

Regulations of the Rector's Office

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Georgia, Tbilisi

Georgian Technical University

2021

Regulations of the Rector's Office of LEPL Georgian Technical University

Chapter I. General Provisions

Article 1. General Provisions

1. The Office of the Rector of the Georgian Technical University (hereinafter - the University) is an auxiliary structural unit of the University, which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the University's charter, these regulations, job descriptions and the current legislation of Georgia.
2. The Rector's Office is accountable to the rector.

Chapter II. Tasks and Functions of the Rector's Office

Article 2. Main Tasks of the Rector's Office

1. The main tasks of the Rector's Office are:
 - a) providing organizational-technical, informational services for the rector within the scope of its competence and providing the necessary working conditions;
 - b) raising the efficiency of the activity of structural units;
 - c) organization of reception of official delegations of foreign countries, missions, international/local organizations, representatives of legislative, executive, judicial and local self-government bodies of Georgia and other legal and natural persons, as well as organization of Rector's visits.
2. In order to perform the main tasks, the Rector's Office ensures:
 - a) in accordance with the instruction of the rector, to study the state of implementation of the University's legal acts (orders, resolutions, etc.) and report the results to the rector. Also, in accordance with the rector's instruction, to supervise the timely execution of the rector's instructions and decrees to the structural units and officials of the University and to report the results to the rector;
 - b) at the University level, in accordance with the rector's instruction, to plan, prepare and organize the schedule of holding sessions, deliberations, meetings and for this purpose, to issue appropriate instructions to structural units and their heads;
 - c) coordinating the organization/holding of international and local conferences, presentations, thematic seminars and other events planned by the University together with the relevant structural units and issuing appropriate instructions to them;
 - d) at the instruction of the rector, to request information about the fulfillment of obligations under the memorandums/agreements signed with various international or local organizations and to report to the rector;

- e) strengthening communication between structural units and coordinating their activities;
- f) providing organizational-technical and informational services for the rector;
- g) regulating the issue of reception of citizens by the rector;
- h) facilitating the review of correspondence by the rector;
- i) organizing the preparation of the rector's reports, speeches together with the relevant structural units;
- j) facilitating a stylistic and editorial preparation of documents to be submitted to the rector for signature;
- k) promoting the development and implementation of reforms planned by the University within its competence, together with the relevant structural units;
- l) at the end of the calendar year, drawing up a list of University events to be held in the following year and agreeing with the rector, together with the relevant structural units;
- m) organization of Rector's business trips and visits and provision of protocol;
- n) organizing meetings with international agencies, donor organizations and foundations, initiating relations in individual cases;
- o) for the rector, vice-rector and deputy rector, to ensure and organize/coordinate the implementation of protocol events during the visit of high-ranking official delegations from local and foreign countries, together with the relevant structural units;
- p) cooperation with the protocol services of the governmental bodies of Georgia and the representatives of the diplomatic corps accredited in Georgia in order to organize the rector's visits abroad;
- q) at the invitation of the rector, drawing up programs for the visits of delegations of scientific or other field representatives from foreign countries, and also organizing related issues, together with the relevant structural units;
- r) organizational and protocol provision of mass or special events (reception of first-year students, send-off of graduates, awarding of honorary degrees, awarding of awards, holding of festive events) with the participation of the rector or organizational and protocol provision of mass or special events to be held on his/her behalf, together with the relevant structural units;
- s) to perform specific tasks assigned by the rector regarding various issues.

3. In order to carry out its tasks and functions, the Rector's Office is authorized to request and receive appropriate information, documentation and materials from the structural units of the University.

Chapter III. Management and Employees of the Rector's Office

Article 3. Head of Rector's Office

1. The Rector's Office is headed by the head of the Office, who is appointed and dismissed by the rector.
2. The head of the Rector's Office reports directly to the rector.

3. The head of the Rector's Office has a deputy who coordinates the protocol activities defined by these regulations.

4. Head of Rector's Office:

- a) manages and directs the activities of the Rector's Office;
- b) distributes duties among employees subordinate to him/her and gives them instructions;
- c) submits to the rector the candidacies of the staff of the Office;
- d) controls the performance of their official duties by the employees of the Rector's Office;
- e) submits a report to the rector about the operation of the Office;
- f) submits proposals to the rector about the structure, staff and organization of work;
- g) requests for the allocation of the funds needed to fulfill the tasks of the Office;
- h) performs specific tasks defined by the rector.

5. The deputy head of the Office within his/her competence:

- a) participates in determining the priority of the tasks to be performed by the apparatus;
- b) controls and facilitates the process of achieving the tasks set for the Office;
- c) as necessary, conducts 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 Office in order to improve and develop the quality of work;
- e) participates or himself/herself organizes and controls the activities of the Office and relevant units, regulates and solves professional and organizational problems that are of particular importance for the efficient operation of the Office;
- f) assists the head of the Office in the process of carrying out the functions and duties defined for him/her;
- g) performs the duties of the head of the Office in case of his/her absence or impossibility to perform his/her duty;
- h) performs other functions related to the competence of the Office on the instructions of the head of the Office.

6. In the event that the head of the Office is unable to perform his/her duties, his/her deputy or a person designated by the rector shall perform his/her duties by paying the appropriate salary difference.

7. Staff number and ranking of the Rector's Office are determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.

8. The rector of the University appoints and dismisses the employees of the Rector's Office.

9. The rights and duties of the Rector's Office employees 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 and/or liquidation of the Rector's Office.