

# **Student Guide of BSU**

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## **Chapter XIV**

### **Various university services for access to material, information, library resources and student support**

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For BSU students, professional students, trainees and staff, the university provides access to material, information and library resources, in accordance with the BSU statutes, internal regulations, regulations of structural units and legal acts on the job (function) description of personnel employed in the relevant direction.

#### **1. Availability of material resources:**

According to the internal regulations of the BSU, the infrastructure of the university, the material resources located in the buildings and the territory ensure the effective management of educational, scientific-research and administrative processes, the achievement of the goals and learning outcomes of the educational programs (there are theoretical teaching auditoriums/teaching offices; space for group work; library, with the possibility of both natural and artificial lighting; learning space equipped with appropriate inventory, including educational/scientific-research laboratories; inventory necessary for the implementation of the practical component; information-technological equipment, archive, relevant supplies (reagents, teaching materials and (other), administrative warehouses, sanitary units, lobby, common spaces and others; central heating system is installed in university buildings).

LEPL Batumi Shota Rustaveli State University creates appropriate conditions for students with disabilities in order to create the necessary conditions for their full-fledged education. The university has an adapted environment for persons with special needs (hereinafter - persons with special needs) (including: ramps, elevator, etc.). A person with a disability can freely navigate and move around the building, which is facilitated by the staff of the university's material resources management department/security department.

The Department of Material Resources Management of the University implements the promotion of access to the university's infrastructure, common spaces, common accommodation and material resources for university students, vocational students, trainees and staff.

In order to ensure the availability of the necessary infrastructure for the implementation of the educational process, the smooth provision of materials/raw materials/inventory, the authorized employee of the relevant educational structural unit, within the scope of competence, in coordination with the Department of Material Resources Management of the University, submits the service card to the head of the administration.

The infrastructure and material resources of the university during the study/work process are freely available to students, professional students, trainees and staff, with the permission/information of the authorized person/head of the administration of the relevant structural unit, including the use of educational resources/inventory specified for laboratories/practical studies is allowed in compliance with safety norms and with the participation/attendance of the person responsible for conducting the relevant training/practical component.

In BSU, the availability of the following area/space/infrastructure owned/used by BSU is ensured:

- a) Building No. 1 - the building located at Ninoshvili Street No. 35, Batumi (ID code: 05.23.03.004) - there are auditoriums, BSU administration work rooms, Ilia Chavchavadze library, sports hall, common spaces, computer classes and others;
- b) Building No. 2 - the building located at Rustaveli Street No. 32, Batumi (ID code: 05.23.03.004) houses auditoriums, computer classes, laboratories, administrations of faculties/deans' offices, sports hall and others;
- c) Building No. 3 - the former "Students' Dormitory" building in Rustaveli Street No. 32, Batumi, on the side of Melikishvili Street, (ID code: 05.23.03.004) - the auxiliary structural units of BSU, dental clinic "BSU Dent", Psychology Clinic, Niko Berdzenishvili Institute, centers and others are located.
- d) Building No. 4 - the building located at Firosmiani Street No. 12, Batumi (ID code: 05.24.05.084) - there are BSU Faculty of Technology's study halls, administrations/deans' offices, Fablab, examination center, room for printing machinery);
- e) Building No. 5 - the building located at Grishashvili Street No. 5, Batumi (ID code: 05.30.26.027) - the institute's administration and laboratories are located; Administration and training space in the agricultural direction of the Faculty of Technology;

- f) Building No. 6 - the building located at Leonidze Street N 15, Batumi (ID code: 05.25.12.020) - is located/is intended for the study area/administration of the BSU professional programs management and continuing education center;
- g) Building No. 7 - the building located at Leonidze Street N 15, Batumi (ID code: 05.25.12.020) - the university dormitory is located;
- h) Building No. 8 - the building located at Heidar Abashidze Street N26, Kobuleti (ID code: 20.42.11.522) - the administration and laboratories of the Institute of Phytopathology and Biodiversity of BSU are located.

## **2. Availability of library resources:**

Library resources of BSU consist of reading and computer rooms equipped with necessary inventory, library collections (book and non-book fund published in different languages: textbooks, monographs, scientific and artistic literature, periodicals, cartographic and reference publications, electronic resources, etc.); Electronic library (electronic books and periodicals, audio and video recordings; electronic scientific databases).

Ilia Chavchavadze Library of BSU is a structural unit of BSU, the main task of which is to perform educational, scientific and informational functions, to provide access to both material and electronic educational resources for BSU students, professional students, trainees, staff (hereinafter - reader or user).

The regulation of using the BSU library is determined by the "Rule of using the BSU library" approved by the order of the head of the BSU administration dated June 24, 2022 N01-10/70 (located on the BSU website - [bsu.edu.ge](https://bsu.edu.ge), in the field: "About Us" – "University Library" – "Rule of using the library", link [https://bsu.edu.ge/text\\_files/ge\\_file\\_270\\_1.pdf](https://bsu.edu.ge/text_files/ge_file_270_1.pdf)).

The user registered in the library is assigned an identification code and a BSU library user card is created. Before completing the registration, the user of the library is obliged to familiarize himself/ herself with the rules of using the library, which he/she confirms by signing the user's card.

BSU students, professional students, trainees and staff can use the library subscription under equal conditions.

In order to obtain the right to use the BSU library resource, a person must register, for which he must submit:

- a) copy of ID card (with the original);
- b) a copy of the order to enrol in the relevant program at BSU (in the case of a BSU student or vocational student or trainee);

- c) reference from the workplace, indicating the term of the employment relationship (in the case of an employee of BSU);
- d) information about residential address (actual and legal), contact telephone/mobile number and e-mail address.

Ilia Chavchavadze Library (e-mail - [library@bsu.edu.ge](mailto:library@bsu.edu.ge)) works daily, according to the following schedule:

- a) from Monday to Friday on working days, from 9:00 a.m. to 8:00 p.m.; Saturday - from 9:00 to 17:00 - all reading rooms (subscription service);
- b) from Monday to Friday on working days, from 9:00 a.m. to 6:00 p.m. - computer halls (Batumi, Ninoshvili/Rustaveli st. N 35/32, N51 and N400 auditoriums);
- c) Sunday from 10:00 a.m. to 3:00 p.m. - only the large reading hall (Batumi St., Ninoshvili/N 35/32 Rustaveli St., 3rd floor).

Contact information of the Ilia Chavchavadze library on the BSU website - <https://bsu.edu.ge/sub-15/news/index.html>

The BSU library resource is also located in the building of the BSU professional programs management and continuing education center - in Batumi, Leonidze street N15, BSU building N6 and is available every day, except for weekends and holidays, from 9:00 a.m. to 6:00 p.m. (break - from 13:00 to 14:00).

### **3. Availability of information technology infrastructure:**

BSU has an information technology infrastructure relevant to the educational process and administrative activities, the administration and storage of documentation (including domain, hosting and security certificate) is carried out by the BSU Information Technology Service. The regulation of the mentioned structural unit (on the website of BSU [https://bsu.edu.ge/text\\_files/ge\\_file\\_9448\\_1.pdf](https://bsu.edu.ge/text_files/ge_file_9448_1.pdf)) and the job description of the staff of the service approved by the order of the head of the administration (on the website of BSU [https://bsu.edu.ge/text\\_files/ge\\_file\\_9448\\_2.pdf](https://bsu.edu.ge/text_files/ge_file_9448_2.pdf)) provides for the support of all structural units of BSU, including the management of professional programs of BSU and the center of continuing education in the direction of IT technologies, which includes hardware and software, installation, monitoring and support of computer network infrastructure.

The information technology management document of the university defines the list of procedures/measures to be carried out for the purpose of risk management. The university

website and all its subdomains are protected by a security SSL certificate. Prevention of IT risks is also carried out through the free system of protection stipulated by the regulations. The university administration periodically improves the efficiency of the IT process system.

**Information technology infrastructure/computer equipment of BSU is available:**

- a) in the so-called "computer classes" - during classroom lessons (hours);
- b) on the computers located in the corridors and in the library - at any time;
- c) on the equipment placed in the working rooms of the personnel - for the relevant personnel;
- d) wireless Internet - at any time (it is free, without a password);
- e) projectors - during classroom lessons (hours), as well as in case of need;
- f) photocopiers - during BSU working hours.

#### **4. Public Relations**

BSU conducts public relations purposefully. BSU's official website - [www.bsu.edu.ge](http://www.bsu.edu.ge), e-mail - [info@bsu.edu.ge](mailto:info@bsu.edu.ge) and the social network page perform a communication-informational function and take into account the interest of receiving information within a reasonable time.

The administration of the BSU official website is carried out in the Georgian language by the BSU Information Technology Service and the Public Relations Service. The administration of the English language page of the official website of BSU is carried out by the information technology service of BSU and an authorized employee (translator).

Dissemination of public information available at the university/proactive publication/posting on the BSU website and/or in social networks is carried out in accordance with the legislation of Georgia, the regulations/job description of the relevant structural units of the BSU and/or other legal acts, with the BSU case management service (chancellery) with the cooperation of the following structural units/employees of BSU:

- a) Persons responsible for proactive publication of public information in BSU: Head of Public Relations Service and Head of Information Technology Service;
- b) Faculties;
- c) Independent scientific research units;

- d) Secretariats of BSU management bodies;
- e) BSU professional program management and continuing education center;
- f) Other structural unit of BSU/employee.

The administration of the university's website is carried out in accordance with the requirements of the Georgian legislation "On Personal Data Protection", BSU's procedure instructions (in the "Legal Reference" field on the BSU website - <https://bsu.edu.ge/sub-26/laws/2/index.html>) and in accordance with the BSU website administration rules. In the case of personal data reflected in the document/information provided by the case management service (office) or other structural units/authorized employee for posting on the BSU website, the personal number/passport number is deleted (in the case of text files) or covered (in the case of scanned files).

The public relations service ensures clear, accurate, complete, objective, stable, updated and easy access to information about the university's activities and satisfaction of the interest in receiving information within a reasonable time, as well as the official website of BSU - [www.bsu.edu.ge](http://www.bsu.edu.ge), e-mail - [info@bsu.edu.ge](mailto:info@bsu.edu.ge) and social networks (Facebook page in the social network and other social pages (Instagram, Twitter, YouTube, LinkedIn)) to perform the communication and information function. The service promotes the use of feedback received through various channels in the process of communication with the public to improve the quality of the university's activities.

In order to fulfill the tasks of the public relations service, its staff cooperates with the structural units of BSU, in accordance with their competence (information technology service, faculties, scientific-research institutes, professional program management and continuing education center, students' career development, culture and sports department, educational process department and other structural units).

The relevant educational/structural unit of BSU provides information about BSU students or professional students and their educational process on the BSU website, social networks, BSU portal, BSU public relations service (in the direction of professional education - BSU Professional Program Management and Continuing Education Center).

The personnel of the public relations service perform the functions and duties mentioned in the job (function) description approved by the regulations of the service (on the BSU website - [https://bsu.edu.ge/text\\_files/ge\\_file\\_9451\\_2.pdf](https://bsu.edu.ge/text_files/ge_file_9451_2.pdf)) and by the order of the head of the BSU administration (BSU (on the website [https://bsu.edu.ge/text\\_files/ge\\_file\\_9451\\_1.pdf](https://bsu.edu.ge/text_files/ge_file_9451_1.pdf)) the head of the public relations service provides leadership and general coordination for the performance of the tasks of the service and the functions and duties of the staff provided for

by the regulations of the service and the job description of the staff. Within the scope of competence, the head of the service is responsible for the administration of the BSU website/proactive publication of public information in the university in compliance with the requirements of the Georgian law "On Personal Data Protection" (via e-mail - [web@bsu.edu.ge](mailto:web@bsu.edu.ge)).

The specialist (quality management coordinator) of BSU professional program management and continuing education center manages the center's relationship with the public and BSU professional through the BSU website ([www.bsu.edu.ge](http://www.bsu.edu.ge)), social network (<https://www.facebook.com/BSUVocationalPrograms>) and e-mail ([vocational@bsu.edu.ge](mailto:vocational@bsu.edu.ge)) in the process of carrying out activities in the direction of education, he cooperates with the public relations service of BSU.

## **5. Availability of shared accommodation:**

University dormitory (BSU building N7, located in Batumi N15 Leonidze Str.) - is a building in legal use of BSU, which can be used by BSU students and professional students.

In order to obtain the right to use the dormitory of BSU, the student/vocational student of BSU applies to the head of the administration of BSU through the office of BSU.

The fee for using the BSU dormitory is determined by the order of the head of the BSU administration N01-10/18 of March 4, 2022 (on the BSU website - [bsu.edu.ge](http://bsu.edu.ge) field: "About us" - "Legal reference" - "University acts" - "University normative acts"; link - [https://bsu.edu.ge/text\\_files/ge\\_file\\_12825\\_1.pdf](https://bsu.edu.ge/text_files/ge_file_12825_1.pdf)).

Dormitory administration is carried out in accordance with the "rules for using the BSU dormitory" approved by the order of the head of the BSU administration dated July 25, 2019 N01-10/95 (located on the BSU website - [bsu.edu.ge](http://bsu.edu.ge), field: "About us" - "Legal Reference" - "University Acts" - "University Normative Acts"; link - [https://bsu.edu.ge/text\\_files/ge\\_file\\_12827\\_1.pdf](https://bsu.edu.ge/text_files/ge_file_12827_1.pdf))

## **6. Safety and first aid**

The university ensures the safety and health protection of students, vocational students, trainees, staff, namely:

- a) fire safety and medical assistance detection mechanisms are approved and there is an appropriate inventory;

- b) fire-fighting equipment is installed in a visible place on all floors of the building, with detailed instructions for its use and evacuation plans approved by the competent authority;
- c) buildings have additional evacuation exit/exits;
- d) the institution has a medical cabinet equipped with the necessary inventory for finding first aid, with natural and artificial lighting, which is ventilated naturally, supplied with hot and cold water;
- e) protection of order is ensured on the entire perimeter of the buildings, security cameras equipped with the function of video recording are installed on the entire internal and external perimeter of the buildings;
- f) the location of the buildings provides a safe and appropriate learning environment for students, professional students, trainees and staff.

Protection of security and material values in the university, timely and effective response to violations of order, as well as fire safety are provided by the Security and Labor Safety Service of BSU (Security Department), the legislation of Georgia, including the Law of Georgia on "Higher Education", "Vocational Education" In accordance with the Law of Georgia "On Labor Safety", the Organic Law of Georgia, as well as the regulations of the Security and Labor Safety Service of BSU, the work description of the protection department approved by the orders of the head of the administration, and the "Fire Safety Instructions". (see BSU website).

First aid for BSU students, vocational students, trainees and staff is provided on the territory of the university by persons with appropriate qualifications (personnel of the medical station/BSU vocational program management and continuing education center - defined by the order of the employer/persons employed under the labor contract).

The functions and duties of the first aid providers are determined by the "instructions for receiving first aid in the territory of BSU" approved by the order of the head of the administration dated December 02, 2016 N01-11/79 (hereinafter - "instructions for medical aid", posted on the website of BSU - [bsu.edu.ge](http://bsu.edu.ge); Website field: "About us" - "Structural units" - "Material Resources Management Department" - "Instructions for receiving first aid on the territory of BSU"), with the job description of the personnel of the Material Resources Management Department or / and by the labor contract / by order of the employer.

Upon the occurrence of an incident (including an accident) provided for in the instructions on the territory of the university, any person should perform the following actions:



- a) timely apply to the person responsible for providing first aid (location/office/relevant room number and contact phone number are posted both on the BSU website and on the information boards of the relevant building);
- b) notify the BSU Safety and Labor Security Service (location/office/relevant room number and contact phone number are posted both on the BSU website and on the information boards of the relevant building);
- c) do not move the person/patient in need of first aid until the arrival of the person responsible for providing first aid/ambulance, except in cases of emergency.
- d) in case of necessity, call emergency medical and/or fire service (call 112) and/or other relevant service.

The medical aid office has natural and artificial lighting, is ventilated naturally and is constantly supplied with cold and hot water. The cabinet is equipped with the inventory necessary for first aid detection (first aid bag equipped with appropriate medicines, pressure device, thermometer, glucometer - sugar meter, defibrillator).

Medical aid office in BSU buildings N1, N2, N3: Batumi, N35/32 Ninoshvili/ Rustaveli, 2nd building, first floor, room N100. Tel. number: 593 34 54 56.

In BSU building N6, the necessary resource for providing first aid is located on the 2nd floor, room N208; The persons responsible for providing assistance are: Jilda Abashidze - phone: 591 957 662 and Mamuka Gogelia - 577 491 939).

## **7. Membership in BSU ensembles (dance, song), creative groups and sports teams**

The regulation of creation and membership of BSU ensembles (dance, song), creative groups and sports teams is determined by the decision of the BSU Representative Council N05 of July 13, 2016, "BSU ensembles (dance, song), creative groups and sports teams" according to the manner of creation and their activity" (located on the BSU website - [bsu.edu.ge](https://bsu.edu.ge); field: "Study" - "Student Guide" - "Appendix 18"; link - [https://bsu.edu.ge/upload/shemoqmedebiti\\_da\\_sportuli\\_jgufebis\\_seqmnis\\_wesi\\_2017\\_2018.pdf](https://bsu.edu.ge/upload/shemoqmedebiti_da_sportuli_jgufebis_seqmnis_wesi_2017_2018.pdf)).

BSU ensembles (dance, song), creative groups and sports teams are created (the composition is approved) by the order of the head of the BSU administration, on the basis of the service card of the auxiliary structural unit of the BSU - the Department of Student Career Development, Culture and Sports.

To enroll in an ensemble/group/team, the applicant's application and signed contract must be submitted to the head of the BSU administration.

## **8. Student initiatives and projects**

The regulation of decision-making on the submission, selection and financing of student initiatives and projects is determined by the BSU student project financing rules approved by the decision of the BSU representative council (Annex 17 of this guide). Acceptance of student projects is announced by the order of the Rector of BSU, and registration is done electronically on the student portal - Portal.bsu.edu.ge (hereinafter, "Portal").

The student project should be a supporter of scientific, educational, cultural-creative and sports activities in accordance with the mission, strategic plan and action plan of BSU.

A student project can be:

- a) Scientific project - a research project related to the development of professional skills;
- b) Educational project - a cognitive type project related to informal education;
- c) Cultural-creative project - an artistic and creative project;
- d) Sports project - any type of project from the Olympic Games - to encourage mass sports and establish a healthy lifestyle among students.

## **9. Participation in the student scientific conference at BSU**

A student of BSU is entitled to participate in the university student conference, the regulation of the announcement, holding and identification of the winner is determined by the decision of the representative council of BSU, "Rules for conducting the student university scientific conference in BSU" (Annex 28 of this guide).

Every year, the rector of BSU decides to announce a competition for holding a student scientific conference at BSU. Participants of the conference can be students of BSU's bachelor's, master's, primary education teacher training bachelor's-master's, master's, single-cycle and doctoral educational programs, as well as students of educational programs of other higher educational institutions, in accordance with the announcement of the competition by the rector of BSU.

The expenses necessary for holding the student conference (a monetary award determined to encourage the authors of the winning conference papers in the competition,

other expenses for the preparation of certificates and the organization of the conference) are financed from the BSU budget.

## **10. Internship at BSU**

Internship at BSU is possible in accordance with the "Rule of Internship at BSU" (Annex 13 of this Guide) and "On the Rules and Conditions of Internship at a Public Institution" on the Approval of the State Program" of the Government of Georgia Resolution N177 of May 15, 2023 (Annex 14 of this Guide) following the procedures implemented accordingly.

Selection of interns is mainly done by competition. The decision to hold the competition is made by the employer in each specific case.

A citizen of Georgia who has the necessary education for employment in the relevant structural unit, a higher education corresponding to the established qualification requirements (is a student of the 3rd or 4th academic year of the BSU bachelor's program or a graduate or a student of the BSU's master's educational program) is accepted as an intern.

A successful BSU intern can be employed for a period of no more than 6 months (on the condition of receiving a salary of no more than 500 GEL).

Internship at BSU is possible within the framework of the State Internship Program. The rules and conditions of the internship provided by the mentioned state program are determined by the Resolution N177 of the Government of Georgia of May 15, 2023 on the approval of the state program "On the rules and conditions of the internship in a public institution".

The state internship program aims to provide students and graduates with the opportunity to gain professional experience and acquire practical skills necessary for a public servant.

## **11. Student rights realization, interest protection, service and support activities and BSU student career development, culture and sports department**

Protection of the rights and legal interests of BSU students, implementation of student projects, organization of the university scientific conference, promotion of students' career development, support and provision of student services with university services are carried out by the Department of Student Career Development, Culture and Sports.

The functions of the department are:

- a) protecting the rights and legal interests of university students;

b) supporting students for the implementation of university activities, preparing various social projects and facilitating their implementation;

c) promoting, organizing and facilitating the implementation of educational, scientific, cultural, sports activities of the university, planning and implementation of university intellectual/scientific/cognitive and charitable creative student events;

d) Presentation of student initiatives on the creation of university sports teams, musical ensembles and creative groups, promotion and coordination of their activities;

e) Development of university sports, popularization of sports, organization of sports events/universities, identification of talented students, promotion of their participation in regional and republican universities and student days on behalf of the university;

f) In order to promote the harmonious development of university students and their attraction in the artistic space, to establish appropriate creative contacts and take care of the involvement of university students in creative activities, in accordance with their talent and desire;

g) obtaining information about various contests, projects and programs in the field of education and introducing them to university students;

h) promoting students in the development of general skills necessary for employment, informing them about the dynamics and prospects of the labor market, planning and implementing various measures to promote the employment of students, close cooperation with employers to bring them closer to the educational process and ensure their involvement in the implementation of educational programs in the future;

i) helping students in planning and developing their careers;

j) exchange of information, cooperation with state, non-governmental or international organizations on labor market and employment issues in order to promote student employment;

k) supporting students with disabilities, in order to integrate them into the university life and submitting appropriate proposals to the university administration;

m) other functions determined by the legislation of Georgia and university acts.