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**Rule on Participation in the International Mobility Program  
(For the Administrative and Academic Personnel)**



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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 academic and administrative staff of the European University LLC (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 academic staff of the university with an annual grade point average higher than 4.0 and any employee of the administration.
3. International mobility is carried out academically Teaching by staff, and training for administration employees in order to pass.
4. Repeated participation in the international mobility program sponsored by the university is possible after 3 months from the last mobility for the same purpose.

## 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. 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

**(invalid. Order N61744, 15/11/2024)**

### 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 B2 level knowledge in English.
4. *According to the Common European Framework of Reference for Languages document (CEFR), in four language competencies: listening, writing, reading, speaking.*
5. 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

6. 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.
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.
8. Based on the presentation of the relevant documentation, the academic staff of the European University, whose English language competence has already been confirmed once within the framework of the international mobility competition, are exempted from the English language test; has at least one year of teaching experience in an English-language program at any accredited higher educational institution; Has obtained a Bachelor's/Master's/PhD



degree in English language or English language and/or holds a widely recognized certificate of English language proficiency at the required level (TOEFL, IELTS, FCE, DET, etc.). In the latter case, the presented certificate score must correspond to the B2 level according to the CEFR standard.

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. On the basis of the presentation of relevant documentation, the administrative staff of the European University, whose English language competence has already been confirmed once within the framework of the international mobility



competition, are exempted from the English language test; has at least one year of teaching experience in an English-language program at any accredited higher education institution; has obtained a bachelor's/master's/doctorate degree in English philology or English language; Has at least one semester of experience studying abroad in English at any level of higher education within the framework of the exchange program and/or holds a widely recognized certificate confirming knowledge of the English language at the required level (TOEFL, IELTS, FCE, DET, etc.). In the latter case, the presented certificate score must correspond to the B2 level according to the CEFR standard.

9. 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.

10. 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.

11. 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.  
(invalid. Order N61744, 15/11/2024)

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 is sharing experience in order to plan further mobility activities at the European University.
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.