



Georgian American University, LLC

International Relations Office Regulation

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Article 1. General Provisions

- 1.1. This Regulation defines the authority, accountability and regulates the issues related to the activities of the Georgian American University, LLC (hereinafter referred to as the "University");
- 1.2 The Office is an auxiliary structural unit of the University;
- 1.3. The Office is guided in its activities by the Constitution of Georgia, international treaties, the legislation of Georgia, the Statute of the University, this Statute, the acts of the President and First Vice-President of the University.
- 1.4. The Office is accountable to the President of the University and the First Vice-President.

Article 2. Objectives of the Office

- 2.1 The goal of the International Relations Office is to ensure the process of internationalization in accordance with the University's mission and strategy and to promote the University's international awareness.

Article 3. Function of the Office

In order to promote and popularize the University's internationalization process, the Office performs the following functions:

- 3.1. Develops a draft internationalization policy of the University in coordination with the main educational units of the University and relevant Offices, and based on the approved version pursues the internalization policy
- 3.2. promotes the University in foreign relations;
- 3.3. Assists relevant structures and individuals in carrying out educational / scientific / research activities with foreign partners;
- 3.4. Ensures the collection and processing of relevant information for inclusion in various scientific research and exchange programs of the University;
- 3.5. prepares a draft agreement to be concluded with higher education institutions abroad in cooperation with relevant Offices;
- 3.6. Facilitates the process of internships and business trips of students and professors;
- 3.7. advises a university student on traveling abroad to study;
- 3.8. Facilitates the process of student mobility abroad;

- 3.9. administers and promotes programs funded by the European Union and other international organizations;
- 3.10. organizes the participation of the University and its representatives in international conferences and congresses;
- 3.11. Facilitates university students to participate in international student forums and exhibitions;
- 3.12. organizes seminars, educational visits and cultural meetings with the participation of foreign partners;
- 3.13. advises students wishing to move to foreign universities and persons wishing to transfer and transfer from a foreign university;
- 3.14. Provides technical assistance to relevant officials and structures of the University in receiving and visiting foreign delegations;
- 3.15. According to the aims of the Office Carries out other activities in accordance with the regulations and internal acts of the University.

Article 4. Structure of the Office

- 4.1. The Office consists of the Head of the Office - the head and the manager / managers;
- 4.2. The Head of the Office and the Manager are appointed by the President of the University upon the recommendation of the First Vice-President.

Article 5. Head of the Office

- 5.1. Head of the International Relations Department of the University manages and directs the activities of the Office and is responsible for the full and proper implementation of the functions of the Office.
- 5.2. Carries out various activities in order to implement the internationalization policy of the University and to popularize it in foreign relations;
- 5.3. establishes links for the participation of the University and its representatives in international conferences and congresses;
- 5.4 plans seminars, educational visits and cultural meetings with foreign partners, for this purpose establishes relations with them;
- 5.5 Gives assignments and instructions to the employee / employees of the Office, if necessary, distributes duties among them;
- 5.6 exercises control over the proper performance of official duties and observance of discipline by the employee / employees of the Office;
- 5.7 Signs and endorses the documents and projects prepared by the Office within the scope of its competence;
- 5.8 prepares a response to incoming correspondence;
- 5.9 Participates in the discussion of the candidatures of the persons to be appointed within the scope of his / her competence;

- 5.10 submits a petition to the First Vice-President of the University on the allocation of material and technical means necessary for the functioning of the Office;
- 5.11 coordinates the relationship of the Office with other structural units of the University;
- 5.12 submits proposals to the First Vice-President of the University on the structure of the Office, the staff, the organization of work, the encouragement of employees, the imposition of disciplinary responsibilities and the improvement of their qualifications;
- 5.13 submits a report on the work done by the Office to the First Vice-President of the University;
- 5.14 Carries out other functions and tasks defined by this Statute, legal acts of the University and the legislation of Georgia.
- 5.15 In case of absence of the Head of the Office and / or temporary inability to perform his / her duties, one of the employees of the Office shall perform his / her duties on the basis of the order of the First Vice-President of the University.

Article 6. International Relations Office Manager

6.1. The functions of the manager are:

- 6.1.1 Organizing events planned to popularize the University in foreign relations;
- 6.1.2 Assistance to relevant structural units of the University and interested parties in cooperation with foreign partners;
- 6.1.3 preparation of a draft agreement to be concluded with higher education institutions of foreign countries in cooperation with the relevant Office;
- 6.1.4 Preparation of documentation for internships / business trips of university professors / teachers and students;
- 6.1.5 Advising university students on travel abroad;
- 6.1.6 Prepare documentation for student mobility abroad and establish relationships with relevant partners for this purpose;
- 6.1.7 administration and promotion of programs funded by the European Union and other international organizations;
- 6.1.8 preparation of documents for the participation of the University and its representatives in international conferences and congresses;
- 6.1.9 Finding information and informing university students about international student forums and exhibitions;
- 6.1.10 Organizing seminars, educational and cultural meetings with the participation of foreign partners;
- 6.1.11 Advising students wishing to move to foreign universities, as well as those wishing to move and transfer from foreign universities;
- 6.1.12 Organizing events related to hosting a foreign delegation;
- 6.1.13 preparation of drafts of internal university acts on issues within the competence of the Office;

6.1.14 reviewing letters and applications of various state and non-state institutions, as well as citizens within the competence of the Office and preparing responses to it;

6.1.15 Perform the tasks of the Head of the Office based on the goals of the Office.

6.2. By order of the President of the University or the employment contract on the appointment of employees, it is possible, if necessary, to provide for functions or obligations different from the functions defined in this article.

6.3. The manager is accountable to the head of the Office.

Article 7. Final Provisions

7.1. Approval of the regulations of the Office, as well as changes and additions to it are carried out by the order of the President of the University.