Appendix 1

 Approved: Br. #07/01-06, 25/03/2024

International Black Sea University

Rules for enrollment of international students

Tbilisi,

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Article 1. General provisions

1.1. The present rule establishes the procedure for enrolling international students in the International Black Sea University LLC (hereinafter referred to as the "University").

1.2. This rule is developed in accordance with the Law of Georgia "On Higher Education", "On approval of the procedure for submission and review of documents by applicants/master's degree candidates/students who have the right to study in a higher educational institution without passing unified national exams/common master's exams" of the Minister of Education and Science of Georgia dated 29 December 2011, Order N224/N (hereinafter - "Order"), International Black Sea University’s "Regulation of the Educational Process" and other normative documents of the University.

1.3. For the purposes of this rule - an international student is a citizen of a foreign country, a stateless person, a citizen of Georgia, who has received the qualification specified as a prerequisite for admission to the educational programs of the university in a foreign country.

1.4. The persons defined by the order of the Minister of Education and Science of Georgia dated December 29, 2011, order N224/N can obtain the status of a student in accordance with the rules established by the legislation of Georgia without the unified national/common master's exams for the educational programs of the university.

1.5. Citizens of foreign countries who have obtained a master's degree or an equivalent academic degree in a higher educational institution recognized in accordance with the legislation of this country have the right to obtain the status of a student at the doctoral educational programs of the university, considering the requirements established by the "Statute of Doctoral Education and Dissertation Council" of the university.

1.6. The international students' enrollment process is coordinated by the Department of International Relations.

Article 2. Enrollment in the educational program

2.1. The persons specified in the first article of this rule have the right to apply to the university with the request for enrollment in the educational program. The mentioned persons can request to be enrolled in the higher educational programs of the university even if they have already obtained the status of a student in another higher educational institution of Georgia, according to the rules established by the legislation of Georgia.

2.2. The procedure for submission and review of documents by entrants/master's degree candidates/students who have the right to study in a higher educational institution without passing the unified national exams/common master's exams is regulated by "Entrants/master's degree candidates/students who have the right to study in a higher educational institution without passing the unified national exams/common master's exams" by the order of the Minister of Education and Science of Georgia dated December 29, 2011, order N224/N.

2.3. In order to determine the appropriate proficiency level of the program instruction language, the university conducts an online interview for the persons specified by the order (citizens of foreign countries, stateless persons, citizens of Georgia who meet the conditions established by the order), the video recording of which is available to the Ministry upon request.

2.4. The procedure for the transfer of persons specified in paragraph 2.3 of this article from other higher educational institutions of Georgia to the university is regulated by the legislation of Georgia and in accordance with the normative documentation of the university.

2.5. In order to enroll in the master's educational program, in addition to passing the language proficiency test specified in paragraph 2.3, the applicant is obliged to pass all the stages set as a prerequisite for admission to the program in accordance with the requirements defined by the "Regulations for the Master's Programs" of the university.

2.6. In order to enroll in the doctoral educational program, the applicant is obliged to pass all the stages established as a prerequisite for admission to the program in accordance with the "Doctoral Education and Dissertation Council Regulation".

2.7 To start studying at the university, the applicant goes through online registration and sends the following documents in accordance with the established rules: 2.7.1. a copy of the passport certified by a notary and translated into Georgian; 2.7.2. A copy of the school graduation certificate/bachelor's diploma/master's diploma, notarized and translated into Georgian;

2.7.3. a mark sheet certified by a notary and translated into Georgian;

2.7.4. Resume (CV) and cover letter in English and Georgian languages;

2.7.5. International certificate of English language (IELTS – 6.0; TOEFL – 78) or other recognized B2 level certificate (those bachelors who have graduated in English, as well as for masters and doctors who have completed a higher education program in English, are not required to present a mandatory component certificate);

2.7.6. In case of international degree mobility (transfer), the applicant is obliged to present the enrollment order from the university where he/she is enrolled and the official mark sheet issued by this university.

2.8. After the person successfully passes the online/video interview and pays the application fee, the university's chancellery prepares a pre-enrollment letter, which is sent to the National Center for the Education Quality, along with the following documents: a notarized and translated passport into Georgian; School graduation certificate, notarized and translated into Georgian, diploma (with marks sheet), compliance form (in case of international degree (transfer) mobility).

2.9. In addition to the above, the degree-seeking student fills out the application form of the "National Center for the Development of Quality of Education" and encloses the receipt of payment for the services of the center, which is submitted to the center as an attachment.

2.10. Enrollment of a person is conducted by the university rectors order, based on the order of the Minister of Education, Science and Youth of Georgia.

2.10.1. After issuing the order of the Minister of Education, Science and Youth of Georgia, the applicant is obliged to pay the tuition fees for the current academic year in full.

2.10.2. After full payment of tuition fees for the current academic year, a list of degree-seeking students is drawn up by the head of the Department of International Relations and submitted to the Rector of the University for issuing an order.

2.11. In the event that an enrolled student faces a visa problem and is unable to enter the country to begin studies, the university will refund the tuition fees paid based on a certificate from the House of Justice of Georgia or the relevant consulate.

2.12. Throughout the duration of maintaining an active student status, the students are required to make sure they have health and accident insurance, which must fulfill the requirements outlined in Georgia government resolution N572 of September 10, 2020. The student won't be able to take part in the learning process otherwise. A students' status may be suspended by the university if they do not have health and accident insurance in compliance with the stipulated guidelines.

2.13. The university has the right to request additional documentation (insurance) from the student(s) and notice provided for in clause 2.12 of this article..

2.14. An order of the Minister of Education, Science and Youth of Georgia is issued regarding the enrollment of persons who have the right to study without passing the unified national exams/common master's exams in the educational program/enrollment of students in doctoral studies; Within one year from the issuance of the order, the admission of a person to the educational process and the achievement of learning results must be ensured in accordance with the law, which is reflected in the register of the higher educational institution of the "National Center for the Education Quality".

2.15. The norms established by the "Regulation of the Educational Process" apply to the registration of the educational program and the administration of the educational process.

Article 3. Recognition of education received abroad

3.1. Enrollment of an international student without unified national/master's exams, as well as in a doctoral educational program is carried out on the basis of the recognition of education established as a prerequisite for admission to the relevant program, in accordance with the rules established by the legislation of Georgia.

3.2. For the purpose of recognition of education received abroad and enrollment of applicants without unified national/common master's exams, relevant proceedings are carried out on the basis of an application to the National Center for the Education Quality Enhancement.

3.3. In order to conduct the process specified in this article and to support the university applicants in the mentioned process, the university helps the applicant to collect the necessary documents and submit them to the center.

Article 4. Enrollment of international students according to the mobility rule

4.1. The persons specified in the first article of this rule have the right to mobility and enrollment in the educational program of the university.

4.2. The mobility of international students is carried out through the "National Center for the Education Quality Enhancement" in accordance with the rules established by the legislation of Georgia.

4.3. According to the procedure established by this article, the relevant school and the International Relations Department coordinate the process of student enrollment.

Article 5. Rules for enrolling in the university and mobility enrollment of persons with the right to study without passing the unified national exams / common master's exams

5.1. The procedure for enrolling persons who have the right to study without passing the unified national exams / common master's exams is determined by the order 224/N of the Minister of Education and Science of Georgia of December 29, 2011.

5.2. In order to determine the knowledge of the language of the program of persons specified by the order (citizens of foreign countries, stateless persons, citizens of Georgia who meet the conditions established by the order), the university conducts an online interview and the video recording of the said interview is made available to the Ministry of Education, Science and Youth of Georgia.

5.3. Citizens of Georgia who live/have lived for at least 75 days (one of the semesters) and have received credits/qualification in a foreign country in a higher educational institution recognized in accordance with the legislation of this country, will obtain the right to continue studying at the university (at the bachelor's level) in case of successful passing of the general skills test organized by the National Center for Assessment and Examinations (hereinafter –"the Center").

5.4. The procedure for transfer of the persons specified in paragraph 2 of this article from other higher educational institutions of Georgia to the university is regulated in accordance with the conditions established by the legislation of Georgia and the internal normative acts of the university.

5.5. A person wishing to continue his/her studies at the university goes through online registration and, in accordance with the established rules, sends the following documents: - a copy of the passport certified by a notary and translated into Georgian; - a copy of the school graduation certificate/bachelor's diploma/master's diploma, notarized and translated into Georgian,

- a sheet of marks certified by a notary and translated into Georgian; - resume in English;

– International certificate of English language (IELTS-6.0; TOEFL-78) or other recognized B2 level certificate)

- Letter of acceptance from the transferring university (in case of international degree mobility (transfer)).

5.6. After the person successfully passes the video interview and pays the application fee, the university's registry and administrative affairs departments directors prepare a preliminary enrollment letter, which is sent to the center along with the following documents: - a notarized passport - translated into Georgian; - Certificate/diploma notarized and translated into Georgian (together with the marks sheet). - Compliance form (in case of international degree (transfer) mobility).

5.7. In addition to the above, the degree-seeking student fills out the application form of the National Center for the Development of Quality of Education and attaches the receipt of payment of the center's services, which is submitted to the center as an attachment.

5.8. Enrollment of a person is done by the order of the rector of the university, based on the order of the Minister of Education, Science and Youth.

5.9. Applicants will be notified of the final enrollment response via email.

5.10. Throughout the duration of maintaining an active student status, the students are required to make sure they have health and accident insurance, which must fulfill the requirements outlined in Georgia government resolution N572 of September 11, 2020. If not, the student will not be allowed to enroll in the university's educational program (with the exception of distant learning, if the student is not in Georgia). A student's enrollment may be suspended by the university if they do not have a current health and accident insurance.

5.11. The list of degree-seeking students is formed by the report card of the director of the international relations department, which is submitted to the rector of the university along with the students' applications.

5.12. Degree-seeking students complete a General University Satisfaction Questionnaire at the end of each semester, which is analyzed by the Department of International Relations.

Article 6. Final Provisions

6.1. Issues that are not regulated by this rule are regulated by the Law of Georgia "On Higher Education" and other normative documents of the International Black Sea University.

6.2. This rule is approved and comes into force based on the order of the rector.

6.3. Any kind of changes and additions to this rule are approved based on the order of the rector.