

## **Community College „Panacea“**

### **Guide for Vocational Students**

#### **Rights and obligations of vocational student**

##### **Vocational student**

- A person studying in a vocational educational program. The status of a vocational student is obtained with or without a joint professional testing.

##### **A vocational student is entitled to:**

- receive quality vocational education.
- demand a fair assessment of knowledge.
- receive necessary information on issues related to educational programs, educational process.
- use its material-technical premise, information means, library and other educational resources to the extended established by the Legislation of Georgia, regulatory guidelines and legal acts of the College.
- in accordance with its own interests, join to the Representative Council of Vocational Students.
- apply the suspension and restoration of the status for vocational student, right to internal and external mobility, require an individual curriculum, appeal.
- be benefited from the provision of further education for vocational students.
- in case of unfair treatment and/or unfair action towards a vocational student, apply in writing to the director of the College

##### **A vocational student is obliged to:**

- The vocational student is obliged to follow the rules of behavior on the territory of the College, as well as the ethical standards in relation with the College staff and other vocational students.
- respect the prestige of the College, take care of the property of the College and the practice facility, otherwise material responsibility shall be imposed for the damage caused.
- fulfill the requirements set forth under the by the internal regulations and vocational educational activity regulations.
- observe and fulfill the terms of the contract concluded with him/her as a vocational student.

##### **Suspension of the status for vocational student**

- Suspension of the status for vocational student means temporary release from the obligations between the College and the vocational student, without termination of the status for vocational student.

- For the vocational student, the status can be suspended for a period of no more than 3 years.

#### **Restoration of the status for vocational student**

- After the status for the vocational student is suspended, the status for vocational student may be restored based on the director's order.
- The vocational student has the right to apply to the director of the College for restoration of the student status.
- In case of restoration of the status for vocational student, the credits used before the suspension of the status and paid tuition fees, if any, shall be considered as passed for the vocational student.
- The status for vocational student shall be restored after elimination of the reason for suspension of the status for vocational student.

#### **Termination of the status for vocational student**

- Termination of the status for vocational student is considered the exemption from the execution of the rights and duties of the College and the vocational student without the right to restore the status for vocational student.

#### **Mobility**

- Mobility for vocational student is the free movement of vocational students to participate in the study process, which is accompanied by the recognition of credits and education obtained during the study period.
- The mobility of a vocational student can be carried out from an institution implementing a vocational educational program to another institution implementing a vocational educational program (external mobility) or within the same vocational educational institution from one vocational educational program to another vocational educational program (internal mobility).
- Internal and external mobility can be carried out within the framework of the vocational educational program awarding qualifications of the same level.
- The right to internal and external mobility arises for the vocational student only for the program for which he/she meets the prerequisites for admission.
- The right to internal and external mobility is available to a person who has obtained the status for vocational student, who is a vocational student of a vocational institution at the time of mobility, or a person who has suspended the status for vocational student at the time of mobility.
- The basis for starting the internal and external mobility procedure is the application of the vocational student (the application should include the name of the program in which the person wants to continue his/her studies) to the name of the College director.

### **Individual study plan**

- The individual study plan is a document drawn up taking into account the special needs of the vocational student, which defines individual study goals and ways to achieve study outcomes for the vocational student. The need to draw up an individual curriculum arises when:
- A vocational student with special educational needs/a disabled vocational student cannot achieve the study outcomes.
- The vocational student transferred to vocational educational programs by mobility (in case of external or internal mobility), whose study results are different from the study results of the College educational program.
- The vocational student whose status for vocational student was suspended.
- The vocational student who missed the educational process due to an honorable reason (illness, childbirth, etc.) and after eliminating the reasons, needs to be included in the educational process.

### **Inclusive education**

- In the case of teaching with inclusive education, the College adapts to the vocational student with any need in terms of culture, study environment, rules, curriculum, methods, vocational teachers.
- The College provides appropriate measures within its capabilities: vocational students with special educational needs will be informed and actively involved in the process of planning their adult life, receive vocational education at a pace and style suitable for him/her, she/he will achieve the educational results determined by the profession to the extent possible. Finally, he/she will be employed, which will help to improve the existing level, integrate into society and lead an independent life.

### **Assessment of vocational student**

- Competency-based assessment is used in vocational programs, which refers to the assessment of the vocational student's ability to apply knowledge, skills and practical experience, according to criteria predetermined by the module/program.
- In order to receive credit for the module/program, all study results achieved by the module/program must be positively evaluated.
- It is possible to confirm the study results individually, several results at the same time or the entire module.
- Two types of assessment are used to assess the vocational student's achievements: formative and determinative.
- Formative assessment is an assessment of the studying process that monitors the dynamics of the vocational student's development and aims to help the vocational student by providing feedback.
- Determinative assessment serves as a set of achieved study results/results in accordance with defined criteria. Determinative evaluation takes into account the use of a system based on counting principles only and allows the following two types of evaluation:

- a) the study result has been confirmed;
- b) The study result could not be confirmed.
- Determinative assessment is supported by evidences for appropriate assessment using the tools for determinative assessment.

#### **Implementation of the determinative evaluation process**

- The vocational student shall be obliged to appear for the evaluation process at the specified time of the beginning of the evaluation.
- The vocational student, who could not appear for the final assessment due to an honorable reason, shall be assigned an additional final assessment within 10 (ten) working days.
- Unconfirmed module/result, which is not a prerequisite for admission to another module/result, the vocational student has the right to confirm the relevant module/result within a reasonable time before the end of the relevant educational program.
- An unconfirmed module/result that is a prerequisite for admission to another module/result, the vocational student has the right to confirm the relevant module/result before starting the module/result, the prerequisite of which is an unconfirmed module/result.
- In case of receiving a negative result in the determinative assessment, the vocational student can request counseling to improve the achievements and conduct a repeated determinative assessment.
- The module/result for which the vocational student received a negative grade, after exercising the right to have reassessment, an individual study plan is drawn up for the vocational student for the given module, and the vocational student will study the given module again in an accelerated mode (before starting the corresponding prerequisite module).
- The vocational student who retakes the module/result for which he/she received a negative grade with an individual study plan, after using the right to retake the evaluation, has the right to simultaneously retake the module/s for which the given module is not a prerequisite for admission.
- The result of the determinative assessment is communicated to the vocational student individually.

#### **Appeal**

- If the vocational student does not agree with the evaluation result, he/she is entitled to appeal.
- The vocational student has the right to appeal, on the same day or the next working day after the results are announced, to appeal the received evaluation and/or procedural issues and to appeal in writing to the director of the College.

#### **Granting vocational qualification**

- To obtain vocational qualification, the vocational student must accumulate all the credits provided by the relevant vocational educational program.

- The vocational student who is studying at the vocational educational program whose vocational modules provide 50% or more of the study results in a real work environment, is required to pass a qualifying examination.
- Based on granting qualification, the vocational student shall receive a document confirming the qualification granted: professional diploma and a diploma transcript.
- In case of refusal to grant the qualification, the vocational student has the right to:
  - request, in case of not fully confirming the study results defined by the module, a notification about the study results confirmed within the relevant module;
  - In case of non-completion of the relevant vocational program, request a certificate of completed modules.