



# UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

## QUALIFYING INTERNSHIP PROGRAM

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**PROGRAM**  
**On the Organization of the**  
**Qualifying Internship of**  
**Students of the University of**  
**World Economy and Diplomacy**

**Tashkent-2026**

## **PROGRAM**

### **On the Organization of the Qualifying Internship of Students of the University of World Economy and Diplomacy**

#### **1. GENERAL PROVISIONS**

This Internship Program establishes the procedure for conducting the internship of undergraduate students enrolled in educational programs of the **University of World Economy and Diplomacy** (hereinafter referred to as the “University”).

The Program has been developed in accordance with the current legislation of the Republic of Uzbekistan and serves as the primary guideline for organizing the internship process for university students.

The internship constitutes an integral part of the educational process carried out directly under real workplace conditions and is aimed at strengthening students’ theoretical knowledge as well as developing practical skills and professional competencies.

The parties involved in the internship process are the student, the internship supervisor appointed by the university, and the internship supervisor appointed by the host organization (institution).

The following definitions are used in this program:

- **A qualifying internship** shall mean a compulsory component of the educational process conducted in a professional or organisational environment, intended to reinforce theoretical knowledge and ensure the acquisition of practical skills and competencies by Bachelor’s degree students of the University;

- **A host organisation** shall mean a public authority, organisation or institution, irrespective of its form of ownership, which accepts students referred by the University for the purpose of completing an internship;

- **Internship supervisor (University)** - a faculty member of the relevant department of the University whose teaching workload includes supervising students’ professional internships;

- **Internship supervisor (Host organization)** - a representative (manager or employee) of the host organization appointed by an official order of the organization’s head, responsible for familiarizing students with occupational safety regulations, assisting in the development of practical skills and competencies, and evaluating the skills acquired by the student during the internship period.

This program contains rules that are mandatory for all responsible departments when organizing and conducting student internships. Professional internships will be implemented in accordance with the university's bachelor's degree curriculum, within 5 weeks for 3rd-year students and 10 weeks for 4th-year students, in the prescribed manner and systematically.

Students are required to undergo internships. Students who were unable to undergo internships for valid reasons are obliged to undergo it within the timeframe established by the order of the Rector of the University (outside of the educational process). 4th-year students are allowed to undergo internships upon successful completion of tests and exams in all subjects stipulated in the university curriculum.

The organization of the internship is based on the following regulatory legal acts:

- Resolution of the President of the Republic of Uzbekistan №RP-3151, dated July 27, 2017, "[On measures for the further expansion of the involvement of industries and sectors of the economy in improving the quality of training of higher education specialists](#)";

- Resolution of the President of the Republic of Uzbekistan № RP-60 , dated December 24, 2021, "[On additional measures to ensure academic and organizational-administrative independence of state higher educational institutions](#)";

- Order No. 202 of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan dated June 13, 2022, "On Improving the Procedure for Conducting Professional Internships for Students of Higher Education Institutions";

- Resolution of the President of the Republic of Uzbekistan № PQ-330, dated July 23, 2022, "[On measures for the systemic reform of the activities of the University of World Economy and Diplomacy](#)";

- Resolution of the Cabinet of Ministers of the Republic of Uzbekistan №578 of the Cabinet of Ministers of the Republic of Uzbekistan dated September 13, 2025, "[On approval of regulatory legal acts governing the admission process to higher education institutions](#)";

- In addition, this Program has been developed in accordance with the Law of the Republic of Uzbekistan № LRU-637 dated September 23, 2020, "[On Education](#)," as well as documents of higher authorities, relevant orders of the Rector of the University, other applicable regulatory legal acts, and internal regulations of the University

## **2. ORGANIZATION OF THE INTERNSHIP**

The internship shall be organized on the basis of a relevant order issued by the Rector of the University. The Rector's order shall clearly specify the type and duration of the internship, the internship location(s), the list of students assigned to the internship, the university-appointed internship supervisors

assigned to them, matters related to the provision of accommodation for students, as well as the officials responsible for the overall organization and supervision of the internship.

Completion of the internship within the established timeframes is mandatory. A student who is unable to complete the internship within the specified period due to valid reasons shall complete the internship at another time determined in accordance with the Rector's order.

The University and the host organization shall jointly create the necessary conditions to ensure the effective implementation of the internship. Students must complete the internship strictly within the periods specified in the academic schedule (Academic Calendar).

The Office of Academic and Faculty Affairs of the University shall organize, coordinate, and provide methodological and logistical support for the internship process in cooperation with the deans of the relevant faculties, the University's Alumni Engagement and Professional Development Unit, and the heads of specialized departments.

During the internship period, continuous monitoring of the process shall be carried out by the responsible structural units and officials of the University.

## **SUPERVISION OF THE INTERNSHIP**

Responsibilities of **Faculty Deans** in Organizing and Conducting the Qualifying Internship:

- organizing the completion of all types of internships at enterprises, organizations, or institutions providing internship placements;
- officially notifying host organizations, by formal letter, about the implementation of the internship;
- preparing draft Rector's orders on internships for each undergraduate educational program;
- studying the processes of organizing internships at enterprises, institutions, and organizations, analyzing their outcomes, and submitting identified issues and proposals to the University administration;
- studying advanced international and national practices in organizing student internships and preparing proposals for their implementation;

Responsibilities of **the Specialized Department** in Organizing and Conducting the Qualifying Internship:

The **specialized department** shall carry out the following tasks:

- submitting the internship program and schedule for approval to the First Vice-Rector for Academic Affairs two months prior to the commencement of the qualifying internship.
- organizing and ensuring the preparation and distribution of the internship documentation package for students;
- organizing students' travel to and from internship locations;

- ensuring the implementation of the internship schedule and program at host organizations, organizing the preparation of student internship reports, as well as arranging the defense of internship reports;

- submitting reports on internships to the Academic Council of the respective faculty.

The **Internship supervisor (University)** shall perform the following duties:

- participating in the allocation of students to internship placements;

- providing students, prior to the internship, with instructions on internship procedures and safety regulations;

- where necessary, visiting the host organization before the commencement of the internship and organizing the required preparatory arrangements prior to students' arrival;

- preparing an internship work schedule for students for the entire internship period based on the Internship Program, and determining the scope and content of work jointly with the internship supervisor from the host organization;

- ensuring that students are provided with the internship schedule, program, and internship diary;

- monitoring students' arrival at and return from the internship location;

- maintaining regular communication with the internship supervisor at the host organization regarding the student's internship progress;

- monitoring compliance with internship deadlines, implementation of the schedule and program, and the daily completion of the internship diary, as well as providing methodological assistance through at least one visit to internship sites (in-person visits for locations in Tashkent city and online monitoring using IT tools for locations in other regions);

- providing students with instructions and recommendations on preparing internship reports;

- participating in and assessing the defense of the student's internship report;

- submitting proposals and recommendations for improving the internship process to the head of the department.

The **Host organization** shall perform the following duties in organizing the qualifying internship:

- concluding an agreement with the University regarding students' internship placement;

- granting students the status of interns for the duration of the internship;

- facilitating the organization of the internship and appointing, from among qualified and experienced specialists, an internship supervisor possessing skills in working with interns;

- providing necessary briefings on occupational health and safety, instructing students on safe working practices when required, and formalizing the relevant documentation;
- providing students with access to available literature, technical documentation, and other relevant materials;
- ensuring working conditions that promote the effective implementation of the internship in accordance with the internship program;
- informing the University administration in cases where a student violates the internal labor regulations of the organization;
- considering issues of liability, in accordance with applicable legislation, in cases where a student is involved in an accident at the internship site during the internship period;
- providing students, on the basis of an agreement, with temporary accommodation offering appropriate living conditions.

The head of the host organization may appoint a student to a temporary paid position, provided that there are vacant positions corresponding to the student's field of study (specialization), and may subsequently offer full employment upon the student's graduation.

The **Internship supervisor (Host organization)** shall:

- provide students with instructions on occupational health and safety, as well as guidance on the internal rules and working procedures of the host organization;
- assign students to the relevant units or facilities of the host organization and familiarize them with their structure, areas of activity, and specific features;
- instruct student interns on the procedure for using materials related to the qualifying internship program;
- provide students with guidance on production technologies;
- exercise continuous supervision over the maintenance of the qualifying internship diary;
- monitor the student's compliance with established working hours;
- make entries in the qualifying internship diary reflecting the student's strengths and weaknesses, level of performance, and other relevant information;
- submit, within the limits of available financial resources, a proposal for employing the intern in a paid position during the internship period;
- arrange for the allocation of a workplace for interns and the provision of the materials necessary for use during the internship period;
- organize meetings between student interns and the managers and leading staff of the organization, as well as seminars and training sessions aimed at improving work processes and identifying solutions to existing problems.

The Internship Supervisor (Host organization) **shall not assign the student tasks unrelated to the qualifying internship program.**

## **RIGHTS AND OBLIGATIONS OF THE STUDENT DURING THE INTERNSHIP**

### **The Student shall have the right to:**

- familiarize himself/herself in advance with the place, schedule, program, and procedures of the qualifying internship;
- express his/her opinions and comments regarding the organization and conduct of the qualifying internship;
- obtain the information necessary for undertaking the qualifying internship;
- review methodological materials related to the qualifying internship and receive guidance from the qualifying internship supervisors.

### **The Student shall be obliged to:**

- complete all assignments set out in the qualifying internship program in full, in accordance with the schedule, and to the required standard;
- maintain the qualifying internship diary on a daily basis and in an orderly manner;
- carry out all assignments related to the activities provided for in the program, as given by the Internship supervisors appointed by the University and the host organization;
- prepare and finalize all documents related to the report in a timely manner;
- comply with the documents regulating the activities of the host organization's staff and with its internal labor rules and procedures;
- defend the internship report within the time limits established by the Department meeting after completion of the qualifying internship.

## **STAGES OF THE QUALIFYING INTERNSHIP**

The qualifying internship is divided into the following three stages: **the preparatory stage, the main stage, and the final stage.**

At the **preparatory stage**, on the first day of the qualifying internship, a meeting is held by the Internship supervisor (University) and the Internship supervisor (Host organization). During this meeting, students are introduced to the internship schedule and program, receive instructions concerning its purpose, objectives, and content, and are informed about the tasks to be completed and the procedure for recording them in the internship diary. Upon arrival at the host organization, during the initial days of the internship, students become familiar with the structure, main areas of activity, and specific features of the host organization.

At the **main stage** of the qualifying internship, the student directly performs the host organization the tasks specified in the internship schedule and program.

At the **final stage** of the qualifying internship, the results of the work completed by students during the internship are analyzed and evaluated.

**CONTENT OF THE QUALIFYING INTERNSHIP  
for the Bachelor's Degree Programme in  
International Economics and Management  
(by regions and fields of activity)**

The main purpose of the qualifying internship is to consolidate, through practical activity, the theoretical knowledge acquired by students in the fields of **international economics, international finance, investments, and analytical activity**; to develop their professional skills; and to accumulate the practical experience necessary for preparing the graduate qualification paper.

During the internship, students become familiar with the system of **international economic relations, the functioning of global and regional markets, and the operating mechanisms of international financial institutions and investment structures**. They also acquire practical skills in **analyzing economic and financial processes, evaluating investment projects, identifying risks, and performing basic calculations**. During the internship, students participate in working with real data, analyzing economic indicators, applying statistical and analytical methods, identifying problems in the activities of the host organization, and developing proposals for their resolution.

By the end of the internship, students develop professional responsibility, the ability to work independently, analytical thinking, and decision-making skills. The materials collected and the practical experience gained are used directly in the preparation of the graduate qualification paper(thesis).

**SCHEDULE  
of Planned Tasks  
for the Qualifying internship  
(for 3rd-year students, 5 weeks)**

№	Weekly Plan of Internship Activities	Allocated Hours	Completion Period	Record of Completion
1	2	3	4	5
<b>1<sup>st</sup> WEEK</b>				
1	Introduction to the activities of the host organization, meetings with staff, and resolution of organizational matters.	12	----/--/--	
2	Gaining an understanding of the host organization's structure, operations, and corporate culture.	12	----/--/--	
<b>2<sup>nd</sup> WEEK</b>				

<b>1</b>	Review of documents (financial statements, investment projects, and contracts) and observation of the processes carried out at the host organization.	<b>12</b>		
<b>2</b>		<b>12</b>		
<b>3<sup>rd</sup> WEEK</b>				
<b>1</b>	Development of skills in reviewing financial statements and investment projects, as well as in understanding legal documents.	<b>12</b>		
<b>2</b>		<b>12</b>		
<b>4<sup>th</sup> WEEK</b>				
<b>1</b>	Analysis of various investment projects, conducting financial analysis, preparing recommendations on risk management, and assisting with practical assignments.	<b>12</b>		
<b>2</b>	Development of practical skills and improvement of independent working abilities.	<b>12</b>		
<b>5<sup>th</sup> WEEK</b>				
<b>1</b>	Analysis and reporting. Review of the experience gained during the internship and discussion with the internship supervisor.	<b>12</b>		
<b>2</b>	Assessment of the effectiveness of the internship, consolidation of the knowledge and experience acquired, and collection of materials for the final report.	<b>12</b>		

**SCHEDULE  
of Planned Tasks  
for the Qualifying internship  
(for 4th-year students, 10 weeks)**

<b>№</b>	<b>Weekly Plan of Internship Activities</b>	<b>Allocated Hours</b>	<b>Completion Period</b>	<b>Record of Completion</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1<sup>st</sup> WEEK</b>				
<b>1</b>	Familiarization with the legal status, organizational structure, and main areas of activity of the host organization.	<b>12</b>	----/--/--	

2	Study of internal labor regulations, service discipline, and corporate culture.	12	----/--/--	
3	Coordination of the internship tasks with the internship supervisor and identification of the connection between the topic of the graduate qualification paper and the activities of the host organization.	12		
<b>2<sup>nd</sup> WEEK</b>				
1	Study of the regulatory and legal documents of the enterprise or organization.	12		
2	Review of key internal documents, including reports, regulations, and strategies.	12		
3	Analysis of the main economic and management processes related to the organization's field of activity.	12		
<b>3<sup>rd</sup> WEEK</b>				
1	Study of the economic indicators of the enterprise or organization.	12		
2	Observation of the decision-making process in financial and managerial matters.	12		
3	Analysis of data related to international economic relations or foreign markets.	12		
<b>4<sup>th</sup> WEEK</b>				
1	Study of the management system and organizational structure.	12		
2	Observation of the professional activities of managers and specialists.	12		
3	Participation in strategic and operational planning processes.	12		
<b>5<sup>th</sup> WEEK</b>				
1	Study of processes related to international trade, investment, or foreign economic activity.	12		
2	Analysis of cooperation mechanisms with partner organizations.	12		
3	Conducting analysis based on examples of export-import	12		

	operations, investment projects, or international contracts.			
<b>6<sup>th</sup> WEEK</b>				
<b>1</b>	Identification of existing problems in the organization's activities.	<b>12</b>		
<b>2</b>	Analysis of the causes of the identified problems from economic and managerial perspectives.	<b>12</b>		
<b>3</b>	Comparative analysis of advanced foreign experience.	<b>12</b>		
<b>7<sup>th</sup> WEEK</b>				
<b>1</b>	Development of practical proposals for addressing the identified problems.	<b>12</b>		
<b>2</b>	Formulation of recommendations aimed at improving economic efficiency.	<b>12</b>		
<b>3</b>	Collection of materials related to the topic of the graduate qualification paper.	<b>12</b>		
<b>8<sup>th</sup> WEEK</b>				
<b>1</b>	Collection of specific statistical and practical data on the topic of the graduate qualification paper.	<b>12</b>		
<b>2</b>	Development of scientific and practical conclusions regarding the identified problems and proposed solutions.	<b>12</b>		
<b>3</b>	Integration of the internship results into the structure of the graduate qualification paper.	<b>12</b>		
<b>9<sup>th</sup> WEEK</b>				
<b>1</b>	Systematization of the work completed during the internship.	<b>12</b>		
<b>2</b>	Preparation of the final draft report.	<b>12</b>		
<b>3</b>	Discussion of the report with the internship supervisor and incorporation of revisions.	<b>12</b>		
<b>10<sup>th</sup> WEEK</b>				
<b>1</b>	Completion of the internship diary.	<b>12</b>		
<b>2</b>	Obtaining a reference letter (evaluation) from the internship supervisor.	<b>12</b>		
<b>3</b>	Formulation of practical conclusions for the graduate qualification paper(thesis).	<b>12</b>		

**CONTENT OF THE QUALIFYING INTERNSHIP  
for the bachelor's degree Programme in  
Jurisprudence (by types of activity)**

Within the framework of the qualifying internship in the field of **Jurisprudence**, the content of the qualifying internship by specialization is determined in accordance with the student's area of specialization and the professional competencies to be acquired in the future. At the University of World Economy and Diplomacy, students pursuing legal studies are primarily expected to undertake internships in their respective field of study, including international law.

The objectives of the qualifying internship are to teach and reinforce the application of the theoretical knowledge acquired during the course of study in the process of **legal practice**; to familiarize students with the **structure and activities of organizations engaged in professional work in their chosen specialization (civil law, criminal law, international law, and others)**; to introduce them to the workflow and internal procedures of such organizations; to provide students with practical skills in working with **legal documents, including drafting contracts, statements of claim, indictments, procedural documents, and other relevant legal instruments**; to bring students closer to professional practice through their **direct participation in legal processes** such as court proceedings, investigative actions, or international negotiations, while also developing their communication skills and adherence to ethical standards; to enhance students' ability to conduct **legal analysis, identify legal problems and conflicts, and independently develop solutions, including broadening their legal outlook through comparison of national legislation with the legislation of foreign countries**; and, in the case of a pre-graduation qualifying internship, to assist students in collecting and analyzing the practical materials necessary for the preparation of their graduate qualification paper(thesis).

**SCHEDULE  
of Planned Tasks  
for the Qualifying internship  
(for 3rd-year students, 5 weeks)**

№	Weekly Plan of Internship Activities	Allocated Hours	Completion Period	Record of Completion
1	2	3	4	5
<b>1st WEEK</b>				
1	Study of the organization's structure, main areas of activity, and legal framework.	12	----/--/--	
2	Familiarization with the host organization, including its internal labor regulations and occupational safety rules.	12	----/--/--	

<b>2<sup>nd</sup> WEEK</b>				
<b>1</b>	Study of the regulatory legal acts governing the organization's activities, including laws, resolutions, regulations, and instructions.			
<b>2</b>	Familiarization with the official duties of the staff.			
<b>3<sup>rd</sup> WEEK</b>				
<b>1</b>	Practical work with legal documents: participation in the preparation of applications, contracts, official memoranda, legal opinions, and reference notes.	<b>12</b>		
<b>2</b>	Study of the document circulation system.	<b>12</b>		
<b>4<sup>th</sup> WEEK</b>				
<b>1</b>	Study of the procedure for handling appeals and applications from individuals and legal entities.	<b>12</b>		
<b>2</b>	Preparation of legal analysis and opinions upon the assignment of the internship supervisor.	<b>12</b>		
<b>5<sup>th</sup> WEEK</b>				
<b>1</b>	Generalization of the knowledge and skills acquired during the internship.	<b>12</b>		
<b>2</b>	Preparation of the internship report and its approval by the internship supervisor.	<b>12</b>		

**SCHEDULE  
of Planned Tasks  
for the Qualifying internship  
(for 4th-year students, 10 weeks)**

<b>Nº</b>	<b>Weekly Plan of Internship Activities</b>	<b>Allocated Hours</b>	<b>Completion Period</b>	<b>Record of Completion</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1<sup>st</sup> WEEK</b>				
<b>1</b>	Study of the organization's structure, main areas of activity, and legal framework.	<b>18</b>	----/--/--	
<b>2</b>	Familiarization with the host organization, including its internal labor regulations and occupational safety rules.	<b>18</b>	----/--/--	
<b>2<sup>nd</sup> WEEK</b>				

1	Study of the regulatory legal documents governing the organization's activities, including regulations, instructions, and orders.	18		
2	Familiarization with the functional responsibilities of the staff.	18		
<b>3<sup>rd</sup> WEEK</b>				
1	Study of the document management system of the internship host organization.	18		
2	Development of skills in working with official documents, including applications, letters, certificates, and reports.	18		
<b>4<sup>th</sup> WEEK</b>				
1	Study of the legal work carried out within the organization, as well as contracts, agreements, and the procedures for their formalization.	18		
2	Participation in the analysis of practical documents.	18		
<b>5<sup>th</sup> WEEK</b>				
1	Study of the practical application of international or national legal norms.	18		
2	Conducting legal analysis based on assignments given by the internship supervisor.	18		
<b>6<sup>th</sup> WEEK</b>				
1	Study of the procedure for handling appeals and applications submitted by individuals and organizations.	18		
2	Participation in the review of appeals and applications and preparation of relevant conclusions.	18		
<b>7<sup>th</sup> WEEK</b>				
1	Work with statistical data and reports.	18		
2	Preparation of analytical materials on the organization's activities.	18		
<b>8<sup>th</sup> WEEK</b>				
1	Collection of practical materials related to the topic of	18		

	the graduate qualification paper (thesis), as well as systematization of documents and data.			
2	Analysis of the materials collected within the framework of the graduate qualification paper (thesis) topic and supplementation thereof with practical findings.	18		
<b>9<sup>th</sup> WEEK</b>				
1	Analysis of the collected practical materials.	18		
2	Development of conclusions and proposals for use in the graduate qualification paper(thesis).	18		
<b>10<sup>th</sup> WEEK</b>				
1	Preparation of the final internship report.	18		
2	Review and approval of the report with the internship supervisor and preparation for the defense.	18		

**CONTENT OF THE QUALIFYING INTERNSHIP**  
**for the bachelor's degree Programme in**  
**"International Relations" and "Political Science"**

For students specializing in **Political Science**, qualifying internship requirements place particular emphasis on their knowledge, skills, and competencies. During the internship, students are expected to demonstrate knowledge of the fundamental concepts and theories of political science, an understanding of various political systems, and a sufficient grasp of the structure, functions, and operating mechanisms of state bodies. The content of the qualifying internship is designed to develop students' ability to **analyze political processes and events, as well as to identify cause-and-effect relationships within political developments.**

In addition, the internship is aimed at developing students' abilities to collect, process, and interpret information, as well as their skills in expressing their views clearly both orally and in writing. Attention is also paid to strengthening their ability to plan and organize work, manage time and resources, enhance critical thinking, initiative, and active engagement, adapt to new conditions, and observe professional responsibility and ethical standards in their future professional activities.

**SCHEDULE**  
**of Planned Tasks**  
**for the Qualifying internship**  
 (for 3rd-year students, 5 weeks)

№	Weekly Plan of Internship Activities	Allocated Hours	Completion Period	Record of Completion
1	2	3	4	5
<b>1<sup>st</sup> WEEK</b>				
1	The student becomes acquainted with the legal status, internal structure, main functions, and areas of activity of the host institution (such as a ministry, agency, local government authority, analytical center, etc.).	12	----/--/--	
2	The student studies the internal labor regulations, service discipline, and the functional responsibilities of staff members.	12	----/--/--	
<b>2<sup>nd</sup> WEEK</b>				
1	The student becomes familiar with the activities of departments involved in the	12		

	development and implementation of public policy.			
2	The student observes the mechanisms of domestic policy, socio-political stability, and public engagement.	12		
<b>3<sup>rd</sup> WEEK</b>				
1	The student studies the laws, decrees, resolutions, and departmental documents of the Republic of Uzbekistan.	12		
2	The student analyzes the political content and practical significance of these documents.	12		
<b>4<sup>th</sup> WEEK</b>				
1	Upon the supervisor's assignment, the student prepares a brief analytical note or information letter.	12		
2	The student participates in internal meetings and discussions as an observer.	12		
<b>5<sup>th</sup> WEEK</b>				
1	The student summarizes the knowledge and experience gained during the internship.	12		
2	The student prepares a detailed written report and formulates conclusions.	12		

**SCHEDULE  
of Planned Tasks  
for the Qualifying internship  
(for 4th-year students, 10 weeks)**

<b>№</b>	<b>Weekly Plan of Internship Activities</b>	<b>Allocated Hours</b>	<b>Completion Period</b>	<b>Record of Completion</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1<sup>st</sup> WEEK</b>				
1	The student becomes acquainted with the legal status, internal structure, main functions, and areas of activity of the host institution (such as a ministry, agency, local government authority, analytical center, etc.).	18	----/--/--	
2	The student begins working with internal documents.	18	----/--/--	
<b>2<sup>ND</sup> WEEK</b>				

<b>1</b>	The student becomes familiar with state programs, policy concepts, and their implementation.	<b>18</b>		
<b>2</b>	The student analyzes challenges arising in the course of implementation.	<b>18</b>		
<b>3<sup>RD</sup> WEEK</b>				
<b>1</b>	Analysis of domestic social processes, public sentiment, and political stability issues	<b>18</b>		
<b>2</b>	The student conducts a small-scale study based on internal statistical data.	<b>18</b>		
<b>4<sup>TH</sup> WEEK</b>				
<b>1</b>	The student studies the process of political decision-making on the basis of the legislation of the Republic of Uzbekistan.	<b>18</b>		
<b>2</b>	The student conducts a small-scale study based on internal statistical data.	<b>18</b>		
<b>5<sup>TH</sup> WEEK</b>				
<b>1</b>	The student prepares an analytical brief on the political situation.	<b>18</b>		
<b>2</b>	The student directly participates in the activities of the department.	<b>18</b>		
<b>6<sup>TH</sup> WEEK</b>				
<b>1</b>	The student prepares an analytical brief on the political situation.	<b>18</b>		
<b>2</b>	The student directly participates in the activities of the department.	<b>18</b>		
<b>7<sup>TH</sup> WEEK</b>				
<b>1</b>	The student develops recommendations on internal political processes.	<b>18</b>		
<b>2</b>	The student prepares a practical project or analytical paper.	<b>18</b>		
<b>8<sup>TH</sup> WEEK</b>				
<b>1</b>	The student develops recommendations on internal political processes.	<b>18</b>		

2	The student prepares a practical project or analytical paper.	18		
<b>9<sup>TH</sup> WEEK</b>				
1	The student prepares an analytical brief on the political situation.	18		
3	The student directly participates in the activities of the department.	18		
<b>10<sup>TH</sup> WEEK</b>				
1	The final report is submitted and defended.	18		
2	The student prepares a practical project or analytical paper.	18		

For students specializing in **International Relations**, the qualifying internship establishes specific requirements with regard to their knowledge, skills, and competencies. During the internship, students are expected to demonstrate an understanding of the **fundamental concepts and theories of international relations, knowledge of various political systems, as well as a sufficient understanding of the structure, functions, and operating mechanisms of the international relations system.** The content of the qualifying internship is aimed at developing students' ability to **analyze international processes and events, as well as to identify cause-and-effect relationships within political processes.**

In addition, the internship is intended to develop students' ability to collect, process, and interpret information, as well as their skills in expressing ideas clearly both orally and in writing. Particular attention is also given to strengthening their ability to plan and organize work, manage time and resources effectively, enhance critical thinking, initiative, and active engagement, adapt to new conditions, and observe professional responsibility and ethical standards in their future professional activities.

**SCHEDULE  
of Planned Tasks  
for the Qualifying internship  
(for 3rd-year students, 5 weeks)**

No	Weekly Plan of Internship Activities	Allocated Hours	Completion Period	Record of Completion
1	2	3	4	5
<b>1<sup>ST</sup> WEEK</b>				
1	The student becomes familiar with the activities of domestic state bodies engaged in	12	----/--/--	

	external relations (ministries, committees, agencies).			
2	The student studies their powers and their role in public administration.	12	----/--/--	
<b>2<sup>ND</sup> WEEK</b>				
1	The student studies the activities of domestic structures involved in shaping the foreign policy of Uzbekistan.	12		
2	The student observes the processes of preparing and coordinating information.	12		
<b>3<sup>RD</sup> WEEK</b>				
1	The student becomes familiar with internal official correspondence, briefing notes, and reports, and analyzes their formal style.	12		
2		12		
<b>4<sup>TH</sup> WEEK</b>				
1	The student participates in internal meetings and working sessions organized by the institution.	12		
2	The student analyzes the issues under discussion.	12		
<b>5<sup>TH</sup> WEEK</b>				
1	Based on the knowledge and skills acquired during the internship, the student prepares a detailed written report.	24		

**SCHEDULE  
of Planned Tasks  
for the Qualifying internship  
(for 4th-year students, 10 weeks)**

No	Weekly Plan of Internship Activities	Allocated Hours	Completion Period	Record of Completion
1	2	3	4	5
<b>1<sup>ST</sup> WEEK</b>				
1	The organization's strategic objectives, powers, and role in public administration are studied in detail.	18	----/--/--	
2	Work with internal documents is initiated.	18	----/--/--	
<b>2<sup>ND</sup> WEEK</b>				

<b>1</b>	The student becomes familiar with state programs, policy concepts, and their implementation.	<b>18</b>		
<b>2</b>	The student analyzes challenges arising during implementation.	<b>18</b>		
<b>3<sup>RD</sup> WEEK</b>				
<b>1</b>	The student analyzes internal social processes, public sentiment, and issues of political stability.	<b>18</b>		
<b>2</b>	The student analyzes internal social processes, public sentiment, and issues of political stability.	<b>18</b>		
<b>4<sup>TH</sup> WEEK</b>				
<b>1</b>	The student studies the development of political decisions on the basis of the legislation of the Republic of Uzbekistan.	<b>18</b>		
<b>2</b>	The student analyzes internal social processes, public sentiment, and issues of political stability.	<b>18</b>		
<b>5<sup>TH</sup> WEEK</b>				
<b>1</b>	The student conducts a small-scale study based on internal statistical data.	<b>18</b>		
<b>2</b>	The student presents the results of the study.	<b>18</b>		
<b>6<sup>TH</sup> WEEK</b>				
<b>1</b>	Preparation of an analytical brief on the political situation.	<b>12</b>		
<b>2</b>	Direct participation in the activities of the department.	<b>12</b>		
<b>3</b>	Development of recommendations on internal political processes.	<b>12</b>		
<b>7<sup>TH</sup> WEEK</b>				
<b>1</b>	Preparation of an analytical brief on the political situation.	<b>12</b>		
<b>2</b>	Direct participation in the activities of the department.	<b>12</b>		
<b>3</b>	Development of recommendations on internal political processes.	<b>12</b>		
<b>8<sup>TH</sup> WEEK</b>				

<b>1</b>	Preparation of an analytical brief on the political situation	<b>12</b>		
<b>2</b>	Direct participation in the activities of the department	<b>12</b>		
<b>3</b>	Development of recommendations on internal political processes	<b>12</b>		
<b>9<sup>TH</sup> WEEK</b>				
<b>1</b>	Preparation of a practical project or analytical paper	<b>18</b>		
<b>2</b>	Direct participation in the activities of the department	<b>18</b>		
<b>10<sup>TH</sup> WEEK</b>				
<b>1</b>	Direct participation in the activities of the department	<b>12</b>		
<b>2</b>	Preparation of a practical project or analytical paper	<b>12</b>		
<b>3</b>	Submission and defense of the final internship report	<b>12</b>		

## **REQUIREMENTS FOR THE PREPARATION OF REPORTING DOCUMENTS**

Upon completion of the internship, the student shall submit a **written report** to the **Internship supervisor (University)** assigned by the higher education institution. The report on the results of the completed internship shall provide a brief description of the work carried out by the students at the ministry, organization, enterprise, or institution where the internship was undertaken. It shall include information on the structure and activities of the organization (institution), as well as the practical knowledge acquired by the student during the internship, their impressions, observations, comments, and proposals, together with any public or social activities carried out by the student. Samples of documents used at the internship site shall be attached to the report and submitted in the form of a folder (file).

The student shall be given **3 days** after the completion of the internship to finalize this report.

Upon completion of the internship, the Internship supervisor (Host organization) shall certify the student's internship diary.

### **REQUIREMENTS FOR THE FORMAT OF THE REPORT**

The qualifying internship report shall be submitted in printed form on A4 paper, typed and prepared on a computer. The page size shall be 210 × 297 mm. Page margins shall be set at 35 mm on the left, at least 10 mm on the right, and at least 20 mm at the top and bottom. The text shall be arranged in a single column.

The report shall be prepared in the Microsoft Word word-processing program. The text shall be typed in Cambria or another clear and legible font of similar style. The font size shall be 14 pt. Line spacing shall be set at 1.5. The text color shall be black. The print quality should be clear and sharp. Paragraph indentation shall be set at 5 or 6 characters.

All pages of the report shall be numbered consecutively using Arabic numerals. The first page shall be the title page and shall not bear a page number. The title page shall be formatted in accordance with the approved template. A table of contents indicating page numbers shall follow the title page. The main sections of the report and the conclusion shall be separated by numbering.

The text shall be presented in a logical, coherent, and grammatically correct manner. Spelling, stylistic, and technical errors shall not be permitted. Any identified errors must be fully corrected. On the final page of the report, the student shall affix his or her signature and indicate the date of completion.

Only generally accepted abbreviations may be used in the text of the report. Abbreviations introduced by the author shall first be written out in full, followed by the abbreviation in parentheses, and thereafter may be used in abbreviated form throughout the text.

Tables, figures, and graphs shall be titled and numbered consecutively. The table number and title shall be placed above the table on the right-hand

side. The figure or graph number and title shall be placed below the figure or graph. Appropriate references to them shall be made in the text.

The list of references shall be provided at the end of the report in the form of a single consolidated list. The list must be numbered. Each source shall be listed only once. Official documents shall be placed in a separate group and arranged in chronological order. Foreign-language and Russian-language sources shall be presented in a separate section at the end of the list. For each source, the author, title, type of source, place of publication, year of publication, and number of pages shall be indicated.

Appendices shall serve to provide fuller coverage of the topic and shall constitute an integral part of the report. Appendices shall be placed after the list of references. Each appendix shall begin on a new page, and the word "Appendix" together with the title of the appendix shall be indicated in the upper right corner of the page. Where there are two or more appendices, they shall be numbered using Arabic numerals.

### **COMPLETION OF THE QUALIFYING INTERNSHIP**

Upon completion of the qualifying internship, the student shall submit to the **Internship supervisor (University)**, within the time limits established by the minutes of the Department meeting, a written report prepared in accordance with the Qualifying internship Program, together with the internship diary signed by the supervisor appointed by the host organization.

The assessment of the student's qualifying internship shall be carried out by the relevant departments. The Dean, the Head of the relevant Department, a representative of the Academic and Methodological Administration, as well as the qualifying internship supervisor from the host organization, may participate in the assessment process.

The grade awarded for the qualifying internship shall be taken into account **in determining the student's progression from one academic year to the next**. A student who receives an unsatisfactory grade for the qualifying internship, or who fails to participate in the internship without valid reasons, shall be considered to have academic arrears and, by order of the Rector of the University, shall not be promoted to the next academic year.

During the qualifying internship, the student shall be assessed on the basis of the criteria included in the internship program developed in accordance with the applicable assessment regulations.

Where, during the qualifying internship period, a student is unable to participate for valid reasons, the period for completing the qualifying internship may, by order of the Rector of the University, be rescheduled to another period within the academic year (semester), usually during the vacation period.

The results of the qualifying internship shall be discussed at a meeting of the University Academic Council (Faculty Academic Council).

At a relevant meeting of the host organization, the performance of the graduating student during the qualifying internship shall be reviewed, and the issue of the student's employment shall be considered. Based on the outcome of such meeting, the management of the organization may engage the student to fill vacant positions within the organization or newly created positions established within the framework of the organization's strategic development programs.

**CRITERIA  
FOR THE ASSESSMENT OF QUALIFYING INTERNSHIP RESULTS**

№	Assessment Components	Assessment Object and Criteria	Max Points
<b>I. Quality of Performance in the Organization (30 points)</b>			
<b>1.1</b>	Full completion of planned tasks	Scope, quality, and complexity of tasks specified in the plan and level of mastery.	<b>15</b>
<b>1.2</b>	Compliance with internal rules and discipline	Strict compliance with internal regulations; responsibility	<b>10</b>
<b>1.3</b>	Motivation to learn and initiative	Thorough study of regulatory documents governing the organization's activity	<b>5</b>
<b>II. Documentation and Skills Development (25 points)</b>			
<b>2.1</b>	Systematic and accurate maintenance of the internship diary	Dates, content, systematic entries, and confirmation by signature	<b>10</b>
<b>2.2</b>	Information-analytical and explanatory work	Content and substantiation of prepared information, analytical notes, interviews, or presentations	<b>5</b>
<b>2.3</b>	Content of the compiled document folder	Completeness of document samples used at the internship placement and evidence of their analysis	<b>10</b>
<b>III. Final Report and Defense (45 points)</b>			
<b>3.1</b>	Structure and formatting of the written report	Compliance with university standards; clarity of the summary	<b>20</b>
<b>3.2</b>	Analysis of the organization's activities	Ability to analyze activities from economic, organizational, managerial, or international perspectives	<b>20</b>
<b>3.3</b>	Feedback, proposals, and solutions to problems	Reasoned conclusions, proposals, and recommendations to improve the organization's activities	<b>5</b>
	<b>TOTAL:</b>		<b>100</b>

*\*This document is provided in English for informational purposes only. The original Uzbek version shall have legal force, and in the event of any discrepancy or inconsistency, the Uzbek version shall prevail.*