



სსიპ ბათუმის შოთა რუსთაველის
სახელმწიფო უნივერსიტეტი

LEPL Batumi Shota Rustaveli State University

2026

Decision of the Representative Council № 07-01/

On the approval of the 2025 activity report of the Head of the BSU Administration

According to Article 18 of the Law of Georgia "On Higher Education", - Article 10 of the Statute of the legal entity of public law - Batumi Shota Rustaveli State University, "Regarding the approval of the rules for drawing up the budget of BSU" Decision N07-01/59 of the BSU Representative Council of December 24, 2021, the head of the BSU administration On the basis of the service card (N-, 2026), the minutes of the March 2026 session of the BSU Representative Council No. 07-02/- and the regulations of the Representative Council, the Representative Council

Decided

1. To approve the 2025 report on the activities of the Head of the Administration of the legal entity under public law - Batumi Shota Rustaveli State University, in accordance with Annex No. 1, and the 2025 annual budget execution report in accordance with Annex No. 2.
2. The decision shall be published on the BSU website.
3. The decision shall be sent to the management bodies and structural units of BSU.
4. The decision shall enter into force upon signing.
5. The decision may be appealed within the time limit and in accordance with the procedure established by law to the Batumi City Court (Batumi, Zubalashvili St. No. 30).

Speaker of the Representative Council,

Professor

Jemal Karalidze

**Legal Entity of Public Law -
Batumi Shota Rustaveli State University**



2025 Activity Report of the Head of Administration

Introduction

A legal entity of public law, Batumi Shota Rustaveli State University (hereinafter referred to as “BSU” or “University”), during its 90-year existence, has clearly established itself as one of the largest educational and scientific-research centers in Western Georgia. The mission of the University is to ensure the training of highly qualified and competitive specialists, to educate free individuals who carry national and universal human values, and to establish a worthy place in both the national and international educational space.

BSU conducts its activities in accordance with the mission and strategic development plan approved by the resolution of the Academic Council of BSU. The strategic development plan for 2025-2031 defines the main development priorities of the university, which are focused on ensuring its institutional strengthening and qualitative growth. The following strategic directions have been identified for the mentioned period:

Increasing the social role of the university in the public life of the region and the country; Providing students with modern standards, high academic quality and employment-oriented education; Carrying out valuable, fundamental and practical scientific research; Internationalization of learning, teaching and research processes; Promoting close cooperation between employers, students, professors and researchers and sharing experience among them; Developing diverse professional programs, taking into account the needs of society and the interests of the labour market; Developing the university infrastructure in accordance with the requirements of learning, teaching, research and student life; Well-organized and effective academic and administrative management processes.

The budget process of the university is of fundamental importance for the effective implementation of the BSU mission and tasks defined by the strategic development plan. It represents a unified and consistent system of planning, preparation, approval, implementation and reporting of the budget, as the main financial document of the university. The budget process will be conducted in accordance with the legislation of Georgia, the Law of Georgia “On Higher Education” and the BSU Charter, as well as on the basis of the “Budget Preparation Rules” approved by the BSU Representative Council Decision No. 07-01/59 of December 24, 2021.

The main function of the Head of the Administration of BSU is to provide administrative support to the activities of the university through the effective management of financial, material and human resources. The full implementation of this function requires optimal allocation of resources, systematic assessment of risks and constant monitoring of the results of activities. The successful functioning of the university largely depends on the effective work of the administration and results-oriented management, the coordination of which is one of the main tasks of the Head of the Administration.

The presented report reflects the activities carried out by the BSU administration during the reporting period, the achieved results and the mechanisms for responding to challenges. The work of the administration was entirely based on the university's mission and the priorities defined by the 2025-2031 Strategic Development Plan. During this period, special attention was paid to ensuring financial sustainability, targeted and rational allocation of resources, planning and implementation of infrastructure projects, as well as improving internal administrative processes. The administration's activities were result-oriented and aimed at promoting the academic and institutional development of the university, increasing the efficiency of management processes and ensuring transparency.

University's 2025 Program Budget and State Procurement Plan

In order to achieve the goals defined by the strategic development plan of BSU, financial resources are necessary, the result-oriented spending of which clearly depends on the programmatic planning of the organization's budget, which has been implemented in the university since 2022.

The 2025 program budget of BSU was approved by the decision of the University Representative Council N07-01/69 of December 11, 2024 and was planned according to the principle of program budgeting. The structural units of the University were involved in the budget planning process, namely: faculties, independent scientific and research units (hereinafter - research institutes), the Center for Vocational Programs Management and Continuing Education (hereinafter - the Vocational Center) and other structures of the BSU administration, which had the opportunity to submit budget applications in accordance with the needs.

As a result of the processing of budget applications submitted by BSU structural units, the following was ensured when drawing up the draft budget:

- Planning of events in a priority context;
- Distribution of responsibility for the implementation of events/expenditures between faculties, research institutes and the Center for Management of Vocational Programs and Continuing Education;
- Planning of expenses in accordance with the BSU Strategic Development Plan;
- Planning of programs/subprograms according to funding sources;
- Implementation of the principles of transparency, comprehensiveness and independence.
- Based on the analysis of budget applications submitted by all links (in accordance with the BSU Strategic Development Plan), mutual reconciliation, consolidation and classification, four main **programs** were identified:

- ✓ **Support for the management of BSU faculties, research institutes and the Center for Vocational Programs and Continuing Education;**
- ✓ **University management and regulation;**
- ✓ **University infrastructure development;**
- ✓ **Support for BSU students/vocational students.**

The program "Support for the Management of Faculties, Research Institutes and the Center for Vocational Programs of BSU and Continuing Education" consists of 12 subprograms, which represent a set of activities (expenditures) of the Management of Faculties, Research Institutes and the Center for Vocational Programs and Continuing Education in compliance with the principle of autonomy. The aforementioned program also includes a subprogram for internal university targeted financing. The planning and implementation of subprograms in the context of faculties is directly related to the requirements of authorization/accreditation. In addition, the faculty becomes directly responsible for the implementation of the subprogram, as the activities

are planned on its initiative and administrative barriers will not prevent it from achieving the expected results.

The program "University Management and Regulation" is represented by two subprograms - administrative support of university activities and support of the quality assurance system. The administrative support subprogram combines those inevitable measures, the implementation of which is related to general university needs. The second subprogram presents a set of measures directly aimed at quality assurance, which gives the budget user a complete idea of the activities planned in this direction and the results to be achieved.

The program "University Infrastructure Development" includes two subprograms - development of IT technologies and provision of material and technical base and current/capital repair works/constructions. The first subprogram presents specific measures related to the renewal of the BSU computer base and the development of digital technologies, while the second subprogram includes volume costs directly related to the improvement of infrastructure and material and technical equipment.

The program "Support for BSU Students/Vocational Students" provides for the financing of various student activities, where the measures are presented in the form of two subprograms - support for educational and scientific activities and support for cultural and sports activities.

It is noteworthy that the detailed costs/measures planned in the subprograms have defined expected results and visible criteria for their measurement, which are fully consistent with the goals defined by the BSU Strategic Development Plan.

The 2025 budget of the BSU, approved by the decision of the BSU Representative Council of December 11, 2024 N07-01/69, was amended by the orders of the Head of Administration and the decisions of the Representative Council (decisions of the BSU Representative Council of March 5, 2025 N07-01/06, March 19, N07-01/07 and December 25, N07-01/41. Orders of the Head of the BSU Administration: N01-10/12, 13.02.2025, N01-10/32, 11.04.2025, N01-10/54, 14.05.2025, N01-10/58, 27.05.2025, N01-10/65, 04.07.2025, N01-10/70, 08.08.2025, N01-10/92, 11.11.2025, N01-10/97, 27.11.2025).

Based on the programmatically planned 2025 budget, the State Procurement Plan of the State University of Georgia for 2025 was developed, within the framework of which the expenditures/measures planned under all programs and subprograms were consolidated. Procurement funds were grouped according to four sources of financing (own revenues, Adjara AR Republican Budget, State Budget and Grants), which ensures planned and flexible implementation of procurement.

The 2025 state procurement plan of BSU was approved by the order of the head of the administration dated November 20, 2024 N01-10/103. The annual procurement plan was changed several times (by the head of administration: N01-10/03, 16.01.2025, N01-10/24, 06.03.2025, N01-10/28, 27.03.2025, N01-10/51, 02.05.2025, N01-10/55, 14.05.2025, N01-10/59, 27.05.2025, N01-10/69, 28.07.2025, N01-10/71, 08.08.2025, N01-10/84, 21.10.2025 No., N01-10/98, 27.11.2025, by orders), which was due to changes made in the 2025 budget of BSU and other unavoidable needs.

The BSU **program budget** for 2025, taking into account the total amount of funding sources and programs/subprograms, amounted to 40,104,488.00 GEL, and the annual **(2025) state procurement plan** - 9,074,677.00 GEL.

Targeted projects for the development of the university in 2025 and achieved results

In the reporting period, the resources mobilized within the framework of the program budget are purposefully directed to the development of the university's infrastructure, the renewal of the material and technical base, and the initiatives related to the development of educational activities. The implemented projects significantly contributed to the increase in the quality of teaching and research, the improvement of organizational efficiency and the implementation of the strategic goals of the university. The following events are particularly noteworthy:

Infrastructure measures:

The winning company in the electronic tender No. NAT250001065 announced for the construction, repair and reconstruction works of BSU buildings and territories, within the framework of the contract No. 31 of February 7, 2025, prepared project and cost accounting documentation worth 21999.82 GEL, based on which During the reporting period, the following important infrastructure works were procured:

- The design and cost accounting documentation for the rehabilitation works of the facade of the first building of the BSU (an immovable monument of cultural heritage) financed by the republican budget of the Adjara Autonomous Republic provided for the cleaning and restoration of facade surfaces and columns, rehabilitation of damaged plaster and decorative elements, two-time high-quality painting, arrangement of the entrance and superstructure, rehabilitation works of the water collection system and facade lighting. The company that won the electronic tender No. NAT250008258, within the framework of the State Procurement Agreement No. 200 of June 13, 2026, performed works worth 454468.17 GEL, while the amount determined by the design and cost accounting documentation was 630460.00 GEL.

- With the funding of the republican budget of the Ajara Autonomous Republic, within the framework of the electronic tender No. NAT250009082, the roof rehabilitation works of the building of the Institute of Agrarian and Membrane Technologies (Building 5) of the Independent Scientific-Research Unit of the BSU were purchased. The company that won the tender, within the framework of the State Procurement Agreement No. 228 of July 2, 2025, performed works worth 259,569.76 GEL: wooden roof structures and roofing were arranged on an area of 1982.40 m², a 0.48 mm thick colored profiled tin coating was laid, perimeter and ridge wrapping was arranged, and a water collection system (gutters, pipes and funnels) was installed. The project and cost accounting documentation allocated 396,840.00 GEL for the aforementioned works.

- With its own revenues and co-financing from the republican budget of the Ajara Autonomous Region, within the framework of the electronic tender No. NAT250011914, the procurement of construction, repair and reconstruction works for the improvement of buildings and territories of the BSU was carried out. The supplier who won the tender, within the framework of the contract No. 257 of August 13, 2025, performed works worth a total of 231,201.74 GEL, including: internal rehabilitation works were carried out in the building of the Institute of Agricultural and Membrane Technologies (arrangement of floor screeds, plastering and painting of walls, installation of ceilings, installation of electrical installation, water and

sewage and fire systems, arrangement of the shed roof, installation of gates, etc.) worth 83,927.82 GEL; Internal rehabilitation works were carried out in the building of the Center for Vocational Programs Management and Continuing Education (painting of walls and ceilings, installation of laminate tiles, electrical and water and sewage systems), the driveway was leveled with a gutter, a fence with a gate and outdoor lighting were installed - works worth a total of 98,368.38 GEL; outdoor lighting was installed in the yard of the student housing at a cost of 42,024.48 GEL, and a 25 m² damaged stained glass window on the facade of Building 2 from the Rustaveli Street side was replaced at a cost of 6,881.06 GEL.

Within the framework of financing with own income, rehabilitation works of buildings I, II and III of BSU were purchased within the framework of electronic tender No. NAT250013613. The company that won the electronic tender, within the framework of contract No. 275 dated September 5, 2025, performed a total of 353396.05 GEL of works, including: restoration works of the gate at the entrance of building 3 were carried out, cement screed with waterproofing was arranged on the balconies, damaged plaster was restored in the rooms and corridors, which were subsequently processed and painted with high-quality paint. In building 2, walls were processed and painted with water-emulsion paint, cement screed and ceramic granite tiles were arranged on the floors, damaged suspended ceilings were restored, mechanical curtain blinds were installed on the windows. The assembly hall in Building I was completely renovated, where 198.00 m² of heterogeneous PVC flooring was installed, the fabric covers on the chairs were completely replaced, the corridor, dressing room and changing rooms were renovated. 135.00 m² of laminate parquet tiles were replaced in the student residence on Leonidze Street.

Activities implemented in the direction of educational, scientific and material-technical development:

Funding for the functioning and development of the library is an important direction in the BSU budget. The expenses incurred for the **development of library resources**, including the improvement of the scientific and educational textbook collection, amounted to 171,416.10 GEL, while 4,400.00 GEL was spent on the purchase of library programs (access to international electronic library databases).

For the needs of scientific research activities and educational and laboratory studies, laboratory equipment and medical devices worth 612,000.00 GEL, medical consumables and products, dental materials, chemical and laboratory reagents, as well as laboratory research services (according to all sources of funding) have been purchased.

For the development of information technologies, computer equipment worth 741398.00 GEL was purchased (including: desktop computers, so-called laptops, multifunctional laser printers and interactive screens, etc.), network devices, audio, video systems and accessories, various software packages.

For the **renewal of furniture**, office and educational furniture worth 152201.00 GEL of various denominations was purchased within the framework of electronic tenders.

The already traditional **scientific conference** "Black Sea Region at the Crossroads of Civilizations IV" was held at a high level within the framework of state budget financing, within the framework of which goods and services worth 42,236.20 GEL were purchased, including 40 tents for the scientific picnic to be held within the framework of the conference.

The university budget allocates financial resources annually for the implementation of scientific research. In this regard, it is worth noting the financing of **internal targeted scientific-research projects**, for which 481382.00 GEL is envisaged for the reporting year. In addition, the total expenditure incurred for the implementation of the projects amounted to 190186.07 GEL, which, in addition to BSU's own revenues, was financed by appropriations allocated from the republican budget of the Autonomous Republic of Adjara.

Within the framework of **grant project funding**, goods and services worth a total of 3,323,139.35 GEL were purchased during 2025.

Overview of the main activities implemented within the framework of sub-programs

This subsection presents an overview of the main activities and activities implemented within the framework of subprograms during the reporting year. The information reflects the activities implemented in the relevant areas and the results achieved:

A number of important activities were carried out within the framework of the sub-program of the **Faculty of Economics and Business**. An international scientific conference was organized - "Global Challenges of Economics and Business and Sustainable Development 2025", which contributed to the sharing of experience between academic and professional circles and the discussion of modern economic trends. In addition, the faculty's office furniture and educational literature were updated, which improves the quality of the learning environment. The business analysis software package "Business Process Simulation Game" created by the Flexsim company was purchased, which provides practical training-oriented, innovative approaches. In addition, the lecture hall was equipped with modern personal computers, which further increases the efficiency of the educational process.

- Significant measures were taken to ensure the needs of the **Faculty of Exact Sciences and Education**. Modern office furniture and computer equipment, as well as sports equipment and textbooks, were purchased, which contributes to the effective conduct of the educational process. In order to encourage students' scientific and research activities and promote their professional development, their participation in various educational Olympiads was financed, thus creating additional opportunities for deepening knowledge and developing practical skills.

- Within the framework of the **Faculty of Law and Social Sciences** subprogram, the infrastructural and educational resources of the faculty were strengthened. Office furniture and modern computer equipment were purchased, as well as textbooks and literature were updated. In order to develop students' practical skills, their participation in an educational event - mock trials was funded, which significantly contributes to the application of theoretical knowledge in a practical environment and the formation of professional competencies.

- Within the framework of the financial resources allocated for the **Faculty of Natural Sciences and Health Care** subprogram, the material and technical base of the faculty was significantly updated. Laboratories and departments were provided with modern laboratory equipment and devices, chemical and other reagents, as well as medical consumables and relevant equipment, which contributed to improving the quality of the educational and research process. In addition, educational, field/industrial practice provided for in the educational programs was funded, which gives students the opportunity to deepen their practical skills, and textbooks were also published, which increase the effectiveness of the educational process.

- The financial resources allocated for the subprogram of the **Faculty of Technology** are aimed at improving the material and technical base of the faculty and raising the quality of the educational process. Within the framework of the financing, modern laboratory equipment, drawing/drawing tools, agricultural and construction equipment/devices, software licenses have been purchased, as well as office furniture and educational literature have been updated. These measures significantly contribute to both the effectiveness of practical training and the improvement of the working environment.

- The **Faculty of Tourism** has updated and replenished its office furniture and specialized literature, which significantly improves both the administrative and learning environment. Faculty students successfully completed training/field practice abroad, which gave them the opportunity to deepen their professional knowledge, practical skills and get acquainted with international standards in the field of tourism. The year-end event “New Year's mood and professional practice” was held within the framework of the training course “Special Events Management”. The concept of the event was based on the modern educational principle “Learning through fun”, which provides for an innovative, interactive and practice-oriented approach to teaching. In addition, targeted activities were implemented with the funding of the Francophonie University Agency (AUF), which were aimed at strengthening academic cooperation, promoting professional development and sharing international experience.

- The Faculty of Humanities organized the “XIV International Summer School of Digital Kartvelology” and “Georgian Political Orality Research in the Digital Era - Methods, Tools, Strategies”. The events brought together local and foreign researchers, young scientists and students working in the field of Kartvelology, contributed to the deepening of scientific dialogue and the integration of modern digital tools into humanitarian research. In addition, the faculty's book collection was significantly updated and replenished, which improves access to educational and scientific resources. The faculty's scientific journal was indexed in international electronic databases and its reflection on relevant platforms, which increases the visibility of the publication and the degree of integration into the international academic space. Also, the organization of students' professional practice was ensured, which contributes to the development of their practical skills and the accumulation of professional experience.

- During the reporting period, the **Center for Vocational Programs Management and Continuing Education** purchased goods and services necessary for the effective functioning of vocational programs. The process was aimed at improving the learning environment, raising the quality of programs, and ensuring compliance with vocational education standards. The purchased resources included both material and technical means and various types of services, which ensure the smooth conduct of the educational process, the full implementation of practical components, and the development of professional skills of trainees.

- The BSU program budget provides funding for scientific research activities envisaged in the action plan of **independent scientific research units (institutes)**. Funding includes equipping and ensuring the functioning of laboratories, promoting the publication of scientific papers, as well as other necessary activities that contribute to improving the quality of research work, developing innovative ideas, and wide public dissemination of results.

Support for the participation of BSU academic and scientific staff in international scientific events, including conferences, symposiums and research seminars outside the country (abroad), is provided. These events allow staff to introduce their research to an international audience, establish professional connections and exchange experience. Staff professional development events (qualification enhancement/training/participation in conferences) were funded both in

Georgia and abroad. In order to ensure the retention and increase of motivation of highly qualified staff, financial incentives for employees are provided on the basis of the "Rules for Financing the Professional Development of BSU Staff and Encouraging the Publication of Articles". BSU academic and scientific staff are fully or partially funded in accordance with the rules established by the internal legal acts of the university, for the purpose of publishing a work prepared for use in the BSU educational process and recognized as a textbook.

- The activities implemented within the framework of the **BSU Student and Vocational Student Support Program**, which are aimed at the multifaceted development of student life, are important. Sports, creative, cultural and educational events were implemented within the framework of the program, which contribute to the identification of students' interests and the realization of their potential. In order to promote student educational and scientific activities, 5 student projects were funded, for which 50,000.00 GEL was allocated from the budget. These projects contributed to the implementation of innovative ideas, the development of teamwork and the deepening of research skills. As well as the organizational and technical needs related to the events of seeing off graduates and receiving (welcoming) freshmen, which creates a unified, positive and motivated university environment. A student scientific conference was held and a collection of papers was published, giving students the opportunity to present their research and engage in academic discussion. In addition, motivational lectures and master classes were held with the participation of high-ranking managers, who shared professional experience, career development visions and practical advice for achieving success with students. Within the framework of the program, hundreds of students were awarded state and named scholarships, which is a recognition and encouragement of their academic achievements. This support contributes to maintaining high academic performance, increasing motivation and professional development of students.

It is worth noting the diversity of student financial support/social programs implemented in 2025:

- In 2024, with the support of the Government of Georgia and the Ajara Autonomous Republic, tuition fees were financed for 991 students of various social categories;

- Based on the Resolution of the Government of Georgia No. 378 of October 3, 2023, in accordance with the decisions of the BSU Representative Council No. 12, 2024 No. 07-01/25 and No. 07-01/26 (amendment - Decision No. 07-01/33 of April 3, 2024), 928 BSU students whose status was suspended and who had tuition debt as of August 1, 2023 were exempted from paying tuition debt.

- 116 BSU students benefited from financial support within the framework of another BSU program/project.

Results of student financial support implemented in 2024						
Name of the program/project/activity	2023-24 academic year spring semester		2024-25 academic year fall semester		Total in 2024	
	Number of students	Funding amount	Number of students	Funding amount	Number of students	Funding amount
BSU Social Program "Tuition Fee Discounts"	38	20 000	26	14 732	64	34 732
A member of a military serviceman's family - about the granting of a tuition fee discount by BSU (30/50%)	14	4 320	7	3 262,5	21	7 582,5
BSU exempts persons with disabilities/disabled persons from tuition fees	2	1 875	2	2 250	4	4 125
Orphans with parents	6	5 325	3	3 808	9	9 133
Social Program of the Ministry of Education, Culture and Sports of Adjara (Funding)	291	315 630.5	230	246 825	521	562 455.5
Social Program (Grant) of the Ministry of Education, Science and Youth of Georgia	230	236 137.5	240	237 487.5	470	473 625
According to the decision of the representative council, he was exempted from tuition fees	4	5 889,07	14	8 062,5	18	13 951,57
Initiative of the Prime Minister/Government on October 3, 2023. N378 by station	928	930 874.28	0	0	928	930 874.28
Total	1513	1520051.35	522	516 427,5	2035	2 036 478.85

Spaces rehabilitated by BSU in 2024

















The role of BSU structural units in institutional development

Legal Department

Based on the correspondence received at BSU and the processing/editing of projects prepared directly in the Legal Department and/or submitted by structural units, the following have been prepared/edited/agreed upon and/or approved:

A total of 3462 orders of the BSU Rector and Head of Administration issued in 2024; 193 resolutions of the Academic Council and 43 decisions of the Representative Council.

With the direct involvement of the Legal Department staff, the following were prepared:

- University letters/past correspondence - 571 letters;
- Service cards - 343 cards;
- Agreements/memorandums - 99;
- Updated BSU Student Guide for the 2024-2026 academic year (18 chapters in total);
- Updated BSU Professional Student Guide (end of 2025) (10 chapters in total)
- Systematic codification of BSU legal acts and posting/replacing them on the BSU website;
- Consulting activities - the department provided consulting services to 7 faculties of BSU, 3 scientific-research institutes, the Center for Continuing Education for the Management of Vocational Programs and other supporting structural units of the BSU administration, and legal support to the BSU management bodies and structures;
 - In order to bring the university into compliance with the authorization standards and implement the authorization recommendations, various legal acts were prepared, including the updated descriptions of the functions of the personnel of the structural units; the procedure for hiring and affiliation of personnel and other regulations/authorization documentation;
 - In 2026, proceedings will continue (at the pre-trial/agreement/trial/enforcement stages) for a total of 1,645 individuals with tuition debt (active students, graduates, students with suspended status and students with suspended status).
 - In 2026, court proceedings will continue: in 10 court disputes (excluding student tuition debt cases), in which BSU is the respondent.

Research Service

The Scientific Research Service carried out the following in 2025:

- Approval of the doctoral student's scientific supervisor and scientific topic;
- Change of scientific supervisor and topic;
- Making changes to the cost estimate for studies;
- Monitoring of seminars, colloquiums, preliminary defense;
- Abstracts checked according to the parameters were sent to the foreign expert and agreements were signed;
- Organization of the transfer of honorarium for 16 foreign evaluators and preparation of orders;
- 48 local evaluators were invited;
- Scientific articles of 16 doctoral students were verified;
- Monitoring of the creation of 48 orders was carried out for doctoral seminars, dissertation commission, transfer of funds to evaluators and issuance of doctoral diplomas;
- Attendance and monitoring of 16 public defenses of dissertations;
- 10 dissertations were sent to the National Library of the Parliament of Georgia, abstracts, agreements signed with doctoral students;
- 12 doctoral students were funded in the grant competition for young scientists.
- Participation in the creation of the authorization document:
- Organization of the Scientific Picnic 2025;
- Institutional support of internal targeted grants;
- Institutional support of Shota Rustaveli National Science Foundation grants;
- Organizational support of the process of financing the professional development of BSU personnel and encouraging the publication of articles and preparation of publication projects;
- Organization and holding of the selection competition for the university's targeted scientific-research project, organizational support of project implementation/changes and preparation of publication projects;

In 2025, it was organized to enter data for 2024-2025 independently

In the database of research units and scientific persons.

According to the "Rule of evaluation of scientific-research work of academic/scientific staff of BSU", it was evaluated:

- 1287 scientific works;
- 1036 scientific events;
- 109 monographs;
- 156 grants (ongoing);
- 65 grants (submitted)
- 1 invention;
- 2735 other activities.

In 2025, the following normative documents were prepared:

- Doctoral Studies Regulations;
- Dissertation Council Regulations by Faculty;
- Citation and Bibliography Rules (APA)
- Incentive Rules;
- Rules for Submitting BSU Applications in Grant Competitions and Administering Grant Agreements.

Reports of 31 departments and 3 research units will be studied and corrected for submission to the Georgian National Academy of Sciences;

Electronic databases are constantly being updated:

- PhD database/thesis database;
- Professional and grant-based missions database;
- Shota Rustaveli National Science Foundation projects database;
- BSU target projects database; Capacity Building database;
- Horizon Europe database;
- Articles published in scientific databases database;
- Awards received for publishing articles database;
- Funded persons in scientific events database;
- Academy of Sciences evaluation database.

The following website is currently active and constantly updated:

- Doctoral Student Guide;
- English-language page;
- Bibliography and Citation Guide.

Department of Strategic Development and International Relations

- During the reporting period, activities related to the authorization process were carried out in the **direction of strategic development**:

Review of the received comments, preparation of responses for the Authorization Council, which were reflected in the general university document; Arrangement/compilation of materials (reports, protocols) for monitoring the implementation of the strategic development plan during the reporting period;

Providing assistance to the BSU Center for Vocational Programs Management and Continuing Education, within the scope of the department's competence: provision of materials (reports, protocols) for monitoring the implementation of the strategic development plan during the reporting period; participation in the work of working sessions;

- In order to implement the university's internationalization policy, a number of interesting events were planned and implemented in the department during the reporting period:

InfoDay – twice a year, at the beginning of the fall and spring semesters, information meetings were held with BSU students in the assembly hall, introducing them to international exchange programs, explaining the application and submission procedures, etc.

International mobility competitions were announced on a semester basis, both for students and staff (**Outgoing Students and Staff**), and the winning candidates were identified. In 2024-2025, a total of 64 students (Erasmus+ 47) (17 funded by the Ministry of Education of Ajara) went on mobility from BSU to European universities - outgoing staff: 50 staff (28-academic; 22-administrative).

- Organizing visits of **academic and administrative staff** (Incoming Staff) arriving at BSU through international exchange programs: resolving organizational issues of their mobility: preliminary correspondence, contacting relevant faculties and departments, preparing mobility agreements; organizing various cultural events.

In 2024-2025, a total of **46 people arrived at BSU from foreign universities on mobility (incoming) Staff: Out of 46 mobile, 24 people attended the International Week (including the International Week); Students: 13 arrived at BSU (incoming)**.

- In order to attract new international partners, the **VI International Week** was held (June 10-14), which was attended by about 20 representatives from 12 universities from 10 countries: Poland, Bulgaria, Germany, North Macedonia, the Czech Republic, Slovenia, France, Israel, Malta, Lithuania, and Greece; Within the framework of the 6th Erasmus+ International Week at BSU, on June 12, training was held for foreign partners and BSU academic and administrative staff on the development of joint English-language educational programs, the current legislative framework and other current issues. A memorandum of cooperation was also signed between Batumi Shota Rustaveli State University and Malta MED.E.A., and memorandums of cooperation were also signed with 3 Polish universities: State University of Applied Sciences in Koszalin; University of Applied Sciences in Wałcz; Academy of Physical Education and Sport of Gdansk.

In 2024-2025, a memorandum of cooperation was signed with foreign universities. At this stage, 197 memorandums of cooperation are in force with educational institutions from 34 countries;

And with Georgian institutions (universities, schools, kindergartens, ministries, agencies, centers, various organizations and companies) - up to 163 agreements, a total of 450 agreements have been signed at this stage;

- International mobility is mainly carried out on the basis of Inter-Institutional Agreements - IIA, of which up to 50 have been signed in recent years.

- In the 2024-2025 academic year, with our help, up to 15 foreign citizens were enrolled in BSU.

- In 2024-2025 BSU was visited by high-ranking delegations, the reception and hosting of the delegations was organized, an English-language presentation about BSU was presented to them.

- Creation of Alumni Association of graduates participating in BSU exchange programs was completed.

- In 2024-2025, with the participation of BSU, there are 17 winners of EU-funded institutional development (CBHE, etc., as well as 3-Jean Monnet) active projects (PRESS, ETHICS, LISS, DeSIRE, HEAL, OPTIFY, EDAGA, EU-AGM, SECURE, Green Engine, etc.)

- About 20 new projects have been submitted for the 2025 competition, with the active involvement of the department, with the participation of BSU.

- On the initiative of the department, we entered the project in the competition announced by Japan - READ JAPAN PROJECT - which won and the Japanese Embassy will give us about 100 books.

- Internationalization information and news are regularly posted on the university's website;

- The department receives, processes and responds to dozens of correspondences every day.

- The department produces statistics of international mobility of students and staff online.

Department of Student Career Development, Culture and Sports

In 2025, the department prepared for students:

- About 598 references of participation in various student activities.
- About 100 response letters to student applications.
- About 700 telephone calls were made in response to student applications.

In order to promote the career and professional development of students, the following events were held:

- About 20 informational meetings with employers,
- "Employment Forum 2025" was attended by about 300 BSU students,
- Employment Forum 2025 - "Start a Successful Career in the Hotel Industry" was attended by about 200 BSU students,
- 3 public lectures-master classes were held, which were attended by about 500 students:
on the topic:
 - "The Art of Presentation - How to Find Your Place in the Labor Market"
 - Public lecture on the topic - "Environment and People";
 - Public lecture on the topic - "Self-Esteem in Children and Adolescents".
- Student project competition - organization and control (21 project applications received, 7 student projects were funded, with a total budget of 49,652 GEL,
 - Professional skills development training was held within the framework of the Erasmus+ ProMent project.
- The forum "UN Youth Week" was organized by the department and with the financial support of the Regional Youth Center, where up to 50 BSU students participated
- Organization of a student conference (up to 500 students registered, 83 students were identified in 28 sections and awarded with relevant certificates and cash prizes);
- In 2025, the annual student scientific conference was held, 114 students were identified in 31 sections and awarded with relevant certificates and cash prizes.

- In 2025, with the support of the department, student clubs carried out the following activities:

- **Student Scientific Society BSU** - the club unites about 60 students from all faculties of BSU. The club was actively involved in organizing the Student Conference 2025.
 - With the support of the department, student clubs carried out the following activities:
 - **What? Where? When?** - Spring and fall tournaments were held, involving about 200 students. The winning students were awarded cups, certificates, books, and an excursion was organized.
 - **Film Enthusiasts Club** - About 10 film screenings and discussions were held, which were attended by more than 150 students.
 - **Humor and Wit Club** - With the support of the department, the Funny and Clever Club won in 2025.

- **Liminal** - With the support of the department, the Liminal Club was founded, which conducts monthly psychological podcasts, which are posted on their Facebook page.

- **Philosophy Club** - A philosophy club was formed, which periodically holds meetings/discussions on various topics.

- The department held informational meetings with freshmen (more than 500 students) at the beginning of the 2025-2026 academic year

- **Scholarships and financial benefits** - In 2025, a total of 836 students received various scholarships. Financial benefits - 66 students.

- In 2025, 6 disabled students of BSU were exempted from tuition fees.

- The right to use dormitories was gradually granted to 134 students

- **The following activities were organized and supported by the Department of Culture and Sports:**

Student Theater Troupe "Theatron": In 2025, the troupe presented the play "Courier".

It toured Tbilisi at the International Theater Festival "Nighabi 2025".

Musical Group "OFF SIDE": In December 2025, the band toured Tokyo, Japan, at the Japanese-Georgian Culture Evening at the Metropolitan University;

Musical Band Competition within the framework of "Studfest 2025": BSU's band OFF SIDE took 2nd place.

Choreographic Ensemble "Tbeti": The ensemble is working on a new repertoire, with a new composition.

- **Girls' Folklore Ensemble "Tirini":** The ensemble participated in the "Studfest 2025" competition, the competition-festival "Harida" where it won the Grand Prix.

- **BSU Football Team "BSU":** The team participated in the Regional League (G) Championship organized by the Georgian Football Federation and in the Georgian Davit Kipiani Cup.

- "BSU Student Days 2025" - Up to 700 students participated, the winning students in up to 20 disciplines were awarded certificates and cups.

- "Mini Football University League" was attended by 24 teams and more than 200 students.

- Football League. Eight teams are involved, totaling about 80 students.

- In 2024, a competition was held for student camps organized by the LEPL Youth Agency, where 140 BSU students were selected.

- **BSU CyberSport - Counter-Strike 2 (CS2) League.** It was held for the first time. About 60 students participated.

- **The girls' volleyball team** won the B League of the Georgian Universiade 2025.

- **The boys' basketball team** won the B League of the Georgian Universiade 2025.

- **"Winter Universiade 2025"**, within the framework of which about 20 BSU students participated.

- **"Studfest 2025"**. About 150 BSU students participated in the festival in about 15 different types of culture and sports.

- The winner of the **volunteer competition** was BSU's volunteer project "art era". The winning students were on a study visit to Portugal - Braga and Lisbon.

- **"Zebur Avaliani Cup - 2025"** - a chess tournament, in which about 60 students and professors participated.

- **Graduation ceremony of 2025** - On July 25, 2025, the department organized a farewell ceremony for the BSU 2025 graduates.

- **Freshmen Welcome Day and Party** - On November 23, 2025, the department organized a freshmen welcome party-concert, which was attended by more than 1,000 freshmen.

Information Technology Service

In 2025, the service's activities were carried out in the following directions:

- Purchase, placement, configuration of managed switches in order to improve the quality of Internet provision throughout the university, activation of a fiber-optic local area network, completion of network segmentation; Configuration of a new network security screen (fortigate f200), servers (Dell PowerEdge R650XS), data storage array (Dell EMC ME5024), commissioning, migration of virtual machines from old servers to new servers;
 - Installation of a power voltage stabilizer in the server;
 - Installation of automatic on-off relays for precessional conditioners in the server;
 - Configuration of advertising, LED screens, ensuring synchronization;
 - Preparation of the authorization process for the vocational training center (within the scope of the service's competence);
 - Ensuring the operation of computer equipment throughout the university;
 - Managing the Open Journal System (OJS);
 - Serving the university website, posting news, announcements, texts;
 - Managing, adding, restoring the university e-mail system;
 - Managing, controlling the wi-fi system;
 - Managing the network infrastructure (technical, software);
 - Managing, controlling the video surveillance system;
 - Preparing tender documents, drawing up conclusions;
 - Servicing the electronic system for teaching the English language;
 - Software and hardware support for computer equipment for academic and administrative personnel;
 - Providing various events, conferences, meetings with information technologies (technical, software);
 - Providing the educational process with information technologies (technical, software)

Public Relations Office

In 2025, the service's activities were carried out in the following directions:

Organization of a campaign dedicated to the 90th anniversary of Batumi:

- Preparation of a bilingual video dedicated to the anniversary, production of banners and stage packaging, filming banners on buildings with a drone, production of a video dedicated to the 90th anniversary with the participation of staff and students. Inviting the rector, professors, graduates and students to television programs and organizing live broadcasts. Preparation of a full video recording of the university's anniversary event for the archive;
- Taking photos and videos of the university's new image with a drone;
- Making a bilingual video about the VI International Week held at BSU in the "Erasmus" program;
- Preparing a presentation of BSU for applicants and providing advertising;
- Making a documentary video about the BSU scientific project CARE SEA - "Cooperation and awareness-raising for a pollution-free and ecologically clean Black Sea";
- Organizing the "Class of 2025" of BSU graduates, coordinating with the media, providing photo and video materials;
- Preparing a blog about Miranda Gabaidze, a third-year student of BSU Public Administration, who was in Poland under the "ERASMUS+" exchange program;
- Production of the image video of Batumi Shota Rustaveli State University with the participation of student Ana Ardzenadze;
- Organization of the event marking the beginning of studies at BSU and welcoming freshmen, coordination with media outlets, live coverage of the event and preparation of stories in programs and the visit of the rector as a guest during a long break in the program;
- Production of a video clip by the service with the participation of freshmen;
- Intellectual game "What? Where? When?" Providing photo shoots every Friday;
- In order to create a New Year's mood, decorating the BSU lobby with New Year's decorations and fir trees, photo shoot and video recording;
- New Year's greeting cards were sent on behalf of the rector to state agencies and various organizations;
- Organizing BSU corporate parties;
- Making electronic banners for events, public lectures and important events;
- Visit of the rector in the program "Projection";
- In connection with the education reform, the visit of BSU Rector Tite Aroshidze as a guest in the program "Zoom on Education" and in the program "Perspective towards Europe"
- Visit of Deputy Rector Tamar Siradze in the program "Big Break" in connection with International Students' Day
- Providing a PR campaign for International Day of Science at BSU;
- Provision of PR campaign and coordination with the media for the Science Festival "Blue Policy of the Maritime Country" at BSU;
- Organization of admission of students of BSU vocational center;

- Within the third mission, organizing the visit of the first grade students of N15 public school;
- Organizing a visit for students from various public schools of Khelvachauri Municipality and introducing university programs, laboratories and services to prospective students;
- Visit of first-grade students of N16 public school to laboratories;
- Organizing a cognitive tour for students from various schools of the TV Club to the laboratories of the Faculty of Natural Sciences and Health, organizing an adventure and cognitive tour to the university greenhouse, and visiting the Multimedia Center of BSU;
- A blog was prepared about third-year students of English Philology at the Faculty of Humanities of BSU - Melano Mikeladze and Nineli Makhachadze, who were in Bulgaria under the “ERASMUS+” exchange program;
- Ensuring a PR campaign on social networks and television about Mariam Chkhaidze, a student of the BSU vocational education program "Library case", winner of the national award for vocational education;
- In the 16th international exhibition of tourism and hotel equipment - "EBIT - 2025" information support of the Faculty of Tourism;
- Informational support, photo-video shooting and provision of stories and direct inclusion on television for the ethnic culture day of the foreign students of the English-language educational program of BSU's graduate medical education program within the framework of AGNI FEST;
- Preparation of an extensive story about the meritorious professor, 97-year-old Ilia Kechekmadze in the "Morning Wave" program and introducing it to the general public;
- Rector of BSU, Tite Aroshidze as a guest in the "Big break" program, topic: "Strategic vision of the university and main priorities";
- A blog was prepared about Miranda Gabaidze, a third-year student of the Faculty of Law and Social Sciences of BSU, who was at the University of Bialystok in Poland for one semester under the “ERASMUS+” exchange program;
- Visit of Tea Koiava, Head of the Quality Assurance Service of the Faculty of Natural Sciences and Health Sciences, as a guest on the program “Big Break” on the topic: “Women’s Place in Government Institutions and Scientific Centers”;
- The newly elected rector of Batumi Shota Rustaveli State University, Tite Aroshidze - as a guest on the program “Zoom on Education”;
- In order to popularize bachelor’s programs, an advertising insert was prepared in the “Entrants’ Directory”;
- Advertising of professional programs on Facebook
- Student winning projects on various media platforms in the Morning Wave, Zoom Education, Big Break.
- BSU presentations and gift packages were prepared for applicants as part of the Open Day.
- Management and development of the Batumi Shota Rustaveli State University website: www.bsu.edu.ge.

Office of Records Management (Chancellery)

We present to you the 2025 report of the personnel of the Office of Records Management (Chancellery) in the direction of **human resources management**:

a) The personal files of BSU personnel (academic, BSU invited teachers/senior teachers, vocational teachers) were updated and digitized: 102 - Personal files of invited teachers/senior teachers of the Faculty of Academic, Exact Sciences and Education in the 2025-2026 academic year (91 in total), invited teachers of the Center for Vocational Management and Continuing Education (181 in total) and support personnel, which were uploaded to the e-mail address of the Office of Records Management (Chancellery) - BSU-HR@bsu.edu.ge (storage disk) on the drive (google drive) and sent to the relevant personnel via the student portal;

b) Fixed-term employment contracts and applications for affiliation with BSU were signed with academic staff selected through an open competition in 2025 (total - 102), with BSU invited teachers/senior teachers (for the first, second and third educational programs) in total 629, with staff implementing vocational educational programs 203 contracts and 16 agreements were signed;

c) 111 employment contracts (fixed-term and permanent) and 220 agreements on amendments to existing contracts were signed with support staff;

d) 212 employment contracts and 39 agreements on amendments to contracts were signed with staff of grants implemented at BSU;

e) Prepared and sent upon request to the heads of various BSU programs the CVs of the personnel implementing the program under accreditation regime (e-versions of diplomas, contracts and ID cards), as well as the documentation necessary for the authorization process to the Center for Vocational Management and Continuing Education. A total of 143 items were sent;

f) The Office of Records Management (Chancellery) prepared and issued orders of the BSU Rector and Head of Administration in the direction of human resources: total - 1497 (appointment, dismissal, transfer, leave, business trip, suspension and restoration of labor relations, changes in the staffing schedule, etc.);

g) The Office of Records Management (Chancellery) reviewed/agreed on the orders of the Rector and the Head of Administration (on appointment, dismissal, transfer, leave, business trip, suspension and resumption of employment, changes in the staffing schedule, approval of job descriptions, qualification requirements, workload of invited personnel on an academic and hourly basis, remuneration, affiliation, initiation of administrative proceedings against personnel, incentives, etc.);

h) Various **databases have been updated**:

1. Academic staff faculties, departments, directions, affiliations, contract numbers and terms, gender, personal numbers, contact information;

2. Administrative staff - with indication of term, election act, gender;

3. Scientific staff institutes, departments, contract numbers and terms, gender;

4. On participation in staff trainings for professional development - with indication of topic, terms, place and funding;

5. Database of invited teachers (vocational teachers) - with indication of invitation order, contract numbers, terms, faculties, programs, modules;

6. Statistical data on the number of staff (administrative, academic, scientific, support);

i) Based on the requests of citizens and organizations, and with the approval of the Rector and the Head of Administration, we implemented the administration of the event schedule: a total of about 200 events;

With the involvement of the archive staff of the Records Management Service (Chancellery):

a) Based on the applications of BSU graduates and citizens, archival certificates were issued on completed training courses/hours/credits/qualifications and on the employment of personnel at BSU;

b) 102 pieces of academic personnel competition materials were processed;

c) 1,111 personal files were processed for archival purposes, uploaded to the electronic database of the BSU archive, bundled and placed in the repository, including 1,002 personal files of BSU graduates and 97 personal files of employees dismissed from BSU;

To the Chancellery of the Office of the Records Management (Chancellery):

Official correspondence of the University with individuals and legal entities, applications of BSU students and staff, service cards, orders of the Rector and administration are recorded in the Office of Records Management (Chancellery). In the reporting period of 2025 (January - December), the document turnover in the Office of the Registrar (Chancellery) of BSU amounted to a total of - 40,784 units, including:

1. Incoming correspondence 30,911 (letters - 4,674, applications - 14,202, service cards - 12,035, etc.);

2. Outgoing correspondence 5,604 (letters - 3,901, powers of attorney - 17, certificates - 1,681 and recommendations - 5);

3. 3,471 orders of the BSU Rector and Head of Administration were issued and registered;

4. 798 messages were sent to the addresses of various individuals (BSU students, graduates, citizens, staff, etc.) or legal entities through the Georgian Post LLC;

5. Incoming and outgoing correspondence at BSU, as well as various legal acts created at BSU, were processed/registered in the E-Flow system in accordance with Georgian legislation, BSU records management and nomenclature and sent to the addressee.

6. Within the scope of its competence, provided appropriate assistance and consultation to BSU students, staff and citizens in the process of compiling and registering documents (applications, ID cards, letters, orders).

7. The personnel of the Office of Records Management (Chancellery) shall ensure timely forwarding of all incoming and outgoing correspondence to the addressee and/or, in case of errors, return to the author and provide recommendations for correcting the error.

8. The information, letters/notices and orders issued by the Rector and Head of Administration of BSU regarding them (regarding student financing, refund, suspension, restoration, termination of status, initiation of proceedings due to non-existence of academic and administrative registration, taking into account the deadlines and protection of personal data) were sent to students and graduates registered on the portal in a clerical manner through the electronic portal;

9. In accordance with the legislation of Georgia, copies of documents (certificates, orders, diplomas, annexes, letters, powers of attorney, etc.) created at BSU were certified and issued in accordance with the clerical procedure.

Ilia Chavchavadze Library of BSU

Activities carried out in the Ilia Chavchavadze Library during the reporting period:

- 3362 readers are registered in the library (3036 students, 326 lecturers).
- During the year, the library served 9874 readers;
- The number of books issued during the year is 4961;
- 810 new subscribers registered;
- 2531 books were issued, 2304 books were returned;
- The library traditionally hosted students from general education schools: 6th grade of Public School No. 2, 12th grade of Public School No. 3, 2nd grade of Zemo Tkhilnari Public School of Khelvachauri Municipality and 7th–9th grade of Batumi Public School No. 8;
- Traditional information meetings with first-year students about library (subscription and library) services were held in the library reading room;
- A presentation of the Georgian edition of the famous book “Research Management: Europe and Beyond” by Jan Andersen (Technical University of Denmark), Kristel Toome (Tallinn University), Susi Poli-C (University College London) and Pamela F. Miller (University of California) was held in the library presentation space.
- **The Processing-Completion Department carried out:**
 - Processing-Completion of incoming literature;
 - Bibliographic and technical processing;
 - Compilation of electronic and card catalogs;
 - Production of inventory books and a general accounting journal;
 - Preparation of literature for circulation. Transfer of processed material to the libraries of the service department/faculty or institute in accordance with the established procedure;
 - Accounting-processing of periodicals, transfer to the service department and faculty/research institutes;
 - Preparation of books for restoration;
 - The library fund was transferred to the new (UAK-UDC) Universal Decimal Classification;
 - Literature was periodically checked according to the syllabi of the study course;
 - Editing of the electronic catalog "koha" is underway;
 - 64221.37 GEL of literature, 551 titles, 1879 copies, of which: the university purchased 57550 GEL, 1124 copies, 223 titles of literature, 755 copies, 328 titles of literature as gifts (according to our estimate 7671 GEL.37);
 - Foreign language literature: 246 copies, 118 titles.
- **The Electronic Resources Department carried out:**
 - Scanning of limited and highly demanded literature - 261 units;
 - Placing digitized books brought by professors and teachers in the internal university library - 191 units;
 - Number of users of the Electronic Resources Department - 3079;
 - ID - Filling the electronic database of the internal university library (10.10.48.48.) by study topic - 452 (foreign language literature - 346);
 - Consultation and registration of users regarding international scientific databases - 28;

- Informational meetings were held with first-year students of the university faculty, including Indian first-year students of the Faculty of Natural Sciences and Health Care;
- Within the framework of cooperation with Elsevier, webinars organized by the Elsevier team were held.

BSU Publishing House

List of books published and prepared for publication (editing, proofreading, technical editing) by the **BSU Publishing House** in 2025.

The following books were printed at the BSU Printing House:

- "Materials for the Study of the Life and Culture of Adjara (Cattle Husbandry)", Vol. IV - Collection 100 copies;
- "Global Challenges of Economics and Business and Sustainable Development" - Collection of Abstracts of the International Scientific Conference - 50 copies;
- "Issues of the History of the Political and Legal Systems of Georgia" - (previous name - "Subject of the History of the Political System of Georgia"), auxiliary textbook, 50 copies;
- International scientific journal "Herald of Oriental Studies, " Volume 7, Part 2 - 50 copies;
- International scientific journal "Herald of Oriental Studies", Volume 8, Part 1, Part 2 - 100 copies;
- "Electrodynamics" - Lecture Course - 50 copies;
- "Student Scientific Conference 2024" - 50 copies.

The BSU publishing house prepared:

- "Dictionary of the Adjarian Dialect" - 200 copies;
- "History of Georgian Statehood" - textbook, 50 copies;
- "Fiber Optic Systems (Methodological Instructions)", collection of laboratory works;
- "Fundamentals of Literary Translation" - textbook, 50 copies;
- "Stylistics of the English Language" - textbook, 50 copies;
- Trilingual dictionary "Deutsch-Georgisch-Russisches thematisches Wörterbuch der Geschäftskommunikation"/German-Georgian-Russian Thematic Dictionary of Business Communication/Немецко-грузинско-русский тематический словарь деловой коммуникации", 50 copies;
- "In the Footsteps of the History of the Biology Department", 50 copies;
- "Language in the Discourse of Culture" - monograph;
- "Folklore Records (1990-2005)", 100 copies;
- "Fruit and Vegetable Canning Technology" - textbook, 50 copies;
- "Introduction to Food Technology" - textbook, 50 copies;
- "Folklore Roots of the Creativity of Georgian Romantics", 50 copies;
- "Magnetic Properties of Matter" - monograph, 50 copies.

The publication recommendation was made:

- "Methodological recommendations for the care and cultivation of citrus crops" - the publication is being carried out within the framework of the Shota Rustaveli National Scientific Foundation grant project (№FR-22-2178);
- "Prospective varieties of mandarin for the Adjara-Guria region (methodological recommendations)" - the publication is being carried out within the framework of the Shota Rustaveli National Scientific Foundation grant project (№FR-22-2178);
- "Pests and diseases prevalent in citrus plantations of Adjara-Guria and measures to combat them (educational/supporting material)" - Publication is carried out within the framework of the Shota Rustaveli National Science Foundation grant project (№FR-22-2178);

- “Analysis of Georgian political orality from a gender perspective” - Publication is carried out within the framework of the Shota Rustaveli National Science Foundation grant project (YS-22-348);

- “Ottoman church registers about Georgian churches and parishes in Jerusalem” - Publication is carried out within the framework of the Shota Rustaveli National Science Foundation grant project (HE-21-103).

Various orders were fulfilled at the BSU printing house:

- Certificates;
- A journal of outgoing correspondence;
- Banning stickers;
- A patient registration journal;
- A journal of orders;
- A journal of sterilization equipment (or chemical sterilization) operations and pre-sterilization processing;
- Diploma supplements;
- Reader's cards;
- Card catalogs and forms.

Finance and Economic Department

The main function of the Finance and Economic Department is to ensure the effective and transparent management of the University's financial resources. The Department is responsible for:

1. Organizing and controlling the budget process - planning, preparing, approving, monitoring and reporting on the budget in accordance with strategic goals;
2. Improving accounting - systematic accounting of financial operations, reporting and appropriate control;
3. Managing the state procurement process - planning, preparing, implementing and controlling procurement in full compliance with the requirements of Georgian legislation.

The activities of the department ensure the financial stability of the university, the targeted use of resources and the transparency of financial processes. The following activities were carried out during the reporting period:

- In the direction of budget process management: preparation of the draft budget of BSU for 2025, based on the analysis of needs presented by structural units and determination of priorities;

- Budget planning in accordance with applicable legislation and the organization's strategic goals; Budget execution monitoring and quarterly/interim analysis; Expenditure execution control and, if necessary, implementation of appropriate correction measures; Preparation of budget amendments and ensuring approval procedures; Preparation of periodic financial reports and analytical materials for management;

- In the direction of state procurement: preparation of the annual procurement plan for the reporting period and placement in the appropriate system; Analysis of the requirements of structural units and correct determination of procurement objects; Planning and implementation of appropriate procurement procedures in accordance with applicable legislation; Preparation and publication of tender documentation; Organization and coordination of the tender/simplified procurement process; Participation in the evaluation of tender proposals and preparation of

contract drafts; Monitoring and control of the implementation of signed contracts; Preparation and submission of reports and necessary documentation. It is noteworthy that in 2025, 108 electronic tenders were announced in the Unified Electronic System of State Procurement, a total of 388 contracts were concluded within the framework of state procurement, including: within the framework of simplified procurement - 246 contracts, within the framework of consolidated tender - 54 contracts and within the framework of electronic tender - 88 contracts;

- In the field of accounting and reporting, timely and correct accounting of accounting operations, processing of financial documentation, production of accounting transactions and processing of primary documentation, preparation and submission of budget and financial statements, participation in the inventory process and reconciliation of data in accordance with applicable legislation, etc. During the accounting and reporting process, the following were processed in the unified treasury program: 904 liabilities, 19388 tax claims, 2607 primary documents, 1594 invoices, 530 payroll statements, 70 non-payroll statements, 392 refunds and 8820 paid orders, while the accounting program Oris processed 70102 transactions. The BSU financial statement (balance sheet) for 2025 was prepared.

Implementation of the 2025 budget of BSU

The planned revenues within the 2025 budget, taking into account the balance of the previous year, amounted to **40,104,488.00** GEL, the actually received revenues **amounted to 33,187,572.83 GEL and 40,110.81 USD**, within the same budget, a total expenditure of **40,104,488.00** GEL was planned, and the cash expenditure amounted to **34,319,248.71** GEL, respectively, the plan implementation rate is **86%**.

Information on the revenues received and expenses incurred during 2025 is presented in the attached tables (**Tables No. 1, No. 2, No. 3**). The 2025 cash expenditures in terms of budget programs and sub-programs, by activities/expenditures, are detailed in the "2025 BSU Budget Implementation Annual Report".

BSU 2025 budget revenues

Name	Amount (GEL)	Notes
Income (Total)	33,187,572.83	
Tuition fees by level/type of study	22,751,665.16	40,110.81 USD
Income from short-term educational programs and courses	202,277.80	
Rental income (short-term and long-term)	40,386.71	
Income from publishing activities, dormitory rent and other support services (photocopying and other services)	440,577.64	
Accrual of interest on bank account balances	969,732.06	
Income from fines for breach of contracts	6,942.20	
LEPL Shota Rustaveli National Science Foundation of Georgia grants	1,353,167.00	
Foreign targeted grants	2,001,012.06	
Funding of the Ministry of Education and Sports of the Adjara Autonomous Region	3,899,370.10	
Funding of the Ministry of Education, Science and Youth of Georgia	55,372.10	
State scholarship	1,163,100.00	
Professional Skills Agency	13,970.00	
LEPL Educational and Scientific Infrastructure Development Agency	220,000.00	
LEPL Environmental Information and Education Center	5,000.00	
Gudavadze Patarkatsishvili Foundation	15,000.00	
N(N)LE Georgian Football Development Foundation	50,000.00	

Cash performance of the 2025 budget of BSU

Organization code	Name	Cash performance metric (payment)
	Total sum	34,319,248.71
00	Total	33,156,148.71
2	Expenses	30,373,156.44
2.1	Remuneration	18,189,783.77
2.1.1	Wages	18,189,783.77
2.1.1.1	Wages in cash	18,189,783.77
2.1.1.1.1	Official salary	16,583,205.74
2.1.1.1.3	Reward/bonus	1,606,578.03
2.2	Goods and services	8,784,623.94
2.2.1	Remuneration of persons employed under an employment contract	5,245,711.85
2.2.1.1	Salary of persons employed under an employment contract	5,154,805.76
2.2.1.3	Award/premium of persons employed under an employment contract	90,906.09
2.2.2	Business trip	444,765.35
2.2.2.1	Business trip within the country	105,679.07
2.2.2.2	Business trip outside the country	339,086.28
2.2.3	Office expenses	1,366,246.66
2.2.3.1	Purchase of stationery, writing and drawing paper, accounting forms, bulletins, stationery books and other similar materials	55,383.96
2.2.3.2	Expenses for the purchase and updating of computer programs	3,750.00
2.2.3.3	Purchase of normative acts, reference and special literature, magazines and newspapers and publishing and printing (non-core activities) expenses related to the same purposes	86,580.80
2.2.3.4	Purchase of low-cost office equipment and installation / dismantling costs	113,916.55
2.2.3.4.2	Refrigerator	1,197.00
2.2.3.4.3	Computer Equipment	66,526.00
2.2.3.4.5	Cartridge Purchase and Refilling	42,249.75
2.2.3.4.11	Expenses related to the purchase and installation/dismantling of other low-cost office equipment	3,943.80
2.2.3.5	Purchase and installation expenses for office equipment	179,523.35
2.2.3.5.1	Office furniture	85,760.00
2.2.3.5.3	Expenses related to the purchase and installation of other low-cost office equipment	93,763.35
2.2.3.6	Expenses for the purchase of office supplies and materials	99,954.25
2.2.3.7	Expenses for the purchase of laundry, dry cleaning and sanitary items	51,011.00

2.2.3.8	Expenses for the current renovation of buildings and their adjacent areas	14,497.63
2.2.3.9	Office equipment, inventory, machinery and equipment maintenance, operation and current repair costs	20,726.12
2.2.3.10	Communication costs	61,271.12
2.2.3.11	Postal service costs	7,552.20
2.2.3.12	Utility costs	672,079.68
2.2.3.12.1	Electricity costs	312,366.53
2.2.3.12.2	Water expenses	127,751.80
2.2.3.12.3	Natural and liquefied gas expenses	231,961.35
2.2.4	Entertainment expenses	170,773.85
2.2.6	Medical expenses	28,285.81
2.2.7	Soft equipment and uniform purchases and personal hygiene expenses	45,145.00
2.2.8	Expenses for operation and maintenance of transport, equipment and tools	168,228.44
2.2.8.1	Expenses for purchasing fuel/lubricants	42,941.46
2.2.8.2	Expenses for current repairs	50,008.08
2.2.8.3	Expenses for operation, maintenance and purchasing spare parts	10,206.91
2.2.8.4	Expenses for renting (transportation) transport	65,071.99
2.2.10	Other goods and services	1,315,466.98
2.2.10.14.1	Other expenses incurred on other goods and services	647,259.85
2.2.10.3	Expenses for expertise and inspections	1,200.00
2.2.10.4	Expenses related to staff training, retraining, qualification improvement and internship	19,651.38
2.2.10.5	Advertising expenses	12,290.00
2.2.10.6	Cost of organizing sessions, conferences, congresses, seminars and other working meetings	44,051.40
2.2.10.7	Cost of consulting, notary, interpreter and translation services	1,220.00
2.2.10.8	Cost of auditorium services	140.00
2.2.10.9	Cost of archival services	796.50
2.2.10.10	Cost of building and structure protection	211,332.00
2.2.10.12	Cost of cultural, sports, educational and exhibition events	377,525.85
2.2.10.14	The rest of the expenditure on other goods and services	647,259.85
2.2.10.14.1	The rest of the expenditure on other goods and services	647,259.85
2.5	Subsidies	865,330.09
2.5.3.1	2.5.3.1 Subsidies - to other sectors - other rest	307,778.42
2.5.3.2	2.5.3.2 Subsidies - to other sectors - business trip within the country	18,318.20
2.5.3.3	2.5.3.3 Subsidies - Other sectors - Business trips outside the country	101,885.13
2.5.3.12	2.5.3.12 Subsidies - Other sectors - Official remuneration of persons employed under an employment contract	437,348.34
2.5.3	Subsidies - Other Sectors	865,330.09

2.5.3.1	2.5.3.1 Subsidies - Other Sectors - Other	307,778.42
2.5.3.2	2.5.3.2 Subsidies - Other Sectors - Business Trips Within the Country	18,318.20
2.5.3.3	2.5.3.3 Subsidies - Other Sectors - Business Trips Outside the Country	101,885.13
2.5.3.12	2.5.3.12 Subsidies - Other sectors - Salaries of persons employed under employment contracts	437,348.34
2.6	Grants	60,059.58
2.6.2	Grants to international organizations	60,059.58
2.6.2.1	Ongoing - Grants to international organizations	60,059.58
2.7	Social security	109,527.46
2.7.3	Social assistance provided by the employer	109,527.46
2.7.3.1	Social assistance provided by the employer - in cash	109,527.46
2.8	Other expenses	2,363,831.60
2.8.2	Transfers not elsewhere classified	2,363,831.60
2.8.2.1	Current transfers not elsewhere classified	2,363,831.60
2.8.2.1.4	Vehicle insurance expenses	6,363.62
2.8.2.1.13	Other scholarships and grants expenses	111,300.00
2.8.2.1.15	Taxes (except income tax and VAT included in the cost of goods)	100,000.00
2.8.2.1.16	Fees	15,503.00
2.8.2.1.18	Other current transfers not elsewhere classified	2,130,664.98
2.8.2.1.18.1	Other current expenses	2,130,664.98
31	Increase in non-financial assets	2,782,992.27
31.1	Fixed assets	2,625,610.13
31.1.1	Buildings	1,365,035.54
31.1.1.2	Non-residential buildings	1,320,635.54
31.1.1.3	Other buildings	44,400.00
31.1.1.3.9	Other buildings not classified	44,400.00
31.1.2	Machinery, equipment and inventory	1,260,574.59
31.1.2.2	Other machinery and inventory	1,260,574.59
31.1.2.2.1	Information, computer, telecommunication and other equipment, furniture and equipment	462,371.00
31.1.2.2.1.1	Television	3,980.00
31.1.2.2.1.2	Refrigerator	2,350.00
31.1.2.2.1.3	Computer	300,419.00
31.1.2.2.1.5	Printer, scanner, copier	21,000.00
31.1.2.2.1.8	Camera	7,300.00
31.1.2.2.1.9	Video-audio equipment	11,990.00
31.1.2.2.1.12	Medical equipment and devices	15,991.00
31.1.2.2.1.13	Optical equipment	32,900.00
31.1.2.2.1.14	Furniture	61,941.00
31.1.2.2.1.15	Upholstered furniture	4,500.00
31.1.2.2.2	Other machinery and inventory not classified	798,203.59
31.4	Non-produced assets	157,382.14

31.4.4	Non-produced intangible assets	157,382.14
31.4.4.1	Contracts, leases and licenses	157,382.14
31.4.4.1.3	Permits for specific activities	157,382.14
00	Total	1,163,100.00
2	Expenses	1,163,100.00
2.8	Other expenses	1,163,100.00
2.8.2	Transfers not elsewhere classified	1,163,100.00
2.8.2.1	Current transfers not elsewhere classified	1,163,100.00
2.8.2.1.9	Expenses for state educational scholarships	1,163,100.00

BSU 2025 budget cash execution in terms of programs/subprograms

Revenues taking into account the balance of the previous year	40,104,488	Total cash expenditure	34,319,248.71
Expenses	40,104,488	Cash fulfillment percentage (%)	86

Including:

Program name	Amount by funding source				Total amount (GEL)	Cash expense - 01.01.2025-31.12.2025				Total amount (GEL)
	Own income	Adjara AR Republican Budget	State budget	Grants		Own income	Adjara AR Republican Budget	State budget	Grants	
<i>Support of BSU Faculties, Research Institutes and Vocational Programs Management and Continuing Education Center</i>										
Subprogram - Faculty of Economics and Business	1,562,390	27,000	0	0	1,589,390	1,484,275.29	21,073.90	0.00	0.00	1,505,349.19
Subprogram - Faculty of Natural Sciences and Health Care	5,106,163	49,930	0	0	5,156,093	4,731,994.73	42,573.73	0.00	0.00	4,774,568.46
Subprogram - Faculty of Humanities	3,430,218	19,000	0	0	3,449,218	3,276,417.92	18,998.52	0.00	0.00	3,295,416.44
Subprogram - Faculty of Exact Sciences and Education	2,460,830	79,080	0	0	2,539,910	2,370,172.51	77,376.60	0.00	0.00	2,447,549.11
Subprogram - Faculty of Law and Social Sciences	1,630,110	0	0	0	1,630,110	1,523,023.71	0.00	0.00	0.00	1,523,023.71
Subprogram - Faculty of Tourism	875,678	100,000	0	16,143	991,821	630,567.81	49,600.00	0.00	15,785.37	695,953.18
Subprogram - Faculty of Technology	1,530,715	30,000	0	0	1,560,715	1,441,233.10	0.00	0.00	0.00	1,441,233.10
Subprogram - independent scientific-research unit of BSU - Institute of Phytopathology and Biodiversity	228,315	675,510	0	0	903,825	120,287.03	624,566.50	0.00	0.00	744,853.53

Subprogramme - independent scientific-research unit of BSU - Institute of Agricultural and Membrane Technologies	123,458	747,830	0	0	871,288	111,555.02	672,252.71	0.00	0.00	783,807.73
Subprogram - Independent scientific-research unit of BSU - Niko Berdzenishvili Institute	88,566	651,340	44,054	0	783,960	72,103.77	591,601.24	42,236.20	0.00	705,941.21
Subprogram - Vocational Programs Management and Continuing Education Center	669,001	0	2,600	0	671,601	574,578.87	0.00	2,600.00	0.00	577,178.87
Subprogram - Internal University Targeted Funding	181,382	300,000	0	0	481,382	8,711.57	181,474.50	0.00	0.00	190,186.07
Total	17,886,826	2,679,690	46,654	16,143	20,629,313	16,344,921.33	2,279,517.70	44,836.20	15,785.37	18,685,060.60

Program name	Amount by funding source				Total amount (GEL)	Cash expense - 01.01.2025-31.12.2025				Total amount (GEL)
	Own income	Adjara AR Republican Budget	State budget	Grants		Own income	Adjara AR Republican Budget	State budget	Grants	
<i>University management and regulation</i>										
Subprogram - Administrative support for university activities	8,315,250	1,270,000	17,500	0	9,602,750	7,971,001.81	833,914.47	17,500.00	0.00	8,822,416.28
Subprogram - Quality Assurance System Support	492,450	0	0	4,077,651	4,570,101	60,611.32	0.00	0.00	3,256,178.48	3,316,789.80
სულ	8,807,700	1,270,000	17,500	4,077,651	14,172,851	8,031,613.13	833,914.47	17,500.00	3,256,178.48	12,139,206.08

Program name	Amount by funding source				Total amount (GEL)	Cash expense - 01.01.2025-31.12.2025				Total amount (GEL)
	Own income	Adjara AR Republican Budget	State budget	Grants		Own income	Adjara AR Republican Budget	State budget	Grants	
<i>University infrastructure development</i>										
Subprogram - Development of IT technologies	389,310	0	0	0	389,310	310,348.00	0.00	0.00	0.00	310,348.00

Subprogram - provision of material-technical base and current/capital repair works/constructions	1,302,922	1,880,000	0	0	3,182,922	695,412.24	786,217.93	0.00	0.00	1,481,630.17
Total	1,692,232	1,880,000	0	0	3,572,232	1,005,760.24	786,217.93	0.00	0.00	1,791,978.17

Program name	Amount by funding source				Total amount (GEL)	Cash expense - 01.01.2025-31.12.2025				Total amount (GEL)
	Own income	Adjara AR Republican Budget	State budget	Grants		Own income	Adjara AR Republican Budget	State budget	Grants	
<i>BSU Student/Vocational Student Support</i>										
Subprogram - support of educational and scientific activities	196,752	0	1,163,100	1,250	1,361,102	183,591.56	0.00	1,163,100.00	1,250.00	1,347,941.56
Subprogram - support of cultural and sports activities	318,990	0	0	50,000	368,990	305,136.80	0.00	0.00	49,925.50	355,062.30
Total	515,742	0	1,163,100	51,250	1,730,092	488,728.36	0.00	1,163,100.00	51,175.50	1,703,003.86
Total program expenditure	Own income	Adjara AR Republican Budget	State budget	Grants	Total	Own income	Adjara AR Republican Budget	State budget	Grants	Total
	28,902,500	5,829,690	1,227,254	4,145,044	40,104,488	25,871,023.06	3,899,650	1,225,436	3,323,139	34,319,248.71