



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

DISCIPLINARY REGULATION FOR STUDENTS

Approved on 27/06/2013 by Academic Board - Decision № 4 (Appendix №:4)

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:	Assigned Commission by the Academic Board	
Controlled by:	Quality Management Committee	
Approved by:	Rector	

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Chapter I. General Provisions

Article 1. Subject and Scope

- 1.1 This document regulates the process of student conduct and discipline for the students at all cycles at International Black Sea University (hereinafter “IBSU”) in parallel with Georgian legislation, the Ethics Code, the Internal Regulation of IBSU and other IBSU regulations.
- 1.2 This regulation covers the disciplinary breaches, sanctions, disciplinary boards/committee(s), investigation process, contesting the sanctions (appeal), and the application of the sanctions for students at all cycles at IBSU.

Article 2. Definitions

- 2.1 *Authority*: Disciplinary authority;
- 2.2 *Campus*: The whole territory of IBSU (including auxiliary space);
- 2.3 *Committee*: Academic Board;
- 2.4 *Disciplinary Board*: The Board of Faculty/Institute/School/Center;
- 2.5 *Financial aid*: Any type of financial aid issued by IBSU (including but not limited to scholarships, grants, tuition fee waivers, and etc.);
- 2.6 *Head of the Disciplinary Board/Committee*: The Head of the Academic Board/ the Head of the Board of Faculty/Institute/School/Center;
- 2.7 *Improper Material*: Any kind of materials that is considered to be unethical by the IBSU administration;
- 2.8 *Investigator*: A person who, within the framework of disciplinary prosecution, conducts investigation process (upon the consent of authority);
- 2.9 *Secretary of the Disciplinary Board/Committee*: The Secretary of the Academic Board/ the Board of Faculty/Institute/School/Center.

Article 3. General Rules of Conduct

- 3.1. Students of the IBSU shall be obliged to observe strictly the rules, including entrance regime established in the IBSU and ethical rules in his/her relationship with the IBSU personnel of and students.
- 3.2. Students’ relatives or acquaintances as well as any persons who are not IBSU students and are not employed at the IBSU shall visit the IBSU by “visitor’s card” and consent of relevant personnel. Any visit is permitted by warning of Security Office.

- 3.3. Any lawful order of Security Office officials concerning maintenance of public peace and order shall be obligatory for the students of the IBSU.
- 3.4. In case of somebody breaching the established rules of behavior the officials of Security Office shall have the right to act in accordance with current necessity towards the offender. If illegal action of offender contains formal indications of crime Security Office can call police patrol to use coercive measures and to detain wrongdoer.
- 3.5 The IBSU is entitled/obliged to inform the governmental authorities about the incidents when/where relevant.

Chapter II. Disciplinary Sanctions

Article 4. Types of Disciplinary Sanctions / Measures

4.1 Disciplinary Sanctions/Measures are as follows:

4.1.1 *Warning:* The student is verbally warned about the kind of action that is considered to deserve a disciplinary action. A note is taken in the student file.

4.1.2 *Denunciation:* When this is the chosen course of action as deemed by the appropriate authorities, a letter of warning is issued to the offending student with copies being filed in the student affairs.

4.1.3 *Restitution Order:* When there is a damage or loss of university property, a student may be ordered to pay for the item in question for the cost of repairing the item, or a specified outright fine amount (could be used separately or together with other sanctions).

4.1.4 *Restriction:* Restriction of the student’s right to participate in the study process, if his/her conduct endangers the rights and health of the others, security and the property of a higher education institution.

4.1.5 *Termination of Student Status:* Termination of Student Status occurs upon the commitment of an action which is incompatible with student status (including but not limited to the wrongful acts stipulated in the Criminal Code of Georgia). Student’s status is terminated by the Act of the Rector. The fact of termination is registered in the Register of Educational Institutions

Article 5. Imposing of disciplinary sanctions

5.1 The following sanctions are the *minimum ones* that the related breaches call for. The disciplinary authority will decide on the final sanction according to the nature and the degree of the breach.

5.1.1	DISRUPTIVE CONDUCT	Warning	Denunciation	Termination
5.1.1.1	Acting in a disruptive way: anti-social, immoral, unethical and indecent behavior within the campus or in any kind of program organized by the IBSU outside the campus; Shouting or singing in a loud voice, playing / listening to a musical instrument in the buildings / campus; littering around	x		
5.1.1.2	An act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the university or any part thereof	x		
5.1.1.3	Disrupting scientific meetings; talking out loud, talking on the phone aloud, etc. at scientific meetings	x		

5.1.1	DISRUPTIVE CONDUCT	Warning	Denunciation	Termination
5.1.1.4	Causing distraction or disturbance in lectures, meetings, and / or practical's	x		
5.1.1.5	Failure to produce identification card (student's ID card) upon request by a university officials, acting within the scope of their job duties or law enforcement officers acting in the performance of their duties	x		
5.1.1.6	Misuse of any university safety equipment, firefighting equipment, or fire alarms		x	
5.1.1.7	A false report of an explosive or incendiary device, bomb scare		x	
5.1.1.8	Provoking people to hinder the educational process; obstructing and disrupting the teaching process, the right of teaching and learning directly or indirectly		x	
5.1.1.9	Carrying out political activities on campus		x	

5.1.2	ACADEMIC DISHONESTY	Warning	Denunciation	Termination
5.1.2.1	Plagiarism: whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own	x		
5.1.2.2	Commercial use of academic material: selling notes, hand-outs, examination questions, etc. without the written permission of IBSU		x	

5.1.3	PERSONAL ABUSE	Warning	Denunciation	Termination
5.1.3.1	Physical abuse or threat of physical abuse to any person		x	
5.1.3.2	Causing discriminations and polarization in terms of language, nationality, color, religion, and etc.		x	
5.1.3.3	Oral or written abuse of any person including lewd, indecent, or obscene expressions and behavior	x		

5.1.3	PERSONAL ABUSE	Warning	Denunciation	Termination
5.1.3.4	Harassment: behavior (including written or electronic communication) directed at a member of the university community which is intended to and would cause severe emotional distress, intimidation, or would place a person in the victim's position in fear of bodily injury or death		x	
5.1.3.5	Failure to respect the privacy of other individuals, rude interference in their private life (this personal abuse policy does not apply in those instances where it is found that a student is acting in self-defense.)		x	

5.1.4	BAD HABITS and IMMORAL ACTIVITIES	Warning	Denunciation	Termination
5.1.4.1	Gambling or organizing gambling on campus	x		
5.1.4.2	Participating in any university activity (such as lessons, meetings, seminars, etc. in and out of campus) drunk / having taken alcohol		x	
5.1.4.3	Distributing any immoral, unethical, improper handbills; posting posters, banners, etc.		x	
5.1.4.4	Communicating with outside agencies, governments or organizations for the purpose of soliciting financial sponsorship / aid that may jeopardize the interest of the university		x	
5.1.4.5	Smoking in places not designated for the purpose	x		
5.1.4.6	Preventing staff from carrying out disciplinary investigations		x	
5.1.4.7	Selling or trafficking cigarettes, and/or alcohol for commercial purposes		x	

5.1.5	ILLEGAL ACTIVITIES	Warning	Denunciation	Termination
5.1.5.1	Carrying arms / weapons		x	
5.1.5.2	Unauthorized use, possession or theft of property; such property may be personal or public (of university)		x	
5.1.5.3	Letting someone else use his/her official IBSU documents, or using someone else's university documents at IBSU		x	

5.1.5	ILLEGAL ACTIVITIES	Warning	Denunciation	Termination
5.1.5.4	Forgery in general		x	
5.1.5.5	Other actions stipulated in the Criminal Code of Georgia			x

5.1.6	VANDALISM / AGGRESSIVENESS	Warning	Denunciation	Termination
5.1.6.1	Taking away, tearing, dirtying, or writing on any formal announcements	x		
5.1.6.2	Sticking posters on places not designated for this purpose	x		
5.1.6.3	Keeping and / or spreading improper materials banned by IBSU		x	
5.1.6.4	False claims, misinforming the administration when required to provide relevant information; insubordination evidenced by refusal to respond to requests by authority		x	
5.1.6.5	Writing, drawing, carving on the university property		x	
5.1.6.6	Threatening university staff and students, cursing, slandering their names, insulting and/or attacking them		x	
5.1.6.7	Talking unfavorably about the personality of the university administrators alone or as a group, producing publications, provoking students for this kind of activities		x	
5.1.6.8	Trying to enter any restricted area or areas that the student(s) is not allowed to enter for any reason, causing damage at any level		x	
5.1.6.9	Taking university staff or students out of campus by force, assault, physical abuse, hindering them from doing their duties, intimidation, harassment, or provoking students towards these actions		x	
5.1.6.10	Unauthorized possession, duplication or use of keys to any university premises		x	

5.1.7	MISUSE OF COMPUTING AND TELECOMMUNICATIONS RESOURCES	Warning	Denunciation	Termination
5.1.7.1	Using the university's computing resources or telecommunication networks during classes for non-academic purposes	x		

5.1.7	MISUSE OF COMPUTING AND TELECOMMUNICATIONS RESOURCES	Warning	Denunciation	Termination
5.1.7.2	While using the university's computing resources in free time, using them to send spam emails, play games, watch and/or download movies that include pornography	x		
5.1.7.3	Using university computing resources to assist in the unauthorized duplication or distribution of copyrighted material such as audio, video, pictures or text	x		
5.1.7.4	Damaging, disabling, or disrupting computing or telecommunications equipment or software	x		
5.1.7.5	Using the University's computer resources and telecommunication networks for commercial purposes	x		
5.1.7.6	Unauthorized effort of seeing materials in personal computers and desks of the staff, especially the ones dealing with exams		x	
5.1.7.7	Indecent use of campus internet for pornography, hacking, etc.		x	

5.1.8	ILLEGAL ORGANIZATIONS	Warning	Denunciation	Termination
5.1.8.1	Organizing meetings boycotts, riots, and obstructions in order to defame the university		x	
5.1.8.2	Organizing / participating in illegal meetings; membership with illegal organizations		x	
5.1.8.3	Keeping any illegal political / ideological banners, posters, handbills at the university		x	
5.1.8.4	Setting up illegal associations		x	

5.1.9	EXAMINATION MALPRACTICE	Warning	Denunciation	Termination
5.1.9.1	Failure to display exam card / student ID card on desk		x	
5.1.9.2	Rudeness to invigilator		x	

5.1.9	EXAMINATION MALPRACTICE	Warning	Denunciation	Termination
5.1.9.3	Cheating: organizing cheating or attempting to cheat; exam malpractice: Unauthorized (not allowed by the exam proctor or lecturer) assistance at the exam: communication to another through written, visual, electronic, or oral means; Possession of unauthorized materials; Using inappropriate material		x*	
5.1.9.4	Leaving the exam hall without permission (without duly submitting the exam paper)		x*	
5.1.9.5	Presentation of material which has not been studied or learned and designed individually, but rather was obtained solely through someone else's efforts		x*	
5.1.9.6	Disruption of the examination		x	
5.1.9.7	Destructions of exhibits		x	
5.1.9.8	Refusal to submit answer booklet		x*	
5.1.9.9	Tearing papers off the examination / answer paper / booklet		x*	
5.1.9.10	Impersonation		x*	

x: Exam result will be nullified*

Article 6. Restitution Order

- 6.1 When there is a damage or loss of university property, a student may be ordered to pay for the item in question for the cost of repairing the item, or a specified outright fine amount.

Article 7. Sanctions for Disciplinary Breaches Not Mentioned Above

- 7.1 Any disciplinary breach that has not been mentioned here will be punished in parallel with the closest breach mentioned above in terms of the feature and influence of the committed action.
- 7.2 In the same manner, the students have to obey the rules of various units at the university, such as the library, the dining hall, lecture halls, labs, meeting halls, and other units. Violating specific rules and regulations that are not mentioned here but announced by the related units through the university administration will require measures to be taken.

Article 8. Repetition of Disciplinary Breach / Disciplinary Breach conducted by group/ Conducting more than one Disciplinary Breach at the same time

- 8.1 The student status will be terminated if the student receives a certain number of written warnings (denunciation) during his/her period of study (First cycle: 3, second cycle: 2, third cycle: 1.) [Amended by Academic Board Decision # 3 – 17.06.2014](#)
- 8.2 If the disciplinary offence has been committed by a group of students (organized conduct), the individuals may receive more severe punishment.
- 8.3 If a conduct involves more than one disciplinary breach, more severe sanction is imposed.

Article 9. Financial aspects of disciplinary breach

- 9.1 Students who have been imposed a sanction of denunciation for the first time will be deprived of any financial aid of IBSU for the current semester (the coming semester). If for the second time, they will be exempt from any financial aid during their study period of the current cycle.
- 9.2 Students who have been imposed a sanction of suspension will be exempt from any financial aid.

Chapter III. Disciplinary prosecution

Article 10. Main aspects of Investigation

- 10.1 Disciplinary prosecution of the student should be proportionate to the student's misconduct and may be carried out only in cases and in accordance with this regulation.
- 10.2 Disciplinary prosecution of the student should not restrict the student's right to participate in the study process, except for the cases, when it endangers the rights and health of the others, security and the property of IBSU.
- 10.3 The fact that another investigation has been started by the local authorities or the state in some other cases does not mean the investigation initiated by the IBSU should be stopped. In the same fashion, the fact that the student might be sentenced for the breach he/she committed will not prevent the application of the sanction by IBSU.

Article 11. Authorities

- 11.1 The Dean / Director / Faculty/School/Institute/Center Board / Academic Board can open / carry out disciplinary investigations.
- 11.2 The authorities can carry out the investigation themselves, or appoint an investigator(s) to do the task.
- 11.3 The Disciplinary Board can sanction the punishments of warning and denunciation. The Disciplinary Board is required to notify the Student Affairs for any disciplinary sanction applied.
- 11.4 The Committee sanctions the punishments of Termination of Student Status upon the suggestion of the related Disciplinary Board.

Article 12. Length of Disciplinary Prosecution

- 12.1 Disciplinary prosecution starts one day later than the day the disciplinary breach was officially brought to the attention of the disciplinary authority.
- 12.2 Disciplinary prosecution must be completed within 30 working days.
- 12.3 Investigation period should take no more than 15 working days.
- 12.4 If the investigator cannot complete the task with the period specified, he/she can ask for additional time with an explanatory letter. The authority that started the process can approve the request or not.
- 12.5 The investigator's final report is submitted to Disciplinary Board/Committee within 3 calendar days.

- 12.6 Disciplinary Board/Committee studies the report within 3 working days and announces the date and time of public hearing.
- 12.7 A student will be informed at least 3 calendar days before about the date and time of public hearing, in compliance with the requirements defined by article 14.
- 12.8 If the investigation does not start within the periods mentioned above, disciplinary claim of the authority will be barred. In the same fashion, if the disciplinary sanction is not applied within 2 semesters (from the day it was breached), the disciplinary authority cannot impose any sanctions any more. However, if the authority needs to hear a court decision, the time starts from the date the court reaches a verdict. This need is determined by a mid-meeting.

Article 13. Investigation stage

- 13.1 The first step of disciplinary prosecution is investigation stage. Investigation is conducted by investigator in compliance with the requirements of this regulation.
- 13.2 In case an investigator is appointed, he/she is provided with all the details of the event and the evidences.
- 13.3 The investigator fulfills all necessary steps which are necessary for conducting investigation process (including but not limited to listening to witnesses, sighting the site of the event, examining the evidences (including security camera records), and applying to a legal expert as necessary).
- 13.4 Within the framework of disciplinary prosecution, investigator prepares current report and final report.
- 13.5 A current report is produced for each investigation process. The report indicates the time, venue, people involved, Q & A if any, and any other relevant information related to the process. The report must be duly signed by the investigator and the people involved in that particular process. The necessity of preparing current report is defined by Investigator/ Disciplinary Board/Committee.
- 15.1 A final report is prepared at the end of the investigation. The report includes the investigation approval, starting date of the investigation, identity of the person under investigation, disciplinary breaches, investigation steps, evidences, and other relevant information. The report analyses each breach and discusses if the accusations are good for taking into consideration. The report should also include a suggestive sanction(s). The report must be duly signed by the investigator and together with other documents is submitted to the authority. It is obligatory to produce the final report.
- 15.2 The suggestive sanction (defined by final report) is not binding for the Disciplinary Board / Committee and the final decision is subject to the discussion results.

- 13.6 The university staff (administrative, academic and invited) are expected to provide any information or relevant document required by the investigator and contribute to the process.
- 13.7 During the disciplinary proceedings the burden of proof shall be borne by the prosecution. The resolution regarding the disciplinary prosecution shall be well-substantiated and based on the evidence obtained in accordance with the Law of Georgia and this regulation. The Disciplinary Board/Committee shall examine all the evidences the disciplinary prosecution is based on.

Article 14. The rights of student during disciplinary prosecution

- 14.1 The student who is the subject of a disciplinary prosecution shall be entitled to:
- 14.1.1 Receive a written substantiated decision regarding initiation his/her disciplinary prosecution;
 - 14.1.2 Attend the proceeding regarding his/her disciplinary prosecution and enjoy the right of defense;
 - 14.1.3 Provide the investigator/Disciplinary Board/ Committee with the evidences and the information he/she possesses;
 - 14.1.4 Take part in examining the evidence obtained by the investigator/ Disciplinary Board/ Committee;
 - 14.1.5 Demand the public hearing of the disciplinary proceedings;
 - 14.1.6 Appeal the decision of the Committee with the court.
- 14.2 The content of the disciplinary breach must be communicated to the student in written form within 3 working days. A copy of the letter should be sent to the contact person stipulated in the student agreement.
- 14.3 The letter should include the date and time that the student must be ready for defense, also provisions defined by paragraph 14.4 of this regulation. In case the student cannot be communicated in person, the date and time is announced through relevant notice boards on campus/university. The announcement will not be in an offending/slandering style, without stating the disciplinary breach.
- 14.4 In case student is not present on the date and time announced he/she will be considered to have receded from his/her right of defense and that a decision will be made based on evidences and witnesses (unless circumstances defined by 14.5 occur).
- 14.5 If it is understood that the student could not be present for defense for a valid reason (decided by the Disciplinary Board/ Committee), another date and time can be set, or he/she can be asked to send his/her defense in written form.

Article 15. Measures Taken During Investigation

- 15.1. Upon deciding that it is necessary, the investigator can require that the student(s) under investigation should be deprived of entering university buildings, when his/her conduct endangers the rights and health of the others, security and the property IBSU. The Disciplinary Board/ Committee makes the final decision on the case.

Article 16. Finalizing the Investigation

- 16.1. After thorough examination of the report and the folder by the related disciplinary authorities, the documentation is immediately delivered to the authority's Disciplinary Board/ Committee.
- 16.2. The Board/ Committee may ask for clarification or completion of any missing step or executing an additional step in investigation from the investigator.

Article 17. Procedural rules for Disciplinary Board/Committee Meeting

- 17.1 The Disciplinary Board/Committee gathers at the time and on the date specified by the Chairman of the Disciplinary Board/Committee.
- 17.2 The Disciplinary Board/Committee's Secretary organizes the preparation of the agenda for the meeting, notification of the meeting to the board/committee members, and smooth-running of the board's work.
- 17.3 The minimum number of members for the meeting to reach a decision is one more than half the total number of members of the Disciplinary Board/Committee.
- 17.4 Every member of the Disciplinary Board/Committee has to vote for or against the case. A member cannot remain neutral. It is adequate to reach a decision with the votes of the majority of the Disciplinary Board/Committee members. In case the number of the votes that are for or against the case is equal, the majority is considered to be the Chairman's side. The decision summary is translated into minutes, prepared by the Secretary and signed by the Chairman and all attending members.

Article 18. Public Hearing

- 18.1 Public hearing is held after working on the materials by the Disciplinary Board/Committee.
- 18.2 On the public hearing the student and the investigator state their positions. The Disciplinary Board/Committee can receive information from other people as well, who are involved in the disciplinary prosecution, ask questions, and state its own position.

- 18.3 The Disciplinary Board/Committee makes a decision on imposing disciplinary sanction and defining the type of sanction(s), based on the investigation material and public hearing.

Article 19. Important Points While Choosing a Sanction

- 19.1. While defining the type of sanction, the authorized investigator/ the Disciplinary Board/Committee will take the following into consideration:
- 19.1.1. The weight / degree of the action in question as an intensifying or lessening factor;
 - 19.1.2. The intention of the student;
 - 19.1.3. Whether he/she has breached the disciplinary rules before;
 - 19.1.4. His/her general behavior, attitude, and actions;
 - 19.1.5. Whether he/she has been remorseful.

Article 20. Application

- 22.1 Disciplinary sanctions will be put into practice on the day they are announced unless stated otherwise in the minutes of the Disciplinary Board/Committee meeting authorized.

Article 21. Notifications

- 21.1. All kinds of notifications will be made to the mobile number, postal address and email address the student has submitted upon registration or are posted as a notification at the university.
- 21.2. The students carry the sole responsibility for the accuracy of the phone numbers and current addresses the university holds in the files. Therefore, the students cannot claim that the university has not notified them in case the address was wrong.

Article 22. Appealing the Decision

- 25.1 The decision of the Disciplinary Board / Committee can be appealed in the committee within 5 business days.
- 25.2 Students also has the rights to appeal decision of the Committee in court.

Article 23. Archiving the Related Files

- 25.3 The Disciplinary Authority keeps the related files. The disciplinary sanction is noted down to the student file. Student Affairs is notified accordingly.

Article 24. Prohibitions

- 27.1 Confidentiality prevails at all steps of the investigation. Staff that violates secrecy of any procedure will be treated according to the “Disciplinary Regulation for Staff” – IBSU.R06E.

Article 25. Final Provisions

- 25.1. All the issues which are not regulated by this document, are defined by Gergian legislation, IBSU Code of Ethics, Rules and Regulations for Educational Process, IBSU Internal Regulation and other regulations of IBSU.
- 25.2. Any changes made to this document must be approved as the changes or additions by the IBSU Academic Board.

Article 26. Enactment

- 26.1 This regulation is enacted from 2013-2014 academic year.

Article 27. Execution

- 27.1 The provisions outlined in this document are executed by the Rector.

Amendments:

- [1. Academic Board Decision # 3 – 17.06.2014](#)

Primary version: [27.06.2013](#)

*Ignorance of rules of the university shall not be a defence to any erring student.
All students are therefore required to familiarise themselves with the rules and regulations as
outlined in the related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate against any member of its
community on the basis of gender, race, nationality, ancestry, creed, marital or parental
status, or physical, mental, emotional, or learning disabilities in its educational programmes
and activities.*

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David Agmashenebeli Alley 13km, 2, Tbilisi, 0131,

Republic of Georgia

www.ibsu.edu.ge

contact@ibsu.edu.ge

