

**Regulations of the Office of the Head of Administration (Chancellor)**

Approved by the joint resolution of the Academic Council and  
the Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

2021

**Regulations of the Office of the Head of Administration (Chancellor) of  
LEPL Georgian Technical University**

**Chapter I. General Provisions**

**Article 1. General Provisions**

1. The Office (hereinafter - the Office) of the Head of the Administration (Chancellor) of LEPL "Georgian Technical University" (hereinafter - the University) is a structural unit of the University's administration, which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the Charter of the Georgian Technical University, these regulations, the job descriptions of the staff of the Office and the current legislation of Georgia.

2. The Office is accountable to the head of administration (chancellor).

**Chapter II. Tasks and functions of the Office**

**Article 2. Tasks of the Office**

1. The main tasks of the Office are:

a) providing organizational-technical, informational services to the head of the administration (chancellor) within the scope of its competence and ensuring the necessary working conditions;

b) coordination and control of activities of structural units governed by the head of administration (chancellor).

2. The Office ensures:

a) the daily activities of the head of the administration (chancellor);

b) providing organizational-technical and informational services to the head of the administration (chancellor);

c) organization of University meetings and deliberations of structural units governed by the head of administration (chancellor);

d) planning and preparing the schedule of internal University meetings of the head of administration (chancellor);

- e) organizing the preparation of reports, speeches of the head of the administration (chancellor) together with the relevant services;
- f) facilitating the stylistic and editorial preparation of documents to be presented to the head of administration (chancellor) for signature;
- g) promoting the development and implementation of reforms planned by the University together with the structural units included in the University system within its competence;
- h) at the end of the calendar year, drawing up a list of University events to be held in the following year together with the relevant structural units and agreeing with the head of the administration (chancellor);
- i) supervising the execution of tasks, instructions, and decrees of the head of the administration (chancellor) within the specified time limits;
- j) organization of business trips of the head of administration (chancellor);
- k) organizational and protocol provision of mass or special events to be held with the participation of the head of the administration (chancellor) or on his/her behalf together with the relevant structural units;
- l) performance of specific tasks assigned by the head of administration (chancellor) in connection with various issues.

3. In order to carry out its tasks and functions, the Office of the Head of Administration (Chancellor) is authorized to request and receive appropriate information, documentation and materials from structural units of the University.

### **Chapter III. Management and employees of the Office**

#### **Article 3. Head of the Department and Employees**

1. The department is headed by the head of the department, who is appointed and dismissed by the rector of the University.
2. The head of the Office is directly subordinate to the head of administration (chancellor).
3. Head of the department:
  - a) directs and manages the activity of the Office;
  - b) distributes duties among employees subordinate to him/her and gives them instructions;
  - c) submits to the head of the administration (chancellor) the candidacies of the employees of the Office;
  - d) controls the performance of their official duties by the employees of the Office;

- e) submits a report to the head of administration (chancellor) about the work of the Office;
  - f) submits proposals to the head of the administration (chancellor) about the structure, staffing, and organization of work;
  - g) requests for the allocation of the funds needed to fulfill the tasks of the Office;
  - h) performs specific tasks determined by the head of the administration (chancellor).
4. In the event that the head of the department is unable to fulfill his/her functions, his/her duties are performed by a person designated by the head of administration (chancellor) or the rector.
  5. Staff numbers and ranking of the Office are determined in accordance with the structure approved by the Representative Council (Senate) of the University.
  6. The Rector of the University appoints and dismisses the employees of the Office.
  7. The rights and duties of the employees of the Office are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

#### **Chapter IV. Final Provisions**

##### **Article 4. Final Provisions**

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.
2. The regulations become invalid in case of approval of new regulations.