

## **Regulations of the Foreign Affairs and Strategic Development Office of LEPL – Akaki Tsereteli State University**

### **Article 1. General Provisions**

- 1.1. The Regulations of the Foreign Affairs and Strategic Development Office of (hereinafter referred to as – the “Regulations”) of the legal entity of public law (LEPL) - Akaki Tsereteli State University (hereinafter referred to as the “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;
- 1.2. The presented regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure of the “Office”, the management system and regulate other issues connected with the “Office” activities;
- 1.3. The regulations are worked out by the university administration and approved by the representative body of the university management - the Representative Board of the University;
- 1.4. The functions and objectives defined by these regulations represent the main directions of the “Office” activities.

### **Article 2. The status of the “Office”, Main Directions of Activities, Liability and Accountability**

- 2.1. “Office” is a structural support unit of the university;
- 2.2. “Office” conducts its activities in accordance with the law of Georgia on “Higher Education”, the labour code, the Statute of the University, the university standards set for the countries within the “Bologna Act”, other legislative and statutory acts, decisions made by the university governing bodies and these regulations;
- 2.3. “Office” is liable for implementing the entrusted objectives and functions and is accountable to the Rector of the university;
- 2.4. “Office” is financed by the university budget.

### **Article 3. Structure and Management of the Office**

- 3.1 The structure of the “Office” is designed by the university administration and approved by the Representative Board of the University;
- 3.2 “Office” is generally supervised by the Rector of the university, and directly it is managed by the Head of the Office;
- 3.3 “Office” includes the following structural units and positions: Head of the Office, Deputy Head of the Office; Direction of Academic Exchange: specialist; Direction of International Programmes/projects Development and Management: specialist;
- 3.4 The internal positional structure of the “Office” is attached to the regulations.

### **Article 4. Goals of the Office**

4.1. Maintaining international relations and strategic development while implementing the university goals, main directions of activities and priorities; establishing contacts with academic and scientific institutions of foreign countries; supporting mobility of the university students and academic personnel; coordinating the activities of the university managing bodies and the university educational structural units in the international relations area.

### **Article 5. Functions and Duties of the Office**

- 5.1. Drawing up the university strategic development plan envisaged for short and long-term perspectives;
- 5.2. Working out recommendations for designing academic programmes of the faculties following the international standards for universities;
- 5.3. Widening the international links existing in the university; establishing new contacts with Georgian and foreign universities;
- 5.4. Searching for and attracting international projects, grants, exchange programmes for the purpose of enhancing the qualification of the university staff and students professional level;
- 5.5. Agreeing the documentation of the professor-teachers and students going on internships abroad with the relevant Dean’s Offices and academic departments;
- 5.6. Coordinating relations with accredited missions in Georgia and international organizations;
- 5.7. Preparing official documentation for sending them to the accredited diplomatic missions in Georgia and international organizations;
- 5.8. Preparing documentation to send abroad and official correspondence;
- 5.9. Coordinating visits of foreign guests and official delegations to the university, preparing the programmes of the visits;

5.10. Making proposals within the competence.

### **Article 6. The Office Authority and Liability**

6.1 According to the functions and objectives of the “Office”, the unity of the “Office” and its staff’s authorities represents the competence of the “Office”;

6.2 While carrying out the entrusted functions and objectives, the office is authorized to:

- a) hold meetings, seminars, conferences and trainings on the issues within its competence;
- b) ask for the information from the faculties and departments while working on strategic development plans and for attracting grants;
- c) according to the peculiarity of projects and grants, create work teams that will be composed of the university employees from the relevant fields. In particular cases it is possible to compose the teams by invited qualified people from other organizations;
- d) provide the university employees with the information about qualification raising courses and trainings; search for and disseminate information about the themes and time of holding republican and international conferences, congresses, symposiums;
- e) coordinate different issues connected with international relations.

6.3 The “Office” is liable for:

- a) implementing the functions and objectives defined by these regulations;
- b) implementing the instructions and tasks given by the university governing bodies;
- c) maintaining the granted property.

### **Article 7. The Staff of the Office**

7.1 The rule for accepting the personnel of the office is defined by the labor law and the common law on accepting the support personnel at work approved by the Representative Board of the university.

7.2 The labor relations of the staff of the office are defined by the written work contract.

7.3 The work description of the staff of the office and the instructions on their activities is attached to these regulations.

### **Article 8. Conclusive Provisions**

8.1 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;

8.2 The issues of the Office work, which are not settled by these regulations, are arranged by the Statute of the University.

## Structure of the Foreign Affairs and Strategic Development Office

