

**Legal Entity of Public Law -
Batumi Shota Rustaveli State University
Provision of student career development, culture and sports service**

Article 1. General Provisions

1. The present provision defines the functions and activities of the Legal Aid of Public Law - Batumi Shota Rustaveli State University (hereinafter - the University), a subsidiary structural unit - student career development, culture and sports service (hereinafter - service).
2. Service carries out activities by the legislative acts of Georgia, the Charter of the University, with the present provisions and other acts.
3. Within the competence of the service, it is accountable to the Head of the University Rector and Administration.

Article 2. Structure and Functions of the Service

1. Student's Career Development, Culture and Sport Service is a subsidiary structural unit of the university administration, comprising subdirectory units:
 - A) Student Career Development and Support Division;
 - B) Department of Culture and Sports
2. The functions of the service are:
 - A) Protection of the rights and legitimate interests of university students, as well as consultation services on the issues related to study process;
 - B) Supporting student for the implementation of university activities, promoting the development and implementation of various social projects for this purpose;
 - C) Promotion, organization and implementation of teaching, scientific, cultural and sport activities of the University (planning and implementation of university intellectual / scientific / cognitive nature and charitable facial creative student activities;
 - D) Present student initiatives for creation of university sports teams, musical ensembles and creative groups, promotion of their realization and coordination of activities;
 - E) Development of university sport, promotion of sports, organization of sports events, revealing talented students, facilitating participation in regional and republican universities and students' days on university basis;
 - F) To establish relevant creative contacts and to take in the creative work of university students in order to facilitate their attractiveness in the harmonious development of the university students and in accordance with their talents and wishes;
 - G) Obtaining information on various contests, projects and programs on the curriculum and acquaintance with university students;
 - H) Promote students to develop general skills for employment, inform them about the dynamics and perspectives of labor market, plan and implement various activities for promoting student employment, close co-operation with employers in their learning process and to carry out curricula to ensure engagement;
 - I) Student's assistance in correcting their own education and career in relationships with employers;
 - J) Cooperation and exchange of information with the organizations working in the labor market and employment issues (state, non-governmental and international organizations) to facilitate student employment;

- K) Support students with disabilities to integrate their university life and present proposals to the University Administration;
- L) Other functions defined by the Georgian legislation and the University's acts.

Article 3. Personnel of the Service

1. Service personnel are the head of this service, the head of the department, the chief specialists and specialists.
2. Service personnel shall be appointed and dismissed by the head of the administration, including the head of the service and the head of the department - in agreement with the Rector.

Head of Service:

- A) Guides the Service by the Georgian legislation, the acts of the University and the functions defined by this Regulation;
 - B) Is responsible for correctly conducting the work of the service, to rationally divide the description of works approved by the order of the executive director and the university legal acts and control the quality of the work done;
 - C) Prepares proposals within the competence of the Service and submits to the Head of Administration and the Rector;
 - D) Behaves in the name of the service and represents it in the relationships with third parties within the limits of the authority specified;
 - E) Confirms or agrees with the visa within the scope of its competence to implement legal acts and correspondence projects prepared by the service or university structural units;
 - F) Solicits the allocation of funds, equipment and inventory, which is necessary for the performance of functions and tasks;
 - G) Periodically hear the staff personnel report on their work;
 - H) Submits proposals to the head of the administration on the use of disciplinary liability measures in case of structural, staff units, functions, encouragement or disciplinary misconduct;
 - I) Submit the activity report to the head of the rector and the administration;
 - J) Carries out this provision, the legal acts of the University and other functions and tasks defined by the Georgian legislation within the competence of the Service.
3. The description of works of the staff (defined by the University Staff Schedule) is determined by the order of the Head of Administration, in accordance with the functions defined by this Regulation.
 4. Changing the number or titles of staff units provided for in this article will not make changes to this provision.

Article 4. Rule of Amendments and Additions to the Regulation

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