

**RULES OF THE COMPETITION FOR ACADEMIC AND ADMINISTRATIVE STAFF OF THE
GEORGIAN TECHNICAL UNIVERSITY TO PARTICIPATE IN INTERNATIONAL MOBILITY
WITHIN THE FRAMEWORK OF THE INTERNATIONAL EXCHANGE PROGRAM**

1. Scope of Regulation

1. This rule regulates the procedural issues, relevant stages and deadlines of the competition to be held for the academic and administrative staff (hereinafter – Staff) of the Georgian Technical University (hereinafter – GTU) in order to participate in international mobility (hereinafter – the mobility) within the framework of the international exchange program, and establishes the rights and duties of the participants in the competition.
2. For the purposes of this rule, administrative staff is defined as administrative officials defined by the Law of Georgia on Higher Education and the Charter of the University, as well as support staff, and academic staff includes both academic officials who have passed the university by competition, and visiting professors and teachers.
3. This rule is mandatory for all persons involved in the process of planning and implementing international mobility.
4. The procedures established by this rule are transparent, and information about each of its stages is open, accessible and easy for interested parties to understand.

2. Purpose of the Competition

1. The purpose of the competition is to select staff at the host partner higher education institution (HEI) (including the HEI of the country of the Erasmus+ program) to obtain the right to participate in international mobility in accordance with the conditions specified in the appropriate inter-institutional (e.g. within the Erasmus+ program) and/or bilateral (e.g. within the framework of the mutual cooperation agreement signed between GTU and any HEI) agreement

2. The list of partner universities with relevant scientific directions for the Erasmus + program is available on the website (www.gtu.ge/erasmus+).
3. Information about the terms of the competition, application procedures, appropriate documentation and deadlines related to the exchange program project announced under the bilateral agreement will be provided in the competition application of the relevant project, in accordance with the instructions of the project coordinator.

3. Competition Commission

1. The composition of the competition commission for the selection of applicants under the exchange program is approved by the Rector of GTU.
2. As a rule, the commission should include:
 - Vice-Rector - Chairman of the Commission;
 - Head / Representative of the GTU Quality Assurance Service;
 - Head / Representative of the Department of Educational Process Management;
 - Head / Representative of the Department of Science;
 - Head / Representative of the Department of International Relations;
 - Head / Representative of the Legal Support Department;
 - Head / Representative of the relevant structural unit (faculty, administrative department, independent scientific-research (institute, center, etc.), (hereinafter - institute));
 - Invited member if necessary.

4. Announcement of the Competition

1. As part of the exchange program, in accordance with existing agreements, the competition at GTU is announced in two stages, respectively, for the ERASMUS+ international mobility, scheduled for the spring or autumn semester.

Note:

2. The International Mobility competition scheduled for the spring semester will take place in November, and the international mobility competition scheduled for the fall semester will take place in April.

Note: The deadlines related to the procedures for conducting the competition may be changed in accordance with the requirements of the specific project coordinator HEI (HEI of the ERASMUS+ program country) or taking into account weekends and holidays.

3. Information about the competition will be posted on the GTU website (www.gtu.ge), as well as on the following websites <https://gtu.ge/Suss/Programms/>. <https://gtu.ge/erasmus+>.
4. The Department of International Relations of GTU provides information on current competitions to the heads of faculties, institutes and other structural units of GTU;
5. The Department of International Relations of GTU provides regular consultations related to application procedures for interested contestants in accordance with the schedule published on the website (www.gtu.ge/erasmus+) and determines the person authorized to consult.
6. The application for the competition must indicate the name of the host university, information about existing grant quotas, a list of areas/programs defined for the competition.
7. When submitting a competitive application (as well as when performing mobility), the applicant must be a representative of the academic and/or administrative staff of the GTU (see paragraph 2 of Article 1).
8. A person who has participated in the mobility and has not fulfilled the obligations under the relevant agreement and/or has not submitted a mobility report to the Department of International Relations in accordance with the established procedure cannot participate in the competition.

5. Documents for participation in the competition

1. The list of documents required for participation in the competition, as well as the relevant forms are posted on the website (www.gtu.ge/erasmus+).
2. To participate in the competition under the Erasmus+ program, the following documents are required:
 - A copy of ID card/passport;
 - Completed application form (in English);

- EUROPASS CV (in English);
 - A motivation letter (in English);
 - In accordance with the request of the host university, a certificate/notice confirming knowledge of the language of instruction of the educational program/study course or the working language of the event/events to be held (If the contestant has received a higher education in a relevant foreign language program, or has given a course of lectures in the relevant foreign language, the certificate/notice is no longer required);
 - Completed draft mobility contract (in English) signed by the applicant and approved by the head of the relevant structural unit;
 - Letter of recommendation with the contact information of the recommender (in English);
 - The last received diploma of higher education with the supplement (if available), or academic certificate (in Georgian and English);
 - Additional information about the contestant (conferences; publications; inventions; participation in grant projects; management of the educational program; activities carried out in the direction of internationalization; activities related to the organization of public, educational, scientific and creative events at the university, etc.).
3. The participant submits a duly completed and signed draft mobility contract to the head of the relevant structural unit, and in the case of the Erasmus+ program, first to the direct supervisor (in accordance with the subordinate position) for confirmation, and then to the GTU International Relations Department, together with other documents defined by the terms of the competition
 4. A participant can apply for a maximum of 2 coordinating HEIs.

Note:

- The applicant must submit the necessary documents for participation in the competition electronically, in the form of PDF-files, via e-mail: erasmusplus@gtu.ge. Each document must be named as follows: contestant's name_surname_document name (in English);

- In case of incomplete or improper presentation of the above-mentioned documents by the applicant, his/her application for participation in the competition will not be considered;
- The area of the educational program indicated in the application submitted by the applicant must correspond to the priority educational areas defined in the inter-institutional agreement signed with the host university.

6. Acceptance of competitive documentation and consultations

1. The deadline for submission of competitive documents for international mobility planned for the spring semester is November 5.
2. The deadline for submission of competitive documents for international mobility planned for the autumn semester is April 5.
3. Additional detailed information about the announced competition - information about the terms of the competition, the types of international mobility offered and the terms will be published periodically on the GTU website.
4. The Department of International Relations of GTU provides regular consultations related to the application procedures, for interested participants on the website (www.gtu.ge/erasmus+), in accordance with the published schedule, and determines the authorized person:
 - *September-November (for spring semester mobility);*
 - *February-April (for autumn semester mobility).*

7. Testing

Internal university testing in the relevant foreign language for contestants who did not submit an appropriate certificate/reference of foreign language proficiency in the application or did not receive a higher education at a relevant foreign language educational program, or did not read a lecture course in the relevant foreign language, will be conducted at the University's Testing and E-Learning Resource Center, respectively, until November 10 (for international mobility in the spring semester) or until April 10 (for international mobility in fall semester), according to the decision of the commission.

8. Conducting the competition

1. Sorting of contestants' documents for submission to the competition commission must be completed no later than November 16 (for spring semester mobility) or no later than April 16 (for fall semester mobility).

2. The committee must complete the review of the contestant's documents and the interview until November 20 (for spring semester mobility) or until April 20 (for fall semester mobility).

3. The evaluation of the contestant shall be carried out according to the following criteria:

3.1. Certificate/reference/test result confirming the knowledge of a foreign language in accordance with the requirements of the receiving University (max. 4 points);

- International certificate confirming proficiency in a foreign language (TOEFL, IELTS, FCE, Goethe - Zertifikat B2, Deutsches Sprachdiplom (DSD); ALTE/CEFR) – 4 points;
- Education received in the relevant foreign language – 4 points;
- Experience of teaching a foreign language course – 4 points;
- Experience in the preparation of projects in a foreign language, production and coordination of relevant correspondence (in the case of administrative staff) – 4 points;
- The result of university testing in the relevant foreign language from 91 to 100 points – 3,5 points;
- The result of university testing in the relevant foreign language from 81 to 90 points – 3 points;
- The result of university testing in the relevant foreign language from 71 to 80 points – 2,5 points;
- The result of university testing in the relevant foreign language from 61 to 70 points – 2 points;
- The result of university testing in the relevant foreign language from 51 to 60 points – 1 point;

3.2. Experience of participating in exchange programs in GTU (max. 4 points):

- For the first time (for administrative and academic staff): +4 points;

- Used mobility 1 year prior to the announcement of the competition - one point is deducted for each mobility used by him/her: max. -3 points;
- Used mobility 2 years prior to the announcement of the competition: -1 point

3.3. Employee with special needs: +4 points.

3.4. Coordinator of International Relations Programs (employees of the Department of International Relations): +4 points

3.5. Academic Degree (max. 4 points)

- Academic employee (max. 4 points)
 - Professor: 4 points
 - Associate professor: 4 points
 - Assistant professor: 4 points
 - Lecturer: 2 points
- Administrative employee (max. 4 points)
 - Assistant professor: 2 points
 - Lecturer: 4 points
 - Laboratory assistant/Scientist-researcher: 4 points
 - Administrative employee: 4 points

3.6. Additional information (1 point);

- Additional information is provided regarding such activities as the management of the educational program; conferences; publications; inventions; participation in grant projects; activities carried out in the direction of internationalization; activities related to the organization of public, educational, scientific and creative events at the university and others.

3.7. EUROPASS CV:

- The resume should properly describe the applicant's skills, work experience, education and other business information (including conferences, publications, inventions,

participation in grant projects, educational program management, activities carried out in the direction of internationalization, related to the organization of public, educational-scientific and creative events at the university activities and others) and comply with the EUROPASS CV format;

3.8. Letter of motivation:

- Motivation should be well-founded and structured, with a clear statement of goals, expected results and benefits. The motivation letter should clearly indicate what work should be done at the host university (written work plan) and its importance

3.9. Letter of recommendation;

3.10. Interview results (max. 4 points, is adding up).

- Communication skills - 1 point;
- Ability to present yourself/university/country - 1 point;
- Motivation - 1 point;
- Demonstration of knowledge and skills necessary for successful participation in the relevant program/ event - 1 point.

Note:

In case of identical data, preference will be given to participants with special needs.

4. The interview process is recorded as a video recording.
5. The host partner institution of higher education can determine its priorities for the training course within the framework of an interdepartmental agreement (in the case of the Erasmus+ program).

9. Competition results

1. The results of the competition are a ranked list of selected participants in accordance with the points received.

2. In order to obtain an individual grant, the correspondingly ranked contestants (according to the list) will be nominated for the partner institution of higher education.
3. The participants will be notified of the results of the competition individually by e-mail specified in the application for the competition.

10. Procedure for appealing the results of the competition

1. The participant has the right to appeal the decision of the competition commission within 24 hours after the announcement of the results of the competition.
2. The appeal application is drawn up in the name of the Chairman of the competition commission, and the signed application is sent electronically to the Department of International Relations.
3. An appeal commission is also created to consider an appeal by the Rector's order specified in the first paragraph of Article 3 of this rule.
4. The Appeal Commission consists of 3 members who cannot be members of the competition commission.
5. The Commission will consider the received complaint within 1 day. The decision is made by a majority vote and is drawn up by the protocol of the appeal commission.
6. The decision of the appeal commission is sent to the appellant at the e-mail address specified in the application form.
7. Within 3 days after the deadline for filing an appeal, the Department of International Relations sends the corresponding updated ranked list of candidates along with the requested documentation to the host University.