

General position

This regulations is based on the Law of the Republic of Tajikistan “On Education”, the Law of the Republic of Tajikistan “On Higher Professional Education and Postgraduate Education”

Regulations on higher educational institutions of higher education of the Republic of Tajikistan ”; Ministry of Education and Science of the Republic of Tajikistan and regulatory documents of the Ministry of Industry and New Technologies of the Republic of Tajikistan. The Charter of the Technological University of Tajikistan and other regulatory acts in the field of education are intended for integration into the global educational environment.

The Department of International Relations is an independent unit of the Technological University of Tajikistan, through which the international activities of the university are coordinated. The Department also considers the establishment of university ties with universities and other international organizations in the process of exchanging students and teachers at various levels of education, training, advanced training and joint research.

Structure of Department

The structure of the external relations department is determined by the Charter of the Technological University of Tajikistan and the work schedule

The department consists of a department head, two inspectors - a visa and registration inspector, a grant and project inspector, and a translator.

The main functions of the department

1. Development of the draft Memorandum, Agreement, Agreements and protocols of interagency cooperation in the field of education and science;

2. Development of the draft Memorandum, Treaty and Cooperation Agreements between international organizations permanently residing in the Republic of Tajikistan and abroad;
3. Monitoring the implementation of interdepartmental agreements on cooperation in the field of education with foreign countries.
4. Monitoring the educational process of students, graduate students and foreign teachers at the Technological University of Tajikistan
5. Development of grant projects and participation in international grant competitions.
6. Accelerate the process of international student exchange;
7. Grants for teaching students, continuing education and advanced training of teachers
8. In cooperation with the relevant ministries, ensure compliance with the visa regime and the rules for the stay of students, graduate students, interns and teachers at TUT;
9. Identify the main areas of international activity in the field of education and priority areas of bilateral and multilateral cooperation, attracting experienced
10. Responsibility for the regulation, storage and archiving of regulatory documents, orders, correspondence and other related materials;
11. Accounting and publishing and regulation;
12. Regulation of documents and assistance in obtaining visas for students traveling abroad.
13. Cooperation with the Ministry of Foreign Affairs of the Republic of Tajikistan and the Ministry of Internal Affairs to streamline acts, obtain educational visas and register foreign students;
14. Preparation of detailed information for any student studying abroad from TUT

15. Acceptance of reports from students, staff and teachers of the Technological university of Tajikistan, who visited foreign countries for study, business trips, internships, periods of research and scientific conferences;

16. Registration and storage of documents of foreign students and teachers who study and work at TUT;

17. Monitoring the educational process of students, graduate students and foreign teachers at the Technological University of Tajikistan;

18. Meeting and greeting foreign guests, who visit TUT;

19. Announcement of educational grants for students and teachers in the framework of the signed interdepartmental agreement ERASMUS + in cooperation with the external relations departments of the Republic of Tajikistan;

20. In cooperation with the Center for International Programs of the Ministry of Education and Science, providing accurate information about international study programs, internships and studies abroad, as well as inform students, teachers and staff;

Meet with staff and students, who are returning from abroad to study the achievements of foreign universities in the country they studied;

Foreign Relations Officer Responsibilities

Responsibilities and powers of the head of the department of external relations includes the following:

Implementation of the department in the field of sending students to study abroad;

Practical cooperation with international organizations, representative offices and foundations to strengthen cooperation and participation of TUT in scientific and educational programs;

Development and regulation of the necessary documentation for students of technical training, sending to the training and research centers of the CIS countries and other countries;

Admission of foreign students through joint programs and agreements on the mutual exchange of students in the field of technical training (visa issuance, coordination with the educational institution they study, their livelihoods and cultural activities);

To organize, conduct scientific, cultural and recreational activities with foreign professors and students, who were invited to attend TUT for a certain period of time;

Working with correspondence relating to the Department of Foreign Affairs and preparing reports, handbooks and reports for the university administration and the Ministry of Health. registration and record keeping of foreign students and teachers working at TUT;

General coordination of foreign grant projects implemented at the university;

Preparation of reports (3 months, 6 months and a year) and presentation to the leadership, ministries and departments of the country;

Senior Inspector - The Visa and Registration Coordinator has the following duties and responsibilities:

Regulation of documents and assistance in obtaining visas for foreign students;

Cooperation with the Ministry of Foreign Affairs of the Republic of Tajikistan and the Ministry of Internal Affairs on the regulation of documents, visas and registration of foreign students.

Preparation of professional data for each student studying at TUT;

Monitoring of students, interns, graduate students and foreign teachers at the Technological University of Tajikistan;

- Participation in international seminars in Tajikistan;

Acceptance of foreign guests, who attend TUT

Senior Inspector - coordinator of grants and projects:

Regulatory supervision of departmental work and business administration;

Greetings foreign guests arriving at TUT;

Announcement in cooperation with the head of the department of international relations to announce educational grants for students and teachers in the framework of the agreement signed by university ERASMUS +;

Meetings with staff and students, who are returning from abroad to learn about the achievements of the foreign universities that they studied;

Search for international programs, projects and funds announced through the competition, and promotion of these opportunities among employees and students;

Organization of Cisco Networking Academy courses for students in order to improve their skills in information technology and increase competitiveness at the university in conjunction with the Center for Computer and Educational Technologies;

Inspector - translator performs the following duties:

Meeting foreign guests arriving at TUT

Regulatory supervision of departmental work and business administration;

Translation of correspondence related to the department of international relations, and preparation of reports, directories and reports for the university administration and relevant ministries. Participation in international workshops in Tajikistan.