students on finding internship positions

The university has signed agreements with internship bases, on the basis of which students are assigned to enterprises/organizations. The university has an Alumni Association, its capabilities are also involved in the search for internships for students.

Office of Competence, Retraining and Career Planning contributes to the organization of scientific-methodical and organizational management of all types of internships for specialties and specializations; each department has a base of organizations, with which contracts for all types of internships are signed

Development of entrepreneurial skills through internships

The development of students' entrepreneurial competencies and skills are supported during the internship.

Currently, the main goal of entrepreneurial training in the system of higher professional education is considered: the formation of students' readiness for entrepreneurial activity as the main labor sphere of entrepreneurial relations for successful socialization in the context of market relations.

Students of the University underwent internships in leading organizations of the region, for example, LLP "Kamkor", LLP "AdilTransService" LLP "BTK-Otsenka" and in the Office of the Akim of the Atyrau region, which gave them to improve their skills in business and gain experience when entering into business relationships, competently solve emerging entrepreneurial problems.

Employers of the University participate in the development of entrepreneurial skills of students through participation in the training of future specialists. So, the employers of the University are involved as part-timers, teach academic disciplines, supervise production, pre-graduation internship and diploma works (projects): LLP "AkArasan", LLP "Firm ALMEX-Plus", AF JSC "Eurasian Bank", Makat district DGD in Atyrau region, JSC "Insurance Company Victoria", LLP "BTK Evaluation". At the same time, the University, on the basis of memoranda of cooperation, is involved in master classes, guest lectures of practitioners - specialists from branches.

Monitoring and evaluation of internships

Management procedures during internships

For each group of students and enterprises/institutions where the students undergo an internship by order of the rector of the university, a supervisor is assigned to follow them. The supervisor visits internship sites, communicates with mentors at internship sites, communicates with students, and advises.

Procedures for evaluation of internships

At the end of the internship, students must submit a diary and a report with attachments (drawings, designs, etc. with a slide show, if necessary).

The student reflects the following information in the report: goals and objectives of the work; general information about the base of internship; information about the organization of work on the basis of internship; used methods (production) of work; issues of quality, economics, labor protection and sanitation on the basis of internship; brief information confirming the completion of the individual assignment; analysis and generalization on individual issues; skills and abilities acquired during internship; a systematic presentation of the issues studied in the course of internship and a description of the work performed; a list of collected materials for coursework or diploma design; general conclusions and proposals for improving the organization of internship and for improving the organization of production, increasing productivity and quality of labor.

Upon completion of the internship, students must demonstrate their experience and skills (defend the report) by: representation; completed internship report; completed internship diary; characteristics (feedback) from the head of the internship; work performed (if it was provided for in the internship program); facts on the benefits for the base of internship; demonstration (protection) of the gained experience and skills before the commission.

The head of the enterprise/institution, where the student underwent internship, gives his/her grade to the trainee.

Commission for reception of internship reports, approved by the rector, appoints a day and hears the reports of students, assigns its grade. Then the Platonus system automatically gives the average grade.

4.3 SWOT analyses of internship

<p>STRENGTHS</p> <ul style="list-style-type: none"> - the organization of internships is centralized; - there is a sufficient number of agreements with internship bases, especially for pedagogical specialties; - starting from 2021 the trainee supervisors in schools, kindergartens are paid bonuses; - annual "Job Fair", Open Doors Days are held 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> - large enterprises of the region are reluctant to sign contracts for internships with the regional universities preferring the students of central HEIs - lack of foreign internships in foreign companies due to the preference of foreign HEI students - low motivational component of the teaching staff for internships
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> - signing contracts with major city-forming enterprises in the region for internships for giving chance of getting internship for the students of AtU. - cooperation with the enterprises, which The students who are studying by the order of the employer, according to the program of personnel preparation direct to the certain organization, have an opportunity of passing an internship at that very company. 	<p>THREATS</p> <ul style="list-style-type: none"> - Financial crises; - Introduction of quarantine regime may cause that the companies would work online and do not take interns for the period - Not having sufficient and timely information about the needs of enterprises.

4.4 The suggestions for improvement of internship at AtU

- To revise, specify and adjust the programs of internship, where it is necessary to consider the level of training of students;
- Conducting a test of the students before and after internship to compare their practical knowledge, capabilities and to determine the lessons learnt during the internship;
- To study the experience of other leading universities and their internship process;
- To give the students the opportunity to choose the internship places;
- To develop online internship programs together with the organizations working in online format, as during the quarantine it was difficult to hold the offline internships, as many enterprises have switched to an online format of work, some of them even were closed.

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them