



IBSU

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

REGULATION for MASTER'S EDUCATION

Approved on 23/08/2016 by Academic Board - Decision №7 (Appendix №6)

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 ensure their provision.

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Amendments

#	Decision taken by	Decision №	Date
1	Academic Board	02	25.01.2017
2	Academic Board	09	22.08.2017
3	Academic Board	16	18.01.2018
4	Academic Board	02	23.01.2019
5	Academic Board	06	07.05.2019
6	Academic Board	07	15.05.2019

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Revision List

#	Date	Article	Remarks
1	25.01.2017	9	Students' right to register on an on elective study component, while register on MA thesis.
2	25.01.2017	18	The restriction of defending MA thesis, without passing the elective study component.
3	22.08.2017	12.3	Design of MA thesis
4	18.01.2018	16	Commission Membership
5	23.01.2019	13	Assessment of Master's Thesis
6	07.05.2019	2	Creation and Development of Academic Programs
7	07.05.2019	5	Duration of Study Process
8	07.05.2019	10	Defining the Topic of a Thesis and the Supervisor
9	07.05.2019	11	Features of the Master's Thesis
10	07.05.2019	14	Submitting the Thesis
11	07.05.2019	15	Supervisor
12	07.05.2019	15 ¹	Co- Supervisor
13	07.05.2019	16	Commission
14	07.05.2019	17	Functions of the Head and the Secretary of the Defense Commission
15	15.05.2019	2	Design and Development of Academic Programs
16	15.05.2019	19	Awarding Master's Degree

Article 1. Aim and Scope

- 1.1. This regulation aims at defining the rules for enrolling students in Master's programs of the International Black Sea University (hereinafter, "university"), as well as rules regarding the study process, assessment of students' learning outcomes and awarding Master's academic degree.
- 1.2. Master's program is an educational program of the second cycle of academic higher education, which covers the elements of scientific research and aims at training the post-bachelor level specialist or researcher; also prepares the persons to pursue professional activities according to acquired qualification.
- 1.3. Master's educational program covers no less than 120 ECTS credits.

Article 2. Planning, Designing and Developing of Master's Programs

- 2.1. An Associate Professor or a Professor (initiator) of the University creates a Master's program and becomes the program coordinator if the program is approved.
- 2.2. The minimum number of students required to open a Master's program is 5 (five). Exceptions shall be decided by the IPS Board.
- 2.3. All other issues related to the planning, designing and developing of master's programs are regulated by the "Instruction for Planning, Designing and Developing of Educational Programs" (R36.I02).

Article 3. Admission to Program

- 3.1. Applicants (R03F35) can be enrolled in University Master's Programs according to the Georgian legislation – on the grounds of the Unified Master's Examinations results / without passing the Unified Master's Examinations (according to the legislation) and the results of the University's internal exams (foreign language & specialty). An agreement (R01F30) is concluded between University and the applicant. The Act of the Rector is issued regarding students' enrolment.
- 3.2. Rules for enrolment via Unified Master's Examinations (of Georgia):
 - 3.2.1. A Georgian citizen who possesses a Georgian Bachelor's diploma or equivalent, and has successfully passed the Unified Master's Examinations as well as the University exam(s) (defined by the Master's program as foreign language exam & specialty exam) is entitled to enroll in the Master's program.
- 3.3. Rules for enrolment without Unified Master's Examinations:
 - 3.3.1. The applicant can be enrolled in University's Master's program upon passing admission exam(s) (specialty & foreign language) and meeting one

of the requirements defined by the Order #224/n, of the Ministry of Education and Science of Georgia dated 29.12.2011.:

- 3.3.2. Both types of applicants:
- a) Those candidates who have an international foreign language proficiency result that is equivalent to B2 level (R03L05) will be exempt from foreign language requirement (if any).
 - b) Those candidates who have graduated from an educational program in which the instruction language is foreign language of the IBSU Master's program within the last three years and their GPA is at least 75 (out of 100) or 3 (out of 4), will be exempt from the foreign language requirement.
 - c) If the candidate is a citizen of a country, where first/second official language is the relevant foreign language, is exempted from passing the foreign language exam.
- 3.4. The admission examination(s) process is organized by the IPS.
- 3.5. Admission exam(s) for candidates abroad can be held online.
- 3.6. Exam(s) in the field of specialty are carried out in the instruction language of the program.
- 3.7. The required documents are determined by the IPS and announced by the IPS for Georgian citizens and International Relations Office (IRO) for international candidates. The following documents are normally appended to the application:
- 3.7.1. 2 photos (3X4) (in print, and softcopy sent to IPS if not applying online);
 - 3.7.2. CV (preferably in Europass format);
 - 3.7.3. A copy of a Bachelor's or equivalent diploma certified by a notary office (for foreign diplomas – translated into Georgian and notary certified; notary-approval is not required for IBSU diplomas);
 - 3.7.4. A copy of ID card or passport (notary-approved translation for foreign passports);
 - 3.7.5. An internationally recognized foreign language examination result / a diploma and supplement received via education in the language of instruction of the program being applied;
 - 3.7.6. Military certificate (for Georgian candidates).
 - 3.7.7. The other requirements specified by R03F60 for foreign applicants.
- 3.8. If the admission period falls after the seventh week of the semester, he/she will be enrolled from the next academic year/academic semester.

Article 4. Language of Instruction

- 4.1. Instruction languages in the Master's programs can be Georgian, English and Turkish (see IBSU_EXT_002).

Article 5. Duration of Study Process

- 5.1. The duration of a Master's program is 4 semesters.
- 5.2. Those students who cannot complete the program in 4 semesters can continue their educational process on self-financing basis in compliance with the requirements defined by the "Rules and Regulations on Educational Process" - R3 and "Regulation for Tuition Fees" – R9.
- 5.3. The student shall submit the Master's thesis in 15 calendar weeks. This period is calculated from the date of first approval of the thesis title and supervisor (R03F88), regardless of any subsequent changes made in the title and / or the supervisor/co supervisor in due course.

Article 6. Registration

- 6.1. The registration process on Master's level will be held in accordance with the procedure defined the Rules and Regulations for Educational Process – R3.
- 6.2. For the purposes of this regulation (unlike the relevant paragraph of R3), the minimum number of students for opening an elective course is 5.

Article 7. Assessment of Courses

- 7.1. All issues related to assessment (except for the assessment of Master's thesis) are defined by "Rules and Regulations on Educational Process" - R3.

Article 8. Disciplinary Rules

- 8.1. Disciplinary rules for Master's students are defined by the "Disciplinary Regulation for Students" - R07.

Article 9. Admission to Master's Thesis

- 9.1. Students who have passed all obligatory courses will be admitted to register for the master's thesis.
- 9.2. While registering on Master's thesis, student is entitled to register on 1 (one) elective study component, not essentially connected to his/her Master's thesis.

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- 9.3. The fact of non-existence of the essential connection between the elective study component and the thesis is proved by the IPS board decision, upon the proposal of the program coordinator.

Article 10. Defining the Topic of a Thesis and the Supervisor

- 10.1. The topic of the thesis and the Supervisor are approved by the IPS Board at the beginning of the semester. The topic of the thesis could be changed until one month before submitting the thesis to the IPS. The changed topic shall be reapproved the same way it was approved for the first time.
- 10.2. In case of necessity, upon the students' or IPS board initiative, co-supervisor is appointed together with supervisor or no later than one month before submitting the thesis to the IPS.
- 10.3. The thesis title and the supervisor are approved through the following procedure:
- 10.3.1. Program Coordinator prepares the possible list of field(s) / directions / general titles and possible supervisors with the consent of the Faculty Board;
 - 10.3.2. The IPS delivers this list to the Master's students;
 - 10.3.3. The student makes a decision together with the supervisor/co-supervisor and writes an application to the IPS. The application shall be signed by the student and the supervisor/ co supervisor (if co-supervisor is appointed from the beginning);
 - 10.3.4. IPS prepares the draft list of titles and supervisors as selected by the students and submits it to the program coordinator;
 - 10.3.5. Program coordinator evaluates this list;
 - 10.3.6. Thesis title and the supervisor/co-supervisor (if the co-supervisor is appointed from the beginning) are approved at the IPS board.

Article 11. Features of the Master's Thesis

- 11.1. Master's thesis is a piece of academic research conducted under the supervision of a supervisor/co-supervisor.
- 11.2. Master's thesis should meet the requirements listed below:
- 11.2.1. Should be directed to solving an issue regarding the field;
 - 11.2.2. Practical and/or theoretical results obtained by the student must be revealed.

Article 12. Writing Master's Thesis

- 12.1. The thesis for the programs offered in Georgian Language shall be written in Georgian (with max. 1 page of abstract in English). The thesis for the programs

offered in English Language shall be written in English (with a max. 1 page of abstract in Georgian and English). The thesis for the programs offered in Turkish Language shall be written in Turkish (with a max. 1 page of abstract in Georgian, English and Turkish).

- 12.2. The basic format requirements are as follows: volume: 60-70 pages; font: Sylfaen for Georgian, Times New Roman for English and Turkish, font size – 12 , Line Spacing – 1.5 lines, Left Margin – 3 cm., Right Margin – 1.5 cm., Top and Bottom Margins – 2.5 cm.
- 12.3. R04F08 provides a template for writing the thesis, and the detailed design and format of the Master's thesis is shown in R03I11 - "Guidelines for Thesis and Dissertation Writing for Bachelor's, Master's and Doctoral Level Papers".

Article 13. Assessment of Master's Thesis

- 13.1. A Master's thesis assessment is done once, with final assessment.
- 13.2. The final assessment is conducted by a commission.
- 13.3. The maximum point of assessment is 100 points.
- 13.4. The criteria of assessment for the commission can be found in R04F01.
- 13.5. Master's thesis might be evaluated in compliance with the grading system set by 13.6 or 13.9 paragraph. The concrete evaluation system is defined by educational program.
- 13.6. 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.
- 13.7. If a student receives a point between 41-50 (FX), he/she is entitled to improve and re-defend the same thesis during the following semester.

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- 13.8. If a student receives less than 40 points (F), he/she has no right to re-defend the same thesis.
- 13.9. The final assessment of Master's thesis is done according to the following system:
- a) If the student is assessed with
 - excellent (summa cum laude) – excellent thesis;
 - very good (magna cum laude) – result that exceeds to the defined requirements in all aspects;
 - good (cum laude) – result that exceeds to the defined requirements;
 - satisfactory (bene) – satisfactory thesis, that mainly meets the defined requirements;
 - enough (rite) – result, that despite its gaps meets the defined requirements; -S/he is awarded academic degree of Master;
 - b) If the student is assessed with – insufficient can be revised (insufficenter) – insufficient thesis, that does not meet the defined requirements due to its significant gaps - the student has a right to improve and re-defend the same thesis during the following semester.
 - c) If student is assessed with - unsatisfactory (sub omni canone), result that does not meet at any requirement - the student has no right to re-defend the same thesis.
- 13.10. The decision to award Master's academic degree has the power on condition that the average grade is at least 51 (Rite). If commission evaluates the student with 41-50 (insufficenter) the student will need to improve the thesis and will be able to resubmit it the following semester. If commission evaluates the student with below 41 (sub omni canone) the student loses right to submit the same thesis. Herewith, for the goals of the commission evaluation, excellent means 91-100, very good – 81-90, good – 71-80, satisfactory (bene) – 61-70, enough (rite) – 51-60, insufficient (insufficenter) – 41-50, unsatisfactory (sub omni canone) – 40 and less.
- 13.11. If the student did not attend the oral hearing (based on excuse proven by IPS Board decision), he/she is entitled to attend a new oral hearing is held, within the semester.
- 13.12. Besides the negative assessment (F - Fail) / unsatisfactory (sub omni canone), result that does not meet at any requirement, Master's thesis will be rejected, if any plagiarism was discovered at any stage.
- 13.13. Master's thesis may be defended within the same semester or in the following semester when the student finishes working on it.

Article 14. Submitting the Thesis

- 14.1. The student shall submit the Master's thesis in 15 calendar weeks. This period is calculated from the date of first approval of the thesis title and supervisor (R03F88), regardless of any subsequent changes made in the title and / or the supervisor in due course.
- 14.2. The student writes an application about the completion of the thesis to the IPS and asks for its admission for the defense. The supervisor/co-supervisor (if the co-supervisor is appointed at the beginning) also signs the application. The student sends the electronic version of the thesis to the official email of IPS.
- 14.3. The IPS checks the thesis with the special software that identifies text similarity. If the similarity percentage exceeds 10% of the thesis (excluding appendix); the student, in this case, will be required to reduce the percentage of similarity within three days.
- 14.4. After checking similarity percentage by IPS, two hardcopies of the thesis (signed by the student) and one CD disk is submitted to IPS and the thesis is sent to the supervisor/co-supervisor for evaluation, together with the software report (regarding similarity percentage).

Article 15. Supervisor

- 15.1. Master's thesis supervisor can be a person who has a doctoral degree, who has at least 3 publications related to the field in last 5 years.
- 15.2. A student has the right to apply to change his/her supervisor during the one-month period from the approval of the thesis.
- 15.3. The final version of a Master's thesis is submitted to a supervisor by a student. Supervisor is given 10 calendar days to write a review.
- 15.4. While writing the review, supervisor has to pay a special attention to the Master's thesis format and style, their correspondence to this regulation and "Guidelines for Thesis Writing for Bachelor, Master and PhD Level Papers" R3.I11.
- 15.5. The review has to involve recommendations on admission or non-admission to defense.
- 15.6. If the review is negative, the student is not admitted to the defense.

Article 15¹. Co-Supervisor

- 15¹.1. Master's thesis co-supervisor can be a person is field specialist.
- 15¹.2. A student has the right to apply to change his/her co-supervisor during the one-month period from the approval of the thesis, if the co-supervisor was appointed at the beginning of the semester.

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- 15^{1.3.} The final version of a Master's thesis is submitted to a co-supervisor by a student. Co-supervisor is given 10 calendar days to write a review.
 - 15^{1.4.} While writing the review, co-supervisor has to pay a special attention to the Master's thesis format and style, their correspondence to this regulation and "Guidelines for Thesis Writing for Bachelor, Master and PhD Level Papers" R3.I11.
 - 15^{1.5.} The review has to involve recommendations on admission or non-admission to defense.
 - 15^{1.6.} If the review is negative, the student is not admitted to the defense.

Article 16. Commission

- 16.1. The thesis defense is held by the commission formed by the Faculty Board. Members of the commission are appointed by the Faculty Board on proposal of the supervisor (all commission members should have doctoral degrees). Commission members may be a non-IBSU staff.
- 16.2. The commission consists of program coordinator and academic personnel of the Faculty. Hereby, at least three people of corresponding specialty/direction should be the member of the commission. A representative of IPS is entitled to attend the defense and express his/her opinion, but does not have the right to vote. Supervisor/co-superior is entitled to attend the defense, but is not a commission member.
- 16.3. The chair of the commission is elected with simple majority. The secretary shall be the secretary of the faculty/IPS without the right to vote.
- 16.4. Defense report is signed by the Head, Secretary and all attending members.
- 16.5. The signed report is submitted to the IPS for archiving.

Article 17. Functions of the Head and the Secretary of the Defense Commission

- 17.1. Functions of the Head of the defense commission are:
 - 17.1.1. Leading the defense procedure;
 - 17.1.2. Summing up the results of the commission members and calculating the average point.
- 17.2. Functions of the Secretary of a Defense Commission are:

- 17.2.1. Conducting all the necessary procedures and the paperwork regarding the Master's thesis defense (including the preparation of the list of those students who successfully defended their Master's thesis (indicating the name and surname of the student, thesis title, program and supervisor/co-supervisor, his/her report, date of the defense, etc.) and providing information about the students who did not defend their Master's thesis: the reason of not defending the thesis, decision of a defense commission regarding the student who did not defend his/her Master's thesis).
- 17.2.2. Preparing the public defense minutes (R04F02) in one copy and submitting them to the Faculty Board.

Article 18. Defense Procedure

- 18.1. The defense is organized by the IPS (including the announcement of the date and time of the defense).
- 18.2. At least 2/3 of the defense commission should attend the defense. If not, the defense will be postponed. The postponed date should not exceed 1 week.
- 18.3. The defense of the thesis is carried out orally and publicly in the corresponding program language.
- 18.4. The presentation of one thesis should not exceed 15 minutes. After the student's presentation the members of the commission can express their criticisms and ask the Master's student questions.
- 18.5. Subject to paragraph 9.2 of this regulation, student is entitled to defend the thesis if he/she has passed the elective study component.

Article 19. Awarding Master's Degree

- 19.1. Students, who have defended the Master's thesis and have obtained 120 credits, are awarded with Master's academic degree.
- 19.2. The diploma certifying Master's academic degree may be cancelled, if Plagiarism is detected at any stage.
- 19.3. The decision about the cancellation of the academic degree is made by the Faculty Board upon the proposal of IPS Board.

Article 20. Other Terms

- 20.1. Those issues which are not defined within this present document will be regulated according to the Georgian Law "On Higher Education" and other regulations of International Black Sea University.

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- 20.2. The case of any changes, amendments and/or additions to the “Master’s Education Regulation” – R4 is adopted by the University Academic Board.

Article 21. Date of Effect

- 21.1. This regulation is valid from 1 September, 2016.

Article 22. Implementation

- 22.1. The rules in this regulation are carried out by the IP

*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,
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