



# IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC**  
**QUALITY MANAGEMENT SYSTEM DOCUMENTS**

## **Regulation for Teacher Training Educational Programme**

*Approved on 14/09/2016 by Academic Board - Decision №2 (Appendix №:2)*

### **Approvals**

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Controlled by:	Quality Management Board	
Approved by:	Academic Board	

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**Amendments**

#	Decision taken by	Decision №	Date
1	Academic Board	09	22.08.2017
2	Academic Board	03	08.02.2019

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**Revision List**

#	Date	Article	Remarks
01	22.08.2017	2	Definitions
02	22.08.2017	4	Admission Rules to IBSU Arranged Examination
03	22.08.2017	5	IBSU Arranged Examination Rules
04	22.08.2017	6	Checking Exam Papers and Announcing Primary Results
05	22.08.2017	7 7.1	Appealing Exams Results Deleted
06	22.08.2017	10	Status Restoration in the Teacher Training Educational Program
07	22.08.2017	12	Rights and Obligations of Persons Enrolled in the Teacher Training Educational Program
08	22.08.2017	13	Duration of an Educational Process
09	22.08.2017	14	Registration
10	22.08.2017	19	Retaking Components
11	22.08.2017	22	Evaluation Methods and Form
12	22.08.2017	24	Final Evaluation
13	22.08.2017	26	Make-up Exam
14	22.08.2017	29	Completing Teacher Training Educational Program
15	22.08.2017	31	State Grant
16	08.02.2019	10	Status Restoration in the Teacher Training Educational Program

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**Article 1. Subject and Scope**

- 1.1. The aim of the given document is to regulate the admission rules and requirements, enrollment, status suspension and termination issues, as well as issues related with study process and completion of the Teacher Training Educational Program of International Black Sea University, LLC (hereafter referred to as “IBSU”).

**Article 2. Definitions**

- 2.1. **Applicant** – is a person who holds B.A., M.A. and/or identical academic degree, has obtained an academic degree in a subject/group of subjects or military/sports professional education (in this case a complete general education is a must) according to the “National Curriculum” approved by the order № 36/N of the Minister of Education and Science of Georgia, dated 11 March, 2011, has successfully passed the exam through his/her subject of field expertise and has register for an admission a university exam set for Teacher Training Educational Program.
- 2.2. **Teacher** – person of a relevant qualification in the field of education who teaches at least one subject in school.
- 2.3. **Teacher Training Educational Programme** – Higher educational program, developed on the relevant standard, separate from Bachelor and integrated Teacher training bachelor-master educational program.
- 2.4. **Subject examination** – an examination, after which an applicant (in case of obtaining adequate results) acquires right to pass through an examination arranged by a higher educational institution.
- 2.5. **IBSU arranged examination** – an examination, after which an applicant is enrolled in a Teacher Training Educational Program.
- 2.6. **Faculty** – Faculty of Education and Humanities
- 2.7. **Person** – a person enrolled in a Teacher Training Educational Program.

**Article 3. Enrolment for a Teacher Training Educational Program**

- 3.1. Requirements for enrolment in a Teacher Training Educational Program:
- 3.1.1. Successfully passing the subject examination;
- 3.1.2. Passing IBSU arranged examination.
- 3.2. In order to be admitted to the Teacher Training Educational Program, applicants should successfully pass one of the below given subject exams:
- 3.2.1. Foreign Languages (elementary, basics / intermediate) – English;
- 3.2.2. Mathematics (basics and/or intermediate).

**Article 4. Admission Rules to IBSU Arranged Examination**

- 4.1. Period of document submission, examination date, result announcement date, appealing date, final result announcement dates and contract signature dates are determined by the Rector's act.
- 4.2. At least 2 working days before the application documents submission date, the content of the exam, the form of conducting and information related examination procedures are published on IBSU website.
- 4.3. Applicants should fill IBSU application form (R17F02) together with the following documentation:
  - 4.3.1. Copy of a notary verified B.A., M.A. or/and identical academic degree certificate;
  - 4.3.2. In case of foreign diploma, applicants should provide their notary verified translated copies approved by the National Center of Education Quality Enhancement;
  - 4.3.3. ID copy;
  - 4.3.4. 2 photos (3X4);
  - 4.3.5. CD format photo;
  - 4.3.6. CV (Georgian and English);
  - 4.3.7. Military record (for male applicants);
  - 4.3.8. Examination score document.
- 4.4. Applicants are obliged to pass IBSU exam which are in compliance with their academic degree in a subject/group of subjects and subject exam the have passed.
- 4.5. Exams are arranged by the faculty.

**Article 5. IBSU Arranged Examination Rules**

- 5.1. IBSU arranged examination is conducted in a written form, in English.
- 5.2. Examination time is 90 minutes. Examination format is essay. Applicants should give his/her motivation for a program, substantiate need for his/her professional development and define the means of achievement of those goals.
- 5.3. Essay is evaluated by maximum 40 points. Evaluation criteria are given in R17F01.
- 5.4. Before examination:
  - 5.4.1. Applicants should enter examination room at least 10 minutes before the examination starts;

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- 5.4.2. Applicants mobile phones, bags and other items should be put in a specially arranged space;
  - 5.4.3. Applicants should provide proctors with their ID cards;
  - 5.4.4. Proctors should check the "Exam Attendance List";
  - 5.4.5. All applicant are required to sign the exam attendance list.
  - 5.5. During an examination:
    - 5.5.1. Applicants should not cheat, talk, help others and use gadgets;
    - 5.5.2. When two of the applicants are left in the examination room, they should wait for each other;
    - 5.5.3. Applicants will not be provided with additional time;
    - 5.5.4. In case if any of the applicants leaves the examination room for health reasons, he/she should be accompanied by the proctor.
  - 5.6. Breaking the examination rules:
    - 5.6.1. In case if an applicant breaks an of the examination rules (cheating, talking, helping others and using gadgets), his/her work will be nullified and he/she will not be able to enter the same exam during that academic year.
  - 5.7. After completion of an examination:
    - 5.7.1. After applicant finish their work, proctors check if applicants have indicated their names, surnames and ID numbers and puts papers into envelopes.

**Article 6. Checking Exam Papers and Announcing Primary Results**

- 6.1. Exam papers are checked by the corresponding field experts (R17F03).
- 6.2. Commission is appointed by the Rector's order and is composed of at least 3 corresponding field(s) experts holding doctoral degree.
- 6.3. Applicants will receive exam result via e-mail in 1 working day after the results are announced. Exam result will also be uploaded on the IBSU web-site.

**Article 7. Appealing Exams Results**

- 7.1. *Deleted;*
- 7.2. Complaints are being discussed by the special appeal committee approved by the rector's order.
- 7.3. Appeal committee consists of at least three corresponding field(s) experts holding Doctoral degree.
- 7.4. Members of the appeal committee may not be the members of the examination committee simultaneously.



- 7.5. Applicants receive the appeal committee results within 1 working day after the decision is made, via e-mail.

**Article 8. Enrolling in the Teacher Training Program**

- 8.1. Applicants who successfully pass the subject and IBSU exams, are included into the ranking list.
- 8.2. Ranking list is arranged according to vacancies of the Teacher Training Educational Program and grades obtained in the IBSU arranged exam.
- 8.3. Applicants are enrolled in the Teacher Training Educational Program according to the ranking documentation.
- 8.4. Applicants are enrolled in the program based on an agreement (R17F06) between them and IBSU.
- 8.5. After signing an agreement rector approves the document by which applicants are enrolled in the Teacher Training Educational Program.
- 8.6. Rector approved act is sent to the Ministry of Science and Education and National Center for Educational Quality Enhancement.

**Article 9. Status Suspension on a Teacher Training Educational Program**

- 9.1. During status suspension of a person enrolled in Teacher Training Educational parties are free from conducting rights and obligations, without status cessation of that person.
- 9.2. Grounds for status suspension:
- 9.2.1. Personal request (without indicating any reason);
  - 9.2.2. Pregnancy, giving birth, childcare, health issues;
  - 9.2.3. Financial liabilities;
  - 9.2.4. Absence of academic registration;
  - 9.2.5. Absence of administrative registration.
- 9.3. Persons who have their statuses suspended, are not included into the general list of IBSU students. IBSU is obliged to provide procedures of status suspension of persons enrolled in Teacher Training Educational Program.

**Article 10. Status Restoration in the Teacher Training Educational Program**

- 10.1. Persons enrolled in Teacher Training Educational Program should restore their suspended statuses within 5 years after suspension.
- 10.2. The restoration of person's status is made by the Act of Rector, before the beginning of the fifth week of the semester. If the application for restoration of person's status is submitted after the fourth week of the semester, the status shall be restored from the following semester.

- 10.3. If person's status was suspended during the semester due to financial debt, his/her status will be restored as soon as he/she pays the debt (before the final evaluation), if he/she has passed or can pass the minimal competence level set for the midterm evaluation or after final evaluation.
- 10.4. For the purpose of status restoration faculty sets up a commission which includes the faculty dean, quality assurance manager and program coordinator.
- 10.5. Commission prepares a report regarding the status restoration. Courses taken by a person (ECTS amount and grades, semester which a person will continue his/her study, amount of ECTS yet to be obtained, individual study plan (if needed) will be included into the commission report.
- 10.6. Report/decision is presented to the Quality Assurance Office and faculty board.
- 10.7. Stature is restored based on rector's order, according to the decision made by the commission.

#### **Article 11. Status termination on the Teacher Training Educational Program**

- 11.1. Grounds for status cessation:
  - 11.1.1. Completion of the Teacher Training Educational Program;
  - 11.1.2. Violating disciplinary rules as foreseen in „Students Disciplinary Regulations“ (IBSU.R7G);
  - 11.1.3. Status suspension during 5 academic years;
  - 11.1.4. Personal request;
  - 11.1.5. Death of a person;
  - 11.1.6. Incriminatory Court decision;
  - 11.1.7. Not having graduated an educational program during the additional 2 semesters.
- 11.2. Status for the Teacher Training Educational Program can be restored according to the corresponding regulations of the Georgian legislation.

#### **Article 12. Rights and Obligations of Persons Enrolled in the Teacher Training Educational Program**

- 12.1. Rights of a person enrolled in Teacher Training Educational Program:
  - 12.1.1. Get a higher education according to the standards of educational program accreditation requirements;
  - 12.1.2. Benefit from material-technical, library, informational technologies and other means according to IBSU regulations;
  - 12.1.3. Freely express his/her ideas and refuse those, proposed during an educational process;

- 12.1.4. Cooperate with quality assurance office in terms of evaluating an academic personnel performance;
- 12.1.5. Discuss issues he/she is interested in with:
  - a) study process administrator;
  - b) program coordinator;
  - c) dean of the faculty.
- 12.1.6. Receive fair and objective evaluation;
- 12.1.7. Discuss exam papers together with a lecturer and get a feedback. Appeal his/her exam results;
- 12.1.8. Benefit from other rights given by the agreement signed with IBSU and other legislative acts.
- 12.2. IBSU is obliged to provide fair and impartial evaluation by means of corresponding procedures.
- 12.3. Any personal type of information (political, religious affiliation...) expressed by a person towards academic personnel in the process of study must be kept confidential, as well as cases of disciplinary measures taken in relation with a person except cases when there is a permission of a person to do so or the right of an administration to protect others security and legal rights.
- 12.4. It is forbidden to use IBSU informational technologies for the purpose of censoring person's freedom of expression.
- 12.5. Surveillance cameras at the IBSU campus provide security of the organization's property. Using security cameras for any other purpose is forbidden.
- 12.6. Persons enrolled in Teacher Training Educational Program are obliged:
  - 12.6.1. Learn and develop intellectually by benefiting from opportunities that IBSU provides them in terms of personal development and success;
  - 12.6.2. Take educational components according to Educational programs and the requirements of IBSU regulations.
  - 12.6.3. Obey IBSU's internal regulations and rules. Not knowing IBSU's rules and regulations is not a reason for exemption;
  - 12.6.4. Act in accordance with items given in the agreement between him/her and IBSU;
  - 12.6.5. Protect IBSU's property;
  - 12.6.6. Act according to environmental, ecological, sanitary, fire security and other general rules. Mutual responsibilities between IBSU and persons enrolled in Teacher Training Educational Program are determined by the given statement, agreement between the two and the Georgian legislation.

### **Article 13. Duration of an Educational Process**

- 13.1. Duration of Teacher Training Educational Program covers 2 (two) active semesters.

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#### **Article 14. Registration**

- 14.1. At the beginning of each semester, the registration process is held by the study process administrator of the faculty and Students Affairs. Registration process involves registering components (academic registration) and payment of the tuition fee in accordance with university - person agreement and related regulations of IBSU.
- 14.2. Person chooses components from the database which is opened one week before the start of a semester. Registration procedures are completed after it is confirmed by the Student's Affairs (registration week).
- 14.3. If the person was not able to register for components during the registration week, s/he has the possibility to use add – drop week in order to register academically, two weeks after the registration week.
- 14.4. Upon the decision of the Faculty Board, registration can take place during one week from the end of the add-drop week based on valid excuse.
- 14.5. In case a person does not register according to items 14.1 – 14.3, his/her status will be suspended.
- 14.6. Person should take more than 30 ECTS during each semester (75 ECTS annually), when:
  - a) it is a requirement of a program specificity;
  - b) it is a requirement of a person's individual study plan, based on the following circumstances:
    - b.a) failing a component;
    - b.b) when a person is willing to take components in advance;
    - b.c) other objective circumstances as determined by the faculty board.

#### **Article 15. Person's ID Card**

- 15.1. IBSU provides people of Teacher Training Educational Program with ID cards.

#### **Article 16. Instruction Language**

- 16.1. Instruction language of the Teacher Training Educational Program is English.

#### **Article 17. ECTS System**

- 17.1. People enrolled in Teacher Training Educational Program are evaluated by means of the European Credit Transfer and Accumulation System.
- 17.2. Credit – an item which designates people work load and learning outcomes expressed in corresponding grades.

- 17.3. Maximum annual load is 60 ECTS – 1500 hours (1 credit equals 25 hours and includes contact and independent working hours). Maximum load per semester is 30 ECTS. In special cases maximum annual ECTS load may exceed or be less than 60 credits. Annual ECTS load should not exceed 70 credits.

**Article 18. Academic Supervisor**

- 18.1. Faculty study process administrator is responsible for person's registration and study process.

**Article 19. Retaking Components**

- 19.1. If a person could not pass the minimal competence level set for the midterm evaluation, she/he is not admitted to the final evaluation, which means that she/he has to retake the component.
- 19.2. If person's final grade (sum of midterm evaluation(s) and final evaluation) is less than 41 points, or if he/she could not pass the minimal competence level set for the final evaluation/make-up exam, the person has to retake the component.

**Article 20. Practice**

- 20.1. Practical component is being realized in accordance with "Internship Instructions "(R03I13).

**Article 21. Evaluation Principles**

- 21.1. Transparency – information regarding evaluation methods and criteria is publicly available. At the beginning of a semester peoples get information regarding the evaluation criteria.
- 21.2. permanency – evaluation is not an occasional act, it is a process during which a person acquires an ability of expressing his/her knowledge and skills while giving course tutors an opportunity of monitoring people learning and development process.
- 21.3. Fairness – all people are evaluated according to the same evaluation criteria.

**Article 22. Evaluation Methods and Form**

- 22.1. Maximum assessment point is 100.
- 22.2. The passing grade for awarding credits is 51 points. This grade shall consist of the points of the midterm evaluation(s) and the points of the final assessment.
- 22.3. Evaluation form, method and amount of points given for each component is determined according to corresponding component syllabus and people are informed in the beginning of a semester.
- 22.4. Midterm/midterm excuse, final/final excuse and make-up exams may be conducted in a written, oral or mixed form.

- 22.5. Oral exam can be conducted by a commission upon a request of a lecturer or by a lecturer.
- 22.6. Oral exams conducted by a commission are arranged in the following way:
  - 22.6.1. Commission is set of three members, assigned by the faculty board;
  - 22.6.2. Commission should consist of corresponding course lecture and other field experts who deliver courses in authorized higher educational institutions;
  - 22.6.3. Oral exams are conducted on corresponding course instruction language;
  - 22.6.4. Commission members evaluate people individually, according to evaluation criteria given in course syllabuses;
  - 22.6.5. Final evaluation is included in report.
- 22.7. Issues related with uploading, appealing and submitting of exam results are arranged by “Examination Instructions “R03I01E.
- 22.8. Written exam/evaluation is organized by the Examination Center.
- 22.9. Evaluation forms and report is archived according to the corresponding rules.
- 22.10. Written exams and their evaluation are organized by the examination center.

**Article 23. Midterm Evaluation**

- 23.1. At least 6 points are given for class activity. Lecturers are free to choose evaluation methods and form in accordance with specificity of subject components.
- 23.2. A component may have only one midterm examination. Midterm exam is arranged on the 8<sup>th</sup> week of a semester. In some cases, in accordance with a schedule requirement it can be arranged on the 9<sup>th</sup> week, as well.

**Article 24. Final Evaluation**

- 24.1. The final evaluations conducted at the end of semester.
- 24.2. The maximal point of the final evaluation is defined by the syllabi.
- 24.3. In order for a person to pass the final exam, he/she should have passed the minimal competence level set for the midterm assessment.
- 24.4. For the purposes of the final grade (awarding credit) receiving the mark from the final evaluation is obligatory and the person should have passed the minimal competence level set for the final evaluation.

**Article 25. Excuse Midterm/Excuse Final Exams**

- 25.1. If a person misses midterm exam, he/she may enter excuse midterm on the 11<sup>th</sup> week of a semester. If a person misses final exam, he/she enters excuse final exam on a date determined by IBSU academic calendar.

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- 25.2. People should provide faculty with corresponding valid excuse reports in order to enter excuse midterm within 5 working days after a midterm exam is conducted, for final exam excuse the same procedure should be conducted within 2 working days after the final examination. Valid excuse for entering excuse exams is health, legal or other type of official documentation provided to the faculty board. Faculty board makes corresponding decisions.
- 25.3. No additional exam may be arranged after excuse examination.
- 25.4. No additional evaluation may be made after excuse exam/evaluation.

**Article 26. Make-up Exam**

- 26.1. Person is entitled to take a make-up examination if:
- a) A person's overall grade (midterm evaluation(s) plus final evaluation) is between 41-50 points;
  - b) A person's overall grade (midterm evaluation(s) plus final evaluation) is at least 51 points and he/she has failed the final evaluation - could not pass the minimal competence level set for the final evaluation.
- 26.2. Make-up exams are arranged within 5 calendar days after the results of a final (excuse final) examination are announced.
- 26.3. Marks received at the make-up exam replaces final exam marks.
- 26.4. Make-up exams are conducted in accordance with the item 24.4.

**Article 27. Grading /Performance Evaluation System**

- 27.1. Credit system includes:
- A) five types of positive assessment:
    - a.a) (A) Excellent: maximum assessment 91 – 100 points;
    - a.b) (B) very good: maximum assessment 81-90 points;
    - a.c) (C) good: maximum assessment 71-80 points;
    - a.d) (D) satisfactory: maximum assessment 61-70 points;
    - a.e) (E) Enough: maximum assessment 51-60 points.
  - B) Two types of negative assessment:
    - b.a) (FX) failed: maximum assessment 41-50 points; person has to prepare better for an additional exam;
    - b.b) (F) failed: maximum assessment 40 points or less; work done by a person was not enough to pass an examination and he/she has to retake a subject.
- 27.2. Final evaluation is made by combining midterm and final results.

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**Article 28. Examination Process**

- 28.1. Issues related with examination process, exam rules, appealing papers and others are determined by “Examination Instructions “(R03I01).

**Article 29. Completing Teacher Training Educational Program**

- 29.1. In order to complete Teacher Training Educational Program, people have to collect 60 ECTS.
- 29.2. After completion of a program program certificate and its appendix are issued based on the faculty board decision by the Rector’s order.

**Article 30. Issues Related with Tuition Fee**

- 30.1. Annual tuition fee is payed in two parts. Tuition fee is paid in the beginning of a semester during a registration period.
- 30.2. In case of a special agreement between a person and IBSU (R17F06), payment may be divided into more than two parts.
- 30.3. Tuition fee is transfered to IBSU account, as indicated in an agreement.

**Article 31. State Grant**

- 31.1. Person who receives state issued grant, is free from paying the tuition fee.

**Article 32. Payment for Additional/Failed Components/Additional Semesters**

- 32.1. Tuition fee is divided into four active semesters. Starting date of payment is the date of signing an agreement at a corresponding level of study.
- 32.2. In case of a person is not able to complete a program within standard period of time, he/she will pay the same fee amount as freshmen people do.
- 32.3. In case if a person is taking additional credits above 30 ECTS (but within annual limit of 75 ECTS), tuition fee is determined according to items given in an agreement.

**Article 33. Payment Rules for people with Suspended Statuses**

- 33.1. In case of status suspension (R03F05) no tuition fee is paid by people.
- 33.2. Status suspension does not eliminate any financial liabilities of a person. Status will not be renewed unless all financial liabilities are discharged (except when there is a special agreement between a person and IBSU).
- 33.3. If a status (upon request of a person) is suspended within first 7 weeks of a semester, no remaining tuition fee is paid by a person.



- 33.4. If a status (upon request of a person) is suspended after first 7 weeks of a semester, a person is obliged to fully pay tuition fee of that semester (except those cases, when chancellor makes other decision).

**Article 34. Payment Terms for Persons with Suspended Statuses**

- 34.1. In case of status suspension (R03F58) IBSU has the right to demand payment of remaining tuition fee from a person. In case if a person does not pay all existing reliabilities, his/her official documentation will not be issued by IBSU.
- 34.2. IBSU will not issues persons official certificates/documentation after completion of a Teacher Training Educational Program if he/she has remaining financial reliabilities.
- 34.3. In case of status suspension (upon persons request), payment rules will be regulated according to items 33.3 and 33.4 of the given statement.

**Article 35. Confirmation of a Financial Liability**

- 35.1. Special agreement (R09F01) is made between IBSU and a person, based on rector's or chancellor's resolution, regarding the confirmation of a financial liability by a person, which includes payment terms and schedules.

**Article 36. Final Provisions**

- 36.1. Disciplinary actions are regulated by the "Disciplinary Regulation for Students" (R07), while considering specificities of the Teacher Training Educational Program.
- 36.2. Issues that are not foreseen by the given statement are regulated according to an agreement signed between a person and IBSU as well as Georgian legislation.

**Article 37. Transitional Provisions**

- 37.1. Applicants may have Bachelor's or equivalent academic degree until 2021. Applicants are required to successfully pass examinations in those subjects, which they are willing to teach in schools.

Applicants should provide IBSU with corresponding academic degree certificate issued by a higher educational institution. IBSU is responsible with enrolling an applicant in a corresponding educational program/program module.

- 37.2. Persons, who are exempted from passing a subject exam in accordance with the item
- 37.2.1. Persons who have obtained Bachelor's or equivalent academic degree or have received military/sports professional training/education (must have secondary education) and have successfully passed subject examination, before "Rule for admission on Teacher Training Educational Program", approved by order №111/n, dated on the 5<sup>th</sup> of September, 2016 of the minister of Science and Education of Georgia was enacted;

- 37.2.2. Persons who have obtained Bachelor's or equivalent academic degree or have received military/sports professional training/education and have successfully passed the content of the certification exam defined by "Teacher Certification examination" approved by order № 1101, dated 04<sup>th</sup> of December, 2009 by the Minister of Education and Science of Georgia.
- 37.3. Subject to paragraph 37.2 of this regulation, persons may enter Teacher Training Educational Program admission exam conducted by IBSU, if they provide IBSU with corresponding academic degree document, recognized in compliance with legislation or military/sports training documentation.
- 37.4. Dates of admission (admission of documentation), exam date, dates for setting up examination and appealing commissions, evaluation and result (primary and final) announcement dates are different from those foreseen in the given statement and are approved by the rector's act.

**Article 38. Implementation**

- 38.1. The present regulation enters into force after it is approved by an academic board.

**Article 39. Supervising the Execution**

- 39.1. Vice-rector for education is responsible for execution of the above given items.

*Ignorance of rules of the university shall not be a defence to anyone.  
All are therefore required to familiarize themselves with the rules and regulations as outlined in  
the related IBSU documentation.*

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*IBSU is an equal opportunity institution. It does not discriminate any member of its community on  
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical,  
mental, emotional, or learning disabilities in its educational programmes and activities.*

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