

Free Academy of Tbilisi



International Relations Service Provision



Article 1. General provisions

1.1. International Relations Service of the Free Academy of Tbilisi (hereinafter - "Academy") is a structural unit that ensures deepening of international relations of the Academy and promotion of internationalization.

1.2. The service conducts its activities in accordance with the applicable legislation, by-laws, statutes of the Academy, personnel management rule, this statute and other legal acts of the Academy's management bodies.

Article 2. Management of the Service

2.1. The service has a head and a chief specialist, who are appointed and dismissed by the Rector of the Academy.

2.2. Functions of the head of the service/chief specialist:

- a.** Finding information about international partner higher educational institutions, research and public organizations, ensuring communication with them and development of joint projects;
- b.** Finding information about international mobility of students and academic staff;
- c.** Ensuring coordination of joint grant, scholarship and research projects on behalf of the Academy;
- d.** Helping international students to get involved in the Academy's educational programs;
- e.** Establishing business relations with higher educational institutions, educational - scientific centers, cultural - sports, creative and other types of organizations - institutions, famous scientists and public figures;
- f.** Ensuring participation in the discussion of social, cultural, environmental and important topics for society;
- g.** Planning and organizing conferences and various events;
- h.** Promotion of cultural-creative activities in the academy;
- i.** Implementation of other functions of the service determined by the provision of the academy, the provision of the service, the applicable legislation and the legal acts of the management bodies of the academy;
- j.** Participation in the process of forming the budget of the Academy.

Article 3. The procedure for making changes and additions to the regulations

3.1. Amendments and additions to the regulations are made in accordance with the law.

Article 4. Final Provisions

- 4.1.** This provision is approved by the Senate;
- 4.2.** The provision shall enter into force upon signature;



4.3. This provision shall lose its validity in case of approval of a new provision.