

*Approved by Decree #23/3 of March 7, 2018 by the Council of Representatives*

**Regulations for the Service of Public Relations and Protocol of Tbilisi State Medical University**

**Chapter I. General Provisions**

The rule is worked out on the basis of Labour Code of Georgia, statutes of TSMU LEPL approved by Order # 124/N of September 3, 2013 of the Minister of Education and Science of Georgia and TSMU internal regulations.

**Article 1. Field of Activity of the Regulations**

Service shall be guided by the Constitution of Georgia, laws of Georgia on Higher Education and Legal Entity of Public Law, other legislative and subordinate normative acts, TSMU statutes and internal regulations, administrative acts of TSMU governing bodies and these regulations.

**Article 2. Purpose of Regulations**

The regulations define legal status, structure, authority, accountability of the Service of Public Relations and Protocol of TSMU and regulate issues associated with its activity.

**Article 3. Definition of terms**

Service of Public Relations and Protocol of Tbilisi State medical University, hereinafter referred to as Service, is the Structural Unit of Tbilisi State Medical University, hereinafter referred to as the University.

**Article 4. Accountability**

Service is accountable to the Rector who exercises supervision over the Service by established rule.

**Chapter II. Functions and Tasks of the Service**

**Article 5 . Functions and Tasks of the Service are:**

1. Obtaining, preparing and spreading information on ongoing events at the University within its field of competence;

2. processing, analysis of the information and decision-making;
3. Spreading information through information agencies, press, radio and other broadcasting media and informing public on issues that fall within the remit of the University;
4. establishing bilateral relations between the University and public;
5. registering, processing and supplying broadcast information to the administration and employees;
6. preparing press conferences, briefings and spreading announcements whenever necessary;
7. video and photo recording of press conferences, briefings, meetings and other events held at the University;
8. attending events held at the University and preparing press release and news;
9. provision of video recordings to broadcasting media;
14. renewal of the University's official website;
15. participation in intramural and extramural planned events and organizational support;
16. administration of the University's E- mail ( extending explanations, and obtained information to appropriate services);
17. receiving hotline calls and providing due reaction;
18. cooperation, in agreement with the administration, with the structural units of the University: faculties, centres, clinical bases, institutes and student organizations
19. dealing with issues that fall within the remit of the Service during ongoing events and visits;
20. performing tasks defined by statutes, these regulations or set by the Rector or immediate supervisor;

**Article 6. in its performance the Service shall be authorized to:**

- a) within its field of competence request information in advance and cooperation with the structural units;
- b) within its field of competence ensure and request observation of rules defined by protocol;

- c) request reliable information for web page and due notification about changes from the structural units;
- d) hold employees responsible for failure to perform their share in planned event through delay in provision of information;
- e) undertake other responsibilities to perform functions and tasks laid down in these regulations;

### **Chapter III. Employees of the Service**

#### **Article 7. Employees of the Service**

1. Following offices are established for the Service based on these regulations and staff schedule:
  - a) Head of the Service;
  - b) Deputy Head of the Service;
  - c) Chief Specialist;

### **Chapter IV. Head and Employees of the Service**

#### **Article 8. Head of the Service**

1. Service is led by the Head of the Service appointed to and dismissed from the office by the Rector by legislation;
2. Head of the Service is accountable to the Rector;
3. Head of the Service:
  - а) represents the Service and is responsible for carrying out functions and tasks assigned to the Service;
  - б) allocates duties among employees, gives instructions and assignments;
  - в) monitors due performance of the duties by the employees;
  - г) reviews informatin before it is posted to the website;
  - д) organizes performance of functions and tasks defined in these regulations and presents issues to the Rector for decision making;

- 3) is responsible for the performance of the Service;
3. number of employees of the Service is defined by the staff schedule of the University;
4. tasks not envisaged by the staff schedule of the University shall be performed by individuals invited based on contract.

#### **Article 10. Deputy Head of the Service**

Deputy Head of the Service shall be appointed to and dismissed from the office by the Rector by legislation.

#### **მუხლი 11. Duties of the Deputy head of the Service:**

Deputy head of the Service

- a) is accountable for the performance of tasks to the head of the Service and Rector by legislation;
- b) supports Head of the Service to perform his or her duties;
- c) Acts on behalf of the Head of the Service if the latter is unable to perform;
- d) supervises performance of tasks allocated to the employees;
- e) undertakes other duties assigned by the Head of the Service and Rector.

#### **Article 12. Rule of Appointment to and Dismissal from the Office**

1. Employees of the Service are appointed to and dismissed from the office by the Rector by legislation;
2. employees are accountable and responsible to the Head of the Service;
3. employees perform functions to which they are assigned in accordance with these regulations.

#### **Article 13. Staff Schedule**

1. Number of employees is defined by the Staff schedule of the University.

2. tasks not envisaged by the staff schedule of the University shall be performed by individuals invited based on contract.

## **Chapter V. Final Provisions**

### **Article 14. Action of the regulations**

1. Regulations shall be approved by the Council of Representatives.
2. Revocation of or amendments and additions to the regulations shall be made by the Council of Representatives by legislation.