

Approved by resolution N 9 of the academic council dated with  
January 30, 2019

**“The rule for recruiting academic personnel”**

**Batumi,  
2017**

## **Chapter I. Prerequisites for recruiting and appointing academic personnel**

### **Article 1. General provisions**

1. The rule for recruiting academic personnel (hereinafter the charter) herein regulates the rule for announcing the competition, recruiting and appointing academic personnel at BAU International University, Batumi LLC (hereinafter the teaching university);
2. The charter herein seeks to ensure the teaching university is staffed with qualified academic personnel in congruence with the requirements set by the Georgian legislation unconditionally adhering to the principles of equality, openness, transparency of the competition and fair competitiveness.
3. The charter herein has been prepared in congruence with the Georgian legislation and normative acts of the teaching university.

### **Article 2. Interpretation of the terms**

1. The terms used in the charter herein shall be interpreted as follows:
  - a) A professor- a person with an academic rank at the teaching university leading the educational process and supervising scientific-research works of the students;
  - b) An associate professor- an academic rank at the teaching university. The associate professor is involved in educational process and supervises educational and scientific-research works of the students;
  - c) An assistant professor – a person with an academic rank at the teaching university involved in educational and scientific-research activities within his/her competences.
  - d) An assistant– a person with an academic rank at the teaching university conducting seminars and carrying out research related works as the part of the educational process within the main educational unit under the supervision of the professor, associate professor and assistant professor.
  - e) Academic degree- the qualification that is awarded by a higher education establishment upon successful completion of a course of study in a higher education establishment;
  - f) The procedure committee – the committee created upon the rector’s order which receives the documents of the applicants, registers them and hands them to the competition committee;
  - g) The competition committee- the committee created upon the rector’s order evaluating the applicants and revealing the winners;
  - h) An applicant- an individual applying for an academic position at the teaching university;
  - g) Affiliation- a written agreement signed between BAU International University, Batumi LLC (hereinafter the teaching university) and a person with an academic rank making the person with an academic rank liable to be affiliated solely with the teaching university, to participate in the community development and educational processes on behalf of the teaching university and
    - To carry out the main educational, research/scientific activities results of which shall be considered the ownership of the university;
    - To be actively involved in decision making processes regarding educational, research activities and other important issues of the teaching university;
    - To be actively involved in providing consultations to the students and academic/scientific supervision.
    - In case the person affiliated to the teaching university undertakes the joint research with another university with which BAU has signed the memorandum of cooperation, the research results hereto shall be considered the ownership of both universities.

### **Article 3. Administration/announcement of the competition**

1. Recruitment/appointment of the academic personnel shall happen on the basis of the competition in congruence with the rule set by the charter herein;
2. The committees set up by the rector's order organize the competition. The committees are staffed and their rule of work is determined by the charter herein.
3. The competition for recruiting the academic personnel is announced by the rector's order which also contains the information about the vacant academic positions, registration dates, and the venue where the competition will be administered. The competition is organized by the procedure and competition committees set up by the rector's order.
4. The dates and the terms of the competition are published on an official webpage of the teaching university as well as on other online web platforms one month in advance.
5. In case the deadline for the announced competition falls on a day which is the day off for the teaching university or is a holiday set by the Georgian legislation, the next business day (until 6 pm ) shall be considered the deadline for the competition.
6. The competition shall be administered in the following sequence:
  - a) Announcement of the competition;
  - b) Submission of the documents;
  - c) Review of the documents/shortlisting;
  - d) English language test (in case of necessity);
  - e) Interviews with the applicants;
  - f) Organizing a trial lecture (in case of necessity);
  - g) Announcement of the winners of the competition and publication of the information hereto on the website.

### **Article 4. Qualification requirements set for the academic position**

1. A person can be selected as the **professor** at the teaching university for 6 (six) years in case he/she meets the following requirements:
  - a) He/she holds PhD or its equivalent and has minimum 6 (six) years of work experience at a higher education establishment in direction of science-teaching;
  - b) In case of opting for a clinical direction, additional certificate for that specific direction is required alongside with the last 9 (nine) years of work experience in the same clinical direction;
2. A person can be selected as the **associate professor** at the teaching university for 6 (six) years in case he/she meets the following requirements:
  - a) He/she holds PhD or its equivalent and has minimum 3 (three) years of work experience at a higher education establishment in direction of science-teaching;
  - b) In case of opting for a clinical direction, additional certificate for that specific direction is required alongside with the last 5 (five) years of work experience in the same clinical direction;
3. A person can be selected as the **assistant professor** at the teaching university for 3 (three) years in case he/she meets the following requirements:
  - a) He/she holds PhD or its equivalent;
  - b) In case of choosing a clinical direction, additional certificate for that specific direction is required alongside with the last 5 (five) years of work experience in the same clinical direction;
4. A PhD student can be selected as **the assistant** at the teaching university for 3 (three) years;
  - a) In case of choosing a clinical direction, he/she shall be a PhD student in that clinical direction.
5. A person can be selected as the assistant professor at the teaching university for 3 (three) years on **merit basis**. In this case work or teaching experience, special trainings and/or publications can be accepted as the qualification. In addition, he/she might have a certificate in that specific direction and the last 5 (five) years of clinical experience in that direction. The person who has the

competence necessary for achieving the study outcomes regarded by the program is considered with relevant qualification.

#### **Article 5. Documents to submit for the competition**

1. The applicants willing to take part in the competition are obliged to submit the necessary documents to the procedure committee of the teaching university observing the terms set by the charter herein and the rector's order.

2. The applicant shall apply only for one academic position;

3. The applicants for the position of the **professor** are obliged to submit the following documents to the procedure committee:

a) A copy of an ID or a passport;

b) An application (annex 2);

c) An application form (annex 3)

d) 2 (two) photos with size 3 X4;

e) The copies of the document(s)/diploma proving higher education and academic (scientific) rank (PhD or its equivalent) certified by a notary (in case the education was completed abroad, the document of the recognition);

f) The document/certificate to prove work experience at a higher education establishment in direction of science-teaching (active doctors shall additionally submit the proof of employment at a clinic and the certificate of the direction) certified by a corresponding establishment;

g) A guidebook and/or electronic version of a lecture course (in a field and/or direction of an announced competition) and/or an accredited educational program developed under the management of the applicant;

h) The certificate to prove taken trainings/courses (in a field and/or direction and/or methods of teaching in congruence with the selected vacant academic direction);

i) The syllabus of one teaching course planned to be taught by the applicant at the teaching university;

j) The list of the publications and the copies of the first page and table of contents of the journal. The compliance of the copies with the original will be acknowledged by the procedure committee onsite (maximum 10 over the last 6 years);

k) Reports made at national, international and/or online conferences, the copies of the first page and the table of contents of the conference program. The compliance of the copies with the original will be acknowledged by the procedure committee onsite. In case of an online conference, a relevant link shall be submitted (maximum 10 over the last 6 years);

l) Funded scientific and other types of the project/s (over the last six years);

m) One scientific work in a direction of the competition (at the applicant's discretion) showcasing the scientific activities of the applicant published over the last 10 years in a journal with an international citation or a peer review index. In case of a printed publication, the copy of the first page and the text of the journal shall be submitted. The compliance of the copies with the original will be acknowledged by the procedure committee onsite. In case of an online publication, the online version shall be submitted respectively.

n) The concept of scientific research, teaching and development of the direction/field related to the applied academic position;

o) The document/certificate to prove supervision of the PhD thesis;

p) The copies of any other certificates proving additional achievements, scholarships, prizes. The compliance of the copies with the original will be acknowledged by the procedure committee onsite.

q) The certificate of the English language (certificate of B2 level, (TOEFL (iBT 79); IELTS 6.5 (Acad.); FCE B; YDS 80; Pearson PTE Acad. 78). Alternatively, the diploma issued by higher education establishment to prove the applicant has taken educational program in English language or the certificate from a higher education establishment to prove that he/she instructed in English language (with a minimum duration of the taught course- 1 month) or the certificate of an international teaching experience can be submitted. In case no documents mentioned herein can be submitted, the applicant shall take the English language test administered by the teaching university.

4. The applicant shall submit the following documents to the procedure committee for applying for the position of an **associate professor**:

- a) A copy of an ID or a passport;
- b) An application (annex 2);
- c) An application form (annex 2)
- d) 2 (two) photos with size 3 X4;
- e) The copies of the document(s)/diploma proving higher education and academic (scientific) rank (PhD or its equivalent) certified by a notary.
- f) The document to prove work experience at a higher education establishment in direction of science-teaching (active doctors shall additionally submit the proof of employment at a clinic and the certificate of the direction) certified by a corresponding establishment;
- g) The certificate to prove taken trainings/courses (in a field and/or direction and/or methods of teaching in congruence with the selected vacant academic direction);
- h) The syllabus of one teaching course planned to be taught by the applicant at the teaching university;
- i) The list of the publications and the copies of the first page and table of contents of the journal. The compliance of the copies with the original will be acknowledged by the procedure committee onsite (maximum 10 during the last 6 years);
- j) Reports made at national, international and/or online conferences, the copies of the first page and the table of contents of the conference program. The compliance of the copies with the original will be acknowledged by the procedure committee onsite. In case of an online conference, a relevant link shall be submitted (maximum 10 during the last 6 years);
- k) Funded scientific and other types of the project/s (over the last six years);
- l) One scientific work in a direction of the competition (at the applicant's discretion) showcasing the scientific activities of the applicant published over the last 10 years in a journal with an international citation or a peer review index. In case of a printed publication, the copy of the first page and the text of the journal shall be submitted. The compliance of the copies with the original will be acknowledged by the procedure committee onsite. In case of an online publication, the online version shall be submitted respectively.
- m) The copies of any other certificates proving additional achievements, scholarships, prizes. The compliance of the copies with the original will be acknowledged by the procedure committee onsite.
- n) The certificate of English language (certificate of B2 level, (TOEFL (iBT 79); IELTS 6.5 (Acad.); FCE B; YDS 80; Pearson PTE Acad. 78). Alternatively, the diploma issued by a higher education establishment to prove the applicant has taken educational program in English language or the certificate from a higher education establishment to prove that he/she instructed in English language (with a minimum duration of the taught course- 1 month) or the certificate of an international teaching experience can be submitted. In case no documents mentioned herein can

be submitted, the applicant shall take the English language test administered by the teaching university.

5. The applicant shall submit the following documents to the procedure committee for applying for the position of **an assistant professor**:

- a) A copy of an ID or a passport;
- b) An application (annex 2)
- c) An application form (annex 3)
- d) 2 (two) photos with size 3 X4;
- e) The copies of the document(s)/diploma proving higher education and an academic (scientific) rank (PhD or its equivalent) certified by a notary.
- f) Active doctors shall additionally submit the proof of employment at a clinic and the certificate of the direction certified by a corresponding establishment;
- g) The certificate to prove taken trainings/courses (in a field and/or direction and/or methods of teaching in congruence with the selected vacant academic direction) or the document proving achievements, funded scientific projects.
- h) The list of the publications and the copies of the first page and table of contents of the journal. The compliance of the copies with the original will be acknowledged by the procedure committee onsite (maximum 10 during the last 6 years);
- i) Reports made at national, international and/or online conferences, the copies of the first page and the table of contents of the conference program. The compliance of the copies with the original will be acknowledged by the procedure committee onsite. In case of an online conference, a relevant link shall be submitted (maximum 10 over the last 6 years);
- j) One scientific work in a direction of the competition (at the applicant's discretion) showcasing the scientific activities of the applicant published over the last 10 years in a journal with an international citation or peer review index. In case of a printed publication, the copy of the first page and the text of the journal shall be submitted. The compliance of the copies with the original will be acknowledged by the procedure committee onsite. In case of an online publication, the online version shall be submitted respectively.
- k) The certificate of English language (certificate of B2 level, (TOEFL (iBT 79); IELTS 6.5 (Acad.); FCE B; YDS 80; Pearson PTE Acad. 78). Alternatively, the diploma issued by a higher education establishment to prove the applicant has taken educational program in English language or the certificate from a higher education establishment to prove that he/she instructed in English language (with a minimum duration of the taught course- 1 month) or the certificate of an international teaching experience can be submitted. In case no documents mentioned herein can be submitted, the applicant shall take the English language test administered by the teaching university.

6. The applicant shall submit the following documents to the procedure committee for applying for the position of an **assistant**:

- a) A copy of an ID or a passport;
- b) An application (annex 2)
- c) An application form (annex 3)
- d) 2 (two) photos with size 3 X4;
- e) The copies of a higher education diploma (master's degree or its equivalent) certified by a notary
- f) The certificate to prove the attendance of PhD course;
- g) The certificate of English language (certificate of B2 level, (TOEFL (iBT 79); IELTS 6.5 (Acad.); FCE B; YDS 80; Pearson PTE Acad. 78). Alternatively, the diploma issued by a higher education establishment to prove the applicant has taken educational program in English language or the

certificate from a higher education establishment to prove that he/she instructed in English language (with a minimum duration of the taught course- 1 month) or the certificate of an international teaching experience can be submitted. In case no documents mentioned herein can be submitted, the applicant shall take the English language test administered by the teaching university

7. The applicant shall submit the following documents to the procedure committee for applying for the position of an assistant professor on a **merit base**:

- a) A copy of an ID or a passport;
- b) An application (annex 2)
- c) An application form (annex 3)
- d) 2 (two) photos with size 3 X4;
- e) The copies of higher education diploma (master's degree or its equivalent) certified by a notary
- f) The employment certificate to prove minimum 5 years of work experience with a profession certified by a relevant organization corresponding to the vacant position or the field.
- g) The certificate of English language (certificate of B2 level, (TOEFL (iBT 79); IELTS 6.5 (Acad.); FCE B; YDS 80; Pearson PTE Acad. 78). Alternatively, the diploma issued by a higher education establishment to prove the applicant has taken educational program in English language or the certificate from a higher education establishment to prove that he/she instructed in English language (with a minimum duration of the taught course- 1 month) or the certificate of an international teaching experience can be submitted. In case no documents mentioned herein can be submitted, the applicant shall take the English language test administered by the teaching university

8. The above mentioned documents shall be submitted either in Georgian or English languages. Translated documents shall be certified by a notary.

9. The applicant shall submit the filled in application form and all supporting documents in printed and electronic versions on CD observing the sequence determined by the application form.

#### **Article 7. The rule for affiliation**

1. On the stage of the submission of the documents, the procedure committee will offer two types of the form with and without affiliation to the applicants for taking an academic position.

a) The form of the affiliation- when an applicant will be employed on an academic position solely at the teaching university;

b) The form without the affiliation- when an applicant is already appointed on an academic position in another education establishment or intends to do so and has already signed the affiliate agreement with another higher education establishment.

2. In case an applicant opts for subparagraph a of the paragraph one of this article, the teaching university will sign an affiliate agreement with the applicant if he/she is recruited on the announced academic position.

3. The applicant who will submit the form in accordance with subparagraph a of paragraph one of the article herein will be automatically granted one point on the stage of the document review.

## **Chapter II. The rule of work of the committees**

### **Article 8. The procedure and competition committees**

1. Upon the rector's order of the teaching university the procedure and competition committees are created with objective to receive and register applications, review applications and recruit academic personnel at the teaching university.
2. The rector's order determines the terms for creating committees, their composition, including the reserve members. The committees shall have right to start working within the terms set by the rector's order.
3. In the process of staffing the competition committees, service agreements are signed with the members of the committees elaborating the rights and the liabilities of the parties therein.
4. In case the competition committees fail to fulfill the rules set by the charter herein either fully or partially, the rector shall have the right to dismiss the committees and create the new ones in accordance with the charter herein.

### **Article 9. The procedure committee**

1. The procedure committee receives competition documentation/applications, registers and hands them to the competition committee.
2. The procedure committee shall include minimum three members who are appointed on the basis of the rector's order.
3. According to the rector's order, the head and the secretary of the committee are appointed out of the members of the procedure committee.
4. The minutes of the meeting of the procedure committee is prepared by the secretary of the meeting.
5. The procedure committee is independent in its activities and is accountable before the rector.
6. The procedure committee
  - a) Receives applications;
  - b) Registers the applicants in a register (appendix 4);
  - c) Provides the applicants with the document proving the submission of the documents (indicating the name and surname of the applicant, an applied position, the amount of the submitted documents, the date of the document submission and the number) (annex 5);
  - d) Verifies the authenticity of the copies of the publications/conference materials and other copies submitted by the applicants with the original.
7. The applicant shall submit the documents observing the terms set by the rector's order. The applications submitted violating the deadlines herein shall not be accepted and registered.
8. If the application documents are not fully submitted, the application shall not be received except when the English language certificate is missing.
9. The receipt of the applications and the documents is registered in a bound register with preliminary numbered pages which are also certified by the rector's signature and seal.
10. When the deadline for receiving the applications is over, the secretary of the procedure committee closes the administration of the register by indicating the number of the applications received.
11. In case some mistakes were made in the process of receiving the application, a corresponding remark shall be made hereto in the section of remarks. No corrections are allowed in the register. After filling in a section of remarks, the receipt of the application shall be registered in a new section.
12. When the deadline for receiving the applications is closed, the procedure committee must pass the application documentation to the head of the competition committee signing the delivery-acceptance act hereto no later than the next day of the deadline expiration herein.
13. No member of the procedure committee can be also the member of the competition committee.

### **Article 10. Competition committee**

1. Upon the rector's order of the teaching university the competition committee (hereinafter the committee) is created with objective to evaluate the applicants for the academic position and to reveal the successful candidates.
2. The member of the competition committee shall be a competent specialists, at least two of them with PhD or its equivalent.
3. The committee includes 5 (five) members. They are appointed with the rector's order. One of the members of the committee must be the English language specialist.
4. The head of the committee presides at the meetings of the committee. The head of the committee is chosen out of the members of the committee during the first meeting. The selected head appoints the deputy head and the secretary of the committee out of the members. In case the head is absent, the meetings are presided by the deputy head. In this case the deputy head has all the authority of the head. If the secretary is absent, the committee chooses the secretary of the meeting out of its composition.
5. The minutes of the meeting of the committee is prepared by the secretary appointed by the head of the committee.
6. The committee is independent in its activities and is accountable before the rector.
7. The member of the competition committee must observe the confidentiality principle in the process of performing his/her job.
8. The competition committee:
  - a) Verifies the relevancy of the submitted documents with the qualification requirements;
  - b) Makes decision regarding the disqualification of an applicant;
  - c) Makes decision regarding the withdrawal of the committee member (if relevant);
  - d) Makes decision about organizing the English language test for the applicant;
  - e) Interviews the applicants;
  - f) If necessary, makes decision about organizing a trial lecture;
  - g) Makes decision about announcing the winners;
  - h) Makes decision about declaring the competition failed;
9. The decision of the committee shall be registered in the minutes of the meeting. Any interested party can have access to the minutes except the personal and/or commercial information.
10. The decision of the committee is presented to the rector in 01 (one) calendar day.

### **Article 11. The circumstances excluding working for the committees, withdrawal**

No person shall work for the committees:

- a) If he/she is an applicant himself/herself;
  - b) If he/she is the relative of the applicant;
  - c) If he/she has his/her personal interest in the outcomes of the competition;
  - d) If there are some objective circumstances questioning his/her unbiasedness.
2. In accordance with the subparagraph b of the first part of this article, the relatives are considered people determined by the Georgian civil code.
  3. The members of the procedure and competition committees must notify the chairman of the committee about the circumstances described in this article and self-withdrawal. The chairman must notify the rector about the fact hereto.

### **Article 12. A person's application for self-withdrawal**

1. If a member of any of the committees, an applicant or any interested party suspects the presence of the ground for withdrawing the committee, he/she is entitled to declare the withdrawal in a written form.
2. The application of the withdrawal shall be well justified;
3. The decision about the withdrawal is made by the committee without the involvement of the affected member.
4. The application about the withdrawal shall be submitted to the committees before the committees finish their work.
5. The committees continue working without the withdrawn member.
6. If the application about the withdrawal of the whole committee is submitted, the decision is made by the rector. If the whole committee is withdrawn, the rector staffs the committee with new members.

### **Article 13. The rule for conducting the meeting of the competition committee**

1. All the members of the committee must be invited to attend the meeting of the committee. The attendance is mandatory for all the members of the committee.
2. The competition committee shall be entitled to discuss an issue and make a decision hereto if the meeting is attended by the majority of the members.
3. The competition committee receives the submitted documents from the procedure committee upon signing the delivery-acceptance act hereto during the first meeting.
4. The committee verifies if an application, an application form and all supporting documents are fully submitted and if they meet the requirements set in the article 5 of the charter herein. If any discrepancies are detected the committee shall have the right to make a written decision about dismissing an applicant.
5. The committee also verifies the correspondence of the information in an application form with the submitted documents. In case any discrepancies are found, the committee shall have the right to make a written decision about dismissing an applicant.
6. After the submitted documents are reviewed/analyzed, the committee conducts the second stage of the competition- an interview with the applicant. If deemed necessary, the committee shall have the right to request the applicant to take the English language test and/or conduct a trial lecture. The committee must notify the applicant about the date of an interview, English language test and/or trial lecture a day in advance.
7. The competition committee makes a decision in a form of the minutes.

### **Chapter III. The criteria for assessment and the rule for appealing a decision**

#### **Article 14. The criteria for evaluating applicants**

1. The competition committee evaluates the applications observing the criteria determined by the charter herein.
2. The competition consists of three stages:
  - a) The first stage: verification of the documents (English language test if necessary);
  - b) The second stage: an interview;
  - c) The third stage: a trial lecture (if necessary).

3. On the first stage, the competition committee verifies the documents submitted by the applicants. If some documents are missing or misleading information is presented, the competition committee shall have the right to make a decision about dismissing an applicant.
4. On the first stage, the applicants are evaluated through points in accordance with the evaluation form (annex 6) with criteria outlined in details.
5. If on the first stage the applicant will not receive more than 4 points, i.e. he/she does not meet the competition requirements, he/she is not allowed on the second stage (the final point for each applicant is calculated through an arithmetical mean of the points assigned by each member of the committee);
6. On the first stage, the competition committee also verifies if the applicant has the English language certificate and its validity. Afterwards, the committee makes a decision about organizing the English language test for the applicant. The committee shall also have the right to question the validity of the submitted English language certificate and require the applicant to retake the English language test. The member of the committee, the English language specialist, organizes the English language exam and all related issues.
7. Upon completion of the first stage of the applicant evaluation, the committee makes a decision about admitting the applicant on the second stage (an interview) by calculating the total sum of the applicant's points and if necessary about conducting a trial lecture. The decision is registered in the minutes of the committee meeting.
8. The committee sets the date and the time for conducting an interview. The schedule of the interviews is published 1 (one) calendar day before the interview.
9. On the second stage of the competition, an interview with an applicant is conducted in the English language aiming at verifying the information indicated by an applicant in an application form.
10. The applicant must arrive on an interview on time. If he/she is late, the committee shall have the right not to admit the applicant on an interview, dismiss him/her from the competition or conduct an interview later on the same day. In case of an acceptable reason (a business trip, illness etc.) the second stage of the competition can be organized online.
11. In case the applicant does not attend the interview or refuses to do so, he/she shall be dismissed from the competition.
12. The committee shall have the right to make a decision about making a video or an audio recording of the second stage;
13. The interview with an applicant is conducted in the English language. The member of the committee, the English language specialist evaluates the level of the applicant's English language knowledge.
14. Upon completion of the interview the committee organizes an open voting to make a decision either "successful" or "additional lecture is required".
15. The applicant shall conduct a trial lecture in English.
16. In case the applicant misses a trial lecture or refuses to conduct it, he/she shall be dismissed from the competition.
17. The competition committee shall have the right to make a decision about making a video or an audio recording of the third stage;
18. On the second and the third stages, the successful candidate is revealed by an open voting upon the decision of the majority of the committee members. The results of the interview and a trial lecture are registered in the minutes as the conclusion of the committee.

### **Article 15. Decision-making**

1. In case the applicants have equal points, the applicants who have preliminarily declared their consent to sign an affiliate agreement with the teaching university, shall have the advantage in the process of the decision-making.
2. After the procedures regarded by the charter herein are finalized, the competition committee makes a decision about announcing the successful candidate through summarizing the results of the competition committee. The decision shall be made based on the results of the evaluation of the submitted documentation, an interview and a trial lecture that will be recorded in the minutes of the committee meeting.
3. After the applicants are evaluated, the voting takes place. The candidate who will receive the highest points and the biggest amount of votes on the first and the second stages (the results of the third stage will be also considered if applicable) will be considered the successful candidate for a specific position. The number of the votes of each member of the committee equals to the number of the announced positions. The competition committee must justify in details the ground of the made decision in the minutes.
4. In case the applicants have equal points and no additional vacant academic position is available, the committee must organize an open vote again to reveal the winner.
5. After the final results are available, the committee prepares the final/concluding minutes about the successful candidates.
6. The competition is considered failed if none of the applications have been submitted or the committee did not manage to select a candidate.
7. The concluding minutes of the committee is approved by the rector's order. The rector's order together with the concluding minutes will be published on the official webpage of the teaching university within no later than two business days of its issue.

### **Article 16. The rule for appealing the competition procedure and its results**

1. In case the competition committee violates the requirements set by the rule herein, the applicant shall have the right to submit an appeal/complaint at the procedure committee within 3 (three) days of such a violation. After the deadline is passed, the appeal will not be accepted.
2. The submitted appeal/complaint shall include the following requisites:
  - a) The name of the competition committee;
  - b) The name, surname, address, telephone number of the complainant;
  - c) The status of the complainant;
  - d) The description of the violation;
  - e) The justified demand of the complainant;
  - f) The signature of the complainant, the date and the time.
3. The procedure committee registers the complaints/appeals and ensures the information is passed to the competition committee on time. The complainant will receive the certificate where the date and the time of receiving the appeal by the committee will be indicated. The procedure committee must review the appeal/complaint within 3 (three) days of receipt of the appeal/complaint and make a decision to uphold the appeal, to reject it or do not review it at all.
4. If the complaint/appeal is made about the unbiasedness of a specific member of the committee, the issue is discussed excluding the affected member. If the unbiasedness of more than the half of the committee members is questioned, the rector makes the decision about substituting these people.

### **Article 17. Reconducting the competition**

1. If the announced vacant positions are not filled or in case the competition is declared failed, the competition can be reconducted on the ground of the rector's order.

**Article 1 18. Final provisions**

1. The charter herein becomes effective once approved by the academic council of the teaching university;
2. Any amendments/changes in the charter herein shall be made by the resolution of the academic council;
3. The full documentation of the competition committee is transferred to the office of the teaching university after the competition is finished. Upon the applicant's written request, the documents can be returned. The copies of the documents are retained by the office and the archive department.

BAU International University, Batumi LLC  
To the competition committee  
of the teaching university

Citizen \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Name, surname, address)

## Application

I would like to apply for the academic position announced at BAU International University, Batumi LLC,

The faculty of-----

In direction of -----

I hereby confirm I have read and agree with the charter of BAU International University, Batumi LLC and the rule and conditions for recruiting academic personnel and for organizing the competition hereto.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact information:

Telephone number/ Email

Registered: \_\_\_\_\_

Date № according to the register

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*Application form*

*(Please fill in only those sections that relate to the academic position chosen by you)*

*Personal information of the applicant*

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ID number	
Name	
Surname	
Date of birth	
Sex	
Citizenship	
Legal address	
Current address	
Telephone number	
Cell phone number	
Index of the city	
Email address	

<b>Photo</b>
--------------

*The area of scientific interest:*

1	
2	
3	

*Applied position*

	<input type="checkbox"/> Professor	<input type="checkbox"/> Associate professor	<input type="checkbox"/> Assistant professor	<input type="checkbox"/> Assistant
The full name of the applied position				

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*I. Category: education, academic qualification and work experience*

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*1.1 Education*

Higher education institution (completed)	
Degree/education level (Please indicate all the received qualifications) (Bachelor, master's, one-cycle 4 years, one-cycle 5 years, one-cycle 6 years, PhD)	
The number of the diploma	
The date of the issue	
Qualification	
Direction (in accordance with the qualification framework)	
Field/qualification (in accordance with the qualification framework)	

*1.2. PhD*

PhD or its equivalent	
The date of receiving PhD	
The name of the thesis (if applicable)	
Direction (in accordance with the qualification framework)	
Field/specialization (in accordance with the qualification framework)	

*1.3. Work experience, last 6 years (start from the latest)*

#	From... to	The company/employer
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

---

***II. Category: pedagogical, teaching-methodological activities in relation to the profile of the applied position***

---

*2.1 Length of service and experience of teaching*

More than 6 years <input type="checkbox"/>	Less than 6 years <input type="checkbox"/>
--	--

The name of a higher education establishment	Degree level	Courses

*2.2. Teaching-methodological activities (over the last 6 years)*

The textbook (including the additional one)	
	The name of the textbook, the year of the edition
Lecture course (published/electronic version)	
	The name of the lecture course, year of the edition/ electronic address for electronic courses
Accredited educational program	
	The name of the program (indicating the university and the faculty where the program was accredited)

*2.3. Courses, trainings (over the last six years)*

Date	The name of the course/training	The number of the diploma/certificate

2.4. *The name of the courses that can be taught by the applicant (the relevancy with the educational program at the teaching university will be an advantage)*

NºNº	Name of the course Electronic version of a lecture course/reader	Educational program	Lecture	Practical work/Group work/internship	Laboratory work
1					
2					
3					

2.5. *Presented syllabus (please submit it as an annex)*

NºNº	Name of the course	Educational program	The form of teaching		
			Lecture	Practical work/Group work/internship /seminar	Laboratory work
1					

---

***III. Category: Scientific-research activities carried out over the last six years in congruence with the profile of the applied academic position***

---

3.1. *Significant publications no more than 10 at the applicant's discretion (over the last 6 years)*

*(Please fill in the table below with chronological order starting from the latest)*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*3.2. Important reports at the applicant's discretion presented on national conferences over the last six years (no more than 10), can be presented as an annex*

	<i>National conference</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

*3.3 Important reports at the applicant's discretion presented on international and online scientific conferences over the last six years (no more than 10), can be presented as an annex*

	<i>International and/or online conferences</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

3.4. *Involvement in scientific and/or other projects over the last six years.*

Nº	Years of realization	Donor Organization/ number of the project/contract	Name of the project	Role in the project
1				
2				

3.5. *One work presented to the competition committee for evaluation performed over the last 10 years (must be presented as an annex in a print or digital version)*

Type of the publication	Title of the publication, authors, Name of the journal/publication, type/volume, pages, electronic address of the publication	Year of the publication

3.6. *The concept of scientific research, teaching and development of the direction/field related to the applied academic position;*

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***IV. Category: other activities (over the last 6 years)***

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4.1. *Supervision of PhD thesis (only professor)*

Nº	Title of the PhD thesis

4.2. *Achievements, scholarship, prize etc.*

Nº	Name of the activity

4.3. *Foreign language skills*

1		
2		
3		

*4.4. Computer skills*

1		
2		
3		

*I hereby verify the accuracy of the presented information*

*Signature* \_\_\_\_\_

The **register** of the applicants of the competition announced for the academic position

At BAU International University Batumi LLC

The faculty of -----

On -----

#of registration	Date of the application	The name and the surname of the applicant	Direction	Applied position	Annexes of the application and the form		Signature		Remark
					Number of documents	Number of pages	Of the registrar	Of the applicant	

The register is numbered, bound and ..... sealed ... pages.

Signature: .....

..... /Date/

## Certificate # .....

/According to the register/

**About submission of the application**

Is given to ..... to prove that he/she applied for the academic position -----at the teaching university BAU International University Batumi LLC on .....20--at the faculty of ----- in direction of -----

The following documents are annexed to the application:

1. An application form -----pages;
2. The copy of an ID;
3. 2 photos (3X4) . . . . ;
4. The copy of a higher education diploma -- pages;
5. The document(s)/diploma proving a scientific/academic rank (registration status certificate for PhD) ---- pages;
6. The document/certificate to prove scientific-teaching work experience ----- pages  
6'. In case of an active doctor certificate of employment at a clinic-----pages;  
6". In case of an active doctor certificate of the direction –pages;
7. The copy of the first page of the textbook or accredited educational program ----- pages;
8. Copies of the certificates of courses/trainings ---- pages;
9. Syllabus of the teaching course ---- pages;
10. The list of the publications and the copy of the first page and the table of the content of the journal --- pages;
11. The copies of the first page and the table of contents of the conference program ---- pages;
12. Documents/certificates of scientific or other types of the project/s ----- pages;
13. The copy of the first page of the journal where the exemplary scientific work is published and the copy of the scientific work--- pages;
14. The concept ----- pages;
15. The document/certificate to prove supervision of the PhD thesis ---- pages;
16. Other documents----- name----- pages;
17. English language certificate (B2 level).... name . . . . . pages.

The application was

received by:

\_\_\_\_\_  
Name, surname

\_\_\_\_\_  
Signature

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*The form for assessing an applicant*

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*Information about the applicant*

<i>Surname</i>	
<i>Name</i>	
<i>Father's name</i>	

*Applied position*

	<input type="checkbox"/> <i>Professor</i>	<input type="checkbox"/> <i>Associate professor</i>	<input type="checkbox"/> <i>Assistant professor</i>	<input type="checkbox"/> <i>Assistant</i>
<i>Faculty</i> <i>(the full name of the applied position )</i>				

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*Assessment*

*I category: the relevancy of the qualification with the vacancy*

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*1.1 The education corresponds to the profile of the vacancy: Yes \_\_\_ No \_\_\_*

*1.2 The academic rank corresponds to the profile of the vacancy: Yes \_\_\_ No \_\_\_*

*1.3 The work experience corresponds to the profile of the vacancy: Yes \_\_\_ No \_\_\_*

*Yes - corresponds 1 point; Does not correspond 0 point*

*High assessment: 2-3 points*

*Average assessment: 2 points*

*Low assessment: 0-1 point*

*Overall assessment according to the category I*

<i>High</i>	<i>Average</i>	<i>Low</i>

---

*II category: Relevancy of the teaching experience with the profile of the vacancy*

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*2.1 Teaching experience corresponds to the profile of the vacancy: Yes \_\_\_ No \_\_\_*

*2.2 Teaching-methodological activities correspond to the profile of the vacancy:*

*Textbook*

*Lecture course*

*Educational program*

*Yes \_\_\_ No \_\_\_*

*2.3 Trainings correspond to the profile of the vacancy: Yes \_\_\_ No \_\_\_*

*2.4 The courses that can be taught by the applicant correspond to the profile of the vacancy:*

*Yes \_\_\_ No \_\_\_*

*2.5 The content and the form of the presented syllabus fully correspond to the requirements of the teaching university:*

*Yes \_\_\_ No \_\_\_*

*Yes - corresponds 1 point; Does not correspond 0 point*

*High assessment: 4-5 points*

*Average assessment: 2-3 points*

*Low assessment: 0-1 point*

*Overall assessment according to the category II*

<i>High</i>	<i>Average</i>	<i>Low</i>

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**Category III: Scientific-research activities corresponding to the profile of the applied vacancy:**

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3.1 Important publications (articles, conference materials etc.): **Yes** \_\_\_ **No** \_\_\_

3.2 Reports at national conferences : **Yes** \_\_\_ **No** \_\_\_

3.3 Reports at international and online conferences: **Yes** \_\_\_ **No** \_\_\_

3.4 Participation in scientific or other type of the projects: **Yes** \_\_\_ **No** \_\_\_

3.5 The scientific work submitted to the competition committee corresponds to the profile of the vacancy:

❖ **The rule for assessment of the paragraph 3.5:** maximum points 5 .

The points are allocated as follows:

- Is in congruence with the direction - **1 point**;
- Is published in a journal with an international citation index – **3 points**;
- Is published in a journal with a peer review index- **1 point**;

3.6 The concept of scientific research, teaching and development of the direction/field related to the applied academic position

❖ **The rule for assessment of the paragraph 3.6:** maximum points 4.

The points are allocated as follows:

- The concept of the development of the direction/field is elaborated in details- 1 point;
- The concept of teaching is elaborated in details- 1 point;
- The concept of research is elaborated in details- 1 point;
- The concept meets the requirements of the teaching university and is feasible- 1 point;

Yes - corresponds 1 point;      Does not correspond 0 point

High assessment: 9-13 points

Average assessment: 5-8 points

Low assessment: 0-4 point

**Overall assessment according to the category III**

<i>High</i>	<i>Average</i>	<i>Low</i>

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*Category IV Other activities ( last 6 years)*

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4.1 Supervision of PhD thesis: Yes\_\_\_ No\_\_\_

*The rule for assessing paragraph 4.1:Maximum points 5.*

4.2 Achievements and/or prizes, scholarship etc. corresponding to the profile of the vacancy: Yes\_\_\_ No\_\_\_

Yes - corresponds **1 point**; Does not correspond 0 point

High assessment: 3-6 points

Average assessment: 1-2 points

Low assessment: 0 point

*Overall assessment according to the category IV*

<i>High</i>	<i>Average</i>	<i>Low</i>

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<sup>2</sup> The submission of the concept is mandatory for the applicants applying for the academic position of the professor

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*Final assessment of the applicant*

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I Category	II Category	III Category

*High assessment: Minimum 16-27 points*

*Average assessment: Minimum 9-15 points*

*Low assessment: 5-8 points*

*Does not meet the requirements: 0 -4 points*

*The final decision (total amount of points to be indicated together with the assessment).....*

.....

*Signature of the members of the committee*

*Date*