Appendix 1

Approved: Br. #07/01-25, 21/06/2024

International Black Sea University exchange programs, contest conditions and rules for announcing the contest for employees

Tbilisi

2024

Article 1. Main features

1.1. The International Black Sea University, based on cooperation with partner universities, implements exchange programs for academic and administrative personnel within the framework of Erasmus+ (the European Union's higher education program with partner universities);

1.2. Academic/administrative staff of the university can engage in mobility in a foreign university for a period of one week to a maximum of 3 months. The duration of the mobility is determined by the specific partner university;

1.3. The right to participate in the exchange program has the affiliated academic staff of the International Black Sea University, who has the experience of teaching a lecture course in English and full-time employed administrative staff (order/long-term contract), without any disciplinary liabilities;

1.4. Selection committee: rector, vice-rector for administrative affairs, vice-rector for the academic affairs, Department of International Relations.

Article 2. Information to be provided by the employee for the exchange program

2.1. To participate in the contest, interested academic staff must submit the following documents in English: CV in Europass form, copy of international passport, completed application form.

2.2. Employees wishing to participate in the exchange program and/or in any international activity on behalf of the university will be selected on the basis of a contest based on the following criteria: seniority of work at SSU, general work experience, relevance to the field, language competence, experience of attending the exchange program (preference will be given to candidates who have not yet participated in the exchange program). The selection commission consists of the rector, vice-rector for administrative affairs and the International Relations Service. The rector of the university makes the final decision on the employee's participation in the exchange program.

Article 3. Announcement of contest

3. 1. The relevant exchange programs will be announced in the university publicly:

3.1.1. on the university website https://ibsu.edu.ge/;

3.1.2. on the website of the Department of International Relations of the University

https://iro.ibsu.edu.ge/;

3.1.3. through various social networks of the university;

3.1.4. By sending information via e-mail.

3.2. After the expiration of the term of the announced contest, the Department of International Relations collects the submitted documentation, reviews it and evaluates the applicant in accordance with the conditions approved by this rule.

3.3. Information about the employee of the International Black Sea University selected as a result of the contest will be submitted to the host university for consideration.

3.3. The partner university carries out the final admission of the employee of the International Black Sea University. The host university is authorized to carry out additional evaluation of the candidate as necessary.

3.4. A representative of the Department of International Relations will send an electronic notification of the results of the contest to the winning candidate.