



Approved by Order No. 320 of the Rector of the University, dated 4 August 2020.

Amendments introduced by Order No. 104 of the Rector of the University, dated 2 December 2022; Order No. 69, dated 28 April 2023; Order No. 11, dated 25 February 2025; and Order No. 146, dated 8 December 2025.

*Regulation on Participation in the International Mobility Programme
at Central University of Europe LLC*

2020



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Article 1. General Provisions

1. The Regulation on Participation in the International Mobility Programme (hereinafter referred to as the "Regulation") establishes the terms and conditions governing the use of the International Mobility Programme by students, academic staff, and administrative personnel of the Central University of Europe LLC (hereinafter referred to as the "University"). The duration of the International Mobility Programme and the volume of the stipend offered shall be determined on the basis of an order issued by the Rector.
2. Eligibility to participate in the competition shall be extended to students enrolled in bachelor's degree programmes (semesters II–VII), master's degree programmes (semesters II–III), and one-cycle educational programmes (semesters II–X), provided they hold active student status and have a minimum cumulative weighted grade point average of 2.5. In the case of staff, eligibility to participate in the international mobility competition shall be extended to any person holding an academic position at the Central University of Europe whose annual average performance evaluation exceeds 4.0, as well as to any member of the administrative personnel.
3. International mobility shall be undertaken for the purpose of study in the case of students, teaching in the case of academic staff, and training in the case of administrative personnel.
4. The right to benefit from the University-funded International Mobility Programme shall be granted to students only once within a given level of education. In the case of academic and administrative staff, repeated participation in the mobility programme for the same purpose shall be permissible no sooner than three months following the conclusion of the most recently completed mobility.

Article 2. Announcement of the Competition

1. On the basis of a written request submitted by the Head of the International Relations Service, the Rector of the University shall issue an order announcing the competition and shall approve the selection committee for each stage of the selection process.
2. The legal act issued by the Rector shall specify the procedure, timeline, terms, and candidate selection criteria for the competition pertaining to participation in the International Mobility Programme. The Rector's legal act may also establish additional criteria¹. Fulfilment of such additional criteria shall confer a competitive advantage upon the applicant relative to other candidates.
3. The terms of the competition shall be publicly published on the University's official website and social media platforms. Additionally, students shall be notified through the learning management system and via SMS notification. Information sessions shall be held as necessary. Persons wishing to participate in the International Mobility Programme may also contact the International Relations Service for consultation.

¹ In the case of academic staff, preference may be given to individuals who hold the position of affiliated academic staff member of the Central University of Europe and/or serve as programme director. In the case of administrative personnel, mobility may be announced within a specific structural unit, taking into account particular institutional needs and the priorities defined by the University's strategic plan.



Article 3. Student Selection Procedure

1. Students interested in international mobility shall complete an electronic registration form prepared by the International Relations Service.
2. Registered students who fully satisfy the conditions for participation in the competition shall be invited by the International Relations Service to the first selection stage, which consists of an English language examination conducted either in person or via a remote platform.
3. Students are required to demonstrate proficiency in English at the B2 level in accordance with the *Common European Framework of Reference for Languages (CEFR)*, across four language competencies: listening, writing, reading, and speaking.
4. A prerequisite for advancement to the subsequent stage of the competition is the attainment of a minimum score of 60 out of a maximum of 100 points. The examination for each student shall be conducted over a period of 2 hours and 15 minutes, inclusive of a thirty-minute break, structured as follows.

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 in a pair
Total score: min. 60/100

5. On the basis of an individual agreement and/or service contract, the preparation of the English language examination test may be entrusted to academic, research, or visiting staff of the University holding the requisite qualifications, and/or to an external expert.
6. The English language examination tests shall be submitted in advance to the International Relations Service, while the assessment criteria for individual competencies shall be approved by the Rector and communicated to the examination committee.
7. The English language examination shall be administered by the selection committee approved in advance by order of the Rector for the first selection stage, comprising no fewer than 2 specialists in the English language. Where necessary, an external expert may also be invited.
8. The listening and reading components shall be assessed automatically on the basis of a predetermined answer key, while written and oral competencies shall be evaluated by calculating the arithmetic mean of the scores assigned by members of the examination committee.
9. A student who presents an internationally recognised certificate attesting to the required level of English language proficiency shall be exempt from the English language examination and shall automatically advance to the subsequent stage of the competition. The certificate score must correspond to CEFR B2 level as follows:

Test	Minimum score corresponding to B1 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 consists of an interview conducted in English, held either in person or via a remote platform.

11. The interview shall assess candidates' motivation in terms of academic, professional, and personal development, each dimension being awarded a maximum of 3 (three) points in accordance with the following criteria:

Motivation in terms of academic development:

0 - The candidate does not address their motivation for academic development or demonstrates a lack thereof.

1 — The candidate addresses their motivation for academic development only superficially and/or fails to appreciate the significance of international mobility for the acquisition or enhancement of academic skills.

2 — The candidate articulates their motivation for academic improvement convincingly, yet focuses exclusively on basic "hard skills" and demonstrates limited awareness of the importance of international mobility for the development of critical and creative thinking.

3 — The candidate demonstrates full awareness of the significance of international mobility for their academic development and reflects on the applicability of the academic skills acquired or developed during mobility upon re-engagement with the home university's educational process.

Motivation in terms of professional development:

0 - The candidate does not address their motivation for professional development or demonstrates a lack thereof.

1 — The candidate addresses their motivation for professional development only superficially and/or fails to appreciate the significance of international mobility for their future career.

2 — The candidate articulates their motivation for general professional development convincingly, yet lacks a concrete vision for career advancement.

3 — The candidate fully appreciates the significance of international mobility in pursuit of their career objectives and reflects on the practical applicability of the experience gained upon return to their home country.



Motivation in terms of personal development:

0 - The candidate does not address their motivation for personal development or demonstrates a lack thereof.

1 — In addressing personal development, the candidate confines themselves to general terms, does not demonstrate capacity for self-reflection, and is unable to connect the experience of international mobility with the process of personal identity formation.

2 — The candidate articulates their motivation for personal development convincingly, yet focuses exclusively on positive experiences and does not fully appreciate the nature of the life challenges associated with international mobility.

3 — The candidate demonstrates psychological readiness to confront and adapt to the challenges associated with international mobility and is motivated to transform each of them into transferable "soft skills" (resilience, time management, interpersonal skills, innovation and creativity, personal responsibility, etc.

12. The interview committee for the second selection stage, nominated by the International Relations Service and approved in advance by order of the Rector, shall consist of three members. The final score (maximum 9 points) shall be calculated by determining the arithmetic mean of the scores assigned by each committee member and summing the results. Mandatory representation on the committee shall include a member of the International Relations Service staff and the programme director/co-director. The third member may be any individual holding an administrative or academic position.

13. Students across different educational programmes shall not compete against one another. The successful candidates shall be those attaining the highest scores within their respective educational programmes, the number of which shall be determined in accordance with the competition terms established in advance by order of the Rector.

Article 4. Academic Staff Selection Procedure

1. Academic staff interested in international mobility shall complete an electronic application form prepared by the International Relations Service.

2. Applicants who have submitted fully completed applications shall be invited by the International Relations Service to the first selection stage, which consists of an English language examination conducted either in person or via a remote platform.

3. Academic staff are required to demonstrate proficiency in English at the C1 level in accordance with the Common European Framework of Reference for Languages (CEFR), across four language competencies: listening, writing, reading, and speaking.

4. A prerequisite for advancement to the subsequent stage of the competition is the attainment of a minimum score of 60 out of a maximum of 100 points. An additional threshold of 15 points is established, which academic staff must attain in each of the four competencies. The examination shall be conducted over a period of 2 hours and 15 minutes, inclusive of a thirty-minute 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 a pair

Total score: min. 60/100

5. On the basis of an individual agreement and/or service contract, the preparation of the English language examination test may be entrusted to academic, research, or visiting staff of the University holding the requisite qualifications, and/or to an external expert.

6. The English language examination shall be administered by the selection committee approved in advance by order of the Rector for the first selection stage, comprising no fewer than 2 (two) specialists in the English language.

7. The listening and reading components shall be assessed automatically on the basis of a predetermined answer key, while written and oral competencies shall be evaluated by calculating the arithmetic mean of the scores assigned by members of the examination committee.

8. On the basis of the submission of relevant documentation, the following members of the academic staff of the Central University of Europe shall be exempt from the English language examination: those with a minimum of one year's teaching experience on an English-language programme at any accredited higher education institution; those holding a degree in English philology or a bachelor's/master's/doctoral degree obtained through an English-language programme; and/or those holding an internationally recognised certificate attesting to the required level of English language proficiency. In the latter case, the certificate score must correspond to CEFR C1 level as follows:

Test	Minimum score corresponding to C1 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 consists of a demonstration lecture delivered in English before a committee approved in advance by the Rector, comprising the following members: the Dean of the relevant faculty, the programme director/co-director of the relevant programme, and



a representative of the International Relations Service. In the event that the Dean or programme director is a candidate in the competition, a different committee composition shall be determined by order of the Rector.

10. The demonstration lecture shall be assessed according to the following criteria:

- Command of the subject matter of the course;
- Coherence of delivery;
- Engagement with the audience;
- Teaching methods employed;
- Ability to respond to questions.

Each criterion shall be assessed on a three-point scale, where 3 represents the maximum and 1 the minimum score (3 — good; 2 — satisfactory; 1 — poor). It is recommended that each score be accompanied by a brief explanatory note.

11. The demonstration lecture shall be assessed by calculating the arithmetic mean of the scores assigned to the candidate by all three committee members, yielding a maximum total score of 15 points.

12. The successful candidates shall be those attaining the highest scores within their respective programmes, the number of which shall be determined in accordance with the competition terms established in advance by order of the Rector. In the case of a limited quota, the academic staff member with the highest score across all programmes shall be selected.

Article 5. Administrative Personnel Selection Procedure

1. Administrative personnel interested in international mobility shall complete an electronic application form prepared by the International Relations Service.

2. Applicants who have submitted fully completed applications shall be invited by the International Relations Service to the first selection stage, which consists of an English language examination conducted either in person or via a remote platform.

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

4. A prerequisite for advancement to the subsequent stage of the competition is the attainment of a minimum score of 60 out of a maximum of 100 points. An additional threshold of 15 points is established, which administrative personnel must attain in each of the four competencies. The examination for each staff member shall be conducted over a period of 2 hours and 15 minutes, inclusive of a thirty-minute 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. On the basis of an individual agreement and/or service contract, the preparation of the English language examination test may be entrusted to academic, research, or visiting staff of the University holding the requisite qualifications, and/or to an external expert.
6. The English language examination shall be administered by the selection committee approved in advance by order of the Rector for the first selection stage, comprising no fewer than 2 specialists in the English language.
7. The listening and reading components shall be assessed automatically on the basis of a predetermined answer key, while written and oral competencies shall be evaluated by calculating the arithmetic mean of the scores assigned by members of the examination committee.
8. On the basis of the submission of relevant documentation, the following members of the administrative personnel of the Central University of Europe shall be exempt from the English language examination: those with a minimum of one year's teaching experience on an English-language programme at any accredited higher education institution; those holding a degree in English philology or a bachelor's/master's/doctoral degree obtained through an English-language programme; those with a minimum of one semester's experience of study abroad in English at any level of higher education within the framework of an exchange programme; and/or those holding an internationally recognised certificate attesting to the required level of English language proficiency. In the latter case, the certificate score must correspond to CEFR B2 level as follows:

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 consists of a presentation, delivered in English, of a training mobility plan, conducted either in person or via a remote platform, before a committee approved in advance by the Rector, comprising the following members: the Rector, the direct supervisor of the administrative personnel member or the Vice-Rector responsible for the relevant area (where applicable), and a representative of the International Relations Service.
10. The training plan shall be assessed according to the following criteria:
 - The relevance and significance of the planned meetings and activities;
 - The alignment of the mobility plan with the University's strategy and priorities;



- Coherence of delivery in English;
- The value of the anticipated outcomes in terms of an action plan and/or the potential practical applicability of the mobility results;
- The feasibility of the plan envisaged within the scope of the mobility, taking into account the staff member's qualifications and professional competencies.

Each criterion shall be assessed on a three-point scale, where 3 represents the maximum and 1 the minimum score (3 — good; 2 — satisfactory; 1 — poor). It is recommended that each score be accompanied by a brief explanatory note.

11. The training plan shall be assessed by calculating the arithmetic mean of the scores assigned to the candidate by all three committee members, yielding a maximum total score of 15 points.

12. The successful candidates shall be those attaining the highest scores within their respective services/offices, the number of which shall be determined in accordance with the competition terms established in advance by order of the Rector. In the case of a limited quota, the administrative staff member with the highest score across all services/offices shall be selected.

Article 6. Preparation of Documentation for Student International Mobility

1. Following the identification of competition winners, the International Relations Service shall share with the selected students the catalogue of English-language courses offered by the host university.

2. Under the coordination of the International Relations Service, the relevant programme director, with the technical support of the Academic Process Management Head, shall establish compatibility between the courses offered at the host university and the courses to be completed locally by the student.

3. Taking into account the student's interests, the International Relations Service shall draft an initial version of the Learning Agreement, which shall be submitted to the student for a final decision. Additionally, the International Relations Service shall recommend that students consult with the international mobility coordinator of the partner university and shall assist them in establishing such contact.

4. Following consultation, the student shall make a final decision, and, in agreement therewith, an internal Learning Agreement document shall be formalised at the Central University of Europe, listing both the courses to be completed at the partner university and their local equivalent courses, along with the corresponding credit allocations. This document shall be signed by the programme director, the subject matter expert, and the Head/Representative of the Quality Assurance Service, whereby the Central University of Europe assumes responsibility for the recognition of credits accumulated by the student at the partner university upon the student's return, in accordance with the scheme set out in the document.

5. Should any amendment to the Learning Agreement become necessary during the student's period of residence at the partner university, the student shall contact the International Relations Service of the Central University of Europe and shall provide information regarding the amendment, which must be supported by appropriate evidence. The faculty shall make the relevant decision taking into account the student's interests.



6. Beyond the matter of course selection and credit recognition, the International Relations Service shall be responsible for the preparation and timely submission of any additional documentation required by the partner university, as well as for ensuring that the student is fully informed prior to their departure to the host university.
7. The student, for their part, shall be obliged to provide the International Relations Service with copies of all personal documents required for international mobility and, in accordance with the instructions provided, to complete the application form(s) required by the host university. During the period of participation in an exchange or mobility programme, the student shall retain active student status at the home university, which entails the continued payment of tuition fees to the Central University of Europe. Tuition fees shall be calculated in accordance with the student's enrolment contract, proportionate to the credits to be completed. The full tuition fee for the mobility semester must be paid by the student prior to the commencement of the mobility semester.
8. Upon return, the student shall be required to complete a questionnaire specially developed by the Quality Assurance Service, the purpose of which is to evaluate the effectiveness of the international mobility experience

Article 7. Preparation of Documentation for Academic and Administrative Staff International Mobility

1. Academic and administrative staff selected to participate in the International Mobility Programme shall be issued both external and internal teaching/research agreement documents. The former shall pertain to the definition of the lecture hours or research plan to be carried out at the host university, while the latter shall pertain to the planning of post-mobility activities at the Central University of Europe for the purposes of knowledge sharing.
2. By signing the agreements, the academic and administrative staff selected through the competitive procedure shall assume responsibility for the conscientious fulfilment of the obligations undertaken at both the sending and host universities.
3. The International Relations Service shall be responsible for the preparation of documentation related to the mobility of academic and administrative staff and for its timely submission to the partner university.
4. Academic and administrative staff shall, for their part, be obliged to provide the International Relations Service with copies of all personal documents required for international mobility and, in accordance with the instructions provided, to complete the application form(s) required by the host university.
5. Upon return, academic and administrative staff shall be required to complete a questionnaire specially developed by the Quality Assurance Service, the purpose of which is to evaluate the effectiveness of the international mobility experience.