



# 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

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Controlled by: Quality Management  
Commission

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Approved by: Academic Board

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## **CONTENTS**

<b>1. Amendments</b>	<b>4</b>
<b>2. Revision List</b>	<b>6</b>
<b>3. Chapter I. General Provisions</b>	<b>11</b>
<b>Article 1. Subject and Scope</b>	<b>11</b>
<b>Article 2. Definitions</b>	<b>11</b>
<b>Article 3. The Notion of Student</b>	<b>14</b>
<b>Article 4. Obtaining of Student Status</b>	<b>14</b>
<b>Article 5. Suspension of Student Status</b>	<b>15</b>
<b>Article 6. Termination of Student Status</b>	<b>15</b>
<b>Article 7. Restoration of Student Status</b>	<b>16</b>
<b>Article 8. Student Mobility</b>	<b>18</b>
<b>Article 9. Internal Mobility</b>	<b>18</b>
<b>Article 10. Mobility (External)</b>	<b>18</b>
<b>Article 11. Mobility Procedure</b>	<b>19</b>
<b>Article 12. Modification or Cancellation of an Educational Program</b>	<b>20</b>
<b>Article 13. Exchange</b>	<b>21</b>
<b>Article 14. Recognition of Credits</b>	<b>21</b>
<b>Article 15. Student Rights</b>	<b>26</b>
<b>Article 16. Students' Self-Governance</b>	<b>28</b>
<b>Article 17. Academic Year and Academic Calendar</b>	<b>29</b>
<b>Article 18. Duration of Educational Process</b>	<b>29</b>
<b>Article 19. Education Programs</b>	<b>30</b>
<b>Article 20. Types of Courses</b>	<b>30</b>
<b>Article 21. Registration</b>	<b>30</b>
<b>Article 22. Student ID card</b>	<b>31</b>
<b>Article 23. Language of Instruction</b>	<b>31</b>
<b>Article 24. Credit System</b>	<b>31</b>
<b>Article 25. Prerequisites</b>	<b>32</b>
<b>Article 26. Academic Advisor</b>	<b>32</b>
<b>Article 27. Receiving Courses from Another Program</b>	<b>32</b>
<b>Article 28. Retaking a Course</b>	<b>32</b>
<b>Article 29. Internship</b>	<b>32</b>
<b>Article 30. Bachelor's Thesis</b>	<b>33</b>

<b>Article 31.</b>	<b>Repeated Courses</b>	<b>33</b>
<b>Article 31<sup>1</sup>.</b>	<b>Individual Study Plan</b>	<b>33</b>
<b>Chapter VI.</b>	<b>Assessment</b>	<b>34</b>
<b>Article 32.</b>	<b>Principles of Assessment</b>	<b>34</b>
<b>Article 33.</b>	<b>Form and Method of Assessment</b>	<b>34</b>
<b>Article 34.</b>	<b>Study Process Management Office</b>	<b>34</b>
<b>Article 35.</b>	<b>Examinations</b>	<b>35</b>
<b>Article 36.</b>	<b>Midterm Evaluation</b>	<b>35</b>
<b>Article 37.</b>	<b>Final Evaluation</b>	<b>35</b>
<b>Article 38.</b>	<b>Excuse Midterm Exam/ Excuse Final Evaluation</b>	<b>36</b>
<b>Article 39.</b>	<b>Make-up Examinations</b>	<b>36</b>
<b>Article 40.</b>	<b>Evaluation of Success</b>	<b>37</b>
<b>Article 40<sup>1</sup>.</b>	<b>Appealing the Evaluation Results</b>	<b>37</b>
<b>Article 41.</b>	<b>GPA and CGPA</b>	<b>38</b>
<b>Article 42.</b>	<b>Awarding Academic Degree/ Qualification</b>	<b>40</b>
<b>Article 43.</b>	<b>Diploma and Diploma Supplement</b>	<b>40</b>
<b>Article 44.</b>	<b>Graduation Certificate</b>	<b>40</b>
<b>Article 45.</b>	<b>Final Provisions</b>	<b>40</b>
<b>Article 46.</b>	<b>Date of Effect</b>	<b>41</b>
<b>Article 47.</b>	<b>Implementation</b>	<b>41</b>

**Amendments**

<b>#</b>	<b>Decision taken by</b>	<b>Decision №</b>	<b>Date</b>
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
5.	Academic Board	5	12.03.2018
6.	Academic Board	10	11.06.2018
7.	Academic Board	11	29.06.2018
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

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25.	Governing Board <sup>1</sup>	4	06.12.2021
26.	Governing Board	12	14.03.2022
27.	Governing Board	13	21.03.2022
28.	Governing Board	30	19.09.2022
29.	Governing Board	39	26.12.2022
30.	Governing Board	2	16.01.2023
31.	Governing Board	3	06.02.2023

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**Primary version:** 23.08.2016

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

### Revision List

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

30.	11.06.2018	36	Midterm Evaluation
31.	29.06.2018	4	Obtaining of Student Status
32.	06.09.2018	36	Midterm Evaluation
33.	13.12.2018	4	Obtaining of Student Status
34.	13.12.2018	6	Termination of Student Status
35.	13.12.2018	17	Academic Calendar
36.	23.01.2019	11	Mobility Procedure
37.	08.02.2019	7	Restoration of Student Status
38.	08.02.2019	11	Mobility Procedure
39.	08.02.2019	14	Recognition of Credits
40.	25.02.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
41.	01.04.2019	14	Recognition of Credits
42.	01.04.2019	33	Form and Method of Assessment
43.	01.04.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
44.	11.06.2019	11	Mobility Procedure
45.	11.06.2019	14	Recognition of Credits
46.	20.08.2019	2	Definitions
47.	20.08.2019	4	Obtaining of Student Status
48.	20.08.2019	7	Restoration of Student Status
49.	20.08.2019	10	Mobility (External)
50.	20.08.2019	14	Recognition of Credits
51.	20.08.2019	18	Duration of Educational Process
52.	20.08.2019	21	Registration
53.	20.08.2019	26	Academic Advisor
54.	20.08.2019	35	Examinations
55.	20.08.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
56.	23.12.2019	11	Mobility Procedure

57.	27.01.2020	6	Students' status termination
58.	27.01.2020	15	Video Surveillance
59.	24.02.2020	10	Mobility (External)
60.	29.09.2020	2	Definitions (doctoral program)
61.	29.09.2020	24	Credits (doctoral program)
62.	02.10.2020	5	Students' status suspension
63.	19.11.2020	7	Student status restoration
64.	19.11.2020	21	Registration
65.	19.11.2020	34	Study Process Management Office
66.	19.11.2020	35	Examinations
67.	03.02.2021	11	Mobility
68.	03.02.2021	43	Implementation
69.	19.07.2021	7	Student status restoration
70.	24.09.2021	5	Suspension of Student Status
71.	06.12.2021	2	Definitions
72.	06.12.2021	5	Suspension of Student Status
73.	06.12.2021	7	Restoration of Student Status
74.	06.12.2021	8	Student Mobility
75.	06.12.2021	9	Internal Mobility
76.	06.12.2021	17	Academic Year and Academic Calendar
77.	14.03.2022	40 <sup>1</sup>	Appealing the Evaluation Results
78.	21.03.2022	17	Academic Year and Academic Calendar
79.	19.09.2022	1	Subject and Scope
80.	19.09.2022	2	Definitions
81.	19.09.2022	3	The Notion of Student
82.	19.09.2022	4	Obtaining of Student Status
83.	19.09.2022	5	Suspension of Student Status

84.	19.09.2022	6	Termination of Student Status
85.	19.09.2022	7	Restoration of Student Status
86.	19.09.2022	8	Student Mobility
87.	19.09.2022	9	Internal Mobility
88.	19.09.2022	10	Mobility (External)
89.	19.09.2022	12	Modification or Cancellation of an Educational Program
90.	19.09.2022	13	Exchange
91.	19.09.2022	14	Recognition of Credits
92.	19.09.2022	15	Student Rights
93.	19.09.2022	16	Students' Self-Governance
94.	19.09.2022	17	Academic Year and Academic Calendar
95.	19.09.2022	21	Registration
96.	19.09.2022	23	Language of Instruction
97.	19.09.2022	27	Receiving Courses from Another Program
98.	19.09.2022	31 <sup>1</sup>	Individual Study Plan
99.	19.09.2022	33	Form and Method of Assessment
100.	19.09.2022	36	Midterm Evaluation
101.	19.09.2022	38	Excuse Midterm Exam/ Excuse Final Evaluation
102.	19.09.2022	40	Evaluation of Success
103.	19.09.2022	43	Diploma and Diploma Supplement
104.	19.09.2022	46	Date of Effect
105.	26.12.2022	2	Definitions
106.	26.12.2022	7	Restoration of Student Status
107.	26.12.2022	11	Mobility Procedure
108.	26.12.2022	13	Exchange
109.	26.12.2022	14	Recognition of Credits
110.	26.12.2022	15	Student Rights
111.	26.12.2022	17	Academic Year and Academic Calendar

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112.	26.12.2022	21	Registration
113.	26.12.2022	26	Academic Advisor
114.	26.12.2022	27	Receiving Courses from Another Program
115.	26.12.2022	31 <sup>1</sup>	Individual Study Plan
116.	26.12.2022	35	Examinations
117.	26.12.2022	38	Excuse Midterm Exam/ Excuse Final Evaluation
118.	26.12.2022	40 <sup>1</sup>	Appealing the Evaluation Results
119.	26.12.2022	42	Awarding Academic Degree/ Qualification
120.	26.12.2022	43	Diploma and Diploma Supplement
121.	26.12.2022	47	Implementation
122.	16.01.2023	40 <sup>1</sup>	Appealing the Evaluation Results
123.	06.02.2023	21	Registration

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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. (Deleted);
- 2.3. Educational program (curriculum): a set of training courses/modules necessary for obtaining a higher education qualification, which includes program goals, learning outcomes, training courses/modules with corresponding credits, student evaluation system and organizational peculiarities of the training 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 that expresses the learning load required for the student and which can be obtained after achieving the learning outcomes;
- 2.7. Midterm exam: One of the components of the midterm evaluation;
- 2.8. Restorative midterm exam: an exam that the student takes in case of missing the midterm exam, subject to the condition of having a document confirming the honorable reason for missing the midterm exam and a positive decision of the school board;
- 2.9. Final Evaluation: one of the forms of evaluation;
- 2.10. Restorative assessment of the final assessment: the assessment that the student will receive instead of the final assessment, subject to the presence of a document

- confirming the good reason for missing the final assessment and a positive decision of the 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. Educational component: a constitutive part of the educational program, which is presented in the form of a training course/subject, module, practice, creative/practical project/thesis, undergraduate research project/thesis or other component;

- 2.25. Scientific-research component: a constitutive part of the master's and doctoral educational program, which is presented in the form of a master's project/thesis, dissertation or other scientific project/thesis;
- 2.26. Student learning load: the time required to achieve the learning outcomes defined by the components of the educational program. Students' study load should be based on free 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. Assessment components: assessment components are intermediate assessment (single or multiple) and final assessment, the sum of which represents the final assessment;
- 2.29. (Deleted);
- 2.30. Means to be used to assess the achievement of the learning outcomes defined in the educational program component (oral/written exam/survey, project, portfolio, test, essay, demonstration, presentation, discussion, presentation of an audiovisual work, exhibition, participation in a play/staging, concert performance, performance of practical/theoretical task, working in a working group, participation in discussion, solution of a case study, participation in simulated process, objectively structured clinical examination (OSCE), objectively structured practical examination (OSPE), etc.);
- 2.31. Evaluation criteria: the means of measuring the level of reaching learning outcomes.

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## Chapter II. Student's Status

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### Article 3. The Notion of Student

- 3.1. A student is a person who has been enrolled and studies at IBSU in order to complete a bachelor's, master's, doctoral educational program according to the provisions of the IBSU.

### Article 4. Obtaining of Student Status

#### 4.1. Georgian Citizens

- 4.1.1. The applicant will be admitted to the IBSU undergraduate program if he/she has a document confirming complete general education, has successfully passed the unified national exams and has obtained the right to study at IBSU.
- 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 the students enrolled on the basis of the order of the Minister of Education and Science of Georgia coincides with the 5th or subsequent weeks of the semester, they will be enrolled from the next semester. Different enrollment dates might be defined by the Rector's order.
- 4.3. A contract is signed with the persons defined by the ranking document of the unified national exams, and a unified 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. (Deleted).
- 5.2. 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.
- 5.3. 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.
- 5.4. 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 to obtain positive evaluation in at least two compulsory study components (except when the student uses the right of internal mobility to another educational program, where the interrupted study component is not a course with compulsory 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.

#### **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 the 3rd week of the semester, the status of a student can be restored in case of special circumstances, on which the governing board makes a decision based on the submission of the school 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. In case of student's status suspension due to financial debt, the status will be restored immediately after the payment of the debt, if this is done within 10 calendar days after the suspension of the status.
- 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. (Deleted).
- 7.8. (Deleted).
- 7.9. Procedure for student status restoration is defined by R3W7.

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## Chapter III. Mobility and Recognition of Education

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### Article 8. Student Mobility

- 8.1. The student is entitled to internal mobility (among IBSU educational programs) and mobility (the right to transfer to another higher educational institution) in accordance with the rules established by the legislation of Georgia.
- 8.2. Mobility can take place within the same cycle of higher education.
- 8.3. The right to mobility and internal mobility of those students who are enrolled via the Unified National Exams in 2020 and later years is granted only in the educational program that corresponds to the Unified National Exams passed by him/her, subject/subjects established by Article 6, Paragraph 2 and/or Paragraph 8 of the "Provision on Conducting Unified National Examinations" approved by Order No. 19/N of the Minister of Education and Science of Georgia on February 18, 2011. The mobility peculiarities of students enrolled in the Unified National Exams 2020 and later are determined in accordance with the rules established by the legislation of Georgia.
- 8.4. A master's student is granted to enjoy the right of mobility and internal mobility only on the educational program direction which is in compliance with the Unified Master's Examinations test type he/she has passed.
- 8.5. (Deleted).

### 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. (Deleted);
- 9.4. (Deleted);
- 9.5. (Deleted);
- 9.6. (Deleted);
- 9.7. The internal mobility procedure is defined by R3W4.

### 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. A student who has obtained the right to enroll in IBSU by mobility in accordance with the law, must apply to the university and submit the documents required by IBSU within the time limits determined by the LEPL - Education Management Information System. The following documents are usually attached to the application:
  - 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. (Deleted).

#### **Article 11. Mobility Procedure**

- 11.1. The procedure for recognizing the credits of a student transferred by the mobility rule is defined by R3W3 and R3W4.
- 11.2. In case of internal mobility, the School 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. (Deleted);

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 school and International Relations Office.
- 13.6. Procedural issues for organizing and conducting an exchange program are defined in R3W5 and R3W6.

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

- 14.1. IBSU recognizes credits earned through participation in mobility, exchange programs, as well as student status restoration in accordance with IBSU regulations and legislation.
- 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. For the purposes of recognition of credits, the compatibility of the learning results achieved by the student within the framework of the mobility/exchange program/recovery of status with the educational program offered by IBSU is determined and a decision is made to recognize the relevant 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. Conceptual compatibility can be established between the components studied by the student and the components of the program in which the student wishes to enroll despite differences in component names.
- 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 School 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:

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- 1.14.11.2 Study courses that are not included in the compatible educational program of IBSU can be considered as free components (if the program structure provides for the presence of free components);
- 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 the learning outcomes of the component to be recognized correspond to the learning outcomes of the component determined by the compatible program of IBSU and the credit is greater, then the component will be recognized with the name of the IBSU study course and the number of credits corresponding to IBSU;
- 2.14.11.3 If a component exists in any educational program of IBSU the number of credits is recognized:
- 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;
  - 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 higher educational institution used a system different from the credit system for the evaluation system, the student is obliged to submit to IBSU an official document of the higher educational institution, about the equivalence of its system with the credit system.;

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
“5” - (“Excellent”)	“100” - (“A”)
“4” - (“Good”)	“90” - (“B”)
“3” - (“Satisfactory”)	“70” - (“D”)
“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
“A”	“100” - (“A”)
“B”	“90” - (“B”)
“C”	“80” - (“C”)
“D”	“70” - (“D”)
“E”	“60” - (“E”)
“F”/ “FX”	“50” - (“F”)

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

Evaluation n	IBSU equivalent evaluation
10	A - 100
9	A – 91
8	B – 90
7	C – 80
6	D – 70
5	E – 60
4	FX – 50
3	F – 40
2	F – 30
1	F - 20

- 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:
- 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.
  - 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 school 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. After one active semester, to enjoy the right of internal mobility in accordance with IBSU rules and Georgian legislation;
- 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. School 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 follow the rules of the university. Lack of knowledge is not a reason to release the student from responsibility. All students are obliged to familiarize themselves with the regulations of the university.;
  - 15.7.4. To observe obligations originating from the mutual agreement between the student and university;
  - 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 school.
- 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 the summer/winter semester, a student is allowed to register for study components of no more than 10 credits within the annual limit of 75 credits.
- 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 semesters 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.

### **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. In the timeframe defined by the academic calendar, the registration process is held by the responsible person of the 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. Registration process is completed after receiving the confirmation from a student. (Registration week).
- 21.3. Before the beginning of the study process, the student can add, change or delete the selected component according to the provisions of IBSU (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 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. At least 10 students must be registered to open an elective component. An exception can be established based on the decision of the school board. Otherwise, the student will be offered a component within the program, taking into account the prerequisite system and annual credit load requirements.
- 21.8. Within the additional specialty (minor), if it is needed to open an additional group, it is required to register at least 10 students. An exception can be established by submitting the proposal of the school board implementing the additional specialty (minor), based on the decision of the Governing Board.

- 21.9. If students do not register in compliance with 21.2 – 21.6 paragraphs, their studentship status will be suspended.
- 21.9<sup>1</sup> The average number of credits a student can take per semester is 30.
- 21.9<sup>2</sup> In a regular semester (4 years at the bachelor's level, 2 years at the master's level, 3 years at the doctoral level), the student has the right to take less than 30 credits, if this is due to the peculiarities of the educational program and/or the individual needs of the student. The individual need of the student is determined by the decision of the school board.
- 21.9<sup>3</sup> In an additional semester student is obliged to register on at least half of the components within 30 credits, which are opened in the corresponding semester, taking into account the admission prerequisites defined by the components.
- 21.10. A student has the right to take more than 30 credits in a semester (no more than 75 credits in a year) 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 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. The study languages at IBSU are English, Georgian.

#### **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. On Doctoral program - 60 credits (of study component) and the maximal duration of the doctoral program should be at least 3 years.

#### **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 School/ Theses and Dissertations Office.

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

- 27.1. Registration for the compulsory component is a student's priority. In addition, the student is entitled to choose a component from another educational program, taking into account the requirements of prerequisites, the maximum number of students, the limit of credits and the scope of free credit. The student should be provided with appropriate counseling by School/ Study Process Management Office representative regarding the selection of a component from another educational program.

#### **Article 28. Retaking a Course**

- 28.1. If the student fails to overcome the minimum competence threshold established for the intermediate assessment, he is not entitled to receive the final assessment. Therefore, it must first go through the component. If the student's total score (the sum of the midterm and final grades) is less than 41 points, or he/she fails to pass the minimum competency threshold for the final grade/supplementary exam, the student must retake the component.
- 28.2. 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. The decision on the development of an individual curriculum is made by the school board, based on the request of the student and/or the person implementing the relevant component.
- 31<sup>1</sup>.3. The individual study plan will be developed by the head of the program, if necessary, with the involvement of the Quality Assurance Office.

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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 evaluation method and criteria for each component are outlined in the relevant syllabus and are available to the student at the beginning of the semester. Syllabus is uploaded on 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 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 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 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 credit system allows:
- a) Five types of positive assessment:
    - a.a) (A) Excellent – 91-100 points.
    - a.b) (B) Very good – 81-90 points.
    - a.c) (C) Good – 71-80 points.
    - a.d) (D) Satisfactory – 61-70 points.
    - a.e) (E) enough -51-60 points.
  - b) two types of negative assessment:
    - b.a) (FX) can't pass -41-50 points, which means that a student needs more work to pass and is allowed to take an additional exam once with independent work;
    - b.b) (F) failed -40 points and less, which means that the work done by the student is not enough and he/she has to study the subject again.
- 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. Students have the right to appeal the evaluations of the midterm and final exams, as well as the evaluation of the research component within 5 (five) working days from the notification of the result by applying to the relevant school with an application form (R03F99).
- 40<sup>1</sup>.2. Before appealing, students should get feedbacks from the lecturers/thesis supervisors.
- 40<sup>1</sup>.3. Students must indicate a specific need in the application and present relevant argumentation.
- 40<sup>1</sup>.4. With the application, students are entitled to request:
- 40<sup>1</sup>.4.1 Revision of the component/defense regulation without re-evaluation;
  - 40<sup>1</sup>.4.2 Re-evaluation of a component.
- 40<sup>1</sup>.5. Complaint consideration procedure in case of a request for review of the component/protection regulations:
- 40<sup>1</sup>.5.1 In the case of a request for review of the component/defense policy, the school board is authorized, based on the circumstances specified in the student's complaint, to decide whether to review the component/defense policy by an evaluator or an appeals committee established in accordance

with the section 40<sup>1</sup>.6.

40<sup>1</sup>.5.2 In case the evaluator/appeal committee finds a deficiency, the component is returned to the school board with a report.

40<sup>1</sup>.5.3 Based on the conclusion of the evaluator/appeal committee, the school board is authorized to discuss re-evaluation of the paper by the original evaluator(s), leaving the evaluation unchanged, re-conducting the exam/defense.

40<sup>1</sup>.6. In case of a request for re-evaluation of a component, the school board shall form an appeals committee consisting of at least 3 (three) members. The Appeals Commission makes its decision by majority vote. The committee member should not be the original assessor, thesis supervisor, reviewer, opponent or member of the defense committee.

40<sup>1</sup>.7. General rules for considering a complaint:

40<sup>1</sup>. 7.1 The evaluator/commission is given 5 (five) working days to conduct the evaluation; in case of appeal of the evaluation received by the commission - 15 (fifteen) working days.

40<sup>1</sup>. 7.2 During the evaluation process, the evaluator/commission is obliged to get acquainted with the substantiation of the primary evaluator. The evaluator/commission has the right to leave the assessment in force or change (increase or decrease). The decision is final and not subject to appeal.

40<sup>1</sup>.7.3 The school informs the interested parties about the evaluator's/commission's decision within 2 (two) working days.

#### **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).

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).

- 41.2. The final grade is obtained based on the summation of the intermediate and the final evaluations.

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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 School Board.
- 42.3. For Doctoral programs, an academic degree is awarded by the decision of the corresponding School 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 School 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).

- 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 implementation of this regulation is supervised by the vice-rector For Education and Science.

*Ignorance of rules of the university shall not be a defense 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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