



БОЛОВСРОЛ,  
СОЁЛ,  
ШИНЖЛЭХ УХААНЫ ЯАМ



## **Mongolia: Higher Education Reform Project**

**ADB Project No. 43007-023**

Project Code: HERP MON Loan No. 2766

### **Consulting Services for “Higher Education Reform”**

#### **Guidelines for Internship Management**

#### **University Partnership**

Ch.Enkhbold, Ph.D.  
National consultant



**June 2016**  
**Ulaanbaatar**



## **CONTENTS**

One. General Provision .....	3
Two. Internship/practicum types .....	3
Three. Organizing internship/practicum .....	5
Four. Branch school's rights and obligations .....	6
Five. Internship/practicum instructor's rights and obligations .....	7
Six. Student's rights and obligations .....	8
Seven. Internship/practicum evaluation and reporting.....	9
Eight. Common safety procedures for organizing internship/practicum .....	10
Appendix 1 - TRILATERAL INTERNSHIP/PRACTICUM AGREEMENT.....	12

## GENERAL GUIDANCE FOR INTERNSHIP/PRACTICUM

---

### One. General Provision

1.1 Purpose of this procedure is to improve the quality and result of internship/practicum, stiffen the duties and obligations of director of branch school, head of academic affairs or professional departments/leader of professor team and instructor of internship/practicum, define the rights and obligations of instructor and student and develop the valuation process for internship/practicum.

1.2 Internship/practicum is the training activity, often in a specialized field of study, that is designed to give students supervised practical application of a previously or concurrently studied theory, issue students the observation, research and analysis skills and practices and provide students the knowledge on objectives and problems in a specialized field of study and skills required for future employment and job.

1.3 Credit hours for internship/practicum may be included to or separated from the credit hours of basic subjects. A credit hour is equal with 48 hours in a quarter consisted of 16 weeks.

1.4 Internship/practicum program shall be prepared by the head of professional department/leader of professors team, depending on internship/practicum type, purpose and major peculiarity, approved by the Academic Council of branch school and recorded in the training database and student manual in the beginning of the academic year in conformity with this general procedure.

1.5 Internship/practicum program shall include the name, index, credit hour, tentative requirement, purpose, content of student's knowledge, skill, practice and attitude to be gained, valuation, list of reference materials, including book and manual, list of other required materials, as well as internship/practicum duration, type, place, route, working and spare time, safety condition and report structure of internship/practicum.

1.6 University/Institute shall have the student internship/practicum centers/laboratories, places, partnerships and fixed routes.

### Two. Internship/practicum types

2.1 Student internship/practicum could be divided into following main types:

- Industry internship/practicum
- Field internship/practicum
- Instructional/pedagogy internship/practicum

Internship/practicum may be mixed types, including field-industry internship/practicum, depending on the internship/practicum purpose and requirement.

2.2 Industry internship/practicum is a program which is designed to provide organizations with students ready and eager to apply and develop their theoretical knowledge and skills in the workplace through practical knowledge, skill and practice. The industry internship/practicum is intended to students to introduce or specialize.

2.2.1 Industry internship/practicum shall be organized for ensuring the students to observe the practical operations on the basis of the student's theoretical knowledge obtained from the professional basic subjects, to select the future specialized field of study and to learn the specializing subjects and providing the preliminary conditions for next-level specializing internship/practicum. Also, industry internship/practicum shall be led by the instructor appointed by the professional department/professor team in student group. Above-mentioned industry internship/practicum shall be divided into following basic fields, depending on the field of profession and practical area.

- a) Introduce and analyze the enterprise or organization's structure, system, function, operating principle, type, coordination, feature of profession and ethical norm of profession;
- b) Observe and make notes on water, soil, flora, fauna and mineral formation, structure and property in the condition of the field;
- c) Introduce, observe and make notes on cultures, civilizations, monuments, tombs, burial mounds and archeological, culture and historical memories in the condition of settlement center and field;

2.2.2 Industry internship/practicum shall be organized for specializing student in a field of profession, giving an opportunity to student to learn job approaches and developing student's professional ethical attitude after the most of specializing subjects included to the professional program are studied by the student. In such case, the student shall do the industry internship/practicum under the control of instructor appointed by the department/professor team or specialist appointed by enterprise or organization.

2.2.3 Branch school may organize industry internship/practicum in the school if the branch school has practical training center for industry internship/practicum. In such case, the branch school shall determine term of industry internship/practicum through negotiations with central academic department and industry internship/practicum shall be led by instructor appointed by professional department/professor team.

2.3 Field internship/practicum is the internship/practicum to be organized in scientifically and industrially significant natural reserve areas, historical and cultural areas and fields for giving student the field research observation, monitoring and experimental methods of natural resources, such as soil, water, flora, fauna and stone and archeological, cultural and historical memories, providing student practical application of theory and giving student the knowledge, skill and practice of determining, processing, analyzing and applying natural resources and archeological findings independently and preparing research materials. Field internship/practicum is intended to provide student the above-mentioned skills and practices and prepare

student in working and living in field conditions and contacting with environment appropriately.

2.3.1 Field internship/practicum shall have the fixed routes. The routes shall be discussed and approved by Academic Council of Branch School.

2.3.2 Field internship/practicum shall be carried out in group under direct control of instructor appointed by professional department/professor team.

2.3.3 Field internship/practicum manual intended to develop and support the student's independent skills shall be prepared separately. The manual shall include the common methods of exploring and excavating natural resources and archeological findings, the sample observation, comparison, selection, primary processing, documentation and sorting approaches, the analyzing, recording and mapping ways, the storage, shipment and transportation approaches and the keys, maps, instructions, guidelines and advices for knowing and sorting findings occurred widely in our country.

2.3.4 Samples gathered during field internship/practicum shall be sufficient to be studied in laboratory and used as the resources of future assignment work or bachelor's thesis.

2.4 Instructional/pedagogy internship/practicum is intended to give student the creative practical application of theoretical knowledge and skill obtained through professional, psychological, pedagogical and didactic subjects in the instructional/pedagogical activities.

2.4.1 Instructional/pedagogy internship/practicum shall be carried out in all educational organizations.

2.4.2 Instructional/pedagogy internship/practicum shall be led by instructors of professional department/professor team and psychology and pedagogy department with instructors appointed by the internship/practicum organization.

### **Thee. Organizing internship/practicum**

3.1 Internship/practicum shall be organized in regard with content of single and group subjects included to the theoretical program.

3.2 Internship/practicum site can be an industry, enterprise, training and research governmental or non-governmental organization, natural reserve area significant to project, program, science and industry and historical and cultural sightseeing, depending on the purpose of internship/practicum .

3.3 Branch school shall make the list of places of internship/practicum for the students and sign a partnership agreement if necessary. Administration or management of the university or institute can make the student internship/practicum agreement with partner organization which covers scope of different professions.

3.4 Student Service Center shall receive the request of enterprises or organizations which wish to ensure the intern internship/practicum site, deliver the requests to professional department/professor team through academic department and ensure the request is decided within 2 weeks.

3.5 Internship/practicum program in student group shall be considered important, but single student internship/practicum may be allowed, depending on the peculiarities and capacities of the receiving enterprise or organization.

3.6 In organizing internship/practicum, trilateral agreement (Sample agreement: Appendix 1) shall be signed by academic department of branch school, enterprise or organization and student.

3.7 Instructor and intern related to internship/practicum shall be covered with medical or accident insurance and they shall be responsible for the insurance.

#### **Four. Branch school's rights and obligations**

4.1 Branch school shall initiate to provide the legal and material conditions required for organizing the internship/practicum and control on organizing internship/practicum and its results.

4.2 Name of intern, instructor or specialist of school and enterprise or organization managing the internship/practicum and related budget shall be discussed by professional department/professor team meeting, checked by academic department of branch school and approved by the order of chancellor. The expenses shall be planned on the basis of general standard prepared by the finance and economic department of school and rate of current good and service value.

4.3 Branch school shall be entitled to use the approved budget of internship/practicum being organized according to the curriculum.

4.4 Branch school shall select the technically safe vehicle licensed by the specialized public transportation organization and the driver who has long experiences of working in field conditions and sign the service agreement if instructor and intern is sent to rural areas for the field internship/practicum.

4.5 Branch school shall be entitled to postpone or advance the term of internship/practicum and shorten the term of internship/practicum in emergency case by consulting with central academic department on the conditions and situations in the academic year.

4.6 Branch school shall attempt and support the intern to have paid internship/practicum.

4.7 Branch school shall impose the responsibilities to the guilty entity according to relevant laws, university or institute rules and regulations in case of breaches or violations during the internship/practicum.

## **Five. Internship/practicum instructor's rights and obligations**

### **5.1 Branch school's internship/practicum instructor's rights and obligations**

5.1.1 Internship/practicum instructor shall ensure that internship/practicum program and purpose, knowledge, skill and practice to be gained by student, scope of works, internship/practicum rule, procedure and regulation, safety instruction of field internship/practicum and other issues will be introduced and signed by the student before the internship/practicum.

5.1.2 Internship/practicum instructor shall be obliged to carry out the internship/practicum according to the program, instruct and assist student (Internship/practicum instructor's activities for student must be accurately specified in the internship/practicum program), control student and ensure the contact between student and specialist of internship/practicum sites.

5.1.3 Internship/practicum instructor shall control on the internship/practicum process by having permanent contact with single intern, introducing with internship/practicum conditions in situ if required or applicable and instructing the student.

5.1.4 Internship/practicum instructor who will organize the field internship/practicum shall comply with fixed routes and ensure the appointment form is completed by the local administrative organization.

5.1.5 Internship/practicum instructor shall obtain the required permits according to the relevant laws and regulations if necessary to access national parks, hunt some animals, gather rare plants and insects or provide archeological excavation when field internship/practicum. Therefore, internship/practicum instructor shall prepare and submit the special plan on environmental protection and conservation for approval by related environmental specialist when field internship/practicum.

5.1.6 Internship/practicum instructor shall introduce the required provisions of laws and regulations relevant to internship/practicum to the students or prepare and deliver the presentation comprised of these provisions to the students.

5.1.7 Internship/practicum instructor shall evaluate student's internship/practicum results and ensure that internship/practicum is reported by the student to members of committee, appointed by the order of branch school director.

5.1.8 Internship/practicum instructor shall ensure that his/her works are evaluated and credit hours are calculated as specified in "University or Institute Instructor Evaluation Procedure".

5.2 Internship/practicum host instructor's rights and obligations shall be specified as followings when the agreement is signed with enterprise or organization.

5.2.1 Internship/practicum host instructor shall receive student, introduce internal rule and activity of the enterprise or organization, give student advices on name worthy and ensure the student safety.

5.2.2 Internship/practicum host instructor shall carry out the internship/practicum according to the program, instruct and assist student and supervise student.

5.2.3 Internship/practicum host instructor shall have permanent contact with student internship/practicum instructor and consult and cooperate with him/her on student practical condition efficiently.

5.2.4 Internship/practicum host instructor shall evaluate the student internship/practicum results;

5.2.5 Minimum hourly payment for internship/practicum host instructor shall be as followings and the remuneration shall be issued to the instructor at the fixed hourly payment rate approved by the chancellor of university or institute.

a) Specializing Industry Internship/Practicum instructor shall get 3 hours per student a week when instructing 1-5 students and 1 hour per student a week when instructing more than 5 students.

b) Introductory Industry Internship/Practicum instructor shall get 8 hours a week when instructing 1-5 students and 0.5 hour per student a week when instructing more than 5 students.

Quantity of hours may be specially coordinated by the order of branch school director according to the agreement between two parties.

## **Six. Student's rights and obligations**

6.1 Student shall do internship/practicum if the student studied all compulsory subjects and collected all required credit hours successfully prior to internship/practicum.

6.2 Student may select the internship/practicum site at its own initiative, prepare the internship/practicum program in conformity with university or institute rule and submit it to related academic department or internship/practicum instructor for approval.

6.2 Student shall introduce with internship/practicum program prior to internship/practicum.

6.3 Student shall do internship/practicum according to internship/practicum program and make and ensure the plan for implementing the program for approval by internship/practicum instructor or host instructor appointed by enterprise or organization.

6.4 Student shall introduce with and observe activities of enterprise or organization which are important to the student, make notes and perform required duties and works (internship/practicum notes and documents shall be attached to report).

6.5 Student shall do the assignment work on its chosen topic/issue, report the results to other students and instructors under control of internship/practicum instructor.



6.6 Student may perform additional works related to its specializing field of study, not stipulated in program at its own initiative during the internship/practicum.

6.7 Student shall learn and know rights and obligations of parties to labor relations of the particular profession.

6.8 Student shall be obeyed by the internal rule of organization and obliged to not disclose confidential information or not discharge documents of organization. Student shall obtain the consent from host instructor or related official accordingly in order to introduce with the documents. Therefore, student shall not carry documents outside or obstacle normal operation of organization and shall comply with employee's ethical norms.

6.9 Student shall advertise its university or institute to internship/practicum site, share its knowledge to others and be an exemplary intern.

6.10 If student does the single internship/practicum, the student shall have permanent contact with its internship/practicum instructor during internship/practicum.

6.11 Student shall report internship/practicum results and attach related evidences to the report.

### **Seven. Internship/practicum evaluation and reporting**

7.1 Student knowledge, skill, practical application and attitude gained through internship/practicum shall be evaluated using 100 points. For specializing industry internship/practice, an example of structures is given below. Details of points per component and requirements for evaluation shall be specified in the internship/practicum program in detail. For example:

Student shall collect 40% of total points from internship/practicum. Student performance shall be evaluated on the basis of student working hour record and employer (host instructor)'s reference letter and evaluation. Host instructor shall prepare its reference letter for student in letterhead and approved form of its organization and attach to its own signature or president/director's signature and stamp to the reference letter. The reference letter shall include title and full name of host instructor clearly.

Student shall collect statistics, information and documents required for its chosen topic/thesis related to its profession, prepare at least 2 assignment works/projects and report the results to its classmates under the control of internship/practicum instructor and then, student shall collect 30% of total points. These assignment works/projects allow students to share their knowledge and skills gained through internship/practicum and reinforce practical application of theory introduced in courses.

Student shall collect 30% of total points from internship/practicum report. Student shall prepare internship/practicum report in form and requirement stipulated in the internship/practicum program and shall deliver it to related professional

department/professor team within a week of completion of internship/practicum. The internship/practicum report shall be consisted of 3 sections. First section shall include the student's internship/practicum vision, objective and plan; Second section shall include internship/practicum site and its mission, product, service, client, structure and student job position and its functions and integration to other job positions; Final section shall include the performance of student's research vision, objective and plan stipulated in first section. Student shall report its internship/practicum results to the committee approved by order of branch school director within one month of completion of internship/practicum /on September if summer holiday time/. Committee shall ask questions to test student's practical application of theory introduced in courses, have conversation with student and evaluate student performance, compared to internship/practicum program.

7.2 If student has satisfactory grade ( $\geq 60\%$ ), the student shall collect his/her credit hours. Internship/practicum instructor shall record the student grade to the training information system within 5 days of reporting and receive, check and attach name list and transcript of students from academic department of branch school with signature.

7.3 If student did internship/practicum accordingly, but he/she failed to have satisfactory grade, the student shall re-report the internship/practicum results. If student failed to provide works stipulated in internship/practicum program, the student shall do internship/practicum again and report the results at its own costs.

7.4 If student failed to do internship/practicum for few days due to respective reasons, the student shall be allowed to continue internship/practicum for remaining term of internship/practicum. If student internship/practicum duration is less than  $2/3$  of total days, it shall be deemed that student is unable to continue internship/practicum for remaining term and student failed to do internship/practicum.

#### **Eight. Common safety procedures for organizing internship/practicum**

8.1 Student safety and normal working environment shall be provided in all conditions of city, rural area, abroad, enterprise or organization.

8.2 Professional department/professor team shall prepare and specify below-mentioned common safety procedures in regard with internship/practicum site, environment, equipment and incident risk to the internship/practicum program and provide the procedure implementation.

8.3 Every student shall be aware of safety methodologies. It includes:

8.3.1 Student shall be aware of operation of equipment and instruments used in internship/practicum.

8.3.2 Student shall be aware of safety methodologies and be trained to take measures of eliminating or avoiding damages and harms in case of incidents.

8.4 Safety procedure in internship/practicum program shall include the followings:

8.4.1 Prevent unexpected natural disaster, including flood, storm, thunder, earthquake and fire;

8.4.2 Prevent dangerous animals, including snake or sheep-louse and provide first aid when required;

8.4.3 Avoid to undertake any dangerous actions, including driving, swimming and climbing, not stipulated in internship/practicum program;

8.4.4 Avoid to make open fire and damp the fire when left;

8.4.5 Avoid to wash clothes and other things in river and pollute environment by dumping long lifetime rubs;

8.4.6 Protect historical, cultural and natural memorial areas;

8.5 The following measures shall be taken for providing the safety conditions. It includes:

8.5.1 Internship/practicum instructor shall introduce students the safety instruction of internship/practicum and make relevant notes.

8.5.2 Student shall introduce with safety and labor protection instruction and confirm their awareness with their signatures.

8.5.3 Instructor shall provide students the general labor organization instructions and give instruction when students go to field internship/practicum site.

8.5.4 Required medications, wrappings, warm clothes and drugstores shall be ready.

8.5.5 Field internship/practicum instructor in rural areas shall notify the purpose and route of internship/practicum to the local administration or security department, obtain information about local formation, road, mountain and river from local authority or citizen and request support from them to prevent potential risks.

8.5.6 Internship/practicum instructor shall comply with approved term and route of field internship/practicum and notify to branch school management immediately when necessary to change.

8.5.7 Internship/practicum instructor shall not carry his/her or student's child and family member, carry unknown person to vehicle and allow students to get on unknown vehicle when the vehicle is broken.

8.5.8 Administration of branch school shall choose vehicle and driver for providing transportation of internship/practicum students and sign the agreement accordingly.

## Appendix 1 - TRILATERAL INTERNSHIP/PRACTICUM AGREEMENT

### ONE. GENERAL PROVISION

1.1 The agreement is entered into by and between \_\_\_\_\_, a branch school of ... , represented by \_\_\_\_\_, Head of Academic Department of the School /hereinafter referred to as “Branch School”/, \_\_\_\_\_ (governmental or non-governmental organization or enterprise), represented by \_\_\_\_\_ /hereinafter referred to as “Internship/practicum site”/ and \_\_\_\_\_ (full name), student of \_\_\_\_\_ course of the school /hereinafter referred to as “intern”/.

1.2 The agreement is intended to give students supervised practical application of a previously or concurrently studied theory, issue students the opportunities to obtain information about objectives and problems of the specialized field of study, ensure skills and abilities required for employment and job position, organize the internship/practicum according to the program stipulated in the appendix and support activities of internship/practicum site.

### TWO. RIGHTS AND OBLIGATIONS OF PARTIES

#### 2.1 Internship/practicum site’s rights and obligations:

2.1.1 Internship/practicum site shall appoint the specialist who has the skills and experiences to lead internship/practicum as the leader.

2.1.2 Internship/practicum site shall provide the intern with internship/practicum conditions, such as supplies, works and workplaces required for internship/practicum program.

2.1.3 Internship/practicum site may employ the intern as paid spare-time worker at the intern’s consent if necessary. But the spare-time work shall not affect to the training activities and intern’s practical times.

#### 2.2 Internship/practicum instructor’s rights and obligations

2.2.1 Internship/practicum instructor shall lead the intern practically and ethically and assist the intern to gain the skills and practices stipulated in internship/practicum program.

2.2.2 Internship/practicum instructor shall require intern to introduce and comply with internal rules of internship/practicum sites and relevant laws.

2.2.3 Internship/practicum instructor shall assist intern to obtain information about organization’s activities and other related information required for the internship/practicum except confidential information.

2.2.4 Internship/practicum instructor shall document and evaluate the internship/practicum process and deliver the reference letter comprised of internship/practicum process and evaluation after completion of internship/practicum.

2.2.5 Internship/practicum instructor shall be entitled to require the branch school to issue remunerations of internship/practicum instruction according to the relevant rules.

#### 2.3 Internship/practicum student’s rights and obligations

2.3.1 Student shall be obliged to comply with relevant laws, internal rules and ethical norms of enterprise or organization and provide the duties and works given by instructor for internship/practicum accordingly on time.

2.3.2 Student shall work under the control of host instructor appointed by organization.

2.3.3 Student shall report internship/practicum process and result when required.

2.3.4 Student shall not disclose any information about individual and organization obtained when internship/practicum process to others.

2.3.5 Student shall be entitled to require instructor to carry out the internship/practicum according to attached program and train him/her to required methodologies.

2.3.6 Student shall be entitled to require other parties to fulfill the agreement obligations.

## **2.4 Branch school's rights and obligations**

2.4.1 Branch school shall provide student and internship/practicum instructor with general work instruction.

2.4.2 Branch school shall supervise the internship/practicum process. It may affect to normal operation of enterprise or organization.

2.4.3 Branch school shall be obliged to pay the remunerations of host instructor on the basis of invoice delivered by receiving organization and host instructor according to the relevant procedure.

## **THREE. EARLY TERMINATION**

3.1. If internship/practicum instructor of the branch school regarded that internship/practicum is not complied with requirements and student agreed with this incompliance, the notice for agreement termination may be delivered. The notice shall be decided through mutual negotiations with receiving organization and host instructor. In such case, the remuneration shall not be paid.

3.2. If agreement is terminated due to student's default, the internship/practicum shall be done by student again.

## **FOUR. AGREEMENT ENFORCEMENT AND TERMINATION**

4.1. This agreement is executed in three copies and shall be valid and effective after signatures of all parties.

4.2. This agreement shall be terminated after fulfillment of agreement obligations by parties.

### **SIGNED BY:**

For and on behalf of \_\_\_\_\_ Branch School of ... :

Represented by: \_\_\_\_\_ (name) \_\_\_\_\_ (title)

/Signature: \_\_\_\_\_ /

Address:

---

---

For and on behalf of \_\_\_\_\_ /Name of organization/:

Represented by: \_\_\_\_\_ (name) \_\_\_\_\_ (title)

/Signature: \_\_\_\_\_ /

Address:

---

---

For and on behalf of student:

Name: \_\_\_\_\_ Profession: \_\_\_\_\_ Course: \_\_\_\_\_

/Signature: \_\_\_\_\_ /

Address:

---

---

Date: \_\_\_\_\_