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Rule on Participation in the International Academic Mobility Program

2020

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KUTAI
UNIVERSITY

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 Kutaisi 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 (III-VI 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.
3. International student mobility funded by the University is carried out for the purpose of study, and in the case of academic staff for teaching or research purposes.
4. Students are allowed to be a participant of the International Academic Mobility Program funded by the University only once within one educational level. In the case of academic staff, re- participation in the mobility program is possible after 1 year, since the last International Academic Mobility Program was funded by the University.

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 Academic Mobility Program.
3. The terms and conditions of the competition are published publicly on the website of the University and through social network. Additionally, students and academic staff 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.

Article 3. Student Selection Procedure

1. Students interested in International Academic Mobility Program fill in the electronic registration form prepared by the International Relations Service.
2. Registered students who meet the terms and conditions for participation in the competition are invited by the International Relations Service 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 B1 or 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 Service, and the criteria for the assessment of individual competencies are approved by the Rector and shared with the Competition Commission.
7. At the first qualifying stage, the English language exam is conducted by the competition commission approved in advance under the order of the Rector. The commission is composed of the

head of the English Philology Program of the University and the academic staff. In case of necessity an external expert may be invited.

8. In compliance with the principles of transparency and fairness of the competition, the English Language Competition Commission shall consist of at least two members.

9. 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.

10. 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 the CEFR standard in accordance with B1 or B2 level must be:

Test	Min. Score corresponding to B1 level
IELTS	4.0
Toefl iBT	42
Toelf PBT	460
Cambridge English Scale Score for Preliminary B1 (formerly known as PET)	140
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

11. 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.

12. 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 can not 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.)

13. 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 Service 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.

14. 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 staff

1. Academic staff interested in international mobility fill in the electronic application form prepared by the International Relations Service and upload the following documents:

- Curriculum Vitae or resume;
- List of publications (If any);
- Copies of Diplomas;
- Certificate of English language proficiency at B2 / C1 level;^{1,2}

The submitted certification score in accordance with the CEFR standard corresponding to B2 or C1 level shall be:

Test	Min. Score corresponding to B2 level
IELTS	5.5
Toefl iBT	72
Toelf PBT	543
Cambridge English Scale Score for B2 First (formerly known as FCE)	160
Test	Min. Score corresponding to C1 level
IELTS	7.0
Toefl iBT	95

¹ The minimum level of foreign language proficiency required for the academic staff is determined based on the internal regulations of the host university. In most cases, it is sufficient to certify B1 level language competency relevant to Common European Framework of Reference for Languages (CEFR), although a minimum of B2 level English competency might also be required.

² An international certificate issued during the last 2 years, as well as a certificate for master's and / or doctoral degree in the English Language are acceptable.

Test	Min. Score corresponding to B2 level
Toelf PBT	627
Cambridge English Scale Score for C1 Advanced (formerly known as CAE)	180

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. The competition for the selection of mobility candidates for teaching involves a demonstration lecture, and the presentation of a research project for those willing to conduct a research visit.

4. The members of the competition commission are: the Dean of the relevant Faculty, the Head / Co-manager of the relevant program and a representative of the International Relations Service.

5. 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.

6. The presentation of the research project is evaluated in accordance with to the following criteria:

- Topicality and importance of the issue;
- Relevance of the project to the university strategy / research priorities;

- Novelty and innovation of research;
- The scientific value of the expected results and / or the potential practical applicability of the research results;
- Feasibility of the research set by the project (considering the qualification of the author and the set goals).

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.

7. Demonstration lecture / presentation of the research project is evaluated by calculating the average arithmetic mean of the points awarded to the contestant by all three members of the commission and amounts to a maximum of 15 points.

8. Lecturers 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 5. 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 Service 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 6. Preparation of the documentation required for the International Mobility of Academic staff

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

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

2. By signing the agreement, the academic 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 staff mobility and its timely delivery to the partner university.

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

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