

## Appendix 2

**Approval:** Governing Board of International Black Sea University  
Resolution #03, 10/01/2024

**International Black Sea University  
International Relations Department  
Regulation**

Tbilisi

2024

## **Article 1. General provisions**

1. This regulation defines the main directions of the activities of the main administrative structural unit of the International Black Sea University (hereinafter - the University) - International Relations Department (hereinafter - the Department), its structure and functions.
2. The department carries out its activities in accordance with the regulations of the university, this regulation and the legal acts valid in the university.
3. Matters that are not regulated by this regulation are determined by the internal normative documentation of the university and in accordance with the current legislation of Georgia.

## **Article 2. Objectives of the department**

1. The main objectives of the department's activities are:
  - a) integration of the university into the international educational space and promotion of the internationalization process of the university;
  - b) implementation of joint programs;
  - c) attracting foreign students;
  - d) promoting the university at international meetings, conferences, networks, with donors, etc.;
  - e) cooperation with international institutions and professional networks;
  - f) promoting/increasing the participation of students and academic/administrative staff in international mobility projects;
  - g) International cooperation within the framework of institutional development/projects.

### **Article 3. Functions of the department**

1. Department's activities include:

- a) development of internationalization policy and promotion of the process;
- b) establishing and developing partnership with leading international universities;
- c) promotion and deepening of cooperation between the university and international partner higher educational institutions, organizations, foundations, professional networks and other institutions;
- d) inclusion/integration of the university or its schools in international educational networks and institutions;
- e) promoting/increasing the mobility of students, academic and administrative staff;
- f) promoting the process of development of joint educational programs in cooperation with schools;
- g) participation in international institutional development projects;
- h) promoting the process of obtaining financing from local and international funds/organizations;
- i) implementation of activities related to attracting foreign students;
- j) participation in local and international exhibitions;
- k) receiving and hosting delegations of partner and non-partner foreign higher educational/scientific institutions;
- l) organization of candidate selection contests for exchange and joint educational programs;
- m) within the framework of exchange and joint educational programs, assistance to local/foreign students and administrative/academic staff at all necessary stages for contests and mobility
- n) Providing supporting services/information for students of local and foreign higher education institutions (visa procedure, course catalog, dormitories, events, etc.);
- o) participating in planning and organizing international conferences, seminars and meetings;
- p) providing information on the university's website about the activities and news of the department;
- q) management of incoming correspondence within the department's activities;
- r) informational support for students, administrative, academic and scientific staff and foreign guests;
- s) involvement in the preparation of the project proposal and support for the submission of applications for constests;
- t) management of university projects, reporting, financial reporting and provision of purchases with the involvement of relevant structural units;
- u) finding partners for the development of exchange and joint higher education programs;
- v) participating in the preparation of relevant brochures, offers, various promotional materials within the framework of the existing programs of the university and the department for marketing purposes in cooperation with the Marketing and Public Relations Department

#### **Article 4. Structure and management of the department**

1. The department includes:
  - a) Head of the International Relations Department;
  - b) Manager of the International Relations Department;
  - c) Assistant to the Head of the Department.
2. Employees of the department are appointed and dismissed by the rector of the university in accordance with the rules established in the university.
3. The department reports directly to the university rector and is under his/her direct supervision;
4. Upon hiring, the rector shall determine additional qualification requirements for the employees, if necessary.

#### **Article 5. Management of the department**

1. The overall management of the department is carried out by the head of the department.
2. The head of the department is appointed and dismissed by the rector of the university in accordance with the rules established in the university.
3. The head of the department represents the department in internal and international relations, plans and directs the activities of the department and is responsible for its effective functioning.
4. The head of the department is accountable to the governing board and the rector.

#### **Article 6. Rights and duties of the head of the department and qualification requirements**

1. The head of the Department :
  - a) plans and directs the department's activities in accordance with the mission, goals and strategic development plan of the university;
  - b) directs the department's activities and is responsible for the fulfillment of the goals, tasks and functions of the department;
  - c) ensures the distribution of rights and duties among employees of the department, promotion and control for their work efficiency;
  - d) represents the department with the management bodies of the university, educational units/institutes and other structural units.
  - e) submits a report to the governing board on the annual activities of the department;
  - f) coordinates events planned by the department;
  
1. determines the internationalization policy and develops an action plan in cooperation with the Strategic Development Office to facilitate the internationalization process;
- g) establishes relations with international partners;

- h) plans different types of events in order to deepen relations with existing partners and to find new partners;
- i) represents the university at international meetings, conferences, networks, with donors in the USA.
- j) coordinates the process of preparation of international cooperation and grant agreements;
- k) communicates closely with international foundations and international organizations for the purpose of fundraising and focuses on the specifics of their activities in relation to the interests of the university;
- l) supervises the process of international mobility of academic/administrative staff and students;
- m) designs and develops mechanisms for attracting foreign students;
- n) promotes the development of joint programs;
- op) manages and supervises university grant projects;
- p) participates in the authorization/accreditation process within the scope of competence;
- q) In order to fully and continuously implement the activities of the department, performs other functions-duties assigned by the direct supervisor.

2. The qualification requirements for the head of the International Relations Department are:

- a) Higher education - not less than master's degree or equivalent academic degree.
- b) at least 3 (three) years of work experience in the field of international relations or project management;
- c) knowledge of Georgian and English languages;

### **Article 7. Rights and duties of the international relations department manager and qualification requirements**

1. Rights and duties of the international relations department manager:

- a) Request information on the recognition of international partner higher educational institutions from the National Center for Education Quality Enhancement.
- b) If necessary, informing students about scholarship programs, international short-term programs, international conferences through e-mail and posting relevant information on the university's website.
- c) introducing the appropriate procedure for degree-seeking students, coordinating their involvement in the educational process, managing the process;
- d) review of documents related to the enrollment of degree-seeking students;
- e) conducting interviews with degree-seeking students;
- f) In order to attract degree-seeking students, finding private individuals/agents and organizations/agencies on a local and international levels, for this purpose, providing relevant information to the agencies, concluding agreements and planning further cooperations.

- g) active communication with foreign students and coordination in administrative matters;
- h) daily monitoring and replying the e-mails (admissions@ibsu.edu.ge and iro@ibsu.edu.ge);
- i) production and management of statistics on foreign students, providing information to various structural units of the university if necessary;
- j) preparation of activity-related reports and minutes of meetings;
- k) within the bounds of authority and in compliance with the university's aims and objectives, to carry out the distinct responsibilities assigned by the department head.
- l) participation in the authorization/accreditation process within the competence.

2. The qualification requirements for the manager of the International Relations Department are:

- a) A person with a higher education, who has at least 1 (one) year of work experience in the field of international relations, who is fluent in Georgian and English languages, is accepted for the position of manager of the International Relations Department.
- b) the manager of the international relations department is accountable to the head of the department;

#### **Article 8. Rights and duties of the assistant head of the international relations department and qualification requirements**

1. Rights and duties of the assistant head of the international relations department:

- a) composing responses to formal letters that have been received in the department's name;
- b) daily checking and responding to emails at iro@ibsu.edu.ge;
- c) within the framework of the exchange program, preparation/announcement of the contest for the mobility of academic and administrative staff of the International Black Sea University and communication with the partner university after the selection of contestants;
- d) planning mobility in agreement with academic and scientific staff, developing curriculum and assisting them in administrative procedures;
- e) planning/implementation of mobility of administrative personnel and communication with the partner(s);
- f) receiving students wishing to participate in the exchange program and providing them with information about the program;
- g) Involvement in technical issues of the selection of students participating in the exchange program and communication with the selected contestants, checking the applications of the contestants participating in the program and preparing the list of applicants;
- h) active involvement in exchange program planning procedures and communication with applicants, if necessary;

- i) planning orientation meetings and preparing information letters in coordination with the head of the department;
- j) registration of students and employees participating in exchange programs, production of statistics on the mentioned;
- k) organization of meetings/conferences/events;
- l) if necessary, welcoming guests/delegations, preparing the meeting room, etc.;
- m) preparation of different types of reports;
- n) performing organizational and administrative activities of the head of the department;
- o) providing translation, if necessary;
- p) conducting a campus tour for foreign delegations;
- q) participation in the authorization/accreditation process within the competence;
- r) within the bounds of authority and in compliance with the university's aims and objectives, to carry out the distinct responsibilities assigned by the department head.

#### **Article 9. Final Provisions**

1. This regulation shall enter into force upon its approval by the Governing Board.
2. Amendments to this regulation are made in accordance with the rules established by the university.
3. Changes are revised and approved by the university's governing board.