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***For Bachelor's Students***

INTERNATIONAL BLACK SEA UNIVERSITY



***QUICK  
START  
GUIDE***

Tbilisi, Georgia



**IBSU**

# **QUICK START GUIDE**

**- For Bachelor's Students -**

*This document is intended for informative purpose only and is prepared based on IBSU rules and regulations.  
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**Tbilisi, Georgia**

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## 1. Educational Process

International Black Sea University, LLC (hereafter IBSU) is an autonomous institution whose primary goal is to conduct scientific research and higher education activities, which carries out educational programs at all three cycles of higher education, by providing the creative, research, focused on life long learning and publishing activities.

## 2. Registration

At the beginning of each semester, the registration process is held by the responsible person of the faculty and Study Process Management Office. Registration process involves registration on study components (academic registration) and payment of the tuition fee in accordance with university - student agreement and related regulations of IBSU.

During academic registration, online database is opened for students to choose study components <https://sis.ibsu.edu.ge/>, as defined by academic calendar <https://ibsu.edu.ge/ge/academic-calendar/>. Registration process is completed after receiving the confirmation from a Student. (Registration week).

During the first week after the registration week of the semester, students can add, change or remove registered courses in accordance with IBSU Regulations (add-drop week). For this purpose, students apply to the Dean of the Faculty.

If the student was not able to register on courses during the academic registration week, s/he has the possibility to use add/ drop week (27.09 – 01.10) in order to register academically.

Upon the decision of the Faculty Board, registration can take place during one week from the end of the add-drop week based on valid excuse (For example, illness, death of a family member, as evidenced by relevant documentation).

**If the student does not register within three weeks (starting from the registration week), his/her status will be suspended.**

## 3. Course Structure Diagram with Credits

The period of study for bachelor's programs is normally 8 semesters. University delivers two types of courses: Obligatory (core) courses and Elective courses. Language of instruction at IBSU is English and Georgian depending on the program.

Student learning outcomes are evaluated on each cycle of academic program, based on European Credit Transfer System – ECTS. 'Credit' reflects the workload of a student and can be attained as a result of obtaining the learning outcomes. Credit is gained after positive assessment of the student in corresponding course calculated in accordance with the regulation.

Bachelor's program covers 6000 astronomic hours, which equals to 240 ECTS.

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. 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. **Student is entitled to register with more than 30 credits per semester (within the annual 75 credits limit) if:**

1. It is caused by the requirement(s) of the educational program;
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) Other objective ground(s) approved by the faculty board decision.

#### **4. Examination and Assessment Regulations**

##### Examination Rules

Before conducting midterm or final exams, the Study Process Management Office informs students at least 7 days before the actual exam date and time. Students get notification regarding excuse midterm/final exams 2 days before the actual exam dates. Make-up exam dates will be announced in 1 day after the results of final exam have been released. The information will be placed on faculty web-pages and Student Information System – <http://sis.ibsu.edu.ge>. Students receive the information regarding the venue at least 15 minutes before the relevant exam via the electronic information system.

Midterm exams are conducted by the faculty, the final exams are conducted by the Examination Center.

##### Cheating:

- In case of violating exam rules (including an attempt of cheating/cheating, helping others cheat, talking with other student on any topic and etc.) the students' exam result will be nullified and they will be treated according to Student Disciplinary Regulation (R07).
- If in the process of marking examinations (within 5 calendar days from exam date) the lecturer has doubts that the student has cheated (e.g. two students have exactly the same wording of an answer), the lecturer, upon Faculty/School Board's decision, may ask the student(s) to write an exam once again. If the student(s) cannot confirm the level of knowledge they presented on the examination paper, the case will be regarded as cheating and the grade will be "0" zero and they will be treated according to Student Disciplinary Regulation (R07).

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Taking Make-up Exam:

A student is entitled to take a make-up examination if:

- a) A student's overall grade (midterm evaluation plus final assessment grade) is between 41-50 points.
- b) A student's overall grade (midterm evaluation plus final assessment grade) is at least 51 points and he/she failed the final evaluation – could not pass the minimal competence level set for the final evaluation.

Retaking a Study Component:

- If a student could not pass the minimal competence level set for midterm evaluation, he/she is not admitted to the final evaluation, which means that she/he has to retake the component;
- If student's final grade (sum of midterm evaluation 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 study component;
- If the failed components are obligatory, the student shall re-take them. If the failed component is an elective, the student can take another elective study component (unless there are no requirements by the program).

#### **4.1. Assessment Regulations**

One of the main principles of IBSU assessment is transparency - information on the evaluation methods and criteria should 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. The system of evaluation (assessment method and points given to each evaluation component) is outlined in the corresponding syllabus and is announced to the students at the beginning of the semester.

The grading system allows:

**a) For five types of positive grades:**

- a.a) (A) Excellent – 91 and over of maximum point;
- a.b) (B) Very good – 81-90 of maximum point;
- a.c) (C) Good – 71-80 of maximum point;
- a.d) (D) Satisfactory – 61-70 of maximum point;
- a.e) (E) Acceptable – 51-60 of maximum point.

**b) Two types of negative grades:**

- b.a) (FX) Fail – 41-50 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 and less of maximum grade, meaning that the work of a student isn't acceptable and he/she has to study the subject a new.

The maximum assessment point is 100. The passing grade for awarding credits is 51 points for Bachelor's program and this grade shall consist of points of the points of the midterm evaluation and the points of the final assessment. Herewith, the student should have passed the minimal competence level set for midterm evaluation and final assessment. **The student should pass minimal competence levels set for midterm evaluation and final assessment.**

The minimal competence level - the minimal competence level is the amount of points determined by a specific assessment form (midterm evaluation and final assessment) that a student must overcome in order to pass a particular component. Minimal competence levels are different according to the subjects. Information about the minimum competence level is outlined in the related syllabus of the course and is announced to the students at the first lecture by the lecturer.

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. The minimal competence level of a particular educational component is determined by the lecturer, considering the specificity of the educational component.

**Total Midterm Evaluation** shall consist of students' class participation at least 6 points, i.e. the lecture is free to determine the format of activities in accordance with the requirements of the corresponding study component/course.

**Midterm Exam:** an exam held in the 8<sup>th</sup> - 9<sup>th</sup> weeks during the semester. Midterm exam could be held either in written (printed or electronic), oral format, or mixed.

**Final Assessment:** the assessment conducted in two weeks allocated for the final assessment by university administration at the end of semester.

**Excuse Exam:** an exam taken instead of the missed midterm/final exam. Excuse midterm exam is conducted in the 11<sup>th</sup> week during the semester, excuse final – not less than 3 and not more 5 calendar days after the final exam.

Students must prove their valid excuses for the missed examination(s) by submitting the following related documents to the faculty board (students must prove their valid excuses for the missed exams within 5 calendar days after the date of the midterm exam and 2 calendar days after final exam):

- a) Certificate of planned/emergency hospitalization;
- b) Course overlapping;
- c) Military Service;

- d) Business trips on behalf of IBSU and State Bodies;
- e) Death of a family member.

The valid excuses for the missed examination(s) are also considered the circumstances in which the student was objectively unable to write an exam.

**Make-up Exam:** an exam taken to replace the result of a final assessment.

A student is entitled to take a make-up examination if:

- a) A student's overall grade is (midterm evaluation plus final assessment grade) 41-50 points;
- b) A student's overall grade (midterm evaluation plus final assessment grade) is at least 51 point and he/she could not pass the minimal competence level set for final assessment

There is only one make-up exam for each course. It is free-of-charge. The result (grade) of the makeup exam will replace the result of the final assessment.

#### 4.2. Additional Semester

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 **additional 8 semesters** on Bachelor's programs.

The tuition fee for an additional semester is equal to the amount paid by first-year students in the correspondent academic year.

#### 4.3. Repeated Course

When a student wants to improve his/her GPA, he/she can **take up to three** "repeated study courses".

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.

Financial responsibilities for taking repeated course(s) are the same as taking an extra course during a semester.

Academic registration for Repeated Course is held during academic registration week, in compliance with the rules related to registration on study components.

Received grade in Repeated course will replace assessment received in prior study course.

### 5. Student's Status



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### 5.1. Suspension of Student Status:

The grounds for the suspension of student status shall be as follows:

- Pregnancy, childbirth, childcare or health deterioration;
- Financial debt;
- Not being registered academically (besides studying within the framework of an exchange program);
- Not being registered financially;
- Studying at a higher educational institution abroad (besides studying within the framework of an exchange program);
- Personal application (without indicating the reason);
- Not having health and accident insurance policy (**is required for international students**).

The student status of the individual shall be terminated 5 years after the suspension status had been granted.

### 5.2. Termination of Student Status

The grounds for the termination of student status are:

- Receiving an academic degree;
- Mobility (transferring) to another university;
- 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);
- Violation of disciplinary norms, which leads to termination of student status under “Disciplinary Regulation for Students” (R7);
- Suspension of student status for more than 5 years;
- Personal application;
- Death;
- Non-completion of educational program during additional semesters (please see 4.2).

## 6. Academic Calendar

An academic year mainly consists of Fall and Spring semesters and holidays. The academic year covers maximum 12 months and is defined by the academic calendar. The academic calendar is available at IBSU’s official website <http://www.ibsu.edu.ge>.

## 7. Prerequisites

Prerequisite is one of the components of the course structure. Some of the courses of Educational Program requires the prerequisites. The student is not able to pass to the following level of the

course without the successful completion of the prerequisite courses of related subject. Those students who failed the prerequisite components will not be able to take the connected components.

## 8. International Programs

Students can gain a global perspective by participating in exchange programs offered at other universities world-wide. IBSU has more than 60 partner universities around world. For further information, you may apply to International Relations Office ([iro@ibsu.edu.ge](mailto:iro@ibsu.edu.ge), Building A, Room #215).

## 9. Internships

Students have the chance to participate in internship in Georgia or abroad in accordance with the syllabus. You may consult to the responsible person at your faculty.

## 10. Using SMART, SIS, IBSU email, ID Card

### 10.1. Smartest Way of Learning – SMART

Every professor is obliged to use the university web-page “The Smartest Way of Learning” (the so called “SMART”) located at the web-address: <https://smart.ibsu.edu.ge>.

The web-page smart is generally used for uploading the study materials as well as for the information regarding the weekly home assignments for the students.

### 10.2. Student Information System – SIS

Students registered already have the sis account ([sis.ibsu.edu.ge](http://sis.ibsu.edu.ge)) with login number and password acquired from the Study Process Management office, where they may navigate through their profile, see marks etc.

### 10.3. ID Card

Students registered at the university are given a student ID card, which identifies its owner as a student of IBSU.

### 10.4. IBSU Mail

Students of IBSU are provide with IBSU e-mail account while registration. **Any Official notification and other necessary information will be sent to such IBSU mail addresses.**

## 11. How to Access Regulations and Forms

All IBSU regulations and forms are uploaded on IBSU QMS Documentation Platform - <https://tqm.ibsu.edu.ge>. In case of any interest or comment, the student may enter via their IBSU mail account and see or download them.

## 12. Contact information of administrative units:

Administrative unit	E-mail	Telephone	Room
Faculty of Law	<a href="mailto:lawfaculty@ibsu.edu.ge">lawfaculty@ibsu.edu.ge</a>	+995 32 2595006 (203)	A204
Faculty of Business and Technologies	<a href="mailto:bm@ibsu.edu.ge">bm@ibsu.edu.ge</a>	+995 32 2595006 (188)	N 311
Faculty of Social Sciences, Humanities & Education	<a href="mailto:sseduhum@ibsu.edu.ge">sseduhum@ibsu.edu.ge</a>	+995 32 2595006 (124)	N 200
Study Process Management Office	<a href="mailto:study@ibsu.edu.ge">study@ibsu.edu.ge</a>	+995 32 2595006 (175)	N 209
International Relations Office	<a href="mailto:iro@ibsu.edu.ge">iro@ibsu.edu.ge</a>	+995 32 2595006 (140/169)	N 217/215
Accounting Office	<a href="mailto:accountingoffice@ibsu.edu.ge">accountingoffice@ibsu.edu.ge</a>	+995 32 2595006 (139)	N 206

## Student's Self-Governance

<b>President</b>	<b>Beka Razmadze</b>		<a href="mailto:brazmadze@ibsu.edu.ge">brazmadze@ibsu.edu.ge</a>
<b>Delegate</b>	<b>Dodona Namoradze</b>	Faculty of Business and Technologies	<a href="mailto:dnamoradze@ibsu.edu.ge">dnamoradze@ibsu.edu.ge</a>
<b>Delegate</b>	<b>Tamuna Manvelishvili</b>	Faculty of Social Sciences, Humanities & Education	<a href="mailto:tmanvelishvili@ibsu.edu.ge">tmanvelishvili@ibsu.edu.ge</a>
<b>Delegate</b>	<b>Nino Khaziuri</b>	Faculty of Law	<a href="mailto:nkhaziuri@ibsu.edu.ge">nkhaziuri@ibsu.edu.ge</a>

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