Appendix 1

Approved: Br. #07/01-03, 01/03/2024

Regulation of the International Black Sea University educational process

Tbilisi

2024

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Chapter I. General Provisions

Article 1. Subject and scope

1.1. This regulation regulates the issues of obtaining, suspension and termination of a student status, mobility, recognition of credits, student's rights and responsibilities, evaluation of learning results and other issues related to the conduct of the educational process in accordance with the legislation of Georgia and the regulations of the International Black Sea University (hereinafter - "University").

1.2. The Regulation (hereinafter referred to as the "Regulatory Rule") covers issues related to all students enrolled in the university's bachelor's, master's and doctoral levels, single-level and teacher training educational programs.

Article 2. Definitions of terms

2.1. Academic Calendar: Every year, before the start of the academic year, the governing board approves the academic calendar, which contains information about the academic period and holidays for the coming academic year.

2.2. Educational program (curriculum): a set of training courses/modules necessary for obtaining a higher education qualification, which includes program objectives, learning outcomes, training courses/modules with corresponding credits, student evaluation system and peculiarities of the organization of the training process.

2.3. Mobility: transfer of university students to another educational program of the university (internal mobility), or transfer to another higher educational institution (transfer/mobility), transfer from another higher educational institution to the university (transfer/mobility);

2.4. Academic hour: 50 contact minutes;

2.5. Credit: a unit that designates the required learning load for the student and which can be obtained after achieving the learning outcomes;

2.6. Mid-term exam: one of the components of receiving a mid-term assessment;

2.7. Excuse mid-term exam: an exam that the student passes in case of missing the mid-term exam, with the condition of having a document confirming the reason for missing the mid-term exam and a positive decision by the educational process monitoring service;

2.8. Final exam: final assessment o a students academic performance;

2.9. Excuse final assessment: the assessment that the student will receive instead of the final examination, with the condition of having a document confirming the objective reason for missing the final exam and a positive decision by the educational process monitoring service;

2.10. Additional/Makeup exam: an exam that changes the result of the final assessment;

2.11. Exchange educational program: an educational program that is implemented on the basis of a student exchange agreement concluded between the university and a higher educational institution recognized in accordance with the legislation of a foreign country and aims at the accumulation of a specified number of credits by the student participating in the exchange educational program at the partner higher educational institution/university;

2.12. Student participating in the exchange educational program: a student of a university or a higher educational institution recognized in accordance with the legislation of a foreign country, who, within the framework of the exchange educational program collects a certain number of credits at the partner higher educational institution/university;

2.13. Joint higher education program: - an educational program that is carried out between a higher educational institution/institutions of Georgia and/or a higher educational institution recognized in accordance with the legislation of a foreign country, as well as a higher educational institution of Georgia and an independent scientific-research unit/a legal entity under public law - a public university On the basis of the agreement on the implementation of the joint higher education program between the scientific-research institutions / universities, after the completion of which, according to the rules established by the statute of the higher education institution and on the basis of the agreement on the implementation of the joint higher education program, a certificate of higher education is issued;

2.14. Student of a joint higher education program: a person who is enrolled in a higher educational institution recognized in accordance with the legislation of a foreign country and, within the framework of a joint higher education program, completes part of the educational component and/or research component in a higher educational institution of Georgia and/or in an independent scientific-research unit/ university and a person with Georgian citizenship or a holder of a neutral ID card and/or a neutral travel document, who is enrolled in a higher education institution of a foreign country recognized in accordance with the legislation of a foreign country;

2.15. First level (bachelor's degree): an educational program that includes at least 240 credits/in cases provided for by law - 180 credits;

2.16. A single-level educational program of a qualified physician, which includes at least 360 credits;

2.17. An educational program for teacher training, which includes no less than

60 credits;

2.18. Second level (master's degree): an educational program that includes at least 120 credits/in the cases stipulated by the law - 60 credits;

2.19. Third level (doctorate): an educational program, with the duration of minimum 3 years and 60 credits;

2.20. Repeated Course: A course that may be taken by a student by retaking a course in order to improve the GPA.

2.21. Contact hour: the time determined for the student's educational activities with the involvement of the staff implementing the component of the educational program;

2.22. Independent hour: the time of the student's educational activity without the involvement of the staff implementing the component of the educational program;

2.23. Educational program components: educational component and scientific/research component.

2.24. Educational component: a constituent 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 constituent part of the master's and doctoral educational program, which is presented in the form of a master's project/thesis, a dissertation or a creative/performative work or another scientific project/work, and the constituent part of the educational program of a single-level certified medical doctor.

2.26. Student learning load: the time required to achieve the learning outcomes defined by the components of the educational program. Students' study load includes independent and contact hours;

2.27. Teaching-learning method: a means of knowledge transfer by the person implementing the component of the educational program to the student, such as: lecture, work in a group, practical work, seminar, teaching with electronic resources, e-learning, etc., the teaching-learning method can include relevant activities (discussions, debate, demonstration, presentation, seminar, etc.);

2.28. Assessment components: assessment components are midterm assessment (one or two) and final assessment, the sum of which constitutes the final score;

2.29. Assessment method: 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, participation in a play/staging, concert performance, practical / performing a theoretical task, working in a group, participating in a discussion, solving a case, participating in a simulated process, objectively structured clinical examination (OSCE), objectively structured practical examination (OSPE), etc.);

2.30. Evaluation criterion: the measurement unit of the evaluation method, thereby determining the level of achievement of the learning outcomes.

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# Chapter II. Student status

Article 3. Definition of the (term) student

3.1. A student is a person who is enrolled and studies at a university in accordance with the law of Georgia "On Higher Education" for a bachelor's, master's, medical degree, doctorate educational program, as well as a person who is enrolled in a higher educational institution recognized in accordance with the legislation of a foreign country and a joint higher educational program within, and completes part of the teaching component and/or the research component at the university.

Article 4. Obtaining a student status

4.1. For persons with Georgian citizenship, student status is obtained in the following manner:

4.1.1. The applicant will be enrolled in the university's bachelor's degree, medical doctor's educational program if he/she has a document confirming a complete general education, has successfully passed the unified national exams and has obtained the right to study at the university in accordance with the legislation of Georgia.

4.1.2. An applicant will be admitted to the university's master's program if he/she has a bachelor's degree or its equivalent, has successfully passed the common master's examination and the university's examination(s).

4.1.3. An applicant will be admitted to the University's doctoral program if he/she has a Master's or equivalent academic degree and has successfully passed the University's examination(s) (if any) and/or fulfilled the program requirements (if any).

4.1.4. The applicant can be enrolled in the first and second level educational program without passing the unified national/common master's exams in accordance with the legislation of Georgia.

4.2. For persons with the citizenship of a foreign country, student status is obtained in the following manner:

4.2.1. Citizens of foreign countries are enrolled in the first and second level of higher education without passing the unified national/common master's exams in accordance with the legislation of Georgia.

4.2.2. In addition to the requirements established by the legislation, without passing the national/common master's exams, for enrollment in the first and second level of higher education, as well as for enrollment in the doctoral level, applicants are obliged to pass the exam determining the program instruction language proficiency level and all entrance exams provided by the educational program. Enrollment in the third-level educational program is carried out in accordance with the legislation of Georgia on the basis of a document certifying a master's degree or an equivalent degree obtained abroad.

4.2.3. If the enrollment period of the students enrolled based on 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 deadlines may be determined by order of the Rector.

4.3. A contract is signed with the persons defined by the ranking document of the unified national exams, and a unified order of the rector is issued regarding their enrollment.

4.4. All other issues related to enrollment in the university's master's program are regulated by the "Regulations of Master's Studies".

4.5. All other issues related to enrollment in the doctoral program of the university are regulated by the "Regulations of the Doctoral Education and Dissertation Council".

4.6. Without passing the unified national/common master's exams, as well as all other issues related to the international mobility enrollment of citizens of a foreign country/higher educational institution of a foreign country at the doctoral level are regulated by the rule of "Enrollment of International Students".

Article 5. Suspension of a student status

5.1. The grounds for suspension of a student status are:

5.1.1. pregnancy, childbirth, child care or deterioration of health;

5.1.2. Not having an academic registration (except for studying within the exchange educational program);

5.1.3. Not having a financial registration;

5.1.4. Failure to complete an academic registration;

5.1.5. studying in a higher educational institution of a foreign country (except for studying within the exchange educational program);

5.1.6. personal statement (without specifying the reason);

5.1.7. Not having a health and accident insurance (if such insurance is required by law or regulation).

5.1.8. In case of financial arrears, the University reserves the right to suspend the student's status.

5.2. A person with suspended student status is not considered within the total number of students of the institution. In order to record the number of students, the university ensures the registration of suspension of student status in the register of educational institutions.

5.3. During the semester, including the 2nd week, the student has the right to suspend the status, at which time the received grades are canceled.

Article 6. Termination of a student status

6.1. The grounds for termination of a student status are:

6.1.1. conferring an academic degree;

6.1.2. transfer to another higher educational institution;

6.1.3. Violation of the disciplinary norms of the university;

6.1.4. suspension of student status for a total of five years, except for the cases provided by law;

6.1.5. personal statement;

6.1.6. death;

6.2. The legal consequences provided for by the legal act on the termination of a student status are established twelve months after the order is issued. During this period, the student's status is considered suspended and the student is entitled to enjoy the right to mobility.

6.3. In case of termination of the student status, it is allowed to obtain it again in accordance with the law.

6.4. Other issues related to termination of a student status are regulated by the Georgian legislation.

Article 7. Restoration of a student status

7.1. The student is entitled to restore the student status or enjoy the right to mobility in accordance with the law.

7.2. Student status is restored by order of the rector. The student is entitled to apply for restoration of status no later than 2 weeks after the beginning of the semester. After the mentioned period, in case of applying to the university, the status of the student will be restored from the next semester.

7.3. After the 2nd week of the semester, the status of a student can be restored in case of special circumstances, on which the rector decides based on the school boards suggestion.

7.4. If the student's status is reinstated after the start of the lecture period, the University is not obligated to compensate the student for missed lectures and/or grade activities.

7.5. In case of suspension of the status of the student 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. A student whose student status has been suspended in one of the university's educational programs, who has taken an advantage of internal mobility to another educational program of the university during the suspension period, his/her status will be automatically restored to the educational program to which he/she transferred through internal mobility.

7.7. The procedure for restoration of a student status is defined in accordance with the present provision and the "Rules for payment of educational service fees".

# Chapter III. Mobility and recognition of education

# Article 8. Right to mobility

# 8.1. The student has the right to internal mobility between educational programs of the university (with the right to transfer to another higher educational institution) in accordance with the rules established by the legislation of Georgia.

# 8.2. Mobility can be carried out within one level of higher education. For the purposes of this paragraph, a medical educational program shall be considered an educational program of the first level of a higher academic education.

# 8.3. The right to mobility and internal mobility through the unified national exams in 2020 and later is granted to a student of the bachelor's program enrolled only in the educational program that corresponds to the unified national exams passed by him/her, approved by the order of the Minister of Education and Science of Georgia dated February 18, 2011, order N19/N. The specifics of the mobility of students enrolled in unified national exams in 2020 and afterwards are determined by the rules established by the legislation of Georgia.

Article 9. Internal mobility

9.1. Internal mobility is possible twice a year, before the start of the academic semester.

9.2. The right to internal mobility is available to any university student who has enjoyed active student status at the university for at least one semester, including those whose status has been suspended at the time of registration for internal mobility vacancies. An exception is the order of the rector.

9.3. The internal mobility procedure is defined in accordance with the procedure for describing the internal mobility process for the bachelor's degree program.

Article 10. Mobility

10.1. The student has the right to mobility after one year of studying at the corresponding level of higher education. The period of study does not include the time during which the person's student status was suspended.

10.2. A student, who has obtained the right to enroll in the university by mobility through the Education Management information system, must apply to the university and submit the required documents. The following documents are usually attached to the application:

10.2.1. Copy(s) of document(s) governing student status (e.g. enrollment/reinstatement/status suspension/termination of status);

10.2.2. a mark sheet certified by the signature and seal of an authorized person of the relevant university (indicating the number of credits and evaluation of study components);

10.2.3. a copy of the person's identification card (ID);

10.2.4. A document confirming complete general education and/or a copy of a document confirming the completion of the previous level of higher education;

10.2.5. Two photographs (3X4), (printed and electronic version);

10.2.6. For male students: a document confirming being on military record;

10.2.7. In the case of enrollment at the master's and doctoral level via the mobility, in the event that the candidate presents a diploma obtained as a result of completion of at least a five-year program within the period defined by the Law of Georgia "On Higher Education", the candidate must also present a recognition document issued in accordance with the law, which proves that the diploma is equivalent to the corresponding level.

10.3. In addition, the student must submit a statement confirming that he/she agrees with the information given in the comparison act and expresses the desire to continue his/her studies at the International Black Sea University LLC.

Article 11. Mobility procedure

11.1. The procedure for recognizing the credits of a student transferred via the mobility rule is determined by the procedure for describing the mobility process and the internal mobility process for the bachelor's program.

11.2. In the case of internal mobility, the dean of the relevant school is authorized to accept or refuse the application of the student who wishes to transfer according to predetermined criteria (academic performance of the student, interview results, as well as other requirements of the program, which will be considered in the event of a competition for the university's educational program).

11.3. When using the right of mobility/internal mobility from a Georgian-language educational program to an English-language educational program, the student is obliged to confirm the appropriate level of English language proficiency. In order to achieve the relevant levels:

a) to enroll in the first and second semesters of the bachelor's degree, the student must have received at least the number of points in the English language test at the unified national exams, which is determined for the receiving educational program in the relevant academic year or must confirm the B1 level of English language knowledge;

c) A student enrolled in the 3rd-6th semesters of the bachelor's program must confirm the B2 level of English language skills;

c) The student enrolled in the master's program must confirm the B2 level of English language skills;

d) The student enrolled in the doctoral program must confirm the appropriate level of English language knowledge based on the prerequisite for admission to the program, for which the student must submit:

a) international English language certificate;

b) or pass the English language exam organized by the university;

c) submit a document certifying that he/she has passed the educational component in English, the learning level of which corresponds to the B1/B2/C1 level. In the case of transferring to the master's level, the educational component must be completed at the master's level, and when transferring to the doctoral level - at the doctoral level;

d) to present a document certifying that he/she has completed an English-language educational program within the last three years and has been awarded an academic degree.

11.4. Credits will be recognized for the student according to Article 14 of this rule.

11.5. All other issues related to mobility are regulated in accordance with the legislation of Georgia.

Article 12. Changing or canceling the educational program

12.1. In the event of a change in the educational program, students are provided with the opportunity to continue their studies, considering the credits received within the framework of the changed program. In particular:

12.1.1. When making changes to the educational program, the head of the program prepares a report, which indicates the added mandatory component(s) that the student is required to complete, the purpose of the change(s), as well as the implementation of the change(s), date/period and circle of relevant persons;

12.1.2. The student is obliged to overcome the mandatory component(s) added to the program, if the addition of this component(s) is caused by the novelty of the relevant field or due to the need to achieve the learning outcomes defined by the program. Also, in case of restoration of the status, the student is obliged to go through the program that is valid at the moment of restoration of the status, with the changes made in it.

12.1.3. Credits received by the student within the framework of the modified program are recognized in accordance with the procedure established by Article 14.

12.2. In case of cancellation of the educational program, the student is entitled to use the right of internal/external mobility.

# Article 13. Exchange program

# 13.1. Before concluding an agreement on student exchange with a higher educational institution of a foreign country, the university is obliged to receive written information from the National Center for the Education Quality Enhancement about the recognition of the mentioned higher educational institution in accordance with the legislation of this country.

# 13.2. A student participating in the exchange educational program of a higher educational institution recognized in accordance with the legislation of a foreign country, who has obtained the status of a student in a higher educational institution recognized in a foreign country, continues his/her studies at the university at the appropriate level of higher education, based on the order issued by the rector;

# 13.3. Student status is not suspended for a student participating in the exchange educational program who has gone abroad from the university within the framework of the exchange educational program.

# 13.4. Within the framework of the exchange educational program, the student participating in the exchange educational program coming from a foreign country is not considered by the university in the total number of its students.

# 13.5. The school and the international relations service provide assistance to the university student on relevant procedural issues related to participation in the exchange program.

# 13.6. Procedural issues of organizing and conducting the exchange program are defined in accordance with the rules for describing incoming and outgoing processes of student exchange on the bachelor's program.

Article 14. Recognition of credits

14.1. The University recognizes credits earned through participation in mobility, exchange programs, and reinstatement of student status in accordance with the university regulations and current legislation.

14.2. The recognition of the credits obtained by the student within the framework of another educational program (in the case of restoration of the status of the same/different educational program) is carried out on the basis of the comparison of the educational courses of the educational programs completed by the student (the program in which the student obtained/restored the status of a student, based on the analysis of the content of the syllabus of the component completed by the student).

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 for the educational program offered by the university is determined and a decision is made to recognize the relevant credits.

14.4. For the purposes of credit recognition, depending on the features of the university's educational program, the components passed by the student are determined, which are recognized by the student (noting the credit assigned to the component and the grade received), the semester in which the student must continue his/her studies and the student's individual study plan (if necessary).

14.5. Conceptual compatibility can be established between the components a student has completed and the components of the program in which the student wishes to enroll, despite differences in component titles.

14.6. It is allowed to recognize the credits that are not included in the educational program of the university within the framework of free components.

14.7. The university is entitled to recognize the learning results achieved by a person within the educational program of the corresponding level of higher education by finishing another educational program of the same level of higher education for the purposes of awarding the relevant qualification. Recognition of credits is carried out according to the procedure established by this document.

14.8. The university is authorized to calculate the student's credit load in the case of an educational program that is not completed in accordance with the European credit transfer system, according to the law.

14.9. In the case of mobility/internal mobility, recognition of credits is completed by the Rector's order, which indicates the amount of credits recognized for the student. In the case of an exchange program, credits are recognized by the head of the program.

14.10. Credits are recognized in accordance with the following rules:

14.10.1. Study courses that are not included in the compatible educational program of the university can be considered as free components (if the structure of the program allows for the existence of free components).

14.10.2. When counting the number of credits (except for free credits), recognition is done in the following manner:

14.10.3. If the learning results of the recognized component correspond to the learning results of the component determined by the university's compatible program and the credit is greater, then the component will be recognized with the title of the university's study course and the number of credits corresponding to the university;

14.10.4. If the credit for the recognized component is less than the credit for the compatible component of the university, the decision is made by determining content compatibility. If there is acceptable compatibility between the content and learning outcomes of the completed component and the content and learning outcomes of the corresponding university component, the course will be recognized under the name of the compatible university component and with the corresponding credit. If there is no compatibility between the content and learning outcomes of the passed component and the content and learning outcomes of the relevant component of the university, the component will be recognized by the title of the issuing higher education institution and the credit will be counted as free credits.

14.11. Recognition of credits within the framework of the free components provided by the program is carried out in the following manner:

14.11.1. If the component is not provided by any educational program of the university, the recognition is carried out in the amount that was awarded by the issuing higher educational institution;

14.11.2. If the component is provided by any educational program of the university, recognition is carried out:

a) in accordance with the number of credits provided by the relevant educational program of the university, if the number of credits of the recognized component exceeds the number of credits provided by the relevant educational program of the university;

b) Recognition is carried out in the amount that was granted by the issuing higher educational institution, if the number of credits of the recognized component is smaller than the number of credits provided by the relevant educational program of the university.

14.12. If the higher educational institution used a system different from the credit system for the evaluation system, the student is obliged to submit to the university an official document of the higher educational institution confirming the equivalence of its system with the credit system.

14.13. If the student fails to present the document specified in clause 14.12, his/her evaluation will be transferred to the credit system according to the university's matching evaluation rule:

a) In the case of a 5-point assessment, transfer is made using the following rule:

№ assessment corresponding assessment of the university

|  |  |
| --- | --- |
| 1 „5“ - („Excellent“ ) | „100“ - (“A”) |
| 2 „4” – („Good“) | “90“- (“B”) |
| 3 „3“ – („Satisfactory“) | “70“ - (“D”) |
| 4 „2“ –(„unsatisfactory“) | “50” - (“F”) |

b) The assessment given in accordance with the credit system (where no point assessment is indicated and only “A” – “FX” assessment is given) is carried out using the following rule:

№ assessment corresponding assessment of the university

|  |  |
| --- | --- |
| 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) The 10-point evaluation is converted using the following rule:

|  |  |  |
| --- | --- | --- |
| № | assessment | corresponding assessment of the university |
| 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 |
| 9 | 2 | F – 30 |
| 10 | 1 | F – 20 |

14.14. To convert US credit into the university credit system, the credit awarded is multiplied by two.

14.15. Conversion of evaluation system different from clauses 14.13 and 14.14 of this regulation is done by the head of the program, in agreement with the internal quality assurance service.

14.16. During the period of study abroad (before the completion of the scientific thesis), the research component performed within the doctoral educational program is recognized according to the following rules:

14.16.1. If the research component is evaluated/ credit granted by a higher educational institution of a foreign country, it is recognized according to the procedure established by clauses 14.11 - 14.14 of this rule.

14.16.2. If the research component is not graded/ credit not awarded, it will be graded/credited by the university's compatible doctoral education program and in accordance with the relevant regulatory act.

14.17. Other issues related to the recognition of credits are regulated in accordance with the legislation of Georgia.

# Chapter IV. Rights and duties of the student

# Article 15. Student rights

# 15.1. The student is entitled to:

# 15.1.1. to receive higher education corresponding to the requirements of the accreditation standards of the educational program;

# 15.1.2. to participate in scientific research;

# 15.1.3. to use the university's material-technical means, library, information and other facilities under equal conditions in accordance with the rules established by the university's regulations;

# 15.1.4. has the right to be elected to the self-governing body of the school in accordance with the normative acts in force at the university;

# 15.1.5. freely establish and/or join a student organization in accordance with his/her interests;

# 15.1.6. to receive financial assistance and other benefits in accordance with the University's regulations;

# 15.1.7. to freely express his/her opinion and refuse to share the ideas that are offered in the learning process;

# 15.1.8. From the second year of study, to transfer to another higher educational institution in accordance with the legislation of Georgia and the charter of the receiving institution. When transferring to an accredited program, obtaining the state educational/master's grant, in accordance with the law;

# 15.1.9. after one active semester, to enjoy the right of internal mobility in accordance with the rules established by the normative documentation of the university and the legislation of Georgia;

# 15.1.10. to periodically participate in the evaluation of the academic staff's activities in cooperation with the internal quality assurance service;

# 15.1.11. In agreement with the administration, to organize a gathering, where the legislation of Georgia and the normative documentation of the university will be respected. The gathering of students should not violate the order of the university and the educational process, the legislation, the rules applicable in the university;

# 15.1.12. To consider the matter of interest in the following order:

# 15.1.12.1. with the manager of teaching monitoring processes;

# 15.1.12.2. with the administrative/academic head of the program;

# 15.1.12.3. to the dean of the school.

# 15.1.13. To address the problems raised on educational issues in written form to the dean, and on tuition fees and other financial issues - to the student financial service center/office.

# 15.1.14. The ombudsman carries out assistance-consultation for university students, protection of students' interests, rights and freedoms and detection of violations, as well as restoration of violated rights, in accordance with the rules established by the legislation of Georgia and internal normative acts of the university;

# 15.1.15. to receive a fair and objective assessment;

# 15.1.16. together with the lecturer, review the exam work and receive feedback, as well as after entering the marks in the student information system, appeal the exam work/paper;

# 15.1.17. to learn and develop intellectually by taking advantage of the opportunities offered by the university for personal growth, development and success;

# 15.1.18. to master the chosen and mandatory components in accordance with the requirements of the educational program and university regulations;

# 15.1.19. to exercise other rights granted by the regulations of the university, the contract concluded with him/her and the Law of Georgia "On Higher Education";

# 15.2. The university is obliged to ensure a fair and impartial assessment of the student, for which it implements appropriate procedures;

# 15.3. personal information expressed by the student in the presence of academic staff, as well as information about his/her own views, beliefs and political beliefs, which became known to him/her during the course of the educational process;

# 15.4. Information regarding the conduct of disciplinary action against a student is confidential, unless there is a student's permission or the administration has a legitimate interest in protecting the safety and rights of others;

# 15.5. It is not allowed to use material and technical means of the university for the purpose of imposing censorship and/or freedom of expression of the student's opinion;

# 15.6. In order to carry out extracurricular activities, the university creates scientific, sports, cultural and other clubs;

# 15.7. The student is obliged to:

# 15.7.1. Observe the university's rules. Ignoring them does not absolve the student of accountability. It is required of all students to become familiar with the relevant university regulations;

# 15.7.2. to follow the obligations arising from the mutual agreement between the student and the university;

# 15.7.3. To take care and protect the immovable and movable property of the University.

# 15.7.4. to act in accordance with environmental, ecological, sanitary, fire safety and other general rules.

# 15.8. The mutual obligations between the university and the student are determined by the regulations of the university, the contract signed with the student and the Law of Georgia "On Higher Education".

# Chapter V. Learning process and evaluation of learning outcomes

# Article 16. Academic calendar

# 16.1. The academic year consists of fall and spring semesters and holidays.

# 16.2. An academic year includes a maximum of 12 continuous months.

# 16.3. The schedule of components for the fall and spring semesters is determined according to the academic calendar approved by the governing board.

# 16.4. Some components may require an additional semester, the need and schedule of which is determined by the school.

16.5. The need to open an additional semester may arise from the needs of exchange students and/or students who are in additional semesters.

16.6. During the additional semester, the student is entitled to register for study components of no more than 10 credits within the annual limit of 75 credits.

16.7. During the additional semester, the financial issues of the educational component are determined by the "Educational Service Fee Payment Procedure".

Article 17. Duration of the educational process

17.1. The educational process at the bachelor's level usually includes 8/6 semesters, at the master's level 4/2 semesters, at the doctoral level - 6 semesters, at the medical education program - 12 semesters.

17.2. The duration of the study process is the period between the enrollment in the program (considering the number of credits granted/recognized) and the completion of the program (in accordance with the curriculum).

17.3. If the student is unable to complete the study program within the time limit specified for the respective level, he/she has the option to continue the study process on a self-financing basis and to maintain the active status of the student in the bachelor's program for an additional eight semesters, additional four semesters in the master's program, additional six semesters in the doctoral program and 12 additional semesters in the medical education program.

17.4. Tuition fee for an additional semester is the amount of tuition fee to be paid by the first-year student of the corresponding year, as determined by the contract signed with the student.

Article 18. Educational programs

18.1. The structure of the educational program, the list of training courses and the number of credits are determined in accordance with the "Instructions for the Planning and Development of Educational Programs".

Article 19. Component types

19.1. There are two types of components in the university:

19.1.1. mandatory 19.1.2. Elective.

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Article 20. Registration

20.1. During the period determined by the academic calendar, the registration process is administered by the respective schools of the university. The registration process includes two stages: the first stage is the selection of subjects/components and the financial registration (payment of tuition fees in accordance with the university regulations and the contract (agreement) signed with the student).

20.2. In order to register for the components, the students have access to the database during the registration period. The process of registration for the component is completed by the student's confirmation of registration (within the deadlines set for registration).

20.3. Before the start of the lecture process, the student can add, change or delete the selected component within the period defined by this provision.

20.4. At least 15 students must be registered to open an optional component. Exceptions may be made by decision of the school board. Otherwise, the student will be offered a component within the program, considering the prerequisite system and annual credit load requirements.

20.5. If the student does not register in accordance with clauses 20.1 - 20.3, the student's status will be suspended.

20.6. The average number of credits a student can take per semester is 30.

20.7. In a regular semester (4/3 years at the bachelor's level, 6 years at the medical education program, 2/1 year 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 student's with individual needs. The individual need of the student is determined by the decision of the school board.

20.8. A student of an additional semester is obliged to take 30 credits for all the components that are opened in the corresponding semester, taking into account the admission prerequisites determined by the components.

20.9. A student has the right to take more than 30 credits in a semester (no more than 75 credits in a year; an exception is the educational program of a certified medical doctor, the total number of credits added above 60 within the duration determined by the field characteristics should not exceed 15 credits in total, but not more than 45 credits in a semester, if :

20.9.1. Due to the peculiarities of the educational program.

20.9.2. Due to the peculiarities of the student's individual program:

a) by participating in exchange programs;

b) by mobility internal mobility transfer;

c) failing the component;

d) to take additional component(s) during the semester if the student wishes;

e) by circumstances considered as other objective grounds by the school board.

20.10 The student has the opportunity to cancel the registration for the subjects/ suspend the status within 2 (two) weeks from the beginning of the current semester.

Article 21. Language of teaching

21.1. The language of teaching at the university is Georgian and English.

Article 22. Credit system

22.1. Academic programs are developed in accordance with the requirements of the European credit system for transfer and accumulation.

22.2. The average annual workload of a student is 60 credits – 1500 hours (1 credit is 25 hours for a medical education program 1 ECTS credit – 30 hours. The average annual workload of a student is 60 credits – 1800 hours and includes contact and independent work hours). The student's semester load is an average of 30 credits. Considering the features of the educational program and/or the student's individual study program, it is allowed for the student's annual study load to exceed 60 credits or be less than 60 credits. It is not allowed for the student's annual academic load to exceed 75 (ECTS) credits.

22.3. Educational programs at the bachelor's level include at least 240/180 credits (which is determined by the relevant educational program), at least 360 credits at the single-level educational program of a certified doctor, at least 120/60 credits at the master's level and at least 60 credits at the doctoral level, and its total duration is not less than 3 years.

# Article 23. Prerequisites

# 23.1. A student who fails to pass the prerequisite component cannot register for the next component.

# 24. Taking a component from another educational program

# 24.1. Registration for the compulsory component is a student's priority. In addition, the student is entitled to choose a component from another educational program, considering the requirements of prerequisites, the maximum number of students, the limit of credits and the scope of free credit. School representatives should provide appropriate counseling to the student regarding the selection of a component from another educational program.

# Article 25. Repetition of the component

# 25.1. If the student fails to overcome the minimum competence limit established for the midterm assessment, he/she is not entitled to receive the final assessment. Therefore, the component must be fulfilled. If the student's total score (the sum of the midterm and final assessments) is less than 41 points, or he/she fails to pass the minimum competency threshold for the final assessment/makeup exam, or his/her grade in the course after taking the additional exam is less than 51 points, the student must retake the component.

# 25.2. If the student failed to pass the minimum threshold of the mandatory component, he/she is obliged to pass the said component again. In the case of an optional component, the student has the right to take another optional component instead, if nothing else follows from the peculiarities of the educational program.

# Article 26. Practice

# 26.1. Practice is carried out in accordance with the requirements of the relevant educational program and "practice instructions".

# Article 27. Bachelor thesis

# 27.1. The preparation of the bachelor's thesis is carried out in accordance with the requirements of the relevant educational program and "Bachelor's thesis instructions".

# Article 28. Repeated training course

# 28.1. In order to improve the GPA, the student is entitled to improve the earned grade by repeating the course.

# 28.2. In order to register for the mentioned training course, the student must have already been granted credit in the relevant training component, which he/she intends to take again.

# 28.3. The financial obligations related to retaking a study course are determined based on the financial obligations arising when taking an additional study component and the individual contract concluded with the student.

# 28.4. Registration for the repeated training course is carried out during the registration week, following the rules established for registration for the training component.

# 28.5. The grade obtained in the repeated study course replaces the grade obtained in the previous study course.

# 29. Individual study plan

# 29.1. With an individual curriculum, the university ensures that the student's different requirements, special educational needs and academic preparation are taken into account, offering appropriate forms and conditions of teaching and learning, assessment, as well as the possibility of implementing the learning process in an adapted environment and, if necessary, providing appropriate human resources.

# 29.2. 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.

# 29.3. The individual curriculum is developed by the head of the program, if necessary, with the involvement of the internal quality assurance service.

# Chapter VI. assessment

# Article 30. Evaluation principles

# 30.1. Transparency – information on evaluation methods and criteria is available to everyone. The student is informed at the beginning of the semester when and by what criteria his/her knowledge will be evaluated;

# 30.2. Continuity – assessment is not a one-time act, it is a process that will generate the student's constant readiness to demonstrate his/her knowledge and ability, and the head of the training course - to monitor the student's knowledge acquisition and development process;

# 30.3. Fairness – the assessment of the student's knowledge is approached with uniform standards.

# Article 31. Evaluation method and form

# 31.1. The maximum score for the assessment is 100.

# 31.2. For bachelor's, single-level, master's and doctoral programs, the minimum score for granting credit is 51. The said score consists of the sum of the scores of the midterm and final evaluations. At the same time, the student must have passed the minimum competence thresholds established for the midterm and final evaluations.

# 31.3. The minimum competency threshold for midterm/final assessments of learning components shall not be less than 20% of the maximum score of the respective assessment. The minimum competence limit for master thesis and dissertation evaluation is not less than 51% of the maximum score of the corresponding evaluation. In addition, the specific share of the minimum competence limit of the final assessment should not exceed 60% of the final assessment. In the cases provided by the sectoral characteristics of higher medical education, the specific share of the minimum competence limit of the final assessment may exceed 60% of the final assessment.

# 31.4. The assessment components, method and criteria for each component are outlined in the relevant syllabus and are available to the student at the beginning of the semester. The syllabus is uploaded on the university's electronic portal.

# 32. Study process monitoring service

# 32.1. The service for educational processes monitoring is responsible for:

# 32.1.1. conducting and organizing the written exam;

# 32.1.2. organization of the technical part of the oral exam (except for the part of the formation of the examination commission).

# 32.2. All issues related to the examinations of the educational process monitoring service are regulated by the "Procedure of Conducting Examinations".

# Article 33. Examinations

# 33.1. Mid-term, final, excuse and makeup exams can be conducted in written, oral or mixed form, as well as in the form of an objectively structured clinical examination (OSCE).

# 33.2. The written exam is conducted by the educational process monitoring service. The content, structure and evaluation issues of the exam are given in the relevant course syllabus.

# 33.3. The oral exam can be conducted by the lecturer or the committee.

# 33.4. With the involvement of the commission, the oral exam is conducted in the following manner:

# 33.4.1. The commission is formed by the school board from no more than three members. The commission should include the lecturer of the relevant study course and specialists in the same/related field who lead lecture courses in an authorized higher educational institution;

# 33.4.2. The oral exam is conducted in the instruction language of the relevant training course;

# 33.4.3. The members of the commission evaluate the student individually, according to the evaluation rubric of the relevant exam given in the study course syllabus.

# 33.4.4. The final assessment is reflected in the mark sheet.

# 33.5. The issues related to the results of the oral and certified medical doctor's specific exams, the reflection on the university's electronic platform, the appeal of related issues and the submission of the results to the education process monitoring service are regulated by the "Procedure of conducting exams".

# Article 34. Midterm assessment

# 34.1. The maximum score for the midterm assessment is determined by the component syllabus.

# 34.2. Only one midterm exam is allowed per semester.

# 34.3. Mid-term exams are held in the 8th and 9th weeks of the semester at the undergraduate level, and in the 8th week at the master's/doctoral level. Different cases may be defined by a particular program, depending on its specifics.

# 34.4. In order to receive the final assessment, the student must have passed the minimum competence threshold established for the midterm assessment.

# Article 35. Final assessment

# 35.1. The final assessment is carried out at the end of the semester.

# 35.2. The maximum score for the final assessment is determined by the component syllabus.

# Article 36. Excuse midterm exam/excuse final assessment

# 36.1. In case of missing the midterm exam, the student is entitled to retake the exam on the 10th week of the semester for the bachelor's degree, and on the 9th week of the semester for the master's and doctoral degrees. Note: The mentioned rule shall enter into force on September 1, 2024.

# 36.2. In case of missing the final assessment, the student has the right to retake the final assessment in the period determined by the academic calendar.

# 36.3. The student is obliged to confirm the valid reason for missing the exam(s) by submitting the following documents confirming the valid reason to the educational process monitoring service:

# a) notice that he/she was undergoing scheduled/emergency hospitalization;

# b) the exam of the component coincides with the exam of another component;

# c) Certificate of compulsory military service;

# d) notification of business trips organized by the university or state structures;

# e) Notice of death of a family member.

# 36.4. An objective reason for missing the exam will also be considered such a circumstance, in the presence of which it was objectively impossible for the student to write the exam.

# 36.5. The study process monitoring service takes the final decision regarding the issue mentioned in clauses 36.3 and 36.4 of this rule.

# 36.6. There is no additional excuse midterm/final exam.

Article 37. Makeup examination

37.1. A student has the right to take an additional exam if:

a) the student's total semester score (sum of midterm grades and final grade) is 41-50 points;

b) The student's total semester score (the sum of the midterm grades and the final grade) is at least 51 and he/she has not passed the minimum threshold for the final grade.

37.2. An additional exam is held at least 5 days after the announcement of the results of the corresponding final (final/makeup) exam, in accordance with the rules for conducting exams.

37.3. Each component has only one additional exam.

37.4. The score obtained on the makeup exam replaces the score obtained on the final assessment.

37.5. The rule specified in clause 35.3 applies to the additional exam.

Article 38. Assessment of student achievements

38.1. 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) Sufficient – ​​51-60 points.

b) two types of negative assessment:

BA) (FX) failed - 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;

bb) (F) Failed – 40 points and less, which means that the work done by the student is not enough and he/she has to retake the course/subject.

38.2. The final grade is obtained based on the summation of the midterm and final grades.

Article 39. Appealing the evaluation results

39.1. The student has 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 submitting a statement to the educational process monitoring service.

39.2. The procedure for appeal is defined in the "Procedure for Conducting Examinations".

Article 40. GPA and CGPA

40.1. CGPA is calculated according to the following rule:

40.1.1. The grade obtained in the study course is multiplied by the number of credits of the course - GP (grade point).

40.1.2. The sum of GPs received during the semester is divided by the total number of credits accumulated during the semester - GPA (grade point average).

40.1.3. The sum of GPs received during the semesters is divided by the total number of credits accumulated by the student - CGPA (Cumulative grade point average).

40.1.4. If the student has repeated the subject, the last GP will be taken into account for the purpose of calculating CGPA.

40.1.5. Prior to the award of a qualification, a student may request that courses be disregarded for the purpose of calculating the GPA if he/she has more credits than are required for the award of the qualification and this does not result in a violation of program requirements. The decision is made by the school board, based on the conclusion of the program head.

40.1.6. The number obtained according to the above rule is converted in accordance with CGPA 1.36-

4.00 numerical indicator given in the table.

Chapter VII. Awarding an academic degree

Article 41. Awarding of academic degree/qualification

41.1. After completing the corresponding level of higher education, a person is awarded an academic degree.

41.2. Academic degrees are awarded to bachelor's, single-level and master's programs based on the decision of the relevant school board.

41.3. In the doctoral program, the academic degree is awarded based on the decision of the Dissertation Board of the respective school.

Article 42. Diploma and diploma supplement

42.1. A student who has fulfilled all the requirements of the educational program will receive a university diploma.

42.2. The academic degree awarded by the university is confirmed by the diploma and the diploma supplement, which are signed by the rector of the university and the dean of the respective school and certified by the seal of the university.

42.3. An Honors diploma is awarded to a graduate with a rounded grade point average of 91 or higher.

Note: This rule shall be implemented for the students of the 2024-2025 academic year and subsequent admissions.

42.4. If the diploma is lost or unfit for use, a duplicate will be issued upon the request of the graduate.

42.5. A graduate student is entitled to receive a diploma only after filling out the application form, which confirms that the student has fulfilled all obligations to the university.

42.6. In case of non-completion of the educational level, the student receives a corresponding certificate and a mark sheet.

42.7. A student who has completed an educational level is entitled to receive a relevant certificate before receiving a diploma.

Chapter VIII. Final Provisions

Article 43. Final Provisions

43.1. All matters related to the master's and doctoral program are regulated by the "Regulations of Master's Education" and "Regulations of the Doctoral Education and Dissertation Council".

43.2. The issue which is not regulated by the present provision, is regulated by the legislation of Georgia, the Law of Georgia "On Higher Education" and other normative documents of the International Black Sea University LLC.

43.3. Any kind of changes and additions to the present regulation are approved based on the order of the Rector.

Article 44. Entry into force

44.1. The said provision shall enter into force upon the signing of the rector's order;

Article 45. Fulfillment supervision

45.1. The implementation of this provision is supervised by the vice-rector for the education.