



# IBSU

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

## **REGULATION FOR SCHOLARSHIPS, DISCOUNTS AND TUITION FEE WAIVERS**

*Approved on 30/09/2016 by Administrative Board Decision – Minutes №11 (Appendix №:1)*

### **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: Total Quality Management Board \_\_\_\_\_

Approved by: Administrative Board \_\_\_\_\_

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**IBSU PROPRIETARY INFORMATION**

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**Amendments**

#	Decision taken by	Minutes №	Date
1.	Administrative Board	11	30.09.2016
2.	Administrative Board	1	11.01.2018
3.	Administrative Board	4	22.02.2018
4.	Administrative Board	4	29.03.2018
5.	Administrative Board	1	24.01.2019
6.	Administrative Board	9	30.09.2019
7.	Administrative Board	5	16.07.2020
8.	Administrative Board	8	20.11.2020
9.	Governing Board <sup>1</sup>	13	21.03.2022

**Primary version:** 30.09.2016- #11

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<sup>1</sup> By Rectors' order 25.10.2021, from 01.11.2021 Governing Board was given the authority to amend the present document.

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**List of Revisions**

<b>#</b>	<b>Date</b>	<b>Article</b>	<b>Remarks</b>
01	21.08.2017	4	People Entitled to Discounts and/or Tuition Fee Waivers were added.
02	11.01.2018	2	Notion of Social Grant was explained.
03	11.01.2018	4	People Entitled to Discounts and/or Tuition Fee Waivers were added.
04	22.02.2018	9	The Right to Tuition Waiver for Doctorate Programs
05	29.03.2018	4	People Entitled to Discounts and/or Tuition Fee Waivers were added.
06	24.01.2019	3	The Application and Scope of Discount and Tuition Fee Waivers.
07	24.01.2019	4	Persons Entitled to Discount and/or Tuition Fee Waivers.
08	30.09.2019	9	The Right to Tuition Waiver for Doctorate Programs
09	16.07.2020	2	Terms and Abbreviations
10	16.07.2020	3	The Application and Scope
11	16.07.2020	4	Persons Entitled to Discounts
12	16.07.2020	6	Grounds for Cancelling Discounts
13	20.11.2020	10	The Rules for Applying for Discounts / Tuition Fee Waiver
14	21.03.2022	2	Terms and Abbreviations
15	21.03.2022	4	Persons Entitled to Discounts and/or Tuition Fee Waivers

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## Article 1. Aim and Scope

- 1.1. This document defines the category of those students who enjoy the right to benefit from tuition fee waivers while studying at International Black Sea University (hereinafter “IBSU”), defines the types of the discounts, waivers, the rules for awarding and cancelling them, also stipulates the terms and conditions for awarding scholarships for IBSU’s students.

## Article 2. Terms and Abbreviations

- 2.1. *School: Kutaisi Nino Nikoladze School, Georgian-German School “Sxivi”, R.Shahiner Friendship College, Rustavi Shota Rustaveli School;*  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*
- 2.2. *IBSU’s student: Bachelor’s, Master’s, doctoral programs’ students;*
- 2.3. *School’s staff: Administrative and academic staff;*
- 2.4. *IBSU’s staff: IBSU’s administrative, academic personal, invited lecturer;*
- 2.5. *Spouse of IBSU’s staff / School’s staff: Spouse who is in a registered marriage;*
- 2.6. *IBSU’s alumni: Alumni who completed a program in bachelor level;*  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*
- 2.7. *State Study Grant: An amount allocated for a student or a person who enrolled for accredited Bachelor’s, Master’s programs;*  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*
- 2.8. *Tuition fee waiver: studying free of charge;*
- 2.9. *Discount: Discounts defined by IBSU Trustee Board decisions;*
- 2.10. *Free IBSU courses: IBSU offers free courses to high school students. The students who have successfully completed the course are offered a certain amount of discount if they choose IBSU at Unified Examinations;*
- 2.11. *(Deleted).*  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*
- 2.12. *Social Grant: State Study Grant/Masters’ State Study Grant issued within the social program in compliance with the requirements set by the resolutions of the Government of Georgia.*  
*Amended on the 11<sup>th</sup> of January, 2018 by Administrative Board decision – minutes #1*  
*Amended on the 16 of July, 2020 by Administrative Board decision – minutes #6*

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### **Article 3. The Application and Scope of Discounts and Tuition Fee Waivers**

- 3.1. Discounts and tuition fee waiver covers 30 ECTS credits per semester and can be used by the Bachelor's student during 8 active semesters, by Master's student for 4 active semesters and by doctoral student for 6 active semesters;
- 3.2. For those students who were enrolled via mobility, discounts and tuition fee waivers applies for the following periods:
  - a) For the period required for awarding academic degree (in compliance with the program requirements and timeline) starting from enrollment time (via mobility), within 30 credits per semester (unless conditions stated by paragraph "b" apply);
  - b) If a student, defined by paragraph 'a' has State Study Grant and consequently uses IBSU grant, he/she will be entitled to use IBSU grant until State Study Grant is valid.
- 3.3 The student who transfers via internal mobility from one IBSU's educational program to another one and meets with the tuition fee waiver requirements, will enjoy this right under the following conditions:
  - a) If the student enjoys one of discounts, the same discount will be transferred after internal mobility. The validation period of the discount will be calculated from the day of first enrollment at IBSU for 8/4/6 active semesters (according to cycles);
  - b) If the student did not have any IBSU discount but obtains it later, he/she will use IBSU discount the validation period of the discount will be calculated from the day of first enrollment at IBSU for 8/4/6 active semesters (according to cycles);
- 3.4 Student will obtain discount while transferring via internal mobility, GPA at least 71 (calculation is done including the last semester before transfer).
- 3.5 Student will obtain discount while transferring via mobility, GPA at least 71 (calculation is done from all registered courses).

*Amended on the 24<sup>th</sup> of January, 2019 by Administrative Board decision – minutes #1*

*Amended on the 16 of July, 2020 by Administrative Board decision – minutes #6*

### **Article 4. Persons Entitled to Discounts and/or Tuition Fee Waivers:**

- 4.1. Persons connected to Schools:
  - 4.1.1. (Deleted);  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*
  - 4.1.2. (Deleted);
  - 4.1.3. School's staff, staff's spouse, staff's child who was enrolled in an educational program of IBSU.

- 4.2. Persons connected to IBSU:
- 4.2.1. IBSU's alumni, staff, staff's spouse, staff's child, other family member who were enrolled in an educational program at IBSU;
  - 4.2.2. Persons who have obtained certain places in the School Olympiad held by IBSU.
- 4.3. Other grounds for obtaining discounts and/or tuition fee waivers, for the persons enrolled in the educational program of IBSU:
- 4.3.1. Participating in National Educational Olympiad;
  - 4.3.2. Indicating IBSU as the first choice in National United Examinations;
  - 4.3.3. Obtaining a certain position in list of the result of National United Examinations in accordance with R33L01;
  - 4.3.4. Members from the same family;
  - 4.3.5. Members of the National Sports Teams of Georgia (during the period being in the team);
  - 4.3.6. A master's student who registered within the period defined by IBSU;
  - 4.3.7. An owner of State Study Grant and/or gold/silver medal of a public/private school;
  - 4.3.8. Persons who have taken free IBSU courses;
  - 4.3.9. Winner of a competition "Where, what, when" conducted by IBSU for senior pupils;
  - 4.3.10. Employee of the system of the Ministry of Defense of Georgia, his spouse and/or child;  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*
  - 4.3.11. (Deleted);  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*
  - 4.3.12. Staff of foreign higher educational institution, having memorandum with IBSU (on Master and Doctoral levels);
  - 4.3.13. Person, who has graduated from high school, having memorandum with IBSU;
  - 4.3.14. Participants of IBSU's Olympiad in Architecture;
  - 4.3.15. International student who have got certain points of IBSU's International Olympiad;
  - 4.3.16. Students who are granted the status of refugee by the Republic of Georgia;
  - 4.3.17. Student having highest GPA on the faculty (for one semester);
  - 4.3.18. Participants of FLEX program;

4.3.19. (Deleted).

*Amended on the 21<sup>st</sup> of August, 2017 by Administrative Board decision – minutes #4*  
*Amended on the 11<sup>th</sup> of January, 2018 by Administrative Board decision – minutes #1*  
*Amended on the 29<sup>th</sup> of March, 2018 by Administrative Board decision – minutes #6*  
*Amended on the 24<sup>th</sup> of January, 2019 by Administrative Board decision – minutes #1*  
*Amended on the 16 of July, 2020 by Administrative Board decision – minutes #6*  
*Amended on the 21 of March, 2022 by Governing Board decision – minutes #13*

**Article 5. Conditions for Benefiting from Discounts:**

- 5.1. If a student is entitled to obtain more than one discount, he/she can only use the highest one except for cases defined by paragraph 5.2.
- 5.2. If the student is entitled to use only two discounts “indicating IBSU as the first choice in National United Examinations” (paragraph 4.3.2) and “family member’s discount” (paragraphs 4.1.3, 4.2.1, 4.3.4) - they can be used simultaneously.

**Article 6. Grounds for Cancelling Discounts and Tuition Fee Waivers**

- 6.1. If the study period of a student is prolonged due to not completion of the educational program in time (as defined by the program), their discount / tuition fee waiver will be abolished and they have to pay the tuition fee in accordance with the amount defined for the relevant period (unless he has State Study Grant in additional semesters as well).
- 6.2. Those students who have discount / tuition fee waiver defined by paragraphs 4.2.2, 4.3.1 and 4.3.7 and their GPA gets lower than 71 (rounded) within one academic year (fall and spring semesters), he/she will be denied to enjoy the discount / tuition fee waiver from the next academic year. If the student is enrolled from spring semester, spring semester is counted as one academic year (for the purposes of the present paragraph).<sup>2</sup>

*Amended on the 16 of July, 2020 by Administrative Board decision – minutes #6*

**Article 7. The Rule for Using State Study Grant and Discount Simultaneously**

- 7.1. If a student has obtained State Grant and IBSU discount at the same time, the discount shall apply only to the amount which is left after the deduction of State Study Grant amount from the tuition fee.

**Article 8. Application for Scholarship**

- 8.1. IBSU student is entitled to apply for IBSU’s scholarship if he/she has a certain number of scores in Unified National Examinations. The amount of scholarship is 200 GEL and 100 GEL. Herewith, the scholarship is cancelled if the GPA goes less than 91 (rounded).

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<sup>2</sup> This provision does not apply to the students, who have lost IBSU grant due to low their GPA (less than 80).



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**Article 9. The Right to Tuition Waiver for Doctorate Programs**

- 9.1. A doctorate student is entitled to tuition fee waiver in a doctoral program if they submit an official document verifying one of the following results:
- 9.1.1. GMAT – minimal score 550 (for the doctoral program of Business Administration);
  - 9.1.2. IELTS – minimal score – 7.5, CAE, CPE (for the doctoral programs of American Studies, Education Sciences);
  - 9.1.3. GRE – minimal score 155 (for the doctoral program of Computer Sciences).

*Amendment is made on the 22<sup>th</sup> of February, 2018 by Administrative Board decision – minutes #4*

*Amendment is made on the 30<sup>th</sup> of October, 2019 by Administrative Board decision – minutes #9*

**Article 10. The Rules for Applying for Discounts / Tuition Fee Waiver**

- 10.1. In order to be eligible for discounts / tuition fee waivers, the students have to submit the relevant documents to the Study Process Management Office during the registration week. Otherwise, they lose the right of using discounts / tuition fee waivers for the corresponding semester.

*Amendment is made on the 20<sup>th</sup> of November, 2020 by Administrative Board decision – minutes #8*

- 10.2. Students who are not entitled to enjoy any of the discount schemes can submit a request to the Chancellor (R03F57), when they become eligible for a discount.

**Article 11. Final Provisions**

- 11.1. This regulation is based on the decisions of the Trustee Board of IBSU. All detailed information (R33L01) (including but not limited to the relevant score, category, amount, type of the tuition fee waiver and etc.) is defined by the decisions of the Trustee Board.
- 11.2. All the changes made to this regulation shall be in accordance with the Decisions of the Trustee Board and should be approved by the IBSU's Administrative Board.

**Article 12. Enactment**

- 12.1. This regulation comes into the legal force and effect from the day of approval by the Administrative Board.

**Article 13. Execution**

- 13.1. The provisions outlined in this document are executed by the Chancellor.

*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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