

Caspian University
Caspian International School of Medicine



«APPROVED»
CISM Director
Ismailov Zh.K.
2024

**GUIDELINES FOR STUDENT PORTFOLIO AT CASPIAN INTERNATIONAL SCHOOL
OF MEDICINE (CISM)**

I. General Provisions

1.1. These guidelines define the objectives, structure, maintenance, and application of the student portfolio at the Caspian International School of Medicine (CISM).

1.2. A student portfolio is an individual accumulative document that records academic achievements, research activities, practical experience, professional development, and social engagement.

1.3. Maintaining a portfolio is not mandatory; however, it can be used in various evaluation processes, including:

- Consideration for recommendation letters and character references;
- Participation in academic and student grant competitions;
- Election to positions in student organizations at CISM;
- Representation in consultative bodies of CISM;
- Selection for international academic programs and internships;
- Other cases requiring an assessment of the student's academic, research, and extracurricular activities.

II. Purpose and Objectives of the Portfolio

2.1. Purpose of the Portfolio:

- Systematically document educational, professional, and research achievements;
- Assess the student's professional and personal growth;
- Establish an objective basis for evaluating student competence, participation in academic and extracurricular activities.

2.2. Objectives of the Portfolio:

- Record achievements in education, research, clinical training, and community service;
- Develop students' self-assessment, reflection, and self-presentation skills;
- Support individualized learning pathways;
- Enhance motivation for lifelong learning and professional development.

III. Structure of the Portfolio

The student portfolio consists of the following sections:

3.1. General Information:

- Full name;
- Group, study program;
- Contact details;
- Personal educational and career goals.

3.2. Academic Achievements:

- List of completed courses and grades;
- Certificates for participation in educational programs and professional development courses;
- Awards in academic competitions and Olympiads.

3.3. Research Activities:

- Participation in student scientific societies;
- Publications, conference abstracts, presentations;
- Engagement in research projects.

3.4. Clinical Training and Professional Experience:

- Records of clinical placements and internships;
- Evaluations and feedback from supervisors, instructors, and mentors.

3.5. Community and Social Engagement:

- Volunteer work and social projects;

- Membership in student organizations, event participation;
 - Achievements in sports, culture, and leadership activities.
- 3.6. Self-Assessment and Future Planning:
- Reflection on professional growth;
 - Future career and academic development plans.

IV. Portfolio Maintenance and Storage

- 4.1. Maintaining a portfolio is at the discretion of the student.
- 4.2. The portfolio can be kept in digital and/or paper format.
- 4.3. Students should update their portfolios regularly, at least once per semester.
- 4.4. Upon request, the portfolio may be reviewed by the academic board, mentors, or program coordinators for evaluation and recommendation purposes.

V. Application of the Portfolio

- 5.1. The student portfolio can be used for:
- Preparing recommendations and character references;
 - Assessing student achievements for grant, scholarship, and exchange program applications;
 - Selection for leadership roles in student organizations;
 - Participation in competitions, conferences, and Olympiads;
 - Other academic and professional assessment situations.
- 5.2. CISM reserves the right to consider the portfolio contents when making decisions regarding students' academic and extracurricular activities.

VI. Final Provisions

- 6.1. These guidelines take effect upon approval by CISM administration.
- 6.2. Any amendments or additions to the guidelines shall be made by the academic council of CISM.
- 6.3. The responsibility for implementing these guidelines lies with the academic departments and student affairs offices at CISM.

Date of Approval: _____

Signature of CISM Administration: _____

Student Portfolio Template

I. General Information

1. Full Name: _____
2. Student Group: _____
3. Specialty: _____
4. Contact Information: _____
5. Advisor: _____
6. Personal Educational Goals and Plans:

- _____
- _____

II. Academic Achievements

(To be filled in by the student throughout the course of study)

No.	Subject	Final Grade	Instructor's Comments
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Attachments: Certificates, awards, publications, research papers.

III. Scientific and Research Activities

- Participation in conferences, seminars, and workshops:

1. _____
2. _____
3. _____

Attachments: Copies of abstracts, publications, presentations.

IV. Practical Training and Professional Achievements

Year	Type of Practice	Training Base	Skills and Competencies Acquired
------	------------------	---------------	----------------------------------

_____	_____	_____	_____
_____	_____	_____	_____

Attachments: Internship reports, supervisor's references.

V. Extracurricular and Social Activities

- Participation in volunteer work and community service:

1. _____
2. _____
3. _____

Attachments: Photos, appreciation letters, certificates.

Student Self-Assessment Form

Full Name: _____

Student Group: _____

Specialty: _____

Evaluate your progress on the following parameters (1 – lowest, 5 – highest):

No.	Parameter	Rating (1-5)	Comments
-----	-----------	--------------	----------

1	Mastery of theoretical knowledge	—	_____
2	Practical skills proficiency	—	_____
3	Participation in research activities	—	_____
4	Critical thinking and analytical skills	—	_____
5	Communication skills	—	_____
6	Organizational and leadership abilities	—	_____
7	Commitment to lifelong learning	—	_____
8	Involvement in student life and volunteer work	—	_____

What aspects of the educational process could be improved?

What additional skills would you like to develop?

Your suggestions for improving the educational program:

Date of completion: _____

Signature: _____

Portfolio Evaluation Rubric

Full Name: _____

Student Group: _____

Specialty: _____

Evaluation Criteria:

No.	Criterion	Max Score	Awarded Score	Comments
1	Completion of all portfolio sections	10	—	_____
2	Accuracy and structure of provided information	10	—	_____
3	Supporting documents (certificates, awards, publications)	10	—	_____

4	Research activity and participation in conferences	10	—	_____
5	Practical training reports and supervisor evaluations	10	—	_____
6	Analytical reflection and self-assessment	10	—	_____
7	Engagement in extracurricular and social activities	10	—	_____
8	Portfolio organization and formatting	10	—	_____
9	Submission within the deadline	10	—	_____
10	Originality and creativity	10	—	_____

Total Score: _____ / 100

Committee Conclusion:

Date of Review: _____

Advisor's Signature: _____

Student's Signature: _____