

Rector's Protocol and its Regulation Procedures

The goal of the procedure

The goal of the procedure is to regulate the protocol of Akaki Tsereteli State University, plan and conduct the rector's visits and ensure the reception of guests in compliance with the international rules of the protocol, promote international awareness of the university.

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 diplomatic missions accredited in Georgia, the University administration, faculties and other structural units.

1. Rules and terms for the implementation of the procedure

The Rector's official visits program together with the Rector's Office is implemented by the Foreign Affairs and Strategic Development Office;

The rule for receiving foreign delegations is determined and the visits program is set out by Foreign Affairs and Strategic Development Office;

For the purpose of coordinating the reception of delegations at the university, the Foreign Affairs and Strategic Development Office receives information from the relevant structural unit of the University about the planned visit and sets the reception day and hour and organizes the meeting according to the international norms of etiquette.

Official documents to be sent to diplomatic missions accredited abroad or in Georgia and international organizations together with the relevant structural unit are prepared by the Foreign Affairs and Strategic Development Office and are submitted to the Rector to sign;

Official documents to be sent abroad are agreed on by the University structural units and the Foreign Affairs and Strategic Development Office.

2. Evaluation / Reporting

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

- Statistics of the executed visits;
- Statistics of the planned and executed visits;
- 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;
- Vienna convention on diplomatic relations;
- Law of Georgia on diplomatic relations;
- International regulatory acts of etiquette and protocol