

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

Article 1. General Provisions

1. This provision defines the legal entity of public law - Batumi Shota Rustaveli State University (later "University") functions of Public Relations (hereinafter - Service) and the rules of activity.
2. Service activities shall be carried out 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. Service Functions

1. Functions of the public relations service are:
 - A) Ensuring publicity and transparency of university activities (availability and publicity of legal acts and reports of university management bodies; publicity of training and scientific processes, planned and / or implemented activities);
 - B) Promotion of establishment of business relations with the state bodies, public and non-governmental organizations, academic and scientific research institutions and mass media;
 - C) Awareness of the public about the activities of the University;
 - D) Organize press conferences, regular interviews, special briefings and various events, coordinated with other structural units of the university;
 - E) Prepare official notifications, applications, press releases and other information materials related to the ongoing processes at the University, posting on the website and providing them with mass media;
 - F) Daily analysis of public opinion and mass media (social network, press and TV stories) materials on the activities of the university and inform about the rector and administration head of the university;
 - G) Management and administration of electronic e-resources of the university (official website, social networks BSU) and BSU contact email;

H) Preparation of the university newspaper "Batumi University" in material form, preparation and placing of the electronic version of the relevant number and newspaper tabs on the university website;

I) Other functions defined by the Georgian legislation and the University's acts.

2. Publishing of the university's newspaper "Batumi University" aims at popularization and presentation of activities of university management bodies, educational processes and scientific-research work, events (conferences, symposia, jubilees, summer schools, tournaments, etc.), new educational programs, various grant projects, Inform the public on the exchange programs of students and staff, university student self-government and other student unions, successful staff and students.
3. The editorial board of the newspaper is created by the decision of the university academic council on the basis of the Rector's nomination for the publication of the university newspaper "Batumi University".
4. The staff of the editorial board consists of the editor of the newspaper who is responsible for the production, storage and execution of the minutes of the editorial board.
5. The university newspaper "Batumi University" is usually issued with 500 copies and as needed (one of them - at least 10 days before the beginning of the semester).
6. The need for publication of the newspaper (including reduction or increase of circulation) is determined by the Rector and in agreement with the Head of Administration, on the basis of accumulated material and specific needs assessment.
7. The material published newspaper is spread to the needs, according to the order of the head of the administration, including:
 - A) Each faculty administration - at least 50 pieces;
 - B) Administrative officials and heads of structural units, each - 1 piece;
 - C) Public Relations Department - 2 pieces;
 - D) Chancellery (for interested persons), BSU University Library and other structures.

Article 3. Personnel of the Service

1. The staff personnel are the head of this service, the editor of "Batumi University", the chief specialist and the editor of the editor.
2. The service staff shall appoint and dismiss the head of the administration, including the head of the service - in agreement with the Rector.
3. 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.
4. 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.
 5. Changing the number or titles of staff units provided by 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.