



## LEPL Shota Rustaveli Theatre and Film Georgia State University

### International Relations Office

### Statute

Approved by: Representative Council

Minutes N21, December 15, 2017

Amendments made: 02.03.2024. Minutes N2

#### **Article 1. General provisions:**

- 1.1. The International Relations Office (hereinafter referred to as the Office) of LEPL Shota Rustaveli Theatre and Film Georgia State University (hereinafter referred to as the University) is a supportive structural unit of the University;
- 1.2. The Office conducts its activities in compliance with the legislation of Georgia, the university charter, and this regulation.
- 1.3. Within its competence, the Office is accountable to the university Rector and the Head of Administration and fulfills specific tasks assigned by the Rector and the Head of Administration.

#### **Article 2. Scope, tasks and functions of the Office:**

##### 2.1. Scope and functions of the Office:

- a) Promoting the process of integration and internationalization of the university within the international educational and scientific space;
- b) Establishing relationships with universities at the international level;
- c) Participating in the development process of international bilateral agreements, contracts, and memoranda;
- d) Promoting cooperation between the university and international partners;

- e) Involving students, academic and administrative staff in international mobility/exchange programs/projects;
- f) Membership of the university and/or its faculties in significant international organizations and networks;
- g) Searching for international projects and ensuring the university's involvement;
- h) Promoting the university's capabilities and resources to partner universities and organizations;
- i) Attracting foreign students through university study programs;
- j) Participating in international education fairs to attract students and increase the university's awareness abroad;
- k) Fostering cooperation with diplomatic corps accredited in Georgia, international organizations, and foundations;
- l) Promoting participation of students, academic and administrative staff in international festivals, conferences, seminars, and workshops aligned with the interests of the university;
- m) Planning/organizing international business visits of the Rector and members of the administration in coordination with the relevant offices;
- n) Organizing the reception of delegations from foreign higher education institutions in coordination with the relevant offices of the university.

### **Article 3. Structure of the Office:**

3.1. The International Relations Office is a supportive organizational unit of the university. Its structure includes the Head of the Office, the International Relations Coordinator of the Drama Faculty, the International Relations Coordinator of the Art Sciences, Media and Management Faculty, and the International Relations Coordinator of the Film and TV Faculty.

3.2. The Head of the Office is appointed and dismissed by the Rector on the recommendation of the Head of Administration.

3.3. The Coordinators of the Office are appointed and dismissed by the Head of Administration on the recommendation of the Head of Office.

### **3.4. Head of the Office:**

- a) Directs the activities of the Office;
- b) Represents the university abroad during official visits, acting with the delegated authority of the Rector and the administration;
- c) Prepares an annual report on the activities of the Office;
- d) Represents the Office and acts on its behalf in dealings with third parties within the designated scope of authority;
- e) Presents to the Head of Administration the candidates of contracted employees, considering the specifics of activities;
- f) Prepares proposals on matters within the competence of the Office and presents them to management for making decisions according to established procedures.
- g) Holds accountability for effectively managing the activities of the Office, ensuring the equitable allocation of tasks, and overseeing the quality of work performed;
- h) In case of a disciplinary offense committed by an Office employee, submits proposals to the Head of Administration regarding disciplinary measures;
- i) Allocates responsibilities among the Office employees, providing them with instructions and tasks aligned with the officially approved directives from the Head of Administration;
- j) Carries out additional functions and tasks as defined by this regulation, administrative legal acts of the university, and Georgian legislation within their area of competence.

### **3.5. Coordinator of the Office:**

- a) Establishes connections with leading universities worldwide;
- b) Ensures the university and/or its faculties' membership in key international organizations and networks;
- c) Participates in the development process of international bilateral agreements, contracts, and memoranda in collaboration with relevant departments/offices;
- d) Initiates new international projects aligned with the university's objectives, promotes engagement of students, academic, and administrative staff, and coordinates the process;
- e) Ensures access to information about educational and scientific exchange programs;
- f) Ensures planning, organization, and promotion of informational meetings aimed at involving students, researchers, academic and administrative staff in international mobility and exchange programs;

- g) Initiates, plans, and oversees Erasmus+ capacity building and other exchange projects;
- h) Following the interests of the university, informs the Rector, students, academic, and administrative staff about participation opportunities in festivals, conferences, seminars, and workshops. Additionally, prepares documentation, plans, organizes, and facilitates business visits for them;
- i) Coordinates the reception of delegations from foreign higher education institutions in collaboration with relevant university departments/offices;
- j) Promotes the university's capabilities and resources to partner universities and organizations;
- k) Facilitates cooperation with diplomatic corps accredited in Georgia, international organizations, foundations, and representations, provides translation of relevant correspondence;
- l) Undertakes other similar additional functions as instructed by the Head of Office.

#### **Article 4. Transitional and final provisions**

4.1 Amendments and additions to this statute are carried out under the rules established for its approval.

4.2 The invalidity of any article(s), paragraph(s), and/or sub-paragraph(s) of this statute shall not nullify the remaining article(s), paragraph(s), and/or sub-paragraph(s) of the statute as a whole. In case of nullification, shall be used a statute that most effectively achieves the purpose intended by the statute (including the invalidated statute).

4.3 In case of a legal conflict between this statute and the legislation of Georgia and/or the internal legislation of the University, priority shall be given to the latter.

4.4 This statute becomes effective upon approval. The Representative Council is authorized to approve it.

4.5 Upon implementation of this statute, the existing statute approved by the Representative Council of the university becomes invalid, and only this statute shall govern the aforementioned issue.