

**Georgian National University SEU**

**Regulations of Georgian National University SEU on Student Practice**

**Approved**

By the Rector's order №473 of April 13, 2023

Tbilisi

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## Article 1. General Provisions

1. These regulations regulate the organizational and methodical issues related to undergoing the core practical component (hereinafter referred to as – the practice) of the academic program (hereinafter referred to as – the program) by students of Georgian National University SEU Ltd.
2. The practice must be done on the basis of the syllabus developed and approved within the program and observing the requirements of these regulations.
3. The practice syllabus, in compliance with the study outcomes determined by the program of the respective level must include: practice capacity in ECTS, goal, content, outcomes (field and general competencies), distribution of student's workload at practice – contact and independent working hours, student assessment system (assessment components and criteria) and other necessary details.
4. The goal of the practice is to sum up the theoretical knowledge and competencies acquired by the student within the framework of the program, their practical implementation, therefore, considering the prerequisites for admission, as a rule, the practice is implemented at Bachelor's level in the final semester, and at Master's level – in the second year of studies.
5. During the practice, while performing individual work tasks, a student has to demonstrate his/her knowledge and reveal maximal independence, within the competencies. Undergoing practice will have positive effect on student's opportunities in terms of employment.
6. Apart from the university resources, the implementation of the practical component (practice) of the academic program is also ensured within the framework of agreement/memorandum executed with public and/or private organizations of the relevant profile, which must include the program level, name, recommended number of students, also, the goal and the duration of the practice.
7. In the case of existence of a circumstance different from the one provided in the paragraph 6 of this Article:
  - a) If the student chooses the practice facility of certain profile himself/herself, he/she must present the official written consent of that organization – in order to assign a mentor for the student and ensure doing the practice fully, according to the practice syllabus;
  - b) If the student is employed according to the program profile – he/she must present a certificate and/or employment agreement issued by the employer organization, which includes information on the position held by the student/employee and the work description or duties. Herewith, the organization must express its readiness to provide support to the student, which implies – cooperation with the practice supervisor (on the part of SEU), in the process of development and implementation of individual practice program for the employed student, supporting student in collecting the necessary information and/or materials for the practice report.
8. The practice facility must ensure:
  - a) Necessary conditions for full implementation of practice, in order to achieve the study outcomes determined under the practice program;

- b) Assigning experienced and qualified specialist – mentor, who will supervise the student practice process at the practice facility, support them in achieving the goals, participates in the assessment of the student practice.

## **Article 2. Main principles for the organization and implementation of practice**

1. The practice process includes the following phases:
  - a) Preparatory phase;
  - b) Student's activities at the practice facility;
  - c) Keeping of practice diary by the student;
  - d) Preparation of the practice report by the student;
  - e) Defence of the practice report by the student.
2. The beginning of practice is preceded by the preparatory phase, which is organized by the Career Development and Alumni Relations Office of SEU with the coordination of the respective program supervisor and includes:
  - a) Agreeing of the issue of admitting students at practice – in order to determine the number of students, the duration of practice, the work schedule and other necessary issues, with the authorized staff member of the practice facility;
  - c) Provision of the student list, practice syllabus and other necessary information/materials to the mentor assigned at the practice facility;
  - d) Organization of the meeting in order to familiarize students with the information related to undergoing practice (practice terms and schedule; study goals to be achieved; keeping of diary and preparation of report; criteria for the assessment of the practice etc.).
3. Information on the practice facilities will be provided on the electronic management information system (emis.seu.edu.ge), where the student will choose the practice facility that is desirable for him/her. Therefore, the system forms the lists of the students admitted/sent to practice automatically.

## **Article 3. Practice supervisors**

1. On the part of SEU, the practice implementation process is supervised by – the practice supervisor, who may be an academic or invited personnel implementing the respective program (respective direction).
2. The practice supervisor shall be obliged to:
  - a) Provide information and consultation for student/students;
  - b) Introduce the practice program (syllabus) to students;
  - c) Cooperate with the mentor in the practice process (face-to-face and/or online), in order to monitor the implementation of practice;
  - d) Assist student/students in the preparation of the practice report;
  - e) Participate in the student assessment process.

3. At the practice object, the process of performing of certain work by the student is led and coordinated by a mentor, who is a qualified staff member selected by the practice facility.
4. The mentor shall be obliged to:
  - a) Ensure the implementation of practice according to the agreement/memorandum and the practice program (syllabus);
  - b) Ensure the introduction of the internal regulations, the norms of labour safety and ethics (if any) to students and the control their observance by the students;
  - c) Supervise the student practice process and their daily work;
  - d) Assist students in obtaining the information and materials necessary for them;
  - e) Give individual tasks to students and help them in their fulfilment;
  - f) Provide information on the progress of practice, including, the existing problems to the practice supervisor (on the part of SEU) in a timely manner;
  - g) Participate in the student assessment process.
5. For the effective flow of the practice process, it is important to plan periodical meetings between the practice supervisor and mentor, face-to-face or online, in order to monitor the practice process and/or hold the summary discussion on the practice.

#### **Article 4. Rights and obligations of students**

1. Students are authorized to:
  - a) Undergo the practice determined under the program in a real work environment;
  - b) Require adequate and safe environment;
  - c) Receive information, consultations and assistance from the project supervisor and/or mentor, in terms of the peculiarities of the practice and/or the work to be performed.
2. Students shall be obliged to:
  - a) Attend the information meeting planned at the preparatory stage;
  - b) Appear at the practice facility in a timely manner and undergo practice within the determined terms;
  - c) Observe the internal regulations, the norms of labour safety and ethics (if any) at the practice facility;
  - d) Fully perform the tasks determined under the practice program (syllabus), including, the individual tasks of the mentor;
  - e) Keep the practice diary throughout the practice;
  - f) Submit completed and duly executed practice report to the practice supervisor in a timely manner;
  - g) Defend the practice report before the commission.

### **Article 5. Practice diary**

1. In the practice diary the student shall describe his/her daily activities at the practice facility – list the activities/tasks/works performed and the time spent on them.
2. Keeping of a practice diary on a daily basis helps students in the preparation of the practice report.
3. The mentor shall confirm the correctness of the information included by the student in the practice diary (on the work performed by the student at the practice facility and the time/hours spent for its performance etc.) with his/her signature.
4. The practice diary must be filled in according to the **Annex №1** to these Regulations.

### **Article 6. Practice report**

1. The practice report is the description, analysis of the works studied and performed by the student at the practice facility, also, the conclusions.
2. The information included in the practice report must be adequate to the requirements determined under the practice component (syllabus) of the academic program and the records of the practice diary.
3. The text of the practice report:
  - Is written on the A4 format paper;
  - All pages are numbered in sequence;
  - The text must be printed only on one page;
  - Page fields: left 30 mm field, and other sides – 20mm;
  - Font – Sylfaen, size 12;
  - Minimum of the page number font – 10 mm;
  - Font size for the title – 14, subtitle – 12;
  - Text line spacing – 1.5.
  - Size no more than 10 pages (without annexes).
4. The practice report shall be executed according to the **Annex №2** to these Regulations.

### **Article 7. Defence and assessment of the practice report**

1. The practice shall be assessed with the 100-point system existing at SEU. The sum of the interim assessments (maximum 60 points) and the final assessment (assessment of the practice report, which implies maximum 40 points).
2. The interim assessments are performed by:
  - a) Mentor – assesses student's activities at the practice facility;
  - b) Practice supervisor – assesses student's practice diary, keeping of the diary throughout the practice.

3. The practice defence commission (hereinafter – the commission) shall assess the practice report.
4. The practice assessment components and assessment criteria shall be determined and included in the practice syllabus of the program, which may differ according to the specifics of a certain program and the respective practice.
5. The date/time of the practice defence and the composition of the commission, which is determined with at least 3 members, shall be approved by the rector's order, based on the proposal of the dean of the respective faculty.
6. The academic personnel of the program and/or the invited specialist having professional experience in the respective field of the program may be the member of the commission.
7. The practice supervisor and the mentor shall not be included in the composition of the commission.
8. The public defence procedure of the practice report includes: submission of the practice report; questions and answers; discussion and assessment. 10-15 minutes are assigned for defending the practice report.
9. Each member of the commission shall assess the practice report individually, based on the established assessment criteria. The final assessment for the defence of report shall be calculated using the arithmetic mean of the sum of points of the commission members.
10. The assessment of the defence of practice report will be uploaded on the el. Portal (emis.seu.edu.ge) of the students, no later than on the next working day after the completion of the defence.

## **Article 8. Appeal**

1. The student objecting to the assessment received on the practice report defence is authorized to appeal the assessment via the application for appeal, on the el. portal (emis.seu.edu.ge), no later than within 3 days from the publication of the assessment.
2. The appeal must be substantiated and it must be clear in which criterion/component does the student object to the assessment received. The unsubstantiated appeal will be returned to the applicant.
3. The initial review of the appeal will be performed by the program supervisor.
4. The substantiated appeal will be transferred for reviewing to the Appeals Commission, its composition shall be determined by the dean of the faculty. The member of the practice report defence commission shall not be included in the composition of the Commission.
5. The Appeals Commission shall review the appeal and make a decision according to the claim of the appeal.
6. Within the framework of the decision the commission is authorized to render a decision on:
  - a) Upholding the decision rendered;
  - b) Returning the practice report to the defence commission for reassessment;
  - b) Refusing to satisfy the appeal.

7. The results of appeal will be introduced to the applicant and will be included in the decision and the proposal of the Appeals Commission, no later than within 5 days from the appeal.

#### **Article 9. Final provisions**

The Regulations shall be revoked, amended and/or supplemented by the order of the SEU Rector.