

MIDDLE EAST TECHNICAL UNIVERSITY
MINING ENGINEERING DEPARTMENT
Rules and Procedures of the Summer Practice Processes

PART ONE

AIM, SCOPE, AND DEFINITIONS

Aim

ITEM 1 – (1) This document aims to detail the rules and procedures of the summer practice processes carried out by the Summer Practice Committee of the METU Mining Engineering Department.

Scope

ITEM 2 – (1) This document covers the processes in which the related external and internal authorities are included, coordinated by the Summer Practice Committee for the students enrolled in the undergraduate program of the METU Mining Engineering Department. The processes covered in this document help students fulfill their compulsory summer practices within the scope of the 5650300 and 5650400 courses and the voluntary summer practices that can be performed optionally.

Definitions

ITEM 3 – (1) Definitions of expressions used in the current document are given below.

- a) **Summer Practice Committee / Committee:** The committee that consists of the summer practice committee chairperson and assistant(s). This committee supervises and manages the summer practice processes
- b) **Summer Practice Committee Chairperson:** The faculty member appointed by the department chairperson among the department faculty members every three years and who manages the processes in coordination with the other faculty members and other authorized units of the university so that summer practices can be carried out in accordance with the procedures
- c) **Summer Practice Committee Assistant:** The research assistant appointed by the summer practice committee chairperson, with the department chairperson's consent, among the department's research assistants and who helps to fulfill the relevant processes under the supervision of the summer practice committee chairperson
- d) **University / METU:** Middle East Technical University
- e) **Dean's Office:** Dean's Office at METU Faculty of Engineering
- f) **Department:** METU Mining Engineering Department
- g) **Secretarial:** METU Mining Engineering Department Secretarial

PART TWO
GENERAL INFORMATION

Compulsory Summer Practice

ITEM 4 – (1) Undergraduate students of the department must successfully complete two compulsory summer practices during their undergraduate programs. The success of a compulsory summer practice is measured by evaluating the summer practice reports submitted under the scope of the non-credit but must courses entitled *5650300 Summer Practice I* or *5650400 Summer Practice II*. The final grades of the courses are evaluated as U (Unsatisfactory) or S (Satisfactory).

(2) In the Fall Semester following the Summer Practice Period, students who completed their first compulsory summer practice must be enrolled in *5650300 Summer Practice I*. On the other hand, students who completed their second compulsory summer practice must be enrolled in *5650400 Summer Practice II*, and those who completed their first and second compulsory summer practices in the same summer term must be enrolled in both *5650300 Summer Practice I* and *5650400 Summer Practice II*. If a student wants to conduct more than one summer practice in the same Summer Term, there must be at least one day gap between the practice periods as a legal obligation so that practice periods cannot overlap.

(3) Students who completed their compulsory summer practices and cannot add *5650300 or 5650400* course(s) in the Fall Semester course registration period due to their probation status will be added to the ODTUClass as *guest students* manually so that they can submit their practice reports to be evaluated. Those students must be enrolled in *5650300* or *5650400* courses in the very first semester that they are no longer on probation status so that the report grades can be introduced in their transcripts.

(4) Compulsory summer practice can be conducted in one of the three different types: i) Surface mining, ii) underground mining, and iii) mineral processing.

(5) Compulsory summer practice must be performed in a field-type practice, and the practice period must cover a minimum of 20 working days. Except for force majeure, the practices out of a mining field and only in an office environment are not evaluated under the scope of compulsory summer practice.

(6) Compulsory summer practice must be conducted only during a Summer Term, not overlapping with any Academic Semester. Except for force majeure, any summer practice cannot be performed during the Interim Period or Academic Semester.

(7) For a particular type of compulsory summer practice, the following *Must Courses* need to be taken in past semesters or the spring semester just before the corresponding summer term. A minimum final grade of 'FF' is required for each course. In cases of NA (failed due to absenteeism) and W (withdrawal from the course) grades, the course is considered ungraded.

Summer Practice Type	Courses Required
Underground Mining	5650201 Underground Mining
Surface Mining	5650202 Surface Mining
Mineral Processing	5650309 Mineral Processing I 5650310 Mineral Processing II

(8) For students whose university entry is the 2018 Fall Semester and after, they are required to take and successfully complete (with S Grade) *8770101 Occupational Health and Safety-I* or take the course in the Spring Semester just before the corresponding summer term. This condition is not required for students whose university entry is before the 2018 Fall Semester.

(9) A summer practice type can be performed only once within the scope of the compulsory summer practice. Students should decide on their summer practice places among the practice types they have not performed yet and in a different company.

(10) The university insures a practice period of 20 working days. A practice that covers 20 working days is called short-term summer practice. For the practices (long-term summer practice) exceeding 20 working days, students must be insured by the company for the remaining period.

Voluntary Summer Practice

ITEM 5 – (1) Voluntary summer practice is a non-obligatory type of summer practice that aims to increase undergraduate students' professional knowledge and experience.

(2) Report submission and evaluation are not carried out after the practice. Therefore, a student who performs this type of practice will not be enrolled in 5650300 *Summer Practice I* or 5650400 *Summer Practice II* courses.

(3) The university insures a practice period of 20 working days. For the practices (long-term summer practice) exceeding 20 working days, students must be insured by the company for the remaining period

(4) Within the scope of voluntary summer practice, there is no restriction for practice type and company. Additionally, both office-type and field-type practices are allowed.

(5) There is no course requirement for any summer practice type. However, the 8770101 *Occupational Health and Safety-I* course must be taken and completed successfully in past semesters or the Spring Semester just before the corresponding summer term.

(6) For performing multiple summer practices (voluntary or compulsory) in the same summer term, there must be at least one day gap between the practice periods so that the periods cannot be overlapped.

(7) There is no limitation on the number of voluntary summer practices. The university insures each voluntary summer practice for 20 working days.

PART THREE

PROCESSES BEFORE THE START OF THE SUMMER PRACTICE

Spring Semester - The First Summer Practice Information Meeting

ITEM 6 – (1) Regarding the METU Academic Year Calendar (<https://oidb.metu.edu.tr/tr/akademik-takvim>), *The First Summer Practice Information Meeting* is organized within the first two weeks of the spring semester. The meeting aims to inform the department's undergraduate students about the procedures of the summer practice works, the department's expectations from students before, during, and after a summer practice period, and other related issues.

(2) An informative e-mail is sent at least twice on different dates to all undergraduate students registered in the 2nd, 3rd, and 4th grades. The e-mail informs about the meeting date, time, and venue.

(3) An online attendance list will also be shared in the informative e-mail for the pre-registration of students. Students are required to read the current document *Procedures and Principals of Summer Practice Processes* previously and bring the print-out of the document to the meeting. An attendance list to be signed with wet signatures will also be provided during the meeting. Here, original signatures

on the list will declare that students fully understand the responsibilities and liabilities of summer practice procedures. The students with wet signed records are deemed to be available in the meeting.

(4) Participation in the meeting is MANDATORY for all students who want to do a compulsory or voluntary summer practice in the upcoming Summer Term. **Summer** practice procedures for the students who do not attend the meeting will NOT be conducted.

(5) The students who did not attend the meeting but plan to perform their practices in the summer term need to submit their approved medical reports (which should overlap with the meeting date) to the Secretarial and inform the Committee about their situation. Otherwise, their excuses will be invalid.

Determination of Summer Practice Quotas

ITEM 7 – (1) In March, the Dean's Office requests the names and addresses of companies where summer practices can be performed. This request letter is sent to the department secretarial, and the department secretarial sends the letter to the summer practice committee. The summer practice committee checks the current company information and sends the list to the Deanery by including the appropriate companies to be added. In April, the Dean's Office sends the summer practice request letters to the company addresses on the list by regular mail. In response to the letters, companies send information about their summer practice quotas and opportunities to the Dean's Office. These documents sent by the companies are forwarded to the departments by the Dean's Secretarial.

(2) A *Summer Practice Quota List* is created by including the quotas forwarded by the Dean's Office and the quotas directly sent to the department and the department faculty members. As will be mentioned in ITEM 8, this list is shared with students at *the Second Summer Practice Information Meeting* in the Spring Semester.

(3) It should be remembered that most companies fulfill their own trainee selection program under human resource policies rather than providing a fixed quota to the department. It is observed that private companies conduct their programs via face-to-face interview calls, summer practice announcements on career web pages, and notifications on their corporate web pages. Public institutions and organizations generally receive trainee requests through the application called T.C. Presidential Human Resources Office Career Gate (<https://kariyerkapisi.cbiko.gov.tr>). Therefore, the students are recommended to regularly follow the summer practice announcements of private companies, public institutions, and organizations throughout the Spring Semester.

Spring Semester - The Second Summer Practice Information Meeting

ITEM 8 – (1) The Second Summer Practice Information Meeting is organized by the Summer Practice Committee in the first week of May. The organizational procedures of the meeting are similar to ITEM 6. Students who want to conduct a summer practice during the Summer Term MUST attend the meeting. Summer practice works of students who do not attend the meeting will NOT be conducted. Students who do not attend the meeting but desire to do their practices during the summer term need to submit their approved medical reports (which should overlap with the meeting date) to the Secretarial and inform the Committee about their situation. Otherwise, their excuses will be invalid.

(2) An online attendance list will also be shared via an informative e-mail for the pre-registration of students. Students are required to read the current document *Procedures and Principals of Summer Practice Processes* previously and bring the print-out of the document to the meeting. An attendance list to be signed with wet signatures will also be provided during the meeting. Here, original signatures on the list will declare that students fully understand the responsibilities and liabilities of summer practice procedures. The students with wet signed records are deemed to be available in the meeting.

(3) During the meeting, the final list of *Summer Practice Quotas* will be shared with the students via an online survey, and a request list will be created according to the students' choices.

(4) This meeting will be held with a physical presentation and Q&A session. The critical points to be considered before, during, and after the practice, the use of the department summer practice page (<https://mine.metu.edu.tr/tr/yaz-staji>), information about the summer practice report content, summer practice report evaluation criteria, and other related issues will be shared with students.

Admission and Pre-start Requirements for Summer Practice

ITEM 9 – (1) Among the students who applied for the Summer Practice Quota List shared at *the Second Summer Practice Information Meeting*, the information of the students who are deemed eligible for summer practice according to the criteria determined by the companies will be shared with both students and companies in the next week after the meeting date.

(2) On the other hand, the students who get acceptance from companies by their own efforts must fill out the *Summer Practice Acceptance Form* on the Department Summer Practice Page, which covers the information request about the company, unit, summer practice type (compulsory or voluntary status should also be specified), and summer practice period. The information should be filled in the form immediately after getting acceptance from companies, and acceptance letters should also be sent to the summer practice committee via e-mail (minesp@metu.edu.tr) or hand-delivery. The Summer Practice Committee is the only authority that APPROVES the summer practice period and type suitability. In case of non-compliance, the committee may request a revision or cancellation.

(3) A *Compulsory Summer Practice Letter* may be requested by the company from students who are accepted for summer practice or are in the process of receiving summer practice acceptance. Students can ask for the letter from the summer practice committee via e-mail (minesp@metu.edu.tr).

(4) The stages that must be followed by the students who get approval from the Summer Practice Committee about the company, summer practice type, and practice period are given as follows:

a) Nearly one month before the summer practice start date: *The Insurance Request Form* on the department summer practice page must be filled and submitted online by students. Students are fully responsible for submitting their forms with the required information at the proper time. The university insures the summer practice periods of students who want to perform compulsory or voluntary summer practice for four full weeks. The company must insure the remaining period for students who want to do summer practice for longer than four weeks (long-term summer practice). The formal insurance documents of the students become visible on the e-government page with the inquiry of '*4A İşe Giriş Çıkış Bildirgesi*', approximately 2 or 3 days before the start of the summer practice.

b) Nearly one week before the summer practice start date: It is required to apply to Department Secretarial for final approval of the practice. Students should submit their three headshots and the printed and filled 1st, 3rd, and 5th pages of the Summer Practice Guide given on the web page of the Dean's Office (https://muhfd.metu.edu.tr/tr/system/files/staj_rehberi_0.pdf).

c) When going to the summer practice: To submit to the summer practice authority of the company in the mining area, students should take the print-out of the *Insurance Document (4A İşe Giriş Çıkış Bildirgesi)* and the *Summer Practice Guide* approved by the Department Secretarial.

PART FOUR

PROCESSES DURING THE SUMMER PRACTICE

Requirements During the Summer Practice

ITEM 10 – (1) The summer practice period should be at least 20 working days. If students who have already started their summer practices need to finalize the period earlier or cancel the summer practice for specific reasons, they must inform the summer practice committee and GET APPROVAL from the committee before leaving the related company. The missing practice days of these people and the reasons behind the interruption or cancellation of the practice will be evaluated jointly, and the validity of the summer practice completed so far will be notified to the student and the company.

(2) Students who perform their compulsory summer practices in Summer Term are expected to spend their practice periods efficiently to meet the requirements of the Summer Practice Report available on the department's summer practice page (<https://mine.metu.edu.tr/tr/yaz-staji>). Since the students will submit their reports in the Fall Semester following the practice period and the compulsory summer practice courses (5650300 and 5650400) will be graded accordingly, they should have good knowledge about the report's content before and during the practice period. In particular, students who do not meet the requirements of the *Personal Study* section, which is conducted individually with numerical analysis and calculations, are likely to be *Unsatisfactory* in 5650300 or 5650400 courses. ITEM 14 in the current document is also required to be read carefully.

Finalizing the Summer Practice

ITEM 11 – (1) Students who complete their Summer Practice within the pre-specified period are not required to inform the summer practice committee. The authorized engineer in the company will fill only the 1st and 3rd pages of the Summer Practice Guide to evaluate the student's performance. After the end of the practice period, this filled and signed document will be delivered to the Summer Practice Committee in a sealed and signed envelope either by regular mail or by the student (provided that the envelope is not opened, the seal and signature are intact).

PART FIVE

POST-SUMMER PRACTICE PROCESSES

Compulsory Summer Practice Courses

ITEM 12 – (1) Evaluation of compulsory summer practices in the Summer Term is achieved within the scope of non-credit but compulsory courses 5650300 *Summer Practice I* and 5650400 *Summer Practice II*. Students who have completed their compulsory summer practices must be enrolled in the relevant course or courses during the registration week. Students who performed the compulsory summer practice for the first time will be enrolled in 5650300 *Summer Practice I*, students who carried out the compulsory summer practice for the second time will be enrolled in 5650400 *Summer Practice II*, and students who completed two compulsory summer practices in the same summer term will be enrolled in both 5650300 *Summer Practice I* and 5650400 *Summer Practice II*.

(2) Students who completed compulsory summer practice(s) in the summer term but cannot add new courses in the following Fall Semester due to their *probation status* (who cannot be enrolled in MinE300 and MinE400 courses) will be added to the ODTUClass pages of the relevant courses manually by the committee to allow these people submit their reports. If these students cannot access the MinE300 or

MinE400 pages in ODTUClass at the beginning of the semester, they should immediately inform the summer practice committee via e-mail (minesp@metu.edu.tr). These students' report submission and evaluation stages do not differ from other students. Their reports will be evaluated and graded. These students will be enrolled in MinE300 or MinE400 courses in the very first semester they are no longer on probation status. In this way, their course grades can be introduced into their transcripts.

(3) Students who did not perform any compulsory summer practice (who did not perform summer practice or who only performed voluntary summer practices) during the Summer Term should not be enrolled in 5650300 or 5650400 classes. If those people realize that 5650300 or 5650400 are automatically available in their registrations, they must drop the class(es).

Fall Term - Summer Practice Report Meeting

ITEM 13 – (1) A *Summer Practice Report Meeting* is organized by the summer practice committee within two weeks following the start of the Fall Semester according to the METU Academic Calendar (<https://oidb.metu.edu.tr/tr/academic-calendar>). Information about the meeting date, time, and venue is shared via e-mail at least twice on different dates. All students who completed their compulsory summer practices in the previous summer term are informed about the meeting.

(2) The summer practice reports of the students who do not attend the meeting are graded UNSATISFACTORY, and they will be asked to REPEAT their summer practices. If the students who did not attend the meeting but are planning to submit their reports in the active semester submit their approved medical reports overlapped with the meeting date to the Secretariat and inform the Committee about their situation, their excuses will be considered valid.

(3) Since probation students will also submit their summer practice reports in the Fall Semester, these students MUST attend the meeting.

(4) Students who performed voluntary summer practices are not expected to attend the meeting since they will not submit any reports.

(5) In the meeting, details of the preparation, delivery, evaluation, revision, and grading processes of the summer practice report will be shared with the students.

Submission, Evaluation, and Revision Stages of Summer Practice Reports

ITEM 14 – (1) The delivery of summer practice reports is carried out through the 5650300 *Summer Practice I* or 5650300 *Summer Practice II* courses that become active in the ODTUClass in the relevant Fall Semester.

(2) Following the registration and add-drop weeks, the Committee checks the ODTUClass course participant lists. Students who are not still enrolled in the course(s) although they are not on probation status, are informed about the condition. Students who are on probation are manually added to the ODTUClass course system by the summer practice committee. All students who did their compulsory summer practices must be participants of MinE300 and/or MinE400 courses in ODTUClass. If the course(s) is/are not visible on the system, the related student should inform the summer practice committee immediately at the beginning of the Fall Semester.

(3) Reports are submitted in a *Turnitin Assignment* activity that will be activated and announced on the ODTUClass course page. If the similarity rate is greater than 25% for the submitted reports, those reports WILL NOT be INCLUDED for the review period. For this reason, students must write reports in their own words with proper paraphrasing by avoiding direct quotations.

(4) The reports must be prepared in compliance with the *Summer Practice Report Format* given on the department summer practice page (<https://mine.metu.edu.tr/tr/yaz-staji>). Therefore, the titles, contents, and spelling rules should be constructed properly. External sources such as books, book chapters, articles, papers, company reports, and web pages used in the report should both be specified in the text (*in-text citation*) and added to the reference list at the end of the report. Referencing should conform to the APA (American Psychological Association) style. The reference rules to be used can be examined in the *Reference Format* document on the department summer practice page. In particular, sharing specific information without any reference creates plagiarism (See *About plagiarism* on the web page).

(5) Reports with a similarity rate of 25% or less are assigned to the relevant faculty members by the summer practice committee, considering the type of summer practice. Information about the reviewer faculty members is not shared with students. If necessary, the print-outs of the reports uploaded under *Turnitin Assignment* can be requested additionally from the students.

(6) Department faculty members are added to the ODTUClass MinE300 and MinE400 course pages as guests by the summer practice committee and are authorized to access the summer practice reports. Faculty members are asked to complete the *First Review Process* within the period determined by the committee. After the *First Review Process*, summer practice reports are labeled in three different statuses, as listed below.

- **Satisfactory:** Reports that provide satisfying content and quality with no major issues to be corrected or minor errors that can be ignored are considered *Satisfactory*. No revision is requested from the students. The final grades of the 5650300 and/or 5650400 courses for the related reports are given S (Satisfactory).
- **Revision:** A revision process is defined for the reports that partially provide satisfying content and quality and include issues that need to be corrected. By the end of the revision process, the revised reports are re-sent to the relevant faculty members for a second evaluation (*Second Review Process*). At the end of the second review period, the final grades of the 5650300 and/or 5650400 courses for the students who successfully revised their reports are given S (Satisfactory), while the other reports are graded U (Unsatisfactory).
- **Unsatisfactory:** Reports that provide observable unsatisfying content and quality are considered *Unsatisfactory*. No revision process is defined for these reports since it is considered that the existing limitations in the reports cannot be removed within a revision period. The final grades of the 5650300 and/or 5650400 courses for the related reports are given U (Unsatisfactory).

(7) Students with a final grade of U (Unsatisfactory) in the 5650300 and/or 5650400 courses will be asked to REPEAT THEIR SUMMER PRACTICES. These students can perform their compulsory summer practices in the same or different company. These students will NOT BE ALLOWED to resubmit their reports in any other semester.

(8) The SCORING RUBRIC that the faculty members use to evaluate reports in the *First Review Process* and the *Second Review Process* is available below. Each report is evaluated out of 100 POINTS in total according to the FIVE EVALUATION PARAMETERS given below.

- **Parts of the Report Excluding Personal Study (Maximum Score: 40 pts):** The adequacy of the sub-titles and information that should be presented under the headings *Introduction, Company Information, Areal Information, Geological Information, and Operational Information* are evaluated. The contents (presented with the SCORING RUBRIC) must be adequately discussed under each heading.
- **Personal Study (Maximum Score: 40 pts):** This part should include NUMERICAL calculations and analyzes that must be carried out INDIVIDUALLY during the summer

practice and presented in detail in the report. The aims and scopes of the individual studies of the students who do their summer practice within the same company should be different and should be stated clearly and in detail under the sub-title of *The Aim of the Personal Study*. The data used in the study should be given under the subtitle of *Data and Methodology* by using tables, graphics and/or figures. The data units, data acquisition methodology, and how they will be used in the calculation and analyses should be mentioned. Then, the analysis and calculation stages should be presented under the subtitle of *Analyzes and Calculations*, using the relevant formulas, and technical discussion should be given in each step. Under the subtitle *Results and Conclusions*, the results obtained from these analyses and calculations should be presented. The conclusions and recommendations should be given in detail accordingly.

- **Use of Language (Maximum Score: 10 pts):** The proficiency of academic English used in report writing is measured.
- **In-text References and Reference List (Maximum Score: 5 pts):** External sources such as books, book chapters, articles, papers, company reports, and web pages used in the report should be mentioned both in the text (*in-text citation*) and included in the reference list at the end of the report. Referencing should conform to the APA (American Psychological Association) style. The reference rules are available in the *Reference Format* on the department summer practice page. In particular, sharing specific information without a reference can cause delict of Plagiarism (See Section Summer Practice Page → *About plagiarism*).
- **Report Format (Maximum Score: 5 pts):** Use of the cover page, title, and all sub-titles in compliance with the *Summer Practice Report Format* given on the department summer practice page (<https://mine.metu.edu.tr/tr/yaz-staji>), figure and table captions, in-text citation of the figure and table numbers, figure and table sizes, page numbers, efficient use of pages without large spaces, font sizes, and text spacing are evaluated under this title.

(9) After evaluating reports with the scoring rubric, the faculty members send the total scores and the scores of each evaluation parameter to the summer practice committee. *After the First Review Period*, the reports are labeled with one of three different status given below. At this point, the report status is affected not only by the total point but also by the success of the Personal Study section. A report with a total score greater than 70 out of 100 AND a personal study score greater than 30 out of 40 is evaluated SATISFACTORY. No further evaluation is performed for these reports. A report with a total report score between 40 and 70 out of 100 OR a personal study score between 10 and 30 out of 40 is labeled REVISION after the First Review Period. In this case, failure to satisfy the total score or personal study score causes revision. A report with a total report score less than 40 out of 100 OR a personal study score less than 10 out of 40 is labeled UNSATISFACTORY after the First Review Period. A revision period is not defined for these reports, and the related students are asked to REPEAT their summer practices at the same or a different company.

Satisfactory (S)	: (Total Report Score \geq 70) AND (Personal Study Score \geq 30)
Revision (R)	: (40 \leq Total Report Score < 70) OR (10 \leq Personal Study Score < 30)
Unsatisfactory (U)	: (Total Report Score < 40) OR (Personal Study Score < 10)

(10) A revision period is defined for reports labeled *revision* after the First Review Process. At the end of the period, the revised reports are uploaded in a *Turnitin Assignment* activity to be announced by the summer practice committee. These reports are forwarded to the relevant faculty members for the *Second Review Process*. Since a second revision period will not be defined after the Second Review Process, the report grades are finalized as either Satisfactory (S) or Unsatisfactory (U). Students with final grades of U (Unsatisfactory) for the 5650300 or 5650400 courses must repeat their summer practices at the same or a different company.

The submission and review calendar of the summer practice reports and their grading logic are shown in the figure below.

SCORING RUBRIC of SUMMER PRACTICE REPORTS

Report Content Excluding Personal Study

Max Score: 40/100

- 40: All required headings are included in the report. The headings are equipped with satisfying content. (Success > 80%)
- 32: All required headings are included in the report. The headings are equipped with fair content. (60% > Success > 80%)
- 24: All required headings are included in the report. Contents of the headings are partially addressed (40% > Success > 60%)
- 16: Some headings are missing in the report AND/OR Contents of the headings are addressed very roughly (20% > Success > 40%)
- 8: Contents of the headings are not satisfying at all (Success < 20%)

Personal Study

Max Score: 40/100

- 40: All required sub-headings (aim of the personal study, data acquisition, analyses and calculations, and results and discussions) are included in the personal study. A quantitative and satisfying technical discussion is performed with explicit expressions (Success > 80%)
- 32: All required sub-headings are included in the personal study. A quantitative and fair technical discussion is performed with clear expressions even though some parts would be improved (60% > Success > 80%)
- 24: All required sub-headings are included in the personal study. Subheading contents are not intensive and without a deep quantitative discussion (40% > Success > 60%)
- 16: Some of the sub-headings are missing in the personal study AND/OR Contents of the sub-headings barely satisfy the requirements (20% > Success > 40%)
- 8: The study performed in this section does not satisfy the requirements at all (Success < 20%)

Language

Max Score: 10/100

- 10: The report demonstrates good use of complex grammatical structures and generally contains effective word choices even though some minor errors are still available (Success > 80%)
- 8: The report demonstrates fair use of grammatical structures and generally contains good word choices even though frequent minor errors are repeated multiple times (60% > Success > 80%)
- 6: The report demonstrates a limitation in the use of effective grammatical structures and vocabulary. There is the repetition of some serious language errors, but expressions can be comprehended (40% > Success > 60%)
- 4: The report demonstrates a highly-limited control and use of grammar and vocabulary, and expressions in the report are barely comprehended (20% > Success > 40%)
- 2: The report demonstrates a severe limitation in the use and control of grammar and vocabulary, and expressions are unclear due to observable language barrier (Success < 20%)

In-text References and Reference List

Max Score: 5/100

- 5: Accurate (Success > 80%)
- 4: Good (60% > Success > 80%)
- 3: Fair (40% > Success > 60%)
- 2: Poor (20% > Success > 40%)
- 1: N/A (Success < 20%)

Report Format (Cover page, complete use of headings and sub-headings, figure captions, table captions, referring to all figures/tables in the text, location, and size of figures/tables, page numbers, etc.)

Max Score: 5/100

- 5: Accurate (Success > 80%)
- 4: Good (60% > Success > 80%)
- 3: Fair (40% > Success > 60%)
- 2: Poor (20% > Success > 40%)
- 1: N/A (Success < 20%)

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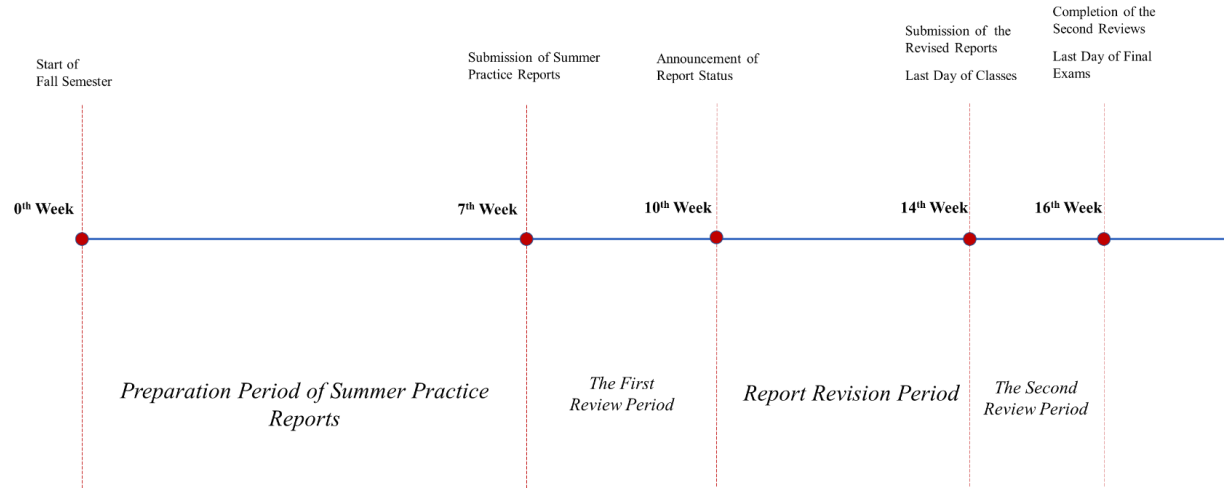
* Company name, address, business activities, history, organizational structure

** Location of the mine; topography of the area; climate, flora and fauna in the area; social and economical structure of the communities in the mining area; infrastructure including transportation and connections, port facilities, water and electricity, support industries

*** Mineralogy, petrography, physical geology, structural geology, grade (cut-off grade) and reserve of the ore deposit

**** The mining methods employed, stripping ratios, mining geometry of surface pit/underground openings, drilling blasting operations (pattern type of explosives etc.) or continuous operation cycle definitions, equipment and materials used (number, capacities, cycle times, productivities, equipment matching), process flow map, manpower, final products, quality control, cost, marketing, OHS management (hazard control, risk management, training, emergency preparedness), Environmental Management (soil management, water management, waste management, air quality management), mine closure plan and reclamation activities, Social facilities, research and development (R&D) activities

Summer Practice Report - Submission and Review Calendar



Summer Practice Report – Grading Logic

