

Functions of BSU structural units

(**Excerpts** from the regulations of the structural units of the BSU administration, regarding the functions of the same units)

1. Department of the Study Process (Including services: 1. Management of the Study Process; 2. Diploma Issue and Registry Service ; 3. Management of Students' Electronic Resources);
2. Examination Center;
3. Scientific Research Service;
4. Ilia Chavchavadze Library;
5. Students' Career Development, Culture and Sports Service (including departments: 1. Student Support Department; 2. Department of Culture and Sports);
6. Department of Strategic Development and International Relations;
7. Public Relations Service;
8. IT Service;
9. Chancellery (including 1. Human Resources Management ; 2. Direction of Correspondence);
10. BSU Publishing House;
11. Legal Department;
12. Department of Management of Material Resources (Including : 1. Cleaning Department; 2. Dormitory);
13. Financial -Economic Department (Including 1. Procurement Service ; 2. Accounting (accounts Department))
14. Security and Labor Safety Service (Including: 1. Security department));
15. Management of Vocational Programmes and Lifelong Learning Centre (1. Management of the Vocational Programmes; 2. Lifelong Learning Centre);
16. Chief Internal Auditor;
17. Rector's Office;
18. Secretariat Quality Assurance Service;
19. Secretariat of the Representative Board;
20. Secretariat of the Academic Board.

Note: 1. Information and regulations about structural units are posted on the website of BSU, in the field "Structural units" – <https://bsu.edu.ge/main/structural-units/index.html>

2. Regulations of structural units of administration are posted

"In the legal directory, in the field "Regulations of structural units" - only regulations
- <https://bsu.edu.ge/sub-26/laws/4/index.html>

1. Excerpt

"From the Regulations of the Study Process Department of BSU" approved by the decision N07-01/41 of August 6, 2021 of the BSU Representative Council

Article 2. Structure and functions of the department

1. The structure of the department includes the following sub-structural units:

- a) Study Process Management Service;
- b) Diploma Issue and Registry Service.
- c) Students' Electronic Resources Service;;

2. Functions of the department:

- a) Facilitating the implementation of study programmes of the university and organizational support of the study process;
- b) Organization and management of student mobility (internal mobility), together with the faculties, in coordination with the university's quality assurance service;
- c) Participating in the process of preparation and agreement of the questionnaires of the programs, after approval by the resolution of the academic council of the university, sending them to the relevant institution (structural units) in accordance with the legislation and legal acts of the university (reflection in the relevant programme);
- d) Preparation of drafts of Rector's orders on determining the workload of BSU academic and invited staff (taking into account the threshold amount of staff workload, including the workload of BSU staff involved in the implementation of professional programmes, in compliance with the university regulations) and preparation of draft orders of the head of the administration on the payment of wages;
- e) Preparation of drafts of the university legal act on the affiliation of academic staff and the legal acts on the determination of the composition of the field departments of the faculties and quality monitoring specialists in the same departments;

- f) Preparation of drafts of legal acts on the announcement of BSU academic and invited staff selection contests initiated by the faculties;
- g) Monitoring of the performance of the workload (the progress of the study process) by the BSU staff, recording the identified gaps (if any) and implementing measures for further response;
- h) Administration and management of the electronic system of study process management (hereinafter - "System") and student portal - www.portal.bsu.edu.ge (hereinafter - "Portal");
- i) Production of the register of educational institutions/administration of the higher education management information system (user - a university, which, after passing authorization in the system, has the extent of access to data granted to it in the electronic system);
- j) Creation of an electronic database related to the contingent of students;
- k) Organization (initiation) of the process of development, agreement, approval and production of university diploma forms, registration, storage and issuance of diploma/professional diploma/certificate forms, in accordance with the law of Georgia and legal acts of the university;
- l) Fulfillment of the legislation of Georgia, the requirements of legal acts of the university and the tasks (service orders) of the university's management bodies related to the organization and management of the study process, students and staff of the university.

3. The functions of the study process management service are:

- a) Management of organizational measures related to admission to university higher study programmes and teacher training study programmes, as well as measures related to university enrollment and preparation of draft legal acts together with relevant structural units of BSU;
- b) Preparation of drafts of legal acts on the organizational measures for conducting the study process at higher study programmes (including electronic/distance learning), the academic calendar, the determination of the deadlines for the academic registration of students;
- c) Administration of students' academic registration (including monitoring of the threshold amount in student groups and others);
- d) Administration of student mobility (internal mobility) process within the competences of the service;
- e) Participating in the process of preparing and agreeing the questionnaires of the programmes, within the competences of the service;
- f) Preparation of drafts of Rector's orders on determining the workload of BSU academic and invited staff implementing the study process and the orders of the head of administration on issuing wages;
- g) Participation in the process of preparing drafts of university legal acts on the affiliation of academic staff, field departments of faculties and the composition of quality monitoring specialists in the same departments.;

h) Preparation of drafts of legal acts on the announcement of BSU academic and invited staff selection contests initiated by the faculties;

i) Monitoring the performance of the academic (work) load (the course of the study process) determined by the rector's order by the university staff, recording the identified gaps (if any) and implementing measures for further response;

j) In order to fulfill the other functions stipulated by the legislation of Georgia, as well as the requirements of the legislation of Georgia and the legal acts of the university, the execution of the official orders of the head of the department (including within the competence of other services of the department);

4. Functions of issuing diplomas and registry service:

a) Fulfillment of the university's ("System Customer") obligations in accordance with the rules and conditions for the creation and administration of the higher education management information system approved by the order of the Minister of Education and Science of Georgia and the Law of Georgia "On Personal Data Protection" in relation to the inclusion/reflection of relevant information about BSU in the information system of higher education management within the established terms;

b) organization (initiation) of the process of development, agreement, approval and production of forms of university diplomas;

c) Registration and storage of forms of diplomas/professional diplomas/certificates, in the manner established by the legislation of Georgia and legal acts of the University;

d) Completing diplomas/professional diploma forms and issuing them together with standard annexes, as well as issuing certificates in accordance with the relevant decisions of the faculty council (qualification commissions) and the orders of the rector;

e) Cooperation with the authorized state institution in order to confirm the authenticity of diplomas, diploma annexes and certificates issued by the university;

f) Organization and management of the process of utilization of diplomas canceled and unfit for use in the university (in accordance with the law and coordinated work with the relevant structural units of the university);

g) Creation of an electronic database on the basis of the legal acts of origin (university enrollment), suspension and termination of student status and statistical registration of the contingent/number of students (collection of electronic data);

h) Based on the submitted statements, preparing and issuing relevant documents on the students and graduates of the university;

i) In order to fulfill the other functions stipulated by the legislation of Georgia, as well as the requirements of the legislation of Georgia and the legal acts of the university, the execution of the official orders of the head of the department (including within the competence of other services of

the department).

5. The functions of the students' electronic resources management service are determined by the order approved by the rector of BSU. In accordance with the mentioned rule and the Law of Georgia "On Personal Data Protection", the service administers and manages the electronic system for managing the study process and the student portal (www.portal.bsu.edu.ge).

2. Excerpt

Approved by the decision N07-01/14 of February 12, 2024 of the representative council of BSU about "LEPL - Shota Rustaveli State University - the regulations of the Examination Centre"

Article 2. Functions of the examination centre

The functions of the examination centre are:

- a) Organizing and conducting exams at the university (midterm, final/additional exams at all three levels of academic higher education, master's and doctoral admission exams, mobility process approval exams, foreign language proficiency tests, etc.) taking into account the legislation of Georgia and the "Instructions for Conducting Exams" in force at the university and other relevant legal acts;
- b) Organizing and facilitating the conducting of the examination process in the examination center of the university with proper technical equipment and in a legal environment, including ensuring the protection of students' rights, providing them with information about the procedure for conducting the examination, deadlines and format, as well as information about the results of the examinations;
- c) Creation of an electronic information base on the examination evaluations of university students;
- d) In order to improve the work of the examination center, presenting relevant proposals and organizing workshops and trainings;
- e) Presentation of the exam materials (tests, question paper, assignments) from the field departments of the faculties, including monitoring of compliance with their renewal deadlines and submission of relevant proposals;
- f) Conducting the activity of the center in compliance with the principles of academic integrity, objectivity, and transparency;
- g) Within the framework of the functions of the center, performing the tasks defined by the legal acts of the university, the tasks of the rector, deputy rector, head of administration.

3. Excerpt

"From the regulations of the LEPL - Shota Rustaveli State University Scientific Research Service" approved by the decision N07-01/13 of the BSU Representative Council of February 12, 2024

Article 2. Functions of the Scientific Research Service

Functions of the Scientific Research Service are:

- a) Facilitating the integration of the university's study and scientific-research processes and for this purpose presenting appropriate proposals in cooperation with the educational and scientific structural units of the university;
- b) Facilitation and monitoring of fulfillment of the scientific component by students, naming of doctoral theses and selection and approval of scientific supervisors, preliminary/public defense of theses, evaluation and implementation of other procedures within the established deadlines and compliance with the legal acts of the university;
- c) Facilitation of the procedure of international review of dissertations completed within the framework of doctoral study programmes (sending the abstract, organizing the signing of the contract with the expert, preparing the draft of the relevant order) and creating an electronic information base of foreign experts in cooperation with the dissertation councils of the faculties; Ensuring the sending of dissertation theses of doctoral students to the National Scientific Library;
- d) Creation of an electronic database of doctoral theses of university students and scientific and research projects of independent scientific and research units;
- e) Facilitating scientific events (conference, summer school, congress, seminar, scientific festival) at the university and advising students and staff regarding the implementation of scientific research;
- f) Acquainting the university staff with the specifics of the work of state and internal university and international scientific foundations and the competition conditions, as well as conducting consultations and trainings in project management issues; Facilitating the participation of university staff in various scientific grant competitions, providing consultations in the preparation of submitted documentation; Coordinating the work of the grant office in the university in this direction;
- g) Organization of internal university targeted scientific-research projects selection competition, monitoring of presentation of intermediate and final reports on the performance of winning projects, submission of information about scientific articles published within the framework of the same projects to the Academic Council and implementation of other activities in accordance with the regulations of the targeted scientific-research projects competition;

- h) Organizational support for the announcement and holding of the competition in accordance with the requirements of the "Rule of financing the professional development of the BSU staff and incentives for the publication of articles", as well as the issuance of an incentive event (monetary reward) for the academic and scientific staff of the university for the published scientific articles, preparation of the relevant service card and legal act;
- i) Organization of the submission of annual scientific reports of the field departments of the university faculties and independent scientific and research units (institutes) to the National Academy of Sciences of Georgia;
- j) Processing of information about the researches performed by the scientific staff of the university in independent scientific-research units and conducting the evaluation procedure of scientific-research activity in accordance with the rules approved by the resolution of the Academic Council;
- k) Monitoring the performance of the university's scientific-research projects and, if necessary, presenting appropriate proposals for its effective management and implementation-use of research results;;
- l) Fulfilling the tasks of the university rector, deputy rector, head of administration, head of quality assurance service within the scope of the service.

4. Excerpt

"From the Regulations of Ilia Chavchavadze Library of BSU" approved by the decision N07-01/33 of June 15, 2022 of the BSU Representative Council

Article 2. Tasks and objectives of the library

1. The main task of the library 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 - readers or users).
2. Objectives of the library are:
 - a) Quick provision of library users with the information and library documents they need;
 - b) Creation of favorable conditions for the creative development of a person;
 - c) Promotion of the ongoing study and scientific-research process at BSU, by collecting, protecting and making available to users library documents of the relevant profile (books, magazines, newspapers, patents, copyright certificates, technical catalogues, descriptions of inventions, audio-visual and written information) by offering an efficient library service;
 - d) Development of library work, using modern technologies and electronic resources based on the formation of a library-information system.

Article 3. Functions and structure of the library

1. Ilia Chavchavadze Library coordinates the library activities to be carried out in BSU (including structural units of BSU) and is responsible for:

- a) functions provided for by the legislation of Georgia, university statutes, internal regulations and/or other legal acts on access to library resources under equal conditions, as well as on the fulfillment of the obligations assumed by the university with the agreements concluded with BSU students/professional students/interns/staff;
- b) on collection of library documents published in BSU, full display and informing the users;
- c) providing librarians with methodical guidelines;

2. The main activities of the BSU library are::

- a) formation/processing of funds;
- b) creation of a reference-search apparatus and informational bibliographic provision of users;
- c) library services (subscription, reading room and electronic resources);
- d) administrative-organizational and methodological activities.

3. Functions of the library are:

- a) provision of BSU educational and scientific-research process with library documents (books, magazines, newspapers, patents, copyright certificates, technical catalogs, descriptions of inventions, audio-visual and other means of written information);
- b) rational formation and organization of library funds, their protection, accounting, scientific processing, creation of reference and search tools and organization of their use in accordance with the standards valid in the library field;
- c) creation of necessary conditions for protection of library documentation;
- d) study, analysis of the state of provision of library documents necessary for the process of educational, informational and scientific activities of BSU, and planning and organizing work based on it;
- e) complete accounting of library funds, periodically cleaning it from content-obsolete and unusable (damaged) library documents in accordance with current standards;
- f) organization, protection, creation of a reference apparatus, bibliography of the works of scientific-research papers made in BSU;
- g) taking care of the professional development of the staff in order to improve the level of library services/activities;
- h) organization of structural units of the library with the central system of library funds;
- i) ensuring the material responsibility of librarians for the protection of the book collections of the library, in accordance with the proper instructions;
- j) developing the rules for using the library and ensuring the enforcement of these rules; k) active participation in national and international library programs;
- k) preparing and conducting trainings, conferences and other events related to library activities;
- l) conducting activities in accordance with the current legislation, observing state standards and taking into account the recommendations of the National Library;

5. The library's functions are performed by the following structural units included in the library's structure:

- a) Department of Elaboration - Selection;
- b) Department of Services;
- c) Department of Electronic Resources.

6. Department of Elaboration - Selection:

- a) is responsible for receiving, registering, cataloguing and systematizing documents in the library fund in accordance with the legislation, organizing and maintaining the search system, producing and storing individual, statistical and total accounting forms of library documents, as well as in cases provided by law, removing library documents from the fund;
- b) is obliged to conduct an inventory of the library funds within the terms established by the legislation, to sign the appropriate acceptance-handover act upon receiving library documents (on the basis of purchase, donation or gift by BSU), to prepare and sign the appropriate documentation when library documents are excluded. cooperate with the relevant structural units of BSU in the proper accounting of library funds received through purchases, gifts and donations, as well as in the removal of documents from the fund;
- c) is responsible for the maintenance of material and technical resources in the department.

7. Department of Services:

- a) is responsible for the storage of library funds in accordance with established norms, smooth circulation of the fund, storage of funds, compliance with security norms and effective service to the user;
- b) is obliged to ensure the observance of sanitary standards in the storage rooms and reading rooms, to provide reader services in the subscription and reading rooms in accordance with the "rules for using the library", if necessary, to advise the user on the use of the reference-search system, the request card, registration and other rules for using the library;
- c) ensures registration of readers, reflection of the library document taken out of the library and the date of withdrawal in the reader's card, observance of deadlines and elimination of debts in a proper manner, and in case of an existing deficit, petitions the director of the library to exclude the appropriate library units from the fund;
- d) periodically selects physically aged (unusable) library items from the fund, prepares a list of them and transfers them to the elaboration-selection department for exclusion from the fund, participates in the inventory process within the scope of his competence;
- e) provides users with free access to periodicals, as well as its safe storage and protection;
- f) collects library documents from the elaboration-selection department according to the established rule, is responsible for the effective and safe use of the material and technical base under his authority;
- g) conducts a survey of user satisfaction with the quality of service in reading rooms and subscriptions, develops proposals for service improvement and submits them to the library administration.

8. Department of Electronic Resources:

- a) is responsible for maintenance and operation of the electronic library, operation of electronic databases, consulting and instructing users on their use;

- b) ensures the digitization of scarce library documents, as well as the search for electronic resources relevant to study programmes and their availability in computer halls for BSU students, professional students, trainees and staff, in compliance with copyright legislation;
- c) monitors the timely posting of news and basic guidelines related to the work of the library on the BSU website;
- d) is responsible for the proper functioning and security of the material and technical resources located in the computer halls;
- e) examines the user's satisfaction with the offered electronic resources and the demand for offering new resources, develops proposals for improving the quality of services and submits them to the library administration."

5. Excerpt

"From the Regulation of the Students' Career Development, Culture and Sports Service Department " approved by the decision N07-01/40 of the BSU Representative Council of August 6, 2021

Article 2. Structure and functions of the department

1. Students' Career Development, Culture and Sports Service Department includes the following sub-structural units:

- a) Students' Career Development and Support Department;
- b) Department of Culture and Sports .

1. Functions of the department are:

- a) Protection of rights and legal interests of university students.
- b) Supporting students for the implementation of university activities, preparing and facilitating the implementation of various social projects;
- 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, establishing appropriate creative contacts and taking care of university students' involvement in creative activities, in accordance with their talent and desire;
- g) Obtaining information about various contests, projects and programmes 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 study process and ensure their involvement in the implementation of study programmes 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;
- l) 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.".

6. Excerpt

"From the Regulations of the Department of Strategic Development and International Relations of BSU" approved by the decision N07-01/55 of the BSU Representative Council of November 17, 2023

Article 2. Structure and functions of the department

1. The tasks of the department are:

- a) promoting the fulfillment of the goals and objectives stipulated by the university's mission and strategic development plan;
- b) promotion of internationalization of teaching and research;
- c) promoting the integration of students and academic staff into the international educational space, the involvement of the university in the Bologna process;
- d) taking care of increasing the awareness of the university and gaining international recognition.

2. The functions of the department are:

- a) organizing the process of developing the university's strategic development plan and action plan in accordance with the university's mission and strategic planning methodology, promoting the involvement of the university community, their informational and organizational support, preparing the final drafts of the plans and submitting them to the academic council for approval;
- b) monitoring the implementation of the strategic development plan and action plan of the university, in accordance with the regulation approved by the resolution of the Academic Council;
- c) development of the internationalization policy of the university, in coordination with the quality assurance service of the university, faculties and independent scientific and research units;
- d) establishing business relations with state, educational, research, state and private institutions for the implementation of activities corresponding to the internationalization policy, including the implementation/introduction of joint study programmes with international partners in cooperation with the faculties and in coordination with the quality assurance service, as well as discussing the possibilities of attracting foreign professors and teachers and planning-implementation of the relevant activities;

- e) establishing partnership relations with educational and scientific institutions of Georgia and foreign countries for educational and scientific-research purposes, close cooperation with diplomatic corps accredited in Georgia and foreign organizations, foundations, information centers and promoting the university's membership in important international organizations and associations;
- f) receiving and disseminating information about educational-scientific programs, international projects (grant projects), taking care of the university's involvement in them and consulting services for the university staff for the preparation and implementation of relevant projects;
- g) dissemination of information about exchange programmes and educational projects (posting on the university's website, informing students, staff, faculties, institutes and other structural units of BSU);
- h) in partnership with other higher educational institutions and scientific centers, promotion and implementation of professional growth and support programmes for BSU students and staff (internships, teaching, joint scientific research, organizing invitations to lectures by outstanding scientists in various fields, etc.);
- i) administration of the process of attracting and enrolling foreign applicants/students to BSU (within the competence of the department, involvement in the administration of the enrollment process for the one-cycle English-language study programme of BSU "graduated medical doctor" by the relevant faculty center), support of their arrival in Georgia, involvement in university life, cultural integration;
- j) administration of international mobility processes of university staff and students, organization of candidate selection contests for exchange programmes, promotion of student and staff mobility, internships and business trips;
- k) promoting the creation of an adequate learning environment and living conditions in BSU for foreign students and staff from educational and scientific institutions within the framework of the exchange programme/international mobility;
- l) organizing and/or supporting the implementation of international conferences, seminars, public lectures, cultural, international significance and other events promoting internationalization at the university;
- m) organization of the signing of contracts/memorandums/agreements by the university (processing of initiatives together with relevant structural units of BSU, conducting negotiations, etc.) their registration/systematization;
- n) recording and monitoring the implementation of projects presented/ongoing/completed by university personnel, including grant projects with the participation of the university;
- o) maintaining contact with students and alumni participating in BSU exchange programmes and promoting their involvement in university activities;
- p) receiving and hosting delegations of Georgian and foreign educational and scientific institutions, diplomatic corps, international organizations;
- q) planning and organizing business visits of authorized persons of the university;
- r) planning/organizing the ceremony of awarding the title of honorary doctor of BSU, in coordination with the relevant structural units of BSU;
- s) participation in events and activities planned to raise awareness of the university, dissemination of information about the university's capabilities with partner universities and organizations;

- t) in accordance with the tasks and functions of the department, business communication in English with the university's international partners, individuals and legal entities (reviewing and processing incoming correspondence/e-mails, preparing outgoing correspondence/sending electronic business letters);
- u) performing other functions defined by the legislation of Georgia and legal acts of the university within the competence of the department."

7. Excerpt

From the "Regulations of the Public Relations Service of BSU" approved by the decision N07-01/35 of June 24, 2022 of the BSU Representative Council

Article 2. Structure and functions of the department

1. The task of the Public Relations Service is to ensure clear, accurate, complete, objective, stable, updated and easy access to information about the university's activities; Performing the communication and information function of BSU's official website (www.bsu.edu.ge), e-mail (info@bsu.edu.ge) and social networks; Satisfying the interest of receiving information within a reasonable period of time, as well as promoting the use of feedback received as a result of various channels in the process of communication with the public to improve the quality of the university's activities. In order to fulfill the mentioned task, the service cooperates with structural units of BSU, in accordance with their competence (Information Technology Service, faculties, Scientific-Research Institutes, Management of the Vocational Programmes and Lifelong Learning Centre and other structural units).

2. Functions of Public Relations Service:

- a) Public awareness of the university's activities, preparation of official notices, announcements, press releases and other information materials about the university's educational and scientific processes, planned and/or implemented events/activities, posting on the website. As well as promotion of informational support from the media about the news, achievements and activities of BSU;;
- b) Management and administration of university electronic resources (official website, social networks) and BSU contact e-mail,
in compliance with the requirements of the Georgian law "On Personal Data Protection" and in coordination with the Information Technology Service;
- c) Responding (or redirecting to the appropriate addressee) incoming questions via communication means (e-mail / social network), informing the BSU rector and the head of administration about the initiatives and comments of students/professional students/staff and other interested persons and in accordance with the assigned task their analysis with the involvement of relevant structural units/staff of BSU, in order to receive positive feedback effects and to improve communication with the public;

- d) To promote the activities of the university (including the so-called "open days"), to develop/consolidate the desired image, to contribute to the development of society, to participate in social projects implemented by the university and/or in other events focused on public interests, to participate / organize, plan, implement in agreement with the rector/head of administration and with the involvement of the relevant faculty/structural unit/ Management of Vocational Programmes and Lifelong Learning Centre;
- e) promoting the establishment of business relations of the university with state bodies, public, non-governmental organizations, educational and scientific-research institutions and mass media;
- f) daily analysis of public opinion about the activities of the university, as well as materials of mass media (social networks, press and television stories) and informing the rector of the university and the head of the administration about it;
- g) organization/arrangement of press conferences, regular interviews, special briefings and various events, in coordination with the relevant structural units of the university;
- h) preparation of the university newspaper "Batumi University" for publication in material form, preparation and placement of the corresponding number, as well as the electronic version of newspaper inserts on the university's website;
- i) performing other functions defined by the legislation of Georgia and acts of the university within the competence of the service.

3. The service coordinates the publication of the university newspaper "Batumi University" (hereinafter - the newspaper), which aims to report on the activities of the university's management bodies, study processes and scientific-research work, events held at the university (conferences, symposiums, anniversaries, summer schools, tournaments, etc.) .), to inform the public about new study programmes, various grant projects, student and staff exchange programmes, as well as to present and popularize the activities of the university's student self-government and other student and professional student unions, successful staff and students/vocational professional students.

4. In order to publish the university newspaper, based on the proposal of the rector, the editorial board of the newspaper is established by the resolution of the academic council of the university, the composition of which includes the editor of the newspaper employed at the staff unit of the service, who is responsible for the proceedings of the editorial board (production of minutes of meetings, recording, storage and minutes of decisions of BSU informing the management bodies and structural units, coordinating the execution of decisions, etc.).

5. The university newspaper "Batumi University" is usually published with a circulation of 500 copies and as needed, including one issue - at least 10 days before the start of the relevant semester, unless otherwise stipulated by the legal act of the rector/head of administration. The need to publish a newspaper (including reducing or increasing the circulation) is determined in agreement with the rector and the head of administration, based on the accumulated material and assessment of specific needs.

6. The newspaper issued in physical form is distributed according to the need, by the order of the head of the administration issued on the basis of the official card of the head of the service, including:

- a) For each faculty - not less than 50 pieces (for placement in the dean's office, staff work rooms, common spaces, as well as for transfer to practice facilities/partner institutions/schools/colleges);
- b) Center for management of Vocational Programmes and Lifelong Learning - 50 pieces (for the library room, for staff and vocational students/trainees, as well as for transfer to practice

facilities/partner institutions/schools/colleges);

c) For each independent scientific-research unit - not less than 10 pieces;

d) For each administrative official/head of a structural unit - 1 piece;

e) To the chancellery - for storage in the archive, as well as for placement in the reception room;

f) Ilia Chavchavadze Library of BSU - for registration and storage and for familiarizing students, vocational students, staff and other interested members of society;

g) Public Relations Service - for registration and storage. *შენახვისათვის.*

7. Information to be posted on the BSU website, social networks, BSU portal, related to BSU students or vocational students and their study process, is provided to the public relations service by the appropriate educational/structural unit (in the direction of vocational education - Management of the Vocational Programmes of BSU and Lifelong Learning Centre).

8. All BSU employees are obliged to: communicate in such a way as to preserve the truth and reasonableness of the information, to provide the Public Relations Service with accurate and verified information, within the required time frame; to agree with the public relations office about the public statements to be made about the activities of the university and the activities to be carried out within the framework of relations with the media; Take into account the request of the Public Relations Service to organize and participate in unscheduled meetings, as well as the need for their involvement in various activities.

9. The Public Relations Service informs staff, students/vocational students about news and planned events in the format of meetings and/or through official mail and/or BSU portal.“

8. Excerpt

From the "Regulations of the BSU Information Technology Service" approved by the decision N07-01/34 of June 24, 2022 of the BSU Representative Council

Article 2. Tasks and functions of the service:

1. The tasks of the service are: to ensure that the university's information technology (hereinafter, "IT") infrastructure facilitates the implementation of its main activities; Internet, IT information technology infrastructure and services should be permanently available for BSU students, vocational students/trainees and staff, for study, work and scientific-research work; The official website of BSU (www.bsu.edu.ge) serves as an information and communication function..

2. In order to fulfill the tasks of the information technology service, the service cooperates with the structural units of BSU, in accordance with their competence (faculties, scientific-research institutes, scientific research service, study process department, public relations service, Vocational Programme Management and Lifelong Learning Center and other supporting structural units).

3. The functions of the IT service are:

a) Formation of IT policy and development strategy;

b) administration of the university's website (www.bsu.edu.ge), in accordance with the requirements of the Georgian legislation, including the Georgian law on "personal data protection", BSU procedure instructions and BSU website administration rules;

c) performance of the following functions in relation to the network and server systems: proper

operation and security of university servers (e-mail, web, statistics, critical information reservation DNS); Computer network planning, operation support and monitoring in the structural units/corpus of the university, including the Lifelong Learning center of Vocational Programme management and independent scientific-research units; Distribution, delivery of Internet services provided by providers and monitoring for university buildings; Ensuring proper functioning of the university's server park and network management devices (routers, switches, firewalls, wireless access points), their configuration and administration; maintenance and administration of WWW, DNS, SMTP, FTP, e-Learning, VPN and other services; technical administration of educational, financial and other databases of the university and providing various types of consultations;

d) IT risk management of information technologies; Checking the effectiveness of the IT process system; Controlling the implementation of the information security policy in the university system (periodic archiving and storage of important data; ensuring the security of servers and computer network in the form of detection and prevention of external attacks, as well as prevention of malicious actions originating from the internal network; establishment of the policy of access levels in the computer network and its implementation, etc.) ;

e) IT support of structural units of the university, including the library, which includes hardware and software, computer network infrastructure installation, monitoring and support;

f) performing the following functions in the direction of technical support: monitoring the hardware and software of structural units of the university and ensuring proper operation; Client hardware (PCs, laptops, netbooks and tablets) support and minor repairs, network infrastructure installation, repair and support, client operating systems and office software support; Support for printing, copying and scanning equipment of the University and providing installation of their consumables; Technical consultation for university staff via phone or other remote form of assistance;

g) Implementation of relevant activities in the direction of the development of IT infrastructure of the university (recording and monitoring of computer equipment and related devices; ensuring the creation of appropriate equipment supplies for the proper operation of the computer equipment in the university space; implementation of technical requirements and preparation of tender materials for the equipment to be purchased, maintenance of the purchased equipment and participation in implementation; carrying out examination of purchased equipment and determining compliance with requirements; implementation of development, accounting and monitoring of information technology infrastructure at university faculties, study buildings and independent scientific- research units; management and coordination of work of university computer classes);

h) Ensuring continuous operation of critical services, preparation of relevant proposals and recommendations; study of the need for information systems to be used for the purposes of educational, scientific-research and administrative activities of the university, planning, implementation and support/optimization of already existing systems;

i) Support for the administration of databases in the structural units of the university; In the direction of management and administration of electronic resources of the university (official website, social networks, BSU contact e-mail, electronic case management system, library electronic resources, BSU portal), Public Relations Service, Study Process Department, Correspondence Management Service, Management of Vocational Programmes and Coordinated work with the Lifelong Learning Center, Ilia Chavchavadze Library and other relevant structural units, in compliance with the requirements of Georgian legislation, including the Georgian Law on Personal

Data Protection;

j) Communicative provision of video conferences for university students, Vocational students and staff;

k) Performing other functions defined by the legislation of Georgia and university acts within the competence of the service..

4. The BSU Information Technology Service must ensure that the BSU official website performs a communication and information function (existing data/information must be updated regularly to protect the interest of receiving information in a reasonable time). Contact and other necessary information should be placed on the BSU website in Georgian and English, including: BSU mission, strategic development plans, annual reports of the institution, financial statements, activities, structure, staff, electronic catalogue of the library, regulatory documents, current and studies conducted, catalogue of study programmes, admission criteria for these programmes, expected learning outcomes of the programme and the qualifications to be awarded, teaching-learning and assessment procedures, general statistical indicators, available services, employment opportunities and more.

5. The information to be posted on the BSU website is provided to the information technology service by the relevant structural units of the BSU, within the scope of competence. Information related to BSU students/vocational students and their study process is provided to the service by the relevant faculty/BSU Vocational Programme management and Lifelong Learning center - in the direction of Vocational education.

6. All BSU employees are obliged to provide accurate and verified information and legal acts issued in accordance with the legislation to the information technology service for placement on the BSU website.“

9. Excerpt

From the "Regulations of the BSU Administrative Service (Chancellery)" approved by the decision N07-01/42 of August 6, 2021 of BSU Representative Council

Article 2. Functions of the service

1. Functions of the service:

1.1. In the direction of Correspondence Department of the university:

- a) Development, implementation and improvement of the university's uniform rules of procedure (procedure instructions) (including monitoring of procedures in structural units of the university, initiation of suggestions for improvement of forms and methods of work on documents, etc.);
- b) Administration of the electronic system of BSU Correspondence Department;
- c) Initial processing, registration and delivery of incoming correspondence to the university;
- d) Ensuring the availability of public information (including in electronic form);
- e) Organizing and controlling the use of forms, seals and stamps necessary for Correspondence;
- f) Registration/storage of the orders of the university rector and the head of the administration and the documents/legal acts provided in the nomenclature of university affairs;

- g) Development of the nomenclature of university affairs;
- h) Management of the university archive (ensuring the security of documents and quick access to them, monitoring the formalization of cases to be transferred to the archive by the structural units of the university in accordance with the established rules, organizing the submission and protection of documents in the university archive, etc.);

1.2. In the direction of Human Resources Management:

- a) Drawing up the project of the staff list of the university and submitting it for approval;
- b) Preparation of drafts of legal acts related to personnel labor relations (appointment, transfer, dismissal, use of incentives and disciplinary measures, vacations and business trips, etc.);
- c) Preparation, execution and storage of staff employment contracts (including university affiliation agreements for academic staff);
- d) Creation and production of personal files of university personnel;
- e) Organizational support for the conduct of personnel selection contests, the work of procedural/competition commissions;
- f) Organizing issues related to internship at the university and coordinating the internship process, as well as leading the adaptation process of the newly employed person (familiarization with the organizational culture, etc.);
- g) Initiating measures/legal acts of staff professional development and performance evaluation and conducting them together with the relevant management bodies and structural units of the University;
- h) Preparation of university personnel management policy document, regulations of BSU structural units and staff function descriptions, drafts of legal acts on definition of qualification requirements together with BSU legal department;
- i) Production and periodic analysis of statistical data on the movement and flow of human resources, as well as production of databases related to personnel (database of employees; database of signed labor contracts and other databases, in accordance with the competence and functions of the service);
- j) Issuance of personnel travel certificates, as well as information on employment and labor remuneration.

2. The service also implements other responsibilities granted by this regulation, by the management bodies of the university or by the legislation of Georgia."

10. Excerpt

From Regulations of the Publishing House of the "Legal entity under public law - Shota Rustaveli State University of Batumi", approved by the decision N07-01/37 of August 10, 2023 of BSU Representative Council

Article 2. Tasks and functions of the Publishing House

1. The task of the publishing house is to facilitate quality teaching and scientific research in the university, and for this purpose to perform the functions provided by the present regulation.

2. Functions of the Publishing House are:

- a) Management and coordination of the publishing activities of the university, in accordance with the legislation of Georgia, the regulatory rules of BSU publishing activities and other legal acts;
- b) In accordance with the decision of the Publishing Council of BSU, preparation for publication of educational and scientific literature (manual, course of lectures, supplementary manual, monograph, scientific journal, dictionary, atlas, album, tables, etc.) necessary for the educational and scientific-research process of BSU ;
- c) In accordance with the regulatory rule of publishing activity of BSU, preparation for publication of foreign educational and/or scientific literature (manual, supplementary manual, course of lectures, scientific literature - hereinafter - "publication") translated into Georgian language necessary for the educational and scientific-research process;
- d) Implementation of remunerative editorial and publishing activities (non-university) on the basis of contracts signed with the customer;
- e) Implementation of the necessary actions to assign an international publishing prefix (number) and a publishing seal to published products (papers, books, etc.), as well as for publications published (study manuals, supplementary manuals, lecture courses and scientific literature) at BSU (BSU logo and inscription - "Publishing House "Batumi Shota Rustaveli State University");
- f) In accordance with the regulatory rule of publishing activities of BSU, coordination of proceedings of the University Publishing Council of BSU, including the preparation of a draft of the legal act on the payment of remuneration to the person performing the external review;
- g) Production of the journal of accounting of works published by BSU, in accordance with the regulatory rule of publishing activity of BSU;
- h) Organizing the sending of copies of works published in BSU to the ISBN, ISMN and ISSN department of the National Library of the Parliament of Georgia (for the purpose of assigning ISBN - international standard book number and ISSN - international standard number of serial publications) and presenting the corresponding service card to the head of the administration;
- i) Performing other functions determined by the legislation of Georgia and/or by the legal acts/tasks of the university's management bodies.

3.. The publishing House is authorized to publish literature related to the educational and scientific-research activities of the university, namely:

- a) Academic and scientific books: scientific literature (including translated), dictionaries, reference books, specialized literature;
- b) Periodicals: student and branch scientific magazines, conference materials and theses;
- c) All kinds of electronic publications - periodical, sectoral, educational;
- d) On the basis of agreements signed within the framework of Georgian legislation - commercial publications: modern literature, albums and guides, monographs, textbooks, Georgian classical texts, translated fiction, children's books and others."

11. Excerpt

From the "Regulations of the Legal Department of BSU" approved by the decision N07-01/30 of July 4, 2023 of the BSU Representative Council

Article 2. Functions of the department

Functions of the Legal Department:

- a) Initiation of drafts of legal acts, approval/agreement of drafts of legal acts presented by structural units of the university/preparation/editing of legal conclusions;
- b) Legal creative activity, ensuring the compliance of the legal acts of the university with the normative acts with superior legal force; Codification of legal acts (regulations) of the university, taking into account the changes and amendments made, and submission of service cards for updating the legal directory on the university's website;
- c) Legal support of the process of ensuring access to public information by relevant responsible persons of the university;
- d) Drafting/editing/agreement of various types of contracts, memoranda and agreements to be signed at the university and/or preparation of legal conclusions;
- e) On the basis of addressing structural units of the university, their legal support, including in the direction of protection of student's rights and legal interests;
- f) Within the scope of competence, representing the university in legal disputes, in common courts, in the National Bureau of Enforcement;
- g) Legal acts on the university's personnel management policy document, regulations of BSU structural units, personnel function descriptions/qualification requirements
preparation of projects together with the structural unit responsible for human resources management of the university;
- h) Participation in the review of various statements and letters presented in the system of proceedings of the university on matters within the competence of the department;
- i) Performing other functions defined by the legislation of Georgia and legal acts of the university within the competence of the department..

12. Excerpt

From the Regulations of the Material Resources Management Department of BSU approved by the of February 10, 2022 of the BSU Representative Council"

The structural units included in the structure of the department are:

- a) cleaning department;
- b) dormitory of the university.

Article 2. Main tasks and functions of the department

2.1. 2.1. The main task of the department is the maintenance of the university's infrastructure and material and technical resources, their availability in accordance with the legislation of Georgia, the university's charter, by-laws and/or other legal acts, as well as the fulfillment of the university's obligations under the agreements concluded with students, vocational students, trainees, staff (within the scope of labor relations) of the university.

2.2. The functions of the department are:

- a) Accounting and maintenance of real and movable property, buildings, infrastructure, vehicles, communication systems, central heating system, material and technical equipment and other material resources owned and/or legally owned by the university;
- b) Facilitating access to university infrastructure, common spaces and material resources for university students, professional students, trainees and staff, furnishing of university structural units with equipment/equipment/machinery for educational/scientific/practical/laboratory/clinical activities and/or sports/cultural / supply of other goods needed for creative activity with inventory/equipment as needed, as well as monitoring their intended use and managing the warehouse;
- c) Transportation of students, vocational students, staff, invited staff in the course of the university's activities (learning practice, conferences, business trips, expeditions, research works and/or others), as well as ensuring proper operation of these vehicles;
- d) Participation in the planning process of the construction and repair works to be carried out at the university, organized management of the construction repair and operation works provided in the contract, supervision of the work performance, monitoring of the operational condition of the university buildings and in case of defects, submitting proposals to the head of the administration;
- e) Administration of proper functioning of devices, machinery, communication, lighting, sewerage, water supply, ventilation, underground communications and other systems in the university, initiation of the process of payment of utility bills within the deadlines established by the university;

- f) Ensuring proper functioning of the medical office of the university, in accordance with the "Instructions for first aid at BSU" approved by the Georgian legislation and the order of the head of the administration;
- g) Taking care of periodic updating of security cameras, heating system equipment, other technical means and medical inventory and presenting proposals for this purpose;
- h) Promoting the creation of a university environment adapted for persons with disabilities and submitting relevant proposals to the head of the administration;
- i) Cleaning, tidying and maintaining the sanitary-hygienic norms of the space and inventory used by the university, as well as organizing the process of removal/utilization of household waste from the university space in accordance with the rules established by the legislation;
- j) Administering the process of using university dormitories, in accordance with the regulations approved by the order of the head of the administration;
- k) In coordination with the head (or other authorized person) of the relevant structural unit of the university (faculty, scientific-research unit, Vocational Programme Management and Lifelong Learning Center, supplementary structural unit) evaluation of the material resources available for the use of this structural unit, counted on the university's balance sheet, amortized or / and drawing up a list of unusable, write-off properties and drawing up and presenting improvement/development plans/proposals in cooperation with the structural unit/management body implementing the relevant study programme;
- l) Carrying out other relevant activities related to the fulfillment of obligations undertaken by the university regarding the availability of the university's infrastructure and material and technical resources.

2.3. The department ensures the cleaning of the premises used by the university (buildings/building blocks, territory, courtyards, garden, common spaces, laboratories, sanitary units and other premises) and the observance of sanitary and hygienic norms in accordance with the legislation of Georgia, the internal regulations of the university, the code of ethics, the present regulation or / and by complying with the requirements of the work (functions) description and/or other acts approved by the order of the head of the administration.

2.4. The rules for students, vocational students, and staff to use university dormitories, as well as the fees for using dormitories and the number of places for students and vocational students (taking into account the number of students/vocational students) are determined by the order of the head of administration.

2.5. The provision of first aid on the territory of the university is carried out in accordance with the legislation of Georgia and the "Instructions for receiving first aid on the territory of BSU" approved by the order of the head of the university administration and/or other legal acts of BSU.“

13. Excerpt

From the Regulation of the Finance and Economic Department of Shota Rustaveli State University of Batumi approved by the decision N07-01/18 of February 12, 2024 of the BSU Representative Council"

Article 2. Structure and functions of the Financial-Economic Department

1. The structure of the Financial-Economic department includes the following structural units:

- a) Accounting (accounts department);
- b) Procurement Service ;

2. The functions of the Financial - Economic Department are:

- a) Regulation of the budget process of the university (preparation of the annual budget project with the involvement of structural subdivisions of the university and organization and execution of work related to it, in accordance with the legislation of Georgia and the "Rule of Budgeting of BSU");
- b) Implementing the accounting and reporting process of the university in accordance with the legislation of Georgia;
- c) Conducting the state procurement process in accordance with the Law of Georgia "On State Procurement" and other legal acts;
- d) Within the scope of competence, preparing drafts of agreements to be signed on behalf of the university and producing documentation showing the progress of the fulfillment of the terms of the agreements; Elaboration of a proposal on the measures to be taken against the violator (penal sanctions and others) for each violation of the contractual terms and presenting it to the head of the administration;
- e) Organizing and conducting inventory activities in coordination with the university's material resources management department;
- f) Within the competence of the department, performing other functions defined by the legislation of Georgia and the legal acts of the university, the duties of the rector of the university and the head of the administration.

3. The functions of the accounting department are:

- a) Ensuring the timely and smooth flow of the University's funds, accounting and preparation of financial statements and monitoring them;
- b) Timely accrual of personnel wages, scholarships and other money (disbursements) and monitoring of their disbursement;;
- c) Disbursement of mission and sub-account amounts and closing of claims; d) implementation and accounting of banking/cash operations;
- d) Synthetic and analytical accounting of non-financial assets (fixed assets) and small-value items;

e) Synthetic and analytical accounting of warehousing for accounting and reporting, write-off of materials and recognition as expenses, inventory of warehouse and comparison of actual data with accounting data;

f) Analytical accounting of debtors and creditors of the university;

g) Conducting inventory activities in accordance with the current legislation;

h) Within the competence of the service, performing other functions defined by the legislation of Georgia and the legal acts of the university, the duties of the rector of the university, the head of the administration and the head of the department.

4. The functions of the Procurement Service of the department are:

a) Conducting university procurement procedures (procurement of any goods, services and construction work using electronic or other means);

b) Organizing and managing the process of drawing up and adjusting the state procurement plan of BSU according to funding sources;

c) In connection with the university's state purchases, before the implementation of each specific purchase, in accordance with the applicable legislation, conduct market research and analysis and submit the obtained information;

d) Preparation of draft agreements on the purchase of the university;

e) Supervision of the fulfillment of the terms of the contract by the supplier, as well as the period of Validity of the contract on state procurement, within the competence of the service, and for this purpose coordinated work with the relevant structural units of the university (drafting of "additional agreements" and others);

f) Preparation of reports on the progress of execution of the contract on state procurement and submission to the state procurement system and performing other functions related to state procurement.

g) Within the competence of the service, performing other functions defined by the legislation of Georgia and the legal acts of the university, the duties of the rector of the university, the head of the administration and the head of the department.

14. Excerpt

From the "Regulations of the Protection and Labor Safety Service of BSU" approved by the decision N07-01/07 of February 10, 2022 of the Representative Council of BSU (codified with amendment/additions: N07-01/38, 10.08.2023)

The structural unit included in the structure of the service is the Security Department.

Article 2. Main tasks and functions of the service

2.1. The main tasks of the service are the protection of order in the university, the safety of persons and material property in the university space, as well as the provision of fire and labor safety in the university and the promotion of the creation of healthy and safe working conditions.

2.2. The functions of the service are::

- a) Protection and security of persons (university staff, students, vocational students, trainees, interns, visitors, guests and other persons) and material resources/property in the university space, as well as promotion of the creation of a university environment adapted for persons with disabilities (in the university territory their assistance in the process of moving); (Amendment - N07-01/38, 10.08.2023)
- b) Monitoring of entry and exit to the university territory, compliance with the rules of conduct (order) established by university regulations, including through security cameras and timely and effective response in case of violation of order;
- c) Monitoring the proper operation/functioning of electricity supply, water supply, fire protection devices and systems, as well as technical means of protection (video surveillance and alarm) in the university; (Amendment - N07-01/38, 10.08.2023)
- d) Development of the labor safety system, implementation in the university and performance control; constant awareness of the legislative changes related to labor safety and environmental protection, initiating proposals regarding the introduction of labor safety and environmental protection culture in BSU and presenting them to the head of administration/rector;
- e) Monitoring compliance with labor and fire safety rules in accordance with Georgian legislation, determining hazards, assessing labor safety risks, determining necessary measures for prevention, submitting them to management in the form of risk assessment form N1, and monitoring the implementation of measures defined for prevention by the relevant structural units. Presenting appropriate proposals for the safe implementation of BSU activities (including updating fire-fighting inventory and technical means, conducting instruction and/or others); (Amendment - N07-01/38, 10.08.2023)
- f) Provision of relevant information to persons in the university (work) space (staff, students, vocational students, trainees and others): about legal and other norms and principles of safe work to ensure labor safety; on instructions and manuals for safe use and repair of work procedures, machinery, work equipment and techniques; about emergency situations, evacuation measures and their implementation; about the existing danger and risk, as well as the measures implemented for their control;
- g) On issues of labor safety for persons in the university (work) space (staff, students, vocational students, trainees and others) taking into account the working conditions, degree of danger, nature

and structure and relevant risks, providing consultation, conducting teaching (training) and instruction, as well as checking the acquired knowledge and conducting testing, simulations and other types of inspections for this purpose, initiating the need for external trainings if necessary;

h) Registration, investigation and reporting of accidents and occupational diseases in the workplace, in accordance with the legislation of Georgia;

i) Regularly, with the periodicity stipulated by the legislation of Georgia and within the scope of competence, carrying out the following activities: monitoring the safety condition of the relevant technical equipment in the university and monitoring its documentation, controlling the correct use and maintenance-cleaning of individual protection and other protective equipment in accordance with the established rules and, if necessary, initiating timely replacement, in the university Initiating and facilitating the implementation of physical, chemical and biological factors, with the periodicity stipulated by the legislation of Georgia, inspection, measurement and evaluation; (**Amendment - N07-01/38, 10.08.2023**)

j) Facilitating and ensuring the fulfillment of activities/obligations defined by the Organic Law of Georgia "On Labor Safety", other legislative acts of Georgia and international legal acts by the university (employer).

2.3. In order to ensure the performance of functions related to protection and security in the university, the service is authorized not to allow a stranger to enter the territory of the university without registration or a permit issued by an authorized person and to take appropriate measures against the violator of the order, if he does not obey the requirements stipulated by the internal regulations of the university and the code of ethics, if necessary, to turn to law enforcement bodies for help.

2.4. Activities related to the implementation of protection and labor safety measures on the territory of the university (including during a pandemic, force majeure, emergency situation) are carried out by the service in accordance with the legislation of Georgia, the law of Georgia on "personal data protection", the internal rules of the university, the code of ethics, the "fire safety" approved by the head of the administration, in accordance with the requirements of the instructions", the present regulation, the job (function) description of the service personnel approved by the order of the head of the administration, and/or other acts."

15. Excerpt

From the "Management of the Vocational Programmes and Lifelong Learning Centre Regulations" approved by the decision N02 of the Representative Council of BSU of October 5, 2018 (codified with amendment - by the decision N07-01/05 of the Representative Council of BSU of February 10, 2022)

Article 2. Tasks and objectives of the centre

1. The objectives of the center in the management of professional programmes are:

- a) Participation in the creation of a unified professional-educational space considering the possibility of lifelong learning, the multi-level and diversity of teaching,;
- b) Promotion of individual's professional development, labor market-oriented, competitive, qualified staff training;
- c) Facilitating the participation of employers in the relevant field in the process of planning and implementing study programmes.

2. The center's objectives in the direction of Lifelong Learning are:

- a) To provide applicants/students with an opportunity to create the basis for receiving higher academic education and to raise their qualifications;
- b) To provide BSU staff and students, as well as other interested parties, with an opportunity for professional development, qualification improvement and acquisition of professional skills.

3. The objectives of the center are:

- a) promotion of professional education;
- b) promotion of receiving higher academic education;
- c) strengthening the role and importance of BSU by offering continuous study programmes to society;
- d) Promotion of professional development of BSU staff and other interested persons.

Article 3. Activities of the center

1. The center's activities in the direction of Vocational Programmes Management include the implementation of various activities to fulfill the tasks and objectives provided by the Article 2 of the present regulation (promotion of the elaboration and development process of BSU Vocational Programmes, the implementation of professional programmes, organizing the procedures for the enrollment of Vocational students and the invitation of professional education teachers, administration of the study process, management of the process of Vocational students' career development and relations with employers and other activities provided by this regulation).

2. In the direction of Lifelong Learning, the center implements the following short-term study programmes:

- a) Preparatory programmes for applicants and master's degree candidates (teaching Georgian language and literature, mathematics, general skills, foreign languages and other subjects);
- b) Professional development programmes for the personnel of educational institutions (including the field of early and preschool education);
- c) Programmes of teaching psychology (psychological assistance/services);
- d) Foreign language learning programmes.

3. In the direction of Lifelong Learning, the center is authorized to carry out, except for what is mentioned in paragraph 2 of this article:

- a) various trainings/courses/seminars/seasonal schools for retraining, professional development and qualification improvement of personnel of BSU and other institutions (public/private institutions, vocational/general/higher educational institutions, scientific research institutions) (hereinafter "Course" or "Programme");
- b) study-methodological, consulting, charity trainings for educational institutions, for students of high mountain regions, for representatives of socially vulnerable strata and others;
- c) preparation of textbooks, collections, methodological and other types of materials in accordance with the teaching standard necessary for the implementation of a separate training programme;
- d) carrying out an information campaign about university programmes of Lifelong Learning (it is possible to issue booklets, prepare commercials, carry out consultations and other activities);
- e) collecting information about relevant courses/trainings/seminars/seasonal schools and organizing their implementation on the basis of the center, taking into account the professional needs of the university staff.

Article 4. Administration of the center's Vocational Programmes management direction

- 1. Administration of the center's management of Vocational Programmes is carried out by the director of the center and the staff of the center employed in the management of professional programmes, in accordance with the job description of the staff approved by the order of the head of the administration.
- 2. In order to promote the effectiveness of the administration of the management of Vocational Programmes and the fulfillment of the tasks and objectives of the center, based on the proposal of the director of the center, it is possible to create a supervisory board of the management of Vocational Programmes by the order of the rector of BSU (the composition of the board, the number of members, the manner of their election and their obligations are determined by the order of the rector)

3. In order to administer the direction of management of Vocational Programmes, the center carries out:

- a) Coordination of the implementation of Vocational Study Programmes of the university, as well as professional training/retraining programmes, in accordance with the legislative acts of Georgia, including the Law of Georgia "On Vocational Education" and the legal acts of BSU; (**Amended by the decision of the BSU Representative Council N07-01/05 of February 10, 2022**)
- b) Coordination of the systematic evaluation process of vocational students, vocational education teachers and other personnel involved in the implementation of the vocational programme, in accordance with the evaluation tools;
- c) Coordination of the process of allocation of hours provided by the curriculum of the vocational education programme (development of the tariff project), as well as the conclusion and execution of labor contracts with the teachers of vocational education;
- d) Creation of an electronic database based on the legal acts of the origin, suspension and termination of the status of vocational students and statistical registration of the contingent/number of professional students (collection of electronic data);
- e) Evaluation of the quality of work of vocational education teachers and other personnel and

submission of a report to the Rector of BSU;

f) In accordance with the rule established by the legislation of Georgia, in connection with the production of the register of educational institutions, the fulfillment of the university's obligations related to Vocational Study Programs;

g) Facilitating the activities of the university to ensure compliance of BSU Vocational Study Programmes with the authorization standards, as well as coordinating the implementation of activities provided by the Strategic Development plans of the university. (Amended by the decision of the BSU Representative Council N07-01/05 of February 10, 2022)

4. (Repealed by the decision of the BSU Representative Council N07-01/05 of February 10, 2022)

5. In the direction of management of Vocational programmes, the center executes official decrees / legal acts of the deputy directors of university management bodies (within the competences of these persons).

Article 5. Administration of the Lifelong Learning direction of the center

1. The administration of a separate direction of Lifelong Learning center is carried out by the heads of this direction (preparatory direction of applicants/direction of foreign language studies/direction of teaching psychology/direction of teacher training and others) (hereinafter, "coordinators").

2. The order of the rector of BSU on the enrollment of a student in the relevant programme/study course in the direction of Lifelong Learning is issued based on the signing of the contract with the student and the service card of the coordinator of the direction (signed by the financial manager of the center and the director of the center). The establishment of separate subject groups on the relevant programme, transfer to another group, exclusion from the group, termination of student status (on the basis of the student's application or other bases provided by the agreement signed with the student) are also carried out by the order of the rector of BSU, based on the service card of the coordinator of the relevant department. (Amended by the decision of the BSU Representative Council N07-01/05 of February 10, 2022)

3. In order to administer the Lifelong Learning direction of the Center, the coordinator of this direction:

a) organizes the process of providing services/study process in the relevant direction (forms study groups and/or sets an individual teaching schedule, determines the volume of academic (work) load in accordance with the needs of the study process, organizes the invitation of staff/specialists implementing the study programme, compiles the training tables for controlling the tests and others) and prepares drafts of relevant legal acts;

b) submits the cost estimate of each programme/training course to the head of the university administration;

c) prepares a draft of the order on determining the amount of tuition/service fees and staff remuneration and submits it to the head of administration for approval in agreement with the director of the center;

d) after the completion of the training programme, prepares the draft of the legal act of the rector of BSU on the preparation and issuance of the certificate for the trainee;

e) prepares and, in agreement with the director of the center, submits the draft of the order of the head of the administration on the payment of wages to the personnel implementing the programme.

4. The coordinator of the Lifelong Learning Center direction prepares the legal acts provided by this article, which refer to financial issues (accounting, tuition fees, labor compensation, etc.), in agreement with the financial manager of the center, and submits them to the head of administration

under the authority of the director of the center. (Amended by the decision of the BSU Representative Council N07-01/05 of February 10, 2022)

5. The short-term study programme/course to be implemented in the direction of Lifelong Learning Center is discussed at the meeting of the coordination board of the direction of Lifelong Learning Center, and in case of a positive decision of the board, it is approved by the rector of BSU on the recommendation of the director of the center.

6. In case of financing provided by the budget of BSU, a short-term professional development course/programme of BSU staff can be implemented in BSU on the basis of the documented service card of the head of the structural unit of BSU approved by the head of administration (based on the needs of the staff and the effectiveness of the programme/course and financial availability by reference) issued by the order of the Rector of BSU.

7. The employee, in case of funding provided by the budget of BSU, can take a short-term programme/course for professional development of the staff:

a) An academic official - by the order of the rector of BSU, which is issued on the basis of the official card of the dean of the relevant faculty (the card must be signed by the head of the quality assurance service of the university);

b) A scientific official - by order of the rector of BSU, which is issued on the basis of the official card of the head of the relevant scientific-research unit (the card must be endorsed by the head of the quality assurance service of the university);

c) An administrative official - by the order of the rector of BSU, which is issued on the basis of the official card of the head of the personal or relevant structural unit (the card must be endorsed by the head of the quality assurance service of the university and the head of the administration);

d) A supplementary official - by the order of the head of the BSU administration, which is issued on the basis of a personal statement or the service card of the head of the relevant structural unit (in the case of an employee in the management of study/scientific process or Quality Assurance Service, the initiative/service card must be endorsed by the head of the Quality Assurance Service of the university and with the relevant direction by the deputy rector);

e) A person invited by an employment contract - by order of the rector of BSU or the head of the administration, which can be issued on the basis of the official card of the head of the structural unit (the card must be endorsed according to the procedure established in this paragraph, taking into account the competence).

8. For the implementation and administration of programmes in the direction of continuing education, the invitation of staff is carried out on the initiative of the coordinator of the direction and with the approval (supervision) of the director of the center. The work (hourly) load of the invited staff and the direction coordinator is determined by the order of the Rector of BSU.

9. The head of the BSU administration approves the amount of remuneration (tariffs) of the staff. The order of the head of the BSU administration on the payment of wages to the invited staff is prepared monthly on the basis of the service card of the coordinator of the department (verified by the director of the center) on the number of work (hours) performed by the staff.

10. Tuition/service fees for each programme of the center (including discounted ones) are determined by the order of the head of the BSU administration..

11. The budgeting project for each programme/training course of the center will be developed by the financial manager of the center/coordinator of the relevant direction of continuous education of the center and will be submitted for approval to the head of the administration of BSU under the

supervision of the financial manager of the center, the director of the center, the financial and economic department of BSU. When drawing up the cost estimate for each programme/training course, the acceptable contingent of trainees, tuition fees, the amount of wages for the staff implementing the course, and other costs necessary for the implementation of the programme shall be taken into account. (Amended by the decision N07-01/05 of the BSU Representative Council of February 10, 2022)

11. (Repealed by the decision N0701/05 of the BSU Representative Council of February 10, 2022)

16. Excerpt

From the "Regulations of the Chief Internal Auditor" approved by the decision N07-01/62 of the BSU Representative Council of December 30, 2021

„Article 2. Activities directions, rights and obligations of the Chief Internal Auditor

2.1. In order to fulfill the set tasks, the Chief Internal Auditor carries out activities in the following directions:

- a) Assessment of the quality of risk management facing the university;
- b) Assessment of the adequacy and effectiveness of the financial management and control system (hereinafter - "system audit");
- c) Checking and assessing compliance of the institution's activities with the mission, strategic and action plans, procedures, laws and other regulatory acts (hereinafter - "compliance audit");
- d) Objective and reliable assessment of the measures, operations, programmes, organizational arrangements and systems of the university implemented by the internal audit facility, in order to determine their compliance with the principles of economy, productivity and efficiency and to reveal the potential for improvement (hereinafter - "efficiency audit");
- e) Examination of the university's accounting and financial statements in order to determine their compliance with the legislation and standards of Georgia (hereinafter - "financial audit");
- f) Checking and assessing the adequacy of the university's information technology and system security in order to ensure system confidentiality, integrity and information availability (hereinafter - "Information Technology-IT audit");
- g) Issuing recommendations as a result of the implemented activities and monitoring the implementation of given recommendations and suggestions;
- h) Other activities that derive from the interests of the university and do not contradict the legislation of Georgia, the goals of the Law of Georgia "On State Internal Financial Control" and the principles of independence and objectivity of the internal auditor.

2.2. The Chief Internal Auditor is authorized:

- a) On the basis of the strategic and annual plans of the internal audit based on the assessment of risks in the university system, carry out an internal audit using the following types of audit: system audit; compliance audit; performance audit; Financial audit and IT audit;

- b) In order to carry out the activities of the university with the main directions, without limitation, both in written and oral form, to request and receive from the structural units of the university (employee) all the information and documents necessary for him and to have access to databases, regardless of their form, except for the cases established by the legislation, as well as to receive relevant information or explanation in both oral and written form;
- c) In order to conduct an internal audit and monitor the implementation of recommendations, to have unlimited access to all facilities, activities and documentation of the University, except for the restrictions established by the legislation of Georgia;
- d) To request information on the timely implementation of the given recommendations from the audit objects (the risk owners of the processes taking place in the university and the units responsible for the control measures);
- e) To request the internal audit object to submit the document in the state language, to take copies of the document and others, except for the restrictions established by the legislation of Georgia;
- f) To invite persons employed at the university for relevant consultations regarding the discussed issues, as well as, if necessary, in accordance with the established rules, to request the invitation of relevant specialists, the order of conducting expertise and/or other types of research;
- g) To request additional human resources (invitation/employment) to ensure the performance of specific work (functions of the internal auditor) determined by the annual internal audit plan;
- h) To submit proposals to the rector of BSU and the head of administration in order to arrange and solve individual issues.

17. Excerpt

From the "Regulations of the Office of the Rector" approved by the decision N17 of June 29, 2017 of the BSU Representative Council

Article 2. Functions of the Rector's Office

Functions of the Rector's Office are:

- a) Facilitating the implementation of the obligations of the Rector and Deputy Rectors;
- b) In connection with the execution of the documents taken under control by the rector and his deputies, preparing information once a week and presenting it to the rector/deputies of the rector, in case of non-fulfilment on time - studying the reasons for the delay, preparing and submitting written explanation;
- c) Promotion and coordination of the service relationship of the rector and deputy-rectors with the management bodies and structural units of the university;
- d) Organization of meetings/meetings of the Rector and Deputy Rectors and reception of citizens;;
- e) Preparation of Rector's report, public speeches, reports, various types of analytical and statistical information in order to present the activities of the University, according to the Rector's order;

- f) Cooperation with structural units of the university to ensure the availability of public information about the activities of the rector (via newspaper/television/radio/e-mail/website);
- g) Informing the rector about the progress of the performance of the functions-obligations defined by the legal acts of the university based on the university's mission and strategic development plan;
- h) Depending on the activities of the Rector (meetings, business trips, various educational and scientific events, activities provided by grant projects, etc.) organizational provision of protocol events, in cooperation with the relevant structural units of the University;
- i) Administering the proceedings of the office of the Rector (sorting documents, storing them according to the nomenclature of cases and transferring them to the university archive) and preparing answers to correspondence received in the office in accordance with the requirements;
- j) Within the scope of the competence of the apparatus, control of the execution of the tasks defined by the legal acts of the university management bodies and the oral decrees of the rector;
- k) Stylistic and editorial perfection of the documents submitted to the rector for signature;
- l) Ensuring the Rector's participation in festive events, preparing and sending greeting cards;
- m) Facilitating the implementation of the Rector's representative obligations on behalf of the university;
- n) Planning and organization of events (conferences, forums, etc.) to be held at the initiative of the university administration;
- o) In accordance with the tasks of the rector, implementation of other organizational measures based on the orders of the rector.

18. Excerpt

From the "Regulations of the Quality Assurance Service of the BSU" approved by the decision N17 of the BSU Representative Council of June 29, 2017, about the Secretariat of the BSU Quality Assurance Service.

The Secretariat of the Quality Assurance Service of BSU is an additional structural unit of the Management Body of BSU - the Secretariat of the Quality Assurance Service, which provides organizational, documentary and information services for the Quality Assurance Service.

The staff of the secretariat is appointed and dismissed by the rector of the university, on the recommendation of the head of the service.

The functions of the Secretariat of the Quality Assurance Service are:

- a) Study of received correspondences and preparation of reply letters within the scope of competence;;
- b) Control over the execution of legal acts issued by university management bodies;

- c) Preparation of information within the competence of the service and delivery to interested persons in agreement with the head of the service;
- d) Facilitating the implementation of tasks provided for in Article 2 of the Service Regulations;
- e) Carrying out separate tasks of the head of the service.

The Quality Assurance Service of the BSU, approved by the decision of the Representative Council of the BSU, defines the functions of the Quality Assurance Service and the functions of the Secretariat of the service.

19. Excerpt

From the "Regulations of the Representative Council" approved by the decision N01 of May 31, 2017 of the BSU Representative Council, about the Secretariat of this Council

The Secretariat of the BSU Representative Council is an additional structural unit of the BSU management body - the Secretariat of the Representative Council, which provides organizational, documentation and information services for the tasks of the Representative Council.

Head of the Secretariat of the Representative Council:

- a) In agreement with the Speaker of the Representative Council, determines the date of the session, the draft agenda of the session and, in accordance with these regulations, together with the attached projects and other materials, delivers it to the members of the BSU Representative Council.;
- b) Organizes the publication of the draft agenda of the meeting and the adopted resolutions on the official website of BSU, as well as in the official printing body of BSU, in the newspaper "Batumi University" if necessary;
- c) Ensures the recording of information about the attendance of the members of the representative council at the meeting (in case of attendance - confirmation with signatures; in case of absence - indication of a valid reason);
- d) Produces the minutes of the meeting of the Representative Council and ensures the correctness of the recording on the audiotape;
- e) Is obliged to provide the acts of the Representative Council in a timely manner (no later than 3 working days after the meeting) to the relevant structural units and persons of BSU;
- f) Ensures the proceedings of the representative council (official correspondence, record of minutes of meetings /decisions/statements/correspondences and storage in accordance with the law, as well as storage of audio recordings);
- g) Responsible for the use and storage of the seal of the Representative Council;
- h) Ensures both reactive and proactive publication of information (legal acts) belonging to the competence of the Representative Council (public information), in cooperation with relevant structural units of BSU;

i) Collects and stores the contact data of the members of the representative council, as well as the statistical record of their absence at the meeting (provides information to the representative council no later than at the next meeting after the case established by these regulations).

The obligations of the representative council and the functions of the secretariat are determined by the regulations of the BSU representative council approved by the decision of the BSU representative council.

20. Excerpt

The Secretariat of the BSU Academic Council is a supplementary structural unit of the BSU management body - the Secretariat of the Academic Council, which provides organizational, documentation and information services for the tasks of the Academic Council.

Head of the Secretariat of the Academic Council:

- a) In agreement with the chairman of the Academic Council, determines the date of the meeting, the draft agenda of the meeting and, in accordance with Article 4 of these regulations, together with the attached projects and other materials, delivers it to the members of the BSU Academic Council;
- b) Organizes the publication of the draft agenda of the meeting and the adopted resolutions on the official website of BSU, as well as in the official printing body of BSU, in the newspaper "Batumi University" if necessary;
- c) Ensures the recording of information about the attendance of members of the Academic Council at the meeting (in case of attendance - confirmation with signatures; in case of absence - indication of a valid reason);
- d) Produces the minutes of the Academic Council meeting and ensures the correctness of the recording on the audiotape;
- e) Is obliged to deliver the acts of the Academic Council in a timely manner (no later than 3 working days after the meeting) to the relevant structural units and persons of BSU;
- f) Ensures the proceedings of the Academic Council (official correspondence, keeping minutes of meetings /resolutions/presentations/announcements in accordance with the law, as well as audio recordings);
- g) Responsible for the use and storage of the seal of the Academic Council;
- h) Provides both reactive and proactive publication of information (legal acts) belonging to the competence of the Academic Council (public information), in cooperation with relevant structural units of BSU;

i) Collects and stores the contact data of the members of the Academic Council, as well as the statistical recording of their absence at the meeting, and provides information to the Academic Council at the next meeting no later than the occurrence of the event established by these regulations.

j) Is obliged to additionally present to the Academic Council an annual, consolidated report on the implementation of the decisions made.

The obligations of the Academic Council and the above-mentioned functions of the Secretariat are determined by the Regulations of the Academic Council of BSU approved by the resolution of the Academic Council of BSU.