



Georgian American University, LLC

International Relations Office Regulation

Article 1. General Provisions ..... 3

Article 2. Objectives of the Office



- 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.

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.

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;

6.1.14 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. WBT/F2 12 Tf1 0 0 1 326.93 642.22 Tm0 g0 G(O)-3