

Approved by the Decision #10 of 29 June 2017 of the BSU Representative Council
Regulation of the Legal Department of the LEPL Batumi Shota Rustaveli State University

Article 1. General Provisions

1. This regulation defines functions and activities of the Legal Department of the legal entity of public law - the Batumi Shota Rustaveli State University (hereinafter - the University).
2. The department carries out its activities according to legislative acts of Georgia, the Charter of the University, with the present regulation and other acts.
3. Within the scope of its competence, the department is accountable to the Rector of the University and the Head of the Administration.

Article 2. Functions of the department

1. The task of the department is to ensure university activities are conducted in accordance with Georgian legislation in coordination with the structural units of the University.
2. Functions of the department
 - A) Ensure to conformity of legal acts of the university with legal acts having predominant legal force and prepare relevant legal conclusions on draft normative acts within the competence of the department;
 - B) Initiate draft legal acts and participate in elaboration of draft legal acts developed by structural units (counseling of the relevant personnel for this purpose).
 - C) Codification of University legal acts and ensuring the provision of access to public information within its competence;
 - D) Legal expertise (agreement) of various agreements, memoranda and contracts to be signed by the University;
 - E) Ensure legal aid to structural units of the University;
 - F) Represent the University in the relations with third parties within the scope of authority;
 - G) Functions defined by the legislation of Georgia, other University acts and this regulation.

Article 3. Personnel of the department

1. The staff of the Legal Department is: Head of the Department and Chief Specialists.
2. Personnel of the department shall be appointed and dismissed by the Head of the Administration, including the Head of the Department - in agreement with the Rector.
Head of the Department:
 - A) Leads the department according to the Georgian legislation, ensures the implementation of the functions envisaged by University acts and this Regulation;
 - B) Is responsible for undertaking activities of the department correctly, to rationally distribute the work to be performed in accordance with the order of the head of the administration and University's legal acts and control the quality of the work performed;
 - C) Prepares proposals within the competence of the department and submits them to the head of the administration and the rector;
 - D) Acts on behalf of the department and represents it in relation to third parties within the limits determined by the authority;
 - E) Within the competence authorizes or agrees with legal acts and draft correspondence prepared by the department or university structural units;

- F) Solicits the allocation of funds, equipment and inventory necessary for the performance of functions and tasks of the department;
 - G) Periodically hears the report of the department personnel on their work;
 - H) Submits proposals to the Head of the Administration on the structure of the department, staff lists, functions, promotion of the staff or in case of the disciplinary misconduct about the disciplinary liability measures;
 - I) Submits the activity report following the task of the rector and the head of the administration;
 - J) Carries out other functions and tasks defined by the Georgian legislation, legal acts of the University and this regulation within the scope of the department.
3. Description of the staff of the department (defined by the University Staff Schedule) is defined by the order of the Head of Administration and in accordance with functions defined by this Regulation
 4. The change of the titles and number of the staff positions will not result in the amendment to this regulation.

Article 4. Rule of amendments and additions to the regulation

The amendments and additions to this regulation are made by the decision of the Representative Council.