

Regulations of the Department of International Relations

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 International Relations of LEPL Georgian Technical University

Article 1. General Provisions

1. These regulations determines the legal status, structure, authority, accountability of the Department of International Relations (hereinafter - the Department) of the LEPL Georgian Technical University (hereinafter - the University) and regulates other issues related to the Department's activities.
2. The goals of the Department are the effective coordination of international activities at the University level, promotion of the student mobility process, organization of international events, raising the international awareness of the University.
3. The Department 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, the present regulations, job descriptions of the Department's staff, and the applicable legislation of Georgia.
4. The Department is accountable to the rector, who supervises it in accordance with the law.

Article 2. Structure and Functions of the Department

1. The main functions and tasks of the Department include:
 - a) development and implementation of the strategic plan for internationalization of the University through close coordination with relevant structural units and faculties;
 - b) deepening strategic cooperation with partner universities and implementing necessary measures to attract new partners;
 - c) monitoring the implementation of international agreements and agreements signed by the University;
 - d) promoting the strengthening of the international image of the University and planning and implementing relevant activities in order to increase international recognition;
 - e) administration and encouragement of Erasmus+ and other international exchange programs throughout the University, in close cooperation with the Department of Learning Process Management and faculties;
 - f) administration and encouragement of international mobility of academic staff and students of the University in close cooperation with the Department of management of educational processes and faculties;
 - g) development and implementation of effective mechanisms to attract foreign students;
 - h) coordination of University enrollment procedures for citizens of foreign countries wishing to study (entrants with the right to study without passing unified national exams/common master's exams/master's degree candidates/students);

- i) implementation of various measures to attract foreign students and, within the scope of competence, support of international students during their studies;
- j) preparation of drafts of international memorandums, treaties and agreements to be signed by the University;
- k) close coordination with diplomatic representations, international and donor organizations and, if necessary, organization of thematic working groups and administrative support;
- l) planning/organizing representative visits of University employees, including academic staff, abroad and/or full administrative support;
- m) participation in planning and organizing visits of international delegations to the University;
- n) participation in organizing and conducting conferences, presentations, thematic seminars and other events planned by the University;
- o) promoting the active involvement of the University in international scientific research and educational programs, successful preparation and implementation of joint projects, in close cooperation with relevant structural units and faculties;
- p) administration of the English language version of the Department's website in cooperation with the relevant structural units;
- q) development of relevant policy documents and/or procedures regarding matters belonging to the Department's competence;
- r) promoting the administration of English-language correspondence and document circulation of the University;
- s) promoting the management of University commercialization processes in the field of competence;
- t) responding to correspondence received in the Department within the scope of competence;
- u) active involvement of the University in international scientific-research and educational programs, preparation of joint projects and promotion of implementation;
- v) promotion and coordination of the process of internationalization of faculties;
- w) coordination of the periodic evaluation process in the University's international rating system;
- x) participation in the design of the strategic plan for the development of the University and implementation of the internationalization process in the field of its competence;
- y) promoting the growth of the internationalization rate in educational and research processes in the field of its competence;
- z) development of grant financing strategy and identification of donors;
- aa) promotion of effective management of financed projects;

- ab) providing information to University employees about the grant programs of international funds and organizations and consulting on the conditions of participation in grant competitions;
- ac) creation of a unified University database of funded grant projects;
- ad) promotion of involvement of University employees in scientific projects.
- ae) implementation of other powers determined by the legal acts of the University.

2. The structural unit of the Department is the Grants Service Office (hereinafter - the office), the main objectives of which are:

- a) to provide assistance to University staff and students in finding sources of funding for research development and institutional reforms;
- b) to promote the development of scientific research at the University level and within its competence;
- c) to provide support for the management process of financed projects.

3. The functions of the office are:

- a) to ensure compliance of grant projects with the standards of the donor with the involvement of University staff and students;
- b) to conduct trainings and informative meetings for University staff to ensure effective cooperation with various donors;
- c) to study the requirements and procedures of potential donor organizations;
- d) to request the necessary information from structural units of the University within the scope of its competence;
- e) to prepare an appropriate response to the correspondence received in the office;
- f) in accordance with the competence, to implement other powers defined by the legal acts of the University.

Article 3. Management and Employees of the Department

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 Department is accountable to the rector of the University.

3. Head of the Department:

- a) presents long-term and short-term tasks to the Department, directs and controls work plans to achieve the set tasks, is responsible for their implementation;
- b) states the position of the Department on the issues on which the rector of the University makes a decision;

- c) is responsible for the evaluation, encouragement, development, motivation, initiation of disciplinary measures of the employees of the Department under his/her authority, agrees and/or determines the deadlines for the work to be performed by the Department;
- d) organizes and controls the activities of the Department, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;
- e) agrees and is responsible for the functions, procedures, conclusions, reports and various acts performed by the Department;
- f) signs and stamps the documents prepared in the Department;
- g) submits proposals to the University management in order to optimize the Department's structure and staffing schedule;
- h) petitions for the allocation of funds, equipment and inventory, which are required to fulfill the tasks of the Department;
- i) controls the observance of internal regulations by the employees of the Department;
- j) is responsible for the performance of tasks and functions assigned to the Department;
- k) exercises other powers defined by the legal acts of the University.

4. The deputy head of the Department within 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.

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

- a) manages and directs the activities of the office and is responsible for the performance of the functions and tasks assigned to the office;
- b) distributes functions among employees and controls their activities;

- c) develops an office development strategy;
 - d) provides consultations to University employees in the process of participation in various types of grant competitions;
 - e) ensures the creation of a unified grant base for scientific education and infrastructure development;
 - f) promotes the involvement of University employees in scientific projects;
 - g) signs and stamps the documents prepared in the office;
 - h) controls compliance with internal regulations by office employees;
 - i) is responsible for the performance of tasks and functions assigned to the office;
 - j) performs the tasks of the head of the Department and exercises other powers defined by the legal acts of the University.
6. In the absence of the head of the Department, his/her duties are performed by the deputy head of the Department or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.
7. The staff number and ranking of the Department is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.
8. The University rector appoints and dismisses employees of the Department.
9. 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.

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 reorganization/liquidation of the Department.