

**Regulations of the Department of Science and Innovation**

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 Department of Science and Innovation of  
LEPL Georgian Technical University**

**Chapter I. General Provisions**

**Article 1. General Provisions**

1. The Department of Science and Innovation (hereinafter - the Department) of the Georgian Technical University (hereinafter - the University) is a structural unit of the University, 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, the present regulations, the job descriptions of the Department staff and the current legislation of Georgia.
2. The Department is accountable to the deputy rector, who supervises it in accordance with the law.

**Chapter II. Functions and Tasks of the Department**

**Article 2. Functions and Tasks of the Department**

1. The functions of the Department are:
  - a) planning and management of scientific policy at the University;
  - b) organizing the determination of scientific-research activities in the University;
  - c) facilitating the implementation of modern knowledge and quality-oriented researches in the University and integration with the educational process;
  - d) determination of the competition conditions for the annual internal University grant announced by the University's scientific-research institute and researchers for conducting research, organizing the selection stages, identifying and monitoring the winning project;
  - e) development of University scientific researches and promotion of innovative education;
  - f) work on the processes of harmonizing the University with the European scientific and educational space;
  - g) implementation of joint research projects with local and international research organizations;
  - h) promoting the development of science through the improvement of its financing, management and assessment system;
  - i) involvement of young researchers and scientists in scientific activities;
  - j) consolidation of information on existing and prospective scientific researches, assessment and promotion of quality improvement;
  - k) conducting trainings for academic staff and young researchers together with the Grants Service Office and consulting in the procedures of finding funding sources for scientific research projects, preparing and submitting innovative project proposals;

- l) promoting the involvement of international experts and scientists in the University's scientific and research activities;
- m) organization of international conferences, forums, symposiums, summer schools for the purpose of development and popularization of science;
- n) University support in educational and scientific-research processes;
- o) promoting the publication of articles in highly rated scientific journals for academic staff and young researchers;
- p) promoting the integration of current innovations and results of scientific research in the relevant field of science in the educational process;
- q) bringing the collection of scientific works published in the University into compliance with international standards and providing its electronic version on the website;
- r) providing information to the relevant structural unit for updating the website of the Department;
- s) review of patent projects and, in case of a positive conclusion, transfer to the Department of Legal Assurance for further response;
- t) anti-plagiarism (Plagiat.com) program management;
- u) organization of hearings of annual scientific reports of scientific research institutes and faculties subordinate to the University in order to promote their mutual cooperation;
- v) analysis, monitoring and preparation of a unified report on the scientific and research activities of the faculties and scientific research institutes of GTU, according to the pre-approved form.
- w) monitoring and facilitating the preparation of joint project proposals with the grant service office for academic staff and young researchers;
- x) promotion of technological transfer of applied scientific products created at the University.
- y) implementation of other powers defined by the legal acts of the University.

### **Chapter III. Department Management and Employees**

#### **Article 3. Management of the Department**

1. The Department is headed by the head, who is appointed and dismissed by the rector.
2. The head of the Department is accountable to the deputy rector.
3. The head of the Department within his/her competence:
  - a) manages and directs the activities of the Department and is responsible for the performance of the functions and tasks assigned to the Department;
  - b) distributes functions among employees and controls their activities;

- c) determines the work strategy of the Department and promotes the implementation of the action plan developed by the Department;
  - d) submits the Department's report on the work done in the direction of scientific research;
  - e) submits proposals to the University management in order to optimize the Department's structure and staffing schedule;
  - f) petitions for the allocation of funds, equipment and inventory, which are necessary to fulfill the tasks of the Department;
  - g) controls the observance of internal regulations by the employees of the Department;
  - h) exercises other powers defined by the University's legal acts.
4. The deputy head of the Department, within the scope of his/her competence:
- a) participates in the prioritization of tasks to be performed by the Department;
  - b) controls and facilitates the process of achieving the tasks set for the Department;
  - c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the immediate superior and/or within the scope of the authority granted to him/her by the relevant legal act;
  - d) gives advice and recommendations to the employees of the Department in order to improve and develop the quality of work;
  - e) participates or himself/herself organizes and controls the activities of the Department and relevant Departments, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;
  - f) assists the head of the Department in the process of carrying out the functions and duties defined for him/her, fulfills the duties of the head of the Department in case of his/her absence or impossibility to perform his/her duties;
  - g) performs other functions on the instructions of the head of the Department.
5. In the absence of the head of the Department, his/her duties are performed by the deputy head of the Department and/or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.
6. The number of staff and ranking of the Department is determined in accordance with the structure approved by the Representative Council (Senate) of the University.
7. The University rector appoints and dismisses employees of the Department.
8. The rights and duties of the employees of the Department 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. These regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.
2. These regulations become invalid in case of approval of new regulations and/or liquidation of the Department.