



# IBSU

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

## **REGULATION for ADMISSION of INTERNATIONAL STUDENTS**

*Approved on 04/10/2017 by Academic Board – Minutes №11 (Appendix №:5)*

### **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.

Prepared by: Vice-Rector for Education and  
Research

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Controlled by: Legal Office

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Approved by: Academic Board

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## **CONTENTS**

<b>Amendments</b> .....	3
<b>Revision List</b> .....	4
Article 1. General Provisions .....	5
Article 2. Admission to the Educational Program.....	5
Article 3. Recognition of the Education Received Abroad .....	7
Article 4. Admission of the International Students. ....	7
Article 5. Admission of International Students according to Mobility Rule.....	8
Article 6. Final Provisions .....	9

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**Amendments**

#	Decision taken by	Decision №	Date
01	Academic Board	11	29.06.2018
02	Academic Board	24	13.12.2018
03	Academic Board	3	08.02.2019
04	Academic Board	6	07.05.2019
05	Academic Board	12	20.08.2019
06	Academic Board	18	02.10.2020
07	Academic Board	01	03.02.2021
08	Governing Board <sup>1</sup>	01	01.11.2021

**Primary version:** 04.10.2017

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<sup>1</sup> By Rector's order 25.11.2021, from 01.11.2021 Governing Board was given the authority to amend the present document.

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**Revision List**

<b>#</b>	<b>Date</b>	<b>Article</b>	<b>Remarks</b>
01	29.06.2018	2	Admission to the Educational Program
02	13.12.2018	1	General Provisions
03	13.12.2018	2	Admission to Educational Program
04	13.12.2018	4	Admission of International Students
05	13.12.2018	5	Admission of International Students According to Mobility Rules
06	08.02.2019	2	Admission to the Educational Program
07	07.05.2019	2	Admission to the Educational Program
08	20.08.2019	6	Final Provisions
09	02.10.2020	4	Admission of International Students
10	03.02.2021	6	Final Provisions
11	01.11.2021	6	Final Provisions

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## **Article 1. General Provisions**

- 1.1. The present regulation determines the rule of admission of international students at the International Black Sea University, LLC (hereinafter referred to as the “University”).
- 1.2. The present regulation is compiled in accordance with the Law of Georgia on “Higher Education”, Order #224/n of the Minister of Education and Science of Georgia, dated as of December 29, 2011, on “The Rule of Submitting and Processing Documents of High School students/Candidates for the Graduate Studies/Students Being Authorized to Study at the Higher Education Institution without Passing Unified National Examinations/Unified Masters Examinations”, University Charter, “Rules and Regulations for Educational Process” and other regulations of the university.
- 1.3. For the purpose of the present regulation, International Student will refer to a citizen of a foreign country, a stateless person, Georgian citizen who has obtained prerequisite qualification abroad necessary for the admission to educational programs at the University.

*Amended on 13.12.2018 by Academic Board Decision – minutes #24.*

- 1.4. Pursuant to the Georgian legislation, student status may be obtained without passing Unified National/Master’s Examinations in compliance with the Order #224/n of the Minister of Education and Science of Georgia, dated as of December 29, 2011, on “The Rule of Submitting and Processing Documents of High School students/Candidates for the Graduate Studies/Students Being Authorized to Study at the Higher Education Institution without Passing Unified National Examinations/Unified Masters Examinations”.

*Amended on 13.12.2018 by Academic Board Decision – minutes #24.*

- 1.5. (Deleted).

*Amended on 13.12.2018 by Academic Board Decision – minutes #24.*

- 1.6. Student status for the Doctoral programs may be granted to the foreign citizens who have obtained Master’s or its equivalent academic degree from the higher education institutions recognized by the legislation of the country, in accordance with the requirements stipulated by the “Doctoral studies and Dissertation Board’s Regulation”.
- 1.7. International students’ admission process is coordinated by the International Relations Office.

## **Article 2. Admission to the Educational Program**

- 2.1 Individuals determined pursuant to Article 1 of the present Resolution are entitled to address the University with a request for admission to the educational program. The aforementioned individuals may also apply for admission to the educational program of the University if he/she has already obtained student status in other higher education university of Georgia in accordance to the Georgian legislation.
- 2.2 A foreign citizen, who enjoys the preemptive right of admission to the university, will be responsible to:

- a) Submit to the University a document certifying education level set forth as a prerequisite for admission to the educational program and travel document. International Relations Office, in coordination with relevant authorized person(s), will process the aforementioned documentation and notify students about the initial decision. In case of issuing positive decision, applicant will be responsible to submit to the University all other documents that are envisaged for the admission to the educational program.
- b) For the purpose of admission to the Bachelor's educational program, for program admission language level checking purposes go through an interview and pass written exam. Interview is recorded and submitted to the Ministry of Education and Science of Georgia.
- b<sup>1</sup>) To apply for Bachelor's Program an applicant is exempt from a written exam to determine the level of language of the program. The applicant is exempt from written exam if he/she has an international certificate certifying the possession of the relevant foreign language level B1, or is foreign high school graduate of the relevant language, or is a citizen of the country where the first/the second official language is a language which is necessary for the admission to the educational program.

*Amended on 08.02.2019 by Academic Board Decision – minutes #3.*

- c) For the Georgian citizens, who studied/are currently studying and have received credits abroad in higher educational institutions recognized by the legislation of the host countries (apart from joint and exchange programs) and have lived/are leaving at least 75 days during one semester in the foreign country, for the purpose of admission to the Bachelor's educational program, apart from the requirements set by paragraph "b" herein, have to pass exam in general competences in compliance with Georgian legislation.
- d) For the admission to the Master's educational program apart of the admission language level checking exam stipulated by paragraph "b" herein, candidate has to meet all admission requirements defined by "Regulation for Master's Education".
- e) For the admission to the Doctoral educational program, the applicant will be responsible to go through all the stages determined as the prerequisite of the program and defined by "Doctoral Studies and Dissertation Board Regulation".

Program admission language level exam level is defined by R03L05.

*Amended on 13.12.2018 by Academic Board Decision – minutes #24.*

- 2.2<sup>1</sup>. Applicant is exempt from the English language proficiency written exam if he/she has passed IBSU's International Olympiad English test and received point is in compliance with the foreign language admission required to the program.

*Amended on 07.15.2019 by Academic Board Decision – minutes #6.*

- 2.3 On the basis of the documents and evaluation results stipulated by paragraph 2.2 of the present Article, University will take the decision on the possibility of admitting the applicant to the educational program. In case of taking a positive decision, university will issue the relevant certificate (letter), which, in accordance to the legislation, will be delivered to the LEPL –

National Center for Educational Quality Enhancement (hereinafter referred to as the “Center”), alongside with other documents, for the commencement of further administrative proceedings.

*Amended on 13.12.2018 by Academic Board Decision – minutes #24.*

### **Article 3. Recognition of the Education Received Abroad**

- 3.1 Admission of the International student without passing Unified National/ Masters Examinations, as well as admission to the Doctoral educational program, will be administered on the basis of the recognition of the education set as a prerequisite of the program, in accordance to the Georgian legislation.
- 3.2 For the recognition of the education obtained abroad and the admission of the applicant without passing Unified National/Master’ Examinations, the relevant proceeding will be initiated on the basis of applying to the Center.
- 3.3 For leading the process determined by paragraph 3.2 and for the purpose of supporting applicants in the process, University will assist applicant to compile and submit necessary documents at the Center.

### **Article 4. Admission of the International Students.**

- 4.1 After implementing procedure determined by Article 3 of the present regulation, on the basis of the order issued by the Minister of Education and Science of Georgia on the admission of the international student at the higher education institution, University Rector will issue a unified act on admission to the educational program without passing Unified National/Master’s Examinations, admission on Doctoral program.

*Amended on 13.12.2018 by Academic Board Decision – minutes #24.*

- 4.2 Rector’s unified act on the admission of an individual authorized to received education without passing Unified National/Master’s Examinations will be released within one year after issuing the order of the Minister of Education and Science of Georgia on the admission of the international students to the higher education institution, in that way to be ensured that the individuals involvement in the education process and attainment of educational outcome will be in accordance to the legislation.
- 4.3 Rector’s unified act on the admission to the educational program without passing Unified National/Master’s Examinations, admission on Doctoral program will be reflected in the higher education institutions’ registry of the Center.

*Amended on 13.12.2018 by Academic Board Decision – minutes #24.*

- 4.4 Registration on the educational program and issues related to the administration of the educational process will be governed by “Rules and Regulations for Educational Process”.

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- 4.5 Student must have health insurance for enrolling at IBSU. Health insurance should cover COVID – 19 disease risk. The insurance should be active, while the student has active status at IBSU. <sup>2</sup>

*Amended on 02.10.2020 by Academic Board Decision – minutes #18*

**Article 5. Admission of International Students according to Mobility Rule**

- 5.1 The person(s) envisaged by the Article 1 of the present regulation are entitled to enjoy the right to mobility and be admitted to the University educational program.
- 5.2 The mobility of the international students will be managed through Center in accordance to the Georgian legislation.
- 5.3 Student admission process pursuant to the present Article is coordinated by the University Quality Assurance Office.

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<sup>2</sup> Applies to already enrolled students as well.



## **Article 6. Final Provisions**

6.1 The issues beyond the regulation of the present regulation, will be determined in accordance to the Law of Georgia on “Higher Education” and other regulations of the International Black Sea University LLC.

6.2 Any amendments and addendums introduced to the present regulation will be approved by the decision of the Governing Board.

*Amended on 01.11.2021 by Governing Board Decision – minutes #1*

6.3 The present Regulation will be enforced upon its approval by the Governing Board.

*Amended on 01.11.2021 by Governing Board Decision – minutes #1*

6.4 Vice-Rector for Education and Research will supervise the implementation of the present Regulation.

*Amended on 03.02.2021 by Academic Board Decision – minutes #1*

*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 against 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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