

# **The Regulations of the Rector's Office of LEPL – Akaki Tsereteli State University**

## **Article 1. General Provisions**

1. The Regulations of the Rector's Office (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University is designed in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts.

2. The Regulations define the status, functions and objectives, competence, responsibilities, accountability, the structure and the management system of the Rector's Office of the university (hereinafter - “The Office”) and regulate other relations connected with the Office activities.

3. The Regulations are approved by the Representative Board of the university.

## **Article 2. Status of the Office, Responsibilities and Accountability**

1. The Office is a support structural unit of the university.
2. The Office acts according to the Law of Georgia on “Higher Education”, the Statute of the University, other legislative and statutory acts, decisions made by the governing bodies of the university and these regulations.
3. The Office is responsible for implementing the assumed objectives and functions and is liable to the Rector of the university;
4. The Office is financed by the university budget.
5. the Office is responsible for:
  - a) implementing defined functions and objectives;
  - b) maintaining the entrusted property.

## **Article 3. Main Directions of the Office Activities**

1. The functions and objectives of the Office include supporting implementation of the Rector's rights and obligations perfectly;
2. The main directions of the Office activities cover the following:
  - a) support the processes of planning, implementation and monitoring of learning-teaching and scientific- research activities and maintaining communication among the structural units;
  - b) foster the processes of developing procedures for the university management, learning-teaching and scientific activities and maintaining communication among the structural units;
  - c) coordinating and monitoring processes of the university management and administration;
  - d) assuring coordination and documentation of the sessions and meetings of the Rector's Council;
  - e) assuring the juridical support of the Rector's managerial decisions;
  - f) coordinating and monitoring services of student support, internship and development;
  - g) provide organizational-technical and informative service to the Rector;

- h) coordinating the Rector's relationships and collaboration with different state institutions, international organizations, legal entities of public and private law;
- i) coordinating the issues of the Rector's meetings with the citizens, consultations, reacting to written applications;
- j) studying the Georgian and world practice on the issues of learning-teaching and scientific work and preparing reports on them;
- k) by the order of the Rector officially prepare information and disseminate it in the name of the university, and other issues related to the Rector's direct rights and obligations.

#### **Article 4. The Office Authority**

The Office is authorized to:

1. demand and receive all necessary information about the objectives and functions of any structural unit of the university, explanatory materials and other documents;
2. submit problem-solving proposals for different problematic issues to the Rector for further discussion;
3. implement other authorities of the Office granted by the Rector.

#### **Article 5. Structure and Management of the Office**

1. The structure of the Office is approved by the Representative Board of the University.
2. **The Office includes:**
  - a) The Head of the Office;
  - b) The Manager of the Office;
  - c) Rector's Councilor-assistant regarding legal issues;
  - d) The Head of the students support and development services;
4. **Head of the Office** is directly liable to the Rector.
5. The Head of the Office is appointed and dismissed from the post by the Rector.
6. The Head of the Office:
  - a) supports the Rector in the relationship with students, academic personnel and other university employees;
  - b) coordinates internship programmes;
  - c) is the Rector's councilor on the internal organizational issues;
  - d) is responsible for searching for the information about the novelties in the Higher Education Area, modern challenges, their analysis, summarizing and discussing them with the Rector;
  - e) coordinates sessions and meetings of the Rector's Council;
  - f) ensures organizing official visits;
  - g) participates in planning and spending the annual budget of the Rector's Office;
  - h) ensures uninterrupted and smooth work of the Rector's Office;
  - i) implements communication and coordination with the Dean's Offices of the main educational units (faculties) and services of the university;
  - j) prepares and submits to the Rector information on the issues demanding urgent reaction;
  - k) in accordance with the Rector, officially disseminates information in the name of the university and replies to questions on the current processes at the university;

- l) processes/records inevitable information for the Rector;
  - m) prepares correspondence by oral or written order of the Rector;
  - n) conducts electronic correspondence by the Rector's order;
  - o) if necessary attends meetings with the Rector and makes recordings and accountings of their proceedings;
  - p) ensures preparing the texts of Rector's addresses, speeches, announcements;
  - q) supervises social support programmes of the university for the university employees and students;
  - r) implements other orders of the rector;
  - s) is a member of the Rector's Council.
7. **The Manager of the Rector's Office** is directly liable to the Head of the Rector's Office.
  8. The Manager of the Rector's Office is appointed and dismissed from the post by the Rector of the university, on the proposal of the Head of the Office.
  9. The Manager of the Rector's Office:
    - a) is the secretary of the Rector's Council, makes records of the sessions proceedings, takes minutes;
    - b) makes documentation of the Rector's work and of the Rector's Office;
    - c) ensures maintaining and protection of the documents;
    - d) plans and ensures meetings with the Rector
    - e) assists the Rector in setting the agenda, coordinating the planned activities and providing logistics;
    - f) is responsible for duly submission of the information about the planned agenda and activities/events to the Rector;
    - g) is responsible for unhindered corresponsce of the material documentation among the Vice-Rector and structural units of the university.
  10. **Rector's Councilor-assistant on legal issues** is directly liable to the Head of the Rector's Office;
  11. Rector's Councilor-assistant on legal issues is appointed and dismissed from the post by the Rector of the university, on the proposal of the Head of the Office.  
Rector's Councilor-assistant on legal issues:
    - a) provides juridical consultation for the Rector and the Rector's Office;
    - b) participates in legal monitoring of the decisions and regulations made by the university boards and submits information about their fulfillment to the Rector;
    - c) studies the legislation of foreign states related to students, university activities and informs the Rector about the innovations;
    - d) executes monitoring of the national legislation and provides the Rector with the information about the implemented amendments;
    - e) is a member of the Rector's Council.
  12. **The Head of the students support and development services** is directly liable to the Rector.
  13. The Head of the students support and development services is appointed and dismissed from the post by the Rector of the university.
  14. The Head of the students support and development services:
    - a) plans, implements and evaluates student support and development services programmes;
    - b) carries out evaluation of the needs for student services, drafts plans for support services and their implementation;
    - c) processes information about student activities and disciplinary abuses;
    - d) participates in the implementation of the programme about students' ombudsman.
  15. The Head of the students support and development services supervises the following fields:

- a) supporting students career development and employment;
- b) consultation services;
- c) supporting students with special needs, disabled and handicapped students;
- d) recruiting students for students employment programmes;
- e) special projects and grants;
- f) student health services;
- g) other student services.

**Article 6. The Staff of the Rector’s Office**

1. The rule for accepting the staff of the Rector’s Office is defined by the labor legislation and the common rule approved by the University Academic Council on accepting the support staff of the university.
2. The labor relations of the staff of the Rector’s Office is defined by the written labor contract.
3. Work description of the staff of the Office and instructions related with their activities are attached to this document.

**Article 7. Conclusive Regulations**

1. Declaring these regulations or a part of these regulations void or invalid, making amendments or /and supplementations to this document, can be conducted by the Representative Board of the University;
2. The issues connected with the Office work, which are not settled by these regulations, are arranged by the Statute of the University.

**Structure of the Rector’s Office of  
Akaki Tsereteli State University**

