

Approved

By order # 19 of the Rector dated 26.03.21



Internal Regulations

**Of the Non-profit (non-commercial) Legal Entity - Orthodox Theological
Higher Educational Institution - Tbilisi Theological Academy and Seminary of the
Autocephalous Apostolic Orthodox Church of Georgia**

Tbilisi

2021

Chapter 1
General Provisions

Article 1. Main Objectives and Scope of the Internal Regulations:

1. The purpose of the Internal Regulations of TTAS is to promote discipline at the school, create a safe and healthy working environment, educational and research activities of the students and the personnel, implementation of the norms of Orthodox ethics;
2. The present Internal Regulations of TTAS are the main act that defines the labor regulations and ethical norms in TTAS;
3. The Internal Regulations of TTAS also regulate the rights and responsibilities of the students and the personnel and, in accordance with the TTAS Charter, other issues related to educational activities.
4. Compliance with the Internal Regulations is mandatory for all persons who study at TTAS or have an employment relationship with this institution;
5. TTAS is obliged to create a suitable environment for teaching and to provide necessary conditions for mastering the approved educational program, training the students at a high academic level and developing their professional skills;
6. TTAS is obligated to properly direct the activities of the employees, to ensure labor discipline and the protection of the employees' rights, to take into consideration the suggestions and requests of employees, to ensure the improvement of their working conditions;

7. The TTAS Internal Regulations accord with the Constitution of Georgia, as well as with the Constitutional Agreement concluded between the State of Georgia and the Autocephalous Orthodox Church of Georgia, the “Law on Higher Education”, the Labor Code of Georgia and the Charter of TTAS;
8. The relationship between TTAS and its personnel and students is regulated by the signed contract terms. If the contract concluded with the employee or the student sets out conditions different from the Internal Regulations, the provisions of the contract are applied.
9. A student - a person who has been enrolled and is doing the higher educational program of bachelor’s, master’s or doctoral degrees at TTAS according to the current legislation of Georgia and in compliance with the regulations of TTAS.
10. An employee - a person employed for a position provided for in the staff schedule or for the performance of a specific job (freelancer), who may hold an academic, scientific, administrative or supportive position;
11. During the employment relationship with TTAS, the employee and the students during their studies at TTAS are under the canonical jurisdiction of the Catholicos-Patriarch of All Georgia and the Rector of TTAS.

Chapter II. For the Employees

Article 2. An employment contract, duration of the working day, time of beginning and end of work, days off:

1. The terms of the employment contract accord with the Labor Code of Georgia and other current legislation, which regulate labor relations;

2. Working time is part of the calendar time during which the personnel are obligated to perform their official rights and duties;
3. TTAS has a five-day workweek, from Monday to Friday including;
4. The start and end time of work is determined by the contract signed with the employee, which is no more than 40 hours per week. For those employees who are engaged in pedagogical activities at TTAS, the start and end time of work is related to the fulfillment of other obligations under the auditorial, consulting and employment contract, in accordance with the study schedule approved by the institution;
5. Work in shifts is determined by a schedule approved by the Rector, taking into account the specifics of the job;
8. Holidays are Saturdays, Sundays, days off established by the Labor Code, as well as special dates for the Georgian Orthodox Church, which are determined by the order of the Rector of TTAS.

Article 3. Rules for Salary Payment:

1. The amount of remuneration for the employee of TTAS is determined by the staff list approved by the order of the Rector, and in all the other cases - by the order of the Rector. The specified salary is issued in accordance with the terms of the contract signed with the employee;
2. The remuneration of the academic personnel includes both pedagogical (including lecture/hourly) as well as individual work with the student, counseling and scientific/research activities. Remuneration and workload of the academic staff is determined by individual employment contracts

concluded with them on the basis of the order issued by the Rector of TTAS;

3. The hourly remuneration of the invited (supportive) staff carrying out pedagogical activities is determined by the order of the Rector and is calculated by the lecture/hourly workload, in accordance with their qualification;

4. Salary is paid once a month, during the third week of the month;

5. The salary is transferred to the personal account of the TTAS employee in the bank.

Article 4. Leave:

1. Employees of TTAS are entitled to paid leave - at least 24 working days per year, unpaid leave - at least 15 calendar days per year;

2. Leave due to pregnancy, childbirth and childcare, as well as due to adoption of a newborn is granted in accordance with the rules established by the Labor Code;

3. The employment contract may specify terms and conditions different from those provided for in this Chapter of the By-Laws, which should not aggravate the circumstances of the personnel.

Article 5. A Business Trip:

1. A business trip is a temporary change of the employee's workplace, based on the interests of the field of the activity;

2. Sending an employee on a business trip is not considered a change in the terms of the employment relationship, if the term of the business trip does not exceed 45 calendar days per year;

3. Business trip expenses are reimbursed in accordance with the rules established by the current legislation of Georgia.

Article 6. Benefits:

For pregnant and lactating mothers; women who have minor children and/or children with disabilities; temporarily disabled persons. Individuals, who combine work and study, as well as other categories of the personnel, may be granted by the Rector the right to enjoy preferential terms, which are different from the norms of Internal Regulations and disciplinary responsibility. The aforementioned entitlement is based on their written and substantiated application.

Article 7. Incentives:

1. The following forms of incentives are used: for exemplary performance of official duties, for long and conscientious service, for the successful completion of special tasks or important tasks:

- A) Extending gratitude;
- B) One-time cash reward;
- C) A valuable gift;
- D) Increase of official salary.

2. Several forms of incentives may be used simultaneously.

Article 8. Obligations of the personnel in the field of observance of ethical norms:

1. In dealing with the students, staff and public, the personnel must adhere to ethical norms, introduce themselves and the position they hold, be caring and competent;
2. It is inadmissible to appear in the workplace under the influence;
3. The personnel of TTAS, is obligated to provide, within the scope of their competence, the necessary assistance to their superior or subordinate officials, employees, according to the means at their disposal, if the latter:
 - a) Are unable to fulfill their obligations themselves due to legal or factual reasons;
 - b) Do not have sufficient knowledge of the facts necessary to perform an action, but the employee who he applied to possesses this knowledge;
 - c) Documents and any other evidence necessary to resolve the matter are kept with the employee who he has addressed to;
4. The personnel are obligated not to disclose or use for personal goals the confidential information, which became known to them during the performance of their official duties, both during their official activity and after the termination of their employment;
5. In case of their absence from work, except for urgent and/or force majeure reasons, in case of previously unknown reason, the employees are obligated to verbally (by phone) inform the Vice-Rector for the field of education and administration, and apply to him with their report card as soon as possible. In other cases, the employees are obligated to notify the

Vice-Rector for the field of education and administration in writing two days in advance;

Article 9. Duties of the Academic Staff:

1. The main responsibilities of the TTAS academic staff are:

- a) To submit in the form prescribed by the institution the syllabi of the course/courses that they give in the current semester or potentially can lead in the following semesters within the framework of the academic program;
- b) To conduct specific training course/courses in accordance with the schedule given in the syllabus;
- c) To constantly update and refine the syllabus of the course(s) and adapt it to the educational programs of the school and the alterations made to the established syllabus form;
- d) To introduce students to the syllabus of the training course for the first lecture;
- e) If necessary, to allocate consultation time before or after the lecture;
- f) To compile midterm and final exam questions in accordance with the requirements of the syllabus;
- g) To submit the examination questions to the relevant department at least one week before the midterm and final exam;
- h) To appear in time for the lecture. In case of missing it and/or being late for it, notify the Dean of the relevant faculty in advance;

- i) To restore the missed hours before the end of the semester, in agreement with the faculty;
- j) To create an electronic version of the program to be implemented by them;
- k) To attend meetings/deliberations organized by the administration of this educational institution;
- l) To develop/update test methodology and forms as required;
- m) To assess students according to the assessment criteria and methods defined in the syllabus; to correct exam papers;
- n) No later than 10 days after the midterm and final exams, and in case of midterm and final oral exams no later than 2 days, to submit the completed assessment forms in writing to the Dean's Office;
- o) To attend the exams on the instructions of the faculty and the department;
- p) To perform one or more of the following activities within the framework of their scientific activities during the year: monograph/textbook/lecture course/publication with scientific comments; Papers published in international peer-reviewed scientific journals/publications of complete speeches of conferences; to participate in international scientific events, in national, including - domestic scientific events, and to participate in international scientific and in national scientific grants;
- r) Not to disclose confidential or copyrighted information that became known to them during the performance of their official duties, which

may become a ground for the termination of the employment contract or imposition of disciplinary liability;

s) To adhere to academic good faith; to explain to their students the content of academic good faith norms and call for their observance.

Article 9. Rules for regulating the appearance of academic personnel and invited teachers for work and the consequences of non-appearance:

1. Academic and invited personnel conduct the educational process in accordance with the course schedule established at the respective faculties. It is allowed to alter the work schedule established by the timetable once or for a certain period with the written consent of the Dean of the faculty;
2. Each faculty member, who monitors each case of the training of academic and invited personnel, draws up a written report, which records the name of the academic/invited personnel, the title of the faculty and their missed academic hours. The accuracy of the record is confirmed by the signature of the representative of the Dean's Office of the relevant faculty or another employee of TTAS;
3. At the request of the Dean of the faculty, the academic/invited personnel is obligated to submit their explanation of the reasons for missing the academic hour within one week;
4. Academic/invited personnel are obligated to ensure the restoration of each missed hour during the current semester;
5. In case of unreasonable omission of the educational process by the academic/invited personnel, the Rector issues an order, which determines: 1)

- For the first omission - reprimand. 2) For the second omission - the last reprimand. 3) for the third omission - termination of the contract;
6. If the students do not show up during the hours provided in the timetable, the academic/invited personnel are considered excused to have to miss the lecture if they were in the classroom during the first 20 minutes of each hour.

Article 10. Disciplinary liability of employees:

1. The following actions performed by an employee are considered a disciplinary misconduct:

a) Failure to perform or improper performance of the duties established by the Charter of Tbilisi Theological Academy and Seminary, the present internal regulation, the contract and other internal regulatory acts;

b) Violation of the labor discipline, in particular, violation of the rules of coming to and leaving the working place, rules for the break, as well as - missing the working day for three unreasonable reasons, etc .;

c) Causing property damage to Tbilisi Theological Academy and Seminary or creating a danger of such damage;

d) Unlawful conduct aimed at discrediting Tbilisi Theological Academy and Seminary and/or any of its personnel, regardless of whether it was committed inside or outside TTAS;

e) Acting for the discreditation of the Holy Orthodox Church and/or its hierarchy;

f) Violation of the norms of academic ethics and good faith;

g) Violation of the norms of ecclesiastical ethics.

Article 11. Forms of disciplinary sanctions:

1. The following penalties are applied for the violation of the labor discipline at TTAS:

a) Warning;

b) Reprimand;

c) The last reprimand;

d) Onetime withholding of not more than 30% of the amount determined for the official salary;

e) Dismissal from work.

2. When imposing a disciplinary sanction, the gravity of the misconduct committed, the circumstances of the breach of the labor discipline, the previous work and behavior of the employee are taken into account;

3. A disciplinary sanction is imposed on an employee by the order of the Rector of TTAS. Due to the complexity of the issue, in order to establish the truth, the Rector of TTAS is authorized to initiate disciplinary proceedings, for which he establishes a commission to review the issue based on the order. The act indicates against whom and in connection with which fact the disciplinary proceedings have been initiated, as well as by the same act, the person, against whom the disciplinary proceedings have been initiated, submits in writing his/her opinions (explanations)

and the available evidence to the chairperson of the commission. The act is handed over to the person against whom disciplinary proceedings have been initiated. After the commission has drawn the conclusion, the issue of applying disciplinary sanctions against the violator is considered. A person on leave or a business trip is disciplined after his/her return to the workplace;

4. Proceedings related to the violation of the norms of academic ethics and good faith are regulated by the “Regulations on the Official Responsibility of the Personnel Performing Scientific-Educational Functions within the Framework of Academic Ethics and Official Activities”;

5. A disciplinary sanction is applied as soon as a misdemeanor is detected, but no later than one month after its detection, excluding the period of illness or leave of the employee;

6. Only one measure of disciplinary liability is applied for one disciplinary misconduct. However, the Rector is not limited in choosing the measure of his/her liabilities;

7. If the employee has not violated the duties specified in the contract, has shown himself/herself to be a good and conscientious worker, the period of his/her disciplinary sanction can be shortened;

8. Disputed issues between the parties are settled by mutual agreement. If the dispute between TTAS and the employee cannot be resolved by mutual agreement, the dispute will be resolved in accordance with the norms of canon law.

Article 12. Recruitment and dismissal of a TTAS employee:

1. Employees in TTAS are hired by direct selection or possibly on a competitive basis, according to the order of the Rector and the employment contract concluded with him, and dismissal is done by the order of the Rector on the termination of the employment contract. TTAS provides registration and protection of employees' personal files. The grounds for the dismissal of the TTAS personnel are:

- a) Personal statement;
- b) Expiration of the term employment contract;
- c) Violation of the obligation imposed by the individual labor contract and/or Internal Regulations;
- d) Violation of disciplinary norms and non-fulfillment of the Rector's blessing;
- e) Violation of the conditions stipulated in the labor contract;
- f) Gross violation of the norms of Canon Law, as well as other cases provided by the Legislation of Georgia.

Article 13. Procedure for informing employees about orders on official matters:

1. An order on official matters is issued for a TTAS employee by the Rector of TTAS;
2. An individual order issued on official matters is delivered to the person interested, in person or by mail. If the order sent by mail is not received, the person has the right to receive a copy of this order at TTAS.

Chapter III. Students' rights, responsibilities and disciplinary liability, rules for suspension and termination of the student status

Article 14. Students' Rights and Responsibilities:

1. TTAS students are obligated to regularly attend lectures, seminars, practical classes, to complete the assignments provided by the educational programs within the set timeframe, the terms of the contract, to strictly follow the Internal Regulations of TTAS, to comply with current legal requirements concerning the students, protect the prestige and the property of TTAS;
2. Students have the right to:
 - a) Receive a quality education;
 - b) Participate in scientific research;
 - c) Have access to the material and technical facilities, library, information and other auxiliary means of TTAS on equal terms;
 - d) Exercise other rights granted to them by the Legislation of Georgia and the Legal Acts of TTAS.
3. TTAS provides care for students with disabilities to create the necessary conditions for their full education, which can be reflected in the creation of special material and technical base and development of other benefits;
4. The TTAS students enjoy the right to be exempted from compulsory military service and have annual holidays;

5. Due to extreme necessity, TTAS Provides free accommodation and three meals a day based on its own resources. The students living in the dormitory are obligated to follow its bylaws;

Article 15. Obligations and norms of disciplinary liability of the TTAS students:

1. The way of life and norms of students in TTAS are determined on the basis of the basic principles of Christian ethics and ecclesiastical laws. Students are obligated to respect and obey the Church hierarchy, to comply with the requirements set by the Internal Regulations of TTAS, to live a life of a Christian in the bosom of the Church, to participate in worship, to study all subjects according to the program established by TTAS.
2. The TTAS students are obligated to:
 - a) Recognize and obey the ecclesiastical hierarchy;
 - b) Be faithful to the dogmatic, canonical and ethical teachings of the Holy Orthodox Church; adhere to the immutable Canon Law and Doctrine of the Holy Orthodox Church;
 - c) Timely and accurately, perform the prayers, blessings and assignments of the Catholicos-Patriarch of Georgia, the Rector and the members of the Rectorate;
 - d) Participate in the activities of the Church and protect its objectives;
 - e) Show obedience, respect and deference to the Catholicos-Patriarch of All Georgia, as well as treat the members of the ecclesiastical hierarchy, TTAS teachers and personnel with respect;

f) Get the approval from the Vice-Rector in the field of education and administration for the texts of the letters, articles and interviews relating to the religious, dogmatic, canonical and other important issues of the Orthodox Church before their publication or dissemination;

g) Attend the lectures in accordance with the norms of Christian ethics (dress, appearance);

3. Students are obligated to know and fulfill the academic requirements, the conditions established by the Internal Regulations of TTAS, the contract and other legal acts obligatory for them to fulfill;

4. Students are obligated to follow generally accepted norms of Church ethics and behavior, the violation of which will be considered:

a) Being late for the lectures and seminars;

b) Hindering the process of teaching;

c) Using mobile phones at lectures and seminars;

d) Causing damage to the training equipment of the building, computer equipment and other property of TTAS, ill-treatment of them;

e) Tobacco smoking, being intoxicated;

f) Rude and inappropriate for the Church ethics behaviour towards the school administration, professors, teachers, students and personnel;

g) Violation of the rules of using the library;

5. The following types of administrative penalty apply to the students at TTAS:

a) Ecclesiastical (canonical) epitimia;

b) Warning;

- c) Reprimand;
 - d) The last reprimand;
 - e) Termination of student status;
6. Based on the discussion at the Faculty Council, the Dean of the faculty addresses the Rector with an office memorandum for the issuance of an order on the application of a disciplinary penalty;
7. Only one measure of disciplinary penalty can be applied for one case of violation. The nature of the violation and its regularity are taken into account while applying it.
8. For academic backwardness, absenteeism, unscrupulous and unethical conduct, failing to fulfill the obligations, provided for in paragraph 2 of this Article, the student is subjected to both administrative and canonical penalties, adhering to the canonical principle that a single violation is not punishable by double penalty - canonical and administrative. An exception is a case of a particularly grave crime (Apostolic Canon 29);

Article 16. Suspension and restoration of student status:

1. Suspension of student status is a temporary release from the rights and obligations of the student and TTAS;
- 1.1. TTAS is governed by the current legislation while using the suspension and reinstatement of student status.

2. The grounds for suspending student status are:
 - a) Personal statement without stating the reasons (in writing);
 - b) Study in a foreign higher educational institution, except for study within the framework of an exchange program;
 - c) Pregnancy, childbirth, child care or deterioration of health (documented);
3. Students can suspend the status by personal application during the semester. In case of suspension of the status during the semester, the students will have their intermediate assessments revoked and will not be able to use them in the next semester (s);
4. Student status is suspended by the order of the Rector;
5. The time of suspension of student status is not included in the maximum period of teaching established by the educational program;
6. Student status will be restored on the basis of a personal application no later than 4 weeks after the start of the study process;
7. Student status can be restored during not more than 5 years after its suspension. In case of the restoration of the status, the students continue their studies from the relevant stage.

Article 17. Termination of student status

1. The grounds for the termination of student status are:
 - a) Suspension of student status for more than 5 years while studying at TTAS;
 - b) Completion of the relevant level of the educational program;

c) Inability to achieve the learning outcomes provided by the educational program/ programs;

d) Personal application (submitted to the Rector and registered in the Office);

e) A sentence that has entered into force for a serious or particularly serious crime;

f) Violation of the Church laws, the norms of Church ethics, non-fulfillment of prayers and blessings of the Rector and other authorized persons;

g) Excommunication from the Orthodox Church;

h) Systematic violation of the norms provided by the rules regulating the educational process.

I) Death.

2. Legal consequences provided by the legal act on the termination of student status operate immediately upon the issuance of the order;

3. The termination of student status leads to the termination of the contract concluded between TTAS and the student;

4. In case of the termination of student status, its re-acquisition is allowed in accordance with the rules established by the law;

5. If the dispute between the student and TTAS cannot be resolved through mutual negotiations, the dispute will be resolved in accordance with the norms of the Canon Law.

IV Final Provisions

Article 18. Final Provisions:

1. The Internal Regulations are adopted by the Academic Council and approved by the order of the Rector of TTAS;
2. The requirements of the Internal Regulations are mandatory for the TTAS personnel and students and represent an integral part of the contracts concluded with them;
3. The Internal Regulations enter into force from the next working day after it is displayed in a place visible to everyone (on the website <https://www.tsas.ge/>) at TTAS;
4. Familiarity with the internal regulations is confirmed by a written acknowledgment which is attached to the contract;
5. The implementation of the Internal Regulations in TTAS is supervised by the Vice-Rector of TTAS for the field of education and administration;
6. The present Internal Regulations lose their force in case of the approval of the new Internal Regulations;
7. Amendments to the Internal Regulations of TTAS are included in accordance with the procedure of its approval.

