



MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF UZBEKISTAN
UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

INTERNSHIP DIARY

Student's Full Name.....
Year of Study and Group.....
Field of Study.....
Internship Supervisor (University).....
Internship Supervisor (Host Organisation).....

Tashkent – 2026

General Guidelines for the Completion of the Qualifying Internship

CONTENT OF THE QUALIFYING INTERNSHIP

1. The completion of the **Qualifying Internship** is a compulsory component of the educational process for students of all stages of study at the **University of World Economy and Diplomacy** (hereinafter referred to as the "University"). The **Qualifying Internship** constitutes an integral part of the educational process aimed at reinforcing theoretical knowledge, ensuring the acquisition of practical skills and competencies in real working conditions, and facilitating the collection of materials related to the topic of the final stage of the educational programme.

The Qualifying Internship is implemented in accordance with the **Qualifying Internship Programme**, developed and approved by the University, taking into account the approved academic plans.

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.

During the period of the Qualifying Internship, the student studies the activities of ministries, organisations and institutions, including their advanced professional practices, and on this basis prepares for independent professional activity.

Students who have successfully completed all examinations and assessments provided for in the approved academic plan of the University are eligible to undertake the Qualifying Internship.

2. Prior to commencing the Qualifying Internship, the student shall obtain from the respective academic department to which he or she is assigned the Qualifying Internship Programme, as well as the relevant assignments related to the final stage of the educational programme.

3. For the purpose of completing the **Qualifying Internship** in accordance with the established procedure and ensuring the effective use of the internship period, the student shall familiarise himself or herself with the **Qualifying Internship Programme**, the content of the planned activities, recommended methodological guidelines and specialised literature.

4. During the period of the Qualifying Internship, the student shall comply with the following requirements:

a) fully complete the tasks provided for in the **Qualifying Internship Programme**;

b) strictly comply with the internal regulations of the respective ministry, enterprise, institution or organisation (Host Organisation);

c) acquire a comprehensive understanding of the full scope of activities of the Host Organisation, including its operational procedures, methods of

work, interaction with other organisations, structural divisions, and the normative legal acts regulating its activities;

d) study the document management processes applied within the Host Organisation;

e) in addition to studying professional activities during the internship, collect the necessary materials for the final stage of the educational programme and, in cooperation with the Internship Supervisor appointed by the Host Organisation, address matters related to the preparation of the final academic work;

f) be accountable to the authorised representative of the Host Organisation for the work performed and the results achieved during the internship period;

g) regularly record in the Internship Diary the activities carried out on a daily basis, including professional, economic and legal awareness activities, presentations, consultations and meetings;

h) prepare a written final internship report upon completion of the internship period and obtain confirmation from the Internship Supervisor at the Host Organisation;

i) upon completion of the internship, return in a timely manner any equipment, specialised literature and documents provided for the internship period.

5. Upon completion of the Qualifying Internship, the student shall submit a written internship report to the Academic Supervisor appointed by the University.

The written internship report on the outcomes of the completed Qualifying Internship shall contain a concise description of the activities performed by the student within the respective ministry, organisation, enterprise or institution (Host Organisation). The report shall include information on the organisational structure and activities of the Host Organisation, as well as the practical knowledge and competencies acquired by the student during the internship period. It shall also reflect the students' observations, analytical reflections and proposals, as well as any professional or community-related activities carried out during the internship. The report shall be accompanied by samples of documentation used within the Host Organisation during the internship period. Such materials shall be compiled and submitted as an annex to the written internship report.

For the preparation and formalisation of the written internship report, the student shall be granted **three (3)** days following the completion of the Qualifying Internship.

Upon completion of the internship period, the Internship Supervisor appointed by the Host Organisation shall review and confirm the Internship Diary maintained by the student.

Note: The written internship report shall be submitted together with the duly completed Internship Diary and the compiled annex containing samples of documentation collected during the internship period.

6. The Internship Supervisor appointed by the Host Organisation shall not assign to the student any tasks that are not provided for in the **Qualifying Internship Programme**.

7. The assessment of the Qualifying Internship shall be equated to academic course assessments in higher education and shall be evaluated under the **100-point** grading system. The results of the Qualifying Internship assessment shall be taken into account in determining the student's overall academic performance, including eligibility for scholarships.

8. 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 as having academic indebtedness and, by order of the Rector of the University, shall be retained in the same year of study.

9. In cases where a student is unable to participate in the Qualifying Internship during the scheduled period due to valid reasons, the period for completion of the Qualifying Internship may, by order of the Rector of the University, be rescheduled to another period within the academic year (semester), typically during the vacation period.

10. A graduating student who has not fully completed the requirements of the Qualifying Internship Programme shall not be admitted to the Final State Attestation.

**CONFIRMATION BY THE HOST ORGANISATION REGARDING
THE STUDENT'S INTERNSHIP PERIOD**

I. Student _____

Arrived at _____
_____ on _____ 202__.

II. Appointed as Internship Supervisor at the Host

Organisation: _____

III. Commenced the Qualifying Internship:

“ ___ ” _____ 202__

Signature _____

Official Seal

IV. Completed the Qualifying Internship:

“ ___ ” _____ 202__

Signature _____

Official Seal

