

# Free Academy of Tbilisi



## Public Relations Service

### Provision



## **Article 1. General Provisions**

**1.1.** Public Relations Service of the Free Academy of Tbilisi (hereinafter the "Academy") is an supportive structural unit of the Academy, which ensures the deepening of the Academy's relations.

**1.2.** The Service conducts its activities in accordance with the current legislation, normative ascts, Provision of the Academy, the rules of personnel management and this provision.

## **Article 2. Service management**

**2.1.** The service is managed by the head appointed and dismissed by the Rector of the Academy.

The service may have a specialist who is appointed and dismissed by the Rector of the Academy.

### **2.2. Functions of the head of the service**

- a.** Conducting press conferences and briefings of the Academy, preparing and publishing periodical press digests on the activities of the Academy;
- b.** Participate in the management of website structure and content with other structural units. Publication of acts adopted by the management bodies of the Academy;
- c.** Ensuring the coordination of joint grant, scholarship and research projects on behalf of the Academy;
- d.** Establishing business relations with the public and higher education institutions, educational-scientific centers, cultural-sports, creative and other organizations, well-known scientists and public figures;
- e.** Ensuring participation in the discussion of social, cultural, environmental and public issues;
- f.** Planning and organizing conferences and various events;
- g.** Promoting cultural and creative activities in the academy;
- h.** Participation in the process of forming the budget of the Academy.

### **2.3. Functions of the specialist**

- a.** Managing social networks. Promoting the activities of the academy by using various advertising means and social networks throughout the country.
- b.** Responsibilities regarding the administration of the official website:
  - Preparation of the design of the official website and making changes to it;
  - Placing information on the official website;
  - constant monitoring and updating of the official website;
  - Integration and optimization of social networks.



- c. Awareness of the public about important events, programs, projects, vacancies, competitions and other activities. Processing/preparing information on current processes, news and providing this information to the public in an appropriate manner;
- d. Internal communication with administration, students and professors;
- e. Perform other functions of the Service as defined by the Academy Provision, the Service Provision, current legislation and legal acts of the managing bodies of the Academy;
- f. Fulfilling the instructions of the head of the same service;
- g. Preparation of conferences and various types of events.

### **Article 3. Rules for Making Amendments and Additions to the Provision**

**3.1.** Amendments and additions to the regulations shall be made in accordance with the rules established by law.

### **Article 4. Final Provisions**

4.1. This provision is approved by the Senate of the Academy;

4.2. The provision shall enter into force upon signature;

4.3. This provision shall lose its force if the new provision is approved.