



IBSU

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

RULES AND REGULATIONS FOR EDUCATIONAL PROCESS

Approved on 23/08/2016 by Academic Board - Decision № 6 (Appendix №:5)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Legal Office

Controlled by: Quality Management Board

Approved by: Academic Board

Document No: IBSU.R3E

Rev: 2.00

Uncontrolled Copy

Controlled Copy

Revision Date: 11/06/2019

Approval Date: 23/08/2016

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Amendments

#	Decision taken by	Decision №	Date
1.	Academic Board	4	12.01.2017
2.	Academic Board	9	22.08.2017
3.	Academic Board	16	19.12.2017
4.	Academic Board	21	18.01.2018
5.	Academic Board	5	12.03.2018
6.	Academic Board	10	11.06.2018
7.	Academic Board	11	29.06.2018
8.	Academic Board	15	06.09.2018
9.	Academic Board	24	13.12.2018
10.	Academic Board	2	23.01.2019
11.	Academic Board	3	08.02.2019
12.	Academic Board	5	01.04.2019
13.	Academic Board	8	11.06.2019

Primary version: 23.08.2016

Revision List

#	Date	Article	Remarks
1.	12.01.2017	2	Stylistic correction
2.	22.08.2017	6	Termination of student status
3.	22.08.2017	7	Restoration of Student Status
4.	22.08.2017	9	Stylistic correction
5.	22.08.2017	11	Mobility Procedure
6.	22.08.2017	12	Deleted paragraph 12.3
7.	22.08.2017	13	Exchange Programs
8.	22.08.2017	14	Recognition of Credits
9.	22.08.2017	15	Stylistic correction
10.	22.08.2017	17	Stylistic correction
11.	22.08.2017	18	Deleted paragraph 18.4
12.	22.08.2017	21	Registration
13.	22.08.2017	28	Evaluation System
14.	22.08.2017	29	Correction of Language Mistake
15.	22.08.2017	31	Correction of Language Mistake
16.	22.08.2017	31 ¹	Individual Study Plan
17.	22.08.2017	33	Evaluation System
18.	22.08.2017	36	Midterm Evaluation
19.	22.08.2017	37	Evaluation System
20.	22.08.2017	39	Evaluation System
21.	22.08.2017	43	Graduation Certificate
22.	22.08.2017	44	Deleted
23.	19.12.2017	11	Mobility Procedure
24.	18.01.2018	21	Registration
25.	12.03.2018	4	Enrollment
26.	12.03.2018	11	Mobility Procedure
27.	11.06.2018	36	Midterm Evaluation
28.	29.06.2018	4	Obtaining of Student Status

29.	06.09.2018	36	Midterm Evaluation
30.	13.12.2018	4	Obtaining of Student Status
31.	13.12.2018	6	Termination of Student Status
32.	13.12.2018	17	Academic Calendar
33.	23.01.2019	11	Mobility Procedure
34.	08.02.2019	7	Restoration of Student Status
35.	08.02.2019	11	Mobility Procedure
36.	08.02.2019	14	Recognition of Credits
37.	25.02.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
38.	01.04.2019	14	Recognition of Credits
39.	01.04.2019	33	Form and Method of Assessment
40.	01.04.2019	38	Excuse Midterm Exam/ Excuse Final Evaluation
41.	11.06.2019	14	Recognition of Credits

Chapter I. General Provisions

Article 1. Subject and Scope

- 1.1. This regulation aims at defining the rules for obtaining, suspending and terminating student status, student mobility, recognition of credits, student's rights and duties, as well as rules regarding assessment of students' learning outcomes and other issues related to the study process in accordance with Georgian "Law on Higher Education" and other regulations of the International Black Sea University (hereinafter "IBSU").
- 1.2. This regulation covers issues related to all students enrolled in the Bachelor's, Master's and Doctorate level of IBSU.

Article 2. Definitions

- 2.1. Academic Calendar: A document which includes the learning and vacation periods during the following academic year. The Academic Board approves the academic calendar every year before the beginning of an academic year;
- 2.2. Inspection for Technical Mistakes: A study conducted by the Board of the Faculty/Institute of Post-Graduate Studies (IPS) based on the written application of a student, which aims at checking if the examination items have been devised in accordance with the syllabus as well as evaluated and calculated correctly;
- 2.3. Educational Program (curriculum): A combination of study courses / modules, providing for program goals, learning outcomes, study courses / modules with respective credit amounts, student evaluation system and peculiarities of organization of the study process;
- 2.4. Mobility: Refers to IBSU students' moving to another program within (internal mobility) or outside the university (transfer/external mobility), or non-IBSU students obtaining IBSU studentship rights by enrolling in one of the present programs (transfer/external mobility);
- 2.5. Academic Hour: 50 minutes of contact period;
- 2.6. Credit: A unit which reflects the workload for a student and which can be attained as a result of obtaining the learning outcomes;
- 2.7. Midterm exam: One of the components of the midterm evaluation;
- 2.8. Excuse midterm exam: an exam taken instead of the missed midterm exam in case the student had an excuse proved documentary and approved by the Faculty/IPS Board;
- 2.9. Final Evaluation: one of the forms of evaluation;

- 2.10. Excuse final evaluation: an evaluation received instead of the missed final evaluation in case the student had an excuse proven by a document and approved by the Faculty / IPS Board;
- 2.11. Make-up exam: an exam taken to replace the result of the final evaluation;
- 2.12. Exchange Program: an educational program that is executed on the basis of an agreement regarding student exchange, concluded by and between IBSU and a higher educational institution recognized under the laws of a foreign country and aims to accumulate a certain number of credits by a student, who is participating in educational exchange program with a partner higher educational institution/IBSU;
- 2.13. A student participating in the exchange program: a student of IBSU or a higher education institution recognized under the laws of a foreign country, who within the framework of exchange program, collects a specified number of credits in the partner higher education institution/IBSU;
- 2.14. The first cycle (Bachelor's Program) – an educational program covering at least 240 ECTS credits;
- 2.15. The second cycle (Master's Program) – an educational program covering at least 120 ECTS credits;
- 2.16. The third cycle (Doctoral Program) – an educational program covering at least 180 ECTS credits;
- 2.17. HEI: higher education institution;
- 2.18. SIS: Student Information System;
- 2.19. SMART: IBSU's Moodle based LMS (Learning Management System);
- 2.20. Repeated course: A study course that can be re-taken by a student to improve his/her GPA;
- 2.21. Contact hour: the period used for student's study process which involves the human resource who delivers the educational component;
- 2.22. Independent hour: the period used for student's study process which does not involve the human resource who delivers the educational component;
- 2.23. The component of the educational program: study component and scientific/research component;
- 2.24. Study component: part of the educational program which is represented by course, module, internship, Bachelor's project/thesis or by any other component;
- 2.25. Scientific-research component: part of the Master's and Doctoral program which is represented by Master's project/thesis, dissertation or any other scientific project/thesis/activity;

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- 2.26. Student's study workload: time used for gaining learning outcomes defined by the program. Student's study workload shall be composed by independent and contact hours;
 - 2.27. Teaching-study method: the method used by the human resource who delivers the course for transferring the knowledge to the student via lecture, group work, practical work, seminar, teaching through e-resources, e-learning, etc. Teaching-study method might cover relevant activities (discussion, debate, demonstration, presentation, seminar, etc.);
 - 2.28. Forms of Evaluation: midterm evaluation (single or multiple) and final evaluation. Their sum makes the total grade.
 - 2.29. Evaluation components: part of evaluation which defines the mechanism/mechanisms for evaluating student's knowledge and/or ability and/or competences. They might combine the common methods for the evaluation (oral/written exam, oral/written Q&A, practical/theoretical work, etc.);
 - 2.30. Evaluation methods: method/methods used for evaluating the gained learning outcomes defined by the program (test, essay, demonstration, presentation, discussion, performing practical/theoretical work, working in group, participation in the discussion, case study, moot court, etc.);
 - 2.31. Evaluation criteria: the unit of measurement used to evaluate the level of gained learning outcomes.

Chapter II. Student's Status

Article 3. The Notion of Student

- 3.1. Student is a person who, according to the “Georgian Law on Higher Education”, and IBSU’s Regulations, is enrolled in and studying at a degree program to complete a Bachelor’s, Master’s, as well as Doctoral educational program.

Article 4. Obtaining of Student Status

4.1. Georgian Citizens

- 4.1.1. Applicant can be enrolled in IBSU’s bachelor’s programs if s/he holds a state certificate of secondary education, has passed the Unified National Examinations and obtained the right of study at IBSU in accordance with the Georgian legislation.
- 4.1.2. Applicant can be enrolled in IBSU’s master’s programs if s/he holds a bachelor’s or an equivalent degree and has passed the Unified Master’s Examinations as well as IBSU entry exam(s).
- 4.1.3. Applicant can be enrolled in IBSU’s doctoral programs if s/he holds a master’s or an equivalent degree and has passed IBSU entry exam(s) (if any) and/or has fulfilled program requirements (if any).
- 4.1.4. On the first and second cycles, the applicant might be enrolled without passing Unified National/Unified Master Examination in accordance with the Georgian legislation.

4.2. Foreign Citizens

- 4.2.1. Foreign citizens enroll in the bachelor’s and master’s programs according to the Georgian legislation without passing the Unified National / Master’s Examinations.
- 4.2.2. Apart from all the requirements envisaged by Law, in order to enroll in the bachelor’s and Master’s educational program without passing Unified National/Master’s Examinations, as well as on Doctoral level, candidates are obliged to go through the exam to prove their ability to study on a program in that language of instruction. Additionally, candidates have to pass all admission exams defined by the relevant program.
- 4.2.3. The foreign students for all three cycles are subject to pass through any other examination requirements related to the program.
- 4.3. If the enrollment period of a student (via the act of the Minister of Education and Science of Georgia) falls after the end of the seventh week of the semester, he/she will be enrolled from the next semester.

- 4.4. Bachelor's student contracts are concluded with the ones who are found in the official rating list of State Unified Examinations, and the Act of the Rector is issued regarding their enrollment.
- 4.5. All other issues related to enrollment in IBSU Master's programs are regulated by "Regulation for Master's Education" (R4).
- 4.6. All other issues related to enrollment in IBSU Doctoral programs are regulated by "Doctoral Studies and Dissertation Board Regulation" (R5).
- 4.7. All issues related to admission without passing Unified National/Master's Examinations, as well as admission of foreign citizens and admission via international mobility on Doctoral level, is stipulated by "Regulation for International Admissions" (R03I03).

Article 5. Suspension of Student Status

- 5.1. The grounds for the suspension of student status shall be as follows:
 - 5.1.1. Pregnancy, childbirth, childcare or health deterioration;
 - 5.1.2. Financial debt;
 - 5.1.3. Not being registered academically (besides studying within the framework of an exchange program);
 - 5.1.4. Not being registered financially;
 - 5.1.5. Studying at a higher educational institution abroad (besides studying within the framework of an exchange program);
 - 5.1.6. Personal application (without indicating the reason).
- 5.2. By the act of Rector, on the grounds of decision of the Administrative Board, exceptions from 5.1.2 could be stated.
- 5.3. The student status of the individual shall be terminated 5 years after the suspension status had been granted. In the cases covered by the legislation.
- 5.4. An individual with "suspended student status" shall not be included in the student quota of IBSU. However, IBSU will officially indicate the status in LEPL - National Center for Educational Quality Enhancement's Registry of Educational Institutions.

Article 6. Termination of Student Status

- 6.1. The grounds for the termination of student status are:
 - 6.1.1. Receiving an academic degree;
 - 6.1.2. Mobility (transferring) to another university;
 - 6.1.3. Failing at least two obligatory study components for three times (except the case, when the student enjoys the right to internal mobility on the

- educational program which does not consider failed study components with obligatory status);
- 6.1.4. *(Deleted)*;
 - 6.1.5. Violating disciplinary norms which leads to termination of student status under “Disciplinary Regulation for Students” (R7);
 - 6.1.6. Suspension of student status for more than 5 years;
 - 6.1.7. Personal application;
 - 6.1.8. Death;
 - 6.1.9. Judgment of conviction that has entered into force;
 - 6.1.10. Non-completion of educational program within the period defined by paragraphs 18.3 and 18.4 of this regulation.
- 6.2. The legal consequences envisaged by a legal act on the termination of student status shall occur after the expiry of 12 (twelve) months following the issuance of the order. During this period the student status shall be regarded as suspended and the student shall be entitled to enjoy the right to mobility.
- 6.3. In the case of termination of student status, it can be renewed according to the procedure envisaged by law.
- 6.4. Other legal issues concerning termination of student status are regulated by Law and the legal acts of university.

Article 7. Restoration of Student Status

- 7.1. A student whose status is suspended has the right to restore his/her student status for a period of 5 years or is entitled to enjoy the right of student mobility in accordance with Law.
- 7.2. The restoration of student’s status is made by the Act of Rector, before the beginning of the fifth week of the semester. If the application for restoration of student’s status is submitted after the fourth week of the semester, the status shall be restored from the following semester.
- 7.3. After 4th week, the student’s status can be restored in case of exceptional circumstances, upon the proposal of the faculty / IPS board and the decision of the Academic Board.
- 7.4. If a student status was restored after the beginning of the study period, the IBSU is not obliged to compensate the missed lectures and / or the evaluated activities.
- 7.5. If student’s status was suspended during the semester due to financial debt, his/her status will be restored as soon as he/she pays the debt (before the final evaluation), if he/she has passed or can pass the minimal competence level set for the midterm evaluation or after final evaluation.

- 7.6. When the student status was suspended in one of the IBSU programs and he/she enjoys the right of internal mobility (while suspension) to another IBSU program, his /her status shall be restored within the internal mobility period in the transferred IBSU program.
- 7.7. A student who was expelled from IBSU before February 4, 2010 is regarded as a student with suspended status and can restore his/her student status within a 10 years' period by either applying to IBSU for restoration of student status or by using the right to mobility, unless the grounds for his/her expulsion was not realized for the purpose of terminating his/her status under this regulation.
- 7.8. Subject to the 7.7 paragraph, an expelled student from IBSU who applies to IBSU for restoration his/her status should submit all the required documents required by IBSU. The following documents are normally appended to the application:
 - 7.8.1. Copy of ID card (notary - approved translation of passport for foreign citizens);
 - 7.8.2. Unified National Exam Card/Certificate (if the student was enrolled by Unified National Exams);
 - 7.8.3. State certificate of secondary education/bachelor's diploma/master's diploma and/or a copy of document proving completion of prior level of education;
 - 7.8.4. Two photos (3x4).
- 7.9. The restoration of student status is performed in accordance to the following procedure:
 - 7.9.1. The faculty creates a special commission composed of the Dean of the Faculty, the Quality Assurance Manager and the corresponding program coordinator. The commission fills a course mapping form concerning the issue of restoring student's status.
 - 7.9.2. Regarding the program requirements, to which the student requests to restore his/her status, the commission defines those courses which are regarded as passed (including indications about course credits and received assessments), the semester in which the student will continue his/her studies, the total amount of credits the student should take in order to finish the program, as well as student's individual schedule (in case of necessity).
 - 7.9.3. Filled course mapping form is submitted to the Faculty Board for approval and after the approval, one copy of the course mapping form should be submitted to Quality Assurance Office.
 - 7.9.4. Student's status is restored by the Act of Rector, issued on the grounds indicated in the course mapping form.

Chapter III. Mobility and Recognition of Education

Article 8. Student Mobility

- 8.1. IBSU students may use the right of internal mobility (between IBSU educational programs) and mobility (i.e. transfer to another university) in accordance to Georgian Law.
- 8.2. Mobility can take place within the same cycle of higher education.
- 8.3. A master's student is granted to enjoy the right of mobility and internal mobility only on the educational program direction which is in compliance with Unified Master's Examinations test type he/she has passed.

Article 9. Internal Mobility

- 9.1. Internal mobility is available twice a year, before the beginning of a semester.
- 9.2. A student has the right to internal mobility if he/she has studied with an active student status for at least one semester in IBSU even though his/her status is suspended for the moment of registration on internal mobility.
- 9.3. In order to enjoy the right of internal mobility (apart of the requirements envisaged by Law) in the timeline defined by IBSU, a student should submit to the faculty the following documents:
 - 9.3.1. Application (R3.F13);
 - 9.3.2. A copy of transcript.
- 9.4. The periods for internal mobility as well as the number of quotas for each educational program are defined by the Act of Rector at least one week before the mobility procedure.
- 9.5. Administration of students' mobility process during internal mobility is managed by IBSU.
- 9.6. The mobility procedure is outlined in Article 11.
- 9.7. IBSU is obliged to inform LEPL National Center for Educational Quality Enhancement about the results of internal mobility according to the procedure and during the period envisaged by Law.

Article 10. Mobility (External)

- 10.1. A student shall acquire the right to mobility after a year of study at the respective cycle of higher education. The period of suspension of student status shall not be counted towards study period.

- 10.2. An applicant who has acquired the right of enrolment via mobility to IBSU should submit all the required documents defined by IBSU in a timeline defined by EQE. The following documents are normally appended to the application of enrollment:
 - 10.2.1. A copy of the document(s) regulating the student status (e.g. act of enrollment/restoration/suspension/termination);
 - 10.2.2. Transcript (defining course credits and assessments), approved by official signature and seal of university;
 - 10.2.3. A copy of ID Card;
 - 10.2.4. Unified National Exam Card/Certificate (if the student was enrolled by Unified National Exams);
 - 10.2.5. State certificate of secondary education and/or a copy of document proving completion of prior level of education;
 - 10.2.6. Two photos (3X4);
 - 10.2.7. For male students: a copy of military certificate.
- 10.3. The student fills out another application stating that he/she agrees to the result of the course mapping process and that he/she would like apply to IBSU.
- 10.4. Administration of students' mobility process is conducted by the LEPL – National Center for Educational Quality Enhancement.

Article 11. Mobility Procedure

- 11.1. In order to recognize the obtained credits, the faculty creates a commission which is composed of the Dean of the Faculty/ Quality Assurance Manager / the corresponding program coordinator and other people selected by the Faculty Board. The commission fill out the course mapping form and submits it to the Faculty Board.
- 11.2. In case of internal mobility, the Faculty Board has the right to accept or reject the mobility request according to the pre-defined criteria (including the results of the interview, academic success and/or any other program-specific requirement are taken into consideration if there is a competition on the program).
- 11.2¹ Student of the educational program with the instruction language - Georgian, applying for the mobility/internal mobility to the educational program with the instruction language – English, has to prove his/her knowledge of English language.

Required language level is as follows:

- a) Students who are enrolled on Bachelor level in the 1stsemester should have passed English language exam in United National Examinations with minimum score that is defined for relevant educational program of the corresponding academic year.
- b) Students who are enrolled on Bachelor level - 2nd semester, have to prove the knowledge of English level on B1;

- c) Students who are enrolled on Bachelor level – 3-5th semester, have to prove the knowledge of English level on B2;
- d) Students who are enrolled on Master’s level have to prove the knowledge of English level on B2;
- e) Students who are enrolled on Doctoral level, have to prove the knowledge of English level on B2/C1 depending on the program admission requirements.

For these purposes, he/she has to submit an English language international certificate, pass English language exam organized by IBSU or he/she should have covered study components on English language, which learning outcome is B1/B2/C1 relevantly.

- 11.2² A student of the educational program with the instruction language - Georgian, applying for the mobility/internal mobility to the educational program with the instruction language – English, has to prove his/her knowledge of English language equivalent to B2 level. For this purposes, he/she has to submit English language international certificate or pass English language exam organized by IBSU.
- 11.2³ Student is entitled to enjoy the right of mobility/internal mobility from educational program with the instruction language - Georgian to the educational program with the instruction language – English, on condition that he/she will have to cover at least half of the credits from the total amount of credits required for awarding the academic degree in compliance to legislation.
- 11.3. The credits gained by the student will be recognized in accordance with Article 14 of this regulation.
- 11.4. After signing the contract with the student, the Act of Rector is issued regarding the enrollment of the student through mobility procedure on the grounds of the Faculty Board decision.
- 11.5. All issues concerning students’ mobility are regulated by the Georgian legislation.

Article 12. Modification or Cancellation of an Educational Program

- 12.1. In case of modification or cancellation of an educational program, the opportunity to receive further education (in compliance with the credits obtained within the framework of the modified program) is ensured. Specifically:
 - 12.1.1. In case of making an amendment to an educational program, a report is prepared by the program coordinator, stating those added obligatory component(s) which the student has to take, the purpose(s) of the change(s), the date /period of enactment of the change(s);
 - 12.1.2. A student is obliged to take the added obligatory component(s), if such change was required by the novelty of the relevant field or by the necessity of achieving learning outcomes of the program;

- 12.1.3. The recognition of the credits which were obtained within the framework of the modified program is made according to Article 14 of this regulation.
- 12.2. If the educational program has been cancelled, the students can enjoy the right to internal mobility or mobility (external).
- 12.3. (Deleted)

Article 13. Exchange

- 13.1. Before concluding a memorandum regarding the exchange programs with the foreign partner university, IBSU is obliged to receive an official written consent from LEPL – National Center for Educational Quality Enhancement regarding the recognition of the university under the laws of the foreign country.
- 13.2. A student enrolled in (having student status at) the foreign higher educational institution recognized under the laws of the foreign country, and is continuing his/her study process within the framework of an exchange program at IBSU, shall be enrolled by the Act of the Rector of IBSU.
- 13.3. The student status shall not be suspended for those students who have left IBSU for studying at a foreign higher educational institution within the framework of an exchange program.
- 13.4. A student, who comes from a foreign country to IBSU within the framework of an exchange program is not counted in the total number of students allocated for IBSU.
- 13.5. Regarding the exchange procedure, student assisted by the faculty and International Relations Office.

Article 14. Recognition of Credits

- 14.1. IBSU recognizes the credits obtained through mobility and exchange programs as well as restoration of status in accordance with Law and IBSU regulations.
- 14.2. Recognition of obtained credits will be managed by the way of defining correspondence between the competences achieved at the other educational program (in case of restoration: the same/other educational program) and learning outcomes within the components of corresponding IBSU educational program in which the student obtained his/her student status (in accordance with the analysis of the syllabi of the component studied by the students).
- 14.3. IBSU shall establish the compatibility of the learning outcomes of the component(s) attained by the applicant for student mobility/exchange/restoration with the program offered by IBSU and make a decision on the recognition of credits.
- 14.4. For the purposes of recognition of obtained credits, IBSU defines the components which are regarded as recognized (including indications about credits and received

assessments), the semester in which the student will continue his/her studies, and the student's individual schedule (in case of necessity). All this information is defined in accordance with IBSU program requirements.

- 14.5. It is possible to establish conceptual compatibility of the component(s) studied by the student and the component(s) of the program in which he/she would like to be enrolled irrespective of the difference in their titles as long as the learning outcomes.
- 14.6. Within the framework of 'free components', it is possible to recognize the credits which is not envisaged by the educational program of IBSU.
- 14.7. IBSU has right to recognize learning outcomes achieved by a person within educational program of particular academic level of higher education for goals of qualification to be awarded within another educational program of the same academic level of higher education. Credits shall be recognized in accordance with the rules envisaged in this Regulation.
- 14.8. IBSU shall be entitled to calculate student load in credits corresponding with the procedure established by law with respect to an educational program which is not developed according to the ECTS system.
- 14.9. Recognition of the credits is formed by the decision of the Faculty Board on the grounds of the decision (R03F66–Course Mapping) of the commission (the commission might be composed of the Dean of the Faculty/ Quality Assurance Manager / the corresponding program coordinator and other people defined by the Faculty Board). The fact of the compatibility of the learning outcomes attained by an applicant within other/same educational program with the programs offered by IBSU and the number of recognized credits is indicated in the Board decision.

Procedure:

- 14.10. General coordination of credit recognition procedures is led by the IBSU Quality Assurance Office.
- 14.11. The recognition of credits will be held as follows:
 - 14.11.1. Those components which are not envisaged by the corresponding educational program of IBSU could be assigned to free components (if the program has free components);
 - 14.11.2. The number of credits (except for free credits) will be awarded based on the corresponding educational program of IBSU;
 - 14.11.3. The recognition of the credits of component(s) within the framework of free components of an educational program is held in the following way:
 - a) If a component does not exist in any educational program of IBSU, the number of credits shall be recognized as it was awarded by the host educational institution;

b) If a component exists in any educational program of IBSU the number of credits is recognized as it is given in that very educational program of IBSU.

14.11.4. If the HEI used another assessment system rather than ECTS, the student shall provide an official document from the HEI regarding the equivalence of the system with ECTS;

14.11.5. If the student is not able to present the document defined in paragraph 14.11.4, his/her assessment shall be converted into ECTS system as follows:

a) In case of 5-point assessment, conversion shall be done in accordance with the following rules:

№	Assessment	Equivalent assessment system of IBSU
1	“5” - (“Excellent”)	“100” - (“A”)
2	“4” - (“Good”)	“90” - (“B”)
3	“3” - (“Satisfactory”)	“70” - (“D”)
4	“2” - (“Dissatisfactory”)	“50” - (“F”)

b) In case of “A”- “FX” grade assessment (when no points are indicated), conversion shall be done in accordance with the following rules:

№	Assessment	Equivalent assessment system of IBSU
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) 10-point evaluation shall be converted in the following way:

№	Evaluation	IBSU equivalent evaluation
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

- 14.11.6. The conversion of the U.S. credit to IBSU's credit system is done by multiplying it by two.
- 14.11.7. The conversion of the assessment, not defined by the paragraphs 14.11.5 and 14.11.6 of this regulation shall be done by the program coordinator, together with the Quality Assurance Office.
- 14.11.8. Within the framework of doctoral educational program, recognition of the credits of the research component collected during the study period abroad (before finishing scientific research) shall be done in accordance with the following rules:
 - a) If the research component is assessed / awarded credit by the foreign higher educational institution, the recognition of the credits shall be done in compliance with the rules stated by paragraphs 14.11.1- 14.11.6 of this regulation.
 - b) If the research component is not assessed/awarded credit, the assessment/ credit awarding shall be done in compliance with the rules defined by the corresponding doctoral educational program/ relevant syllabus of IBSU.
- 14.12. All other issues concerning recognition of credits are regulated by Georgian legislation.

Chapter IV. Student's Rights and Duties

Article 15. Student Rights

15.1. A student shall be entitled to:

- 15.1.1. Receive education in accordance with the accreditation standards;
- 15.1.2. Participate in research activities;
- 15.1.3. Make use of IBSU's material and technical, library, information and other resources in accordance with the procedures envisaged by IBSU's Regulations;
- 15.1.4. Elect a representative and be elected to the student self-governance, also the managerial bodies of faculty and other units of the university on the basis of general, direct and equal elections by secret ballot in accordance with IBSU's regulations;
- 15.1.5. Freely establish and/or join student organizations based on his/her own interest(s);
- 15.1.6. Receive financial support and /or other types of subsidies as depicted in IBSU regulations;
- 15.1.7. Freely express his/her opinion and refuse to share those ideas, proposed thereto during the study process in a well-substantiated manner;
- 15.1.8. Move to another HEI from the second year of study in accordance with the procedure envisaged by the law of Georgia and the statute of receiving HEI and in the case of moving to an accredited higher education program – take the government funding allocated for him/her with him/her in compliance with Georgian legislation;
- 15.1.9. Transfer internally to another educational program of IBSU after one active semester in accordance with the rules established by Georgian legislation and IBSU regulations;
- 15.1.10. Choose an educational program, participate in the process of designing and development of individual study program;
- 15.1.11. Periodically take part in the process of evaluating the work of academic personnel in cooperation with Quality Assurance Office (QAO);
- 15.1.12. Organize student meetings upon agreement with the administration observing the Georgian legislation and IBSU regulations. Students' meetings must neither disrupt nor interfere with the order and educational process of the university, nor violate state laws, nor university rules;
- 15.1.13. Discuss an issue with the following positions in the order below:
 - 15.1.13.1. Study process administrator;
 - 15.1.13.2. Program Coordinator;

- 15.1.13.3. Faculty Dean.
- 15.1.14. Write official requests to the Dean on academic affairs and the Chancellor on tuition and other financial issues;
 - 15.1.15. Receive a fair and unbiased assessment;
 - 15.1.16. Discuss the exam paper with the lecturer and receive feedback and object to examination results after the grades are submitted to SIS (Student Information System);
 - 15.1.17. Exercise other rights conferred to him/her by IBSU regulations, the student contract and the “Georgian Law on Higher Education”.
- 15.2. The University is obligated to ensure a fair and unbiased assessment of the student’s knowledge, for which it develops appropriate procedures.
- 15.3. The private information provided by the student in the presence of the academic personnel, also the information about student’s views, faith and political beliefs which became known to the academic personnel during the study process, also the information regarding the disciplinary measures against the student shall be confidential except for the case when the student’s permission is in place or the administration has the lawful interest to defend the security of others and the rights guaranteed by law.
- 15.4. It is forbidden for the university to exercise its power and use material and technical resources in such a way that may impose censorship and/or restrict freedom of expression.
- 15.5. The goal of a video camera system in university premises is to protect university’s property and provide security.
- 15.6. With the aim to support students’ extracurricular activities, IBSU creates scientific, sports, cultural and other development centers for students within the premises.
- 15.7. **The duties of student are:**
- 15.7.1. To study and move forward in intellectual development, while taking advantage of the opportunities provided in the university environment for total personal growth, development and maturation;
 - 15.7.2. To study all the components selected thereby at his/her own free will as well as obligatory components as outlined in university’s program and comply with the IBSU regulations;
 - 15.7.3. To observe regulations and requirements of university’s regulations. Ignorance of rules of the university shall not be a defense to any erring student. All students are therefore required to familiarize themselves with the rules and regulations of IBSU;
 - 15.7.4. To observe obligations originating from the mutual agreement between the student and university;

- 15.7.5. To protect and take care of the property and the material-technical means of the university;
- 15.7.6. To follow the environmental, ecological, sanitary, fire safety and other general provisions.
- 15.8. Mutual obligations and rights and duties of a student and the university is determined and regulated by IBSU regulations, contract between the student and the university, as well as by “Georgian Law on Higher Education”.

Article 16. Students’ Self-Governance

- 16.1. Students’ Self-governance of International Black Sea University is students’ representative organ which is elected by the students of the university on the grounds of public, equal, direct, and secret ballot elections in accordance with the requirements of the “Georgian Law on Higher Education”.
- 16.2. All issues related to Students’ Self-Governance activities are regulated by “Regulation on Students’ Self-Governance” (R08).

Chapter V. Study Process and Assessment of Learning Outcomes

Article 17. Academic Year and Academic Calendar

- 17.1. An academic year is mainly consisted of Fall and Spring semesters and vacations/holidays.
- 17.2. The academic year covers maximum 12 months continuously.
- 17.3. The course timetables for Fall and Spring semesters are defined in accordance with the academic calendar approved by the Academic Board.
- 17.4. If necessary, some courses can be opened in Summer/Winter (Summer/Winter semester). Summer/winter semester will be defined by individual faculties.

Article 18. Duration of Educational Process

- 18.1. The period of study for bachelor's level shall normally be 8 semesters, for master's level 4 semesters, and for doctorate level 6 semesters.
- 18.2. The duration for completion of educational program is the period between enrolment in the program (considering the number of awarded/recognized credits) and the completion of the program (according to the study plan).
- 18.3. If a student is not able to complete the educational program on time, he/she has the opportunity to continue his/her study process on self-financing basis and preserve student's active status for an additional of four years in Bachelor's programs, Master's programs for two years in Master's program and for three years in Doctoral programs.
- 18.4. *(Deleted);*
- 18.5. The tuition fee for an additional semester is equal to the amount paid by first-year students in the correspondent academic year.

Article 19. Education Programs

- 19.1. The structure of educational programs, list of courses, and distribution of credits shall be determined by the lecturers and program coordinators and is approved in accordance with Instruction for designing Educational Programs (R036I02)

Article 20. Types of Courses

- 20.1. University delivers two types of courses:
 - 20.1.1. Obligatory courses;
 - 20.1.2. Elective courses.

Article 21. Registration

- 21.1. At the beginning of each semester, the registration process is held by the study process administrator of the faculty/IPS and Student Affairs. Registration process involves registering components (academic registration) and payment of the tuition fee in accordance with university - student agreement and related regulations of IBSU.
- 21.2. During academic registration, online database is opened for students to choose components as defined by the academic calendar. Registration process is completed after receiving the confirmation from Student. (registration week).
- 21.3. During the two weeks after the registration week of the semester, students can add, change or remove registered courses in accordance with IBSU Regulations (add-drop week).
- 21.4. If the student was not able to register for components during the registration week, s/he has the possibility to use add – drop week in order to register academically.
- 21.5. Upon the decision of the Faculty/IPS Board, registration can take place during one week from the end of the add-drop week based on valid excuse.
- 21.6. Academic and financial registration may be conducted during the period, which differs from the periods stated by paragraphs 21.2-21.5 of this regulation, if the student status has been restored in compliance with article 7 of this regulation.
- 21.7. An elective component will not open if less than 10 students (or 5 students who are graduating in the same year) register for the component. However, these students will be provided with an alternative component(s) covered by the program regarding the prerequisite requirement(s) and ECTS limit per academic year.
- 21.8. A Minor program will not open if less than 10 students register for the program. However, exception can be made by the decision of the Administrative Board upon the proposal of the relevant Faculty Board (who conducts the minor program).
- 21.9. If students do not register in compliance with 21.2 – 21.6 paragraphs, their studentship status will be suspended.
- 21.10. Student is entitled to register with more than 30 credits per semester (within the annual 75 credits limit) if:
 - 21.10.1. It is caused by the requirement(s) of the educational program
 - 21.10.2. It is caused by the requirement(s) of the individual program of the student due to:
 - a) Participation in an exchange program;
 - b) Transferring via mobility/internal mobility;
 - c) Failing in a component;
 - d) Student’s intention to take extra component(s) in a semester;

- e) *(Deleted)*;
- f) Other objective ground(s) approved by the faculty/IPS board decision.

Article 22. Student ID card

- 22.1. Students registered at the university are presented with a student ID card which identifies its owner as a student in IBSU.

Article 23. Language of Instruction

- 23.1. Language of instruction at IBSU is English, Georgian and Turkish.

Article 24. Credit System

- 24.1. IBSU educational programs are designed in accordance with the European Credit Transfer System – ECTS.
- 24.2. Normal annual credit load for each student is 60 ECTS – 1500 hours in which 1 ECTS is equal to 25 hours and includes time for contact and independent work. The workload of a student per semester is 30 ECTS. However, based on the requirements of the educational program or/and the student's individual study program, the annual workload might be less or more than 60, but no more than 75 ECTS per academic year;
- 24.3. Educational Programs of the University shall include not less than 240 credits for Bachelor's programs, 120 credits for Master's Programs and 180 for Doctoral programs.

Article 25. Prerequisites

- 25.1. Those students who failed the pre-requisite components will not be able to take connected components.

Article 26. Academic Advisor

- 26.1. The responsible person for helping students with registration as well as consultation on study process related issues, is the study process administrator of the Faculty/IPS.

Article 27. Receiving Courses from Another Program

- 27.1. The priority is on the obligatory components in that specific semester while registering for components. The student, however, is free to take components from other educational programs considering the prerequisites, the maximum number of students allowed for that component, the ECTS limit and the number of free components. The advisor is obliged to provide advice on the components the student would like to take.

Article 28. Retaking a Course

- 28.1. If a student could not pass the minimal competence level set for the midterm evaluation, she/he is not admitted to the final evaluation, which means that she/he has to retake the component.
- 28.2. If student's final grade (sum of midterm evaluation(s) and final evaluation) is less than 41 points, or if he/she could not pass the minimal competence level set for the final evaluation/make-up exam, the student has to retake the component.
- 28.3. If the failed components are obligatory, the student shall re-take them. If the failed component is elective, the student can take another elective component (unless there are no other requirements by the educational program).

Article 29. Internship

- 29.1. Internship is carried out in accordance with the educational program requirements in compliance with Internship Instructions (R03I07).

Article 30. Bachelor's Thesis

- 30.1. Bachelor's Thesis is carried out in accordance with the educational program requirements in compliance with Instructions for Bachelor's Thesis (R03.I13)

Article 31. Repeated Courses

- 31.1. When a student would like to improve his/her GPA, he/she can take up to three study courses repeatedly.
- 31.2. To be admitted to these courses, credits for the corresponding course(s) s/he wants to retake should have already been awarded to the student.
- 31.3. Financial responsibilities for taking repeated course(s) are the same as taking an extra course during a semester.
- 31.4. Academic registration for Repeated Course is held during academic registration week, in compliance with the rules related to registration on study components.
- 31.5. Received grade in Repeated course will replace assessment received in prior study course.

Article 31¹. Individual Study Plan

- 31¹.1. Considering the different requirements, special educational necessities and academic preparation level of the student, an individual study plan can be offered to the students providing relevant forms and conditions of teaching-learning and assessment as well as opportunities for adapted environment and appropriate human resources, if required.

- 31¹.2. Individual study plan shall be prepared upon the Faculty Board decision, when required by a student and/or performer of the relevant component.
- 31¹.3. Individual study plan is prepared by the program coordinator, in coordination with Quality Assurance Office, considering paragraph 31¹.1 of this article.

Chapter VI. Assessment

Article 32. Principles of Assessment

- 32.1. Transparency - information on the evaluation methods and criteria shall be accessible to everyone. The student will be informed at the beginning of each academic semester when and with what criteria his/her knowledge will be assessed;
- 32.2. Systematic character – assessment is not a single act, it is a process that supports student’s constant readiness to manifest his/her knowledge and skills, and helps teachers monitor the student’s knowledge acquisition and development process;
- 32.3. Fairness - the standard approach to assessment of student’s learning.

Article 33. Form and Method of Assessment

- 33.1. The maximum assessment point is 100.
- 33.2. The passing grade for awarding credits is 51 points for Bachelor’s, Master’s and Doctoral programs and this grade shall consist of the points of the midterm evaluation(s) and the points of the final assessment. Herewith, the student should have passed the minimal competence levels set for midterm evaluation and final assessment.
- 33.3. The assessment form, components, method and criteria given to each evaluation component is outlined in the related syllabus and is announced to the students at the beginning of the semester, and the syllabus is uploaded to SMART.

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- 33.1. The maximum assessment point is 100.
- 33.2. The passing grade for awarding credits is 51 points for Bachelor’s, Master’s and Doctoral programs and this grade shall consist of the points of the midterm evaluation(s) and the points of the final assessment. Herewith, the student should have passed the minimal competence levels set for midterm evaluation and final assessment.
- 33.3. The minimal competence level of the midterm/final evaluation should not be less than 20% of the maximal point of the relevant evaluation. The minimal competence level for Master’s thesis and dissertation is at least 51% of the maximal point. Herewith, the share of the marginal competence level of the final assessment shall not exceed 60% of the final assessment.
- 33.4. The minimal competence level of a particular educational component is determined by the lecturer, considering the specificity of the educational component.
- 33.5. The assessment form, components, method and criteria given to each evaluation component is outlined in the related syllabus and is announced to the students at the beginning of the semester, and the syllabus is uploaded to SMART].

(Shall be enacted from 2019-2020 academic year Fall semester).

Article 34. Examination Center

- 34.1. Examination Center is responsible for:
 - 34.1.1. organizing and holding written examinations.
 - 34.1.2. organizing the technical part of the oral examinations (except for formation of the optional commission).
- 34.2. All issues related to the Examination Center is outlined in R03I01 – Instructions for Examinations.

Article 35. Examinations

- 35.1. Midterm, final, excuse and make-up examinations can be held in written, oral or mixed form.
- 35.2. Oral examinations can be held by the lecturer or by the commission upon the lecturer's decision.
- 35.3. If a commission is involved, an oral examination is held in the following way: The commission is composed of three members assigned by the faculty/IPS board. The commission should be composed of the lecturer of the relevant component and the lecturers of authorized higher educational institutions who hold a degree in the same/adjacent field.
 - 35.3.1. Oral examination is conducted in the instruction language of the course.
 - 35.3.2. The members of the commission assess the student individually, according to the assessment rubric provided by the relevant syllabus.
 - 35.3.3. The final evaluation is drawn up in minutes.
- 35.4. Issues related to submitting oral examination results to SIS, appealing and submitting results to Student Affairs is defined by Instructions for Examinations.

Article 36. Midterm Evaluation

- 36.1. Maximum midterm evaluation point is defined by the syllabi.
- 36.2. Total midterm evaluation for study courses shall consist of students' class participation at least 6 points i.e. the lecturer is free to determine the format of midterm evaluation(s) in accordance with the requirements of the corresponding course.
- 36.3. There may be only one midterm examination during the semester. Midterm examinations are held in the 8th week (for Bachelor cycle – in the 8th and 9th weeks) of the semester in compliance with university academic calendar.

- 36.4. In order to have the right to take final assessment, the student should have passed the minimal competence level set for the midterm evaluation for that semester.

Article 37. Final Evaluation

- 37.1. The final evaluations conducted at the end of semester.
- 37.2. The maximal point of the final evaluation is defined by the syllabi.
- 37.3. For the purposes of the final grade (awarding credit) receiving the mark from the final evaluation is obligatory and the student should have passed the minimal competence level set for the final evaluation.

Article 38. Excuse Midterm Exam/ Excuse Final Evaluation

- 38.1. If a student misses a midterm examination, s/he can take excuse midterm examination in the 11th week of the semester.
- 38.2. If a student misses' final evaluation, he/she can take excuse final evaluation. The excuse final evaluation period is defined by the academic calendar.
- 38.3. Students must prove their valid excuses for the missed examination(s) by submitting the following related documents to the faculty/IPS board:
- a) Certificate of planned/emergency hospitalization;
 - b) Course overlapping;
 - c) Service in the army;
 - d) Business trips on behalf of IBSU and State Bodies;
 - e) Death of the family member.
- 38.4. The valid excuses for the missed examination(s) are also considered the circumstances in which the student was objectively unable to write an exam.
- 38.5. The faculty/ IPS Board makes the final decision on the issues defined by paragraphs 38.3 and 38.4.
- 38.6. There are not any excuse examinations for excuse examinations in any case.

Article 39. Make-up Examinations

- 39.1. A student is entitled to take a make-up examination if:
- a) A student's overall grade (midterm evaluation(s) plus final evaluation) is between 41-50 points;
 - b) A student's overall grade (midterm evaluation(s) plus final evaluation) is at least 51 points and he/she has failed the final evaluation - could not pass the minimal competence level set for the final evaluation.

- 39.2. Make-up examinations are not held earlier than 5 calendar days after announcing the results of the corresponding final/excuse final evaluation. This rule does not apply to dissertation, Master's project/thesis and another scientific project/thesis.
- 39.3. There is only one make-up examination for each component.
- 39.4. The result (grade) of the make-up examination will replace the result of the final evaluation.
- 39.5. Rules defined by paragraph 37.3 applies to make-up exams.

Article 40. Evaluation of Success

- 40.1. The grading system shall allow:
 - a) For five positive grades:**
 - a.a) (A) Excellent –91-100 points;
 - a.b) (B) Very good –81-90 points of maximum grade;
 - a.c) (C) Good – 71-80 points of maximum grade;
 - a.d) (D) Satisfactory – 61-70 points of maximum grade;
 - a.e) (E) Acceptable –51-60 points of maximum grade;
 - b) Two types of negative grades:**
 - b.a) (FX) Fail – 41-50 points of maximum grade, meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work;
 - b.b) (F) Fail –40 points and less of maximum grade, meaning that the work of a student is not acceptable and he/she has to study the subject a new.
- 40.2. The final grade is composed of the summation of midterm evaluation(s) and the final evaluation.

Article 41. GPA and CGPA

- 41.1. The calculation of cumulative grade point average (CGPA) is done in accordance with the following rule.
 - 41.1.1. The point received in a component is multiplied by the number of the Credit Unit assigned to that course – GP (grade point).
 - 41.1.2. The sum of GPs (from one semester) is divided by the total number of credit units taken in the semester - GPA (grade point average).
 - 41.1.3. The sum of GPs (from all active semester) is divided by the total number of credit units taken during the study period - CGPA (cumulative grade point average).

- 41.1.4. In case when a component is repeated, the last GP is included in the CGPA computations.
- 41.1.5. The received value is converted into 1.36-4.00 CGPA range in compliance with (R3L7).

Chapter VII. Awarding Academic Degree

Article 42. Awarding Academic Degree/ Qualification

- 42.1. An academic degree is awarded to a person upon completion of the relevant cycle of the higher education;
- 42.2. For Bachelor's and Master's programs, an academic degree is awarded by the decision of the corresponding Faculty Board.
- 42.3. For Doctoral programs, an academic degree is awarded by the decision of the corresponding Faculty Dissertation Board.

Article 43. Diploma and Diploma Supplement

- 43.1. The diploma of the University shall only be awarded to the students who successfully met the program requirements.
- 43.2. An academic degree awarded by IBSU is confirmed by a diploma and the diploma supplement signed by the Rector and the Dean of Faculty with the university seal.
- 43.3. "Diploma with Honors" is offered to Bachelor's students with an average of 86 or above and Master's students with an average of 91 points or above, rounding the average.
- 43.4. If the diploma is lost or worn to an extent that is not usable anymore, a duplicate can be issued upon the application (R03I04F05) of the graduate.
- 43.5. A graduate has the right to receive a diploma only after filling in the clearance form (R03.F03) confirming that the student has no debts to the university.
- 43.6. In case of non-completion of the program, the student may only receive a document proving his/her attendance and transcript of records.
- 43.7. Those students who have completed an educational program are issued with a temporary certificate before issuing the diploma.

Article 44. Graduation Certificate

- 44.1. *(Deleted).*

Article 45. Final Provisions

- 45.1. All issues related to Master's and Doctoral levels are regulated by "Regulation for Master's Education" (R4) and "Doctoral Studies and Dissertation Board Regulation" (R5).

- 45.2. Those issues which are not defined within in this very document will be regulated according to Georgian Law “On Higher Education” and other regulations of International Black Sea University.
- 45.3. The case of any changes, amendments and/or additions to this regulation is approved by the university Academic Board.
- 45.4. Periods are calculated in this regulation as follows:
- a) Calculation of the period starts from the next calendar day (including weekend days);
 - b) If the last day of the period falls on a holiday or weekend, the deadline will be considered by the next first work day.

Article 46. Date of Effect

- 46.1. This regulation is enforced from 1 September, 2016.

Article 47. Implementation

- 47.1. The rules in this regulation are carried out by the Vice-Rector for Education.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

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

Published by:
INTERNATIONAL BLACK SEA UNIVERSITY LLC
2, David Agmashenebeli Alley, 13th km.,
Tbilisi, 0131, Georgia
www.ibsu.edu.ge
contact@ibsu.edu.ge

