

Approved

By order of the Rector of LEPL - NNLE - Tbilisi Theological Academy and Seminary, of June 28, 2019 N62 of the Autocephalous Apostolic Orthodox Church of Georgia

Alterations made

By order #26 of the Rector,

Dated 29.05.20

Regulations

For the Faculties and Departments of LEPL - NNLE - Tbilisi Theological Academy and Seminary of the Autocephalous Apostolic Orthodox Church of Georgia

Chapter I. General Provisions

Article 1. Status of the Faculty

1. Faculties (hereinafter referred to as the “faculty”) of NNLE - Tbilisi Theological Academy and Seminary (hereinafter - TTAS) of the Autocephalous Apostolic Orthodox Church of Georgia are the main educational units of TTAS, which carry out educational programmes and research (in their respective

fields) on the basis of the Charter and other regulatory acts of TTAS, ensures the preparation of students and awards them appropriate to their qualification diplomas.

Article 2. Operation of the Faculty Regulation

1. This Regulation defines the main tasks and competencies of the faculty, the rules of its activities, rights and responsibilities.
2. The regulations of the faculty are obligatory for its staff.

Article 3. Tasks of the Faculty

1. The main tasks of the faculty:

A) Ensuring access to a high quality education relevant to the modern standards; training of competitive and highly qualified specialists cognizant of ecclesiastical awareness at the appropriate level of teaching, accumulation and transfer of systemic knowledge;

B) Development of the traditions of the Academy through fundamental and applied scientific research and teaching;

C) Use of the results of scientific research in the learning process;

D) Use of the intellectual potential of the faculty for the development of issues of foremost educational and scientific problematics;

E) Training of the scientific staff;

F) Cooperation with Georgian and foreign institutions of higher education and extending support for the implementation of joint educational programmes,

scientific and research projects with the consent of the Vice-Rector of TTAS for Education and Administration and the Rector;

G) Promotion of the students' achievements, creation of an appropriate academic environment, planning and managing of appropriate resources in order to achieve the learning outcomes defined for the educational programme;

H) Care for the students' and professors' professional development;

E) Strict adherence to the norms of ecclesiastical ethics;

Article 4. Faculties, Structure and Governing Bodies

1. The TTAS faculties are the main educational units of TTAS, which provide students with training in one or more specialties and equip them with appropriate qualifications.

2. The faculties of TTAS are:

- Tbilisi Theological Seminary;
- Faculty of Christian Psychology;
- Faculty of Christian Art Theory and History;
- Faculty of Ecclesiastical Architecture (Architecture) and Restoration of Icon Painting, Easel and Monumental Icon Painting;
- Tbilisi Theological Academy;
- Doctoral Program at Tbilisi Theological Academy and Seminary.

2.1. Tbilisi Theological Seminary conducts the first level of Theology programme of higher theological education and, after accumulating the credits

defined for the educational programme, grants the relevant qualification established by the classifier of the fields of study.

2.2. The Faculty of Christian Psychology conducts the Christian Psychology educational programme of the first level of higher theological education and, after accumulating the credits defined for the educational programme, grants the relevant qualification established by the classifier of the study areas.

2.3. The Faculty of Christian Arts conducts the first stage of higher theological education in the Christian art educational programme and, after accumulating the credits defined for the educational programme, grants the relevant qualification established by the classifier of the study areas.

2.4. The Faculty of Ecclesiastical Architecture, Iconography and Restoration of Easel and Monumental Iconography of Tbilisi Theological Academy and Seminary conducts the first stage of higher theological education in the educational programme of Architecture, Iconography, Restoration of Easel and Monumental Iconography. On the accumulation of credits defined for the educational programme, grants the relevant qualification established by the classifier of the study areas.

2.5. Tbilisi Theological Academy (faculty) conducts the second level of higher theological education in the educational programme of Theology and after the accumulation of credits, defined for the educational programme, and after the defense of the diploma thesis, grants the relevant qualification established by the classifier of study areas.

2.6. Doctoral Department (faculty) of Tbilisi Theological Academy and Seminary conducts scientific-pedagogical and scientific-research programme of the third level and, after accumulating the credits, defined for the educational programme, and after defending the doctoral dissertation, grants the relevant qualification established by the qualifier of study areas.

The structure and management of the Doctoral Department are determined by the "Regulations of the Doctoral Department and Dissertation Council of Tbilisi Theological Academy and Seminary."

3. The governing bodies of the faculty are: the faculty council and the dean.

4. At the faculty, a commission is established for determining the amount of credits relevant for the programme.

5. The dean approves the rules and regulations of the faculty commission for determining the amount of credits, according to the decision of the faculty council.

6. The auxiliary structural units of the faculty are the departments, which are accountable to the Vice-Rector for Education and Administration of TTAS.

7. The function and rules of operation for the department are determined by the present Regulations.

Chapter II

The Faculty Council

Article 5. Formation of the Faculty Council

1. The faculty council is the representative body of the faculty, the rules of formation of which are determined by the present Regulations;
2. The Rector approves the faculty council on bases of the dean's recommendation;
3. The faculty council includes the dean of the faculty, the academic staff of the faculty and the Spiritual Father as a member of the faculty council;
4. A member of the faculty council is also a representative of the TTAS Quality Assurance Service with the status of a faculty member, who is nominated by the Head of the Quality Assurance Service;
5. The Faculty Council is chaired by the Dean of the faculty, in whose absence the function of the Chairman, by the decision of the majority of the members present at the Commission and in agreement with the Rector, is performed by one of the members of the Commission;
6. Based on the issue under consideration, the Chairman of the faculty council is authorized to invite the Head of the Department with the status and voting right of the invited member of the Council;
7. Due to the issue under consideration, the Chairman of the faculty council is authorized to invite a student as a member of the council without the right to vote;

8. A member of the faculty council, in case of dismissal, automatically loses the right to be a member of the Commission. Instead, the Dean, in agreement with the Vice-Rector (for Education and Administration), nominates another candidate for the Rector's approval.

Article 6. Authority of the Faculty Council

The Faculty Council:

1. Develops and submits to the Academic Council for the approval of the rules and instructions necessary for the functioning of the faculty;
2. Considers and submits to the Academic Council for their approval scientific and research programmes, put forward by the Dean;
3. At the end of each academic year, hears the Dean's report on the work done at the faculty;
4. Develops academic programmes, relevant to the appropriate level, determines the qualification to be awarded according to the programme and submits it to the Academic Council for approval;
5. Develops mechanisms for the improvement of academic programmes and learning processes, sets out the rules and deadlines for their implementation, and submits them to the Academic Council for approval;

6. Develops syllabi and curricula of the educational programmes within the timeframes established by the TTAS Quality Assurance Office and submits them to the Academic Council for approval;
7. Determines the number of students to be admitted to the Faculty according to the quota defined by the authorization and submits them to the Academic Council for approval;
8. In case of a student's action, which will be incompatible with his/her status, and is regarded as such by the norms of disciplinary responsibility, defined by the internal regulations of TTAS, the faculty shall apply to the Academic Council with a proposal to terminate the student's status of;
9. Establishes the draft budget of the faculty within the established timeframe and submits it to the relevant structural unit;
10. In carrying out its activities, the faculty is guided by the prayers and blessings of the Vice-Rector (for Education and Administration) and the Rector, the Charter of TTAS, the legal acts of this educational institution and the legislation of Georgia;

Article 7. Procedural Issues of the Functioning of the Faculty Council

1. At the first session, by open voting, the faculty council elects its Secretary from among the members of the Academic Staff who are also the members of the council. The function of the Secretary of the faculty council is to organize its management. In the absence of the Secretary of the faculty council, his/her functions, with the consent of the Vice-

Rector (for Education and Administration), are performed by one of the members of the council, elected by the majority of the members present at the session;

2. The draft agenda of the session of the faculty council is prepared by the Secretary of the council, according to the Dean's instructions. Faculty members can provide the Secretary of the council with issues in written form for the draft agenda. Three days before the date of the faculty council session, the Secretary publishes the draft agenda of the session;
3. The faculty council approves the agenda by open voting as soon as the session begins;
4. In case of dismissal from the academic position of a faculty member, a member of the faculty council automatically loses the right to be its member;
5. The faculty council holds sessions in the fourth week of the calendar month. In case of necessity, in agreement with the Vice-Rector of TTAS for education and administration, the Secretary of the council may convene an extraordinary meeting;
6. The faculty council is authorized to consider an issue within its competence, if the session is attended by a 2/3 of the total number of its members;
7. In case of a dispute, the faculty council is authorized to organize a special commission/working group, which is responsible for studying the specific disputed issues of the faculty, receiving the relevant conclusion and

submitting it to the faculty council. The final decision is made by the Academic Council;

8. Voting at the faculty council session is open;
9. Minutes are drawn up at each session of the faculty council, which is signed by the Chairman and the Secretary.

Chapter III. Dean of the Faculty

Article 8. Status of the Dean of the Faculty

The faculty is headed by the Dean of the faculty.

Article 9. A Rule for Appointing the Dean of the Faculty

1. The Dean of the faculty of TTAS may be a Doctor with the appropriate academic degree, a clergyman or a lay person who confesses Orthodoxy and follows an ecclesiastical lifestyle. The Rector of TTAS is authorised to make an exception to this rule;
2. The Dean of the Faculty of TTAS is appointed and dismissed by the Rector of TTAS;
3. The Dean of the Faculty of TTAS is a member of the Academic Council.

Article 10. Authority of the Dean of the Faculty

1. Dean of the Faculty:

- A) Is accountable for his activities before the Vice-Rector of TTAS for Education and Administration and before the Rector;
- B) Ensures the effective and uninterrupted course of educational and scientific activities at the faculty and for this purpose directs the educational work and teaching-methodological work;
- C) Develops mechanisms for ensuring the quality of academic programmes and teaching in order to improve academic programmes and process of learning, determines the rules and deadlines for their implementation. Develops rules and instruments for evaluating programmes and syllabi; Examines assessments made by students in terms of both curriculum and subject teaching; Defines the rules and mechanisms for the evaluation of educational resources provided by the programmes; examines the rates of post-graduate studies and employment of graduates, ensures the involvement of employers in the development of programmes and in determining the outcome of students' academic activities, etc.;
- D) Develops and submits the draft of educational and scientific-research programmes to the faculty council for consideration;
- E) Ensures timely delivery of the required information related to the maintenance of the student and academic staff register to the Quality Assurance Service;
- F) Ensures timely delivery of diplomas, diploma appendices and qualifying protocols to the Quality Assurance Service;

- G) Ensures the timely delivery of syllabi to the Quality Assurance Service within the timeframe set by the service;
- H) Ensures the effective functioning of quality assurance mechanisms approved by the faculty council;
- I) In order to ensure quality, monitors and evaluates delivering of lectures and conducting of practical trainings of professors and lecturers, checks the students' academic performance, delivering of lectures by teachers and attendance of the students at lectures, organizes the students' practical activities and work of specialized groups in workshops; plans various activities and ensures the students' participation in them;
- J) Develops measures for the improvement of the educational process in order to improve its quality;
- K) Organizes regular meetings with students, explains the current rules and informs them about academic performance;
- L) Organizes the registration of students' academic success, determines the dates for exams according to the semesters, controls the timely compilation of exam assignments (tests, tickets);
- M) Ensures the collection and storage of documents certifying the work done by professors and academic groups (midterm exams, final exams);
- N) Provides control over the implementation of curricula, programmes and timely submission of the syllabi of educational courses.

- O) Provides information for the Vice-Rector for Education and Administration, in case of necessity of making a decision on the temporary release of students from the lecture and the suspension of their status.
 - P) Within the scope of its competence, ensures the implementation of the decisions of the Academic Council and legal acts of TTAS;
 - Q) Chairs the sessions of the faculty council;
 - R) Is responsible for the targeted use of the faculty budget;
 - S) Exercises other powers assigned to it by the internal regulatory legal acts of TTAS;
 - T) Performs separate tasks of the Rector and Vice-Rector of TTAS (for Education and Administration).
2. In the interests of the faculty and this educational institution, the decision to give a post (business trip) to the Dean and allow him to use his leave is made by the Rector, which is formed by the order of the Rector.

Article 11. Assistant Dean and Auxiliary Staff of the Faculty

1. The Dean has an assistant, subordinate to the Dean, who assists him in the timely and efficient implementation of his activities;
2. The main functions of the Dean's Assistant include organizing educational process, processing the information required by law to improve the student base, and providing with it the Quality Assurance Service within the set timeframe; his other functions are also: making an attachment to the qualification document (diploma), personal files of

students and invited personnel, informing students about the educational process and performing other duties specified in the contract;

3. The exact number of staff members of the faculty and the titles of positions are determined by the staff schedule of TTAS;

The rights and responsibilities of other support staff of the faculty, depending on the functions of the faculty, are regulated by the contracts concluded with the staff.

Article 12. Spiritual Father, Assistant of the Spiritual Father

1. The spiritual teacher of TTAS is a scholarly clergyman of the Autocephalous Apostolic Orthodox Church of Georgia, educated in Theology at the academic level;

2. The Spiritual Father of TTAS is appointed and dismissed from the position by the order of the Rector of TTAS, with the consent of the Catholicos-Patriarch of All Georgia;

3. The Spiritual Father of TTAS is a member of the relevant faculty council and the Academic Council;

4. 2. The Spiritual Father of TTAS should be well acquainted with the personal life of every student;

5. The Spiritual Father of TTAS:

A) Supervises the students' participation in the fulfilment of the Orthodox Canon Law and, therefore, is obliged to know all the students personally; he should act in concert with the students' personal Spiritual Fathers;

- B) Checks the observance of the internal regulations by the students living in the dormitory of TTAS. He takes appropriate measures in case of violation of the internal regulations and the principles of Christian morality;
- C) Strives for the perfection of the students' spiritual life;
- D) Participates in the organization of students' summer internships;
- E) Draws up annual plans for pilgrimages to the holy places and carries out and organizes their accomplishment;
- F) Performs his duties with the agreement of the Rector;
- G) Performs other tasks given to him by the Rector of TTAS.

1. Assistant of the Spiritual Father of TTAS

- A) Performs his duties in accordance with the official duties of the Spiritual Father;
- B) The Assistant of the Spiritual Father of TTAS is appointed and dismissed by the Rector of TTAS.

Article 13. Academic Staff

1. The academic staff of the faculty may consist of a professor, a professor associate, an assistant professor and an assistant;
2. Professors participate in the teaching process and scientific research and / or conduct it;
3. Assistant professors carry out seminar and research work within the current educational process at the faculty;

4. An employment contract with the academic staff is concluded in a unified manner of employment for the TTAS academic position;
5. The rules and conditions of holding and dismissing from an academic position, the grounds for dismissal, as well as the rights and duties of the academic staff are determined by the current legislation, approved by His Holiness and Beatitude, the Catholicos-Patriarch of All Georgia and the legal Acts of TTAS approved by the Rector.

Article 14. Administrative staff

1. The Dean is included in the administrative staff of the faculty, while the Head of the department is included in the staff of the department;
2. Administrative officials are appointed and dismissed by the Rector.

Article 15. Auxiliary Staff

The Auxiliary Staff of the faculty includes other persons who are effective in the management of the activities of the faculty.

Chapter V. Departments

Article 16. Departments and Their Structure

1. Departments of Tbilisi Theological Academy and Seminary are structural units which carry out teaching and scientific work and are subordinate to the Vice-Rector of TTAS for the field of sciences;

2. The Department conducts its activities in accordance with these Regulations and other internal regulatory legal acts of TTAS;
3. The following departments function in Tbilisi Theological Academy and Seminary:
 - A) Department of Biblical Studies;
 - B) Department of Patristics and Dogmatics;
 - C) Department of Liturgics and Pastoral Theology;
 - D) Department of Georgian Language and Literature;
 - E) Department of History of Georgia;
 - F) Department of Foreign Languages;
 - G) Department of Christian Psychology;
 - H) Department of Church History, Asceticism and Canon Law;
 - I) Department of Christian Art History and Theory;
 - J) Department of Iconography, Restoration of Easel and Monumental Icon;
 - K) Department of Church Architecture.

Article 17. Basic Principles of the Work Carried out at the departments

1. The main principles of work at the department are:
 - A) Facilitate the creation and implementation of assessment system oriented on students' advancement;
 - B) Coordination of teaching and development of recommendations for the introduction of modern teaching methods and approaches;

C) Creation of methodological and original textbooks, selection of teaching resources and development of recommendations on the book fund required for the library;

D) Determination of the number of minimum summary assignments and assessment criteria;

1. The department session is held at least once a month. The department staff participates in the session;

1. The department session makes decisions if it is attended by at least 2/3 of the full membership. The decision will be made by a majority vote of those present. In case of equal distribution of votes, the vote of the Head of the department is decisive.

Article 18. Head of the Department and Head of the Laboratory

1. The Heads of the departments of TTAS may be clergymen or secular persons holding the relevant academic degree of Doctor, an Orthodox by faith, who leads his life according to the rules of life accepted in the Church. Exceptions to this rule can be established by the Rector of TTAS;
2. The Head of the TTAS department and the Head of the TTAS Laboratory are appointed and dismissed by the Rector of the TTAS.

Article 19. Head of the Department and His Functions

The functions of the Head of the department are:

A) Direct supervision of teaching-methodological and scientific-research work at the department;

- B) Organizing programmes, lecture courses, methodological literature, textbooks required for relevant disciplines;
- C) Periodic organization of scientific-theological conferences, seminars, invitation of famous scientists and theologians for delivering lectures;
- D) Cooperation with local and foreign Orthodox religious schools for joint activities;
- E) Periodic attendance at lectures aiming at checking the quality of teaching and learning;
- F) Ensuring the submission of the syllabus to the Dean of the faculty within a reasonable time span before the start of the process of studying;
- G) Ensuring the timely compilation of examination issues, examination tickets, course and diploma topics and their submission to the Dean of the faculty;
- H) Performing separate tasks in the scientific field of the Rector and Vice-Rector (for Education and Administration) of TTAS.

The rights and responsibilities of the auxiliary staff of the department are regulated by a contract concluded on the basis of a separate order of the Rector.

Chapter VI. A Student of the Faculty

1. A student of the faculty is a person who, in accordance with the regulatory acts of TTAS and its current legislation, has been enrolled and is taking the academic programme of the relevant level;
2. The rule of enrollment of students in educational programmes is determined on the basis of the “Law of Georgia on Higher Education” and

the legal acts approved by His Holiness and Beatitude, the Catholicos-Patriarch of All Georgia and the Rector of TTAS.

Chapter VII. Faculty Budget and Finance

Article 21. Faculty Budget

1. The budget of the faculty is an integral part of the budget of TTAS.

Chapter VIII. Amendments and Additions

Article 22. Amendments and Additions to the Regulations of Faculties and Departments

1. The regulations of the faculties and departments are reviewed by the council of the respective faculty upon the recommendation of the Dean and approved by the Rector on the basis of the decision of the Academic Council of TTAS;
2. The aforementioned provision is adopted, repealed, amended or supplemented in accordance with the procedure established by Paragraph 1 of this Article.

Chapter IX. Transitional and Final Provisions

Article 23. Adoption and enactment of the regulations of the faculties and departments

1. The regulations of the faculties and departments enter into force on the basis of the decision of the Academic Council of TTAS upon its approval by the Rector.