

Appendix 3

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

Management Rules of the Official Website

Article 1. Scope and purpose of the regulation

The present document defines the rules of the management of the official website (hereinafter – website) of the NLE “Orthodox Theological Higher Educational Institution – Tbilisi Theological Academy and Seminary of the Autocephalous Apostolic Orthodox Church of Georgia” (hereinafter – TTAS). It contains the rules for providing the structural unit, responsible for the administration of the website, with the information to be placed on the website and posting/updating/removing the information on the website.

2. The purpose of the present rules is to ensure the quality and smooth operation of the website, which will help to provide its users with accurate and complete information about the activities at TTAS.

3. The issues not regulated by the present rules do not constitute an obstacle to the quality and proper operation of the website. Therefore, all structural units of TTAS are obligated, to ensure that all appropriate measures are taken, within

their competence, including in those cases, which are not directly considered in the present rules. All additional issues and/or rules other than the regulations established by these rules are agreed upon individually with the Rector of TTAS.

Article 2. General Regulations

1. The structural unit responsible for the administration of the website is the Public Relations Service of TTAS (hereinafter referred to as the Service).
2. Each structural unit of TTAS is obligated to cooperate actively with the Service to ensure that the information and content part of TTAS website is updated in accordance with these rules.
3. In connection with the events held with the participation of the Service, the latter prepares the text for the website in cooperation with the structural unit of TTAS under the auspices of which the relevant event was held.
4. The preparation of the text to be posted on the website, regarding the events held without the participation of the Service, and its delivery to the Service is provided by the TTAS structural unit under the auspices of which the relevant event was held. The information is to be delivered no later than the next working day after the end of the event that was held in Georgia, and in case of an event that was held abroad - within 5 working days after returning to Georgia.
5. Via the official e-mail, the Head of the Service agrees with the Rector of the Academy upon the text of the information to be posted on the Website.
6. The structural unit providing the information for the Website is responsible for its timely delivery to the Service, the accuracy of the information and its delivery in the translated form in the foreign languages (English, Greek and Russian).

Article 3. Responsibilities of the Service

1. The Service is responsible for the technical functioning of the website and its protection against unauthorized interference, for which the Service uses both internal resources and, if necessary, in compliance with the relevant regulations - external resources.
2. The Service systematically controls and supervises the quality and smooth operation of the Website, which includes:
 - a) Control over the timely posting of the information on the Website, as well as the timely delivery of the information/documentation specified by the structural units of the Academy, in accordance with the present Rule;
 - b) In case of necessity, addition, deletion and change of additional pages, sections and categories on the Website;
 - c) Timely response to any flaws related to the operation of the Website.
3. The Service is obligated, in compliance with the requirements of the present rules, to post information on the Website no later than the next working day after receiving the information (unless special legal acts regulating the relevant issue provide for special deadlines for publishing specific information on the website).

Article 4. Legal Service

The Legal Service of the Academy is obligated to provide the Department with codified versions of the internal regulatory acts of TTAS, posted in the section of Legal Acts of the Website, which are translated by the relevant structural unit.

Article 5. The Structural Units of the Academy

1. The Service is responsible for ensuring constant control over the updating of information and the structural units of TTAS are obligated to provide it

with updated information on the following issues:

- a) The strategic plan of the Academy;
- b) The mission/values/goals of the Academy;
- c) The structure of the academy;
- d) The Annual report of the Academy;
- f) Information on international partnerships;
- g) Information on international projects;
- h) Catalog of the academic program ¹;
- i) Information on the national qualification framework;
- j) Guidance documents;
- k) Information on mobility;
- l) Information on diploma forms and diploma attachment;
- m) Information on prior education and recognition of qualifications.

2. The Service is obligated to provide the public with news about the events it has organized as well as with those about its participation in international conferences (with relevant photos); the texts are to be posted in the Georgian language followed with their translated English versions.

¹ Catalog includes a program tailored to the student's interests and level of his/her academic training, the name of the educational program, the prerequisite for admission to the program, the purpose of teaching, the outcome, the framework and the information about the programs according to the classifier of the fields of study.