

Approved

By order no. 108, November 22, 2019, of the Rector of
LEPL - NNLE - Tbilisi Theological Academy and Seminary of
the Autocephalous Apostolic Orthodox Church of Georgia

Regulation

Of the Academic Council

of the Non-profit (non-commercial) legal entity -Orthodox Theological Higher
Educational Institution - Tbilisi Theological Academy and Seminary of the
Apostolic Autocephalous Orthodox Church of Georgia (S/K 404439247)

Article 1. General Provisions

1. On the basis of the Regulation of the Non-profit (non-commercial) legal entity - Orthodox Theological Higher Educational Institution - Tbilisi Theological Academy and Seminary (hereinafter referred to as TTAS) of

the Autocephalous Apostolic Orthodox Church of Georgia, the rules and procedure for exercising the authority of the TTAS Academic Council (hereinafter referred to as the Academic Council) are defined.

2. The Academic Council carries out its activities in accordance with the TTAS Charter, the present Regulation, the TTAS bylaws and current legislation governing higher education. Through its activities, the Academic Council promotes the proper performance of work done by the structural units of Tbilisi Theological Academy and Seminary, the complete management of scientific activities and educational process.

Article 2. Status and Composition of the Academic Council

1. The Academic Council is the highest representative collegial body for the management of academic (educational-scientific) and administrative-financial activities, authorized to make decisions within its competence.
2. The members of the Academic Council are the rector, the vice-rectors, the spiritual fathers, the deans and the heads of the departments. Representatives of other governing bodies and administrative officials provided in the organizational structure of TTAS, as well as the current academic and scientific staff of TTAS, may also be members of the Academic Council.
3. The chairman of the Academic Council is the Rector of TTAS.

4. The composition of the Academic Council, as based on Paragraph 2 of this article, is approved by the Rector of TTAS - Chairman of the Academic Council.
5. The Academic Secretary of the Academic Council is appointed from among the members of the Council by the Rector of TTAS - Chairman of the Academic Council.

Article 3. Grounds for the Termination of Membership of the Academic Council

1. The grounds for the termination of the authority of a member of the Academic Council are:

- A) A personal application stating its reasons;
- B) Dismissal from the occupied position;
- C) Committing an act specified in Article 5.7 of the present Regulation;

Article 4. Authority of the Academic Council

1. In accordance with the regulations in force at TTAS, the Academic Council:

- 1.1. Supervises the educational, scientific, financial, administrative and economic activities of TTAS;
- 1.2. On the basis of the presentation made by the Rector, approves the plan for the development of the TTAS educational programme,

alterations planned to be made to it and hears a report on the execution of the educational programme plan;

- 1.3. Upon the presentation made by the Faculty Councils, approves the rules and instructions required for the functioning of the faculties, scientific and research plans, academic programmes and qualifications to be granted in relation to the programmes. It approves quality assurance mechanisms applied to the educational process, syllabi and curricula of the educational programme, the number of students to be admitted according to the quota determined within the framework of the authorization. In addition, considers proposals for the termination of the student status, as required by the current TTAS regulations and disciplinary norms of responsibility;
- 1.4 For each subsequent academic year, upon the presentation made by the faculty councils, establishes the minimum competency threshold for the score gained in the national examination of the Georgian language, the schedule and commissions for the examinations.
- 1.5. Makes a decision on the appointment of a candidate for a vacant academic position, and submits it for approval to the Rector;
- 1.6. Submits a recommendation to the Rector on awarding a candidate the title of Emeritus and the title of Honorary Doctor;
- 1.7. Considers the issues of the charter of this educational institution, regulation(s), bylaws, job descriptions and all the internal legal acts

and amendments to them, the approval of which is subject to their consideration by the Council;

- 1.8. Establishes the rule for the recognition of credits accumulated within the framework of the educational programme.
- 1.9. Hears the report on educational and scientific-research activities carried out and relations with higher educational institutions abroad;
- 1.10. At the request of the Dissertation Council, reviews and submits to the Catholicos-Patriarch of All Georgia candidates for their inclusion in the Dissertation Council;
- 1.11. Makes decisions on holding scientific conferences;
- 1.12. Approves the plan for the preparation of textbooks and the publishing activities of TTAS and the results of its implementation;
- 1.13. Approves the annual budget of TTAS, changes to be made in it and hears the report on the implemented budget.
- 1.14. Reviews the report on the management of TTAS financial resources and other tangible assets;
- 1.15. Periodically, hears the reports on the activities of the structural units and officials of TTAS;
- 1.16. The Academic Council is authorized to consider and discuss other issues on the agenda of TTAS, which are related to the current processes in TTAS but do not fall under the direct competence of the other structural units/governing bodies of TTAS. The Council draws up recommendations on the issues discussed.

1.17. Exercises other authorities granted by the legal acts of TTAS and the legislation of Georgia.

Article 5. Rules of the Work of the Academic Council

1. The meeting of the Academic Council is held at least once every semester;
2. The chairman of the Academic Council holds the authority to convene sessions.
3. The agenda of the session is determined by the chairman.
4. Prior to the meeting of the Academic Council, the members sign the relevant form of a list of those present at the meeting, which is attached to the minutes of the session. A member of the Academic Council, except in special circumstances, is also obligated to inform in written form the Academic Secretary about the reason for his/her absence before the session and, no later than the next one, submit the relevant documentation (certificate and/or other verification), if he/she has any;
5. The Academic Secretary of the Academic Council presents the information (documentation) provided in paragraph 4 of this Article to the Academic Council at the beginning of the session;
6. In case of necessity, the Academic Council is authorized to involve any member of the Academic Council, while he/she is on a scientific-creative leave and is staying out of town or away on a business trip. His/her participation in the session and in the voting should be executed by electronic or telephone communication in such a way as to ensure

the member's direct contact with the Academic Council and the identification of his/her voice.

7. The absence of a member of the Academic Council from the session of the Academic Council successively 3 times with unreasonable explanations, and 6 times in the whole year, is considered a gross disciplinary misconduct and unethical act committed by a member of the Academic Council;

8. The application on the issue to be discussed at the meeting of the Academic Council, accompanied with the relevant draft, must be submitted to the Academic Secretary of the Academic Council no later than one week before the session. The Academic Secretary of the Academic Council, in agreement with the Chairman of this Council, distributes among the members of the Academic Council the draft agenda and attached materials who, within two days, may request additional issues to be included in the draft agenda. The final draft agenda of the session of the Academic Council is sent to all its members by e-mail within three days in advance and is posted on the information boards. The Chairman of the Academic Council presents the agenda at the beginning of the session, which is approved by the Council according to the majority votes of the members present at the session;

9. With the consent of the Chairman of the Academic Council, in exceptional cases, without following the procedure specified in

paragraph 8 of this Article, an additional issue may be raised at the meeting;

10. The meeting of the Scientific Council is closed. By the decision of the Chairman of the Scientific Council, persons without the right to vote, who are related to the issue on the agenda of the meeting, may be invited to participate in the meeting of the Scientific Council;

10. The sessions of the Academic Council are closed. By the decision of the Chairman of the Academic Council, persons without the right to vote, who are related to the issue on the agenda of the session, may be invited to participate in it;

11. Voting at the session of the Academic Council is open (consent is confirmed by raising the hand). It is prohibited for a member of the Academic Council to leave the courtroom while the voting proceeds;

12. The order and duration of the speakers' talks (project presentations) is determined by the Chairman of the Council. The Chairman of the Academic Council may suspend for a certain period of time or cease the session if the issues on the agenda are no longer actual or are fully studied and discussed;

13. The Academic Council has the right to make a decision if three quarters of the members of the Council are present at the meeting;

14. The decision will be considered as adopted if it is voted by the majority of the members participating in the session. The vote of the

chairman is crucial in dividing the votes. Members of the Academic Council are obligated to state a positive or a negative position.

Article 6. Minutes of the session of the Academic Council:

1. Within the minutes of the session of the Academic Council, the following must be indicated:

A) Date, time and place of the session;

B) The identity of the chairman, the members, as well as the invited persons;

C) The agenda;

D) A (short) content of the speeches of the speakers;

E) Voting results;

F) Decision made at the session, recommendations, resolutions, and statements.

2. The written material on the agenda is attached to the minutes of the session;

3. The minutes are signed by the Chairman of the Academic Council (Chairman of the meeting) and the Academic Secretary of the Council (Secretary of the meeting). The TTAS seal will be affixed to the last page of the minutes;

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(Secretary of the session). The TTAS seal is affixed to the last page of the minutes;

4. The decision of the Academic Council (recommendations, resolutions, statements) may be published in the form of a separate act, a decision (recommendations, resolutions, statements), which is signed by the Chairman of the Academic Council. In this case, the minutes are declared an integral part of the decision (recommendations, resolutions, statements);

5. The implementation of the decisions (recommendations, resolutions) of the Academic Council is mandatory for all structural units of TTAS.

Article 7. The Academic Secretary of the Academic Council

1. Organizational, documentary and information services of the Academic Council are provided by its Academic Secretary;
2. The Academic Secretary of the Academic Council:
 - A) In agreement with the Chairman of the Academic Council, sets the date of the session, its draft agenda, the projects attached to it and other materials, and distributes them among the members of the Academic Council of TTAS, in accordance with Article 4 of this Regulation;
 - B) Ensures the registration of the members of the Academic Council who are attending the session(in case of attendance–its confirmation

by signature; in case of non-attendance –an indication of the plausible reason);

- C) Keeps the minutes of the sessions of the Academic Council;
- D) Collects, stores and updates the contact data of the members of the Academic Council;

3.3. The Academic Secretary of the Academic Council, no later than one month after the end of the calendar year, transfers the case management materials to the secretariat (Archive) of TTAS.

Article 8. Rules for Making Changes and Additions to the Regulation Alterations and additions to the Regulation of the Academic Council are made by decision of the Chairman - Rector of the Academic Council.