

Competition holding rule of occupying the academic position in Avrasya Batumi International University LTD

1. Article. General provisions

1. Competition holding rule (hereinafter –Rule) of occupying the academic position in Avrasya Batumi International University LTD (hereinafter- Teaching University- “ABU”) is worked based on the Organic law of Georgia “labor code of Georgia” Georgian Law on “Higher Education”, Charter of ABU and other normative acts.
2. The goal of the rule it ensure manning/stuffing of academic personnel of the teaching university, compliance with the requirements of applicable law and envisaging the interests of the people wishing to occupy the academic position and the teaching university, with the sustained protection of competition publicity, opening, transparency, equivalence and fair competition principles.
3. The objective of the rule is to ensure the objective evaluation of the requirements and competition data of the teaching university based on the procedures envisaged in it, forming their reconciliation and labor law connections covering the mutual interest, establishing the cooperation with mutual benefit for approaching the goals envisaged by the Teaching university law.

2. Article. Academic personnel and the conditions of selecting on the academic position

1. Academic personnel of the teaching university consist of professors and assistants.
2. The professors’ composition covers a professor, an associated professor and an assistant-professor.
3. He professors participate in the teaching process and scientific researches and/or manage them.
4. Assistants- by the leadership of professor, associated professor and assistant professor carry out the seminar and research works within the teaching processes in the faculty.
5. On the position of professor can be selected the body having the PHD degree or the other degree equivalent to PHD, during 7 years, who has not less than 6 year scientific-pedagogical experience and in the last decade has carried out the scientific work which confirms his/her competence in the appropriate field.

6. On the position of professor can be selected the body, with unlimited period, who complies with the requirements established by the section 5 of this article and who has significant professional approaches or/and scientific approaches (scientific publications in the advanced local or high rating international Journal and in other publications, he/she participated in national and international scientific-research projects and has got other approaches envisaging the specificity of the filed).
7. On the position of associated professor can be selected the body having the PHD degree or the equivalence for 4 years period, who has the scientific-pedagogical experience of not less than 3 years;
8. On the position of assistant –professor can be selected the body having the PHD degree or equivalent academic degree, for 3 years period.
9. On the position of assistant can be selected the PHD student with 3 years period.
10. The possibility of occupying the academic position envisaged by the sections 5,6,7,8 and 9, according to the professional sign by the qualified personnel, is defined by the order of the teaching university rector, based on which is declared the competition for occupying the academic position. In this case, the qualification of the body can be confirmed by the professional experience, special preparation and/or publication, the body having the appropriate qualification is the body that has the competencies necessary for generating the teaching outcomes envisaged by the program.
11. On the academic position can be selected the body of 65 years old.

3. Article. Announcement of competition

1. The competition for occupying the professor, associated professor, assistant-professor and assistant position is announced by the rector of the teaching university;
2. The ate and conditions of the competition holding are published on the official web-page of the teaching university , also it is possible to be published in the periodical printing institutes spreading on the territory of Georgia, within not less than 1 month before accepting the documents. The exact date and conditions are determined by the order of the teaching university rector.
3. With the mandatory rule in the order of the rector is reflected:
 - a) Date of competition announcement;
 - b) Number of vacant positions and direction/field;
 - c) Qualification requirements of the contestants and the competition documentation to be submitted;

- d) Date of starting and finishing dates of receiving the competition documents, place of application to be received;
4. The candidate wishing to occupy the professor, associated professor and assistant-professor position should submit the following documentations:
 - a) Filled up application/CV including filled up annex, which is accessible in electronic form avrsyabatumi@hotmail.com or its possible to be received in chancellery and human resource management service of the university;
 - b) ID card copy;
 - c) Copies of documents confirming the higher education;
 - d) Document confirming the holding of scientific degree, in case of PHD students- the reference confirming studying in the PHD degree;
 - e) CV (Autobiography);
 - f) 2 (two) photos;
 - g) One scientific work executed in the last 10 years, which represent the research potential of the applicant best of all(in case of Assistant-professor and assistant, submission of scientific work is not mandatory);
 - h) For occupying the professor academic position, the document confirming the scientific-pedagogical work of not less than 6 years, and for occupying the associated professor academic position, the document confirming the scientific-pedagogical work of not less than 3 years (the certified copy of the work book (if applicable or the reference issued with appropriate rule);
 - i) Syllabuses of the teaching course;
 - j) The document confirming the knowledge of English language or the experience of studying English language;
5. The person willing to occupy the assistant academic position should submit the following documentations:
 - a) Filled up competition application in printed form;
 - b) Copy of the ID confirming document/Passport;
 - c) Autobiography (CV) (in electronic and printed forms);
 - d) Copy of the document confirming studying in the PHD, and in case of competition with professional mark- the document confirming the professional experience or special training;
 - e) Motivation letter;
 - f) 2 photos with 3X4 size.
6. It is preferable that the candidates wishing to occupy the academic position should submit other documentations (leadership of bachelor, master and doctoral works; participations in the scientific conferences, experiments and expeditions; administrative and academic positions in

authorized higher educational institutes, raised qualifications, knowledge of foreign languages and computer, membership of scientific universities boards, editorial colleagues, organizational committees of the conferences, leadership of section and other, concept of direction development).

4. Article. Competition commission

1. Arranging and holding the competition in the teaching university is provided by the competition commission (hereinafter –“Commission”), which is created by the legal act of the rector. The composition of the commission consists of chairman, deputy chairman (who changes/replaces the chairman in case of his/her absence) and members. The quantity of the commission members and their duties are determined by the rector. It is allowed to invite the specialists from other higher educational institutes and scientific centers to the commission composition.
2. In order to hold the competition, the rector assigns the secretary, who is obliged to arrange the issues to be solved, including receiving-registering the applications of the candidates, checking the compliance of the documents with the established requirements and submission of the documents to the commission.
3. The body who participates in the specific competition as the applicant cannot be the member of the commission.
4. Those procedures of commission working, which are not envisaged by this rule can be established by the commission itself.
5. Commission term of office is determined by the term of competition to be held with the selection of the academic personnel and is terminated at the moment of confirming/approval of the competition result.

5. Article. Evaluation of the participants of the competition and results

1. The commission at the meeting holding before the competition will review the registration documentation submitted by the applicants and determines the circle of those bodies, the registration documentation of whom is complete and correspond to the qualification requirements.
2. In the case if the registration documentation presented by the applicants are not complete and do not correspond to the qualification requirements, the commission obtains the decision concerning removal of the applicant from the competition.
3. The meeting of the commission is entitled if it is attended by 2/3 of the complete composition. The commission obtains the decisions by the open voting, by the majority of the votes of the attended members. Each member has the right of one vote. In case of equal distribution of the votes, the vote of the chairman is decisive. The meeting of the commission is registered in

minutes, which is signed by the chairman and the members of the commission. The member of the commission is entitled to attaché his/her different opinion to the minutes, concerning which the appropriate note, is made in the minutes.

4. On the day of holding the competition, the commission reviews the data of each applicant participating in the competition related to the positions existing in specific competitive position, in case of necessity listens to the candidates' opinions and makes the final decision by the open voting. In addition to this, each member of the commission is entitled to vote as many candidates as many positions are in the specific competition. The decisions of the competition commission are specified in the appropriate minutes (minutes).
5. The winner of the competition (chosen on academic position) will be considered that applicant who receives more than half of the votes of the members attending;
6. The applicants existing on one competitive position are voted separately and each member of the commission votes to each candidate. In the case if two or more candidates collected votes of more than half of the commission members, the winner will be that person who received more positive votes. In case of equal distribution of the votes, the repeated voting is held, during which each member of the commission is entitled to vote only one candidate. If the votes will be equally distributed in this way, the vote of the chairman will be decisive.
7. The member of the commission, during the voting process is not entitled to abstain from voting;
8. The results will be published at the end of the meeting of the competition commission;
9. The winner candidate, based on the decision of the commission, is assigned to the academic position by the rector according to the rule established.
10. Decision of the commission does not subject to separate appealing. The order of the rector related to the assigning on the academic position subjects to appealing according to the rule established by the law.

6. Article. Failed competition and the rule of holding the repeated competition

1. The competition is considered completely failed, if no application concerning participation will be submitted, or the competition commission refused to submit the candidates;
2. The competition is considered failed on that vacant position, on which no application was received or the commission refused to submit the candidate.
3. In the cases envisaged by the section 2 of this article, by the decision of the rector, the repeated competition might be held according to the law established.

7. Article. Final provisions

The complete documentation of the commission, after coming into force of the competition results, will be delivered to the chancellery and human resources management service of the teaching university to keep. In case of written demands of the candidates, the presented documentations will be returned back (also other materials), but the copies of them remain in the chancellery and human resources management service of the teaching university.