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## Staff Selection Rules

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## Chapter I. General Provisions

### Article 1. Field of regulation

Staff selection rules (hereinafter referred to as the "Rules") defines procedure for hiring, selecting, choosing, appointment rule and procedure for academic, scientific, invited, administrative and support staff at European University Ltd. (hereinafter referred to as the "University").

### Article 2. Staff Planning Mechanisms

Staff recruitment and / or competition is announced based on staff planning, which involves determining their needs through a variety of mechanisms. The staff planning mechanisms at the university are:

- A) Reviewing the staff list of the administrative staff of the University on a quarterly basis and, if necessary, making changes in staff list;
- B) To implement the job analysis and make appropriate changes to the personnel list;
- C) To make a decision on the announcement of an academic competition by the relevant faculty board at the faculty level, about the announcement of the academic competition;
- D) The decision of the Dean of the relevant faculty and the head/co-head of the educational program to increase the number of invited staff; E) Initiation of personnel changes by administrative / support staff by structural units;
- F) In the case of scientific staff, the basis for increasing its number may be: defining a new research priority / direction or expanding the existing one, obtaining a research grant or adding a doctoral program.

## Chapter II. Selection of Academic Staff

### Article 3. Composition of Academic Staff

1. The academic staff of the University consists of a professor, an associate professor, an assistant professor and an assistant.
2. A professor is a person with an academic position at the university who leads the learning process and directs the scientific-research work of the students.



3. Associate Professor is a person with an academic position at the University, who participates in the learning process and supervises the teaching and scientific-research work of students.
4. The Assistant Professor is a person with an academic position at the University, who according to his / her competence, participates in the educational and scientific-research process.
5. An assistant is a person holding an academic position at a university who, under the guidance of a professor, associate professor or assistant professor, carries out seminar and research work within the framework of the educational process at the faculty.

#### **Article 4. Qualification requirements of academic staff**

1. The University shall establish qualification requirements for each academic position. these are:
  - A) The following may be elected as professors:
    - A.a) A person with a doctorate or equivalent academic degree, who Has at least 6 years of scientific-pedagogical work experience;
    - A.b) A person who is in the direction of the subject of the relevant training courses Published (within the last 5 years) has a scientific publication / publications or is their co-author;
    - A.c) A person who has the right to develop a training course (syllabus) experience
  - B) The following may be elected as an associated professors:
    - B.a) A person with a doctorate or equivalent academic degree, who has at least 3 years of scientific-pedagogical work experience;
    - B.b) A person who is in the direction of the subject of the relevant training courses published (within the last 5 years) has a scientific publication/publications or is their co-author;
    - B.c) A person who has an experience in developing a relevant training course (syllabus).
  - C) The following may be elected as an assistant-professor:
    - C.a) A person with a doctorate or equivalent academic degree;
    - C.b) A person who has relevant subject of study course/courses Published in the direction (in the last 5 years) scientific publication/publications or is co-authored thereof;
    - C.c) A person who has the right to develop a training course (syllabus) experience;



C.d) A doctor or a doctoral candidate who has Experience in developing the relevant training course (syllabus).

2. In addition to the qualification requirements specified in paragraph of this article, special requirements have been established for academic personnel implementing the one-cycle Medical Doctor Educational Program:

- a) The person must undergo training in medical education methodology every two years<sup>1</sup>, which must be confirmed by an appropriate certificate;
- b) The following requirements are imposed on academic staff within the framework of clinical disciplines.
  - b.a) The professor must have at least 6 years of teaching experience and the last 9 years of clinical experience;
  - b.b) An associate professor must have at least 3 years of teaching experience and the last 5 years of clinical experience;
  - c.c) An assistant professor must have at least the last 3 years of clinical experience;
  - c.d) The assistant must be a doctoral candidate in a clinical specialty.
  - d) Certificate of the relevant specialty in the case of clinical disciplines;
  - e) In the case of a Medical Doctor English-language educational program, academic staff are required to provide proof of proficiency in the appropriate level of English.

2<sup>1</sup>. In addition to the qualification requirements specified in paragraph 1 of this article, special requirements are established for academic personnel implementing a one-cycle Dentistry educational program:

- a) The person must regularly undergo training in dental education methodology once every five years<sup>2</sup> which must be confirmed by an appropriate certificate (Learning methods/assessment methods (PBL, DOPS, mini CEX, OSCE, 360, Portfolio) Emergency care, infection control, evidence-based dentistry, special needs dentistry, etc.).
- b) The following requirements are imposed on academic staff within the framework of **fundamental/biomedical, preclinical, and clinical disciplines**:
  - b.a) The professor must have at least 6 years of teaching experience and at least 9 years of clinical experience;
  - b.b.) An associate professor must have at least 3 years of teaching experience and the last 5 years of clinical experience;
  - c.c) An assistant professor must have at least 3 years of clinical experience;
  - c.d) The assistant must be a doctoral candidate in a clinical specialty with at least 3 years of clinical experience.
  - d) Certificate of the relevant specialty.
  - e) In the case of an English-language dental education program, academic staff are required to provide proof of proficiency in the appropriate level of English.

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<sup>1</sup> This requirement is in accordance with the sectoral characteristics of higher medical education Valid from January 1, 2019. In the academic competition announced after January 1, 2021 by the time of participation, staff must have received appropriate training or the university should provide staff training with its own resources.

<sup>2</sup> In the academic competition announced from November 16, 2023, by the time of participation, the staff must have undergone appropriate training or the university must provide retraining of the staff with its own resources.



3. A person should be chosen on the position of professor/associate and/or assistant professor, who has an appropriate professional qualification, which may be proven by professional experience/publications.
4. On the position of academic position of professor (professional sign) are dedicated the following qualification requirements:
  - A) At least master's academic degree;
  - B) Relevant professional experience in the field, which can be verified as follows:
    - B. a) At least 10 years of work experience in the relevant field (practical the content of the activity can be specified from the features of the program depending on);
    - B. b) At least 5 years of teaching activity in a higher educational institution years of work experience;
  - C) Experience in developing the relevant training course (syllabus).
5. for the academic position of associate professor (with professional status) The following qualification requirements are established:
  - A) not less than a master's academic degree;
  - B) Relevant professional experience in the field, which can be verified as follows:
    - B. a) At least 5 years of work experience in the relevant field (practical the content of the activity can be specified from the features of the program depending on);
    - B. b) At least 3 years of pedagogical activity in a higher educational institution years of work experience;
    - B. c) Experience in developing the relevant training course (syllabus).
6. For the academic position of assistant professor (with professional status) The following qualification requirements are established:
  - A) At least master's academic degree;
  - B) Relevant professional experience in the field, which can be verified with the following signs:
    - B. a) At least 3 years of work experience in the relevant field (practical the content of the activity can be specified from the features of the program depending on);
    - B. b) Publication in the relevant direction (published in the last 5 years during) or teaching activities in a higher educational institution At least 1 year of work experience.
7. The university is authorized to determine additional ones through a competitive application qualification requirements, including those defined by paragraphs 4-6 of this article Requirements different from qualification requirements. additional requirements When determining, attention is paid to the following characteristics:
  - A) practical experience in the relevant field;
  - B) participation in scientific conferences / seminars;
  - C) scientific scholarships and grants;
  - D) participation in professional development activities;
  - E) articles published in a peer-reviewed journal;



- F) management of master's theses;
  - G) completed research projects;
  - H) editing;
  - I) published monographs and textbooks;
  - J) raising the qualification;
  - K) knowledge of a foreign language (specified according to the specifics of the program);
  - L) Special training, which envisages passing special courses corresponding to the specifics of the field.
8. In case of holding an academic position on the educational program of a medical doctor on a professional basis, the candidate in addition to paragraphs 4 and 6 of this article must also meet the requirements established by paragraph 2 of this article.

#### **Article 5. Rules for Holding an Academic Position**

1. Academic positions can be held only through open competition, which must comply with the principles of transparency, equality and fair competition. The date and conditions of the competition are published on the university's website at least 1 month before receiving the documents.
2. The selection of contestants for academic positions is based on the study of the submitted documents and the demonstration lecture.
3. The academic positions of Assistant Professor, Associate Professor are elected for a term of 4 years, and Professor - for a term of 5 years. A person is elected to the academic position of Associate Professor and Professor for the duration of the program, for the following educational programs: One-cycle Medical Doctor Educational Programs - for a period of 6 years; One-cycle Dentistry educational program - for a period of 5 years; Integrated Master's Degree Program in Veterinary Medicine - for a period of 5 years

#### **Article 6. Documentation and evaluation submitted by the contestant**

1. In case of holding a position based on academic merit, the candidate must submit the following documentation:
  - a) Application for participation in the competition, indicating the relevant field and academic position. The application is filled out by the contestant for only one position/field.
  - b) Curriculum Vitae (CV) (electronic and/or printed), in the resume format developed by the university.
  - c) Copy of identity document;



- d) Copies of educational document(s) confirming qualifications (in case of education obtained abroad, a document confirming the recognition of education);
- e) Copies of documentation confirming teaching experience;
- f) Adequate scientific papers for the competitive position/position, or copies thereof (published within the last 5 years);
- g) Relevant syllabi (printed or electronic version);
- h) A copy of the certificate<sup>3</sup> confirming the fact of completing training in medical education methodology (in the case of a competition announced for the graduate medical education program); A copy of the certificate<sup>4</sup> confirming the fact of completing training in dental education methodology (in the case of a competition announced for a Dentistry education program);
- i) Certificate from the workplace confirming clinical experience (in the case of a competition announced for a Medical-Doctor education program);
- j) Certificate of the relevant specialty in the case of clinical disciplines;
- J<sup>1</sup>) Document proving language proficiency in the case of English-language educational programs for qualified physicians and dentists. This will be considered the presentation of one of the following documents:
  - J<sup>1</sup>.a) A document confirming at least 3 years of experience teaching in an English-language program;
  - J<sup>1</sup>.b) A document confirming the implementation of medical activities in English in a clinic operating abroad (for at least 1 year);
  - J<sup>1</sup>.c) A document confirming the implementation of educational/research activities in the field of biomedicine in English at a research institution operating abroad (for at least 1 year);
  - J<sup>1</sup>.d) Completion of an English-language undergraduate or postgraduate program, as confirmed by an appropriate document;
  - J<sup>1</sup>.e) An internationally recognized certificate proving at least B2 level of English language proficiency (IELTS, TOEFL, Cambridge English, UNI cert, English Score, etc.)

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<sup>3</sup> They are required to present this certificate starting in 2021. In case of absence of the certificate, the university will provide personnel retraining using its own resources.

<sup>4</sup> The aforementioned certificate must be presented from November 16, 2023. In the absence of a certificate, the university will provide personnel retraining using its own resources.



J<sup>1</sup>.f) In the case of an English-language dentistry educational program, language proficiency can also be confirmed by the involvement of relevant university specialists on the basis of an internal university exam corresponding to the B2 level of the language of instruction of the program.

k) In case of defining additional requirements, the competition application specifies the additional documentation/conditions to be submitted.

2. In case of holding a position on a professional basis:

a) A person wishing to hold the academic position of Professor/Associate Professor must submit the documents specified in subparagraphs "a" - "e" and "g" of paragraph 1 of this article, in the case of clinical disciplines of the graduate medical education program and **fundamental/biomedical, preclinical and clinical disciplines** of the dentistry education program, the documents provided for in subparagraphs "T-K". Also, a document confirming professional experience must be submitted;

b) A person wishing to hold the academic position of Assistant Professor must submit the following documents in accordance with subparagraphs "a"- "e" of paragraph 1 of this article, in the case of clinical disciplines of the Medical Doctor education program and **fundamental/biomedical, preclinical and clinical disciplines** of the dentistry education program, the documents provided for in subparagraphs "T-K". A document confirming professional experience must also be submitted.

2<sup>1</sup>) In the case of a competition announced on a professional basis, a person participating in the competition announced for the English-language educational program of a graduate doctor of medicine/dentistry must submit one of the documents specified in subparagraph K<sup>1</sup> of paragraph 1 of this article.

## Article 7. Rules and conditions of the competition

1. Based on the nomination of the Dean of the relevant faculty and the decision<sup>5</sup> of the Faculty Board, the competition is announced by the Rector of the University in order to renew the staff of the academic staff, develop a new educational program and / or fill the vacancy.

2. The deadline for receiving the documents of the persons wishing to participate in the competition and the list of submitted documents shall be determined by the competition application. The published application must contain information on the stages of the competition and the dates of publication of the competition results and the deadlines for submitting the appeal.

3. The act on announcing a competition becomes publicly available. The act of announcing the competition also will be posted on the university's website.

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<sup>5</sup> About the announcement of the academic competition, the dean sends a report card to the rector, who gives the human resources management service the appropriate task to administer the processes.



4. Based on the nomination of the Dean of the relevant faculty, a competition commission shall be established by a legal act of the Rector, which evaluates the demonstration lecture conducted by the contestant and, if necessary, conducts an additional interview.
5. The competition commission includes:
  - A) the head of the program;
  - B) at least one specialist in the field;
  - C) an employee of the Human Resources Management Service.
  - D) The dean of the relevant faculty or another invited person may be part of the commission.
6. A member of the Competition Commission may not be a candidate participating in the same competition or a person with a conflict of interest in accordance with the current legislation of Georgia.
7. The competition is organized by the Human Resources Management Service of the University, and the organizational support related to the activities of the Competition Commission is provided by the Secretary of the Competition Commission, who can also be a member of the Commission.
8. The case management service shall register the applications of the persons wishing to participate in the competition announced for the academic position and register them within the timeframe specified in the competition announcement

#### **Article 8. Evaluation of contestants**

1. The evaluation of the contestants shall be carried out by the Competition Commission in accordance with the current legislation of Georgia, this Rule and the conditions specified in the competition announcement.
2. The competition is held in two stages. At the first stage, the Human Resources Management Service, on the instructions of the Competition Commission, inspects the compliance of the documents submitted by the contestants with the requirements established by the competition application and submits them to the Commission. Candidates whose documents will be in full compliance with the established requirements will be considered for the second stage. The decision taken by the Commission shall be reflected in the minutes, which shall be signed by the members of the Commission.
3. In the second stage of the competition, the contestant gives a demonstration lecture. In case of a competition for the implementation of the English language<sup>6</sup> program and the foreign language component of the Georgian language program, the demonstration lecture will be held in English. The evaluation of the demonstration lecture is carried out in accordance with the form approved by Annex №1 to this Rule. The evaluation of the contestant is carried out by each member of the commission separately, the final evaluation of the contestant is calculated by the average arithmetic. The minimum competency threshold that competitors are required to

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<sup>6</sup> The members of the commission are fluent in English



overcome is 70% of the maximum scores. The winner will be the candidate who receives the highest score. If two or more contestants score an equal score, the Commission shall conduct an additional interview, the evaluation criteria of which shall be determined in accordance with the form approved in Annex №2 to this Rule.

3<sup>1</sup>. The video recording of the demonstration lecture is made with the consent of the contestant, which will be destroyed 5 (five) working days after the deadline for appeal.

4. The results of the competition shall be reflected in the Minutes of the Commission and shall be submitted by the Human Resources Management Service to the Rector of the University for the purpose of issuing the relevant legal act. The Rector shall issue a legal act after the expiration of the time limit for appealing the results of the competition

#### **Article 9. Review of Complaint**

1. A contestant participating in an academic competition has the right to appeal the decision of the competition commission within 2 (two) working days from the date of its notification.

2. In case of an appeal, an appeal commission shall be established by the order of the Rector upon the recommendation of the Dean of the relevant faculty.

3. The Appeals Commission shall not include members of the Competition Commission. A member of the Appeals Commission may be a specialist in the field, an academic, invited staff member, or another invited person.

4. No later than 5 (five) working days after the approval of the composition of the Appeals Commission, the Commission shall consider the appeal. The consideration of the issue may also be attended by the contestant who has appealed the results of the competition commission and enjoys the following rights:

- A) make a reasoned decision of the tender commission;
- B) attend the discussion of the issue and enjoy the right of defense;
- C) provide the Appeals Commission with the information and evidence in its possession;
- D) Participate in the discussion of the issue.

5. The Appeals Commission is authorized to request the tender materials, to examine the documents, to hear the explanation of the interested party and to make one of the following decisions no later than 10 (ten) working days after the appeal:

- A) uphold the decision of the competition commission;
- B) return the materials to the tender commission for reconsideration.



6. A decision shall be drawn up on the decision of the Appeals Commission, which shall be signed by the members of the Appeals Commission.

7. No later than 2 (two) working days after the publication of the final results of the appealed competition, on the basis of the submission of the Head of the Human Resources Management Service, a legal act on the appointment of the person/persons to the relevant academic position shall be issued.

8. The bidder is entitled to appeal the decision of the tender commission and / or the appellate commission in court in accordance with the rules established by the legislation of Georgia.

### Chapter III. Rules for selecting invited staff

#### Article 10. Requirements for Invited Staff

1. An invited lecturer is a person with appropriate education/qualifications or competencies, who has at least a master's degree or equivalent academic degree and possesses the knowledge and skills necessary to teach a course. A visiting lecturer is authorized to conduct lectures, seminars/practical and laboratory work without holding an academic position.

2. Staff invited to the clinical disciplines of the one-cycle medical doctor educational program must have at least 3 years of clinical experience. Meanwhile, personnel invited within the framework of the fundamental/biomedical, preclinical and clinical disciplines of the one-cycle dentistry education program must have at least 3 years of clinical experience. The staff of the one-cycle dentistry educational program must undergo training in medical education methodology every two years<sup>7</sup>, which must be confirmed by an appropriate certificate. Invited personnel of the one-level educational program in dentistry must regularly (once every 5 years<sup>8</sup>) undergo training in dental education methodology, confirmed by an appropriate certificate.

3. In the case of single-level English-language educational programs in medical/dental medicine: The invited personnel must have an appropriate level of English language proficiency, which can be confirmed by submitting one of the documents specified in subparagraph "k<sup>1</sup>" of paragraph 1 of Article 6 of this Rule.

4. Considering the specifics of the program, with the consent of the faculty council, it is possible to hire as invited personnel a person who holds at least a bachelor's academic degree, has at least 1 year of teaching experience (including teaching in a professional educational program), and 1 year of practical work experience.

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<sup>7</sup> In accordance with the sectoral characteristics of higher education in medicine, this requirement is effective from January 1, 2019. After January 1, 2021, the selected staff must have undergone appropriate training or the university must provide staff training with its own resources.

<sup>8</sup> The submission of the aforementioned certificate has been required since November 16, 2023. In the absence of the certificate, the university will ensure the retraining of staff using its own resources.



Additionally, the requirements related to the personnel must comply with other requirements established by the field-specific characteristics of higher education in the relevant direction (if such requirements exist).

### **Article 11. Selection of invited staff**

1. The Dean of the relevant faculty together with the head/co-head of the educational program makes a decision to increase the number of invited staff; The selection of the invited lecturer is carried out in two ways: a) the head/co-head of the relevant educational program together with the dean ensures the search for the appropriate candidate who meets the requirements set out in Article 10 or b) the competition is announced. In case the candidate cannot be selected in accordance with the rule established by sub- paragraph “a” of this paragraph, the competition shall be announced.

2. A candidate who has 2 or more years of pedagogical experience shall be interviewed by the head/co- head of the Program, Dean, the Human Resources Management Service employee and shall be assessed in accordance with the form set out in Annex №2 to this Rule. The commission is authorized to make a decision on holding a demonstration lecture after the interview. A candidate who does not have or has less than 2 years of pedagogical experience gives a demonstration lecture before the commission, the composition of which is determined by the legal act of the Rector upon the recommendation of the Dean of the relevant faculty. Candidate evaluation is carried out in accordance with the form established in Annex №1 to this Rule. In the case of English-language educational programs, in the case of English- language subjects on Georgian-language programs the candidate is required to give a demonstration lecture in English a commission<sup>9</sup> set up by order of the Rector, regardless of his or her pedagogical experience. If the candidate has obtained an academic degree abroad in English, has experience in teaching English-language courses or has received an international certificate (valid certificate) confirming English language in the last 2 years, only the interview stage may be conducted.

3. In case of announcing a competition, the competition conditions, submitted documents and stages shall be determined by the legal act of the Rector. Candidate evaluation is carried out in accordance with the rule established by paragraph 2 of this article.

4. The demonstration lecture is evaluated separately by each member of the commission, and the final grade of the contestant is calculated as the arithmetic average. The minimum competency threshold that contestants are required to achieve is no less than 70% of the maximum score. The candidate with the highest score will be considered the winner. In the event that two or more candidates score the same number of points, an additional interview will be held.

5. Invited staff is required to submit the following documents to the University:

- A) Autobiography (CV) (in electronic and / or printed form), in the format of a resume developed by the University.

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<sup>9</sup> The members of the commission are fluent in English



- B) A copy of the identity document;
- C) Copies of the educational document / documents certifying the qualification (in case of education received abroad, a document certifying the recognition of education); Copies of documents proving pedagogical experience;
- D) Certificate from the workplace confirming clinical experience (in the case of a one-cycle Medical Doctor Educational Program).
- E) Certificate of relevant specialty in case of clinical disciplines.
- F) In the case of a one-cycle Medical Doctor Educational Program, a document confirming language proficiency. This will be considered the presentation of one of the documents listed below.

6. It is formed with the selected invited staff in compliance with the requirements established by this rule Labor contract for a period of no more than 2 years. for the term specified in the contract After the exit, based on the agreement of the parties, a deed of agreement may be signed on the continuation of the labor relationship.

7. academic staff of the university with whom the employment relationship has been terminated, no later than 3 (three) months after the termination of the contract, as agreed by the parties may be appointed to the position of guest lecturer defined in this rule without going through selection procedures.

8. During the selection of a foreign language specialist for the position of guest lecturer with the candidate. The interview/demonstration lecture will be held in two languages (Georgian and the foreign language within which the lecturer is selected). Commission during the interview with the candidate. The composition includes: the head of the program, human resources management Service representative, relevant foreign language specialist. and by the candidate During the demonstration lecture, the composition of the commission of the relevant faculty on the basis of the dean's service card, approved by the rector's legal act, which must include a relevant foreign language specialist.

## **Article 12. Confirmation of foreign language by academic/invited staff**

1. Elected academic or visiting staff who are in employment relationship is present at the university, may join the English language program/ During the implementation process, if you confirm your English language during the interview competence before the commission. The commission consists of the following persons: Human Resources Management Service Representative, Program Leader and English Language specialist<sup>10</sup>. If the candidate has received an academic degree abroad, in English, has experience in conducting English-language training courses or In the last 2 years, he has received an English language certificate An international certificate (valid certificate) does not require an interview.

2. Academic or visiting staff who are employed by the university and whose qualifications in the relevant field are confirmed may be included in the process of implementing English-language programs for a graduate doctor

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<sup>10</sup> Commission members are proficient in English



or one-level English-language dentistry program if it is one of the documents provided for in Article 6, Paragraph 1, Subparagraph "k1" of this Rule.

## Chapter IV. Rules for selecting administrative/support staff Article

### Article 13. Requirements for administrative / support staff

The administrative/support staff (hereinafter - personnel) job descriptions and qualification requirements for them. The university has both administrative and support staff. helper Personnel includes personnel whose functions are not directly related the main activities of the university.

### Article 14. Selection of administrative / support staff

1. Several methods are used to select staff:

- A) Rotation;
- B) Selection of staff on recommendation;
- C) Announcing a competition.

2. Staff selection is preceded by work at the university every quarter conducting an analysis, reviewing the staff list of administrative staff, identify vacant positions, as needed, in the staff list Implementation of changes and/or by structural units Initiate administrative/support staff personnel changes. The need for staff selection may also be caused by the existence of a vacant position. Personnel selection is carried out using one of the methods specified in the first paragraph of this article, which the Human Resources Management Service Agrees with the rector of the university.

3. The candidate must meet the specific requirements of the university Qualification requirements established for the position. After reviewing the submitted CV by the candidate, HR service determines the qualifications of the candidate's knowledge and skills compliance with requirements. After determining the appropriateness of human resource management service organizes the interview process

4. Selection of staff (non-managerial position) is provided by the group with the following composition:

- A) The head / dean of the structural unit in whose service the staff is being recruited;
- B) An employee of the Human Resources Management Service;

5. The selection of the head/dean of the structural unit, including the head of the center / institute at the faculty, is ensured by the following composition of the group:

- A) Rector;
- B) Curator Vice-Rector (if any);



C) Head of the Human Resources Management Service. When selecting the head of the center / institute, the dean of the relevant faculty is added to the group.

6. In case of selection of the Vice-Rector, the interview shall be conducted with the participation of the Rector and the Head of the Human Resources Management Service, and the selection of the Rector and the interview with him shall be provided by the President of the Institution and the Head of the Human Resources Management Service. The Rector is obliged to submit a development plan of the University, and the Vice-Rector submits a relevant development plan in accordance with its curatorial direction.

7. If personnel are selected through a competition, the Human Resources Management Service shall provide information on the vacancy on the University website, as well as, if necessary, on the employment websites.

8. In case of using any of the methods specified in the first paragraph of this article, interviews with the personnel (except for the persons specified in paragraph 6 of this article) are conducted in accordance with the form specified in Appendix No. 3 of this rule. If two or more contestants score equal points, an additional interview is held. In addition to the interview stage, it can be additionally determined Other stage/stages of selection of the contestant, which is determined by the competition application.

9. A new employee of the University, in an administrative position, shall be accepted for a probationary period of not more than 6 months in order to determine his / her skills and abilities, as well as the person's compliance with the organization's culture and requirements. After the probationary period, a 1-year contract is concluded.

### **Article 15. Selection of Program Head/ Co-Head**

1. Selecting a candidate for a program Head/ Co-Head is a multi-step process. In the first stage, the need for the head and co-head of the program is determined by the dean of the relevant faculty. At the next stage, the Dean of the Faculty will apply to the Human Resources Management Service to organize the process of selecting a candidate for the head/co-head of the program. The Human Resources Management Service sends a job description to the e-mail of the academic staff implementing the relevant educational program in the form of an offer<sup>11</sup> in order to participate in the selection process.

2. Academic staff is required to submit an autobiography and a vision for the development of an educational program at the University. The information reflected in the autobiography of the academic staff must comply with the qualification requirements set for the head of the program. The submitted documents will be considered by the relevant faculty board and each candidate will be voted on separately. The candidate who receives the majority of votes will be considered elected. In case of an even split of votes, the vote of the chairman of the relevant faculty council is decisive. Based on the decision of the Faculty Board, the candidate selected for the head of the program will be nominated by the Rector of the University for appointment by the

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<sup>11</sup> In the case of a supervisor, offers can be sent to both academic and visiting staff. In the case of the program manager, an offer is sent only to the academic staff



Dean. In case the selection of the program co-head could not be done, the search for a candidate is done through a recommendation or a competition.

## Chapter V. Selection of Scientific Staff

### Article 16. Requirements for Scientific Staff

1. Scientific-research institutes have been established at the faculties of the university. There are the following positions in research institutes: Chief Researcher, Senior Researcher and Researcher.
2. A person who has a doctoral or equivalent academic degree may be appointed as a Chief Research Fellow; Has at least 6 years of experience in scientific research and is an affiliated academic staff of the University.
3. A person who has an academic degree of Doctor or equivalent may be appointed as a Senior Research Fellow; Has at least 3 years of experience in scientific research and is an affiliated academic staff of the University.
4. A person who has at least a master's degree or an equivalent academic degree and is an affiliated academic staff of the University may be appointed as a research associate.
5. The selection of scientific staff is carried out through a closed competition, which is announced by the Rector of the University, based on the submission of the heads of the relevant research institutes. The terms, stages, additional requirements and evaluation criteria of the competition are determined by the Rector's legal Act, which will be posted on the University website.
6. The scientific staff is obliged to submit the following documents to the University:
  - A) Autobiography (CV) (in electronic and / or printed form) in the format of a resume developed by the University.
  - B) a copy of the identity document;
  - C) Copies of the educational document / documents certifying the qualification (document certifying the recognition of education in case of education received abroad); Copies of documentation confirming the implementation of research activities.
7. Scientific personnel<sup>12</sup> shall be elected to the position for the term of their academic position.
8. In case of dismissal of the academic staff, the academic position of the University or termination of the affiliation agreement with the University, the agreement concluded for the scientific position between the parties is automatically terminated.

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<sup>12</sup> The scientific staff is academic staff affiliated with a European University



## Chapter VI. Final Provisions

### Article 17. Final and transitional provisions

1. Invited personnel who were in an employment relationship with the European University before the entry into force of this rule and who meet the requirements set out in the rule do not need to undergo the selection procedures specified in these rules again.
2. An academic competition announced before the entry into force of Article 5, Paragraph 3 of this Rule shall be deemed to have been announced in accordance with the conditions specified in this Article.
3. The Human Resources Management Service shall take appropriate measures by December 31, 2023 and request a document confirming the level of English language proficiency from the personnel implementing the English-language educational program for a graduate physician taking into account the requirements of the sectoral characteristics of higher medical education.
4. The Human Resources Management Service shall take appropriate measures no later than November 16, 2025 and request a document confirming the level of English language proficiency from the personnel implementing the English-language dentistry educational program taking into account the requirements of the sectoral characteristics of higher education in dentistry.
5. The Human Resources Management Service shall take appropriate measures no later than November 16, 2024 and request that the personnel implementing dental educational programs (appointed prior to the enactment of the sectoral characteristic of higher dental education) relevant certificate confirming completion of training in dental education methodology, taking into account the requirements of the field characteristic of higher education in dentistry.



Appendix No. 1 Evaluation Form of Demonstration Lecture

Evaluation form of the Demonstration Lecture											
Date:								Position			
<p>Please use this form as a guide to assess the suitability of the applicant's qualifications for the position. Determine the appropriate numerical value for the applicant's level of qualification and provide appropriate comments in the appropriate field.</p>											
N	Name, Surname	Knowledge of the course topic	Connected/sequential narrative	Speak clearly	Contact with the audience	Interactive communication	Literature used within the framework of the training course	Teaching methods used during the lecture	Ability to answer questions	Total points/average	Comments*
1											



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\*Each criterion is rated on a 3-point scale, where 3 is the maximum and 1 is the minimum (3 - good; 2 - satisfactory; 1 - weak). It is preferable to include a brief explanation/description with the score.

Member of the Commission	Name, Surname	Signature



## Appendix No. 2 Interview Evaluation Form

### Appendix No. 2 Interview Evaluation Form

Date of the Interview		Name of the Position	
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Name, Surname	Oral communication skills	Convincingness of answers	Career goals/motivation	Analytical thinking skills	Knowledge of the specifics of the field	foreign language <sup>13</sup>	General impression	Total points	Comments
Candidate									

Each criterion is rated on a 3-point scale, where 3 is the maximum and 1 is the minimum (3 - good, 2 - satisfactory, 1 - weak). It is desirable that the score be accompanied by a short explanation/description. The candidate must score 70% of the maximum score. The score is calculated by the arithmetic mean of the scores written by the evaluators.

<sup>13</sup> Knowledge of the language(s) specified in the qualification requirements. If, according to the qualification requirements, the candidate is not required to know a foreign language, the foreign language assessment component specified in the interview assessment form will not be taken into account in the evaluation process, and the score assigned to this component will not be taken into account when calculating the scores



**Appendix No. 3 Administrative/Support Staff Interview Evaluation Form**

**Date of interview**

Date of interview		Name of the Position	
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Name, Surname	Sectoral competence	Relevance to the work to be performed	communication skills	Time Management	Carrier Goals, Motivation	Problem Solving Skills	Analytical thinking skills	Ability to work in stressful situations	Foreign Language <sup>14</sup>	Total Points	Comment
Candidate											

Each criterion is rated on a 3-point scale, where 3 is the maximum and 1 is the minimum (3 - good, 2 - satisfactory, 1 - weak). It is desirable that the score be accompanied by a short explanation/description. The candidate must score 70% of the maximum score. The score is calculated by the arithmetic mean of the scores written by the evaluators.

<sup>14</sup> Knowledge of the language (s) provided for in the qualification requirements