

Laboratory of Media Technologies of GTU

Regulation

I. General Provisions:

- 1.1 Laboratory of Media Technologies at the Faculty of Engineering Economics, Media Technologies and Social Sciences of Georgian Technical University (hereinafter Lab) is a University structural unit;
- 1.2 The Laboratory is guided by the Law of Georgia on Higher Education, Legislative Acts of Georgia, the University Statute, internal regulations, the present Bylaw, Rector's Orders and other legal acts;
- 1.3 The Laboratory address is: Tbilisi, 77a Kostava str., Georgian Technical University, building VI;
- 1.4 The Laboratory carries out its activities since the day of adopting the resolution by the University Academic Board and the issuance of the Order by the University Rector.

II. The main goals and objectives of the Laboratory are to:

- 2.1 Promote the teaching quality at Georgian Technical University faculties;
- 2.2 Document (photo, video, audio) major innovations and events taking place in any field of activities of various structural units of Georgian Technical University and cover them by means of the University and other media to the extent possible;
- 2.3 Organize the teaching of academic subjects in a direct regime through the Internet TV and Radio Media, as well as establish the cooperation with broadcasting companies in this direction;
- 2.4 Popularize engineering and technical sphere professions of GTU;
- 2.5 Learn about and study advanced Internet media and innovative technologies in the field of education across the globe and, to the extent possible, introduce and integrate them;

- 2.6 Organize the Faculty training-practical print and online media and ensure students' engagement in them;
- 2.7 Through the use of media technologies, promote the teaching of theoretical and practical disciplines envisaged by the curriculum ;
- 2.8 Arrange photo and video festivals, exhibitions and contests for the purpose of improving the teaching process, as well as presenting the students' practical activities;
- 2.9 Conduct methodological activities - publish books, memorabilia, brochures in Georgian for the practical implementation of photo, video and audio training;
- 2.10 Conduct professional master classes, trainings and seminars at the Faculty according to the requirements of Georgian Technical University;
- 2.11 Prepare professional training and practical short-term courses, trainings and vocational education certification programs on the basis of the Laboratory;
- 2.12 Implement partnership programs according to the areas of work at the Laboratory of Georgian Technical University;
- 2.13 Ensure the proper functioning of GTU Internet TV on the basis of the Laboratory by preparing original and digestive type of media content;
- 2.14 Establish, work on and implement summer school programs based on the specifics of the Laboratory activities;
- 2.15 Ensure the implementation of joint projects with various structural units of GTU;

- 2.16 Publish a scientific refereed journal on the basis of the Laboratory;
- 2.17 Promote the creation and publication of GTU history and a chronicle book in accordance with the University scientific standards;
- 2.18 Promote and organize students' ideas and innovations based on the capacities of the Laboratory;

III. Laboratory Structure:

3.1 Within the framework of its activities, the Laboratory is guided by the University Statute and internal regulations as defined by the University.

3.2 Laboratory staff members are:

- Head of the Laboratory;
- Senior Specialist of the Laboratory;
- Specialist;
- Laboratory assistant.

3.3 Powers and Accountability:

3.3.1 Head of the Laboratory

Monitors daily work with the help of the employees and reacts to the facts for the purpose of work development. He/she conducts the work of the employees, based on the agreement, conducts advertising and informational activities in accordance with the interests of the University and the Laboratory, signs certificates, carries out other kinds of work defined by the law and the University Statute. The Head of the Laboratory is accountable to the University Rector and the Head of the Administration.

3.3.2 Senior Specialist of the Laboratory

Controls the completed as well as the ongoing work with the help of the staff and reacts to the facts for the purpose of work development. Based on the agreement he/she participates in the planning and implementation of advertising and informational activities in accordance with the interests of the University and the Laboratory

3.3.3 Laboratory Specialist and Laboratory Assistant

Carry out the work defined by the plan and after each calendar month turn in a monthly report on the work performed to the Head of the Laboratory;

IV. Additional provisions

- 4.1 The Laboratory staff are to abide by the University regulations and follow the fire safety and labor safety rules existing at the University.
- 4.2 Issues that are not regulated by this provision (property, finance, internet training, programs development procedures, etc.) are governed by the University Statute and the current legislation.

V. Laboratory Reorganization

Conversion, reorganization and liquidation of the Laboratory are carried out in accordance with the current legislation.