

Procedures for Signing International Agreements / Memorandums

The goal of the procedure

The goal of the procedure is to provide agreements and memorandums with various international and local institutions.

Responsibility for implementing the procedure

The Foreign Affairs and Strategic Development Office is responsible for implementing the procedure and coordination of works, for which it cooperates with the University administration, faculties and other structural units.

1. Rules and terms for the implementation of the procedure

Agreements and memorandum are signed in accordance with the requirements of various structural units of the university;

The structural unit of the university addresses in writing to the Foreign Affairs and Strategic Development Office;

The necessity of signing the agreement and the requisites of the party with whom the agreement is signed should be substantiated in the appeal;

The Foreign Affairs and Strategic Development Office is obliged to study the document within 7 working days and agree on it together with the relevant service and rector's office;

The Office prepares a draft agreement and determines the procedural details of the signature;

2. Evaluation / Reporting

Once a year, the Office prepares a report on the activities that are based on:

- Statistics of the signed memoranda
- Setting ways to evaluate and improve the existing situation

The report will be submitted to the Rector of the University

3. Regulatory Documents

- Law of Georgia on “Higher Education”;
- University Statute