

APPROVED
by the Council of the Institute of Theology of the EELC,
decision No 6, 1.04.2015.
CHANGES APPROVED
by the Council of the Institute of Theology of the EELC,
decision No 7, 5.12.2016.
CHANGES APPROVED
by the Council of the Institute of Theology of the EELC,
decision No 9, 31.05.2022.

STATUTE OF THE FACULTY OF THEOLOGY of the Institute of Theology of the EELC

I General Provisions

1. The Faculty of Theology (hereinafter referred to as Faculty) is an academic unit of the Institute of the EELC (hereinafter referred to as Institute) that conducts professional higher education studies and master's studies.
2. The Faculty follows in its activities the Statutes of the Institute, the Statute of the Faculty, legislation of the State and Church Code.
3. The objective of the Faculty of Theology is:
 - 3.1 to prepare clergy and lay church workers for the congregations of the EELC, and workers for positions requiring theological qualification in the public and private sector;
 - 3.2 to promote church practice and mentoring system;
 - 3.3 theological research, including the study of Estonian theological heritage and development of the Estonian theological thought in cooperation with theology related specialties.
4. In order to attain its objectives, the Faculty:
 - 4.1 implements the strategic plan of the Faculty;
 - 4.2 prepares the *curricula* for the specialties taught in the Faculty and follows them in teaching;
 - 4.3 ensures the future generations of the clergy and lay church workers for the EELC;
 - 4.4 organises professional counselling and consultation;
 - 4.5 supports the development of the infrastructure of the Faculty;

4.6 cooperates with other structural units of the Institute and sub-institutions of the EELC;

4.7 enables the employees participate in continuing education programs for professional development, if necessary for their specialty.

II Management

II 1. The Council of the Faculty:

1.1 The highest decision-making body of the Faculty is the Council on the Faculty (hereinafter referred to as Council).

1.2 The Council comprises the Rector, the Dean, the Head of Dean's Office, the Faculty members, the Head of Tartu Academy of Theology of the Institute of Theology of the EELC, the Head of the Orthodox Chair, and the coordinator of the specific subjects of the MA level Studies in Christian Culture, with their right to vote by position. The representatives of the Student Body comprise 1/5 of the Council members. [Changed on 31.05.2022]

1.3. The Council meetings can be attended by all Faculty employees, the heads of the other structural units of the Institute of Theology of the EELC and anyone invited. They have the right to speak but not to vote. The Council may declare the meeting closed.

1.4. The Dean appoints one lecturer to the position of the coordinator of the specific subjects of the MA level Studies in Christian Culture for two years after having consulted with the staff of the Dean's office and other lecturers teaching the MA level *curriculum* of Studies in Christian Culture.

1.5. Student representatives are selected and appointed by the Student Council.

1.6 The composition of the Council is approved by the Rector based on the Dean's submission. If the elected member of the Council cannot participate in the work of the council, the Rector may, on the basis of the Dean's submission, nominate another candidate in the place of the absent member of the Council until the absent member returns.

1.7 Council meetings are held as needed, but at least four times during an academic year. The Council meeting may also be held *via* electronic means to discuss urgent questions.

1.8 Council meetings are convened by the Dean and minutes are taken by an employee of the Dean's office appointed by the Dean.

1.9 The Council adopts the decisions within its competence, the decisions are signed by the Dean and the employee of the Dean's office appointed by the Dean. The council has decision-making power if more than half of the members of the Council, including the Dean or a person replacing them, participate in the meeting or are represented on the basis of authorization.

A Council member, who is unable to participate in a Council meeting, may authorize another Council member to vote on their behalf, but the authorisation must be representable in a written form. One Council member may accept one authorisation.

1.10 The decision of the Council has been adopted, if more than half of the Council members have been participating in the voting. In case of electronic meeting, the decision has been adopted, if more than half of the Council members have been participating in the voting. Decisions are taken by simple majority.

1.11 The Faculty members are obliged to follow the decisions made by the Council.

1.12 Council

1.12.1 discusses and decides issues concerning studies, research and strategy of the Faculty in accordance with the main tasks of the Faculty;

1.12.2 adopts and submits to the Council of the Institute of Theology the strategic plan and Statute of the Faculty for approval;

1.12.3 discusses and decides the terms and conditions of the admission of students and submits them to the Council of the Institute for approval;

1.12.4 decides the awarding of the academic degree to the students who have completed the approved *curriculum* and submits the decision to the Rector for approval;

1.12.5 adopts the *curricula* and their changes, submits new *curricula* to the Council of the Institute for approval;

1.12.6 discusses proposals about changing the structure of the Faculty and makes a decision on them, submitting it, if necessary, to the Council of the Institute for approval;

1.12.7 discusses the suitability of the regular academic staff for their positions, conducts a recommendation vote and gives the results to the Rector;

1.12.8 forms, if necessary, permanent and temporary committees of its members to discuss study and research organisation questions and to solve single problems;

1.12.9 takes a position on the issues concerning the organisation of the work in the Faculty, as raised by the members of Council, who have the right to vote and speak.

II 2. Chair

2.1. Chair is a structural unit to carry out study and research in one specific field or branch of science, being composed of interrelated disciplines.

2.2. The Chair consists of the Head of Chair and other academic and research staff.

2.3. In the *curricula* of the Institute the subjects and research fields are divided into subjects that belong to a certain chair and those that do not belong to any chair.

2.4. The Faculty of Theology has the following chairs:

- (1) Chair of Biblical Studies;
- (2) Chair of Systematic Theology;
- (3) Chair of Comparative Religious History;
- (4) Chair of Church History;
- (5) Chair of Practical Religion;
- (6) Chair of Orthodoxy.

2.4.1. The Chair is directly subordinated to the Dean, the functioning of the Chair is managed by the Head of the Chair or in their absence by the Acting Head.

2.4.2. The task of the Head of the Chair is in cooperation with the academic staff of the Chair and the Dean to direct and develop the studies and research in the Chair. Tasks and obligations are fixed in detail by documents cited in point 2.4.4.

2.4.3. The Head of a Chair is regular academic – professor. In the absence of the regular professor a lecturer with an MA degree can temporarily fulfill the duties as a Dean. [Changed on 31.05.2022]

2.4.4. For the procedure of election and professional duties of the regular academic staff see:

(a) The rules of elections for academic positions of the Institute of Theology of the EELC;

(b) Job description for the academic staff of the Institute of Theology of the EELC.

II 3. Dean

3.1. The functioning of the Faculty is managed by the Dean, who is elected by the members of the Faculty Council in a secret vote from among the academic staff with doctoral degree for four years as stipulated by the regulations approved by the Council of the Institute. If there is not presented any candidate who meets the requirements of the position or the presented candidate appears not to be elected, an Acting Dean is elected, who fulfills the tasks concerning study development and quality check. In other responsibilities of the Dean, the Rector determines the replacement questions of an absent Dean. [Changed on 31.05.2022]

3.2. It is not allowed to elect as a Dean one and the same person for more than three election periods in a row.

3.3. The Dean makes a report about the situation in the Faculty and their work at least once a year for the Council of the Faculty. The main points of the report are communicated to the Faculty members.

3.4. Dean

3.4.1 ensures compliance of the management and activities of the Faculty with the Statutes of the Institute, the present Statute and other legal acts;

3.4.2 ensures the fulfillment of the strategic plan of the Faculty;

3.4.3 carries out activities concerning the quality analysis of the study and research of the Faculty as well as the evaluation of *curricula* for the further development of the Faculty

3.4.3.1 ensures advertisement of the Faculty *curricula* and specialty among the target groups;

3.4.4 manages the work of the Council of the Faculty and ensures the execution of its decisions;

3.4.5 forms organisational units in the Faculty and supervises the activities of the structural and organisational units of the Faculty;

3.4.6 represents the Institute according to the mandate provided by the Rector;

3.4.7 submits to the Rector for approval the decisions made about matriculation, exmatriculation and reimmatrication of the students;

3.4.8 is responsible for the legal and appropriate use of the resources allocated to the Faculty;

3.4.9 solves other issues assigned to their competence by legal acts, as well as issues concerning the Faculty, the resolution of which is not assigned to someone else's competency by the legal acts.

III Membership

1. The membership of the Faculty consists of the employees working in the Faculty on the basis of the contract and the students matriculated to the *curricula* taught in the Faculty.