

Approved by Resolution No. 12 of the Academic Council of

Tbilisi Humanitarian University, dated May 27, 2019

**Regulations of the International Relations Department of  
Tbilisi Humanitarian University**

**Article 1. General Provisions**

1. This Regulation of the International Relations Service of Tbilisi Humanitarian University LLC (hereinafter referred to as the Service) establishes the main functions of the Service, duties, responsibilities of the Service personnel, etc.

2. The Service is guided in its activities by the legislation of Georgia, internal normative documents of the University and this Regulation.

3. The Service is a structural unit of the University.

4. The Service is accountable to the Rector and Vice-Rector of the University.

5. The Service is headed by the Head of the International Relations Service.

6. The Service has a specialist;

7. The Head of the International Relations Service and the Specialist are appointed to the position by competition or direct contracting and dismissed from the position by the Rector on the basis of an order.

## **Article 2. Functions and Responsibilities of the Service**

The functions and responsibilities of the Service are:

1. Ensuring maximum internationalization of the University through cooperation with leading universities in the world and integrating students and academic staff into the international educational space;
2. Establishing business contacts with international organizations and other universities;
3. Implementing work towards integrating the University into the international university space;
4. Providing information about the University and University projects to partner organizations;
5. Ensuring publicity of information about the planned events, projects and other information about the University's interdisciplinary educational activities;
6. Promoting international mobility;
7. Searching for partner institutions for the purpose of implementing exchange programs, international internships and other activities, communicating and cooperating with them, providing information to interested parties;
8. Preparing information for posting on the university website in accordance with the scope of

competence, participating in the preparation of information booklets and other printed materials reflecting the activities of the university, preparing official appeals, statements, etc. on behalf of the university;

9. Planning and implementation of international level events, joint press conferences, briefings, interviews, seminars, trainings, etc. with foreign partners. Support in organizing;

10. Relations with the international community in order to popularize the university: relations with foreign educational and scientific institutions, governmental, non-governmental and various public organizations, preparation of draft plans, organizational and informational support for the implementation of joint projects;

11. Implementation of other activities that serve to strengthen the university's external ties, popularization and integration into the international space.

### **Article 3. Functions of the Head of the Service**

1. Leadership and management of the service's activities;

2. Responsibility for the performance of the functions and tasks assigned to the service;

3. Distribution of functions among the service's employees, giving them relevant instructions and tasks;

4. Periodically hearing reports from the service's employees on the work they have performed;

5. Endorsing documents prepared in the service within the scope of their competence;

6. Submitting proposals to the University Rector on the internal structure of the service, the number of staff, the organization of work, the improvement of the qualification and retraining of the service's employees, on encouraging employees or imposing disciplinary liability;

7. Planning of events supporting the internationalization process of the University;
8. Establishing cooperation with partner educational and scientific institutions;
9. Organizing international mobility of students and professors within the framework of existing cooperation projects;
10. Administration of joint international projects;
11. Obtaining information about international educational projects and activities;
12. Supporting the process of integrating foreign students and scientists attending the University through exchange, training and/or other types of programs into the university environment;
13. Supporting the involvement of students and employees of the University in international educational and scientific projects;
14. Organizing the signing of agreements with foreign higher education institutions;
15. Facilitating the attraction and implementation of grant programs;
18. Performing other functions and tasks stipulated by the legislation, university regulations, and internal legal acts within the scope of the service's competence.

**Article 4. The functions of the service specialist are:**

1. Obtaining information about international educational projects and activities;
2. Organizing meetings with international partners;
3. Ensuring the involvement of students in exchange programs;
4. Ensuring the involvement of students in exchange programs;
5. Provides relevant consultations to university employees and students in the international direction;

6. Organizing meetings with international partners;
7. Facilitating internships and secondments of students and professors within the framework of agreements;
8. Performing other tasks related to the activities of the service.

### **Article 6. Final Provisions**

1. This Regulation shall enter into force upon approval by the Academic Council.
2. Upon entry into force of this Regulation, the Regulation/Regulatory Rule of the International Relations Service in force at the University prior to the entry into force of this Regulation shall be repealed.
3. The Manager of the International Relations Service shall be obliged to familiarize himself with this Regulation and comply with its requirements. The Administration shall be obliged to provide him with the opportunity to familiarize himself with the Regulation at any time.
4. The initiator of amendments and additions to this Regulation may be the Rector, the Manager of the International Relations Service, the Head of the Legal Service.
5. Approval of this Regulation, introduction of amendments and additions to the Regulation shall be carried out by resolution of the Academic Council upon submission of the International Relations Service.
6. The invalidation of any article/provision of these Regulations shall not apply to other articles/provisions of these Regulations.
7. All issues not provided for in these Regulations and other regulatory provisions/rules in force at the University shall be governed by the legislation of Georgia.
8. This Regulation shall become invalid upon approval of a new Regulation of the International Relations Service.

9. The reorganization or liquidation of the Service shall be carried out by making appropriate amendments to the University Regulations, in accordance with the legislation of Georgia.

