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Staff selection rules

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Chapter I. General Provisions

Article 1. Field of regulation

Staff selection rules (hereinafter referred to as the "Rules") defines procedure for hiring, selecting, choosing, appointment rule and procedure for academic, scientific, invited, administrative and support staff at European University Ltd. (hereinafter referred to as the "University").

Article 2. Staff Planning Mechanisms

Staff recruitment and / or competition is announced based on staff planning, which involves determining their needs through a variety of mechanisms. The staff planning mechanisms at the university are:

- A) Reviewing the staff list of the administrative staff of the University on a quarterly basis and, if necessary, making changes in staff list;
- B) To implement the job analysis and make appropriate changes to the personnel list;
- C) To make a decision on the announcement of an academic competition by the relevant faculty board at the faculty level, about the announcement of the academic competition;
- D) The decision of the Dean of the relevant faculty and the head/co-head of the educational program to increase the number of invited staff;
- E) Initiation of personnel changes by administrative / support staff by structural units;
- F) In the case of scientific staff, the basis for increasing its number may be: defining a new research priority / direction or expanding the existing one, obtaining a research grant or adding a doctoral program.

Chapter II. Selection of Academic Staff

Article 3. Composition of Academic Staff

1. The academic staff of the University consists of a professor, an associate professor, an assistant professor and an assistant.
2. A professor is a person with an academic position at the university who leads the learning process and directs the scientific-research work of the students.
3. Associate Professor is a person with an academic position at the University, who participates in the learning process and supervises the teaching and scientific-research work of students.
4. The Assistant Professor is a person with an academic position at the University, who according to his / her competence, participates in the educational and scientific-research process.
5. An assistant is a person with an academic position at the university, who, under the guidance of a professor, associate professor or assistant professor, works in a working group and conducts research work within the framework of the current educational process at the faculty.

Article 4. Qualification requirements of academic staff

1. The University shall establish qualification requirements for each academic position. these are:

A) The following may be elected as professors:

Aa) A person with a doctorate or equivalent academic degree, who Has at least 6 years of scientific-pedagogical work experience;

Ab) A person who is in the direction of the subject of the relevant training courses Published (within the last 5 years) has a scientific publication / publications or is their co-author;

Ac) A person who has the right to develop a training course (syllabus) experience

B) The following may be elected as an associated professors:

Ba) A person with a doctorate or equivalent academic degree, who has at least 3 years of scientific-pedagogical work experience;

Bb) A person who is in the direction of the subject of the relevant training courses published (within the last 5 years) has a scientific publication / publications or is their co-author;

Bc) A person who has an experience in developing a relevant training course (syllabus).

C) The following may be elected as an assistant-professor:

Ca) A person with a doctorate or equivalent academic degree;

Cb) A person who has relevant subject of study course/courses Published in the direction (in the last 5 years) scientific publication/publications or is co-authored thereof;

Cc) A person who has the right to develop a training course (syllabus) experience;

Cd) A doctor or a doctoral candidate who has Experience in developing the relevant training course (syllabus).

2. Implementer of the educational program of a Medical Doctor for the academic staff, defined by the first paragraph of this article, in addition to qualification requirements, special requirements are established:

A) A person should undergo medical education training once in two years¹ in the methodology, which should be confirmed by the relevant certificate;

B) It is applied to academic staff within clinical disciplines the following requirements:

Ba) A professor must have at least 6 years of teaching experience and the last 9 years clinical experience;

Bb) An associate professor must have at least 3 years of teaching experience and the last 5 years of clinical experience;

Bc) An assistant professor must have at least the last 3 years of clinical experience experience;

Bd) The assistant must be a doctoral student in a clinical specialty;

Be) relevant specialty certificate in case of clinical disciplines;

Bf) Graduated Medical Education Program in English in this case, the academic staff is required to have an appropriate level of English Confirmation of possession.

3. A person should be chosen on the position of professor/associate and/or assistant professor, who has an appropriate professional qualification, which may be proven by professional experience/publications.

4. On the position of academic position of professor (professional sign) are dedicated the following qualification requirements:

A) At least master's academic degree;

B) Relevant professional experience in the field, which can be verified as follows:

Ba) At least 10 years of work experience in the relevant field (practical the content of the activity can be specified from the features of the program depending on);

Bb) At least 5 years of teaching activity in a higher educational institution years of work experience;

C) Experience in developing the relevant training course (syllabus).

5. for the academic position of associate professor (with professional status) The following qualification

¹ This requirement is in accordance with the sectoral characteristics of higher medical education Valid from January 1, 2019. In the academic competition announced after January 1, 2021 By the time of participation, staff must have received appropriate training or The university should provide staff training with its own resources.

requirements are established:

- A) not less than a master's academic degree;
 - B) Relevant professional experience in the field, which can be verified as follows:
 - Ba) At least 5 years of work experience in the relevant field (practical The content of the activity can be specified from the features of the program depending on);
 - Bb) At least 3 years of pedagogical activity in a higher educational institution years of work experience;
 - Bc) Experience in developing the relevant training course (syllabus).
6. For the academic position of assistant professor (with professional status) The following qualification requirements are established:
- A) At least master's academic degree;
 - B) Relevant professional experience in the field, which can be verified with the following signs:
 - Ba) At least 3 years of work experience in the relevant field (practical the content of the activity can be specified from the features of the program depending on);
 - Bb) Publication in the relevant direction (published in the last 5 years during) or teaching activities in a higher educational institution At least 1 year of work experience.
7. The university is authorized to determine additional ones through a competitive application qualification requirements, including those defined by paragraphs 4-6 of this article Requirements different from qualification requirements. additional requirements When determining, attention is paid to the following characteristics:
- A) practical experience in the relevant field;
 - B) participation in scientific conferences / seminars;
 - C) scientific scholarships and grants;
 - D) participation in professional development activities;
 - E) articles published in a peer-reviewed journal;
 - F) management of master's theses;
 - G) completed research projects;
 - H) editing;
 - I) published monographs and textbooks;
 - J) raising the qualification;
 - K) knowledge of a foreign language (specified according to the specifics of the program);
 - L) Special training, which envisages passing special courses corresponding to the specifics of the field.
8. In case of holding an academic position on the educational program of a medical doctor on a professional basis, the candidate in addition to paragraphs 4 and 6 of this article must also meet the requirements established by paragraph 2 of this article.

Article 5. Rules for Holding an Academic Position

1. Academic positions can be held only through open competition, which must comply with the principles of transparency, equality and fair competition. The date and conditions of the competition are published on the university's website at least 1 month before receiving the documents .
2. The selection of contestants for academic positions is based on the study of the submitted documents and the demonstration lecture.
3. In the academic position, an assistant, an assistant professor is elected for a term of 4 years, an associate professor - for a term of at least 4 years, and a professor - for a term of 5 years. A person will be

selected for the academic position of associate professor and professor for the duration of the program, for the following educational programs:

On the one-level educational program of a graduated physician - for a period of 6 years;

On the one-level educational program of dentistry - for a period of 5 years;

On the integrated master's education program of veterinary medicine - for a period of 5 years;

On the integrated bachelor-master educational program of teacher training - for a period of 5 years.;

Article 6. Documentation and evaluation submitted by the contestant

1. In case of holding an academic position, the contestant must submit the following documents:

A) Application for participation in the competition with an indication of the relevant field and academic position. The application is filled by the contestant for only one position / one field.

B) Autobiography (CV) (in electronic and / or printed form), in the format of a resume developed by the University.

C) A copy of the identity document;

D) Copies of the educational document / documents certifying the qualification (in case of education received abroad, a document certifying the recognition of education);

E) Copies of documents proving pedagogical experience;

F) Adequate scientific papers of the competition position / field, or their copies (published during the last 5 years);

G) Relevant syllabi (printed and electronic version);

H) A copy² of the certificate confirming the fact of passing the training in the methodology of medical education (in case of a competition announced for the educational program of the graduated doctor);

I) A certificate from the workplace, which confirms the clinical experience (in the case of a competition announced for the educational program of a graduated doctor);

J) Certificate of relevant specialty in case of clinical disciplines;

J¹) Graduated Medical Education Program in English In case of language proficiency document. One of them will be considered as such Presentation of the document listed below:

J¹a) At least 3 years of teaching experience in an English language program confirmation document;

J¹b) Medical activities in English in a clinic operating abroad Document confirming the implementation (for at least 1 year).

J¹c) In a research institution operating abroad in the direction of biomedicine Carrying out educational/research activities in English (at least 1 year during) confirmation document;

J¹d) Completion of an English-language undergraduate or postgraduate program, which is confirmed by the relevant document;

J¹e) International proof of English language proficiency of at least B2 level Recognized certificate (IELTS, TOEFL, Cambridge English, UNiCert, EnglishScore, etc.);

K) If additional requirements are determined, it is done through a competitive application Clarification of additional documentation/conditions.

2. In case of holding a position on a professional basis:

A) Holding the academic position of professor/associate professor The applicant must present the first paragraph of this article with subsections "a" - "e" and "g", and the clinical of the educational program of the graduated medical doctor In the case of disciplines, the documents provided for in subsections "T-K". also, a document confirming professional experience must be presented;

² The said certificate is required to be presented from 2021, in the absence of a certificate The university provides staff training with its own resources.

B) Those wishing to hold the academic position of assistant professor should to present with subsections "a" - "e" of the first paragraph of this article, while the graduated In the case of clinical disciplines of the doctor's educational program, "T-K" Documents provided for in subsections. should also be presented Document confirming professional experience.

2¹. In the case of a competition announced with a professional mark, a graduate In the competition announced for the English-language educational program of the doctor participating person must submit according to subsection K1 of the first paragraph of this article one of the specified documents.

Article 7. Rules and conditions of the competition

1. Based on the nomination of the Dean of the relevant faculty and the decision³ of the Faculty Board, the competition is announced by the Rector of the University in order to renew the staff of the academic staff, develop a new educational program and / or fill the vacancy.
2. The deadline for receiving the documents of the persons wishing to participate in the competition and the list of submitted documents shall be determined by the competition application. The published application must contain information on the stages of the competition and the dates of publication of the competition results and the deadlines for submitting the appeal.
3. The act on announcing a competition becomes publicly available. The act of announcing the competition also will be posted on the university's website.
4. Based on the nomination of the Dean of the relevant faculty, a competition commission shall be established by a legal act of the Rector, which evaluates the demonstration lecture conducted by the contestant and, if necessary, conducts an additional interview.
5. The competition commission includes:
 - A) the head of the program;
 - B) at least one specialist in the field;
 - C) an employee of the Human Resources Management Service.
 - D) The dean of the relevant faculty or another invited person may be part of the commission.
6. A member of the Competition Commission may not be a candidate participating in the same competition or a person with a conflict of interest in accordance with the current legislation of Georgia.
7. The competition is organized by the Human Resources Management Service of the University, and the organizational support related to the activities of the Competition Commission is provided by the Secretary of the Competition Commission, who can also be a member of the Commission.
8. The case management service shall register the applications of the persons wishing to participate in the competition announced for the academic position and register them within the timeframe specified in the competition announcement.

Article 8. Evaluation of contestants

1. The evaluation of the contestants shall be carried out by the Competition Commission in accordance with the current legislation of Georgia, this Rule and the conditions specified in the competition announcement.
2. The competition is held in two stages. At the first stage, the Human Resources Management Service, on the instructions of the Competition Commission, inspects the compliance of the documents submitted by the contestants with the requirements established by the competition application and submits them to the Commission. Candidates whose documents will be in full compliance with the established requirements will be considered for the second stage. The decision taken by the Commission shall be reflected in the minutes, which shall be signed by the members of the Commission.
3. In the second stage of the competition, the contestant gives a demonstration lecture. In case of a competition for the implementation of the English language⁴ program and the

³ About the announcement of the academic competition, the dean sends a report card to the rector, who gives the human resources management service the appropriate task to administer the processes.

⁴ The members of the commission must be fluent in English.

foreign language component of the Georgian language program, the demonstration lecture will be held in English⁴. The evaluation of the demonstration lecture is carried out in accordance with the form approved by Annex

№1 to this Rule. The evaluation of the contestant is carried out by each member of the commission separately, the final evaluation of the contestant is calculated by the average arithmetic. The minimum competency threshold that competitors are required to overcome is 70% of the maximum scores.

The winner will be the candidate who receives the highest score. If two or more contestants score an equal score, the Commission shall conduct an additional interview, the evaluation criteria of which shall be determined in accordance with the form approved in Annex №2 to this Rule.

4. The results of the competition shall be reflected in the Minutes of the Commission and shall be submitted by the Human Resources Management Service to the Rector of the University for the purpose of issuing the relevant legal act. The Rector shall issue a legal act after the expiration of the time limit for appealing the results of the competition

Article 9. Review of Complaint

1. A contestant participating in an academic competition has the right to appeal the decision of the competition commission within 2 working days of its notification.
2. In case of an appeal, an appeal commission shall be established by the order of the Rector upon the recommendation of the Dean of the relevant faculty.
3. The members of the competition commission are not included in the composition of the appellate commission. A member of the Appeals Commission may be a specialist in the field, academic or invited staff.
4. No later than 5 (five) working days after the approval of the composition of the Appeals Commission, the Commission shall consider the appeal. The consideration of the issue may also be attended by the contestant who has appealed the results of the competition commission and enjoys the following rights:
 - A) make a reasoned decision of the tender commission;
 - B) attend the discussion of the issue and enjoy the right of defense;
 - C) provide the Appeals Commission with the information and evidence in its possession;
 - D) Participate in the discussion of the issue.
5. The Appeals Commission is authorized to request the tender materials, to examine the documents, to hear the explanation of the interested party and to make one of the following decisions no later than 10 (ten) working days after the appeal:
 - A) uphold the decision of the competition commission;
 - B) return the materials to the tender commission for reconsideration.
6. A decision shall be drawn up on the decision of the Appeals Commission, which shall be signed by the members of the Appeals Commission.
7. No later than 2 (two) working days after the publication of the final results of the appealed competition, on the basis of the submission of the Head of the Human Resources Management Service, a legal act on the appointment of the person / persons to the relevant academic position shall be issued.
8. The bidder is entitled to appeal the decision of the tender commission and / or the appellate commission in court in accordance with the rules established by the legislation of Georgia.

Chapter III. Rules for selecting invited staff

Article 10. Requirements for Invited Staff

1. The invited lecturer is a person with relevant education / qualification or competence, who has at least a master's degree or an equivalent academic degree and possesses the relevant knowledge and skills to lead the course. The invited lecturer is authorized to conduct lecture, seminar/practical and

laboratory work without holding an academic position.

2. Clinical of the graduate medical education program Staff invited within the disciplines must have at least the last 3 years of clinical experience. Medical Doctor education staff of the program should be trained once in two years⁵ in the methodology of medical education, which should be proven relevant with a certificate.
3. Graduated Medical Education Program in English In this case, the invited staff must possess the appropriate level of English, which It can be confirmed by subsection "K1" of the first paragraph of Article 6 of this rule By presenting one of the specified documents.

Article 11. Selection of invited staff

1. The Dean of the relevant faculty together with the head/co-head of the educational program makes a decision to increase the number of invited staff; The selection of the invited lecturer is carried out in two ways: a) the head/co-head of the relevant educational program together with the dean ensures the search for the appropriate candidate who meets the requirements set out in Article 10 or b) the competition is announced. In case the candidate cannot be selected in accordance with the rule established by sub-paragraph "a" of this paragraph, the competition shall be announced.

2. A candidate who has 2 or more years of pedagogical experience shall be interviewed by the head/co-head of the Program, Dean, the Human Resources Management Service employee and shall be assessed in accordance with the form set out in Annex №2 to this Rule. The commission is authorized to make a decision on holding a demonstration lecture after the interview. A candidate who does not have or has less than 2 years of pedagogical experience gives a demonstration lecture before the commission, the composition of which is determined by the legal act of the Rector upon the recommendation of the Dean of the relevant faculty. Candidate evaluation is carried out in accordance with the form established in Annex №1 to this Rule. In the case of English-language educational programs, in the case of English-language subjects on Georgian-language programs the candidate is required to give a demonstration lecture in English a commission⁶ set up by order of the Rector, regardless of his or her pedagogical experience. If the candidate has obtained an academic degree abroad in English, has experience in teaching English-language courses or has received an international certificate (valid certificate) confirming English language in the last 2 years, only the interview stage may be conducted.

3. In case of announcing a competition, the competition conditions, submitted documents and stages shall be determined by the legal act of the Rector. Candidate evaluation is carried out in accordance with the rule established by paragraph 2 of this article.

4. The evaluation of the demonstration lecture is carried out by each member of the commission separately, the final evaluation of the contestant is calculated by the arithmetic mean. The minimum competency threshold that competitors are required to overcome is 70% of the maximum scores. The winner will be the candidate who receives the highest score. If two or more contestants score equal points, an additional interview will be held.

5. Invited staff is required to submit the following documents to the University:

- A) Autobiography (CV) (in electronic and / or printed form), in the format of a resume developed by the University.
- B) A copy of the identity document;
- C) Copies of the educational document / documents certifying the qualification (in case of education received abroad, a document certifying the recognition of education); Copies of documents proving pedagogical experience;

⁵ In accordance with the sectoral characteristics of higher education in medicine, this requirement is effective from January 1, 2019. After January 1, 2021, the selected staff must have undergone appropriate training or the university must provide staff training with its own resources.

⁶ The members of the commission are fluent in English

D) A certificate from the workplace, which confirms the clinical experience (in the case of the educational

program of the graduated physician);

E) Certificate of relevant specialty in case of clinical disciplines.

F) In the case of an English-language educational program for a medical graduate Language proficiency document.

One of the following will be considered as such Presentation of the listed document:

Fa) At least 3 years of teaching experience in an English language program confirmation document;

Fb) Medical activities in English in a clinic operating abroad a document confirming the implementation (for at least 1 year);

Fc) In a research institution operating abroad in the direction of biomedicine Carrying out educational/research activities in English (at least 1 year during) confirmation document;

Fd) of an English-language undergraduate or postgraduate program Completion, which is confirmed by the relevant document;

Fe) Proof of knowledge of the English language at least B2 level with an internationally recognized certificate (IELTS, TOEFL, Cambridge English, UNiCert, EnglishScore, etc.).

6. It is formed with the selected invited staff in compliance with the requirements established by this rule Labor contract for a period of no more than 2 years. for the term specified in the contract After the exit, based on the agreement of the parties, a deed of agreement may be signed on the continuation of the labor relationship.

7. academic staff of the university with whom the employment relationship has been terminated, no later than 3 (three) months after the termination of the contract, as agreed by the parties may be appointed to the position of guest lecturer defined in this rule without going through selection procedures.

8. During the selection of a foreign language specialist for the position of guest lecturer with the candidate The interview/demonstration lecture will be held in two languages (Georgian and the foreign language within which the lecturer is selected). Commission during the interview with the candidate The composition includes: the head of the program, human resources management Service representative, relevant foreign language specialist. and by the candidate During the demonstration lecture, the composition of the commission of the relevant faculty on the basis of the dean's service card, approved by the rector's legal act, which must include a relevant foreign language specialist.

Article 12. Confirmation of foreign language by academic/invited staff

1. Elected academic or visiting staff who are in employment relationship is present at the university, may join the English language program/ During the implementation process, if you confirm your English language during the interview competence before the commission. The commission consists of the following persons: Human Resources Management Service Representative, Program Leader and English Language specialist.⁷ If the candidate has received an academic degree abroad, in English, has experience in conducting English-language training courses or In the last 2 years, he has received an English language certificate An international certificate (valid certificate) does not require an interview.

2. Academic or visiting staff who are in an employment relationship An English-speaking doctor with a degree in medicine may be involved with the university In the process of implementing the program, if it represents Article 6, 1 of this rule one of the documents provided for in subsection "k1" of the clause.

Chapter IV. Rules for selecting administrative / support staff

Article 13. Requirements for administrative / support staff

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The administrative/support staff (hereinafter - personnel) job descriptions and qualification requirements for them. The university has both administrative and support staff. helper Personnel includes personnel whose functions are not directly related the main activities of the university.

Article 14. Selection of administrative / support staff

1. Several methods are used to select staff:
 - A) Rotation;
 - B) Selection of staff on recommendation;
 - C) Announcing a competition.
2. Staff selection is preceded by work at the university every quarter conducting an analysis, reviewing the staff list of administrative staff, identify vacant positions, as needed, in the staff list Implementation of changes and/or by structural units Initiate administrative/support staff personnel changes. The need for staff selection may also be caused by the existence of a vacant position. Personnel selection is carried out using one of the methods specified in the first paragraph of this article, which the Human Resources Management Service Agrees with the rector of the university. 3.
3. The candidate must meet the specific requirements of the university Qualification requirements established for the position. After reviewing the submitted CV by the candidate, HR service determines the qualifications of the candidate's knowledge and skills compliance with requirements. After determining the appropriateness of human resource management service organizes the interview process.

4. Selection of staff (non-managerial position) is provided by the group with the following composition:

A) The head / dean of the structural unit in whose service the staff is being recruited;

B) An employee of the Human Resources Management Service;

5. The selection of the head / dean of the structural unit, including the head of the center / institute at the faculty, is ensured by the following composition of the group:

A) Rector;

B) Curator Vice-Rector (if any);

C) Head of the Human Resources Management Service.

When selecting the head of the center / institute, the dean of the relevant faculty is added to the group.

6. In case of selection of the Vice-Rector, the interview shall be conducted with the participation of the Rector and the Head of the Human Resources Management Service, and the selection of the Rector and the interview with him shall be provided by the President of the Institution and the Head of the Human Resources Management Service. The Rector is obliged to submit a development plan of the University, and the Vice-Rector submits a relevant development plan in accordance with its curatorial direction.

7. If personnel are selected through a competition, the Human Resources Management Service shall provide information on the vacancy on the University website, as well as, if necessary, on the employment websites.

8. In case of using any of the methods specified in the first paragraph of this article, interviews with the personnel (except for the persons specified in paragraph 6 of this article) are conducted in accordance with the form specified in Appendix No. 3 of this rule. If two or more contestants score equal points, an additional interview is held. In addition to the interview stage, it can be additionally determined Other stage/stages of selection of the contestant, which is determined by the competition application.

9. A new employee of the University, in an administrative position, shall be accepted for a probationary period of not more than 6 months in order to determine his / her skills and abilities, as well as the person's compliance with the organization's culture and requirements. After the probationary period, a 1-year contract is concluded.

Article 15. Selection of Program Head/ Co-Head

1. Selecting a candidate for a program Head/ Co-Head is a multi-step process. In the first stage, the need for the head and co-head of the program is determined by the dean of the relevant faculty. At the next stage, the Dean of the Faculty will apply to the Human Resources Management Service to organize the process of selecting a candidate for the head/co-head of the program. The Human Resources Management Service sends a job description to the e-mail of the academic staff implementing the relevant educational program in the form of an offer⁸ in order to participate in the selection process.

2. Academic staff is required to submit an autobiography and a vision for the development of an educational program at the University. The information reflected in the autobiography of the academic staff must comply with the qualification requirements set for the head of the program. The submitted

⁸ In the case of a supervisor, offers can be sent to both academic and visiting staff. In the case of the program manager, an offer is sent only to the academic staff.

documents will be considered by the relevant faculty board and each candidate will be voted on separately. The candidate who receives the majority of votes will be considered elected. In case of an even split of votes, the vote of the chairman of the relevant faculty council is decisive. Based on the decision of the Faculty Board, the candidate selected for the head of the program will be nominated by the Rector of the University for appointment by the Dean. In case the selection of the program co-head could not be done, the search for a candidate is done through a recommendation or a competition.

Chapter V. Selection of Scientific Staff

Article 16. Requirements for Scientific Staff

1. Scientific-research institutes have been established at the faculties of the university. There are the following positions in research institutes: Chief Researcher, Senior Researcher and Researcher.
2. A person who has a doctoral or equivalent academic degree may be appointed as a Chief Research Fellow; Has at least 6 years of experience in scientific research and is an affiliated academic staff of the University.
3. A person who has an academic degree of Doctor or equivalent may be appointed as a Senior Research Fellow; Has at least 3 years of experience in scientific research and is an affiliated academic staff of the University.
4. A person who has at least a master's degree or an equivalent academic degree and is an affiliated academic staff of the University may be appointed as a research associate.
5. The selection of scientific staff is carried out through a closed competition, which is announced by the Rector of the University, based on the submission of the heads of the relevant research institutes. The terms, stages, additional requirements and evaluation criteria of the competition are determined by the Rector's legal Act, which will be posted on the University website.
6. The scientific staff is obliged to submit the following documents to the University:
 - A) Autobiography (CV) (in electronic and / or printed form) in the format of a resume developed by the University.
 - B) a copy of the identity document;
 - C) Copies of the educational document / documents certifying the qualification (document certifying the recognition of education in case of education received abroad); Copies of documentation confirming the implementation of research activities.
7. Scientific staff will be elected to the position for the duration of their tenure in the academic position.
8. In case of dismissal of the academic staff, the academic position of the University or termination of the affiliation agreement with the University, the agreement concluded for the scientific position between the parties is automatically terminated.

Chapter VI Transitional Provisions

1. Invited staff who have been in employment with a European University prior to the entry into force of this Rule and who meet the requirements laid down in this Rule shall not have to re-enter the selection procedures laid down in this Rule.
2. Academic announced before entry into force of paragraph 3 of article 5 of this rule The

competition shall be considered announced in accordance with the conditions specified in this article.

- The Human Resources Management Service should receive it by December 31, 2023 Appropriate measures and English-speaking educational qualifications of a qualified medical practitioner The staff implementing the program should be required to speak English Document certifying the level of higher education in the field of medicine Considering the feature requirements.

Appendix №1 Lecture Evaluation Form

Evaluation form of the demonstration lecture											
Date:							Position Name:				
Please use this form as a guide to assess the applicant's compliance with the qualification position. Determine the relevance of the relevant numerical value to the applicant's qualification level and indicate the appropriate comment in the appropriate field.											
N	Name, Surname	Knowledge of the subject of the	Concise / consistent narration	Clearly talk	Contact with the audience	Interactive communication	Literature used within the training course	Teaching methods used during the lecture	Ability to answer questions	Total points / average	Comments *
1											

* Each criterion is graded on a 3-point scale, with 3 maximum and 1 minimum grade (3 - good; 2 - satisfactory; 1 - bad). Each score must be accompanied by a brief explanation / description.

Member of the Commission	Name, Surname	Signature

Interview evaluation form

Date of interview		Name the position	
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Name, Surname	Ability to communicate orally	Persuasiveness of answers	Career goals / motivation	Analytical thinking skills	Knowledge of the specifics of the field	Foreign language ⁸	General impression	The sum of the points	Comment
Candidate									

Each criterion is graded on a 3-point scale with 3 maximum and 1 minimum score (3 - good, 2 - satisfactory, 1 - bad). Each score must be accompanied by a brief explanation / description. The candidate must score 70% of the maximum score. Points are calculated by the arithmetic mean of the scores written by the evaluators.

⁸ Knowledge of the language (s) provided for in the qualification requirements.

Appendix №3 Form for Evaluating Administrative Staff Interviews

Interview evaluation form

Date of interview		Name the position	

Name, Surname	Ability to communicate orally	Persuasiveness of answers	Career goals / motivation	Analytical thinking skills	Knowledge of legal acts defined by the qualification requirements	Foreign language ⁹	General impression	The sum of the points	Comment
Candidate									

Each criterion is graded on a 3-point scale with 3 maximum and 1 minimum score (3 - good, 2 - satisfactory, 1 - bad). Each score must be accompanied by a brief explanation / description. The candidate must score 70% of the maximum score. Points are calculated by the arithmetic mean of the scores written by the evaluators.

⁹ Knowledge of the language (s) provided for in the qualification requirements.