

Changes have been approved by
LLC Teaching University Geomedi's
Academic Board session:
Protocol #12; 30. 12. 2022.

Rector _____ Marina Pirtskhalava

LLC Teaching University Geomedi
Regulation of the International Relations and Public Relations Office

Chapter I. General Provisions

- 1.1. The International Relations and Public Relations Office (hereinafter the Office) is an administrative structural unit of LLC Teaching University Geomedi (hereinafter the University).
- 1.2. The Office shall be guided in its activities by the current legislation of Georgia, the Statute of the University, internal regulations, the present Regulation and other legal acts.
- 1.3. The Office and the head of the Office are accountable to the Rector of the University and the Academic Board;

Chapter II. Activities and Functions of the Office

- 2.1. The Office is obliged to seek and establish close cooperation and partnerships with foreign higher education institutions;
- 2.2. Assist students and academic staff in integrating into the international educational area;
- 2.3. Find information and assist the University in joining international networks, associations and unions;
- 2.4. Provide the relevant office with the latest information for the website regarding visits, events, plans of the international partners, and any public relations activities.
- 2.5. Prepare and present information (in the form of presentations) on the educational programs in the University to the attaché and representatives of the embassies of different

countries in order to attract foreign students and increase the international recognition and popularization of the University;

2.6. Look for information about international student mobility, conferences and other international student events, and work with the Student Relations Office to keep students informed and involved in similar projects;

2.7. Meet and receive foreign professors invited within the exchange program framework;

2.8. Organize the reception of local and international partner /organizations;

2.9. To ensure implementation of joint events with governmental structures, educational institutions, non-governmental and various public organizations.

2.10 Plan and implement joint activities and projects with government agencies, educational institutions, non-governmental and various public organizations;

2.11. Ensure the promotion of the university, academic staff, successful students and graduates in both local and international educational area;

2.12. Plan, organize any meeting, post information on the official website in the news field;

2.13. Make university banners, booklets and other corporate items;

2.14. Prepare information to be posted on the University website, prepare press releases, information materials, official appeals and announcements;

2.15. Plan/organize business visits of the rector and other members of the administration;

Chapter III. Office leadership

3.1.The head of the Office:

A) manages the activities of the Office.

B) distributes duties among the employees of the Office (if he/she has any), gives them instructions and tasks, controls the performance of their duties;

C) Ensures the implementation of the activities and functions of the Office;

3.2. Within the scope of her/his competence, submits proposals to the Vice-Rector for International Affairs regarding issues of improving the office activities.

3.3. Is accountable for the work done in the field of International Relation to the Vice-Rector for International Affairs and submits a report on its activities at the end of each semester.

3.4. The Head of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

3.5. The Head of the Office is appointed and dismissed by the Rector.

3.6. The Office may have specialists appointed and dismissed by the Rector on the recommendation of the Head of the Office.

3.7. The Office specialist performs the tasks assigned by the head of the office.

Chapter IV. Final Provisions

4.1. The provisions of the Office shall be repealed, amendments and additions shall be made by the Academic Board of the University in accordance with the rules established by law.