

The rule of conduct and assessment of students' practice of the
Georgian Technical University

I. Objectives and content of practice

1. Practice is a necessary component of higher education, which helps the student to become a professional and allows him to develop the acquired theoretical knowledge in a practical environment.
2. Practice gives the student the opportunity to test the acquired knowledge in a real working environment and further refine and develop the acquired competencies.
3. Practice also aims to support students in terms of employment in practice facilities.
4. The purpose of the practice is also to acquire a highly qualified employee for the site, which ensures the effective performance of current works.
5. The content of practice is determined by the practice program (syllabus), which must include:
 - goals of practice;
 - duration of practice (it is determined based on the specifics of the educational program and training course);
 - object/objects of practice and sequence of passing of practice in time format;
 - components to be studied/performed by the student at the practice facility;
 - content and deadlines of the student's individual assignment;
 - types of practice control;
 - student assessment forms and methods;
 - deadlines for students' interim evaluations, preparation and defense of practice reports.
6. After the end of the internship, its results should be discussed at the meeting of the academic department.

II. Types and objects of practice

1. Practice, depending on the goals of the program, can be educational, informative, industrial, technological and other types.
2. Training practice is usually carried out within the framework of GTU.
3. Production, technological and other types of practice are usually carried out within the framework of another enterprise/organization/institution.
4. Accordingly, the object of practice can be a teaching, teaching-scientific laboratory, scientific-research institute, center or other structural/organizational unit of the Georgian Technical University (hereinafter - GTU), as well as another enterprise/organization/institution (including an employer) that has The appropriate conditions for conducting the practice and with which the GTU has signed the relevant agreement/memorandum.
5. The agreement/memorandum referred to in paragraph 4 of this article must include the level, title, number of students, as well as the purpose and duration of the internship.

III. Organization of practice

1. The overall management of the practice is carried out by the Teaching Department of GTU. Specifically, he monitors the organization of practice at the faculties, checks draft orders, etc.;
2. The dean of the relevant faculty and the head of the academic department are responsible for the organization of practice;
3. The practice manager is responsible for conducting the practice;

4. In order to provide operational support and control of students at the practice facility, a supervisor is appointed by the practice facility from the staff of the facility;
5. In order to conduct the internship in an organized manner, with the agreement of the dean of the faculty and the head of the academic department, a letter signed by the rector is sent to the internship site at least 1 month before the beginning of the internship, in which the details of the agreement/memorandum specified in clauses 4 and 5 of Article II will be mentioned, as well as the number (or lists) and deadlines, objectives, as well as the level of the educational program, name, contact information of the head of practice and other necessary data.

IV. Head of Practice (appointed by GTU)

1. Before the beginning of practice, preparatory work is carried out at the site of practice to receive students;
2. Establishes close contact and cooperates with the supervisor designated by the practice site;
3. Controls the on-time reporting of students to the practice facility, passing labor safety instruction (taking into account the specifics of the practice facility);
4. Students will be introduced to the practice program (syllabus);
5. Each student is given an individual task;
6. Together with the supervisor appointed by the practice facility, monitors compliance with the labor regulations by students;
7. Controls compliance with practice deadlines;
8. Reviews students' practice daily register and reports;
9. Conducts intermediate and final evaluations of students;
10. Enters the assessment in the electronic resource of the student's knowledge assessment;
11. Submits a report on the practice to the academic department, as well as notes and suggestions for improving the practice.

V. A supervisor appointed by the practice facility

1. Organizes student practice in accordance with the practice program (syllabus) and signed agreement/memorandum;
2. Ensures the conduct of labor safety instruction for students;
3. Will familiarize students with the labor regulations of the practice facility;
4. Monitors students' compliance with labor safety rules and labor regulations;
5. Ensures the creation of safe working conditions for students at each workplace;
6. Directs the daily work of students;
7. Advises students to complete the internship program;
8. Helps students to complete individual tasks;
9. Assists students in obtaining the information and materials they need;
10. After completing the practice, determines the characterization of each student.

VI. Duties of the student during practice

1. Students is obliged to:
 - a) to study and strictly follow the rules of labor safety and industrial sanitation;
 - b) to follow the labor regulations;
 - c) to fully perform the (including individual) task provided for by the practice program;
 - d) to make a diary and a report during practice;
 - e) at the end of practice, submit the diary and report to the supervisor appointed by the practice facility, and hand it over to the supervisor after signing;

2. At the end of the internship, the student will be given two or three days to complete the report. After completing the practice, the student defends the practice report before the supervisor;
3. A student who fails/fails to complete the practice program or receives a negative grade while defending the report, will retake the practice in accordance with the instructions for managing the study process of GTU, similar to the study course (subject).
4. If the practicum is a component of the course, such a student will not be admitted to the final examination of the course and will have to complete the course in its entirety regardless of the grade received in the other components.

VII. File a practice daily register

1. During the practice, the student must make notes (by hand) about the daily activities in the practice daily register, describe the work performed and the news that he learned during the practice, record the necessary data, record the achieved results;
2. Keeping a practice daily register will help the student to prepare a practice report;
3. The practice daily register must be completed in the form presented in the first appendix;
4. The practice daily register should include the following information: the practice period, the name of the practice object, the content of the work to be performed, the signatures of the supervisor appointed by the practice object and the signature of the practice clerk appointed by the GTU.

VIII. Practice report

1. The internship report is an overview of the work studied and performed by the student during the internship.
2. The practice report should include an introduction (purpose of the practice object, brief description), description of work areas/places, information about the work specifically performed by the student during the practice period, including individual assignments, conclusions and proposals, a list of used information sources, content (table of contents).
3. The practice report must be completed in the form presented in Appendix 2;
4. The volume of the practice report should be no less than 15 pages without appendices. All pages should be numbered consecutively, leaving no free space or page is not allowed. The text should be written on A4 format (297×210 mm) paper with a density of 80 g/m², font - Sylfaen, size 12. The minimum font size for page numbers is - 10. A larger font size may be used in headings and subheadings. Spacing for report body text is 1.5. The text should be printed on one page only. A margin of 30 mm should be left on the left side of the page, and 20 mm on the other sides. The text must be printed on a laser printer or with a quality close to it.

IX. Assessment and protection of the practice report

1. Assessment of practice is carried out in the manner described in the relevant syllabus and on the basis of criteria.
2. Forms of evaluation are intermediate (multiple) and final evaluations.
3. Practice, the timing of which coincides with the timing of classroom lessons, will be evaluated on a weekly basis. For this purpose, at the end of each week, the head of practice examines the daily registers of students and hears information from them about the course of practice. A student who does not have a practice daily register, or the daily register is not signed by the supervisor appointed by the practice facility, will not be evaluated.
The maximum weekly assessment is 4 points, including practice diary - 2 points, survey - 2 points; The maximum total score of the current evaluation during the semester is 60, the minimum positive evaluation is 30 points.

The evaluation criteria are:

a) practice daily register:

- 2 points - the daily register is completely filled in, executed with high quality, the terminology is correct, the content corresponds to the practice program.
- 1 point - the daily register is incompletely filled, the quality of execution is satisfactory, the terminology is flawed, the content partially corresponds to the practice program;
- 0 points - the daily register is incomplete, executed poorly, the terminology is inappropriate, the content does not correspond to the practice program or the diary is

not compiled.

b) survey:

- 2 points - the student fully describes the course of practice in the given period, including specific areas/workplaces, states the facts, the terminology is correct;
- 1 point - the student describes the course of practice in the given period, however, he cannot fully specify the areas/workplaces, it is difficult to name the facts, the terminology is flawed;
- 0 points - the student cannot describe the course of practice, cannot name the facts, the terminology is incorrect.

During the final exam (defense), the head of the practice examines the report of the practice by the students and listens to their presentation. A student who has not completed a report, including individual assignments, will not be graded.

The maximum grade of the final exam (defense) is 40 points, the minimum positive grade for undergraduate students is 25% of the maximum grade, and for master's students - 50%. The scaled evaluation score is obtained by the formula $S=8 \times M$, where M is the score obtained according to the evaluation criteria.

The evaluation criteria are:

- 5 points - the practice report is fully completed, including individual assignments; The student's reasoning about the content of the practice report is sound and convincing. Demonstrates thorough knowledge of the material. Professional terminology is used;
 - 4 points - the practice report is almost completed, including individual assignments; The student's reasoning about the content of the practice report is at a good level. reflects the content of the presented material, there are no essential errors; Professional terminology is used.
 - 3 points - the practice report is almost completed, including the individual assignment; The student's reasoning about the content of the practice report is satisfactory; A few errors are noted; The terminology is flawed.
 - 2 points - the practice report is only partially completed, including the individual assignment; The student's reasoning about the content of the practice report is incomplete and unconvincing. No professional terminology is used;
 - 1 point - the practice report and/or individual assignment is flawed; The answer is fundamentally wrong.
 - 0 points - the practice report, including the individual assignment, is not completed.
4. Practice, the dates of which do not coincide with the dates of classroom courses, will be evaluated in the manner described in the syllabus, in accordance with the requirements of the Order N3 of January 5, 2007 of the Minister of Education and Science of Georgia "On approval of the rules for calculating credits for higher education programs". For example, the final exam (defence) may be conducted in a manner similar to that described above, while the midterm assessment/assessments may be conducted depending on the format of the time allocated to the practice (eg, daily or at a different frequency).

Georgian Technical University

Faculty of

..... practice report

Education level _____

Program _____

Student name, surname _____

Study year _____ Academic year _____

Group _____

Contact information, phone number _____

Terms of practice _____

Name of practice facility _____

Legal form and name _____

Subordination (if any) _____

Location _____

Supervisor appointed by the practice facility _____

Name, surname, signature, date

Head appointed by GTU _____

Name, surname, signature, date