



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

INTERNSHIP INSTRUCTIONS (For First and Second Cycles)

Approved on 23/08/2016 by Academic Board - Decision №3 (Appendix №2)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Legal Office

Controlled by: Quality Management Board

Approved by: Academic Board

Document No: IBSU.R03I07E

Rev: 3.00

Uncontrolled Copy ☐

Controlled Copy ☒

Revision Date: 26/12/2022

Approval Date: 23/08/2016

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Amendments

#	Decision taken by	Decision №	Date
1.	Academic Board	09	22.08.2017
2.	Academic Board	03	08.02.2019
3.	Academic Board	01	03.02.2021
4.	Governing Board	39	26.12.2022

Primary version: 23.08.2016

Revision List

#	Date	Article	Remarks
01	22.08.2017	4	Internship Supervisor
02	08.02.2019	3	Identifying Internship Places
03	08.02.2019	4	Main Conditions of Internship Memorandum/Contract/Correspondence
04	08.02.2019	5	Internship Supervisor
05	08.02.2019	6	Evaluation of the Internship
06	03.02.2021	8	Implementation
07	26.12.2022	5	Internship Supervisor

Article 1. Subject and Scope

- 1.1. The aim of this document is to identify the rules pertaining to the internship process of the students at International Black Sea University (hereinafter “University”) Bachelor’s and Master’s programs.

Article 2. Period

- 2.1. The students do their internship within the periods specified in their educational programs.

Article 3. Identifying Internship Places

- 3.1. The places for internships are identified by the University in accordance with the program requirements.
- 3.2. The place for an internship can be a public or private organization, with whom the University has concluded a memorandum/contract.
- 3.3. The place of internship might be one of the units of the University. In this case, internal correspondence, requesting for involvement in the internship process is sent by the relevant Dean to the Head of the structural unit.

Article 4. Main Conditions of Internship Memorandum/Contract/Correspondence

- 4.1. The memorandum/contract shall include the condition on the number of students, the aims and goals of the duration of the internship.
- 4.2. The correspondence sent for internship purposes between the structural units of the university, shall be attached with internship syllabi and include all relevant aspects related to due performance of the internship process (including but not limited to the number of students to be sent, the aims and goals of the duration of the internship).

Article 5. Internship Supervisor

- 5.1. The Head of the selected unit(s) (Internship Mentor) and the school member assigned by the School (Internship Supervisor) will be the supervisors in the internship process.

Amended by Administrative Board decision – date :26.12.2022, minutes #39

- 5.2. The internship supervisor at University should be specialist of the relevant field and should hold at least Masters’ Degree.

Article 6. Evaluation of the Internship

- 6.1. The workload in credits is defined according to the educational program.
- 6.2. The Internship Mentor provides the midterm evaluation of the internship. For this purpose, he/she fills the Internship Report form and submits it to Internship Supervisor.

- 6.3. In compliance with the educational program requirements, Internship Supervisor might also be involved in the midterm evaluation process of the internship.
- 6.4. The final grade for the internship is given out of Midterm assessment and Final assessment. The weight of Midterm and Final assessments are defined by the syllabus.
- 6.5. The points for final evaluation are given based on the defense/presentation of the internship report to the commission composed by the relevant program coordinator, the internship supervisor and the relevant field specialist(s). In compliance with the educational program requirements, final evaluation might be concluded in different way, rather than described in this paragraph in compliance with internship syllabus.

Article 7. Enforcement

- 7.1. This instruction shall take effect on the day of its acceptance by the Academic Board.

Article 8. Implementation

- 8.1. The provisions outlined in this document are executed by the Vice-Rector for Education and Research.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate against any member of its
community on the basis of gender, race, nationality, ancestry, creed, marital or parental status, or
physical, mental, emotional, or learning disabilities in its educational programmes and activities.*

Published by:

INTERNATIONAL BLACK SEA UNIVERSITY
David Agmashenebeli Alley 13km, 2, Tbilisi, 0131,
Republic of Georgia
www.ibsu.edu.ge
contact@ibsu.edu.ge

