

International Black Sea University

The rule of implementation and evaluation of educational practice

(for undergraduate and graduate programs)

Tbilisi
2024

Article 1. Scope of regulation

1.1. The purpose of this rule is to regulate the process of educational practice and related relations within the framework of undergraduate and graduate educational programs of "International Black Sea University" LLC (hereinafter - "University").

Article 2. Determination of practice period and place

2.1. Students go through training practice in the period provided by the relevant educational program.

2.2. Places of practice are determined by the university taking into account the requirements of the educational program.

2.3. The place of practice can be any private and/or public institution with which the university has concluded a memorandum/agreement on the implementation of educational practice.

2.4. The place of practice may be a structural unit of the university. In this case, the internal correspondence of the school dean about the request for cooperation in the process of implementation of the practice is sent to the head of the relevant structural unit.

2.5. The university may apply on behalf of the student to a particular private or public institution with the request that they complete a practicum. If the application is accepted, the university may designate that particular institution as the practice location.

Article 3. Essential conditions of the memorandum of practice/agreement/correspondence

3.1. The memorandum/contract signed with the internship institution should take into account the number of students, as well as the purpose and duration of the internship.

3.2. When carrying out practice within the structural unit of the university, the internal correspondence sent by the dean of the school must be accompanied by the practice syllabus. Also, the correspondence should reflect all the important aspects necessary for the implementation of the practice (including the number of students to be sent, the purpose and duration of the practice).

Article 4. Practice guidance

4.1. The internship process will be managed by the head(s) of the relevant unit(s) at the internship site and a representative appointed by the relevant school of the university (internship supervisor).

4.2. The head of the practice should have a master's academic degree and/or depending on the specifics of the training practice, may be a specialist in the relevant field with at least 3 years of experience.

Article 5. Evaluation of practice

5.1. The amount of practice in credits is determined according to the educational program.

5.2. The mid-term evaluation of the practice component is conducted by the practice supervisor. For this purpose, at the end of the practice, he/she fills out the practice report and hands it over to the manager of the practice component (form of midterm evaluation of the practice component, see Appendix N1).

5.3. Depending on the requirements of the educational program, the manager of practice component may also be involved in the midterm evaluation process.

5.4. The distribution of components in mid-term and final assessments and other issues related to assessment are determined by the practice syllabus.

5.5. The final assessment is obtained by defending the practice report in front of a commission made up of the head of the program, the head of practice and specialist(s) of the relevant field (form of the final assessment of the practice component, see Appendix N2).

5.6. Depending on the features of the program, the final assessment may be carried out in a different way, in accordance with the syllabus of practice.

Article 6. Appealing the assessment of practice

6.1 The student has the right to appeal the results of the practice assessment within 5 (five) working days after the student has been informed, by submitting an application to the educational process monitoring service;

6.2 During the first phase, the student can ask the study process monitoring service to familiarize him/her with the practice evaluation form. This form is completed by commission members in compliance with Article 5, paragraph 5.

6.3 If the student does not agree with the score given by the commission, he/she is entitled to submit an application to the study process monitoring service and substantiate the reason for the appeal.

6.4 Based on the application of the educational process monitoring service, the school will submit the student's statement and evaluation form to the commission within 2 working days.

6.5 The commission, within 5 (five) working days after receiving the application, submits a report card, where it answers the student's application with arguments and, if necessary, changes the grade.

6.6 The decision of the commission is notified to the student on the same day.

6.7 If the student does not agree with the commission's decision and requests a re-evaluation of the results: then within 2 (two) working days he/she writes a statement to the vice-rector for education.

6.8 In the case of a request for a review of the assessment of practice, the vice-rector for education is authorized, based on the circumstances indicated in the student's complaint, to make a decision regarding setting a re-commission, which, in addition to the persons specified in Article 5, paragraph 5.5, may include: ombudsman, head of the educational process monitoring service, quality assurance service manager, school representative - dean, invited specialists.

6.9 The commission makes decisions by majority vote.

6.10 The commission is given 5 (five) working days to carry out the assessment.

6.11 The Commission, by a majority of votes, takes one of the following two decisions:

a) leaves clause 5.5 of Article 5 unchanged;

b) changes clause 5.5 of Article 5 to assess (increase or decrease) evaluation.

6.12 The decision made by the commission provided for in clause 6.8 of this article is final and not subject to appeal.

6.13 The relevant school reports the commission's conclusion to the educational process monitoring service on the same working day.

6.14 Within 2 (two) working days, obtained points are reflected in the electronic database of marks by the monitoring service of educational processes and the relevant documentation is kept in the student's personal file.

Article 7. Final Provisions

7.1 This rule comes into force upon its approval by the Rector.

7.2 Any change in this rule can be made in the manner established for its adoption.

7.3 The implementation of this rule will be supervised by the vice-rector for education.