

Procedures for Attracting Projects and Involving in them

The goal of the procedure

The goal of the procedure is to provide attraction of international projects at Akaki Tsereteli State University and facilitate the involvement of the University, its administrative and academic personnel in these projects.

1. 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 all major donor organizations in the region, diplomatic missions accredited in Georgia, the University administration, faculties and other structural units.

2. Rules and terms for the implementation of the procedure

The university is involved in international projects through an open competition. The competition rules are determined by the donor organization; the Foreign Affairs and Strategic Development Office ensures the implementation of these rules and coordination of works;

To enhance the qualification of university staff and increase the professional level of students, the Office obtains information on international projects, grants, exchange programs, qualification enhancement courses and trainings, republican and international conferences, congresses, symposia topics and timeframe, processes the information and supplies it to the relevant structural unit;

The Foreign Affairs and Strategic Development Office, within its competence, holds special seminars and trainings on projects for academic personnel in November-December that cover the following issues: project specification, donor organization requirements, project writing procedures, project budget;

From the specifics of projects and the attracting grants it creates working groups that will be staffed by university employees with the corresponding profile. In special cases, the group may be composed of qualified persons invited from other organizations;

In accordance with the requirements of donor organizations, it prepares letters supporting projects, the so-called Declaration of Honors, Mandate, Acceptance Letter.

3. Evaluation / Reporting

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

- Statistical analysis of the received projects;
- Statistical analysis of the submitted and winner projects;
- Setting ways to evaluate and improve the existing situation

The report will be submitted to the Rector of the University.

4. Regulatory documents

- Law of Georgia on higher education;
- Bologna Process documents