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Rule on Participation in the International Mobility Program

2022



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## Article 1. General provisions

1. The rules for participation in the International Academic Mobility Program shall establish the terms and conditions related to the use of the International Mobility Program by the students and academic staff of the European University Ltd. (hereinafter referred to as the "University"). The duration of the International Mobility Program and the amount of scholarship offered are determined under the order of the Rector.
2. The competition is open to the Bachelor (II - VII semester), Master (II, III semester), as well as one-step educational program (II-X semester) students with an average grade of at least 3.0. In the case of academic staff, any person holding an academic position at the University is eligible to participate in the International Mobility Competition, whose annual grade point average is higher than 4.0, and there are no additional eligibility criteria for the administrative staff.
3. International mobility is carried out for the purpose of studying, teaching or training, in case of students, academic personnel and administrative staff, respectively.
4. Students are allowed to take part in the International Mobility Program funded by the University only once within one educational level. In the case of academic and administrative staff, re- participation in the mobility program with the same purpose, is possible only after 3 months, after undertaking the last International Mobility.

## Article 2. Announcement of the competition

1. Based on the written appeal of the Head of the International Relations Office, the Rector of the University issues an order announcing the competition and approves the competition commission for each qualifying round.
2. The legal act issued by the Rector shall reflect the rules, terms, conditions of conducting the competition and the selection criteria for participation in the International Mobility Program. The Rector's legal act may define additional criteria<sup>1</sup>, the fulfillment of which determines the advantage of the contestant compared to other applicants.
3. The terms and conditions of the competition are published publicly on the website of the University and through social network. Additionally, students are provided with information through the database and telephone notifications. In case of necessity information sharing meetings are held. Those, wishing to participate in the International Academic Mobility Program may also apply to the International Relations Office for advice.

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<sup>1</sup> In the case of academic staff, preference might be given to a person who holds the position of a program head, is an affiliated academic staff of European university, etc. In the case of a student, a specific GPA score, etc. can be determined. In the case of administrative staff, taking University's specific strategic needs and priorities into account, mobility can be announced even within a specific structural unit.



### Article 3. Student Selection Procedure

1. Students interested in International Mobility Program fill in the electronic registration form prepared by the International Relations Office.
2. Registered students who meet the terms and conditions for participation in the competition are invited by the International Relations Office to the first qualifying round, which involves taking the English language exam face-to-face or using remote platforms.
3. The student is required to have B2 level proficiency in English, in four competencies of the language: listening, writing, reading, speaking in accordance with the Common European Framework of Reference for Languages (CEFR).
4. Prerequisite for passing to the next stage of the competition is to accumulate at least 60 out of the maximum 100 points determined by the exam. Additionally, a 15-point limit is set, which the student has to pass in all four competencies. For each student, the test lasts 2 hours and 15 minutes, considering taking a half-hour break.

Listening (min. 15/25 points) – 20 minutes

Writing (min. 15/25 points) – 30 minutes

Reading (min. 15/25 points) – 40minutes

Break: 30 minutes

Speaking (min. 15/25 points) – 15 minutes per pair

Total: min.60/100

5. Based on an individual agreement and / or service contract, English language proficiency test may be assigned to suitably qualified academic / research / invited staff and / or an external expert.
6. Tests for English language exams are submitted in advance to the International Relations Office, and the criteria for the assessment of individual competencies are approved by the Rector and shared with the Competition Commission.



7. The English language test for the first qualifying stage will be conducted by a pre-approved competitive commission, composed of at least two specialists of English language, based on the order of the rector. If necessary, an external expert may be invited.
8. The reading and listening part is automatically checked based on the correct answers determined in advance, while the written and oral competence is assessed by calculating the arithmetical mean of the scores written by the commission.
9. A student who submits an internationally recognized certificate of English proficiency at the required level of English is exempted from the English language examination and automatically continues at the next stage of the competition. The submitted certification score through according to the CEFR standard in accordance with B1 or B2 level must be:

Test	Min. Score corresponding to B2 level
IELTS	5.5
Toefl iBT	72
Toelf PBT	543



Test	Min. Score corresponding to B1 level
Cambridge English Scale Score for B2 First (formerly known as FCE)	160

10. The second and final stage of the International Student Mobility Competition involves an English-language interview conducted face-to-face or using a remote platform.

11. At the interview, the motivation of the contestants in terms of academic, professional and personal development is assessed, each of which is awarded a maximum of 3 (three) points in accordance with the following criteria:

Motivation in terms of academic development:

0 - The contestant does not speak about his / her motivation in terms of academic development or is demotivated.

1 - The contestant speaks little about his / her motivation in terms of academic development and / or does not understand the importance of international mobility in terms of acquiring or developing academic skills.

2 - The contestant speaks convincingly about his / her motivation for improving academic achievement, although he/she focuses only on the basic "solid skills" and underestimates the importance of international mobility for the development of critical or creative thinking.

3 - The contestant is fully aware of the importance of international mobility for his / her academic development and at the same time thinks about the applicability of the academic skills acquired / developed during the mobility after re-involvement in the educational process of the University.

Motivation in terms of professional development:

0 - The contestant does not speak about his / her motivation in terms of professional development or is demotivated.

1 - The contestant speaks little about his / her motivation in terms of professional development and /or does not understand the importance of international mobility for his future career.



- 2 - The contestant speaks convincingly about his / her motivation in terms of general professional development, although he/she does not have a specific vision for career advancement.
- 3 - The contestant fully understands the importance of international mobility for achieving his / her career goals and at the same time thinks about the applicability of the mentioned experience from the professional point of view after returning to the homeland.

Motivation in terms of personal development:

- 0 - The contestant does not speak about his / her motivation in terms of personal development or is demotivated.
- 1 - While speaking about personal development, the contestant is limited to general terms, does not show the ability of self-reflection and cannot relate the experience of international mobility to the process of forming his/ her own self.
- 2- The contestant speaks convincingly about his / her motivation in terms of personal development, but focuses only on positive experiences and does not fully understand the essence of life challenges related to international mobility.
- 3 - The contestant shows psychological readiness to cope and adapt to the challenges related to international mobility and is motivated to transform each of them into "soft skills" (stability, time management skills, interpersonal skills, innovation and creativity, personal hygiene, etc.)

12. The commission for the interview of the second qualifying round, nominated by the International Relations Office and approved under the order of the Rector consists of three members. The final score (max. 9 points) is calculated by summing the arithmetic mean of the points written by the members of the commission. An employee of the International Relations Office and the Program Manager / Co-Manager are duly represented in the Commission. A third member of the Commission might be any other person holding an administrative or academic position.

13. Students of different educational programs do not compete with each other. The winners are the contestants with the highest scores according to the programs, the number of which depends on the terms and conditions determined in advance by the order of the Rector.





#### Article 4. Selection procedure for Academic personnel

1. Academic staff interested in international mobility fill in the electronic application form prepared by the International Relations Office.
2. The authors of the completely filled application form are invited by the International Relations Office to deliver an English language lecture / presentation in front of the commission approved by the Rector in advance.
3. Academic staff are required to demonstrate proficiency in English at C1 level, according to the Common European Framework of Reference for Languages (CEFR), in four language competencies: listening, writing, reading, speaking.
4. The prerequisite for moving to the next stage of the competition is to score at least 60 out of the maximum 100 points determined by the exam. In addition, a 15-point limit is set, which the administrative staff must overcome in all four competencies. For each employee, the exam lasts for 2 hours and 15 minutes, taking into account a half-hour break.

Listening (min. 15/25 points) – 20 minutes

Writing (min. 15/25 points) – 30 minutes

Reading (min. 15/25 points) – 40minutes

Break: 30 minutes

Speaking (min. 15/25 points) – 15 minutes per pair

Time in total: min.60/100

5. Based on an individual agreement and/or service contract, the preparation of the English language exam test may be assigned to an academic/scientific/guest staff with appropriate qualifications at the university and/or an external expert.
6. The English language test for the first qualifying stage will be conducted by a pre-approved competitive commission, composed of at least two specialists of English language, based on the order of the rector.
7. The reading and listening parts are automatically checked based on predetermined correct answers, and the written and oral competence is evaluated by calculating the arithmetic mean of the written scores by the examination committee.
8. Provided the relevant documentation is submitted, the academic staff of European University who have at least one year of teaching experience in an English-language program at a higher education institution are exempted from



the English language test; So are those who hold an English-language philology or English-language Bachelor's/Master's/PhD degree and/or are in possession of an internationally recognized certificate confirming knowledge of the English language at the required level. In the latter case, the presented certificate score in accordance with CEFR standard C1 level should be:

Test	Min. score corresponding to C1 level
IELTS	7.0
Toefl iBT	95
Toelf PBT	627
Cambridge English Scale Score for C1 Advanced (formerly known as CAE)	180

9. The second and final stage of the selection competition for mobility candidates for the purpose of teaching involves conducting a demo lecture in English in front of a commission pre-approved by the Rector, with the following composition: Dean of the relevant faculty, head/co-head of the relevant program and representative of the International Relations Office. In case the Dean or the Head of the Program participates in the competition, a different composition of the commission shall be approved by the order of the Rector.

10. The demonstration lecture is evaluated in accordance with the following criteria:

- Knowledge of the course topics;
- Consistent speaking;
- Contact with the audience;
- Used teaching methods;
- Ability to answer questions.

Each criterion is evaluated on a 3-point scale, where 3 points is the maximum and 1 - the minimum (3 - good; 2 - satisfactory; 1 - bad). Each point should be accompanied with a brief explanation / description.

11. Demonstration lecture is evaluated by calculating the arithmetic average of the points awarded to the contestant by all three members of the commission and amounts to a maximum of 15 points.



12. The contestants with the highest evaluation according to the programs are declared the winners, the number of which depends on the pre-determined competition conditions based on the Rector's order. In the case of a limited quota, the academic staff with the highest score among the programs wins.

#### Article 5. Selection procedure of Administrative Staff

1. Administrative personnel interested in international mobility fill in the electronic application form prepared by the International Relations Office.
2. The authors of fully completed applications are invited by the International Relations Office to the first selection stage, which involves an English language test face-to-face or using remote platforms.
3. Administrative staff are required to demonstrate knowledge of English at B2 level, according to the Common European Framework of Reference for Languages (CEFR), in four language competencies: listening, writing, reading, speaking.
4. The prerequisite for moving to the next stage of the competition is to score at least 60 out of the maximum 100 points determined by the exam. In addition, a 15-point limit is set, which the administrative staff must overcome in all four competencies. For each employee, the exam lasts for 2 hours and 15 minutes, taking into account a half-hour break.

Listening (min. 15/25 points) – 20 minutes

Writing (min. 15/25 points) – 30 minutes

Reading (min. 15/25 points) – 40minutes

Break: 30 minutes

Speaking (min. 15/25 points) – 15 minutes per pair

Total amount: min.60/100

5. Based on an individual agreement and/or service contract, the preparation of the English language exam test may be assigned to an academic/scientific/guest staff with appropriate qualifications at the university and/or an external expert.
6. The English language test for the first qualifying stage will be conducted by a pre-approved competitive commission, composed of at least two specialists of English language, based on the order of the rector.
7. The reading and listening parts are automatically checked based on predetermined correct answers, and the written and oral competence is evaluated by calculating the arithmetic mean of the written scores by the examination committee.
8. Provided the relevant documentation is submitted, the administrative staff members who have at least one year of teaching experience in an English-language program at a higher education institution are exempted from the English language test; So are those who hold an English-language philology or an English-language Bachelor's/Master's/PhD



degree, and/or have at least one semester of experience studying abroad in English at any level of higher education within the framework of the mobility program; and/or possess an internationally recognized certificate of English language proficiency at the required level. In the latter case, the submitted certificate score is CEFR standard. In the latter case, the presented certificate score in accordance with CEFR standard B2 level should be:

Test	Min. Score corresponding to B2level
IELTS	5.5
Toefl iBT	72
Toelf PBT	543
Cambridge English Scale Score for B2 First (formerly known as FCE)	160

9. The second and final stage of the mobility selection competition involves the presentation of the training mobility plan in English, which will be conducted face-to-face or using a remote platform, in front of the commission previously approved by the rector, which includes: Rector, direct supervisor of an administrative employee or Vice-Rector of the relevant direction and representative of the International Relations Office.

10. The training plan is evaluated according to the following criteria:

- relevance and importance of planned meetings and activities;
- Compliance of the mobility plan with the university's strategy and priorities;
- consistent speaking in English;
- Value of expected results in terms of action plan and/or potential practical applicability of mobility results;
- Feasibility of the plan set within the framework of mobility (taking into account the qualifications and service competencies of the employee)

Each criterion is evaluated on a 3-point scale, where 3 is the maximum and 1 is the minimum evaluation (3 - good; 2 - satisfactory; 1 - bad). Each point should be accompanied by a brief explanation/description.

11. The training plan is evaluated by calculating the arithmetic average of the points awarded to the contestant by all three members of the commission and is a maximum of 15 points.

12. The contestants with the highest evaluation according to the services are declared the winners, the number of which depends on the pre-determined competition conditions based on the order of the rector. In the case of a limited quota, the administrative staff with the highest score among the services wins.



Article 6. Preparation of the documentation required for International Student Mobility.

1. After the winners of the competition are announced, the International Relations Office provides the students, who had been selected, with catalogs of English language subjects of the host university.
2. Under the coordination of the International Relations Office, the Head of the relevant Program, with the technical support of the Learning Process Manager, determines the compatibility between the courses of the host University and those courses that the student have to take locally.
3. Considering the interests of the student, the International Relations Office develops the first version of the Learning agreement, which is sent to the student for a final decision. In addition, the International Relations Office recommends that students to have consultation with the Partner University International Mobility Coordinator and assists to contact them.



4. As a result of the consultation, the student makes a final decision and in agreement with him /her, an internal document of the learning agreement is drawn up at the university, which lists the courses to be taken at the partner university, as well as their corresponding courses at the University, indicating the relevant credits. The document is signed by the Head of the Program, Field Expert and Head / Representative of Quality Assurance Department, making the European University responsible for acknowledging the credits accumulated by the student at the Partner University upon his or her return, in accordance with the scheme outlined in the document.

5. In order to make any necessary changes to the Learning Agreement during the stay at the partner university, the student should contact the International Relations Office of the European University and provide information on the implementation of the change, which must be accompanied by relevant evidence. The faculty makes decisions taking into consideration the interests of the student.

6. In addition to regulating the selection-recognition of subjects, the International Relations Office is responsible for the preparation and timely submission of other required documentation by the partner university, as well as for providing the student with complete information before he /she leaves for the host university.

7. The student, in turn, is obliged to share the copy of all documents required for international mobility with the International Relations Office and in accordance with the instructions to fill in the application form (s) requested by the host university.

8. During the period of study at the partner university, the student maintains an active status at the European University and he / she pays for the recognized credits.

9. Upon return, the student will be required to complete a questionnaire specifically developed by the Quality Assurance Service to assess the effectiveness of International Academic Mobility.

#### Article 7. Preparation of the documentation required for the International Mobility of Academic and Administrative staff

1. External and internal documents of the teaching / training agreement are drawn up for the Academic/Administrative staff selected to participate in the International Mobility Program. The first one is to determine the lecture hours or training plan to be held at the host university, and the second one



for the sharing experiences to plan the activities to be conducted at the European University after the mobility.

2. By signing the agreement, the Academic and Administrative staff selected through a competition takes responsibility for the fulfillment of the obligations imposed at the European and host universities.
3. The International Relations Office is responsible for preparing documentation related to the Academic and Administrative staff mobility and its timely delivery to the partner university.
4. The Academic and Administrative staff in turn, is obliged to share the copy of all documents required for international mobility with the International Relations Office and in accordance with the instructions to fill in the application form requested by the host university.
5. Upon return, academic and administrative staff will be required to complete questionnaires specifically developed by the Quality Assurance Service to assess the effectiveness of International Mobility.

