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**UNIVERSITY OF NEW YORK TIRANA
INTERNATIONAL RELATIONS OFFICE
Academic And Administrative Staff for Training
And Outgoing Student Mobility
Selection Criteria and Procedure Guideline**

This guideline is an information tool on the selection criteria and the procedure followed regarding the administrative staff, academic staff, and outgoing students at the University of New York Tirana, to be part of the staff/student mobilities with other HEIs.

Staff mobility for training selection criteria

1. Related field of the respective department or unit specified in the call. (Preliminary criteria)
2. Academic Title or Rank;

ACADEMIC STAFF	ADMINISTRATIVE STAFF	POINTS
Prof. Dr.	Head of unit/department	25 points
Assoc. Prof.	Senior Specialist	20 points
Ph.D.	Specialist	15 points
Master	Officer	10 points

3. Total years of experience;

YEARS	POINTS
15+ years	25 points
10-14 years	20 points
5-9 years	15 points
1-4 years	10 points

4. UNYT Seniority;

YEARS	POINTS
10+ years	25 points
5-9 years	20 points
1-4 years	15 points
-1 years	10 points

5. Benefiting from the program for the first time; +25 points
6. Giving up from the right to participate on the previous Exchange project without showing a compelling reason; -25 points

Outgoing student mobility selection criteria

1. G.P.A: no lower than 2.5;
2. Field of Study;
3. The student must have conducted at least one year of full studies.

Selection committees

Selection Committee for Academic Staff Training Mobility:

1. The Rector of the University of New York Tirana;
2. Vice Rector for Research and International Affairs of the University of New York Tirana;
3. Dean of the Respective Faculty/ Head of Department.

Selection Committee for Administrative Staff Training Mobility:

1. The Rector of the University of New York Tirana;
2. Vice Rector for Research and International Affairs of the University of New York Tirana;
3. Administrator of the University of New York Tirana.

Selection Committee for Outgoing Student Mobility:

1. Vice Rector for Research and International Affairs of the University of New York Tirana;
2. Head of Department;
3. IRO Coordinator.

Outgoing academic/administrative staff mobility procedure

In case of the Outgoing Staff Mobility, the following procedure is conducted:

1. The "Call" is published on the UNYT website and social media accounts, and sent to the academic/administrative staff by e-mail;
2. The application folder should be submitted electronically to the IRO email address, within the deadline;
3. A nomination form is filled in by the IRO Office with all the applicants. The nomination form as well as their application folder is sent to the *ad hoc* Selection Committee who is responsible for the selection procedures of the "Call";
4. The *ad hoc* Selection Committee is appointed by the Rector;
5. The nominee is selected based on the "Selection Criteria and Procedure Guideline";
6. The evaluation results and the decision of the Selection Committee shall be notified via e-mail to all applicants, as well as the respective dean and head of department for the academic staff applicants and to the Rectorate, administrator of the UNYT and the respective head of department for the administrative staff applicants;

7. The selected nominee goes through the second phase of the application with the hosting university;
8. After receiving a positive feedback and Letter of Invitation, they also receive the program of the mobility. The grant documents will be sent by the hosting university and the Mobility Agreement which should be signed by both parties.

Outgoing student mobility procedure

In case of the Outgoing Student Mobility, the following procedure is conducted:

1. The call for an outgoing student mobility is published on the UNYT website and social media accounts, and sent to the students by e-mail;
2. Within the deadline set in the application, the student has to send his/her application folder electronically to the IRO e-mail address;
3. A nomination form is filled in by the IR Office with all the applicants. The nomination form as well as their application folder is sent to the *ad hoc* Selection Committee;
4. The nominees are selected based on the "Selection Criteria and Procedure Guideline";
5. The selected student goes through the second phase of the application with the hosting university;
6. Together with their advisor they have to select courses that are converted to UNYT courses, so they do not lose any ECTS;
7. After the online application and if selected by the hosting university, the student starts preparing for the exchange mobility;
8. Before leaving, the selected student is obliged to sign a declaration by agreeing that the advisor shall be informed and approve any kind of course changes at the hosting university;
9. The IRO of UNYT shall be in continuous contact with the IRO at the hosting university on assisting the student;
10. After the students' arrival at the host university, a Learning Agreement is signed by the respective International Relations Office and this agreement is sent to the Records Office so the student can be registered as outgoing exchange student;
11. The student holds all the rights and obligations derived from the Grant Agreement signed with the host institution;
12. After the termination of the exchange program, the transcript issued by the host university will go through the equivalency and transferring of credits. At the end of the mobility, the student is also issued with a Participation Certificate.

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RECTOR

