

LEPL Georgian Technical University

Faculty of Engineering Economics, Media Technologies and Social Sciences

Translation Center

Regulation

Adopted by Georgian Technical
University Academic Board
Resolution №..... of 2017

and Approved by Georgian Technical University

Representative Council (Senate)
Resolution №..... of 2017

Tbilisi

2017

1. General Provision

1.1 Translation Center (hereinafter: Center) – an educational and scientific self-financing Faculty unit at Georgian Technical University (hereinafter - GTU) - was established and approved by GTU Academic Board resolution №---- of 2017 and by the GTU Representative Council of (Senate) resolution № of 2017;

1.2. The Center conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia on Higher Education, the Statute of GTU, and the present Bylaw, in compliance with the legislation in Georgia;

1.3 The Center operates in accordance with the self-financing principle; it makes a request to the University concerning the placement of orders and the arrangement of relevant agreements to perform the work envisaged by its bylaw;

1.4 In case of necessity, the Center can apply to the University about inviting Georgian as well as foreign specialists and entering into the relevant labor agreements with them;

1.5. At the request of the Rector, Vice Rector, Deputy Rector of the Research Department, Academic Board, Representative Council (Senate) and the Faculty Board may require an extraordinary consideration of the Center's report may be held.

2. The Objectives and Main Directions of the Center's Activities

2.1 The main activity of the Center is making written translations of textbooks and scientific literature;

2.2 Translation topics include engineering, natural sciences, humanitarian, social sciences, agrarian and other fields;

2.3 The translation is carried out both from foreign languages (English, German, French, Russian) into Georgian, and from Georgian into foreign languages (English, German, French and Russian);

2.4 The Center conducts translation work in accordance with the standard set by the EU (EN 15038);

2.5 The financial activities of the Center are carried out in accordance with the Georgian legislation and internal legal requirements of Georgian Technical University.

3. Staff Structure and Management of the Center

3.1 The Center is headed by the Head of the Center, who is appointed by the Rector of the University;

The position of the Head of the Center is not an administrative position at the University;

3.2 The Head of the Center is entitled to:

A) Exercise control over the timely and full scale execution of the work done by the Center staff, the remuneration and other administrative activities;

B) Make the presentation of the translations and the published literature performed by the Center;

C) Carry out other necessary activities connected to the efficient management and functioning of the Center;

D) Prepare contract projects and submit them to the Rector of GTU for signing;

3.3 The Head of the Center, within his competence, is responsible for determining the volume and quality of the translation work, its content and nature, as well as for the purposeful use, storage and maintenance of the property transferred to the Center;

3.4 The staff of the Center consists of scientific, educational and supporting staff;

3.5 Staff members of the Center are appointed and dismissed by the Rector of the University based on the proposal of the Head of the Center;

3.6 The remuneration of the Center staff will be determined by the revenues of the Center;

3.7 Agreements with legal entities and individuals shall be concluded in accordance with the rules and forms adopted at the university;

3.8 The Head of the Center reports to the GTU Reporting and Accounting Department, the Academic Board and the Representative Council (Senate) at the end of each financial year.

4. Center's Property, Finances and Sources of Funding

4.1. The address of the Center is: 0175 Georgia, Tbilisi, M. Kostava str. №77; building VI.

4.2 The Center operates its activities under the self-financing principle. At the same time, it is not a separate financial and taxation system entity but is one of the components of the University financial system.

4.3 The Financial Regulation Policy (Rules) between the Center and Georgian Technical University is determined by the Academic Board and approved by the Representative Council (Senate); on this basis, the planning and finance department carries out financial management;

4.4 The contract concluded between the client (the performer) and the University on the proposal of the Head of the Center serves as the basis for the work performance;

4.5 The remuneration for the work done is based on the contract;

4.6 Forms of the financial and accounting reports, contracts, acceptance and delivery acts and the like are regulated by GTU internal administrative acts.

5. Reorganization and Liquidation of the Center

The reorganization or liquidation of the Center is carried out in accordance with the rules established by the relevant administrative acts of GTU.

6. Amendments and Additions to the Bylaw

Amendments and additions to the Bylaw will be developed by the Head of the Center, considered by the University Academic Board and approved by the University Representative Council (Senate).

7. Final Provisions

This Bylaw will come into force immediately after the approval by the Representative Council (Senate) of the University.



საქართველოს ტექნიკური უნივერსიტეტი
GEORGIAN TECHNICAL UNIVERSITY

Approved by
GTU Academic Board

June 28, 2013

944 resolution