

**REGULATION**  
**OF THE CENTER FOR EXTERNAL COOPERATION AND PUBLIC RELATIONS**  
**OF M. NALBANDYAN STATE UNIVERSITY OF SHIRAK**

**1. GENERAL ISSUES**

- 1.1. The regulation (hereinafter- the Regulation) of the Center for External Cooperation and Public Relations (hereinafter- the Center) of “M. Nalbandyan State University of Shirak” Foundation (hereinafter- SUSH) defines the goals and objectives of the Center, its main functions, management, as well as the procedure for establishment, reorganization and liquidation of the Center.
- 1.2. The Center operates in accordance with the RA legislation based on the SUSH Statute and internal legal acts, as well as this Regulation.
- 1.3. This Regulation is approved and amended by the decision of SUSH Scientific Board.
- 1.4. This Regulation shall enter into force on approval.

**2. THE GOALS AND MAIN OBJECTIVES OF THE CENTER**

2.1 **The Center aims at** organizing, coordinating and implementing the process of external cooperation, SUSH internationalization, social responsibility and providing visibility.

2.2 **The main objectives of the Center are:**

2.2.1 Establishing and developing external cooperation relations, providing information and support to SUSH structural units on republican and international scientific and educational programs, grants.

2.2.2 Ensuring and promoting SUSH participation in HEIs' capacity building programs.

2.2.3 Organizing and coordinating SUSH administrative, academic staff and student engagement activities in International Academic Exchange and Credit Mobility programs.

2.2.4. Providing and promoting processes aimed at SUSH internationalization, according to the priority directions of the national strategy of internationalization.

2.2.5. Promoting and developing SUSH relations with publicity, coordinating works with media.

2.2.6 Preparing and disseminating materials that contribute to raising the level of public awareness on SUSH and educational institutions within the University.

### **3. THE MAIN FUNCTIONS OF THE CENTER**

3.1. To develop and introduce a strategy, relevant procedures aimed at SUSH external cooperation and internationalization and coordinate their implementation process;

3.2. To inform SUSH structural units about republican and international cooperation grant programs;

3.3. To assist SUSH internal beneficiaries in the process of applying for and participating in national and international academic mobility and exchange programs;

3.4. To formulate the business trip documents of SUSH official delegations, administrative and academic staff and students participating in the external cooperation programs;

3.5. To form and send the necessary documents for the invitations of RA and foreign partner delegations, specialists and students, organize their reception;

3.6. To inform the public about the main goals and functions of SUSH, its main areas of activities, implemented and planned actions;

3.7. To cover and promote the expansion and diversification of SUSH -society relations, as well as the improvement of quality of its implementation through the "University Journal" periodical program, the broadcast, the SUSH website and social networks (YouTube, Facebook, LinkedIn, Instagram, Twitter);

3.8. To respond to messages and inquiries received from internal and external stakeholders through feedback.

3.9. To conduct research and monitoring of public opinion and feedback results.

3.10. To participate in SUSh self-analysis and accreditation processes.

3.11. To participate in the organization and implementation of other activities arising from the SUSh Statute, Strategic Plan and this Regulation.

#### **4. THE MANAGEMENT, ESTABLISHMENT, REORGANIZATION AND LIQUIDATION OF THE CENTER**

4.1. The Center is a structural unit of SUSh, which is directly subordinate to the SUSh Rector.

4.2. The activities of the Center are managed by the Head of the Center, who is appointed and dismissed by the SUSh Rector.

4.3. The Center staff is appointed and dismissed upon the recommendation of the Head of the Center, by the order of SUSh Rector.

4.4. The competences and duties of the Center staff are defined by the position passport.

4.5. The Center is established, reorganized or liquidated upon the submission of SUSh Rector based on the decision of the Scientific Board and the approval of the Board of Trustees.