

Application Guidelines

Once you've made up your mind and decided to apply, please go through this document very carefully. You can definitely send your questions to iro@ibsu.edu.ge, but we will not be able to get back to you for what is already written here as the office workload is very heavy. Instead, you can check with the **FAQ** in **Appendix V**.

1. Application documents

- a. Please **send** your diploma and transcript for review. Documents should be scanned through a **scanner** in pdf format, but not a mobile phone, because these documents may be used for official translation in the future.
- b. At the initial stage, IBSU holds the right to **confirm** / **reject** your application based on its internal criteria. In case you've been rejected, IBSU holds the right not get back to you for why your application has been rejected.
- c. It can take around **2 weeks** before IBSU gets back to the applicant with a positive response.

2. Uploading the Required Documents

- a. You will need to send the other required documents once we've gotten back to you with this request. This doesn't mean that you're accepted for enrollment. It means that we need some more documents for evaluating your application. There are documents that IBSU, EQE (LEPL - National Center for Education Quality Enhancement – www.eqe.ge) and MES (Ministry of Education and Science of Georgia – www.mes.gov.ge) ask for. A typical list of required documents is listed in Appendix I. Specific cases may require more documents to be submitted as necessary; therefore, please go through the list very carefully. Furthermore, if you graduated in Georgia (as an international student), you will be required less. In this case, please contact iro@ibsu.edu.ge for a shorter list of required documents.
- b. Master's applicants will also send a **motivation letter**, and the Ph.D. applicants will draft a **research proposal** (which will be a very general one). The research proposal evaluation may take at least **1 week**. However, there is **no specified deadline** for the proposal evaluation if the proposal is found dissatisfactory and the candidate is asked to produce a new one until the proposal is confirmed.
- c. The applications can be made **throughout the year**, but they have to be finalized (careful: not only the student application to IBSU but the official confirmation that takes around 2 months as explained below in this document) by the **end of August and / or end of December** to catch up with Fall or Spring semesters. You can find a sample academic calendar in Appendix II.
- d. The student needs to sign the last page of the EQE document (which is in Georgian) above the line on right of the last page of Appendix III, and then scan and send this very last page to iro@ibsu.edu.ge.

3. Applying to EQE

- a. Once the required documents are accepted by the relevant authorities at IBSU, we will apply to EQE (takes around **1 month**).
- b. EQE sends the documents to MES (except for Ph.D.), and the MES procedure can take **up to a month**.

4. IBSU enrollment

- a. IBSU will then be notified about the official decision (EQE or MES, depending on the level of application – B.A., M.A., Ph.D.). If the decision is positive, IBSU can enroll the student. The students can hold their right to officially register with IBSU for one year.
- b. IBSU IRO (International Relations Office) informs the Chancellery to send the acceptance to the faculty for confirmation (**up to 1 week**).
- c. The faculty procedure may take up to two weeks for the faculty meeting to be held and sending meeting minutes to the Chancellery, who will then forward the decision to Student Affairs for enrollment (**1 week at most**).
- d. Student Affairs assigns a student number, a password for SIS (student information system - sis.ibsu.edu.ge) and thus the student becomes an IBSU student (**1 week at most**).

5. Visa

- a. At the same time, IRO sends an official acceptance letter to the student for obtaining visa (“IBSU application web site” for details).

6. Course Registration

- a. The international students will obtain the health report from any clinic in Tbilisi and submit it to the IRO.
- b. Enrolled students will have to use their SIS account to register for the courses **online** within the specified period. Missing that period can result in missing the whole semester.
- c. Enrollment will only be finalized by **signing** a printout of the course list for that semester. International students who stand the risk of missing the deadline for submitting the signed paper can file a **power of attorney** form for someone else to sign the course registration form.

7. Residence Card

- a. The students will have to apply for residence card as soon as they get to Tbilisi (at least 45 days before their visa expires).
- b. Although the Turkish students can legally stay in Georgia for up to a year, they are strongly advised to apply for residence card as well to avoid any issues they may face with recognition of their diploma in the future.

Appendix I

A Typical List of Required Documents

Item	# ¹
<input type="checkbox"/> Application form (Please apply online through the link: https://my.ibsu.edu.ge/application/)	1
<input type="checkbox"/> Letter to the EQE (http://eqe.ge/eng/home will check your diploma and transcript by contacting where you graduated from. Most probably, you do not know Georgian, so you may only sign the form that we will send to you and then send the scanned version back to us. The recognition process takes at least 2 weeks after submission, which is followed by another 2-3 weeks for the ministerial process for B.A. and M.A applications.)	1
<input type="checkbox"/> English Language examination result (If you are coming from an English speaking country, or a citizen of EU and took your courses in English, or received your last degree in English Language, you may not be required to produce a test result.) You must provide a B2 level English Language examination level. You may produce a TOEFL iBT, IELTS, FCE, or another internationally accepted examination result. You may also take the IBSU proficiency test if you are in Tbilisi.	1
<input type="checkbox"/> Program specific requirements – if any (such as teaching experience, published article, work experience, etc.)	
<input type="checkbox"/> Health report (form no: 100. It should be obtained in Georgia from any health clinic, therefore you can obtain it when you arrive in Georgia. The report will state that there are no health issues that may prevent you from studying at IBSU. Estimated cost is around GEL 40 which is subject to change)	1
<input type="checkbox"/> 4 photographs - 3.5cm x 4.5cm (the electronic version (in jpg or jpeg format) must be attached to the message you will send to studentaffairs@ibsu.edu.ge and iro@ibsu.edu.ge . Please indicate "new student application" in the subject line, and your name and surname in the message. The attached photo file must be named with your student ID if you've been provided with one, or your full name. If you fail to name the photo file correctly, your application will not be completed)	1
<input type="checkbox"/> CV (Resume) in English for master's and Ph.D. applicants (Europass format - http://europass.cedefop.europa.eu/en/documents/curriculum-vitae or YOK format - http://yok.gov.tr/documents/10279/34561/Ek-2_ozgecmis_formu.doc/d8e26acf-8820-45ee-a37a-add50cc294b3?version=1.0)	1
<input type="checkbox"/> Transcript(s) (and/or diploma supplement) (must contain ECTS credits whenever possible ² , lecture hours, grades for each subject you have taken as well as GPA and CGPA)	2
<input type="checkbox"/> Motivation letter / Research proposal (in accordance with the level and field of study, why would you like to study here / do research in the field you have chosen)	1
<input type="checkbox"/> Reference letters (optional)	2
TRANSLATION REQUIRED³ (all translations will be made into Georgian Language.)	
<input type="checkbox"/> Passport first page only)	2
<input type="checkbox"/> Diploma of the last institution graduated from (or temporary graduation certificate)	2
<input type="checkbox"/> For transfer students: translation of the transcript (in this case the diploma won't be necessary.)	
<input type="checkbox"/> Surname changed? If your surname has been changed after you've received your diploma, you'll need to translate a relevant document that shows the reason for change (marital status, court decision, etc)	1
<input type="checkbox"/> Disciplinary Report (only for transfer students; should be obtained from the HEI the applicant is coming from)	1
<input type="checkbox"/> Only for under-aged applicants (<18): Birth Certificate and/or Passport Copy of Legal Guardian	2
Only for Georgian citizens (who received their education abroad and seeking bachelor's or master's degree only):	
<input type="checkbox"/> Residential documentation for the last 2 years (translated. In addition to the entry and exit stamps on your passport(s) you need to prove that you spent the last 2 years abroad by a letter from the institution you worked or studied)	2

¹ Number of copies for each document

² Especially for transfer students: If you are not coming from the EHEA area (the Bologna process or ECTS), you may ask your institution to convert their credits to ECTS for a smoother and more beneficial recognition process here.

³ Translations can be done in Georgia once you've uploaded the documents to IBSU's application site.

Appendix II

Sample Academic Calendar

First Cycle (Bachelor's): Freshmen

	FALL	Weeks	SPRING	Weeks
Registration Week	September 7 - 11, 2015	1	February 15 - 19, 2016	1
Lectures	September 14 - December 25, 2015	15	February 22 - June 3, 2016	15
Compensation / Midterm Excuse Exams / Exam Preparation	December 28 - 31, 2015	1	June 6 - 10, 2016	1
Final Exams	January 4 - 22, 2016	3	June 13 - July 1, 2016	3
Make-up Exams	January 25 - February 5, 2016	2	July 4 - 15, 2016	2
Holidays	February 8 - 12, 2016	1	July 18 - August 26, 2016	6

First Cycle (Bachelor's): Sophomore, Junior, Senior

	FALL	Weeks	SPRING	Weeks
Registration Week	August 24 - 28, 2015	1	February 1 - 5, 2016	1
Lectures	August 31 - December 11, 2015	15	February 8 - May 20, 2016	15
Compensation / Midterm Excuse Exams / Exam Preparation	December 14 - 18, 2015	1	May 23 - 27, 2016	1
Final Exams	December 21, 2015 - January 8, 2016	3	May 30 - June 17, 2016	3
Make-up Exams	January 11 - 22, 2016	2	June 20 - July 1, 2016	2
Holidays	January 25 - 29, 2016	1	July 4 - August 26, 2016	8

Second Cycle (Master's) & Third Cycle (Doctorate): 1st study year

	FALL	Weeks	SPRING	Weeks
Registration Week	September 23 - 25, 2015	1	February 29 - March 4, 2016	1
Lectures	September 28, 2015 - January 8, 2016	15	March 7 - June 17, 2016	15
Compensation / Midterm Excuse Exams / Exam Preparation	January 11 - 15, 2016	1	June 20 - 24, 2016	1
Final Exams	January 18 - February 5, 2016	3	June 27 - July 15, 2016	3
Make-up Exams	February 8 - 19, 2016	2	July 18 - 29, 2016	2
Holidays	February 22 - 26, 2016	1	August 1 - 26, 2016	4

**Second Cycle (Master's): 2nd study year
Third Cycle (Doctorate): 2nd & 3rd study year**

	FALL	Weeks	SPRING	Weeks
Registration Week	September 1 - 4, 2015	1	February 8 - 12, 2016	1
Lectures	September 7 - December 18, 2015	15	February 15 - May 27, 2016	15
Compensation / Midterm Excuse Exams / Exam Preparation	December 21 - 25, 2015	1	May 30 - June 3, 2016	1
Final Exams	December 28, 2015 - January 15, 2016	3	June 6 - 24, 2016	3
Make-up Exams	January 18 - 29, 2016	2	June 27 - July 8, 2016	2
Holidays	February 1 - 5, 2016	1	July 11 - August 26, 2016	7

სსიპ – განათლების ხარისხის
განვითარების ეროვნულ ცენტრს



(განმცხადებლის სახელი, გვარი)

(პირადი/პასპორტის ნომერი)

(ფაქტობრივი საცხოვრებელი ადგილის მისამართი)

(ტელეფონის ნომერი)

(ელექტრონული ფოსტა)

გ ა ნ ც ხ ა დ ე ბ ა

(უცხოეთში მიღებული განათლების აღიარების შესახებ)

უცხოეთში მიღებული განათლების აღიარების მიზნით წარმოგიდგენთ

(სახელი, გვარი)

კუთვნილ დოკუმენტს/დოკუმენტებს.

დოკუმენტის დასახელება	
დოკუმენტის №	
დოკუმენტის გამცემი საგანმანათლებლო დაწესებულება	
ქვეყანა	
მიმღები საგანმანათლებლო დაწესებულება	

მოთხოვნის მიზანი:

- სწავლის გაგრძელება;
- დასაქმება.

დადასტურება საგანმანათლებლო დოკუმენტის ნამდვილობის შესახებ:

ვადასტურებ, რომ ჩემ მიერ წარმოდგენილი საგანმანათლებლო დოკუმენტი ნამდვილია, ანუ საგანმანათლებლო დოკუმენტი გაცემულია იმ პირის სახელზე, რომელიც მითითებულია ამ დოკუმენტში და დოკუმენტის გამცემი საგანმანათლებლო დაწესებულება აღიარებულია იმ ქვეყნის კანონმდებლობით, სადაც ეს დაწესებულება ახორციელებს საგანმანათლებლო საქმიანობას.

ჩემთვის ცნობილია, რომ პასუხისმგებლობა წარმოდგენილი ინფორმაციის ნამდვილობაზე ეკისრება განმცხადებელს და სსიპ - განათლების ხარისხის განვითარების ეროვნული ცენტრის მიერ უცხოეთში მიღებული განათლების აღიარების თაობაზე მიღებული გადაწყვეტილება ბათილია გამოცემის მომენტიდან, თუ არ დადასტურდება უცხო ქვეყნის დაწესებულების მიერ გაცემული საგანმანათლებლო დოკუმენტის ნამდვილობა.

დამატებითი პირობები (ივსება მხოლოდ იმ შემთხვევაში, თუ დაინტერესებულ პირს სურს სწავლის გაგრძელება ერთიანი ეროვნული გამოცდების/საერთო სამაგისტრო გამოცდების გავლის გარეშე):

მოთხოვნა ამ განცხადების, მასზე თანდართული დოკუმენტებისა და ასევე ცენტრის მიერ უცხოეთში მიღებული განათლების აღიარების თაობაზე გაცემული დოკუმენტის საქართველოს განათლებისა და მეცნიერების სამინისტროში გადაგზავნის შესახებ.

დადასტურება ერთიანი ეროვნული გამოცდების/საერთო სამაგისტრო გამოცდების გავლის გარეშე სწავლის გაგრძელებისათვის კანონმდებლობით გათვალისწინებული მოთხოვნების დაკმაყოფილების შესახებ:

ვადასტურებ, რომ ვარ/არის (მიუთითეთ შესაბამისი საფუძველი) -

- უცხო ქვეყნის მოქალაქე/მოქალაქეობის არმქონე პირი, რომელმაც უცხო ქვეყანაში მიიღო სრული ზოგადი ან მისი ეკვივალენტური განათლება;
- საქართველოს მოქალაქე, რომელმაც უცხო ქვეყანაში მიიღო სრული ზოგადი ან მისი ეკვივალენტური განათლება და სრული ზოგადი განათლების ბოლო 2 წელი ისწავლა უცხო ქვეყანაში;
- სტუდენტი, რომელიც სწავლობს/სწავლობდა უცხო ქვეყანაში და მიღებული აქვს კრედიტები ამ ქვეყნის კანონმდებლობის შესაბამისად აღიარებულ უმაღლეს საგანმანათლებლო დაწესებულებაში;
- მაგისტრანტობის კანდიდატი, რომელმაც უცხო ქვეყანაში მიიღო შესაბამისი უმაღლესი განათლების აკადემიური ხარისხის დამადასტურებელი დოკუმენტი;
- სტუდენტი, რომელიც სწავლობს უცხო ქვეყანაში და მიღებული აქვს კრედიტები ამ ქვეყნის კანონმდებლობის შესაბამისად აღიარებული უმაღლესი საგანმანათლებლო დაწესებულების მაგისტრატურაში;
- მაგისტრანტობის კანდიდატი, რომელიც უმაღლეს საგანმანათლებლო დაწესებულებაში ჩაირიცხა ერთიანი ეროვნული გამოცდების გარეშე, „უმაღლესი განათლების შესახებ“ საქართველოს კანონის 52-ე მუხლის მე-3 პუნქტით დადგენილი წესით.

ცენტრს ვანიჭებ უფლებამოსილებას, ამ განცხადების წარმოების ფარგლებში, გაეცნოს და გამოითხოვოს ჩემი პერსონალური ინფორმაცია.

დანართი: _____ ფურცელი

(რიცხვი, თვე, წელი)

(ხელმოწერა)

Appendix IV
IBSU Bank Account Details

BENEFICIARY'S BANK:	JSC TBC BANK TBILISI, GEORGIA
SWIFT:	TBCBGE22
BEN'S IBAN:	GE69TB7505036180100002
NAME OF BENEFICIARY:	INTERNATIONAL BLACK SEA UNIVERSITY LTD

INTERMEDIARY BANK:	CITIBANK N.A. NEW-YORK, USA SWIFT: CITIUS33 ABA: 021000089
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INTERMEDIARY BANK:	DEUTSCHE BANK TRUST COMPANY AMERICAS NEW-YORK, USA SWIFT: BKTRUS33 ABA: 021001033
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International Black Sea University

International Students

Frequently Asked Questions

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The document may look a bit long for FAQ - ‘frequently’ asked questions, therefore we suggest you search for a key word. The key words are indicated below the answers, therefore you may need to navigate a couple of lines up to see the answer after your search yields a result.

Application and Registration

Do I have to take any IBSU exams?

You’ll need to prove your language proficiency, and faculties / IPS (Institute of Post-graduate Studies) will ask you to sit their field exams either electronically, face-to-face or through Skype. IBSU English Language proficiency test fee is \$30.

Tags: exam, examination, proficiency, English, test

Do you ask for ALES?

No.

Tags: exam, examination, proficiency, Turkish exams

When does the application period start, when is the deadline for application, how are the application and registration processes organized?

You may apply anytime, so there is no deadline for application, because you need to wait for the approval of LELP – National Center for Education Quality Enhancement (<http://eqe.ge/eng/home>) for your diploma, and/or Ministry of Education and Science for their approval. (<http://www.mes.gov.ge/index.php?lang=eng>) that normally lasts at least 6 weeks for B.A. and M.A., and 3 weeks for Ph.D. This period can be longer than expected in some cases.

Deadlines:

Regular students: If the student acceptance letter is issued (after the official authorities’ approval) until the end of the fourth week into the semester, you may register for the current semester.

.

Tags: application period, timetable, deadline, registration

After the approval of EQE and the Ministry, is there a deadline for registration?

You need to officially register within 12 months after you get all your documents approved. Otherwise you will need to go through the same process once again starting from the very beginning.

Tags: deadline, registration

Do you charge for application?

No.

Tags: application fee, tuition fee

Translation looks as an expensive service outside Georgia; could you do all the translations in Tbilisi on my behalf?

Yes.

Tags: translation, original documents, fee

How can I send you the original documents to be translated?

We do not require original documents at the application stage. Scanned versions will suffice for review and possibly some translations as well.

Tags: translation, original documents, fee

Do I have to provide apostille for diploma?

No. (Not after 2014-2015 academic year)

Tags: apostille, apostil

There is no apostille on my transcript, can I still apply?

Yes.

Apostille is not required for diploma and/or transcript any more.

Tags: apostille, apostil

Can I apply with my certificate of graduation (the diploma has not been issued yet)?

Yes.

Tags: graduation documents, diploma, certificate, atestat

I have lost the original diploma. Is the copy of diploma (duplicate) acceptable?

Yes.

Tags: graduation documents, diploma, certificate, atestat

I haven't graduated yet, can I still apply?

No.

Tags: graduation documents, diploma, certificate, atestat

I do not have any transcripts, what can I do?

For M.A. and Ph.D: EQE checks your transcript. For master's or Ph.D studies, so you cannot apply.

Applications for B.A. degree will depend on the situation in your country: EQE will check if transcripts are provided in the country you graduated from. If there is no transcript provided in your country, then you may apply with your diploma.

Tags: transcript, list of courses, exam results

Recognition of credits - There are some courses in the curriculum which I have already passed, do I still need to take them?

First of all the corresponding faculty reviews the courses you have taken and approve or disapprove in accordance with the course descriptions and the level (bachelor's, master's or Ph.D.) of the courses you have taken; then LELP – National Center for Education Quality Enhancement (EQE) goes through them and approve / disapprove them officially, both in terms of content and number of credits.

Tags: transfer, transfer credits

I would like to cancel my application; can I get the fee I paid back?

Yes.

Tags: refund, reimbursement, cancel, cancellation, fee

I graduated from *open high school*; can I still study at IBSU?

Although there's no written article of law, Georgia may not accept the diplomas of open high schools. Therefore, you can definitely try to proceed with your application to EQE and seek their consent.

Tags: open high school, diploma

I have graduated from a *distance education* program, can I study at your university?

Although there's no written article of law, Georgia may or may not accept the distance education diplomas. We recommend applying.

Tags: distance education

I'd like to apply for Ph.D. I did my master's degree by formal education, while I completed my high school from distance. Is it going to be a problem?

You may proceed with your Ph.D. application.

Tags: distance education

I have already taken courses of Master's/Ph.D. furthermore my thesis is now complete. Can I defend at IBSU?

We will treat you as a transfer student, and you'll have to complete the whole research component here at IBSU.

That means: you should send your transcript as well as your thesis. The courses you had passed need approval first to get accepted, thus they will be compared to the curriculum of IBSU. And only after the course-mapping (approval process) is completed your thesis will be reviewed according to our internal thesis standards. Together with this procedure, official documents will be sent to the EQE. After EQE has recognized the courses you've taken, you can start the research component which can last from one semester (M.A.) to 4 semesters (Ph.D.)

Tags: transfer, defense, thesis

Language requirements

Is English proficiency a must while applying to IBSU?

Yes.

In case you are a native speaker of English, or graduated from IBSU or a program in English there is no need to prove your English proficiency.

For bachelor's you need to have at least 61 from TOEFL iBT (or equivalent), while for master's and PhD the minimum score required is 72. Some bachelor's programs require more scores as minimum, such as English Philology. (Turkish Philology applicants: please check with the Program Coordinator).

Tags: English, language, proficiency, TOEFL, IELTS

I do not know English. May I start or continue my studies at any post-graduate program?

No (except for Turkish Philology.)

For bachelor's you can study a one-year English Language program here, or study somewhere else and produce a valid score that's accepted by IBSU.

Tags: English, language, proficiency, TOEFL, IELTS

I do not know English, may I study in Turkish?

The only program we have is Turkish Philology (MA, Ph.D).

Tags: English, language, proficiency, TOEFL, IELTS, Turkish

Do you accept YDS, KPDS or UDS exam results?

No, we do not, because they are not internationally recognized.

Tags: English, language, proficiency, TOEFL, IELTS, UDS, KPDS, YDS

My TOEFL result is not ready. May I send it to you 1-2 months later?

Your application will not be considered as final without your language results (except for the cases already mentioned in this section. You will at least need to take IBSU English proficiency test when you get here. That means there is a risk for you not to pass the test.

Tags: English, language, proficiency, TOEFL, IELTS

I know English but I have no certificate. What should I do?

You need to take IBSU proficiency test. Please refer to the questions in this section.

Tags: English, language, proficiency, TOEFL, IELTS, examination,

Syllabus

Which areas are covered by Education Sciences in Ph.D.? Do you offer minor studies?

Your diploma will indicate that you hold a degree in Education Sciences. There are English Language Teaching and Education Management programs under this title. For Turkish students: You will receive your equivalence in accordance with the content of your dissertation. When you apply to YOK, you'll be asked what you are applying for; therefore, your request may also be taken into account.

Tags: education sciences, ph.d., phd, doctoral, doctor, English language teaching, elt, education management, equivalence, YOK

Could you please provide details about the books and the curriculum?

Information with regard to the curriculum as well as the details about courses may be found on the website of IBSU. The information is updated as necessary.

Tags: curriculum, syllabus, books, materials, lessons, program

Are there specific criteria that you follow for the methods of instruction, and material selection?

Georgia is already in the Bologna process with regard to the educational system, and the accreditation process is carried out in this regard.

Tags: curriculum, courses, lessons, syllabus, program

How are the classes conducted?

Classes are conducted by face-to-face meetings at the auditoriums. They also fulfil their workload by materials that are regularly placed in the SMART electronic system, as well as assignments and projects. Failing to return assignments may result in failure.

Tags: teaching, methodology, classes, contact, courses, program

Which courses are we supposed to take?

With regard to the selection of courses please visit our official web-site.

Tags: curriculum, courses, lessons, syllabus, program

Could you please give information about the lecturers?

With regard to the information about lecturers please visit our official web-site.

Tags: professors, lecturers, instructors, lectures, courses

Where are your diplomas valid?

Our diploma is valid where the diplomas of the Georgia are valid. At the moment, there is no country that does not recognize/accept Georgian diplomas that we know of.

Tags: equivalence, validity, country, Turkey, YOK, diploma

Are your programs compatible with programs of Turkish Universities?

The program coordinators are expected to check with the curricula of the the leading universities of the world as well as the leading Turkish universities while preparing the programs for accreditation. Curriculum building is a continuous process. You may find the latest curriculum information on our web-site.

Tags: equivalence, validity, country, Turkey, YOK, diploma

May I have a supervisor outside IBSU for my dissertation?

Yes.

The supervisor outside IBSU can be the primary or the secondary supervisor, thus will be paid half for supervising.

Your external supervisor will be asked to attend the defense as well; therefore, please talk to the program coordinator before you apply for assignment of an external supervisor.

The supervisor is definitely required to take the IBSU Thesis Writing Guidelines into consideration.

Furthermore, IBSU will not arrange airfare nor accommodation for the supervisor.

Tags: supervisor, advisor, adviser, phd, ph.d, ph.d., dissertation, thesis, defense, external supervisor

When is the Master's/Ph.D. thesis submitted?

At first your thesis will be sent to a reviewer(s) / expert(s).

For master's: one month before the defense period.

For Ph.D. : three months before the defense period.

Tags: dissertation, thesis, defense, phd, ph.d, ph.d., master, master's

Are there any exchange possibilities during my study at IBSU?

Yes. Please keep contact with the international relations office representative at your faculty as well as the IRO web site.

Tags: exchange, transfer, mobility, program

Do you have faculty members from the United States?

The academic staff are generally from Georgia and Turkey. However, we enjoy American and European visiting scholars throughout the year.

Tags: lecturers, instructors, States, America

Do you offer teacher training programs?

Yes. The program is of 60 ECTS, and lasts for two semesters. We open the program on demand.

The instruction language is English, and has been accredited in Georgia. We do not know if the graduates of the program will receive YOK equivalence because there hasn't been a Turkish graduate yet. However, what we theoretically know is that graduates of a teacher training programs can obtain YOK equivalence provided that they've received 50 from KPSS-2. Please check with YOK directly.

Tags: teacher training, YOK, equivalence, KPSS, KPDS, examination, exam

Transfer

I studied for two years in a 4 year degree program. Can I complete the degree program at IBSU?

Yes, if the courses you have taken are accepted by IBSU, and then EQE (LELP – National Center for Educational Quality Enhancement).

Tags: degree, transfer, diploma

I graduated from a 2-year school, can I study the rest two years at IBSU and get completed Bachelor's degree diploma?

Yes, if the courses you have taken are accepted by IBSU, and then EQE (LELP – National Center for Educational Quality Enhancement).

Tags: degree, transfer, diploma

When should I apply for the approval of the transfer courses I have taken?

During your application.

Tags: degree, transfer, diploma

Equivalence

Do you have YOK (Higher Educational Council of Turkey) equivalence?

The equivalence procedures of the YOK (HEC) is now conducted individually, meaning that each student's case is individually considered. There is an increasing number of graduates who have received equivalence by applying individually. However, HEC announced that they will now accept regular (not distance) education, and that they will check entry and exit stamps in the applicant's passport (www.uak.gov.tr – 15.01.2015). Therefore, we don't know the policy YOK will follow for diplomas received from Georgian HEIs in which attendance is not obligatory by law.

Tags: equivalence, YOK

Is there any need to take an exam to have the bachelor's diploma accepted (equivalence) in Turkey?

No matter which university you graduated from abroad, the HEC (YOK) asks to take an exam for the following faculty graduates: Computer Engineering, Medicine, and Teaching (Education).

Tags: equivalence, YOK, examination, exam

How about master's and Ph.D.?

Such a requirement does not exist for master's and Ph.D. programs. Up to now, none of our graduates have been denied of equivalence by YOK.

Tags: equivalence, YOK, examination, exam

Tuition Fees

How much is your tuition fee?

The fee for international students is 3000 USD per one academic year, all levels.

Tags: tuition, fee

Are the tuition fees increased until the program is not completed?

No. Even if they do, you'll continue as specified in the contract you've signed.

Tags: tuition, fee, change, increase

Are there any discounts/tuition fee waivers?

There are no discounts or tuition waivers available except for a 25% discount for a group of educational institutions in Georgia that we have agreements with, and IBSU staff and their immediate relatives.

Tags: discount, waiver, tuition, fee

Do you offer scholarships?

No.

Tags: fee, scholarship, discount

In case if I graduated from IBSU and would like to continue graduate studies at IBSU, do you offer any scholarships?

Yes: 25%.

Tags: fee, scholarship, discount

Is it possible to pay in installments? In what intervals? Can I pay per month?

The total annual tuition fee is normally divided into two semesters.

Please apply individually to the Chancellor's Office to discuss payment options.

Tags: fee, installment, monthly, many

How much is the application fee?

None.

Tags: application, fee, charge

In case if I am not accepted, can I ask for refund?

If LELP – National Center for Educational Quality Enhancement- and/or the Ministry do not accept your application, you will be refunded what you have paid so far, but if you individually give up the application once the process has started, the amount you paid (if any) will NOT be reimbursed.

Tags: application, fee, refund, reimbursement, accept, cancel

After I graduate from a master's program at IBSU, can I apply for PhD program at IBSU?

Yes.

Tags: scholarship, discount, tuition, waiver, continue

Academic Calendar

When are the tutorials offered?

The classes begin in accordance with the academic calendar.

The tutorials are offered in January for Fall, while the Spring semester courses are offered in the period of 15 June - 15 July, though the dates are subject to change.

The number of courses and the number of semesters that these courses are offered vary from program to program.

Tags: academic calendar, timetable, period, semester, when

The period of the tutorials is not suitable for me / I cannot get permission from work, so could you change the timetable?

No.

Tags: academic calendar, timetable, period, semester, when

Is it possible to take both Fall and Spring courses all together in Spring or Fall?

No.

Tags: academic calendar, timetable, period, semester, when, together

Staying in Tbilisi

Do you offer any assistance for accommodation?

The guesthouse is small. There are only four rooms and a small living room. If there are no other requests or any programs scheduled during your stay, we may assist you. You will be charged USD 10 for your stay.

But if we cannot provide accommodation for you at the guest house, then there are hostels in the city ranging from 25 GEL per day / 350 GEL per month.

Before your departure you may contact a real-estate agent, such as Mr. Yaşar (+995 557 96 79 67) to get further information on how to rent a flat / apartment in Tbilisi. He has been living and doing business here in Georgia for long time. He has no connection with IBSU, but since he knows Turkish, he may help you in case you'd like to go for the 'renting' option, especially with a couple of classmates.

Tags: accommodation, stay, guest, apartment, flat, price, rent

Attendance

Is attendance obligatory? What is the absence limit?

Georgian government advises the universities to be more flexible on their attendance policies. IBSU strongly believes that attendance highly increases efficiency. Therefore, active class participation and various types of presentations are required and graded by the lecturers.

For the newly applied students the enrolment process may last a bit long, while those students who have spent at least one semester at IBSU have to attend at least 70% of the classes.

Tags: attendance, absence

Can I graduate without any attendance to the classes?

No. If you do not participate the weekly class activities during the whole semester, and the midterm evaluation, then the final exam score alone (even the maximum) will not be enough to pass.

Tags: attendance, absence

Visa

Is visa necessary?

Yes, but, please consider the following:

You'll have to apply for residence card for long-term stay, and you'll need a student's visa to apply for residence card. Please check with the Ministry of Foreign Affairs web site (www.mfa.gov.ge) for the latest information.

In the case of Turkish citizens:

Turkish citizens can stay in the country for a year without visa, but we strongly urge them to obtain residence card to avoid any issues they may face in the future while seeking recognition for their diplomas.

Tags: visa

I need to prolong my residence permit, what can I do?

You need to apply for prolonging your card 45 days before the residence card is expired. However, please visit www.geoconsul.gov.ge/en/visaInformation for up-to-date information.

Tags: residence

Other

Do you offer help for finding jobs?

Not exactly. You may follow the advertisements posted by the web-site of Career Planning Center and the related boards. We also offer elective career planning courses that you may attend (with or without credit).

Tags: job

How can I postpone my military service in Turkey?

By the help of the student certificate from the university you may apply to the Embassy of Turkish Republic in Georgia.

Tags: postpone, military

Do I need to open a student file at the Turkish Embassy?

If you have no problem concerning your military service then you do not need.

Tags: embassy, file, student

I do not use email, or I seldom use it, could you please contact with me by through the phone?

No.

Tags: email, phone, e-mail

Where can I find the timetables?

For regular classes, you may find the academic calendar in our web-site.

For tutorials, the timetable will be sent to your email address. Please contact IPS for this purpose.

Tags: timetable, period, duration, start