

**LEPL - Ivane Javakhishvili Tbilisi State University
The Department for Scientific Research and Development
Provisions**

Article 1. General Provisions

1. The Department for Scientific Research and Development (hereinafter – the Department) of LEPL Ivane Javakhishvili Tbilisi State University (hereinafter – the University) is an administrative structural unit of the University. The Department is focused on two directions: science administration/management and research project administration;
2. The Department is guided by the Georgian Legislation, the University charter, legislative acts of the University and these provisions.
3. The Department is accountable to the University Rector and the Head of Administration within its competence; fulfils assignments of the Rector and the Head of Administration.

Article 2. Scopes, Objectives and Functions of the Department

1. In accordance with the strategic development plan of the University, the objectives of the Department include: to promote the scientific-research development and awareness of the University, improve management, raise the level of the scientific-research activity and efficiency of the University.
2. The goals and objectives of the Department are to:
 - a. conduct scientific research oriented on innovative knowledge, quality and result; to promote integrity of scientific-research and academic processes;
 - b. review and/or sign various types of correspondence or drafts of joint documents (memorandum, contract, agreement etc.), and/or preparing conclusions within the scope of its competence;
 - c. administer the University profile, project proposals and winning projects to be submitted/submitted on behalf of the University in various scientific/bibliometric electronic databases/portals;
 - d. find/popularize information about funding/donor organizations (funds, companies, etc.) in the scientific-research field;

- e. acquaint the University staff/students with the conditions of grant competitions announced by state and international scientific foundations, provide consultations and/or conduct trainings in the preparation/submission of relevant project proposals;
- f. support organizing international scientific conferences, seminars and summer schools at the University;
- g. facilitate the access to international providers of intellectual information supporting scientific research; provide consultations and/or conduct trainings regarding the implementation of relevant platforms;
- h. compile a statistical report reflecting the scientific/grant productivity of the University.

3. The Functions of the Department are to:

- a. coordinate academic scientific-research activities within the competences of the department;
- b. within the scope of its competence, prepare drafts of documents regulating scientific research activities, develop proposals for making changes and additions to existing documents, their partial or complete cancellation;
- c. within the scope of its competence, review, verify and, if necessary, prepare conclusions regarding the drafts of joint documents developed and presented by the University and other bodies, organizations and institutions on various types of correspondence or joint document projects (memorandum, contract, agreement, etc.);
- d. within the scope of its competence, administer and support on-going or completed scientific-research scholarship projects using adequate electronic portals if needed;
- e. coordinate cooperation with scientific funds, donor organizations;
- f. establish relations within its competence with the governmental or non-governmental organizations;
- g. consult the University staff/students with the purpose of seeking scientific fundraising, preparing scholarship project and project management;
- h. promote scientific research activities developed with Georgian and foreign universities, non-university scientific centers;
- i. request any kind of information about scientific-research activities from the administrations of educational institutions, academic scientific-research structures, any other academic institutions (including budget funded academic trips, information about on-going scholarship projects etc.);
- j. present the annual report on the Department's performance to the Head of Administration;
- k. assure international reviewing for PhD students' articles;
- l. compile a statistical report reflecting the scientific/grant productivity of the University;
- m. present annual report on research and scientific-research performance on the basis of the data provided by the structural units in charge of scientific activity.

Article 3. Structure and Management of the Department

1. The Department is a structural unit of the University. The structure constitutes of the Head of the Department, the deputy Head of the Department, main specialist (I category) leading specialist and senior specialist.
2. The Head of the Department is appointed and dismissed by the Head of Administration on the Rector's recommendation. In case he/she is temporarily incapable to exercise his/her authority (because of illness, leave, academic trip), the deputy Head of the Department acts as the Head in agreement with the Head of Administration.
3. The Head of the Department:
 - a. Guides and directs the activity of the Department;
 - b. Represents the Department while fulfilling his/her duties and is a responsible person in charge for the strategies of the Department;
 - c. Delegates responsibilities to the Department personnel and instructs them;
 - d. Supervises proper fulfilment of assignments by the Department personnel, controls their compliance with the University regulations;
 - e. Signs the documents prepared in the Department and within his/her competence approves the legislative acts elaborated by the structural units of the University;
 - f. Presents annual report on the performance of the Department to the Rector or the Head of Administration upon request;
 - g. Manages the fulfilment of the duties assigned to the Department under these regulations, therefore makes suggestions to the Rector or the Head of Administration of the University for solving them;
 - h. Suggests the Head of Administration on the internal structure and the staff of the Department, management, encouragement or disciplinary liability;
 - i. Mediates on allocation of resources for the equipment and appliances necessary for the fulfilment of the functions and aims of the Department;
 - j. Gets familiar with the staff performance reports from time to time;
 - k. Leads elaboration and completion of short- and long-term workload of the Department;
 - l. Presents the Department at the governing bodies of the University, educational units/institutions and other organizations;
 - m. Performs the responsibilities defined by these provisions, legislative acts of the University and the Georgian Legislation;
 - n. Fulfils the assignments of the Rector and the Head of Administration associated with the activity of the Department;
 - o. Fulfils the other assignments of the Rector or the Head of Administration of the University;

4. The Deputy Head of Administration:

- a. Supports the Head of the Department with planning, coordinating and organizing his/her responsibilities;
- b. Coordinates the execution of the functions of the Department in the direction of research project administration;
- c. Participates in distribution of the correspondence/documentation received in the Department;
- d. If needed, guarantees all the activities for international reviewing the papers by PhD students;
- e. Consults structural units of the University on the job specific questions;
- f. Organizes events under the auspice of the Department;
- g. Fulfils the assignments of the Rector, the Head of Administration and the Head of the Department associated with the performance of the Department;
- h. Exercises the other assignments of the Rector, the Head of Administration and the Head of the Department;

Article 4. Reorganization and Liquidation

The reorganization and liquidation of the Department is performed according to the rule established under the Georgian Legislation;

Article 5. Rules of Amendments and Additions to the Regulations

Any Amendment or addition is made according to the rule established under the Georgian Legislation.