



INTERNATIONAL
UNIVERSITY OF
TBILISI

Approved by the Rector's order # 02-021, November 14th, 2023

Website Administration Rules

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Article 1. General Provisions

1. This regulation defines the responsibilities of individuals responsible for the administration of the official website of Tbilisi International University (hereinafter referred to as the 'University'), administration procedures, and related job descriptions.
2. The official website of the university has the domain: www.iut.edu.ge, which includes the abbreviation for International University of Tbilisi in English – “IUT”, An English abbreviation expressing an educational institution – “edu.”, and ends with the international abbreviation for Georgia – “ge”. The complete address is www.iut.edu.ge.
3. The university's website is bilingual (in Georgian and English) and serves as a comprehensive communication and information hub. It contains information about the university, outlines its activities, and presents its contributions to society.
4. The website contains the university's contact information, staff directory, page creation details, and the latest update dates. Additionally, there is information about the employees.

Article 2. Website Administration and Responsible Persons

1. Website administration involves daily maintenance and continuous improvement, ensuring the website is updated regularly, adding news, and uploading photo/video materials.
2. Administration includes the following:
 - Website programming update;
 - Adding content to the website;
 - Addressing technical issues;
 - Creating backup copies;
 - Optimization and integration with social networks;
 - Continuous monitoring of the website;
 - Website security.
3. The subjects responsible for the administration of the university's official website are the University's Information Technologies Service and Public Relations and Marketing Service.

Article 3. Competencies of Service

3.1. Public Relations and Marketing Service:

- a) Undertakes the search for materials for the official website of the university and their placement in the relevant categories.
- b) Ensures systematic monitoring of all sections of the website and updates the existing information as necessary.
- c) Takes responsibility for the stylistic and content accuracy of the information posted on the website.
- d) Edits information uploaded by other administrators on the website.
- e) Is entitled/authorized to request necessary information for the preparation of materials from any structural unit of the university.
- f) Ensures the delivery of prepared materials for the Georgian-language website to the translator and their placement in the appropriate categories, within two days after the publication of Georgian materials.

3.2. Information Technology Service:

- a) Ensures the well-functioning of the website: monitors the quality of technical, structural, design, and other requests.
- b) Conducts continuous monitoring and maintenance of the website.

Article 4. Structural Units Responsible for Providing Information on the University Website (Schools, Services/Departments, Centers)

For the management of the website, each structural unit has a specialist responsible for information retrieval, preparation and updating for administrators:

1. Information about the university:

- a) University mission - Public and Marketing Service;
- b) University history - Public and Marketing Service;

- c) University organizational structure - Legal Assurance Service;
- d) Regulatory Acts: Legal Assurance Service
- e) University Budget - Public and Marketing Service;(Financial Service responsible for information provision);
- f) University development strategic plan - Quality Management Department.

2. Information about management bodies:

- a) Rector - Public Relations and Marketing Service (the Human Resources Management Service is responsible for providing the resume)
- b) Vice Rector - Public Relations and Marketing Service (Human Resources Management Service is responsible for providing the resume)
- c) University Council - Public Relations and Marketing Service (the Secretary of the Council is responsible for providing updated information about the members of the Council);
- d) Quality Management Department - the head of the department is responsible for providing updated information);

3. Information about the University's structural units Public relations and marketing service (supplied by each structural unit)

4. Authorization - Information Technology Service (Quality Management Department is responsible for providing information);

5. Accreditation - Information Technology Service (Quality Management Department is responsible for providing information);

6. Useful links: - Information Technology Service (Quality Management Department is responsible for providing information);

7. Information for students: Public relations and marketing service (responsible for providing information: Academic and Administrative Affairs Management Department, School, Quality Management Department; Career and Student Support Center; Constant Education (LLL) Center; International Relations Service; Research Center)

7.1 Student Self-Government: Public Relations and Marketing Service (the responsible person of the Student Self-Government is responsible for providing information);

- 7.2 **Students clubs:** Public relations and marketing service (career and student support center is responsible for providing information);
- 7.3 **Exchange programs:** Public relations and marketing service (quality management department is responsible for providing information; international relations service; school);
- 7.4 **Partner universities:** Public relations and marketing service (international relations service is responsible for providing information);
8. **Information for entrants:** public relations and marketing service; (Department of educational and administrative affairs management; school is responsible for providing information).
- 8.1 **Catalog of educational programs** - Public Relations and Marketing Service (Quality Management Department is responsible for providing information)
9. **Teaching:** Department of Educational and Administrative Affairs Management; School;
10. **News:** Public relations and marketing service;
11. **Gallery:** Public relations and marketing service;
12. **Foreign students:** Public relations and marketing service (international relations service, school; career and student support center is responsible for providing information)
13. **Alumni:** Career and Student Support Center; Center for Continuing Education
14. **Information about schools:** Public relations and marketing service (the responsible person of the relevant school is responsible for providing information);
15. **Conferences, seminars** - public relations and marketing service (quality management and strategic development service is responsible for providing information);
16. **Trainings, presentations** - Public Relations and Marketing Department (the Center for Continuous Education and Career Growth is responsible for providing information);
17. **Information about current competitions:**
- a) **Vacancies** - Information Technology Service (the Center for Continuing Education and Career Growth is responsible for providing information);
- b) **Announcements** about the announcement and results of the competition - Information Technology Service (the Department of Educational and Administrative Affairs Management is responsible for providing information);
18. **Information about research:** Department of Public Relations and Marketing (scientific-research center, school is responsible for providing information)

19. Information about the legal reference:

- a) **University Regulations** - Information Technology Service (Legal Security Service is responsible for providing information);
- b) **University budget** - Information Technology Department (the financial service is responsible for providing information);
- c) **Provisions/instructions** - Information Technology Department (Legal Assurance Service is responsible for providing information););
- d) **Normative documents** - Department of Information Technologies (Legal Assurance Service is responsible for providing information).

Article 4. Final Provisions

- 1. Amendments and additions to the mentioned rule are made by the rector.