

**Georgian Technical University**  
**Engineering Economics, Media Technology and Social Sciences Faculty**  
**Educational and Research Laboratory of PR Technologies**

**Regulation**

Adopted by Academic Council of Georgian  
Technical University in accordance with  
Resolution № --- 2018  
approved by The Representative  
Council(Senate) in accordance with  
Resolution № --- 2018

Tbilisi 2018

**Article 1. General Regulations:**

- 1.1. Educational-research laboratory (hereinafter referred to as “laboratory”) of PR Technology of Georgian Technical University is the educational scientific-research unit of the department of Public Relations at the faculty of engineering economics, media technology and social sciences;
- 1.2. The laboratory carries out its activity in accordance with the law on “higher education” of Georgia, rules of Georgian Technical University and present regulation;
- 1.3. Basic directions of the laboratory activity are defined and conducted by authorities of Dean’s office and authorities of the department of Public Relations and the laboratory;
- 1.4. The laboratory address is #77<sup>a</sup>, Kostava St., Tbilisi. Educational building VI of Georgian Technical University;
- 1.5. The laboratory carries out its work upon the adoption of the resolution by Academic Council and issuing order by rector;

## **Article 2. Objectives and Tasks of the Laboratory of PR**

- 2.1. Improving training-educational activity of public relations department of Georgian Technical University;
- 2.2. Facilitating theoretical and practical investigative research activity of public relations(PR);
- 2.3. Facilitating preparation of high professional specialists in the field of public relations(PR) by their active involvement in research and practical activities;
- 2.4. Creating, elaborating and fulfilling of summer school programs taking into consideration the specific character of the laboratory activity;
- 2.5. Ensuring joint partnership projects with other structural units of GTU;
- 2.6. Publishing scientific-reviewing journal at the laboratory;
- 2.7. Facilitating preparation of Bachelors and Masters with high academic education oriented toward practical laboratory activity in the field of public relations(PR);
- 2.8. Carrying out scientific-practical researches in the field of public relations(PR) in the following directions: business, politics, culture, tourism;
- 2.9. Creating new text-books on different directions on the basis of research carried out at the laboratory;
- 2.10. Creating a specialized library and information base in the field of expertise of PR for the need of the faculty;
- 2.11. Participating in public relations educational process, trainings and conferences;
- 2.12. Establishing active scientific contacts with local and foreign scientific centres;

### **Article 3. Structure of the Laboratory:**

3.1. The laboratory activity is carried out in two directions: theoretical research of public relations and practical research of PR technology

3.2. Laboratory staff:

- Head of the laboratory;
- Senior specialist;
- Specialist;
- Specialist.

3.3. **Authorization and Accountability:**

3.3.1. Head of the laboratory conducts control over the daily activity of the laboratory with the help of the staff for its further development and responds to the facts. Head of the laboratory conducts effective work of the staff under the agreement, carries out advertising-informational activity defending interests of the laboratory, signs the certificate and conducts other activities in accordance with the law and university regulations. Head of the laboratory is accountable to the rector of the university and the head of administration;

3.3.2. Senior specialist of the laboratory:

Carries out control over compiled work being in the process of fulfillment with the help of the staff for its further development and responds to the facts, under the agreement participates in planning and fulfilment of university and laboratory defence and advertising-informational activities;

3.3.3. Specialist of the laboratory carries out the work defined by the schedule and gives head of the laboratory an account of fulfilled work after each calendar month;

#### **Scientific “Hall” of the Laboratory:**

3.4. The “Hall” is a conference room with educational and scientific function carrying out theoretical and practical activities of the laboratory in the field of public relation (PR)

3.5. Researchers of the laboratory together with the visiting specialists consider the results of current innovative processes in the field of public relations (PR) in Georgia and abroad and prepare latest publications;

3.6. Periodically, the hall will welcome groups of secondary school pupils of Georgia who will be given presentations using visual aids. They will exchange ideas;

#### **Article 4. Head of the Scientific-Educational Laboratory of PR Technology**

- 4.1. A person with no less than five years of scientific-pedagogical experience in the appropriate field can be appointed to a position of a head of the laboratory;
- 4.2. Engineering economics, media technology and social sciences Faculty Council elects head of the laboratory to a four-year term by solicitation of the department of liberal sciences;
- 4.3. Duties and rights of the head of the laboratory:
  - Head of the laboratory conducts the laboratory in accordance with demands of the regulation;
  - submits basic directions of laboratory scientific activity to the Faculty Council for approval;
  - Conducts and facilitates business relationships with the institutions of the appropriate field from Georgia and abroad;
  - In agreement with the Dean of the faculty submits the staff schedule to the administration for appointment;
  - Supervises the laboratory staff.

#### **Article 5. Liquidation/Reorganization of Scientific-Educational Laboratory of PR Technology**

5.1. Transformation, reorganization and liquidation of the laboratory is conducted in accordance with the existing legislation.

Rector	A.Prangishvili
Vice-Rector	L.Klimiashvili
Head of the Teaching Department	I.Lomidze
Engineering Economics, Media Technology and Social Sciences Faculty Dean	Iv.Jagodnishvili
Head of Legislative Support Department	B.Maisuradze

