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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 Jizzakh Polytechnic Institute in Uzbekistan

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1. General information on Jizzakh Polytechnic Institute

The Jizzakh Polytechnic Institute was founded in 1992 by the Decree of the President of the Republic of Uzbekistan based on the Jizzakh branch of the Tashkent Institute of Architecture and Civil Engineering. The Jizzakh Polytechnic is a multidisciplinary institute and consists of 7 faculties which are Transport; Architecture and construction; Engineering of building materials; Industrial technologies; Chemical technologies; Power engineering and radio electronics; Service, 29 departments, 1 Academic Lyceum, 3 Technical schools. The total number of students exceeds 8,500 of which 6,200 are full-time students, 2,000 are part-time students, 205 students are studying for a master's degree, and 250 students are studying for a bachelor's degree in double degree programs.

A number of employees: The composition of professors-teachers consists of 416 teachers, of which 26 are doctors of science - professors, 50 teachers are doctors of philosophy (Ph.D.), 83 teachers are candidates of sciences - associate professors, and 258 teachers are senior teachers and assistant teachers. The institute has a rector, 5 vice-rectors, 7 deans, 15 vice deans, 76 professors.

Jizzakh Polytechnic Institute is located in Jizzakh province, which is one of the biggest and most recognized industrial regions in Uzbekistan. Metallurgy, steel production, electrical energy production, chemical engineering, textile production, auto cars production are the main industries in the region and the unemployment rate was up to 10.1% in the end of 2021. Jizzakh city has a population of around 1 000 000. The city is situated in the center of Uzbekistan, which gives a big advantage for internal logistics. The main agricultural products are cotton, wheat, potatoes, and carrots. Jizzakh Polytechnic Institute has partnership relations with more than 60 organizations where 90% of the institute graduates are employed.

The main and biggest organizations are the following:

- Jizzakh plastmassa. Public corporation
- Jizzakh electric battery plant public corporation
- Etalon-Sangzor Ltd
- Kia motors ltd joint company

2. Information on audit

The audit was conducted by the questionnaire method among the top management and Professional-auxiliary (administrative) of the institute from April 20 to May 16, 2021. In total 25 people participated in the survey, including 2 top managers; 4 deans of faculties; 17 Professors/Teachers; 2 workers of professional-auxiliary (administrative). The activities of all involved respondents were related to CEES. The survey was sent to the target group via a social network, such as Telegram and colleagues were invited with the help of the team via telephone and the chief of our team described how to answer the questionnaire. Respondents noted that there are many issues and the target group should be experienced in European countries.

Because of the restrictions associated with the epidemiological situation of COVID-19, the audit was carried out online. Respondents noted that many people needed 1,5-2 hours to complete the process description questionnaire. When compiling the questions of the questionnaire, it is necessary to take into account short and easily understandable answers and at the same time, the number of questions should not be too many.

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

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

Based on the results of the audit, the 21 of respondents agree with this question by saying "yes". The main reason for responding positively to this question is The Ministry of Employment and Labor relations of the Republic of Uzbekistan (hereinafter — the Ministry). The Ministry (www.mehnat.uz) and the Youth's affairs agency (Youth Affairs Agency - Main page (gov.uz)) are responsible for these two sites and help students for careers and employability. The Ministry is a government body implementing a unified policy in the field of employment, labor migration, and labor relations and is accountable to the Cabinet of Ministers of the Republic of Uzbekistan. The Ministry in its activity is guided by the Constitution and laws of the Republic of Uzbekistan, resolutions of chambers of Oliy Majlis of the Republic of Uzbekistan, decrees, resolutions, and orders of the President of the Republic of Uzbekistan, decrees, and orders of the Cabinet of Ministers of the Republic of Uzbekistan, as well as the regulations and other legislative acts. The Agency for Youth Affairs of the Republic of Uzbekistan is a state organization that brings the state youth policy to a new level, finds effective solutions to problems in the field of youth, provides them with comprehensive support, and also effectively organizes and coordinates the activities of the competent authorities. Agency decisions are binding

on state bodies, other organizations and their officials, as well as citizens. The agency is a legal entity and has stamps and letterheads with its name and the State Emblem, an independent balance sheet, personal treasury and bank accounts. The agency system includes the central office of the agency, regional branches, the Institute for the Study of Youth Problems and the Training of Perspective Personnel, and Youth Media Holding OJSC. Territorial subdivisions (except for district and city ones) act as legal entities. The Agency for Youth Affairs was established by Presidential Decree No. PD-6017.

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

Services and activities relating to enhancing student and graduate employability.

Organisational structure, number of staff, scope, and main activities of the career and liaison office of the JizPI

JizPI has a Marketing department which responsible for communicating the institute's brand story and demonstrating the impact and value to potential students and other key stakeholders. The department consists of 5 people, the head of marketing department, 3 chief specialists and 1 senior specialist.

The scope and main activities of the department of marketing:

- to set and use main strategy of the Institute activity in the market of educational service;
- to get ready trained specialists in the direction of Bachelors and Masters;
- to lead (manage) distribution process dealing with Employers; to plan informational-advertisement and lead it;
- to be ready for educational service during the distribution process; to make contracts and keep supervision.

Duties and responsibilities of the Department of Marketing, Monitoring and placement of graduates: (The main of them)

To have non-stopping marketing experience in the market of educational service; to determine the accordance of the demand of employers and the graduate's ability; to define new progress of direction and analyse market of service, and create competitive educational service between Bachelor and Masters specialists in the Economic and Social field.

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

In the Decree of the President of the Republic of Uzbekistan № DP-4947 which was dated on February 7, 2017 "About the Strategy for the further development of the Republic of Uzbekistan", there was determined separately to improve the quality of higher education and to implement them. The institute has a strategy for the employment of students and graduates also collaboration between

more than 60 enterprises in Jizzakh. The process of internships and employment of students and graduates in enterprises is reflected in the strategy which is updated every 5 years.

Support offered to students and graduates on their professional development

Jizzakh Polytechnic Institute organizes meetings with companies for the employment of students and graduates 4 times a year in each quarter. The Department of Marketing and the faculty of the department jointly advise students and graduates on vacancies. Students have the opportunity to find work via the website www.ish.mexnat.uz . The website was created by the ministry and responsible manager from the ministry manages the process. Increasing the capacity of employees in providing effective assistance in the employment of graduates and enhancing an entrepreneurial culture among students are currently important issues in all Uzbek universities, which also establish links with potential employers. In JizPi a marketing department that provides career guidance and organizes employment seminars, job fairs, provides counselling and offers internships. While there is no legal obligation to employ all graduates, Uzbekistan's higher education system supports as many graduates as possible to get jobs. In this regard, the institute organizes regular meetings and events with the participation of potential employers, ensures the participation of employers in the final exam, and also holds job fairs in conjunction with local authorities.

Support offered to students and graduates on their educational development

The main goal of educational development is to contribute to the improvement of the quality of education at the institute.

This goal is in line with the institute's mission: to develop responsible graduates who are globally minded in serving the community and committed to honesty in their personal and professional lives.

Jizzakh polytechnic institute strives to become an innovative educational community, and since one of the main criteria of the institute is constant work to improve the teaching and learning process. The head of department and program coordinators, tutors regularly work with senior students on the available postgraduate education programs. The Department of international relations annually holds a meeting with undergraduates' students on further education and clarifies the requirements for admission to master's and PhD studies in abroad and also provides information to students and graduates about exchange programs, study abroad programs and postgraduate education programs at national or international universities and institutes.

As well, there is an annual competition for the award of the Presidential State Scholarship, Student scholarships of the Foundation of the First President of the Republic of Uzbekistan named "Islam Karimov", and other nominal scholarships named "Al-Beruniy", "Navoiy", "Ibn Sino" among students of the senior bachelor's and master's courses. All information is constantly published on the

Institute's website. During the educational process the students are always informed about master and PhD programs by curators, head of departments and faculty staff.

Measures of tracking academic and professional progress of students and graduates

JizPi supports and develops relationships with graduates (alumni) to keep track of their careers. Communication with graduates is carried out via telephone conversations and e-mail correspondence; correspondence with employers who hired Institutes graduates.

All responsible departments are focusing on monitoring the professional growth of their graduates through a questionnaire, which is sent to the Human Recourses manager of companies. The obtained results are used to improve the institute's face at the national and international levels.

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

The department of marketing has developed the procedure "Employment of Graduates", which describes the institute's work procedure for organizing and conducting events for the purpose of employment of its graduates in accordance with their qualifications. The frequency of revision of the procedure is once a year. Based on the results of the work carried out, the analysis of the problems of graduates in their employment is conducted. Information on the results of the work is included in the report and discussed at the meetings at the institute.

The following suggestions were received on the further services offered by the HEI on Careers, Employability and Enterprise cooperation: to work more closely with companies, to improve communication with the regional employment agencies, to provide more information to graduates on the available vacancies at companies, to work throughout the year to allow students to find the protentional workplaces prior the graduation.

Services and activities relating to development of employability skills

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

The curriculum of technical specialties of our institute do not cover courses related to the development of employability skills. But the Department of Economics and Management has courses on "Labor Economics" and "Human resources managing" where 2-3 lectures are devoted to employability issues and also promotional seminars are organized at the level of all departments with the involvement of practitioners, and business coaches. To enhance the competence of teachers, the institute organizes advanced training courses for teaching staff. Also, the educational programs of the institute include the elective discipline "Small business and Entrepreneurship" in the volume of 5 ECTS

in the cycle of basic disciplines. From January to December 2021, 408 second year students took this course. As part of the Entrepreneurship Fundamentals and Start-ups 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 on employability skills development of students and graduates as part of organized social activities

Administrative staff of the institute organizes Open Doors Days yearly, where delegates of education and business are invited. Every year between April and May, "Job Fairs" and "Career days" 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. To develop employment skills, the marketing department and some well-experienced teachers conduct interesting courses for students like resume writing, timing, public speaking, etc. As part of the curriculum, in addition to teaching disciplines on entrepreneurship, the marketing department organizes guest lectures, meetings with successful entrepreneurs

Researches 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 Jizzakh Polytechnic Institute.

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 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 Relations provides 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 institute, as well as on the official pages of social networks (Instagram, Facebook, Telegram, etc.) and through online seminars. In addition, the department offers exchange program such as "2+2". In this program students' study 2 courses in national institute and 2 courses in abroad exactly at Russian Universities.

Services and activities relating to development of innovation and entrepreneurial skills

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

The institutes have a Research and Innovation HUB which includes such departments as the Department of Commercialization of Scientific Innovations and Information technology Park. The HUB consists of 12 people. The main activities of these departments are development of commercial potential and promotion of scientists in the commercialization of the results of scientific and scientific-technical activities of teachers, staff and students, including the results of intellectual creative activity and promotion of new or improved products, processes, services and scientific developments created within the institute and aimed at making a profit.

The aim of the department is to ensure the commercialization of scientific and innovative developments, as well as the results of research activities.

The major directions of activity of the commercialization department are systematic market analysis and study of demand for innovative products (works, services), evaluation of payback period; profitability and risks associated with the implementation of commercialization of innovative products; selection of promising "Start-ups" for the development of projects with high business potential and ready for realization; attraction of investors, partners and other interested persons; to implement innovative projects; cooperation with industrial enterprises for the purpose of implementation of new technologies and production of innovative products.

The Commercialization Department has the following functions:

attraction in the established order of professor-teaching, educational auxiliary and production staff of higher education institution, doctorate candidates, students, as well as specialists of foreign organizations to carry out research works financed from budget and non-budgetary sources, and services provided by the university to customers; performs work on legal protection of intellectual property objects of higher educational institution, including preparation, execution and filing of applications for patenting and registration of intellectual property objects in the Republic of Uzbekistan and abroad; prepares and ensures the conclusion of agreements with the authors of objects provided for by the current legislation and exercises control over their implementation; researches together with other subdivisions the possibilities of transfer of intellectual property rights to the objects of intellectual property of a higher educational institution; performs work on registration of transfer of the intellectual property rights to the objects of intellectual property of a higher educational institution.

Services offered to students and graduates to develop their entrepreneurial skills

Jizzakh polytechnic institute organizes seminars to develop students' entrepreneurial skills every year. Institute organizes presentation of companies, excursions to companies, Career guidance meetings

with managers and leading specialists of companies, educational workshops, seminars and trainings, Open lecture "Legal basis for the employment of young professionals". Teachers have published educational material for students to find a job and to increase various skills. These activities are organized for students of all faculties of the institute.

The materials needed are delivered to students and graduates during their studies. There is a library constantly available that has 16000 library collections (books and electronic materials) online and offline access, materials in the form of books, brochures and magazines are available on the basis of departments.

Activities to support innovation and entrepreneurship of students and graduates

The institute has some educational courses to develop their entrepreneurial skills. These are Accounting and Audit course, Business English course. Participation in conferences, seminars and "round tables" on the problems of employment of students and institute graduates. In order to improve the quality of the provision of services and assist students and graduates in matters of professional and career advancement, the specialists of the Jizzakh Polytechnic institute take an active part in meetings, forums, round tables organized by local authorities, in regional, all-Russian and international conferences on topical issues of social and economic development of the Jizzakh region and Uzbekistan as a whole, forecasting the needs of the economy in labour resources, forming the structure of professional education, involving students and graduates in the implementation of projects in strategic sectors of the economy, in innovation and entrepreneurship. Master classes and trainings from leading specialists and company executives are organized throughout the academic year with the assistance of specialists from the Department of Commercialization of Scientific Innovations, as well as graduating departments and faculties. As a rule, the subject of master classes corresponds to the profile of training students, and is aimed at the formation of significantly-necessary knowledge and competencies of future specialists. In the 2021-2022 academic year, more than 15 such events were organized and held for Jizzakh Polytechnic institute students, in which over 1000 people took part.

Services and activities relating to establishing cooperation relationships with businesses

Liaison activities of the HEI with employability organisations

Jizzakh Polytechnic institute has contracts with 70 companies of the Jizzakh region. Integration of educational institutions with business structures and employers characterizes the activities of modern

social institutions. Cooperation in education, science and industry will lead to an increase in the innovative potential of the economy.

Networking activities with businesses

Vocational guidance excursions to enterprises/organizations/institutions are traditionally recognized as one of the most effective forms of acquainting students with modern production, equipment and technology, as well as the basis and specifics of the future profession. At Jizzakh polytechnic institute, excursions are organized throughout the academic year by predominantly graduating departments within the framework of narrow-profile subjects and are focused not only on junior students, but also graduate students. Traditionally, students travel to partner companies with which cooperation agreements have been concluded.

In the 2021-2022 academic year, 50 visits to organizations, enterprises and institutions of the city of Jizzakh took place. More than 5000 students of various specialties and areas of training were able to visit over 60 partners.

Mentoring programme offered by the JizPi

There is a mentorship program at the JizPi, but this program does not focus to support business ideas, business administration courses for students. The mentorship program aims, first of all, the outstanding students' scientific and practical skills like how to write scientific articles, how to search on certain themes, how to restrict the research topics. JizPi organizes seminars where leading entrepreneurs are invited as lecturers and also take a role as mentors. Mentoring program is also carried out in the internship program, the final year student spends three days a week in the production company with the attached mentor. Mentors are offered by the company from among experienced specialists; all students are obliged to undergo an internship.

Services offered to employers

Jizzakh Polytechnic Institute offers some 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.

In order to develop partnerships with enterprises and organizations operating in various priority sectors of the region's economy, to improve the quality of practice-oriented training, the Jizzakh Polytechnic Institute attracts trainee employers to carry out diploma theses (projects), scientific papers. The institute 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, gyms of the institute for free to maintain their health. **Additional information on cooperation procedures with companies** The Institute for interaction with various structures and companies conducts round tables on joint training programs for solving mutual problems.

3.3. SWOT analyses of graduate's employability support through careers, employability and enterprise services at JizPi.

STRENGTHS	**WEAKNESSES**
- University provides support in the development and implementation of entrepreneurial and innovative ideas and projects of students. - Practical classes are conducted on the basis of companies - branches of departments. - Diversification of educational programs (increasing their diversity, expanding the range). - The Institute has divisions targeted to shaping entrepreneurial education (Department of Economics and Management, Department of Marketing IT-Park).	- Lack of financial resources, difficult access to information and scientific achievements for small and medium businesses. - There is not enough information on the institute website about courses, seminars focused on supporting the employment of graduates through career growth, employment and corporate services. - Courses for students and graduates are held as the group is filled; - Institute has not developed a mentoring program.
OPPORTUNITIES	**THREATS**
- The growth of the quantity of activities with employers, entrepreneurs, heads of companies. - The potential of developing entrepreneurship through the introduction of new disciplines.	- Low interest of companies in cooperation with the institute. - Non-compliance of the competence of teachers, institute staff with modern market requirements.

- Uzbekistan's inner policy and legislation is socially oriented; therefore, institutes are always ready to promote for their graduates.	

3.4. SWOT analyses of JPI cooperation with institutions outside HEIs.

STRENGTHS	**WEAKNESSES**
- The annual development of the program "Strong institute – strong company". - Established relations with strong industrial companies of the region and the city. - Support of the regional government and its main government. - Experienced external professionals from production are invited to conduct classes.	- 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.
OPPORTUNITIES	**THREATS**
- Ability to use the administrative resource of the local region - Availability of enterprises in need of highly qualified personnel	- Low innovation activity inside the institute. - High subjection on equipment suppliers.

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

- Each student of the institute should be able to use the institute's website, and periodically publish information about themselves, have a resume indicating their achievements.
- Creation and development in organizations (enterprises) of a base for conducting educational, industrial, pre-graduate and other types of practices of students, as well as internships.
- To organise seminars on developing student's professional skills.
- To develop new courses for advanced training for institute graduates in the online format.

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

- To sign bilateral agreements on cooperation with potential institutions outside the institute.
- The systematic organization of work for graduates' alumni institutes.
- Determination of the scope of joint research, mechanisms for the exchange of scientific, technical and marketing information.
- To increase the number of joint projects with businesses, convince them to support student start-ups by investing

- To use the material and technical capabilities of the institute to conduct activities to improve the quality of relationships with companies and institutions, including improving the knowledge and skills of alumni in the field of entrepreneurship.

4. Analyses of Internship

4.1 Institutional framework of internships on country level

All internships are conducted according to the curriculum which the students take internships four times in four year for two months each study year and the process of regulation is going by standards which are carried out in accordance with regulatory requirements and under the supervision of the Ministry of Higher Education of the Republic of Uzbekistan. They are the standard rules of activity of companies of higher and postgraduate education. The state mandatory standard of higher education, The state mandatory standard of postgraduate education and Rules for the company of the educational process on credit technology of training.

4.2 Current internship programmes on HEI level

Management and administration of internships

Measures and requirements for student internships

Student internships are held in the following types:

- introductory practice;
- graduate qualifying practice;
- internship.

In introductory practice students go to some company and will be introduced by the company's worker about the structure and history of the company.
In graduate qualifying practice students will be taught about their own specification and work as the assistant. In internship students are already ready for a new job. After those students can be taken to a new job by interview from department manager.

The duration and scope of the internship are determined by the working curriculum, module (science) curricula, internship program, and appropriate credits are allocated for the internship. Internships can be carried out continuously and alternately with theoretical knowledge. All types of internships and are conducted within the period specified in the working curriculum.

Internship's duration, focus and credits offered

Internships last from 2 weeks until 12 weeks. 180 hours- 6 credits offered.
According to the regulations, skills training activities (specialties) are carried out systematically from the 2nd year in accordance with the working curricula, based on the skills training program, developed by the HEIs and approved by the host organization.
Higher education institutions allow students to transfer to the enterprise, organization or institution, where they will be sent to work, not at the end of the initial course, but in the second and third years of study. To the procedure approved by the Ministry of Higher Education and approved by statute.
The subject of the contract, the rights and obligations of the parties, the procedure for organizing the qualification operation, the terms of the contract, takes.
The main document regulating the activities of students and skill leaders is the skill guide. Produced by professionals using the skills acquired by project participants. JizPi will be overseen by the project coordinator. Managed by the Student Internship Department.
The skills Manual guide consists of the following main sections: Introduction, Project object, organizational part, goals and objectives, quality indicators:
goals and objectives of the qualification operation; content operations skills; schedule operations skills; measured operational skills; skill reporting requirements.
The hours of training load of the head of the qualification operation in the software will be determined by the number of weeks specified in the work schedule, the group of students and the number of the host organization.
Student:
to get acquainted in advance with the place, schedule, instructions and procedures of the skill operation; to express their views on the conduct of the qualification operation; to obtain the necessary information on the surface of the qualification operation; to have the right to get acquainted with the methodological materials on the qualification operation and to receive instructions from the leaders of the qualification operation.

Management of internships

Internships at the institute are managed centralized and decentralized at the faculty/chair level too. Information about internship locations is collected by each faculty and submitted for summary to the targeted departments, which prepares a general presentation on the institute for approval, the Rector

issues an order. On the basis of the order, the departments themselves monitor the students' internships and accept the reports.

Administration procedures

All students are required to complete an internship. For students, methodological guidelines for the internship are developed, in which there is a plan for the internship, 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 do an internship at an enterprise-institution with which the institute does not have an agreement, then the agreement is drawn up and signed individually for this student.

Additional information on management and administration of internships

During the internship, students retain the right to receive a scholarship.

Expenses of business trips of the heads of internships (internships) from the place of location of the university to the place of internship (internship), including accommodation and daily expenses, shall be paid from the extra-budgetary funds of the university in accordance with the established procedure.

Training activities to support internships

Before a student goes to practice, a preparatory meeting is held. That is, on this day students are explained all the nuances of the internship/practice. Responsible teacher for internship teaches students about safety regulations, how to fill documents related to internships.

Support given to students on finding internship positions

Mainly the place of internship is chosen according to the permanent place of residence or on existing internship contracts of the department or on the objects of internships and by the willingness of students found by the responsible teacher for the internship. Students will be informed by a responsible teacher through offline meetings or social applications.

Development of entrepreneurial skills through internships

Jizzakh Polytechnic institute's Internship Program supports learning through experience by encouraging employer growth and student participation in internships, and by promoting professional development through unique learning methods. Creating a digital platform evaluation system. Organize training independently through special telegram bots.

The program reaches out to all Jizzakh Polytechnic institute's students and encourages learning through experience as an important complement to entrepreneurial education, with a focus on enhancing both the number and quality of internship opportunities in enterprises, which contributes to the successful employment of Jizzakh Polytechnic institute's graduates

Support given to students

Monitoring and evaluation of internships

Management procedures during internships

The head of the internship attached to the host organization:

provides students with guidance on technical safety, fire safety, as well as the internal rules and regulations of the host organization; distributes students according to the designated objects of the host organization, acquaints with its structure, directions of activity and peculiarities; provides students with access to materials related to the internship program; creates the necessary conditions for the implementation of the internship program by students; advises students on production issues; carries out constant control over the work performed; ensures that the student adheres to the established duration of the working day; ensures the effective use of student time; approves the report on the internship; Informs the supervisor of the graduate internship attached to the university about the non-implementation of the internship program by the student and all violations of labour discipline. The attached graduate from the university maintains contact with the head of the internship. The supervisor of the internship attached to the host organization is prohibited from giving assignments to the student that are not related to the internship program.

Procedures for evaluation of internships

The level of knowledge, skills and competencies of students in the defense of the report of qualifying practice is expressed in points on the basis of a rating system of control. (The internship is evaluated in two ways: the first is assigned by the attached supervisor from the enterprise, and the second is evaluated by the responsible teacher attached to the department. Approved by the head of the department).
The maximum number of points a student can earn on the defense of this internship report is 100 points, which are distributed as follows: 56% (In the higher education system of Uzbekistan, students are trained in the rating system. Then a student who scores 56 points on a 100-point scale is considered to have mastered the subject. The remaining 44 points are not included in the mastery index) of the points allocated for the defense of the report on the qualification practice are determined as qualifying points. A student who scores less than the qualifying score is considered an academic debtor. Distribution of points (evaluation criteria for mastering indicators): Satisfactory (56-71%) points, good (72-85%) points, Excellent (86-100%). Students with an academic debtor to defend their internship report will be given two weeks during the semester to retake it with the help coordinator teacher.

4.3 SWOT analyses of internship

STRENGTHS	WEAKNESSES

- There are many agreements with internship bases, especially for technical and economical specialties; - The organization of internships is always centralized; - Yearly "Job searching", Open Doors Days and carrier days also are held.	- Lack of foreign internships in foreign companies; - Lack of foreign professionals in local institutes.
OPPORTUNITIES	**THREATS**
- Signing contracts with major city-forming enterprises in the region for internships; - Promoting qualified management of students' internships; (Student practice is monitored and monitored through a special electronic platform www.yutt.uz)	- Financial crises, the introduction of quarantine, the reduction in the number of enterprises; - The indifference of real production process in private companies for the internship programs. - Arranging internships in the interests of the parties - Large manufacturing companies of the province are reluctant to sign contracts for internships;

4.4 The suggestions for improvement of internship programmes at JizPi

- Organization of internships based on the characteristics of enterprises
- For revision, Selection of production enterprises and financing of internships based on the structure of educational areas
- Testing the student before and after the internship for comparison with help from a partner company and responsible staff from the institute.
- To organize seminars by HEI for methodologists and managers of the enterprise on the issues of practical training.
- The experienced mentors from companies have to work with the Institute students.

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