

**Exchange Program Administrative Rules and Procedures
for Academic and Administrative Staff of Ilia State University**

Article 1. Information Placement

1.1. Information on the exchange program terms, procedures and deadlines shall be published on the University [website](#).

1.2. Information on the ongoing call for applications shall also be disseminated via Argus, email and social media platforms. Regular information sessions will be held by the International Relations Office. The detailed information on information sessions will be spread by the communication channels mentioned above.

1.3. The candidates interested in the University-administered exchange program are required to comply with the competition terms, procedures and deadlines. No alterations shall be allowed after the end of the call.

Article 2. Terms of Participation and Selection of Staff

2.1. Each participant must meet the following requirements:

2.1.1. Throughout the contest academic/administrative staff member must be a full-time or a contract employee at Ilia State University.

2.1.2. The candidate shall submit a letter of confirmation or invitation from the relevant department or office representative who will be hosting the selected candidate during the mobility. This rule does not apply to those who are not required to submit a letter of confirmation from their host universities during the call.

2.1.3. If a candidate has previously taken part in an administrative staff exchange program, at the time of application submission a period of 6 months must have passed since the last executed or planned mobility (applicable to administrative staff mobility (Amendment 30.10.2019)).

2.2. Staff Selection Procedure

2.2.1. Administered by Ilia State University, the staff selection procedure within the exchange programs shall be coordinated by the International Relations Office of Ilia State University.

2.2.2. Staff members are required to fill out an application form online. Applications can be simultaneously submitted to three European universities.

2.2.3. At the end of the application period, the applicants are evaluated and nominated at the host university in compliance with the following steps and procedures:

- a) Evaluation of the application documents - Ilia State University;
- b) Interview with the Committee (only for administrative staff) - Ilia State University;
- c) Nomination of candidates at the host university - Ilia State University;
- d) Final selection – the Host University.

2.2.4. Selection rules and procedures may be modified according to the requirements of a particular host university. In addition, at the request of the host university, a specific candidate may be nominated based on an official letter issued by the Rector of Ilia State University.

2.3. Stage I – Application Review

2.3.1. The purpose of reviewing and evaluating application documents is to determine the validity of each candidate's application.

2.3.2. At the validation stage, the documents are examined to determine whether they meet the following requirements:

- a) all necessary documents are enclosed;
- b) all necessary documents are completed accurately;
- c) relevance of academic or administrative guidance. The Quality Assurance Office of the respective faculty shall determine the relevance of the academic guidance of professors and teachers. (Supplement 14.03.2023);
- d) Information about the positions held by the applicants at Ilia State University and the duration of their service will be provided to the Office of International Relations by the Human Resources Management Office. (Addition 14.03.2023).

2.3.3. The online application must be completed using Ilia State University email address. It is not allowed to fill in the application using personal and/or another person's e-mail address. In such cases, the application will not be considered.

2.3.4. Only fully completed applications that include all the necessary documents will be considered. All required documents should be submitted together; sending incomplete or piecemeal submissions is not permitted. In such instances, the candidate will be automatically disqualified from the competition.

2.3.5. The application documents are not reviewed until the end of the call; therefore, in the case of incomplete submissions, students will not be informed until the end of the first stage of the selection.

2.3.6. If an applicant identifies a default in the submitted application before the deadline, they are required to inform the International Relations Office at Ilia State University. Only after notifying the office do they have the right to resubmit the documents, adhering to the contest deadlines. In such cases, it is the last application received that will be considered.

2.4. - Interview (for administrative staff only)

2.4.1. At this stage, the candidates with valid applications will be interviewed.

2.4.2. The interview may be conducted in the foreign language that is required by the host university.

2.4.3. The Interview Committee may consist of the following members: the Head of University Administration, the Head of the Human Resources Management Office, the Head of the International Relations Office and a faculty representative. Also, depending on the foreign language, a relevant language specialist may be invited for an interview. The Committee shall comprise at least 3 members.

2.4.4. Each member of the committee independently evaluates candidates and awards a maximum of 10 points to each. The overall score is calculated by summing up the total points granted by the committee member.

2.4.5. Candidates will be evaluated by the requirements that follow:

a) a work plan - the plan's alignment with the strategic goals of the university and the specific department/faculty, including internationalization. The plan should include the goals of the planned mobility, the description of expected activities (min. 8 hours per week) and the information dissemination plan at Ilia State University.

b) language competence - the ability to communicate in a foreign language;

c) experience in this type of exchange program (the number of implemented mobilities).

2.4.6. The results of the second evaluation stage will be dispatched to the candidates by the International Relations office. Candidates will receive the results on their Ilia State University email addresses)

2.5. Stage III - Nomination of Candidates at Host University

2.5.1. In the case of academic staff, nomination is possible at all universities specified by the candidate in the application form. Within the set timeframe, the International Relations Office submits the list of all qualifying candidates along with the application documentation to the host university(ies) for final selection. If a host university refuses to select a candidate from the list of nominees provided by Ilia State University, the latter reserves the right to rank valid candidates using the bonus system the nomination. (Amendment 27.10.2021)

Criterion	Definition	Assessment (Points)	Final assessment (max. 8)
Previous experience	No experience in this type of exchange program (implemented and/or planned mobilities)	2 points	Max. 2 points
	No past/previous experience in this type of exchange program (implemented and planned mobilities) over the last 3 years	1 point	
Language Certificate	An internationally recognized language certificate or a certificate of completion of a program taught in English	1 point	Max. 1 point
Length of Service	3-5 years of work experience at Iliauni	1 point	Max. 2 points
	More than 5 years of work experience at Iliauni	2 points	
Cooperation	Ongoing collaboration with the host university (joint research, publication work, study course development/refinement, teaching within the framework of the joint program)	2 points	Max. 2 points
Academic Position	The position of an assistant professor, associate professor or a professor	1 point	Max. 1 point

(Amendment 14.03.2023)

2.5.1¹.(Removed 27.10.2021)

2.5.2. In the case of administrative staff, nomination is possible only at one university. The Interview Committee decides on the nomination of the candidates to the host university based on the assessment obtained during the interview. Following the interviews, the applications of the selected candidates will be sent to the host university along with other documents for the final selection (Amendment 27.10.2021).

2.5.3. Taking into account the exceptionally large number of applications received during the call, the candidates may be ranked according to the additional requirements listed below in order to offer mobility opportunities to as many candidates as possible:

- a) in the case of academic staff, each candidate will be nominated only at one university;
- b) the order of the universities in the application specified by the candidate;
- c) Rearranging the universities listed in the candidate's application to fill as many vacant positions as feasible.

(Amendment 14.03.2023)

2.6. Stage IV -Final Selection - Partner University

2.6.1. Within the set timeframe, the partner university shall select the finalists from the nominated candidates, and notify the selected candidates and/or the International Relations Office. The candidates will be notified via Ilia State University email.

2.6.2. If a contestant receives an admission confirmation from a host university, the contestant shall notify the International Relations Office in written form within 10 working days, whether he/she agrees to participate in the exchange program at this particular university.

Article 3. Scholarship

3.1. The successful candidates selected through the university-administered exchange programs ([Erasmus +](#) and [MEVLANA](#)) will automatically receive scholarship and reimbursement of their travel expenses at the pre-established rates.

3.2. The scholarship is awarded by the host university. Depending on the restrictions established by a specific university or country, the criteria for giving a scholarship may vary. Before the mobility, the selected candidate should agree on scholarship and reimbursement of travel expenses with the host university.

3.3. If necessary, the candidate can address the International Relations Office for advice and assistance in communicating with the host university.

Article 4. Obligations of the Selected Candidates

4.1. A successful candidate is required to:

- a) inform his/her immediate supervisor at the home university about the planned mobility and agree on dates;
 - b) notify the International Relations Office about the exact start and end dates of the mobility;
 - c) comply with the deadlines set by the host university and submit all required documents and information on time;
 - d) agree on a mobility period with the host professor/administration staff member and then notify the host university exchange program coordinator about the dates, in written form;
 - e) clarify the issues related to visa procedures, insurance and scholarship with the host university;
 - f) comply with the necessary norms related to international passports;
 - g) Should a selected staff member decide to decline the scholarship, they have to notify the International Relations Office and the host university in writing before the start of the mobility;
 - h) upon arrival at the host university, contact a local coordinator immediately and systematically communicate with them throughout the mobility period, as well as follow their instructions;
 - i) during the mobility period, agree on the departure dates and the time spent outside the host country with the local coordinator;
 - j) complete and submit a report on the activities carried out during the mobility to the International Relations Office within two weeks after its conclusion. [The report](#) must include the (training) materials used during the mobility, a thorough explanation of the outcomes, and any supporting documentation (if any).
 - k) after the end of the mobility period, fill in the questionnaire prepared by the International Relations Office;
 - l) carry out the pre-planned dissemination activities (presentation, public lecture, posting on the report site, etc.) within one month after the end of the mobility. Information about the planned activities must be submitted to the International Relations Office.
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