



Tbilisi State University,  
TSU



**Ivane Javakhishvili Tbilisi State University  
Master Program "Public Administration"**

**Rules Concerning Internship**

### **§1. Aims of the Internship**

1. For the Master Program of Public Administration an internship is a mandatory component, not only within the country (in the State Institutions, or private organizations, which have public functions), but also abroad (mainly in Germany or in the International Organizations of European countries). After successfully completed course the MA student gets 10 credits (ECTS).
2. An internship is designed to give students deep and systematic knowledge of using theoretical knowledge in practice. Furthermore, students will be introduced to the activities and mechanisms of state authorities and learn the ways of discussing and solving the recent issues.
3. The internship abroad is oriented on receiving an international experience; students are given the opportunity to explore specific aspects of public administration in foreign countries, the structure of the governmental bodies and practical ways of solving different problems.
4. MA students must do an internship in different State Institutions (e.g.: Ministries, Parliament, City Hall, etc.) or in the International Organizations, where they implement relevant activities consulting by their supervisors.

### **§2. Duration**

1. Duration of the internship is 8 calendar weeks. MA students work full time in the working days, except the weekend.
2. Internship in the appropriate institutions is provided at the end of the second academic semester. Internship abroad is provided for the fourth academic semester.

### **§3. Internship Location**

1. At the beginning of the program, student assumes the responsibility to choose and find a place of either national or international internship. Whenever necessary, administration of the program can help students to find an internship. The place of the internship should be chosen at the beginning of the second academic semester, no later than the last working day of the first month of academic calendar.
2. In the case of finding appropriate internship, student gives information to the heads of the program, which approves it and gives permission about implementation of the internship.

### **§4. Supervising an Internship**

1. In the case of approving a place of internship by heads of the program, a contract is concluded between the university and the organization, in which the student should do an internship.
2. The contract is signed by both sides, from TSU side – by the dean of the Faculty of Law.
3. The program also provides the supervisor, who will coordinate the content and goals of an internship and supervise the implementation of an internship.

### **§5. Evaluation**

1. Evaluation of the internship is multi component and multiple. The evaluation includes student's

## ANLAGE\_13\_Annex 2

activity during the internship (max. grade 60) and report on internship (written and oral) (max. grade 40).

2. The supervisor allocated from an employer forwards to the place of internship an evaluation formulary (annex 1), which contains the following evaluation criteria:

- Determination - 10 (max. grade)
- Efficiency - 10 (max. grade)
- Initiative appearance - 10 (max. grade)
- Understanding of job characteristics and high level of strategic management - 15 (max. grade)
- Quality of completed task - 15 (max. grade)

3. Report on the Internship:

In written and oral form, the report on the internship is presented to the program's management and to the program supervisor. The mentioned report should be no more than 10 pages. The report on the practice done in Georgia has to be submitted within the first 2 weeks in the next semester and the report on an internship done abroad – within the first week of the Summer School. Oral presentation is held by the presence of the group of students and is assessed by the Commission, which consists of program management staff and the internship supervisor. Written report is assessed by the internship supervisor.

4. Evaluation Criteria:

- Introduction - 5 (max. grade) (describes the goals of the internship and motivation of the student and student's interest of one concrete field);
- Description of the institution - 3 (presentation of impression on the institution and its activity);
- Description and analyze of students' activity during internship - 15 (max. grade) (compliance of the internship goals to the already learnt issues and fulfilled work; Adequacy and objectivity of the analyze and evaluation of fulfilled work during the internship; Description of the fulfilled work and achieved results; listing and description of the developed skills, due to the fulfilled work and learnt issues and its importance for successfully practical activity);
- Conclusions - 5 (max. grade) (forming logical and well-founded conclusions);
- Annex - 2 (max. grade) (is relevant and supports the described facts to be well-founded and visible);
- Presentation of the report - 10 (max. grade) (student should introduce the report, present fulfilled work fluently, present the results, defend his/her own opinions and also present his/her knowledge and skills).

5. System of Evaluation

- 1) Positive evaluation:

- (A) "Excellent"- 91% and more
- (B) "Very good"- 81 -90%
- (C) "Good"- 71 -80%
- (D) "Satisfactory"- 61 -70%
- (E) "Sufficient"- 51 -60%

- 2) Negative evaluation:

- (FX) "Marginal Fail"- 41 -50%, this means that the student needs more training to pass the

internship report and is allowed to take an additional presentation.

(F) “Fail”- 40% and below, this means that work, made by the student is not enough and he/she shall make internship again.

### **§6. Exceptions**

1. It is possible to credit an internship for the MA students, who have an employment appropriate to the profile of the master program either in public or in private sector.
2. In this case, a certificate should be presented from the workplace (including job description), review made by the supervisor and evaluation of above-mentioned components (§6 paragraph 2) within 60 points approved with the signature and seal (if applicable).
3. The presentation takes place in a manner prescribed by this law (§6 part 3).
4. Students, who have to re-pass two or more subjects of previous semesters, or those, who had stopped their student status before they gained the necessary number of credits, will not be allowed to do an internship until they gain the necessary number of credits or until they pass all the previous exams.

### **§7. Transitional Provisions**

The foregoing provisions were decided by the Academic Council of the program. The council's decisions are presented to the Council of Law Faculty for approval/cancelation/changes and afterwards it is sent to the Academic Council of TSU and enters into force in the moment it is approved.

**Head of the Council of the Faculty of Law**

**Irakli Burduli**

**Academic Year:**  
**Academic Semester:** Spring  
**Faculty:**Law

**Specialty:**Public Administration  
**Discipline:**Practical Course  
**Credits:**10 ECTS

**The place, where the course is held:**

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**Goals of the internship:**

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**Components of estimation and appropriate maximum grades:**

- I. Determination - 10
- II. Efficiency - 10
- III. Initiative appearance - 10
- IV. Understanding of job characteristics and high level of strategic management - 15
- V. Quality of completed task - 15

| Surname, Name | I | II | III | IV | V | Total grade |
|---------------|---|----|-----|----|---|-------------|
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**Student's Characterization by the supervisor**

Signatures:

**Supervisor** (Name, Surname, Position)

**Dean of the Faculty of Law**

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