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*Rules for Participation in the International Mobility Program  
at Central University of Europe LLC*



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### **Article 1. General Provisions**

1. The Rules for Participation in the International Mobility Program (hereinafter - Rules) establish the rules and conditions related to the use of the international mobility program by students, academic and administrative staff of Central University of Europe LLC (hereinafter - "the University"). The duration of the international mobility program and the scope of the offered scholarship are determined based on the Rector's order.
2. Students with active status in bachelor's programs (semesters II-VII), master's programs (semesters II, III), as well as unified educational programs (semesters II-X), whose weighted average academic performance score is at least 2.5, may participate in the competition. In the case of staff, any person holding an academic position at Central University of Europe whose annual average assessment is higher than 4.0 and any administrative staff member has the right to participate in the international mobility competition.
3. International mobility is carried out for the purpose of study in the case of students, teaching by academic staff, and training for administrative staff members.
4. The right to use the international mobility program financed by the University is granted to students only once within one educational level. In the case of academic and administrative staff, repeated participation in the mobility program for the same purpose is possible 3 months after the last implemented mobility.

### **Article 2. Announcement of Competition**

1. Based on a written application from the Head of the International Relations Office, the University Rector issues an order regarding the announcement of the competition and approves the competition commission for each selection stage.
2. The legal act issued by the Rector reflects the procedure, deadline, competition conditions, and criteria for selecting competitors for participation in the international mobility program. The Rector's legal act may define additional criteria<sup>1</sup>, the satisfaction of which determines the competitor's advantageous position compared to other applicants.
3. Competition conditions are publicly published on the University's website and social networks. Additionally, students are provided information through the educational database and telephone notifications. If necessary, information meetings are held. Those wishing to participate in the international mobility program may also contact the International Relations Office for consultation.

### **Article 3. Student Selection Procedure**

1. Students interested in international mobility complete an electronic registration form prepared by the International Relations Office for registration.

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<sup>1</sup> In the case of academic staff, preference may be given to a person who is an affiliated academic staff member of Central University of Europe and/or holds the position of program director. In the case of administrative staff, considering specific needs and priorities defined by the University's strategy, mobility may be announced within a specific structural unit



2. The International Relations Office invites registered students who fully meet the conditions for participation in the competition to the first selection stage, which involves an English language examination face-to-face or using remote platforms.

3. The student is required to demonstrate B2 level knowledge in English, in accordance with the *Common European Framework of Reference for Languages (CEFR)*, in four language competencies: listening, writing, reading, speaking.

4. A prerequisite for moving to the next stage of the competition is accumulating at least 60 out of a maximum of 100 points determined by the examination. For each student, the examination lasts 2 hours and 15 minutes, with a half-hour break.

Listening (max. 25 points) – 20 minutes

Writing (max. 25) – 30 minutes

Reading (max. 25 points) – 40 minutes

Break: 30 minutes

Speaking (max. 25 points) – 15 minutes with one pair

Total score: min. 60/100

5. Based on an individual agreement and/or service contract, the preparation of the English language examination test may be assigned to academic/scientific/invited staff with appropriate qualifications at Central University of Europe and/or an external expert.

6. English language examination tests are submitted in advance to the International Relations Office, while assessment criteria for individual competencies are approved by the Rector and communicated to the examination commission.

7. The English language examination is conducted by a competition commission pre-approved by the Rector's order for the first selection stage, which is composed of at least 2 English language specialists. If necessary, an external expert may also be invited.

8. The reading and listening parts are automatically checked based on pre-determined correct answers, while the assessment of written and oral competencies is done by calculating the arithmetic average of scores written by the examination commission.

9. A student who presents an internationally recognized certificate demonstrating knowledge of English at the required level is exempted from the English language examination and automatically proceeds to the next stage of the competition. The certificate score presented must correspond to B2 level according to the CEFR standard:

Test	Minimum score corresponding to B2 level
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IELTS	5.5
Toefl iBT	72
Toelf PBT	543
Cambridge English Scale Score for B2 First (formerly known as FCE)	160

10. The second and final stage of the selection competition for international student mobility involves an English-language interview, which is conducted face-to-face or using a remote platform.

11. The interview evaluates the candidates' motivation in terms of academic, professional, and personal development, each of which is assigned a maximum of 3 (three) points according to the following criteria:

**Motivation in terms of academic development:**

0 - The candidate does not discuss their motivation in terms of academic development or is demotivated.

1 - The candidate speaks little about their motivation in terms of academic development and/or does not understand the significance of international mobility in terms of acquiring or refining academic skills.

2 - The candidate speaks convincingly about their motivation to improve academic achievement, but only emphasizes basic "hard skills" and less realizes the significance of international mobility for developing critical or creative thinking.

3 - The candidate is fully aware of the significance of international mobility for their academic development and also thinks about the applicability of academic skills acquired/developed during mobility after re-engaging in the educational process at the sending university.

**Motivation in terms of professional development:**

0 - The candidate does not discuss their motivation in terms of professional development or is demotivated.

1 - The candidate speaks little about their motivation in terms of professional development and/or does not understand the significance of international mobility for their future career.

2 - The candidate speaks convincingly about their motivation in terms of general professional development, but does not have a specific vision for career advancement.

3 - The candidate fully realizes the significance of international mobility on the path to achieving their career goals and also thinks about the applicability of this experience from a professional perspective after returning home.

**Motivation in terms of personal development:**



- 0 - The candidate does not discuss their motivation in terms of personal development or is demotivated.
- 1 - When discussing personal development, the candidate limits themselves to general terms, does not demonstrate the ability for self-reflection, and cannot connect the international mobility experience to the process of forming their own self.
- 2 - The candidate speaks convincingly about their motivation in terms of personal development, but only emphasizes positive experience and does not fully realize the essence of life challenges associated with international mobility.
- 3 - The candidate demonstrates psychological readiness to cope with and adapt to challenges associated with international mobility and is motivated to transform each of them into "soft skills" (resilience, time management skills, interpersonal skills, innovation and creativity, personal hygiene, etc.)
12. The interview commission for the second selection stage, submitted by the International Relations Office and pre-approved by the Rector's order, consists of three members. The final assessment (max. 9 points) is calculated by computing the arithmetic average of scores written by commission members and adding them together. The commission must include an International Relations Office employee and the program director/co-director. The third member may be any other person holding an administrative or academic position.
13. Students from different educational programs do not compete with each other. Winners are declared to be the candidates with the highest assessment by programs, the number of which depends on pre-determined competition conditions based on the Rector's order.

#### **Article 4. Academic Staff Selection Procedure**

1. Academic staff interested in international mobility complete an electronic application form prepared by the International Relations Office.
2. The International Relations Office invites authors of fully completed applications to the first selection stage, which involves an English language examination face-to-face or using remote platforms.
3. Academic staff are required to demonstrate C1 level knowledge in English, in accordance with the Common European Framework of Reference for Languages (CEFR), in four language competencies: listening, writing, reading, speaking.
4. A prerequisite for moving to the next stage of the competition is accumulating at least 60 out of a maximum of 100 points determined by the examination. Additionally, a 15-point threshold is established, which academic staff must exceed in all four competencies. The examination lasts 2 hours and 15 minutes, with a half-hour break

Listening (min. 15/25 points) – 20 minutes

Writing (min. 15/25) – 30 minutes

Reading (min. 15/25 points) – 40 minutes

Break: 30 minutes

Speaking (min. 15/25 points) – 15 minutes with one pair



Total score: min.60/100

5. Based on an individual agreement and/or service contract, the preparation of the English language examination test may be assigned to academic/scientific/invited staff with appropriate qualifications at the University and/or an external expert.
6. The English language examination is conducted by a competition commission pre-approved by the Rector's order for the first selection stage, which is composed of at least 2 (two) English language specialists.
7. The reading and listening parts are automatically checked based on pre-determined correct answers, while the assessment of written and oral competencies is done by calculating the arithmetic average of scores written by the examination commission.
8. Based on the submission of appropriate documentation, academic staff of Central University of Europe who have at least one year of teaching experience in an English-language program at any accredited higher educational institution; have obtained an English philology degree or an English-language bachelor's/master's/doctoral degree; and/or possess an internationally recognized certificate demonstrating knowledge of English at the required level are exempted from the English language examination. In the latter case, the certificate score presented must correspond to C1 level according to the CEFR standard:

Test	Minimum score corresponding to B2 level
IELTS	7.0
Toefl iBT	95
Toelf PBT	627
Cambridge English Scale Score for C1 Advanced (formerly known as CAE)	180

9. The second and final stage of the selection competition for international mobility involves conducting a demonstration lecture in English before a commission pre-approved by the Rector, with the following composition:

Dean of the respective Faculty, director/co-director of the respective program, and a representative of the International Relations Office. In case the dean or program director participates in the competition, a different commission composition is approved by the Rector's order.

10. The demonstration lecture is evaluated according to the following criteria:

- Knowledge of course subject matter;
- Coherent speaking;



- Contact with the audience;
- Teaching methods used;
- Ability to answer questions.

Each criterion is evaluated on a 3-point scale, where 3 is the maximum and 1 is the minimum assessment (3 - good; 2 - satisfactory; 1 - poor). It is desirable that each score be accompanied by a brief explanation/description.

11. The demonstration lecture is evaluated by calculating the arithmetic average of scores assigned to the candidate by all three commission members and amounts to a maximum of 15 points.

12. Winners are declared to be the candidates with the highest assessment by programs, the number of which depends on pre-determined competition conditions based on the Rector's order. In case of limited quota, the academic staff member evaluated with the highest score among programs wins.

#### **Article 5. Administrative Staff Selection Procedure**

1. Administrative staff interested in international mobility complete an electronic application form prepared by the International Relations Office.

2. The International Relations Office invites authors of fully completed applications to the first selection stage, which involves an English language examination face-to-face or using remote platforms.

3. Administrative staff are required to demonstrate B2 level knowledge in English, in accordance with the *Common European Framework of Reference for Languages (CEFR)*, in four language competencies: listening, writing, reading, speaking.

4. A prerequisite for moving to the next stage of the competition is accumulating at least 60 out of a maximum of 100 points determined by the examination. Additionally, a 15-point threshold is established, which administrative staff must exceed in all four competencies. For each employee, the examination lasts 2 hours and 15 minutes, with a half-hour break.

Listening (min. 15/25 points) – 20 minutes

Writing (min. 15/25) – 30 minutes

Reading (min. 15/25 points) – 40 minutes

Break: 30 minutes

Speaking (min. 15/25 points) – 15 minutes with one pair

Total score: min.60/100

5. Based on an individual agreement and/or service contract, the preparation of the English language examination test may be assigned to academic/scientific/invited staff with appropriate qualifications at the University and/or an external expert.

6. The English language examination is conducted by a competition commission pre-approved by the Rector's order for the first selection stage, which is composed of at least 2 English language specialists.



7. The reading and listening parts are automatically checked based on pre-determined correct answers, while the assessment of written and oral competencies is done by calculating the arithmetic average of scores written by the examination commission.

8. Based on the submission of appropriate documentation, administrative staff of Central University of Europe who have at least one year of teaching experience in an English-language program at any accredited higher educational institution; have obtained an English philology degree or an English-language bachelor's/master's/doctoral degree; have at least one semester of study experience abroad in English at any level of higher education within an exchange program; and/or possess an internationally recognized certificate demonstrating knowledge of English at the required level are exempted from the English language examination. In the latter case, the certificate score presented must correspond to B2 level according to the CEFR standard:

Test	Minimum score corresponding to B2 level
IELTS	5.5
Toefl iBT	72
Toelf PBT	543
Cambridge English Scale Score for B2 First (formerly known as FCE)	160

9. The second and final stage of the selection competition for international mobility involves presenting a training mobility plan in English, which is conducted face-to-face or using a remote platform, before a commission pre-approved by the Rector, whose composition includes: the Rector, the direct supervisor of administrative staff or the relevant Vice-Rector (if such exists), and a representative of the International Relations Office.

10. The training plan is evaluated according to the following criteria:

- Relevance and significance of planned meetings and activities;
- Correspondence of the mobility plan with the University's strategy and priorities;
- Coherent speaking in English;
- Value of expected results from an action plan perspective and/or potential practical applicability of mobility results;
- Feasibility of implementing the plan set within the framework of mobility (considering the employee's qualifications and professional competencies)

Each criterion is evaluated on a 3-point scale, where 3 is the maximum and 1 is the minimum assessment (3 - good; 2 - satisfactory; 1 - poor). It is desirable that each score be accompanied by a brief explanation/description.



11. The training plan is evaluated by calculating the arithmetic average of scores assigned to the candidate by all three commission members and amounts to a maximum of 15 points.
12. Winners are declared to be the candidates with the highest assessment by offices, the number of which depends on pre-determined competition conditions based on the Rector's order. In case of limited quota, the administrative staff member evaluated with the highest score among offices wins.

#### **Article 6. Preparation of Documentation Required for Students' International Mobility**

1. After identifying competition winners, the International Relations Office shares with selected students the English-language course catalog of the host university.
2. Under the coordination of the International Relations Office, the respective program director, with technical support from the academic process management manager, establishes compatibility between the host university's courses and the courses the student will take locally.
3. Taking into account the student's interests, the International Relations Office prepares the first version of the learning agreement, which is sent to the student for making a final decision. Additionally, the International Relations Office recommends that students have a consultation with the partner university's international mobility coordinator and helps them establish this contact.
4. As a result of consultations, the student makes a final decision and, with their agreement, an internal learning agreement document is executed at Central University of Europe, which lists both courses to be taken at the partner university and their equivalent courses locally, with indication of respective credits. This document is signed by the program director, field expert, and head/representative of the Quality Assurance Office, whereby Central University of Europe takes responsibility for recognizing credits accumulated by the student at the partner university after their return, according to the scheme written in the document.
5. To implement any type of change in the learning agreement necessitated during the period of stay at the partner university, the student contacts the International Relations Office of Central University of Europe and provides information about implementing the change, which must be confirmed with appropriate evidence. The Faculty makes an appropriate decision taking into account the student's interests.
6. Beyond settling the issue of course selection-recognition, the International Relations Office is responsible for preparing and timely delivering other documentation required by the partner university, as well as for fully ensuring the student's information before sending them to the host university.
7. The student, for their part, is obliged to share with the International Relations Office a copy of all personal documents necessary for international mobility and, according to instructions, complete the application form/forms required by the host university.
8. During the period of study at the partner university, the student maintains active status at Central University of Europe and pays tuition for recognized credits.
9. After returning, the student is required to complete a questionnaire specially developed by the Quality Assurance Office, the purpose of which is to evaluate the effectiveness of international mobility.



#### **Article 7. Preparation of Documentation Required for Academic and Administrative Staff's International Mobility**

1. Academic/administrative staff selected to participate in the international mobility program are issued external and internal teaching/research agreement documents. The first of these is for determining lecture hours or research plans to be conducted at the host university, and the second is for planning post-mobility activities at Central University of Europe for sharing purposes.
2. By signing the agreements, academic and administrative staff selected through competition take responsibility for conscientiously fulfilling obligations assumed at the sending and host universities.
3. The International Relations Office is responsible for preparing documentation related to academic and administrative staff mobility and timely delivering it to the partner university.
4. Academic and administrative staff, for their part, are obliged to share with the International Relations Office a copy of all personal documents necessary for international mobility and, according to instructions, complete the application form/forms required by the host university.
5. After returning, academic and administrative staff are required to complete a questionnaire specially developed by the Quality Assurance Service, the purpose of which is to evaluate the effectiveness of international mobility.