

Regulations of the Department of Legal Support

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Georgia, Tbilisi

Georgian Technical University

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Regulations of the Department of Legal Support of LEPL Georgian Technical University

Article 1. General Provisions

1. Legal Support Department (hereinafter - the Department) of the LEPL Georgian Technical University (hereinafter - the University) is a structural unit of the University.
2. The Department is guided in its activities by the legislation of Georgia, the legal acts of the University and the present regulations.
3. Within its competence, the Department fulfills the tasks assigned by the academic council of the University, the representative council (senate), the rector and the head of administration (chancellor) based on the legislation and is accountable to the rector and the head of administration (chancellor).

Article 2. Department's Field of Activity, Main Tasks and Functions

1. The scope, functions and tasks of the Department are:
 - a) to participate in the preparation of drafts of legal acts of the University within the scope of its competence;
 - b) assistance in the legal provision of the activities of structural units of the University, basic educational and independent scientific-research units;
 - c) legal examination of drafts of legal acts prepared on issues of University competence and preparation of relevant conclusions;
 - d) ensuring compliance of legal acts of the University with normative acts;
 - e) preparation of proposals based on the applicable legislation regarding the management and activities of the University;
 - f) representing the University and protecting its interests in all instances of court, in other institutions, as well as in relations with individuals and legal entities;
 - g) reviewing the statements of individuals and legal entities within the scope of its competence or participating in their review;
 - h) giving recommendations for the provision of public information and providing access to relevant structural units;
 - i) providing consultation and legal assistance to structural units of the University, scientific employees of the University, researchers and students on educational, scientific-research activities and other issues belonging to the competence of the University;
 - j) consulting and legal assistance of structural units of the University, scientific employees of the University, researchers and students in connection with the creation, use and legal protection of inventions, utility models, designs, new varieties and other objects of intellectual property;

- k) assistance in legal regulation of relations between structural units of the University and scientific-research units;
- l) legal assistance for GTU staff to prevent the disclosure of information about intellectual property objects in structural units of the University;
- m) preparation of license agreements related to intellectual property objects of the University, representation of the University in negotiations;
- n) protection of the rights arising from the ownership of intellectual property objects of the University from third parties, for this purpose providing representation in legislative, executive and local self-government bodies, courts, in relations with natural and legal persons;
- o) within the scope of competence, consideration of correspondence related to legal issues;
- p) consulting and relevant assistance for University faculties/schools and research structural units on issues within the competence of the service, preparation of necessary documents for them;
- q) provision of relations with the legal services of the University's partner organizations and government institutions, as well as any third party;
- r) provision of legal issues in the implementation of all three levels of academic higher education, professional educational programs, continuing education, other educational programs, fundamental and applied scientific researches, high technologies and modern experiments, development of University traditions through innovative research and teaching;
- s) implementation of other activities stipulated by the legislation and legal acts of the University.

2. In performing the assigned functions and tasks, the Department is authorized:

- a) within the scope of its competence to prepare drafts of legal acts, to develop proposals for making changes and additions to legal acts;
- b) within the scope of its competence, to carry out a legal examination and/or prepare conclusions based on the legal examination regarding the drafts of legal acts developed and presented by the University's management bodies (managing entities) and structural units;
- c) to represent the University, based on the granting of representative authority by the University rector and the head of administration (chancellor), in legislative, executive and local self-government bodies, courts, as well as in relations with physical and legal entities;
- d) to provide legal advice and assistance to the University in the legal provision of commercialization of intellectual property objects, to prepare drafts of license agreements related to patents, utility models and other types of intellectual property objects, to represent the University in negotiations;
- e) to provide legal assistance (consulting, preparation of legal opinions, representation in court, with administrative, state or private persons) to structural units of the University, University scientific employees, researchers and students regarding the creation, use and legal protection of inventions, utility models, designs, new varieties and other objects of intellectual property;

- f) to provide legal assistance in regulating relations between the University, structural units of the University, independent scientific research units and the researcher;
- g) to perform assigned functions, including providing representation in courts and other institutions, to request explanations and any necessary information, including primary documents, from structural units and personnel of the University in the manner established by law;
- h) exercise other powers in order to perform assigned functions and tasks within the limits established by the legislation of Georgia.

Article 3. Structure and Leadership 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. Head of the Department:
 - a) manages and directs the activities of the Department;
 - b) represents the Department in the implementation of the assigned rights and duties and is responsible for the performance of the functions and tasks assigned to the Department;
 - c) distributes duties among the employees of the Department, in accordance with official instructions, gives them instructions and tasks;
 - d) supervises the proper performance of their official duties by the employees of the Department, carries out the control of their fulfillment of the internal regulations of the University;
 - e) signs the documents prepared in the Department and, within the scope of his/her competence, signs the drafts of legal acts developed by the structural units of the University;
 - f) submits a report on the activities performed by the Department annually, as well as at any time on the instructions of the University rector and the head of the University administration;
 - g) organizes the performance of the functions assigned to the Department by these regulations, for which he/she submits proposals to the rector of the University and the head of the University administration in order to arrange and solve individual issues;
 - h) submits proposals to the head of the University administration regarding the Department's internal structure, staffing, work organization, encouraging the Department's employees or assigning disciplinary responsibility;
 - i) petitions for the allocation of funds, equipment and inventory necessary to fulfill the functions and tasks facing the Department;
 - j) issues conclusions on behalf of the Department within his/her competence;
 - k) periodically listens to the report of the employees of the Department about their work;
 - l) requests for raising the qualifications and retraining of employees of the Department;

m) exercises other powers defined by these regulations, legal acts of the University and the legislation of Georgia.

3. The Department has a deputy who, within the scope of his/her competence:

a) assists the head of the Department in the planning-coordination and organization of the implementation of the duties assigned to him/her;

b) participates in the distribution of materials received in the Department;

c) carries out the study and analysis of the legal base, ensures the preparation of proposals and drafts of relevant legal acts for its improvement;

d) provides legal consultation on official issues for structural units of the University;

e) ensures implementation of the functions of the Department in the field of educational and scientific activities of the University in accordance with the legislation;

f) performs the direct tasks of the head of the administration, the rector, the head of the Department in connection with the activities of the Department;

g) performs other duties as assigned by the rector, the head of the administration, the head of the Department.

4. 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.

5. 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.

6. The University rector appoints and dismisses employees of the Department.

7. 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 liquidation of the Department.