

**The Procedure for Signing a Memorandum / Agreement of Cooperation**  
**between**  
**the LEPL - Ivane Javakhishvili Tbilisi State University**  
**and**  
**a Foreign Higher Education Institution**

**Article 1 - Purpose of the Procedure**

The purpose of the Procedure for signing a Memorandum of Cooperation / Agreement between the LEPL - Ivane Javakhishvili Tbilisi State University and a Foreign Higher Education Institution (hereinafter - the Procedure) is to regulate the procedures for concluding memorandums / agreements with various foreign higher education institutions in accordance with the Law of Georgia on Higher Education, the Statute and other bylaws of the LEPL - Ivane Javakhishvili Tbilisi State University (hereinafter - the TSU).

**Article 2 - Definition of terms used in the Procedure**

The terms used in this Procedure have the following meanings:

- a) Memorandum / agreement - a document that defines the issues of relations between the parties and describes their factual and legal aspects;
- b) Pre-contractual relations - the period of preparing a memorandum / agreement - determination of the terms and conditions of the document to be signed together with a contracting party and its coordination with the specialized structural divisions of the TSU.

**Article 3 - Scope of the Procedure**

This Procedure shall apply to a written arrangement (agreement, memorandum) to be concluded with foreign higher education universities.

**Article 4 - Responsibility for Compliance with the Procedure**

The Department of Foreign Relations shall be responsible for maintaining pre-contractual relations both with a contracting party and with the relevant specialised structural divisions of the University to agree on the terms and conditions of a memorandum / agreement.

**Article 5 - Procedures for concluding a memorandum / agreement**

1. Signing of a memorandum / agreement shall be carried out on the basis of a written request from a head of the university's structural unit to the Rector of TSU, which must indicate and justify:

- a) the need to conclude a memorandum / agreement;
- b) the possible scope of cooperation;
- c) a detailed description of the work / negotiations carried out in advance (if any);
- d) the requisites of a party signing the memorandum / agreement.

2. The Department of Foreign Relations shall be obliged, in the case of a written assignment of the Rector (for example, a resolution) and within the period specified in the resolution, to study the document and establish relations with a foreign party participating in the memorandum / agreement.

3. The Department of Foreign Relations shall be obliged to negotiate a document with the relevant structural divisions of the University that are determined by the Department of Foreign Relations on the basis of the content of a memorandum / agreement to be signed; In the event that a recommendation (s) has been submitted from the structural units regarding the relationship, regulating by the memorandum / agreement, which provides for a change (s) in the content of the agreement, the Department of Foreign Relations must notify the other party accordingly and, if agreed, shall make amendments. If the changes submitted by the relevant structural units of TSU are not supported by the other party, the Department of Foreign Relations must terminate the process and notify accordingly the other party.

4. The Department of Foreign Relations shall be obliged to receive a written notification from LEPL - the National Centre for Educational Quality Enhancement, which confirms the recognition of a foreign higher education institution that signed the memorandum / agreement in a country where it is founded; TSU shall sign memorandums / agreements only with those higher education institutions that are accredited / authorized in the country of foundation. If it is impossible to obtain a document confirming the recognition of a foreign university participating in a memorandum / agreement, the work on concluding the agreement shall be terminated.

6. After receiving conclusions of specialized structural divisions of TSU and a written notification of recognition from the National Centre for the Educational Quality Enhancement, the Department of Foreign Relations shall prepare the final version of an agreement, negotiate it electronically with a contracting and other parties and determine the procedural issues related to signing.

7. An agreement may be signed both during a meeting of the heads of two institutions, and through exchanging documents between the parties by mail for the purpose of signing.

8. Only a Rector of the University or, in his/her absence, an Acting Rector, in accordance with the TSU Charter, shall have the right to sign memorandums / agreements on behalf of TSU.

9. If the initiative to conclude a memorandum / agreement belongs to the Department of Foreign Relations, and it has already established previous contractual relations with the other party and the draft of the agreement was agreed by the parties, in this case the provisions of

the first and second paragraphs of this article shall not constitute mandatory steps for the implementation of the Procedure.

10. The text of an agreement must contain the following details:

- a) date of signing;
- b) place of signature;
- c) the title of a signatory's position;
- d) full postal and contact details of the parties;
- e) the term of the contract and the conditions for automatic extension of the term, if any. Signing of a life contract / memorandum shall not allowed;
- f) a structural unit that controls the implementation of measures determined by the Procedure, which is represented by the Department of Foreign Relations on behalf of TSU and together with it, another research or key educational unit of TSU, if the latter shall be provided for by an agreement.

#### **Article 6 - Renewal of an agreement**

1. The renewal of an agreement shall include both the extension of its validity period and the change in the basic terms of the agreement.

2. An entity authorized to initiate the renewal of an agreement shall be the Department of Foreign Relations of TSU; The initiation of the extension of an agreement shall also be allowed on the basis of a reasoned proposal from another structural unit of TSU, by a written appeal to the Rector.