

**Legal Entity of Public Law -
Batumi Shota Rustaveli State University
Department of Strategic Development and Foreign Relations
The provision**

Article 1. General Provisions

1. This provision defines the rule of activity of the Department of Strategic Development and Foreign Relations (hereinafter - Department), Batumi Shota Rustaveli State University (hereinafter - University).
2. The Department is headed by the legislative acts of Georgia, the Charter of the University, with the present provisions and other acts.

Article 2. Structure and Functions of the Department

1. The Department of Strategic Development and Foreign Relations is an auxiliary structural unit of the university administration and within the scope of its competence is accountable to the head of the university rector and administration.
2. The task of the Department is to ensure the internationalization of the university, facilitate the integration of students and academic personnel into the international educational sphere, to take full advantage of the University in the Bologna process and to take care of international recognition.
3. **The functions of the department are:**

3.1. Strategic direction:

- A) Coordinate the processing of the university brand characteristics and their development;
- B) Promotion/commercialization of intellectual activities of the university, finding financial / material funds for research;
- C) Accept and disseminate information on educational-scientific programs, international projects (grant projects) and take care of the university involvement and consultation services for university personnel for preparation and implementation of relevant projects;
- D) coordination of the planned implementation of the activities to increase awareness of the university, to take care of the university opportunities with partner universities and organizations;
- E) Establish business contacts with non-university centers, foreign universities, government institutions, business sectors in order to implement innovative projects; Provide necessary measures for commercialization of innovative research and innovative technologies;
- F) Promotion and implementation of professional development programs of the university students and personnel in partnership with other higher education institutes and scientific centers (internship, training, joint scientific research, organization of invitation for conducting lectures of outstanding sciences of various fields etc.)

- G) Promote organizing scientific conferences and school-seminars in the university;
- H) Registration and execution of grant projects submitted by the university staff / participating projects, including university participation;
- I) Maintaining the connection with university graduates and coordinating long term relationships with them.

3.2. Foreign relations direction:

- A) establish partnership with Georgian and foreign educational institutions;
- B) Cooperation with diplomatic corps accredited in Georgia and foreign organizations, funds and information centers;
- C) Facilitate University membership in important international organizations and unions for educational and scientific research purposes;
- D) Organize and / or support international conferences, seminars, cultural events and other activities at the university;
- E) Organizing competitions for candidates for exchange programs;
- F) Facilitate internships, mobility and business trips of students and academic personnel;
- G) Promoting adequate learning environment and living conditions for BSU foreign students participating in the exchange program;
- J) Planning and organizing business visits of the university entities;
- L) Organize hosting of delegations of diplomatic corps, international organizations, partner universities and scientific institutions;
- L) Provide university web site on exchange programs and educational projects, dissemination of information in the university according to the competence (web-pages, faculties, information boards);
- M) Organizing the concluding agreements / memorandums / agreements by the university (the initiation of initiatives along with the relevant structural units of the BSU, conducting negotiations and other) their accounting / systematization;
- N) Translation activities (incoming / university correspondence, student status, information on personnel work activity) for the purpose of fulfillment of the tasks of the department;
- O) Planning and organizing the honorary doctorate title honoring ceremony together with other relevant structural units of the university.

Article 3. Staff of the Department and description of their works

1. The staff of the department is the head of the department, his deputy, chief specialists and leading specialists.
2. The personnel of the department (staff) appoint and dismiss the head of the administration, including the head of the department - in agreement with the rector.
3. head of department:
 - A) Supervise the execution of functions defined by the Georgian legislation of Georgia, the University's Acts and this Regulation;
 - B) Is responsible for the proper conduct of the Department's activities, is obliged to rationally distribute the work and control the quality of the work done;

- C) Prepares proposals on the issues of competence of the department and submits to the BSU relevant management authority for decision making under the established rule;
 - D) Acts on behalf of the Department and is in the service of the Department with the rights of third parties;
 - E) Distributes the duties between the personnel of the department, in accordance with the description of the works approved by the head of the administration and the legal acts of the university, provide them with instructions and instructions;
 - F) Signs the documents prepared in the Department and confirms the legal acts and letters drafted by the university structural units by the visa within its competence;
 - G) Solicits the allocation of funds, equipment and inventory necessary for the functions and tasks of the Department;
 - H) Periodically listens the staff personnel report on their work;
 - I) Submit the proposals to the Heads of Administration and the Rector for the use of disciplinary liability measures in case of department structure, staff units, functions, retraining, encouraging or disciplinary offenses;
 - J) Determine the activity report at any time by order of the Rector and the Head of the Administration;
 - K) Is carrying out this provision, the legal acts of the University and other functions and tasks defined by the Georgian legislation within the competence of the Department.
4. Job description of the staff is determined by the order of the head of the administration, in accordance with the functions defined by this regulation.

Article 4. Rule of Amendments and Changes to the Regulation

The amendments and changes to the provision shall be implemented by the decision of the Representative Council.