

Appendix 1

Of the Non-profit (non-commercial) Legal Entity - Tbilisi Theological Academy and Seminary of the Autocephalous Apostolic Orthodox Church of Georgia

The Rules and Procedures of the Exchange Program Set by the Administration for Academic and Administrative Personnel

Article 1. Posting of Information

1.1. This rule defines the terms and conditions of participation in exchange programs.

1.2. The commission, terms, application form and additional conditions of each announced competition commission is determined by the Rector's legal act.

1.3. A selection procedure different from this rule may be determined by the order of the Rector.

1.4. Information on the terms, conditions and procedures of the competition is posted on the official website of Tbilisi Theological Academy and Seminary (hereinafter referred to as TTAS).

1.5. Those interested in participating in the exchange program administered by TTAS are required to comply with these terms, procedures and deadlines. It is not allowed to make any changes in the application after the end of the competition registration period.

Article 2. Prerequisites for the Participation in the Competition and Selection of Exchange Staff

2.1. The contestant must meet the following requirements:

2.1.1. Academic/administrative personnel during the competition period and mobility must be a TTAS staff member or contract employee;

2.2. Staff selection procedure.

2.2.1. The personnel fill in the application electronically according to the form approved by the Rector;

2.2.2. The contestant will be presented to the host university in accordance with the following steps and procedures:

A) Review of the application by the commission of the competition;

B) Assessment of the contestant by the commission;

2.3. Stage I - Review of the application.

2.3.1. At the stage of the review of the application, it is checked whether it meets the requirements of the competition:

A) Whether all mandatory documents are attached;

B) whether all mandatory documents have been drawn up correctly;

2.3.2. The electronic application must be completed using TTAS e-mail. It is not allowed to fill in the application using personal or other person's e-mail. In such cases the application is not considered.

2.3.3. The commission will evaluate only those applications that include all mandatory documents.

2.3.4. It is not allowed to send the required documents for the competition incompletely or in stages.

2.3.5. The application will not be considered until the deadline for applications.

2.3.6. The candidate can eliminate a flaw in the application before the deadline for applications.

2.4. Stage II – Evaluation of the Candidate.

2.4.1. The commission can evaluate a candidate in a variety of ways, including interviews, presentations, tests, etc.

2.4.2. The language of the interview is Georgian. At the request of the host university, the interview may be conducted in any foreign language.

2.4.3. The commission may consist of the following members: TTAS Rector, Vice-Rector, representative of a faculty and/or a department. Also, depending on the specifics of the foreign language, a relevant language specialist may be invited for an interview. The commission must consist of at least 3 members.

2.4.4. Each member of the commission independently evaluates the candidates according to the criteria set by the commission, with a maximum of 10 and a minimum of 7 points. To determine the final score of the interview, it is necessary to summarize the evaluation made by the members of the commission.

2.4.5. The evaluation takes into account:

A) The candidate's work plan, which must meet the requirements. The plan should clearly outline future mobility goals, program of estimated activities.

B) Linguistic competence - the ability to communicate in an appropriate foreign language;

C) Motivation to participate in the exchange program and/or experience in participating in it.

2.4.6. The victory of the best candidate is recorded in the minutes of the competition commission, after which the candidates are informed about the evaluation of the results by the exchange program coordinator.

2.5. Stage III - Nomination of candidates at the host university

2.5.1. In the case of the academic personnel, the coordinator of the exchange program notifies the host university of the winning candidates and the program, within the prescribed timeframe.

2.5.2. In the case of the administrative personnel, applications of candidates selected as a result of the interview will be sent to the host university.

2.6. Stage IV - Consent of the host university on the selected candidate/candidates

2.6.1. The authorized person of the host university confirms the final winner from the nominated candidates within the time limits set by the university and notifies TTAS.

Article 3. Scholarship

3.1. The scholarship is awarded by the host university. Scholarship rules may be subject to regulations within a particular university or country. The selected candidate must find out/agree upon the issue of scholarship and travel reimbursement with the host university before starting the mobility.

3.2. If necessary, the candidate can apply to the coordinator appointed by the Rector for consultation and assistance in communicating with the host university.

Article 4. Obligations of Selected Candidates

4.1. The winner is obligated:

A) To notify his/her immediate supervisor at TTAS of the planned mobility and agree on dates;

B) To comply with the deadlines set by the host university and provide the necessary documents and information in a timely manner;

- C) Agree upon a mobility period with the host university professor/administration member and then notify the coordinator of the exchange program of the host university of the dates in writing;
- D) With the help of the coordinator, clarify/agree with the host university on issues related to visa procedures, insurance and scholarship;
- E) Comply with the necessary norms related to international passports;
- F) Upon arrival at the host university, contact the local coordinator and have systematic contacts with him/her during the mobility period, as well as follow the instructions of the local coordinator;
- G) During the mobility period, agree upon the period and dates of departure from the host country with the local coordinator;
- H) Within 2 weeks after ending the mobility, fill in and submit to the coordinator of the exchange program a report on the mobility activities carried out and attach its evidence (if any) to it.