

Ivane Javakhishvili Tbilisi State University's Staff Selection Procedure for Participation in International Exchange and Mobility Programs

Article 1: General Provisions and Regulatory Scope

1. The goal of Ivane Javakhishvili Tbilisi State University's staff selection procedure for participation in international exchange and mobility programs is to facilitate international exchange among university's staff and enhance participation in mobility programs.
2. This rule governs the university's academic, administrative, and support staff, as well as teachers of the Language Center (hereinafter referred to as "Staff"), addressing procedural aspects of their selection for participation in exchange and mobility programs.

Article 2: Foundations of International Exchange and Mobility Programs

The basis for TSU's international exchange and mobility programs lies in partnerships with foreign higher education institutions, which are established through written agreements, such as memoranda or contracts, or through participation in international projects endorsed by the university. These projects are often supported by governmental bodies or foreign representations, such as ministries of foreign affairs, embassies, or related organizations.

Article 3: University Goals Regarding International Exchange and Mobility Programs

Apart from achieving international expertise in higher education and scientific research, as stipulated by the university charter and aligned with its objectives, the aim of Ivane Javakhishvili Tbilisi State University's international exchange and mobility programs (hereinafter referred to as "exchange and mobility programs") is to engage a diverse array of university staff in international exchanges. This endeavor seeks to foster skill acquisition, knowledge sharing, and collaboration, thereby nurturing the development of international networks and utilizing acquired knowledge and experience for the university's advancement.

Article 4: University Personnel Selection Procedure for Participation in Exchange and Mobility Programs

1. To facilitate participation in exchange and mobility programs, the Department of Foreign Relations of the University issues a call for applications on the website inviting applicants to register. The call for applications details the specific details regarding the exchange and mobility programs hosted by foreign higher educational institutions and outlines the eligibility criteria for university personnel in order to participate, including the terms of the programs, prerequisites for participation, selection procedure stages, deadlines, required documentation, and submission forms. This comprehensive information serves as a guide for interested parties seeking to apply for participation in these programs. Applications for participation in the exchange and mobility programs are processed in accordance with this rule and its procedural components. It is imperative that all requirements outlined in this rule are fully met. Any infringement upon these requirements will be deemed a violation of this rule, potentially leading to disciplinary actions as stipulated by the university's policies and regulations.
2. The application for registration relies on the availability of vacant positions and the availability of scholarships as its fundamental basis.
3. Interested personnel must register for exchange and mobility programs via the electronic registration portal at mobility.tsu.ge or through the designated portal of the foreign party of TSU, as specified in the statement provided in the preceding paragraph of this article.

4. The prerequisites for registration on the electronic registration portal, mobility.tsu.ge that are applicable only to the exchange and mobility programs, as specified in paragraph 3 of this article, are the following:
 - a) University staff must maintain active employment status, without any suspended labor relationships.
 - b) The employment profile of the individual should align with the exchange and mobility program's vacancy profile.
 - c) Applicants must complete the required contract form, as specified by this rule, and have it fully filled out and certified with the signature of an authorized person, indicating their agreement to the mobility terms.
5. Taking paragraph 3 of this article in account, the prerequisites and the list of required documents for participating personnel to register on the portal of the foreign host institution for the exchange and mobility programs are published separately for each individual case on the university's website, which falls under the framework of the first paragraph of this rule.
6. In addition to the prerequisites outlined in this rule, in the event of additional prerequisites, they will be published publicly, within the framework of the announcement provided for in the first paragraph of this article.
7. The mobility agreement, intended for participation in the exchange and mobility program and meeting the prerequisites for registration, is a multi-party document signed by the staff member, the university, and the host institution. This agreement establishes the terms of engagement between the staff member and the host institution, outlining the work plan to be undertaken during the exchange and mobility program. To be eligible to participate in the competition, the applicants must ensure that the contract is signed by both the applicant and the head of the structural unit within TSU where the applicant is employed.
8. For the purposes of meeting the prerequisites provided for in paragraph 4 of this article and for the purposes of the corresponding registration, the following should be uploaded by the staff on the appropriate portal:
 - a) a copy (scanned PDF version) of the document passport (in its absence, identity card) provided by the identity proof legislation;
 - b) European/Europass format of CV (in foreign language, PDF);
 - c) Workplace notice from the employer (in a foreign language, scanned PDF version);
 - d) Official certificate/document confirming the status of a disabled person (if it is applicable, scanned PDF version);
 - g) Mobility contract completed and certified according to the established procedure (scanned pdf version);
 - h) Recommendation (to be filled out electronically);
9. In addition to the documentation to be uploaded for the purpose of registration provided by this rule, if there are additional prerequisites, they will be published publicly, within the framework of the announcement provided for in the first paragraph of this article.
10. The university personnel submits an electronic application for their desired exchange or mobility program, ensuring full compliance with the conditions outlined in this rule. In order to select the personnel participating in the mobility program (after completing the registration and meeting all the requirements provided for in this rule), by order of the rector, an appropriate commission is formed, consisting of at least 3 persons with appropriate competence. The rector's order designates the commission's chairperson and secretary; the chairperson is selected from among the commission members, while the secretary is appointed from the Department of Foreign Affairs, ensuring impartiality. The commission is tasked with reviewing documentation and conducting interviews to assess personnel suitability.

The assessment outlined in paragraph 10 of this article is conducted based on the following criteria:

a) Selection according to university criteria, as specified in the table below:

		Minimum points	Maximum points
<i>Professional status (0-5 points)</i>	Rector/Deputy Rector/Dean	0	5
	Director of an independent scientific-research institute/head of a central administrative unit (department, office, center)	0	4
	Deputy Dean of the Faculty/Deputy Director of the Independent Scientific Research Institute	0	3
	Head of Faculty Administrative Unit/Academic Program head	0	2
	A person employed in an administrative or support position related to the coordination of ERASMUS+ ICM programs	0	1
<i>Academic rank (0-5 points)</i>	Professor	0	5
	Associate Professor	0	4
	Assistant Professor	0	2
	Assistant	0	1
	Others (hourly guest lecturer, laboratory staff, teacher, etc.)	0	0
<i>Presentability during the selection interview process (0-45 points)</i>	<i>During academic mobility: the impact of the proposed work plan on strengthening the academic capabilities of his faculty/independent scientific research institute/academic program</i> <i>or</i> <i>During administrative mobility: the impact of the proposed work plan on strengthening the administrative capabilities and expanding international contacts of the structural unit where the applicant is employed at the time of participation in the competition</i>	0	10
	<i>The possible impact of mobility on the strengthening of existing institutional ties between TSU and the receiving higher educational institution</i>	0	10
	<i>Motivation of mobility</i>	0	10
	<i>Level of competence in a foreign language relevant to mobility</i>	0	10
	<i>Impact on the administration of exchange and mobility programs implemented with the participation of the University</i>	0	5
<i>New applicant (no experience) (0-4 points)</i>	<i>No experience in the K107/K171 program: 4 points</i> <i>1 to 2 mobilities during the last 6 semesters: 3 points</i> <i>3 to 4 mobilities during the last 6 semesters: 2 points</i> <i>5 to 6 mobilities during the last 6 semesters: 1 point</i> <i>6 mobilities or more during the last 6 semesters: 0 point</i>	0	5
<i>PWD status (0-1 points)</i>	PWD Status	0	1

b) At the request of the host university, based on the joint criteria of the home and host universities, which will be determined in advance for each competition.

c) At the request of the host university, only in accordance with the criteria established by the host university, which will be determined in advance for each competition.

d) Through negotiations with the partner university, the university's rector holds the authority to decide that the Department of Foreign Relations may directly nominate candidates whose professional roles are associated with the university, for consideration for scholarships. Such roles must contribute significantly to the university's internationalization process and may include positions such as rector, deputy rector, head of administration, deputy head of administration, dean, deputy dean, head of the Department of Foreign Relations and its staff, head of the Quality Assurance Service, among others.

12. Each member of the relevant commission evaluates the participating personnel individually according to the procedure outlined in this rule. Prior to the interview, each commission member receives the competitive documents of the applicants assigned to them and is responsible for familiarizing themselves with this documentation beforehand. Each commission member evaluates only the applicant whose documentation they have reviewed and with whom they have conducted the interview. The points specified in this rule are allocated to the staff in the form of an arithmetic mean, calculated from the points assigned to the respective applicant by the commission members who participated in evaluating the same applicant.

13. Following the completion of the selection process for a specific announced exchange and mobility program, the Department of Foreign Relations establishes a ranked list based on the evaluations of the participating staff. Contestants are listed in descending order of points assigned to them. Contestants who did not appear for the interview or missed a stage or component of the selection process that would prevent them from receiving an appropriate score will not be included in the ranked list. The list comprises all personnel who have successfully completed all stages and components of the selection process, regardless of whether their points meet the criteria for a positive decision outlined in this rule.

14. A positive decision regarding mobility to a foreign higher educational institution for participation in the exchange and mobility program will only be made for university personnel who have accumulated sufficient points, as specified in paragraph 11 of this article. The threshold, which is termed "presentability," must not be less than 15 points, with at least 5 points obtained in each of the first 3 criteria out of 5 in the presentability section of the table provided in sub-point "a" (work plan, institutional connections, motivation), for a total score. Additionally, the applying personnel must have obtained more points than other participating university personnel in the same selection process, taking into account the available vacancies in foreign host institutions.

15. Following the decisions and the ranking list in the mobility program, information regarding the mobility of specific personnel to the hosting higher educational institutions is forwarded to the respective receiving institutions. Simultaneously, the outcomes of the selection process are individually communicated to all participating personnel via email. It is crucial to note that these results are not final, and the receiving institution reserves the right to reject (in whole or in part) the submission; if so, the rejection will be communicated to the provided email addresses. Furthermore, the university personnel who have been granted a scholarship for participation in the exchange and mobility program retain the right to decline participation. Successful candidates are required to inform the Department of Foreign Relations of their decision via email to decline the scholarship within 10 working days of receiving the relevant email notification.

16. After receiving a submission from the university, the host institution has the right to decide, in advance, to increase the number of available vacancies (based on the number of vacancies announced for the relevant selection procedure according to this rule).

In such cases, the university may utilize the ranking list derived from the previously conducted selection procedure, if it permits additional submissions through this process. However, if the existing ranking list does not facilitate additional submissions, the university is authorized to conduct a new selection procedure, adhering to the procedures outlined in this rule within the shortest possible time frame (provided the deadline for new scholarship submissions allows).

17. After the host institution confirms the submissions received from the university and accepts the university personnel, the relevant individuals receive an electronic confirmation letter in the Exchange and Mobility Program

Management portal, confirming their eligibility for mobility at the respective foreign higher educational institution. Furthermore, the accepted university personnel will receive further information directly from the host institution regarding the exchange and participation. The process is finalized by the host institution sending an invitation letter to the relevant personnel and signing the mobility agreement. After receiving the invitation letter, the accepted university personnel are required to initiate their travel arrangements in accordance with the university's established procedures.

Article 5: Scope of responsibility of entities participating in the process

Throughout the implementation of this rule, the involved entities involved in the process have specific areas of responsibility. The university, alongside its structural units and authorized individuals, are responsible for compliance with the requirements of the rule except certain issues that fall under the area of personnel responsibility, as delineated below. These responsibilities include, but are not limited to the following:

a) during the registration phase:

- a) compliance with established deadlines;
- b) creation of relevant documents;
- c) completion of the necessary fields of the mobility contract;
- d) obtaining proper signatures on all necessary documents;
- e) creating a profile on the registration portal and making an application;
- f) timely communication with a potential recommender (if the recommender doesn't manage to fill out the recommendation fields in a timely manner, the application is deemed incomplete); the recommender must be an individual who is familiar with the professional activities of the competition participant at TSU. It is sufficient that the recommender is employed at TSU and is fully familiar with the professional work of the participant and work-related specificities. Simultaneously, the content of the recommender's official workload at their university and the matter of the applicant's subordination are evaluated;
- g) Interview attendance;
- h) Frequent checking of the applicant's email;
- i) Authenticity of the documentation presented by the applicant.

b) In case of selection of staff participating in the exchange and mobility program and confirmation by the receiving higher education institution:

- a) If desired by the participant, a statement of refusal of participation within the specified time-frame;
- b) Familiarity with the terms provided by the host institution and adherence to their regulations;
- c) If necessary, timely initiation of visa process and obtainment of visa;
- d) Timely communication with the host institution;
- e) Arriving within the timeframe specified by the host institution and remaining until the conclusion of the entire mobility period.

Article 6: Selection Procedure and Conditions for University Personnel Participation in Exchange and Mobility Programs at the Host Institution

1. In case that the selection of staff and other participation-related procedures of Exchange and Mobility Programs must be carried out at the request of the host institution, the university is obliged to ensure that the necessary information is published on the university's website in an announcement, and if necessary, to facilitate communication, information exchange, etc, between the host institution and the interested university personnel. However, if the selection process is initiated and conducted solely by the host institution, the university must still ensure that the host university's selection criteria process is carried out. In such cases, the university benefits from the provisions outlined in this rule, except for any selection criteria provided by this regulation

2. The selection principles and procedures outlined in this article, as well as the extent and nature of the university's potential involvement in this process and any other relevant matters, are determined and carried out by the host institution itself.

Article 7: Final Provisions

In accordance with this regulation, decisions made by the university, its authorized individuals, and structural units (including interim and final decisions made throughout the selection process) are subject to appeal directly to the Georgian court, as per the applicable law.