

Administration of carrying out competition/ announcement of competition

1. Appointment/choosing of academic personnel are done based on the competition according to the rule established by the given regulations.
2. Carrying out competition is ensured by the commissions created based on the order of rector, whose rule of working is defined by the given regulations.
3. Competition on the academic positions is declared based on the order of the rector of educational university. In the order of rector are pointed vacant academic positions, terms of registrations, place of carrying out competition. Administration of the competition is ensured by the procedural and competitive commissions created based on the order of rector of educational university.
4. Date and conditions of carrying out competition are published on the official web-site of educational university and on other official internet web-site of employment.
5. If concrete competition term is finished on non-working day for educational university or rest day defined by the legislation of Georgia, as day for finishing concrete competitive term is counted as the next working day.
6. Competition is carried out in following sequence:
 - a) Announcement of competition;
 - b) Receipt of documents;
 - c) Discussion-selection of documents;
 - d) Oral interview with competitors;
 - e) Conducting of test lecture (in case of necessity);
 - f) Reveal of won competitors and placing this information on the web-site.

Qualifying requirements for holding academic positions

1. As the **professor** of educational university can be chosen person in terms of 6 (six) years if he/she satisfies requirements:
 - a) Academic degree equal to doctor's degree and not less than 6 (six) year working experience in higher educational institution in scientific-pedagogical direction.
2. As the **associated professor** of educational university can be chosen person in terms of 6 (six) years if he/she satisfies requirements:
 - a) Academic degree equal to doctor's degree and not less than 3 (three) year working experience in higher educational institution in scientific-pedagogical direction.

3. As the **assistant professor** of educational university can be chosen person in terms of 3 (three) years if he/she satisfies requirements:
 - a) Academic degree of doctor or degree equal to it.
4. As the **assistant** of educational university can be chosen doctoral student in terms of 3 (three) years;
5. In the educational university on academic position can be chosen person with **professional skills on the position of assistant** in terms of 3 (three) years. In this case qualification of the person can be proven by professional experience, pedagogical experience, special preparation or publication. If he/she has not less than 5 (five) years' experience of working as doctor in this direction; person is considered as having corresponding qualification, if he/she has necessary competence for receiving results that are foreseen by the program.

Documents to be presented for the competition

1. Competitor who wants to participate in the competition is obliged to present competition documentation with the given regulations and order of the rector in the defined terms to the procedural commission of the educational university.
2. Person wishing to participate in the competition should present statement on only one academic position.
3. For holding position of **professor**, competitor is obliged to present the following documents to the procedural commission:
 - a) copy of identification certificate or passport;
 - b) statement (enclosure 2);
 - c) application form (enclosure 3);
 - d) 2 (two) photos, with size 3X4;
 - e) copy of the document of higher education and corresponding academic (scientific) degree (equal to doctor or doctor) witnessed according notarial rule;
 - f) Document proving scientific-pedagogical work in higher educational institution (in case of practician doctor additionally should be presented document proving in the clinics), witnessed by the corresponding institution.
 - g) Book or electron lecture course (in the announced competitive field or in direction) or with guide of competitor composed accredited educational program.
 - h) Certificate proving passing of qualification course/training (in the filed or direction or methods of education according to the chosen vacant directions);
 - i) Syllabus of one educational course, which competitor plans to present in educational university;

- j) List of published publications and copy of the first page of magazine and contents page, correspondence of which with the original will be witnessed by the procedural commission at place (during last 6 years, not more than 10 years).
- k) Report on national, international or online conferences, copy of first page and contents page of conference program, its correspondence with the original will be witnessed by the procedural commission at place, in case of online conference with pointing of links (during last 6 years, not more than 10)
- l) Financed scientific or other projects (during last 6 years);
- m) One scientific work corresponding competition direction (with the decision of competitor) which will show better scientific activity, published during last 10 (ten) years in international quoting or magazine having reviewed index. In case of printed material, should be presented copy of the first page of magazine and text, correspondence of which with the original will be witnessed by the procedural commission at the place and in case of electronic publication-online version.
- n) Conception of the development of filed, studies and scientific researches according to the competition position;
- o) Document proving guidance of doctoral thesis.
- p) Photocopy of certificates of achievements, awards, scholarships, correspondence of which with the original will be witnessed by the procedural commission at the place
- q) Document proving knowledge of English Language (certificate of B2 level of English language, certificate of TOEFL/ILTS or certificate issued by other official organization of Georgia); or diploma of higher educational institution proving knowledge of English language educational program or document proving passing exam of English language for doctoral degree or reference from higher educational institute that he/she conducted course in English Language or certificate proving international experience in teaching (conducting lectures of public or private institutions of foreign countries) in case declarant can't present neither of above mentioned documents, he/she passes exam of English language organized by BAU;

4. For holding position of **associated professor**, competitor is obliged to present the following documents to the procedural commission:

- a) copy of identification certificate or passport;
- b) statement (enclosure 2);
- c) application form (enclosure 3);
- d) 2 (two) photos, with size 3X4;
- e) copy of the document of higher education and corresponding academic (scientific) degree (equal to doctor or doctor) witnessed according notarial rule;

- f) Document proving scientific-pedagogical work in higher educational institution (in case of practician doctor additionally should be presented document proving in the clinics), witnessed by the corresponding institution.
- g) Certificate proving passing of qualification course/training (in the filed or direction or methods of education according to the chosen vacant directions);
- h) Syllabus of one educational course, which competitor plans to present in educational university;
- i) List of published publications and copy of the first page of magazine and contents page, correspondence of which with the original will be witnessed by the procedural commission at place (during last 6 years, not more than 10 years).
- j) Report on national, international or onile conferences, copy of first page and contents page of conference program, its correspondence with the original will be witnessed by rhe procedural commission at place, in case of online conference with pointing of links (during last 6 years, not more than 10)
- k) Finaced scientific or other projects (during last 6 years);
- l) One scientific work corresponding competiton direction (with the decision of competitor) which will show better scientific activity, published during last 10 (ten) years in international quoting or magazine having reviewed index. In case of printed material, should be presented copy of the first page of magazine and text, correspondence of which with the original will be witnessed by the procedural commission at the place and in case of electron publication-online version.
- m) Photocopy of certificates of achievements, awards, scholarships, correspondence of which with the original will be witnessed by the procedural commission at the place;
- n) Document proving knowledge of English Language (certificate of B2 level of English language, certificate of TOEFL/ILTS or certificate issued by other official organization of Georgia); or diploma of higher educational institution proving knowledge of English language educational program or document proving passing exam of English language for doctoral degree or reference from higher educational institute that he/she conducted course in English Language or certificate proving international experience in teaching (conducting lectures of public or private institutions of foreign countries) in case declarant can't present neither of above mentioned documents, he/she passes exam of English language organized by BAU;

5. For holding position of **assistant-professor**, competitor is obliged to present the following documents to the procedural commission:

- a) Copy of identification certificate or passport;
- b) Statement (enclosure 2);
- c) Application form (enclosure 3);

- d) 2 (two) photos, with size 3X4;
- e) Copy of the document of higher education and corresponding academic (scientific) degree (equal to doctor or doctor) witnessed according notarial rule;
- f) Document proving scientific-pedagogical work in higher educational institution (in case of practician doctor additionally should be presented document proving in the clinics), witnessed by the corresponding institution;
- g) Certificate proving passing of qualification course/training (in the filed or direction or methods of education according to the chosen vacant directions); or document proving achievements, financed scientific projects or awards;
- h) List of published publications and copy of the first page of magazine and contents page, correspondence of which with the original will be witnessed by the procedural commission at place (during last 6 years, not more than 10 years).
- i) Report on national, international or online conferences, copy of first page and contents page of conference program, its correspondence with the original will be witnessed by the procedural commission at place, in case of online conference with pointing of links (during last 6 years, not more than 10) ;
- j) One scientific work corresponding competiton direction (with the decision of competitor) which will show better scientific activity, published during last 10 (ten) years in international quoting or magazine having reviewed index. In case of printed material, should be presented copy of the first page of magazine and text, correspondence of which with the original will be witnessed by the procedural commission at the place and in case of electron publication-online version;
- k) Document proving knowledge of English Language (certificate of B2 level of English language, certificate of TOEFL/ILTS or certificate issued by other official organization of Georgia); or diploma of higher educational institution proving knowledge of English language educational program or document proving passing exam of English language for doctoral degree or reference from higher educational institute that he/she conducted course in English Language or certificate proving international experience in teaching (conducting lectures of public or private institutions of foreign countries) in case declarant can't present neither of above mentioned documents, he/she passes exam of English language organized by BAU;

6. For holding position of **assistant**, competitor is obliged to present the following documents to the procedural commission:

- a) Copy of identification certificate or passport;
- b) Statement (enclosure 2);
- c) Application form (enclosure 3);
- d) 2 (two) photos, with size 3X4;

e) Copy of the document of higher education (master's degree or equal to it) witnessed according notarial rule;

f) Document proving studying as the doctoral student;

g) Document proving knowledge of English Language (certificate of B2 level of English language, certificate of TOEFL/ILTS or certificate issued by other official organization of Georgia); or diploma of higher educational institution proving knowledge of English language educational program or document proving passing exam of English language for doctoral degree or reference from higher educational institute that he/she conducted course in English Language or certificate proving international experience in teaching (conducting lectures of public or private institutions of foreign countries) in case declarant can't present neither of above mentioned documents, he/she passes exam of English language organized by BAU;

7. For holding academic position with **professional skills**, competitor is obliged to present the following documents to the procedural commission:

a) Copy of identification certificate or passport;

b) Statement (enclosure 2);

c) Application form (enclosure 3);

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

e) Copy of the document of higher education (master's degree or equal to it) witnessed according notarial rule;

f) Document proving working in professional direction (not less than five years) witnessed by corresponding institution, foreseeing vacant directions or field;

g) Document proving knowledge of English Language (certificate of B2 level of English language, certificate of TOEFL/ILTS or certificate issued by other official organization of Georgia); or diploma of higher educational institution proving knowledge of English language educational program or document proving passing exam of English language for doctoral degree or reference from higher educational institute that he/she conducted course in English Language or certificate proving international experience in teaching (conducting lectures of public or private institutions of foreign countries) in case declarant can't present neither of above mentioned documents, he/she passes exam of English language organized by BAU;

8. All above mentioned documents should be presented in Georgian or English languages. Translated documents should be witnessed according to the notarial rule.

9. Competitor is obliged to fill in application form and to present enclosed documents as printed as well as in electron form (recorded on CD) and with the sequence given in the application form.

To the competitor commission of the educational university
LLC “BAU International University, Batumi”

Citizen _____

(Name, surname, address)

Statement

I would like to participate in the competition for holding position of -----direction of
the educational university LLC “BAU International University, Batumi”-----faculty

I prove, that I get informed and agree to the regulations of “BAU International University, Batumi”
and conditions and rules of competition and receipt on the job of academic personnel.

Signature: _____

Date: _____

Contact information:

Telephone/E-mail

Registered: _____

Date N according to the registration magazine

Application form

(Complete only that points that refers to the academic position chosen by you)

Private information about the declarant

ID number	
Name	
Surname	
Date of birth	
Gender	
Citizenship	
Legal address	
Actual address	
Telephone	
Mobile	
City index	
E-mail	

<p>photo</p>

Sphere of scientific interests:

1	
2	
3	

Competition position

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professor	Associated professor	Assistant professor	Assistant
Complete name of competition position				

I. Category: education, academic degree and work experience

1.1 Education

Higher educational institution (finished)	
Level of education (fill in all received qualifications) (bachelor's degree, master's degree, one level for 4 years, one level for 5 years, one level for 6 years, residency)	
Diploma number	
Date of issue	
Qualification	
Direction (according to the frame of qualification)	
Field/qualification (according to the frame of qualification)	

1.2. Doctor's degree (PhD)

Academic degree equal to doctor's degree, doctor)	
Date of getting it	
Name of thesis (in case of existence)	
Direction (according to the frame of qualification)	
Field/qualification (according to the frame of qualification)	

1.3. Work experience for last 6 years (start with current position)

#	-from -to	Working place
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

2.4. Name of educational course, which can competitor conduct (priority is given to the presented information corresponding course of acting educational program of university)

No№	Name of course, elector version of lectures, courses and readers	Educational program	Lecture	Practical/working in group	Laboratory works
1					
2					
3					

2.5. Presented syllabus (present as the enclosure)

No№	Name of course	Educational program	Form of studies		
			Lecture	Practical/in group / educational practice, seminar	Laboratory works
1					

III. category: Pedagogical and educational-methodical activity according to the profile of competition position (during last 6 years):

3.1. Important publication not more than 10 according to the competitor's consideration (during last 6 years)

(Please fill in the schedule in chronological sequence, start with the newest information)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

3.2. Important reports on national scientific conferences during last 6 years according to the competitor's consideration (not more than 10), it can be presented as the enclosure.

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

3.3 Important reports on international and online scientific conferences during last 6 years according to the competitor's consideration (not more than 10), it can be presented as the enclosure.

	International or online conference
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

3.4. Participation in research or other projects during last 6 years.

№	Years of fulfillment	Donor organization, № of project, contract	Name of project	Role in the project
1				
2				

3.5. One thesis completed during last 10 years to be presented to the competition commission for evaluation (it should be presented as enclosure in printed or online version)

Kind of publication	Title of publication, authors Name of magazine, publication, type/volume Pages, electron address of publication	Year of publication

3.6. Concept according to the competition position profile in the field of development, teaching and scientific researches (it should be presented as the enclosure)

IV. Category: other kinds of activities (during last 6 years)

4.1. Guide of doctoral thesis (only professors)

№	Name of thesis

4.2. Achievements, scholarships awards and so on

№	Name of activity

4.3. Knowledge of foreign languages

1		
2		
3		

4.4. Computer skills

1		
2		
3		

I prove accuracy of the information

Signature _____

Form of evaluation of the competitor

Information about competitor

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

Competition position

	<input type="checkbox"/> <i>Professor</i>	<input type="checkbox"/> <i>Associated professor</i>	<input type="checkbox"/> <i>Assistant professor</i>	<input type="checkbox"/> <i>Assistant</i>
<i>Faculty (full name of competition position)</i>				

Evaluation

I category: correspondance of qualification with the profile of vacancy

1.1 Education is correspondent to the profile of vacancy: yes ___ no _____

1.2 Scientific degree is correspondent to the profile of vacancy: yes _____ no _____

1.3 Work experience is correspondent to the profile of vacancy: yes _____ no _____

Yes, it is correspondent-1 point; no, it is not correspondent-0 point;

High evaluation: 3-4 points

Middle evaluation: 2 points

Low evaluation: 0-1 points

Total evaluation according to the I category:

<i>High</i>	<i>Middle</i>	<i>Low</i>

II category: Correspondence of pedagogical experience with the profile of vacancy

2.1 Pedagogical experience is correspondent to the profile of vacancy: **yes** ____ **no** ____

2.2 Educational-methodical activity is correspondent to the profile of vacancy:

Textbook

Lecture course

Educational program

Yes ____ **no** ____

2.3 Qualification rising courses, trainings are correspondent to the profile of vacancy: **yes** ____
no ____

2.4 Name of the educational course, conduction of which can competitor is correspondent to the profile of vacancy: **yes** ____ **no** ____

2.5 Content and form of the presented syllabus is completely correspondent to the requirements of the university: **yes** ____ **no** ____

Yes, it is correspondent-1 point; no, it is not correspondent-0 point;

High evaluation: 4-5 points

Middle evaluation: 2-3 points

Low evaluation: 0-1 points

Total evaluation according to the II category:

<i>High</i>	<i>Middle</i>	<i>Low</i>

III category: Correspondence of scientific-research activity with the profile of competition position:

3.1 Important publications (articles, conference works and so on); **yes** ____ **no** ____

3.2 Reports on national scientific conferences; **yes** ____ **no** ____

3.3 Reports on international and online conferences: **yes** ____ **no** ____

3.4 Participation in scientific or other projects: **yes** ____ **no** ____

3.5 Presented scientific work presented to the competition commission for evaluation is correspondent to the profile of vacancy:

❖ **Evaluation rule of 3.5 paragraphs:** Maximal evaluation 5 points.

Points are divided into following way:

- Corresponding to the direction -**1 point**;
- Published in the magazine having international quoting index- **3 points**;
- Published in the magazine having reviewing index-**1 point**;

3.6 Profile of the competition position is correspondent to the concept of development, teaching and scientific research of the direction.

❖ **Evaluation rule of 3.6 paragraphs:** Maximal evaluation 4 points.

❖ Points are divided into following way:

- Conception of the development of the field/direction is given in details- **1 point**;
- Conception of teaching is given in details-- **1 point**
- Conception of research is given in details--**1 point**;
- Conception answers to demands and of the university and can be fulfilled- - **1 point**;

Yes, it is correspondent-**1 point**; no, it is not correspondent-**0 point**;

High evaluation: 9-13 points

Middle evaluation: 5-8 points

Low evaluation: 0-4 points

Total evaluation according to the III category

High	Middle	Low

IV. category: activity of other kind (during last 6 years)

4.1 Guide of dissertation thesis: **yes** ___ **no** _____

Rule of evaluation of 4.1 paragraphs: maximal evaluation 5 points

4.2 Achievement or awards, scholarships and so on are correspondent to the profile of vacancy: **yes** ___ **no** _____

Yes, it is correspondent-1 point; no, it is not correspondent-0 point;

High evaluation: 3-6 points

Middle evaluation: 1-2points

Low evaluation: 0 points

Total evaluation according to the IV category

High	Middle	Low

² Presentation of conception is only necessary to those competitors who want to hold academic position of professor.

Final evaluation of the competitor

I category	II category	III category

High evaluation: minimum 16-27 points

Middle evaluation: minimum 9-15 points

Low evaluation: 5-8 points

Doesn't satisfy demands: 0-4 points

Final decision (total points with evaluation).....

.....

Signature of the members of commission

Date