



# IBSU

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

## **RULES and REGULATIONS for EDUCATIONAL PROCESS**

*Approved on 23/08/2016 by Academic Board - Decision № 6 (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:      Legal Office      \_\_\_\_\_

Controlled by:    Quality Management  
                         Commission      \_\_\_\_\_

Approved by:      Academic Board      \_\_\_\_\_

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## Amendments

#	Decision taken by	Decision №	Date
1.	Academic Board	4	12.01.2017
2.	Academic Board	9	22.08.2017
3.	Academic Board	16	19.12.2017
4.	Academic Board	21	18.01.2018
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8.	Academic Board	15	06.09.2018
9.	Academic Board	24	13.12.2018
10.	Academic Board	2	23.01.2019
11.	Academic Board	3	08.02.2019
12.	Academic Board	4	25.02.2019
13.	Academic Board	5	01.04.2019
14.	Academic Board	8	11.06.2019
15.	Academic Board	12	20.08.2019
16.	Academic Board	23	23.12.2019
17.	Academic Board	2	27.01.2020
18.	Academic Board	4	24.02.2020
19.	Academic Board	17	29.09.2020
20.	Academic Board	18	02.10.2020
21.	Academic Board	21	19.11.2020
22.	Academic Board	1	03.02.2021
23.	Academic Board	16	19.07.2021
24.	Academic Board	18	24.09.2021
25.	Governing Board <sup>1</sup>	4	06.12.2021
26.	Governing Board	12	14.03.2022

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

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27. Governing Board	13	21.03.2022
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**Primary version: 23.08.2016**

**Revision List**

#	Date	Article	Remarks
1.	12.01.2017	2	Stylistic correction
2.	22.08.2017	6	Termination of student status
3.	22.08.2017	7	Restoration of Student Status
4.	22.08.2017	9	Stylistic correction
5.	22.08.2017	11	Mobility Procedure
6.	22.08.2017	12	Deleted paragraph 12.3
7.	22.08.2017	13	Exchange Programs
8.	22.08.2017	14	Recognition of Credits
9.	22.08.2017	15	Stylistic correction
10.	22.08.2017	17	Stylistic correction
11.	22.08.2017	18	Deleted paragraph 18.4
12.	22.08.2017	21	Registration
13.	22.08.2017	28	Evaluation System
14.	22.08.2017	29	Correction of Language Mistake
15.	22.08.2017	31	Correction of Language Mistake
16.	22.08.2017	31 <sup>1</sup>	Individual Study Plan
17.	22.08.2017	33	Evaluation System
18.	22.08.2017	36	Midterm Evaluation
19.	22.08.2017	37	Evaluation System
20.	22.08.2017	39	Evaluation System
21.	22.08.2017	43	Graduation Certificate
22.	22.08.2017	44	Deleted
23.	19.12.2017	11	Mobility Procedure
24.	18.01.2018	21	Registration
25.	12.03.2018	4	Enrollment
26.	12.03.2018	11	Mobility Procedure
27.	11.06.2018	36	Midterm Evaluation
28.	29.06.2018	4	Obtaining of Student Status
29.	06.09.2018	36	Midterm Evaluation

30.	13.12.2018	4	Obtaining of Student Status
31.	13.12.2018	6	Termination of Student Status
32.	13.12.2018	17	Academic Calendar
33.	23.01.2019	11	Mobility Procedure
34.	08.02.2019	7	Restoration of Student Status
35.	08.02.2019	11	Mobility Procedure
36.	08.02.2019	14	Recognition of Credits
37.	25.02.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
38.	01.04.2019	14	Recognition of Credits
39.	01.04.2019	33	Form and Method of Assessment
40.	01.04.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
41.	11.06.2019	11	Mobility Procedure
42.	11.06.2019	14	Recognition of Credits
43.	20.08.2019	2	Definitions
44.	20.08.2019	4	Obtaining of Student Status
45.	20.08.2019	7	Restoration of Student Status
46.	20.08.2019	10	Mobility (External)
47.	20.08.2019	14	Recognition of Credits
48.	20.08.2019	18	Duration of Educational Process
49.	20.08.2019	21	Registration
50.	20.08.2019	26	Academic Advisor
51.	20.08.2019	35	Examinations
52.	20.08.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
53.	23.12.2019	11	Mobility Procedure
54.	27.01.2020	6	Students status termination
55.	27.01.2020	15	Video Surveillance
56.	24.02.2020	10	Mobility (External)
57.	29.09.2020	2	Definitions (doctoral program)
58.	29.09.2020	24	Credits (doctoral program)
59.	02.10.2020	5	Students status suspension

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60.	19.11.2020	7	Student status restoration
61.	19.11.2020	21	Registration
62.	19.11.2020	34	Study Process Management Office
63.	19.11.2020	35	Examinations
64.	03.02.2021	11	Mobility
65.	03.02.2021	43	Implementation
66.	19.07.2021	7	Student status restoration
67.	24.09.2021	5	Suspension of Student Status
68.	06.12.2021	2	Definitions
69.	06.12.2021	5	Suspension of Student Status
70.	06.12.2021	7	Restoration of Student Status
71.	06.12.2021	8	Student Mobility
72.	06.12.2021	9	Internal Mobility
73.	06.12.2021	17	Academic Year and Academic Calendar
74.	14.03.2022	40 <sup>1</sup>	Appealing the Evaluation Results
75.	21.03.2022	17	Academic Year and Academic Calendar

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## Chapter I. General Provisions

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### Article 1. Subject and Scope

- 1.1. This regulation aims at defining the rules for obtaining, suspending and terminating student status, student mobility, recognition of credits, student's rights and duties, as well as rules regarding assessment of students' learning outcomes and other issues related to the study process in accordance with Georgian "Law on Higher Education" and other regulations of the International Black Sea University (hereinafter "IBSU").
- 1.2. This regulation covers issues related to all students enrolled in the Bachelor's, Master's and Doctorate level of IBSU.

### Article 2. Definitions

- 2.1. Academic Calendar: A document which includes the learning and vacation periods during the following academic year. The Governing Board approves the academic calendar every year before the beginning of an academic year;
- 2.2. Inspection for Technical Mistakes: A study conducted by the Board of the Faculty/Graduate-School based on the written application of a student, which aims at checking if the examination items have been devised in accordance with the syllabus as well as evaluated and calculated correctly;
- 2.3. Educational Program (curriculum): A combination of study courses / modules, providing for program goals, learning outcomes, study courses / modules with respective credit amounts, student evaluation system and peculiarities of organization of the study process;
- 2.4. Mobility: Refers to IBSU students' moving to another program within (internal mobility) or outside the university (transfer/external mobility), or non-IBSU students obtaining IBSU studentship rights by enrolling in one of the present programs (transfer/external mobility);
- 2.5. Academic Hour: 50 minutes of contact period;
- 2.6. Credit: A unit which reflects the workload for a student and which can be attained as a result of obtaining the learning outcomes;
- 2.7. Midterm exam: One of the components of the midterm evaluation;
- 2.8. Excuse midterm exam: an exam taken instead of the missed midterm exam in case the student had an excuse proved documentary and approved by the Faculty/Graduate-School Board;
- 2.9. Final Evaluation: one of the forms of evaluation;

- 2.10. Excuse final evaluation: an evaluation received instead of the missed final evaluation in case the student had an excuse proven by a document and approved by the Faculty /Graduate-School Board;
- 2.11. Make-up exam: an exam taken to replace the result of the final evaluation;
- 2.12. Exchange Program: an educational program that is executed on the basis of an agreement regarding student exchange, concluded by and between IBSU and a higher educational institution recognized under the laws of a foreign country and aims to accumulate a certain number of credits by a student, who is participating in educational exchange program with a partner higher educational institution/IBSU;
- 2.13. A student participating in the exchange program: a student of IBSU or a higher education institution recognized under the laws of a foreign country, who within the framework of exchange program, collects a specified number of credits in the partner higher education institution/IBSU;
- 2.14. The first cycle (Bachelor's Program) – an educational program covering at least 240 ECTS credits;
- 2.15. The second cycle (Master's Program) – an educational program covering at least 120 ECTS credits;
- 2.16. The third cycle (Doctoral Program) – an educational program covering not more than 60 ECTS credits for study component and the maximal duration of the program is at least 3 years;
- 2.17. HEI: higher education institution;
- 2.18. SIS: Student Information System;
- 2.19. SMART: IBSU's Moodle based LMS (Learning Management System);
- 2.20. Repeated course: A study course that can be re-taken by a student to improve his/her GPA;
- 2.21. Contact hour: the period used for student's study process which involves the human resource who delivers the educational component;
- 2.22. Independent hour: the period used for student's study process which does not involve the human resource who delivers the educational component;
- 2.23. The component of the educational program: study component and scientific/research component;
- 2.24. Study component: part of the educational program which is represented by course, module, internship, Bachelor's project/thesis or by any other component;
- 2.25. Scientific-research component: part of the Master's and Doctoral program which is represented by Master's project/thesis, dissertation or any other scientific project/thesis/activity;

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- 2.26. Student's study workload: time used for gaining learning outcomes defined by the program. Student's study workload shall be composed by independent and contact hours;
  - 2.27. Teaching-study method: the method used by the human resource who delivers the course for transferring the knowledge to the student via lecture, group work, practical work, seminar, teaching through e-resources, e-learning, etc. Teaching-study method might cover relevant activities (discussion, debate, demonstration, presentation, seminar, etc.);
  - 2.28. Forms of Evaluation: midterm evaluation (single or multiple) and final evaluation. Their sum makes the total grade.
  - 2.29. Evaluation components: part of evaluation which defines the mechanism/mechanisms for evaluating student's knowledge and/or ability and/or competences. They might combine the common methods for the evaluation (oral/written exam, oral/written Q&A, practical/theoretical work, etc.);
  - 2.30. Evaluation methods: method/methods used for evaluating the gained learning outcomes defined by the program (test, essay, demonstration, presentation, discussion, performing practical/theoretical work, working in group, participation in the discussion, case study, moot court, etc.);
  - 2.31. Evaluation criteria: the unit of measurement used to evaluate the level of gained learning outcomes.

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## Chapter II. Student's Status

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### **Article 3. The Notion of Student**

- 3.1. Student is a person who, according to the “Georgian Law on Higher Education”, and IBSU’s Regulations, is enrolled in and studying at a degree program to complete a Bachelor’s, Master’s, as well as Doctoral educational program.

### **Article 4. Obtaining of Student Status**

#### **4.1. Georgian Citizens**

- 4.1.1. Applicant can be enrolled in IBSU’s bachelor’s programs if s/he holds a state certificate of secondary education, has passed the Unified National Examinations and obtained the right of study at IBSU in accordance with the Georgian legislation.
- 4.1.2. Applicant can be enrolled in IBSU’s master’s programs if s/he holds a bachelor’s or an equivalent degree and has passed the Unified Master’s Examinations as well as IBSU entry exam(s).
- 4.1.3. Applicant can be enrolled in IBSU’s doctoral programs if s/he holds a master’s or an equivalent degree and has passed IBSU entry exam(s) (if any) and/or has fulfilled program requirements (if any).
- 4.1.4. On the first and second cycles, the applicant might be enrolled without passing Unified National/Unified Master Examination in accordance with the Georgian legislation.

#### **4.2. Foreign Citizens**

- 4.2.1. Foreign citizens enroll in the bachelor’s and master’s programs according to the Georgian legislation without passing the Unified National / Master’s Examinations.
- 4.2.2. Apart from all the requirements envisaged by Law, in order to enroll in the bachelor’s and Master’s educational program without passing Unified National/Master’s Examinations, as well as on Doctoral level, candidates are obliged to go through the exam to prove their ability to study on a program in that language of instruction. Additionally, candidates have to pass all admission exams defined by the relevant program.
- 4.2.3. If the enrollment period of an international student falls after the end of the fourth week of the semester, he/she will be enrolled from the next semester.
- 4.3. Bachelor’s student contracts are concluded with the ones who are found in the official rating list of State Unified Examinations, and the Act of the Rector is issued regarding their enrollment.

- 4.4. All other issues related to enrollment in IBSU Master's programs are regulated by "Regulation for Master's Education" (R4).
- 4.5. All other issues related to enrollment in IBSU Doctoral programs are regulated by "Doctoral Studies and Dissertation Board Regulation" (R5).
- 4.6. All issues related to admission without passing Unified National/Master's Examinations, as well as admission of foreign citizens and admission via international mobility on Doctoral level, is stipulated by "Regulation for International Admissions" (R03I03).

#### **Article 5. Suspension of Student Status**

- 5.1. The grounds for the suspension of student status shall be as follows:
  - 5.1.1. Pregnancy, childbirth, childcare or health deterioration;
  - 5.1.2. Financial debt;
  - 5.1.3. Not being registered academically (besides studying within the framework of an exchange program);
  - 5.1.4. Not being registered financially;
  - 5.1.5. Studying at a higher educational institution abroad (besides studying within the framework of an exchange program);
  - 5.1.6. Personal application (without indicating the reason);
  - 5.1.7. Not having health and accident insurance policy (if such policy is required to be held based on legal or sub-legal act).
- 5.2. By the act of Rector, on the grounds of decision of the Governing Board, exceptions from 5.1.2 could be stated.
- 5.3. The student status of the individual shall be terminated 5 years after the suspension status had been granted. In the cases covered by the legislation.
- 5.4. An individual with "suspended student status" shall not be included in the student quota of IBSU. However, IBSU will officially indicate the status in LEPL - National Center for Educational Quality Enhancement's Registry of Educational Institutions.
- 5.5. During the semester, in case of suspension of student's status until the 7th week, the received grades will be canceled. In case of suspension of the status after the 7th week, the grades are nullified if the sum of the points received by the student does not exceed 41.

#### **Article 6. Termination of Student Status**

- 6.1. The grounds for the termination of student status are:
  - 6.1.1. Receiving an academic degree;
  - 6.1.2. Mobility (transferring) to another university;

- 6.1.3. Failing at least two obligatory study components for three times (except the case, when the student enjoys the right to internal mobility on the educational program which does not consider failed study components with obligatory status);
  - 6.1.4. *(Deleted)*;
  - 6.1.5. Violating disciplinary norms which leads to termination of student status under “Disciplinary Regulation for Students” (R7);
  - 6.1.6. Suspension of student status for more than 5 years;
  - 6.1.7. Personal application;
  - 6.1.8. Death;
  - 6.1.9. *(Deleted)*;
  - 6.1.10. Non-completion of educational program within the period defined by paragraphs 18.3 and 18.4 of this regulation.
- 6.2. The legal consequences envisaged by a legal act on the termination of student status shall occur after the expiry of 12 (twelve) months following the issuance of the order. During this period the student status shall be regarded as suspended and the student shall be entitled to enjoy the right to mobility.
- 6.3. In the case of termination of student status, it can be renewed according to the procedure envisaged by law.
- 6.4. Other legal issues concerning termination of student status are regulated by Law and the legal acts of university.

#### **Article 7. Restoration of Student Status**

- 7.1. A student whose status is suspended has the right to restore his/her student status for a period of 5 years or is entitled to enjoy the right of student mobility in accordance with Law.
- 7.2. The restoration of student’s status is made by the Act of Rector, before the beginning of the fourth week of the semester. The student is entitled to submit a status restoration application no later than 2 weeks after the beginning of the semester. After this period, in case of applying to IBSU, the student’s status shall be restored from the following semester.
- 7.3. After 3<sup>rd</sup> week, the student’s status can be restored in case of exceptional circumstances, upon the proposal of the faculty /Graduate-School board and the decision of the Governing Board.
- 7.4. If a student status was restored after the beginning of the study period, the IBSU is not obliged to compensate the missed lectures and / or the evaluated activities.

- 7.5. If student'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.
- 7.6. When the student status was suspended in one of the IBSU programs and he/she enjoys the right of internal mobility (while suspension) to another IBSU program, his /her status shall be restored within the internal mobility period in the transferred IBSU program.
- 7.7. A student who was expelled from IBSU before February 4, 2010 is regarded as a student with suspended status and can restore his/her student status within a 10 years' period by either applying to IBSU for restoration of student status or by using the right to mobility, unless the grounds for his/her expulsion was not realized for the purpose of terminating his/her status under this regulation.
- 7.8. Subject to the 7.7 paragraph, an expelled student from IBSU who applies to IBSU for restoration his/her status should submit all the required documents required by IBSU. The following documents are normally appended to the application:
  - 7.8.1. Copy of ID card (notary - approved translation of passport for foreign citizens);
  - 7.8.2. Unified National Exam Card/Certificate (if the student was enrolled by Unified National Exams);
  - 7.8.3. State certificate of secondary education/bachelor's diploma/master's diploma and/or a copy of document proving completion of prior level of education;
  - 7.8.4. Two photos (3x4).
- 7.9. The restoration of student status is performed in accordance to the following procedure:
  - 7.9.1. The faculty creates a special commission composed of the Dean of the Faculty, the Quality Assurance Manager and the corresponding program coordinator. The commission fills a course mapping form concerning the issue of restoring student's status.
  - 7.9.2. Regarding the program requirements, to which the student requests to restore his/her status, the commission defines those courses which are regarded as passed (including indications about course credits and received assessments), the semester in which the student will continue his/her studies, the total amount of credits the student should take in order to finish the program, as well as student's individual schedule (in case of necessity).

- 7.9.3. Filled course mapping form is submitted to the Faculty Board for approval and after the approval, one copy of the course mapping form should be submitted to Quality Assurance Office.
- 7.9.4. Student's status is restored by the Act of Rector, issued on the grounds indicated in the course mapping form.



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### **Chapter III. Mobility and Recognition of Education**

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#### **Article 8. Student Mobility**

- 8.1. IBSU students may use the right of internal mobility (between IBSU educational programs) and mobility (i.e. transfer to another university) in accordance to Georgian Law.
- 8.2. Mobility can take place within the same cycle of higher education.
- 8.3. A master's student is granted to enjoy the right of mobility and internal mobility only on the educational program direction which is following Unified Master's Examinations test type he/she has passed.
- 8.4. A student is granted to enjoy the right of mobility and internal mobility only on the educational program which is following to the subject / subjects established by Article 6, Paragraph 2 and / or Paragraph 8 of the "Regulations for Conducting Unified National Examinations" approved by the Order No. 19 / N by the Minister of Education and Science of February 18, 2011 within the Unified National Examinations passed by him/her.  

(This rule should apply to students who passed the Unified National Examinations in 2020 and following years).
- 8.5. The procedural details of the mobility of students enrolled in the Unified National Examinations in 2020 and beyond shall be determined in accordance with the rules established by the legislation of Georgia.

#### **Article 9. Internal Mobility**

- 9.1. Internal mobility is available twice a year, before the beginning of a semester.
- 9.2. A student has the right to internal mobility if he/she has studied with an active student status for at least one semester in IBSU even though his/her status is suspended for the moment of registration on internal mobility.
- 9.3. In order to enjoy the right of internal mobility (apart of the requirements envisaged by Law) in the timeline defined by IBSU, a student should submit to the faculty the application (R3. F13).
- 9.4. The periods for internal mobility as well as the number of quotas for each educational program are defined by the Act of Rector at least one week before the mobility procedure.
- 9.5. Administration of students' mobility process during internal mobility is managed by IBSU.
- 9.6. The mobility procedure is outlined in Article 11.

- 9.7. IBSU is obliged to inform LEPL National Center for Educational Quality Enhancement about the results of internal mobility according to the procedure and during the period envisaged by Law.

**Article 10. Mobility (External)**

- 10.1. A student shall acquire the right to mobility after a year of study at the respective cycle of higher education. The period of suspension of student status shall not be counted towards study period.
- 10.2. An applicant who has acquired the right of enrolment via mobility to IBSU should submit all the required documents defined by IBSU in a timeline defined by EQE. The following documents are normally appended to the application of enrollment:
- 10.2.1. A copy of the document(s) regulating the student status (e.g. act of enrollment/restoration/suspension/termination);
  - 10.2.2. Transcript (defining course credits and assessments), approved by official signature and seal of university;
  - 10.2.3. A copy of ID Card;
  - 10.2.4. (Deleted);
  - 10.2.5. State certificate of secondary education and/or a copy of document proving completion of prior level of education;
  - 10.2.6. Two photos (3X4), (printed and on CD/DVD);
  - 10.2.7. For male students: a copy of military certificate.
  - 10.2.7<sup>1</sup>. If the applicant to external mobility on Master and Doctoral level, submits a diploma obtained as a result of the completion of a one-level - at least five-year educational programme within the time period defined by Georgian law “On Higher Education” is obliged to submit recognition document of equivalency with the relevant cycle, issued in compliance with Georgian legislation.
- 10.3. The student fills out another application stating that he/she agrees to the result of the course mapping process and that he/she would like apply to IBSU.
- 10.4. Administration of students’ mobility process is conducted by the LEPL – National Center for Educational Quality Enhancement.

**Article 11. Mobility Procedure**

- 11.1. In order to recognize the obtained credits, Study Process Managmnet Office, in collaboration with relevat program coordinator prepares course mapping and submits to the Quality Assurance Office for further consideration. The final version of the course mapping is approved by the faculty board. The student confirms or rejects the

recognition done by the university in written form. The procedure is supervised by Study Process Management Office.

11.2. In case of internal mobility, the Faculty Board has the right to accept or reject the mobility request according to the pre-defined criteria (including the results of the interview, academic success and/or any other program-specific requirement are taken into consideration if there is a competition on the program).

11.2<sup>1</sup> Student of the educational program with the instruction language - Georgian, applying for the mobility/internal mobility to the educational program with the instruction language – English, has to prove his/her knowledge of English language.

Required language level is as follows:

a) Students who are enrolled on Bachelor level in the 1st semester should have passed English language exam in United National Examinations with minimum score that is defined for relevant educational program of the corresponding academic year.

b) Students who are enrolled on Bachelor level - 2nd semester, have to prove the knowledge of English level on B1;

c) Students who are enrolled on Bachelor level – 3-6th semester, have to prove the knowledge of English level on B2;

d) Students who are enrolled on Master's level have to prove the knowledge of English level on B2;

e) Students who are enrolled on Doctoral level, have to prove the knowledge of English level on B2/C1 depending on the program admission requirements.

For these purposes, he/she has to:

a) Submit an English language international certificate;

b) Pass English language exam organized by IBSU;

c) Present a document confirming, that he/she has covered study component on English language, which learning outcome is B1/B2/C1 relevantly. For mobility on Master level, component should be taken on Master level, for mobility on Doctoral level, component should be taken on Doctoral level.

d) Present a document confirming that he/she has graduated from an educational program in which the instruction language is English language within the last three years and his/her GPA is at least 75 (out of 100) or 3 (out of 4).

11.2<sup>2</sup> (Deleted).

11.2<sup>3</sup> (Deleted).

11.3. The credits gained by the student will be recognized in accordance with Article 14 of this regulation.

11.4. After signing the contract with the student, the Act of Rector is issued regarding the enrollment of the student through mobility procedure on the grounds of the Faculty Board decision.

11.5. All issues concerning students' mobility are regulated by the Georgian legislation.

## **Article 12. Modification or Cancellation of an Educational Program**

12.1. In case of modification or cancellation of an educational program, the opportunity to receive further education (in compliance with the credits obtained within the framework of the modified program) is ensured. Specifically:

12.1.1. In case of making an amendment to an educational program, a report is prepared by the program coordinator, stating those added obligatory component(s) which the student has to take, the purpose(s) of the change(s), the date /period of enactment of the change(s);

12.1.2. A student is obliged to take the added obligatory component(s), if such change was required by the novelty of the relevant field or by the necessity of achieving learning outcomes of the program;

12.1.3. The recognition of the credits which were obtained within the framework of the modified program is made according to Article 14 of this regulation.

12.2. If the educational program has been cancelled, the students can enjoy the right to internal mobility or mobility (external).

12.3. (Deleted)

## **Article 13. Exchange**

13.1. Before concluding a memorandum regarding the exchange programs with the foreign partner university, IBSU is obliged to receive an official written consent from LEPL – National Center for Educational Quality Enhancement regarding the recognition of the university under the laws of the foreign country.

13.2. A student enrolled in (having student status at) the foreign higher educational institution recognized under the laws of the foreign country, and is continuing his/her study process within the framework of an exchange program at IBSU, shall be enrolled by the Act of the Rector of IBSU.

13.3. The student status shall not be suspended for those students who have left IBSU for studying at a foreign higher educational institution within the framework of an exchange program.

13.4. A student, who comes from a foreign country to IBSU within the framework of an exchange program is not counted in the total number of students allocated for IBSU.

- 13.5. Regarding the exchange procedure, student assisted by the faculty and International Relations Office.

#### **Article 14. Recognition of Credits**

- 14.1. IBSU recognizes the credits obtained through mobility and exchange programs as well as restoration of status in accordance with Law and IBSU regulations.
- 14.2. Recognition of obtained credits will be managed by the way of defining correspondence between the competences achieved at the other educational program (in case of restoration: the same/other educational program) and learning outcomes within the components of corresponding IBSU educational program in which the student obtained his/her student status (in accordance with the analysis of the syllabi of the component studied by the students).
- 14.3. IBSU shall establish the compatibility of the learning outcomes of the component(s) attained by the applicant for student mobility/exchange/restoration with the program offered by IBSU and decide on the recognition of credits.
- 14.4. For the purposes of recognition of obtained credits, IBSU defines the components which are regarded as recognized (including indications about credits and received assessments), the semester in which the student will continue his/her studies, and the student's individual schedule (in case of necessity). All this information is defined in accordance with IBSU program requirements.
- 14.5. It is possible to establish conceptual compatibility of the component(s) studied by the student and the component(s) of the program in which he/she would like to be enrolled irrespective of the difference in their titles as long as the learning outcomes.
- 14.6. Within the framework of 'free components', it is possible to recognize the credits which is not envisaged by the educational program of IBSU.
- 14.7. IBSU has right to recognize learning outcomes achieved by a person within educational program of particular academic level of higher education for goals of qualification to be awarded within another educational program of the same academic level of higher education. Credits shall be recognized in accordance with the rules envisaged in this Regulation.
- 14.8. IBSU shall be entitled to calculate student load in credits corresponding with the procedure established by law with respect to an educational program which is not developed according to the ECTS system.
- 14.9. Recognition of the credits is formed by the decision of the Faculty Board on the grounds of the decision (R03F66–Course Mapping) of the commission (the commission might be composed of the Dean of the Faculty/ Quality Assurance Manager / the corresponding program coordinator and other people defined by the Faculty Board). The fact of the compatibility of the learning outcomes attained by an

applicant within other/same educational program with the programs offered by IBSU and the number of recognized credits is indicated in the Board decision.

**Procedure:**

- 14.10. General coordination of credit recognition procedures is led by the IBSU Quality Assurance Office.
- 14.11. The recognition of credits will be held as follows:
  - 14.11.1. Those components which are not envisaged by the corresponding educational program of IBSU could be assigned to free components (if the program has free components);
  - 14.11.2. While calculating the number of credits (apart of free credits) recognition is conducted in the following way:
    - 1.14.11.2 If the learning outcomes of the component follows the learning outcomes of the corresponding component from IBSU educational program, and the credits of the component, issued by the host university, is more than the credits of the relevant component of the educational program of IBSU, recognition of the credit is done by the name and the number of credits of the relevant component of the educational program of IBSU;
    - 2.14.11.2 If the number of credits to be recognized, is less than the number of credits of the relevant component of the educational program of IBSU, decision is made based on the contextual evaluation of the component. If the contents and the learning outcomes of the component follows the contents and the learning outcomes of the relevant educational program of IBSU, component is recognized with the name and number of credits of the corresponding component of the educational program of IBSU. If the compliance does not exist, component is recognized by the name and the number of credits issued by the host university and is counted in the free credits.
  - 14.11.3. The recognition of the credits of component(s) within the framework of free components of an educational program is held in the following way:
    - 1.14.11.3 If a component does not exist in any educational program of IBSU, the number of credits shall be recognized as it was awarded by the host educational institution;
    - 2.14.11.3 If a component exists in any educational program of IBSU the number of credits is recognized:
      - a) As it is given in that very educational program of IBSU, if the number of credits (to be recognized) is more than the

credits of the component, which exists in that very educational program of IBSU;

- b) As it was awarded by the host educational institution, if the number of credits (to be recognized) is less than the credits of the component, which exists in that very educational program of IBSU.

14.11.4. If the HEI used another assessment system rather than ECTS, the student shall provide an official document from the HEI regarding the equivalence of the system with ECTS;

14.11.5. If the student is not able to present the document defined in paragraph 14.11.4, his/her assessment shall be converted into ECTS system as follows:

- a) In case of 5-point assessment, conversion shall be done in accordance with the following rules:

№	Assessment	Equivalent assessment system of IBSU
1	“5” - (“Excellent”)	“100” - (“A”)
2	“4” - (“Good”)	“90” - (“B”)
3	“3” - (“Satisfactory”)	“70” - (“D”)
4	“2” - (“Dissatisfactory”)	“50” - (“F”)

- b) In case of “A”- “FX” grade assessment (when no points are indicated), conversion shall be done in accordance with the following rules:

№	Assessment	Equivalent assessment system of IBSU
1	“A”	“100” - (“A”)
2	“B”	“90” - (“B”)
3	“C”	“80” - (“C”)
4	“D”	“70” - (“D”)
5	“E”	“60” - (“E”)
6	“F”/ “FX”	“50” - (“F”)

- c) 10-point evaluation shall be converted in the following way:

№	Evaluation	IBSU equivalent evaluation
1	10	A - 100
2	9	A - 91
3	8	B - 90
4	7	C - 80
5	6	D - 70
6	5	E - 60
7	4	FX - 50
8	3	F - 40

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9	2	F – 30
10	1	F - 20

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- 14.11.6. The conversion of the U.S. credit to IBSU’s credit system is done by multiplying it by two.
- 14.11.7. The conversion of the assessment, not defined by the paragraphs 14.11.5 and 14.11.6 of this regulation shall be done by the program coordinator, together with the Quality Assurance Office.
- 14.11.8. Within the framework of doctoral educational program, recognition of the credits of the research component collected during the study period abroad (before finishing scientific research) shall be done in accordance with the following rules:
- a) If the research component is assessed / awarded credit by the foreign higher educational institution, the recognition of the credits shall be done in compliance with the rules stated by paragraphs 14.11.1- 14.11.6 of this regulation.
  - b) If the research component is not assessed/awarded credit, the assessment/ credit awarding shall be done in compliance with the rules defined by the corresponding doctoral educational program/ relevant syllabus of IBSU.
- 14.12. All other issues concerning recognition of credits are regulated by Georgian legislation.



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## Chapter IV. Student's Rights and Duties

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### Article 15. Student Rights

#### 15.1. A student shall be entitled to:

- 15.1.1. Receive education in accordance with the accreditation standards;
- 15.1.2. Participate in research activities;
- 15.1.3. Make use of IBSU's material and technical, library, information and other resources in accordance with the procedures envisaged by IBSU's Regulations;
- 15.1.4. Elect a representative and be elected to the student self-governance, also the managerial bodies of faculty and other units of the university on the basis of general, direct and equal elections by secret ballot in accordance with IBSU's regulations;
- 15.1.5. Freely establish and/or join student organizations based on his/her own interest(s);
- 15.1.6. Receive financial support and /or other types of subsidies as depicted in IBSU regulations;
- 15.1.7. Freely express his/her opinion and refuse to share those ideas, proposed thereto during the study process in a well-substantiated manner;
- 15.1.8. Move to another HEI from the second year of study in accordance with the procedure envisaged by the law of Georgia and the statute of receiving HEI and in the case of moving to an accredited higher education program – take the government funding allocated for him/her with him/her in compliance with Georgian legislation;
- 15.1.9. Transfer internally to another educational program of IBSU after one active semester in accordance with the rules established by Georgian legislation and IBSU regulations;
- 15.1.10. Choose an educational program, participate in the process of designing and development of individual study program;
- 15.1.11. Periodically take part in the process of evaluating the work of academic personnel in cooperation with Quality Assurance Office (QAO);
- 15.1.12. Organize student meetings upon agreement with the administration observing the Georgian legislation and IBSU regulations. Students' meetings must neither disrupt nor interfere with the order and educational process of the university, nor violate state laws, nor university rules;
- 15.1.13. Discuss an issue with the following positions in the order below:
  - 15.1.13.1. Study process administrator;
  - 15.1.13.2. Program Coordinator;

- 15.1.13.3. Faculty Dean.
- 15.1.14. Write official requests to the Dean on academic affairs and the Chancellor on tuition and other financial issues;
- 15.1.15. Receive a fair and unbiased assessment;
- 15.1.16. Discuss the exam paper with the lecturer and receive feedback and object to examination results after the grades are submitted to SIS (Student Information System);
- 15.1.17. Exercise other rights conferred to him/her by IBSU regulations, the student contract and the “Georgian Law on Higher Education”.
- 15.2. The University is obligated to ensure a fair and unbiased assessment of the student’s knowledge, for which it develops appropriate procedures.
- 15.3. The private information provided by the student in the presence of the academic personnel, also the information about student’s views, faith and political beliefs which became known to the academic personnel during the study process, also the information regarding the disciplinary measures against the student shall be confidential except for the case when the student’s permission is in place or the administration has the lawful interest to defend the security of others and the rights guaranteed by law.
- 15.4. It is forbidden for the university to exercise its power and use material and technical resources in such a way that may impose censorship and/or restrict freedom of expression.
- 15.5. *(Deleted)*.
- 15.6. With the aim to support students’ extracurricular activities, IBSU creates scientific, sports, cultural and other development centers for students within the premises.
- 15.7. **The duties of student are:**
- 15.7.1. To study and move forward in intellectual development, while taking advantage of the opportunities provided in the university environment for total personal growth, development and maturation;
- 15.7.2. To study all the components selected thereby at his/her own free will as well as obligatory components as outlined in university’s program and comply with the IBSU regulations;
- 15.7.3. To observe regulations and requirements of university’s regulations. Ignorance of rules of the university shall not be a defense to any erring student. All students are therefore required to familiarize themselves with the rules and regulations of IBSU;
- 15.7.4. To observe obligations originating from the mutual agreement between the student and university;

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- 15.7.5. To protect and take care of the property and the material-technical means of the university;
  - 15.7.6. To follow the environmental, ecological, sanitary, fire safety and other general provisions.
  - 15.8. Mutual obligations and rights and duties of a student and the university is determined and regulated by IBSU regulations, contract between the student and the university, as well as by “Georgian Law on Higher Education”.

**Article 16. Students’ Self-Governance**

- 16.1. Students’ Self-governance of International Black Sea University is students’ representative organ which is elected by the students of the university on the grounds of public, equal, direct, and secret ballot elections in accordance with the requirements of the “Georgian Law on Higher Education”.
- 16.2. All issues related to Students’ Self-Governance activities are regulated by “Regulation on Students’ Self-Governance” (R08).

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## Chapter V. Study Process and Assessment of Learning Outcomes

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### Article 17. Academic Year and Academic Calendar

- 17.1. An academic year is mainly consisted of Fall and Spring semesters and vacations/holidays.
- 17.2. The academic year covers maximum 12 months continuously.
- 17.3. The course timetables for Fall and Spring semesters are defined in accordance with the academic calendar approved by the Governing Board.
- 17.4. Some of the components might open in summer/winter (summer/winter semester). The schedule and necessity of opening the semester is defined by faculty.
- 17.5. Summer/winter semesters might be opened is the necessity is due to failed students, students who have participated in exchange program and/or students who are in additional semesters.
- 17.6. During summer/winter semester, student is entitled to be register on no more than 2 (two) courses within annual 75 credit limit.
- 17.7. Tuition fee to be paid during summer/winter semester is defined by "Regulation for tuition Fees" (R09).

### Article 18. Duration of Educational Process

- 18.1. The period of study for bachelor's level shall normally be 8 semesters, for master's level 4 semesters, and for doctorate level 6 semesters.
- 18.2. The duration for completion of educational program is the period between enrolment in the program (considering the number of awarded/recognized credits) and the completion of the program (according to the study plan).
- 18.3. If a student is not able to complete the educational program within the time period set for the relevant cycle, he/she has the opportunity to continue his/her study process on self-financing basis and preserve student's active status for additional eight semesters on Bachelor's level, for four semesters on Master's level and for six semester on Doctoral level.
- 18.4. *(Deleted)*;
- 18.5. The tuition fee for an additional semester is equal to the amount paid by first-year students in the correspondent academic year.

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**Article 19. Education Programs**

- 19.1. The structure of educational programs, list of courses, and distribution of credits shall be determined by the lecturers and program coordinators and is approved in accordance with Instruction for designing Educational Programs (R036I02)

**Article 20. Types of Courses**

- 20.1. University delivers two types of courses:
- 20.1.1. Obligatory courses;
  - 20.1.2. Elective courses.

**Article 21. Registration**

- 21.1. At the beginning of each semester, the registration process is held by the responsible person of the faculty/Graduate-School and Study Process Management Office. Registration process involves registering components (academic registration) and payment of the tuition fee in accordance with university - student agreement and related regulations of IBSU.
- 21.2. During academic registration, online database is opened for students to choose components as defined by the academic calendar. Registration process is completed after receiving the confirmation from a Student. (Registration week).
- 21.3. During the first week after the registration week of the semester, students can add, change or remove registered courses in accordance with IBSU Regulations (add-drop week).
- 21.4. If the student 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.
- 21.5. Upon the decision of the Faculty/Graduate-School Board, registration can take place during one week from the end of the add-drop week based on valid excuse.
- 21.6. Academic and financial registration may be conducted during the period, which differs from the periods stated by paragraphs 21.2-21.5 of this regulation, if the student status has been restored in compliance with article 7 of this regulation.
- 21.7. An elective component will not open if less than 15 students register for the component. Exception can be made by the decision of the Faculty Board. However, these students will be provided with an alternative component(s) covered by the program regarding the prerequisite requirement(s) and ECTS limit per academic year.
- 21.8. A Minor program will not open if less than 10 students register for the program. However, exception can be made by the decision of the Administrative Board upon the proposal of the relevant Faculty Board (who conducts the minor program).

- 21.9. If students do not register in compliance with 21.2 – 21.6 paragraphs, their studentship status will be suspended.
- 21.10. Student is entitled to register with more than 30 credits per semester (within the annual 75 credits limit) if:
- 21.10.1. It is caused by the requirement(s) of the educational program
- 21.10.2. It is caused by the requirement(s) of the individual program of the student due to:
- a) Participation in an exchange program;
  - b) Transferring via mobility/internal mobility;
  - c) Failing in a component;
  - d) Student's intention to take extra component(s) in a semester;
  - e) *(Deleted)*;
  - f) Other objective ground(s) approved by the faculty/Graduate-School board decision.

**Article 22. Student ID card**

- 22.1. Students registered at the university are given a student ID card, which identifies its owner as a student of IBSU.

**Article 23. Language of Instruction**

- 23.1. Language of instruction at IBSU is English, Georgian and Turkish.

**Article 24. Credit System**

- 24.1. IBSU educational programs are designed in accordance with the European Credit Transfer System – ECTS.
- 24.2. Normal annual credit load for each student is 60 ECTS – 1500 hours in which 1 ECTS is equal to 25 hours and includes time for contact and independent work. The workload of a student per semester is 30 ECTS. However, based on the requirements of the educational program or/and the student's individual study program, the annual workload might be less or more than 60, but no more than 75 ECTS per academic year;
- 24.3. Educational Programs of the University shall include not less than 240 credits for Bachelor's programs, 120 credits for Master's Programs and 60 credits (of study component) for Doctoral programs. Maximal duration of the doctoral program should be at least 3 years.

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**Article 25. Prerequisites**

- 25.1. Those students who failed the pre-requisite components will not be able to take connected components.

**Article 26. Academic Advisor**

- 26.1. The responsible person for helping students with registration as well as consultation on study process related issues, is the person defined by the Faculty/Graduate-School.

**Article 27. Receiving Courses from Another Program**

- 27.1. The priority is on the obligatory components in that specific semester while registering for components. The student, however, is free to take components from other educational programs considering the prerequisites, the maximum number of students allowed for that component, the ECTS limit and the number of free components. The advisor is obliged to provide advice on the components the student would like to take.

**Article 28. Retaking a Course**

- 28.1. If a student 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.
- 28.2. If student'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 student has to retake the component.
- 28.3. If the failed components are obligatory, the student shall re-take them. If the failed component is elective, the student can take another elective component (unless there are no other requirements by the educational program).

**Article 29. Internship**

- 29.1. Internship is carried out in accordance with the educational program requirements in compliance with Internship Instructions (R03I07).

**Article 30. Bachelor's Thesis**

- 30.1. Bachelor's Thesis is carried out in accordance with the educational program requirements in compliance with Instructions for Bachelor's Thesis (R03.I13)

**Article 31. Repeated Courses**

- 31.1. When a student would like to improve his/her GPA, he/she can take up to three study courses repeatedly.

- 31.2. To be admitted to these courses, credits for the corresponding course(s) s/he wants to retake should have already been awarded to the student.
- 31.3. Financial responsibilities for taking repeated course(s) are the same as taking an extra course during a semester.
- 31.4. Academic registration for Repeated Course is held during academic registration week, in compliance with the rules related to registration on study components.
- 31.5. Received grade in Repeated course will replace assessment received in prior study course.

**Article 31<sup>1</sup>. Individual Study Plan**

- 31<sup>1</sup>.1. Considering the different requirements, special educational necessities and academic preparation level of the student, an individual study plan can be offered to the students providing relevant forms and conditions of teaching-learning and assessment as well as opportunities for adapted environment and appropriate human resources, if required.
- 31<sup>1</sup>.2. Individual study plan shall be prepared upon the Faculty Board decision, when required by a student and/or performer of the relevant component.
- 31<sup>1</sup>.3. Individual study plan is prepared by the program coordinator, in coordination with Quality Assurance Office, considering paragraph 31<sup>1</sup>.1 of this article.



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## Chapter VI. Assessment

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### Article 32. Principles of Assessment

- 32.1. Transparency - information on the evaluation methods and criteria shall be accessible to everyone. The student will be informed at the beginning of each academic semester when and with what criteria his/her knowledge will be assessed;
- 32.2. Systematic character – assessment is not a single act, it is a process that supports student’s constant readiness to manifest his/her knowledge and skills, and helps teachers monitor the student’s knowledge acquisition and development process;
- 32.3. Fairness - the standard approach to assessment of student’s learning.

### Article 33. Form and Method of Assessment

- 33.1. The maximum assessment point is 100.
- 33.2. The passing grade for awarding credits is 51 points for Bachelor’s, Master’s and Doctoral programs and this grade shall consist of the points of the midterm evaluation(s) and the points of the final assessment. Herewith, the student should pass the minimal competence levels set for midterm evaluation and final assessment.
- 33.3. The minimal competence level of the midterm/final evaluation should not be less than 20% of the maximal point of the relevant evaluation. The minimal competence level for Master’s thesis and dissertation is at least 51% of the maximal point. Herewith, the share of the marginal competence level of the final assessment shall not exceed 60% of the final assessment.
- 33.4. The minimal competence level of a particular educational component is determined by the lecturer, considering the specificity of the educational component.
- 33.5. The assessment form, components, method and criteria given to each evaluation component is outlined in the related syllabus and is announced to the students at the beginning of the semester, and the syllabus is uploaded to SMART.

### Article 34. Study Process Management Office

- 34.1. Study Process Management Office is responsible for:
  - 34.1.1. organizing and holding written examinations.
  - 34.1.2. organizing the technical part of the oral examinations (except for formation of the optional commission).
- 34.2. All issues related to the Study Process Management Office is outlined in R3I1 – Instructions for Examinations.

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**Article 35. Examinations**

- 35.1. Midterm, final, excuse and make-up examinations can be held in written, oral or mixed form.
- 35.2. Oral examinations can be held by the lecturer or by the commission upon the lecturer's decision.
- 35.3. If a commission is involved, an oral examination is held in the following way:
  - 35.3.1. The commission is composed of three members assigned by the faculty/Graduate-School board. The commission should be composed of the lecturer of the relevant component and the lecturers of authorized higher educational institutions who hold a degree in the same/adjacent field.
  - 35.3.2. Oral examination is conducted in the instruction language of the course.
  - 35.3.3. The members of the commission assess the student individually, according to the assessment rubric provided by the relevant syllabus.
  - 35.3.4. The final evaluation is drawn up in minutes.
- 35.4. Issues related to submitting oral examination results to SIS, appealing and submitting results to Study Process Management Office's is defined by Instructions for Examinations (R3I1).

**Article 36. Midterm Evaluation**

- 36.1. Maximum midterm evaluation point is defined by the syllabi.
- 36.2. Total midterm evaluation for study courses shall consist of students' class participation at least 6 points i.e. the lecture is free to determine the format of midterm evaluation(s) in accordance with the requirements of the corresponding course.
- 36.3. There may be only one midterm examination during the semester. Midterm examinations are held in the 8th week (for Bachelor cycle – in the 8<sup>th</sup> and 9<sup>th</sup> weeks) of the semester in compliance with university academic calendar.
- 36.4. In order to have the right to take final assessment, the student should have passed the minimal competence level set for the midterm evaluation for that semester.

**Article 37. Final Evaluation**

- 37.1. The final evaluations conducted at the end of semester.
- 37.2. The maximal point of the final evaluation is defined by the syllabi.
- 37.3. For the purposes of the final grade (awarding credit) receiving the mark from the final evaluation is obligatory and the student should have passed the minimal competence level set for the final evaluation.

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**Article 38. Excuse Midterm Exam/ Excuse Final Evaluation**

- 38.1. If a student misses a midterm examination, s/he can take excuse midterm examination in the 11<sup>th</sup> week of the semester.
- 38.2. If a student misses' final evaluation, he/she can take excuse final evaluation. The excuse final evaluation period is defined by the academic calendar.
- 38.3. Students must prove their valid excuses for the missed examination(s) by submitting the following related documents to the faculty/Graduate-School board:
  - a) Certificate of planned/emergency hospitalization;
  - b) Course overlapping;
  - c) Military Service;
  - d) Business trips on behalf of IBSU and State Bodies;
  - e) Death of a family member.
- 38.4. The valid excuses for the missed examination(s) are also considered the circumstances in which the student was objectively unable to write an exam.
- 38.5. The faculty/Graduate-School Board makes the final decision on the issues defined by paragraphs 38.3 and 38.4.
- 38.6. There are not any excuse examinations for excuse examinations in any case.

**Article 39. Make-up Examinations**

- 39.1. A student is entitled to take a make-up examination if:
  - a) A student's overall grade (midterm evaluation(s) plus final evaluation) is between 41-50 points;
  - b) A student'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.
- 39.2. Make-up examinations are not held earlier than 5 calendar days after announcing the results of the corresponding final/excuse final evaluation. This rule does not apply to dissertation, Master's project/thesis and another scientific project/thesis.
- 39.3. There is only one make-up examination for each component.
- 39.4. The result (grade) of the make-up examination will replace the result of the final evaluation.
- 39.5. Rules defined by paragraph 37.3 applies to make-up exams.

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**Article 40. Evaluation of Success**

40.1. The grading system shall allow:

**a) For five positive grades:**

- a.a) (A) Excellent –91-100 points;
- a.b) (B) Very good –81-90 points of maximum grade;
- a.c) (C) Good – 71-80 points of maximum grade;
- a.d) (D) Satisfactory – 61-70 points of maximum grade;
- a.e) (E) Acceptable –51-60 points of maximum grade;

**b) Two types of negative grades:**

- b.a) (FX) Fail – 41-50 points of maximum grade, meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work;
- b.b) (F) Fail –40 points and less of maximum grade, meaning that the work of a student is not acceptable and he/she has to study the subject a new.

40.2. The final grade is composed of the summation of midterm evaluation(s) and the final evaluation.

**Article 40<sup>1</sup>. Appealing the Evaluation Results**

- 40<sup>1</sup>.1. The student has the right to appeal the result of the assessment to the relevant faculty / Graduate School by applying in accordance with the procedures below (form: R03F99).
- 40<sup>1</sup>.2. Prior to appeal, the student must receive a feedback from the lecturer.
- 40<sup>1</sup>.3. The student is entitled to appeal the midterm and final exam grades.
- 40<sup>1</sup>.4. The evaluator / commission is given 5 (five) working days to conduct the assessment.
- 40<sup>1</sup>.5. During the evaluation process, the evaluator / commission is obliged to listen to the lecturer's argumentation. The evaluator / commission has the right to leave the evaluation in force, change it for the worse or vice versa. The decision is final and is not subject to appeal.
- 40<sup>1</sup>.6. The conclusion of the evaluator / commission is communicated to the student by the faculty / Graduate School within 2 (two) working days.
- 40<sup>1</sup>.7. The component that is evaluated by a commission, is not subject to appeal.

- 40<sup>1</sup>.8. Midterm and Final Exam Assessments are appealed within 5 (five) working days after receiving the results.<sup>2</sup>
- 40<sup>1</sup>.9. The appeal shall be considered by the evaluator / commission according to the following rule:
- 40<sup>1</sup>.9.1. The student is entitled to request:
- a) technical review of the paper, without its re-evaluation;
  - b) Re-evaluation of the paper.
- 40<sup>1</sup>.9.2. The student is authorized to make only one request out of this this appeal.
- 40<sup>1</sup>.9.3. Upon request for a technical review of the paper, the student is entitled to request a review of the paper by an evaluator selected by the Faculty / Graduate School Board.
- 40<sup>1</sup>.9.4. In case of requesting a technical revision of the paper, it is not obligatory for the evaluator to be a field specialist.
- 40<sup>1</sup>.9.5. The evaluator considers re-summarizing the assessments of the evaluated exam questions and identification of unevaluated questions. In case a technical error is identified by the evaluator, the paper is returned to the lecturer of the learning component for re-evaluation.
- 40<sup>1</sup>.9.6. In case of requesting a re-evaluation of the paper, the student is obliged to indicate in the application the specific issue / topic he / she is complaining about and submit the relevant written argument.
- 40<sup>1</sup>.9.7. In case of requesting a re-evaluation of the paper, the Faculty / Graduate School Board forms a commission consisting of at least 3 members (including at least 2 (two) field specialists). The Commission shall take its decision by a majority of votes.
- 40<sup>1</sup>.9.8. The commission is authorized to evaluate the paper only within the scope required by the student in the application.

#### **Article 41. GPA and CGPA**

- 41.1. The calculation of cumulative grade point average (CGPA) is done in accordance with the following rule.
- 41.1.1. The point received in a component is multiplied by the number of the Credit Unit assigned to that course – GP (grade point).
- 41.1.2. The sum of GPs (from one semester) is divided by the total number of credit units taken in the semester - GPA (grade point average).

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<sup>2</sup> Timeframe is calculated from the following day of inverting gradeds in SIS.

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- 41.1.3. The sum of GPs (from all active semester) is divided by the total number of credit units taken during the study period - CGPA (cumulative grade point average).
  - 41.1.4. In case when a component is repeated, the last GP is included in the CGPA computations.
  - 41.1.5. The received value is converted into 1.36-4.00 CGPA range in compliance with (R3L7).

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## Chapter VII. Awarding Academic Degree

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### Article 42. Awarding Academic Degree/ Qualification

- 42.1. An academic degree is awarded to a person upon completion of the relevant cycle of the higher education;
- 42.2. For Bachelor's and Master's programs, an academic degree is awarded by the decision of the corresponding Faculty Board.
- 42.3. For Doctoral programs, an academic degree is awarded by the decision of the corresponding Faculty Dissertation Board.

### Article 43. Diploma and Diploma Supplement

- 43.1. The diploma of the University shall only be awarded to the students who successfully met the program requirements.
- 43.2. An academic degree awarded by IBSU is confirmed by a diploma and the diploma supplement signed by the Rector and the Dean of Faculty with the university seal.
- 43.3. "Diploma with Honors" is offered to Bachelor's students with an average of 86 or above and Master's students with an average of 91 points or above, rounding the average.
- 43.4. If the diploma is lost or worn to an extent that is not usable anymore, a duplicate can be issued upon the application (R03I04F05) of the graduate.
- 43.5. A graduate has the right to receive a diploma only after filling in the clearance form (R03.F03) confirming that the student has no debts to the university.
- 43.6. In case of non-completion of the program, the student may only receive a document proving his/her attendance and transcript of records.
- 43.7. Those students who have completed an educational program are issued with a temporary certificate before issuing the diploma.

### Article 44. Graduation Certificate

- 44.1. *(Deleted).*

### Article 45. Final Provisions

- 45.1. All issues related to Master's and Doctoral levels are regulated by "Regulation for Master's Education" (R4) and "Doctoral Studies and Dissertation Board Regulation" (R5).

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- 45.2. Those issues which are not defined within in this very document will be regulated according to Georgian Law “On Higher Education” and other regulations of International Black Sea University.
- 45.3. The case of any changes, amendments and/or additions to this regulation is approved by the university Academic Board.
- 45.4. Periods are calculated in this regulation as follows:
- a) Calculation of the period starts from the next calendar day (including weekend days);
  - b) If the last day of the period falls on a holiday or weekend, the deadline will be considered by the next first work day.

**Article 46. Date of Effect**

- 46.1. This regulation is enforced from 1 September, 2016.

**Article 47. Implementation**

- 47.1. The rules in this regulation are carried out by the Vice-Rector for Education and Research.



*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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Tbilisi, 0131, Georgia  
[www.ibsu.edu.ge](http://www.ibsu.edu.ge)  
[contact@ibsu.edu.ge](mailto:contact@ibsu.edu.ge)

