

ახალი უმაღლესი სასწავლებელი
ნიუნი



NEW HIGHER EDUCATION INSTITUTE
NEWUNI

REGULATIONS OF THE INTERNATIONAL RELATIONS DEPARTMENT

ახალი უმაღლესი სასწავლებელი – „ნიუნი“

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Article 1. General Provisions

1. The International Relations Department of the New Higher Education Institute - NewUni (hereinafter - the institution) is a structural unit of the institution.
2. The department operates in connection with other structural units of the institution and conducts its activities in accordance with the legislation of Georgia, the institution's internal regulations, and these provisions.
3. The department, within its competence, is accountable to the rector of the institution and the academic council and performs the duties assigned to it by the rector and the academic council in accordance with the law.

Article 2. Scope of Activities, Main Objectives, and Functions of the Department

1. Promoting the internationalization process of the New Higher Education Institution - NewUni programs of the university.
2. Joining international organizations to raise the university's visibility, prestige, and share best practices.
3. Ensuring the establishment of partner relationships with foreign universities.
4. Promoting close cooperation with accredited foreign organizations, foundations, and information centers in Georgia.
5. Ensuring the involvement of the university in various international projects.
6. Organizing the reception and hosting of foreign delegations.
7. Ensuring the collection and dissemination of information on international academic and research programs.
8. Promoting international mobility for students and staff.
9. Participating in the organization of selection competitions for exchange program candidates, in collaboration with relevant structural units.
10. Participating in marketing campaigns to attract foreign students within the scope of its competence.

Article 3: Department Structure

1. The department is a structural unit of the university. It is headed by the head of the department, who is accountable to the rector of the university and the academic council.
2. The head of the department is appointed and dismissed by the rector of the university.
3. The head of the department:

- a) Manages the activities of the department;
- b) Represents the department in the implementation of assigned rights and obligations and is responsible for the performance of the functions and tasks assigned to the department;
- c) Distributes responsibilities among the department staff and gives them relevant assignments;
- d) Ensures, within the scope of his/her competence, the preparation of drafts of individual legal acts, contracts, and letters for the university's governing bodies;
- e) Directs the individual legal acts prepared at the university, within his/her competence, signs documents prepared by the department or performs verification;
- f) Submits an annual report to the rector on the activities carried out by the department;
- g) Requests information necessary for the department's work from the university's structural units;
- h) Performs other duties assigned by Georgian legislation, the university's charter, and internal regulations within his/her competence.

Article 4. Final Provisions

1. The termination of the department's regulations, as well as the introduction of amendments and additions, shall be carried out in accordance with the university's charter and the procedures established by Georgian legislation.
2. The reorganization or liquidation of the departments shall be carried out in accordance with the procedures established by the current legislation of Georgia.