

of the Minister of Education and Science of Georgia

1 October 2010

Tbilisi

On Approval of Authorisation Fees and Authorisation Regulations for Educational Institutions

On the basis of Article 3(b) of the Law of Georgia on Education Quality Improvement, Article 26(1)(i) of the Law of Georgia on General Education, Article 15(d) of the Law of Georgia on Vocational Education and Training, Article 7(1)(f) and (n) of the Law of Georgia on Higher Education, Article 61 of the General Administrative Code of Georgia and Article 3(2)(l) of the Regulations approved by Ordinance No 37 of 21 May 2004 of the Government of Georgia on the Approval of the Statute of the Ministry of Education and Science of Georgia, I hereby **order** that:

1. The Authorisation Regulations for Educational Institutions shall hereby be approved as provided for by Annex No 1.
2. The Authorisation Fees for Educational Institutions shall hereby be approved in accordance with Annex No 2.
3. Order No 1030 of 20 November 2009 of the Minister of Education and Science of Georgia on the Approval of Higher Education Institution Accreditation Regulations, the Procedure for Determining the Number of Students and the Institutional Accreditation Fee Limits shall hereby be declared void.
4. The Order shall enter into force upon promulgation.

D. Shashkin

Annex No 1

Authorisation Regulations for Educational Institutions

Chapter 1 – General Provisions

Article 1 - Scope of the Regulations

These Regulations determine the conditions for educational institutions to meet authorisation standards ('the Standards') and defines the authorisation procedure.

Article 2 - Purpose and essence of authorisation of educational institutions

1. The purpose of authorisation of educational institutions is to ensure compliance with the standards necessary for implementing appropriate activities.
2. Standards are the requirements determined by the State that must be met by an educational institution in order to [be able to] issue a document certifying education recognised by the State.
3. An educational institution shall have a mission that is compatible with the basic goals of the relevant educational level in Georgia, and reflects the identity and role of the institution.
4. According to the mission of an educational institution, authorisation determines compliance of the institution with the following standards:
 - a) educational programmes;
 - b) material resources;
 - c) human resources.
5. Authorisation is a mechanism of external evaluation of the compliance of an institution with the standards that verifies an internal evaluation (self-evaluation). An educational institution shall carry out self-evaluation according to the rules for evaluating its own activities and prepare an annual self-evaluation report, while the external evaluation is carried out by the legal entity under public law (LEPL) - National Centre for Educational Quality Enhancement ('the Centre').



6. The following authorisation councils shall be established for the authorisation of educational institutions:

- a) the Authorisation Council of General Education Institutions, which makes decisions on the authorisation of general education institutions and on the implementation of educational programmes in the first three levels of vocational education by the institutions;
- b) the Authorisation Council of Vocational Education Institutions, which makes decisions on the authorisation of vocational education institutions;
- c) the Authorisation Council of Higher Education Institutions, which makes decisions on the authorisation of higher education institutions and on the implementation of vocational education programmes by an institution.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Chapter II – Authorisation Standards for General Education Institutions

Article 3 - Educational programmes of general education institutions

The standards are considered to be met if:

- a) a school curriculum is based on the school mission and is compatible with the National Curriculum;
- b) the school curriculum satisfies the needs of pupils of the relevant level and enables them to acquire the knowledge, skills and values determined by the National Curriculum;
- c) the school curriculum provides pupils with equal opportunities for learning and development; the school has a special programme for pupils with special educational needs;
- d) the a school's evaluation system for pupils complies with the National Curriculum; the evaluation criteria are transparent, known to the school community and the evaluation results are used to improve pupils' academic performance;
- e) the procedure for informing parents of a pupil's academic performance is established, and parents have the opportunity to participate in school life;
- f) a mechanism is developed for evaluating and improving the school curriculum.

Article 4 - Material resources of general education institutions

1. The standards shall be considered to be met if:

- a) an institution has the material resources appropriate for the study process determined by the school curriculum, including:
 - a.a) an area of 250 m² at a single address, except for the cases where the Authorisation Council of General Education Institutions makes a decision on the authorisation of a school with less than 50 pupils. The right to the area must be confirmed according to the rules determined by the legislation of Georgia;
 - a.b) classrooms equipped with appropriate inventory, namely: desks tailored to pupils' individual needs, writing boards and other necessary material resources;
 - a.c) a gym, swimming pool or playground;
 - a.d) appropriately equipped laboratory/laboratories;
- b) the school environment is appropriate for carrying out educational process: an uninterruptible power supply system, bathrooms, natural lighting, and heating system;
- c) the school has a library supporting the school curriculum with adequate number of books, periodicals and other supplementary materials;
- d) the school environment is adapted to pupils with special educational needs;
- e) the school has information and communication technologies necessary for achieving the goals set forth by the school curriculum, including continuous internet supply to the computers. The website performs communication and information functions;
- f) the school ensures safety and health of its personnel and pupils, for which the school has:
 - f.a) fire safety system mechanisms and equipment;
 - f.b) an evacuation plan placed in a visible place;
 - f.c) first aid mechanisms;
 - f.d) mechanisms for ensuring order in accordance with the legislation of Georgia;



f.e) security cameras for legal entities under private law - general education institutions, which control the inner and outer perimeters of the school and that are compatible with the video surveillance systems and the rules for their installation and maintenance determined by Order No 1143 of 29 August 2007 of the Minister of Internal Affairs of Georgia on the Approval of the Procedure for Video Surveillance Systems and their Installation and Maintenance at the Places of Gambling and other Betting Games (except for Promotional lotteries) and at their Outer Perimeters;

g) the school has a charter, internal regulations or other documents containing the procedures for decision making, activity planning and implementation, drafted in accordance with the legislation of Georgia;

h) the school has prepared a long-term (six-year) and one-year school development action plans that are based on the mission of the institution, which also includes mechanisms for effective use and improvement of material resources;

i) the institution keeps record of the issued documents and of correspondence.

2. Specific parameters of material resources shall be established upon the recommendation of the Centre.

Order No 115/5 of 28 June 2011 of the Minister of Education and Science of Georgia - website, 5.7.2011

Order No 139/5 of 25 August 2011 of the Minister of Education and Science of Georgia - website, 29.8.2011

Order No 131/5 of 3 July 2012 of the Minister of Education and Science of Georgia - website, 4.7.2012

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Article 5 - Human resources of general education institutions

The standards are considered to be met if:

a) the school has human resources that are appropriate for the study process determined by the school curriculum;

b) the school's teachers have been selected according to the requirements determined by the Law of Georgia on General Education and those of the National Curriculum;

c) the school has in place the procedure for selecting, employing and dismissing employees, also a transparent system of incentives and sanctions;

d) agreements are concluded with the teachers, administrative and technical personnel and other employees of the school;

e) the school has in place mechanisms for facilitating professional development of its human resources;

f) the school has safe, friendly, mutually respectful and cooperative atmosphere, which facilitates the revealing of maximum capabilities of each member of the school community and the distribution of responsibilities.

Chapter III – Authorisation Standards for Vocational Education Institutions

Article 6 - Educational programmes of vocational education institutions

The standards are considered to be met if:

a) the programme goals, credit volume, learning outcomes, methodology and appropriate qualification are determined in each educational programme approved by the authorised body of the institution. The programme is prepared according to the vocational education credit points system, has a consistent structure, the system determined by the current legislation for the evaluation of vocational students and appropriate training course programmes (syllabi). If vocational education programme is prepared on the basis of the vocational education programme framework document, each vocational education programme approved by the authorised body of the institution determines the qualification to be granted, the goals, credit volume, learning outcomes and the methodology for teaching and evaluating vocational students in accordance with the current legislation;

b) the institution has the description (catalogue) of educational programmes, which contains information on the institution, the qualification to be granted and the goals, learning outcomes, credit points and evaluation procedure of appropriate educational programmes;

c) the study results of a vocational education programme comply with the vocational education qualification framework and specific professional standards. If a vocational education programme is prepared on the basis of the vocational education programme framework document, the learning outcomes of the vocational education programmes comply with the vocational education programme framework document;

d) the institution has the procedures for granting, suspending and terminating the status of a vocational student, for the mobility and recognition of the acquired education;

e) the institution has the mechanisms for providing students with further education in the case of modification or cancellation of the education programme;

f) the institution has a system for evaluating the implementation of the educational programme, and uses the evaluation results for improving the quality of the study process.

Order No 70/5 of 10 July 2015 of the Minister of Education and Science of Georgia - website, 10.7.2015



Article 7 - Material resources of vocational education institutions

The standards are considered to be met if:

- a) the institution owns or holds material resources that are used for achieving the goals of the institution and that are compatible with the educational programme, including:
 - a.a) remises with the total area of 400 m² at a single address, except where the relevant authorisation council of the educational institution decides to grant authorisation to the institution with less than 100 vocational students;
 - a.b) appropriately equipped study area;
- b) the environment at the institution is appropriate for carrying out educational process by providing: an uninterruptible power supply system, bathrooms, natural lighting and heating system;
- c) the library resources of the institution (both printed and in electronic media) support the literature specified in the educational programme of the study courses (syllabi);
- d) information and communication technologies are used in educational activities and in the institution management;
- e) the institution keeps record of the acts issued and of correspondence;
- f) the institution ensures safety and health of its personnel and vocational students, for which it has:
 - f.a) fire safety system mechanisms and equipment;
 - f.b) an evacuation plan placed in a visible place;
 - f.c) first aid mechanisms;
 - f.d) mechanisms for ensuring order;
- g) the environment of the institution is adapted to the vocational students with special educational needs;
- h) the website has a communication and informative function and provides contact information and other information related to the standards (the structure, educational programmes and personnel of the institution, etc.); the information is updated on a regular basis to ensure obtaining information within reasonable time limits;
- i) the institution has a long-term (six-year) and one-year development action plans based on the mission of the institution that also includes the mechanisms of effective use and improvement of material resources.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Article 8 - Human resources of vocational education institutions

The standards are considered to be met if:

- a) the qualifications of the institution personnel meets the requirements for the occupied positions;
- b) educational programmes are carried out by appropriately qualified personnel. The institution has at least one person for every 20 vocational students to deliver the course within the scope of the educational programme;
- c) the personnel for the implementation of the programme is selected according to the requirements determined by the legislation and the institution. Labour agreements/appointment orders/service agreements are concluded as provided for by the legislation of Georgia.

Order No 70/5 of 10 July 2015 of the Minister of Education and Science of Georgia - website, 10.7.2015

Chapter IV – Authorisation Standards for Higher Education Institutions

Article 9 - Educational programmes of higher education institutions

The standards are considered to be met if:

- a) the goals of the programme, learning outcomes, methodology and appropriate qualifications are determined in each educational programme approved by the authorised body of the institution. The programme is prepared according to the European Credit Transfer System (ECTS), has a consistent structure, the student evaluation system stipulated by the current legislation and appropriate course curricula (syllabi);
- b) the institution has a description (catalogue) of educational programmes, which contains information on the institution, on the qualification to be



granted and on the goals, learning outcomes, credit points and evaluation procedure of the relevant educational programmes;

c) the learning outcomes of educational programmes are described according to field-specific and general competences and comply with the Higher Education Qualification Framework and specific industry standards;

d) for each educational level the institution has in place the procedure for granting, suspending and terminating a student status, for the mobility and the recognition of the acquired education;

e) the institution ensures transparency of the choice envisaged by an educational programme;

f) the institution has in place mechanisms for providing students with further education in the case of modification or cancellation of the educational programme;

g) the educational programmes are carried out by appropriately qualified academic personnel, teachers, researchers or visiting personnel;

h) the institution has in place the system for evaluating the implementation of an educational programme, and uses the evaluation results for improving the quality of the study process.

Article 10 - Material resources of higher education institutions

The standards are considered to be met if:

a) the institution owns or holds material resources that are used for achieving the goals of the institution that are determined by its mission, and that are appropriate for the educational and research programmes, including:

a.a) premises with the total area of 700 m² at a single address;

a.b) appropriately equipped study area, including computers with proper software support;

b) the structure of the institution and the functions of its structural units ensure the performance of the activities determined by the mission of the institution;

c) the environment at the institution is appropriate for carrying out educational process: an uninterruptible power supply system, bathrooms, natural lighting and a heating system;

d) the institution ensures safety and health of its personnel and pupils, for which the school has:

d.a) fire safety system mechanisms and equipment;

d.b) an evacuation plan placed in a visible place;

d.c) first aid mechanisms;

d.d) mechanisms for ensuring order;

e) the environment of the institution is adapted to the students with special educational needs;

f) material resources, including computers with the appropriate software support for educational programmes and the internet are available for students and academic personnel;

g) information and communication technologies are used in educational and research activities and in the institution's management process;

h) the library resources of the institution (both printed and on electronic media) have the literature specified by the educational programme courses (syllabi), and connection to the international electronic library network is also provided;

i) the institution has a library catalogue, the rules for using the library and a properly equipped reading hall;

j) the institution keeps record of the issued acts and of correspondence;

k) the website has a communication and informative function and provides contact information as well as other information related to the standards (the structure, educational programmes and personnel of the institution, the electronic catalogue of the library, etc.); the information is updated on a regular basis to ensure the obtaining of information within reasonable time limits;

l) financing of scientific research is envisaged in the university budget;

m) the institution has a long-term (six-year) and one-year development action plans based on the institution's mission, which also includes mechanisms for effective use and improvement of material resources.

Article 11 - Human resources of higher education institutions

The standards are considered to be met if:

a) the qualification of the academic personnel, visiting personnel, researchers and teachers meet the requirements for the occupied positions;



b) for authorisation purposes one full professor is considered to belong only to one university, only to two teaching universities or only to two colleges, or to one teaching university and one college, as decided by the professor; while one associate professor is considered to belong only to two institutions as decided by the professor. The occupation of a position of a full or associate professor at two or more institutions by a full or associate professor shall be checked against the register of educational institutions;

c) the correlation between the number of students and academic personnel of the institution is determined according to the type of the institution:

c.a) at a college – at least one full, associate or assistant professor per 40 students, but not less than 10 professors;

c.b) at a teaching university – at least one full or associate professor per 50 students in the case of providing maximum 5 educational programmes, at least one full or associate professor per 60 students in the case of providing 6 -12 educational programmes, at least one full or associate professor per 70 students, but at least 15 full, associate or assistant professors, in the case of providing 12 and more educational programmes;

c.c) at a university – at least one full or associate professor per 50 students in the case of providing maximum 11 educational programmes, at least one full or associate professor per 60 students in the case of providing 12-24 educational programmes, at least one full or associate professor per 70 students, but at least 25 full, associate or assistant professors in the case of carrying out 24 and more educational programmes;

d) an educational programme, except for a Georgian language training course, shall not be carried out only by visiting personnel, researchers or teachers;

e) academic personnel are selected according to the requirements and conditions determined by the legislation of Georgia and the institution;

f) labour agreements/appointment orders are entered into with the academic personnel, visiting personnel, researchers and teachers according to the procedure established by the legislation of Georgia.

Order No 226/5 of 12 October 2012 of the Minister of Education and Science of Georgia - website, 15.10.2012

Chapter V – Implementation of Vocational Education Programmes without Acquiring the Status of a Vocational Education Institution

Article 12 - Right to implement vocational education programmes

1. A general education institution shall have the right to carry out educational programmes for the first three levels of vocational education.

2. A higher education institution shall have the right to carry out vocational education programmes.

Article 13 - Conditions for implementing vocational education programmes

General or higher education institutions shall have the right to carry out appropriate vocational education programmes only after meeting the vocational education institution authorisation standards specified by Chapter III of these Regulations.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Chapter VI – Authorisation Procedures

Article 14 - Authorisation process

The process of authorisation consists of the following stages:

a) submitting an authorisation application;

b) recognising [an institution] as an applicant for authorisation;

c) forming a group of authorisation experts;

d) paying an authorisation visit;

e) preparing an opinion of the panel of authorisation experts and communicating it to the interested persons;

f) conducting an oral hearing on issues related to the granting of authorisation;

g) making and publishing a decision.

2. A decision to grant or deny authorisation shall be made within 90 days after recognising an institution as an applicant for authorisation.

Article 15 - Authorisation applications



1. In order to acquire the status of an educational institution the following documents must be attached to the application submitted to the Centre:

- a) a completed self-evaluation questionnaire;
- b) a certified copy of a document regulating the [institution's] educational activity (charter or other);
- c) a document certifying the payment of the authorisation application processing fee.

2. For acquiring the status of a higher education institution the authorisation application must be submitted to the Centre from 1 September to 1 October.

Order No 38/5 of 26 March 2014 of the Minister of Education and Science of Georgia - website, 31.3.2014

Order No 121/5 of 11 September 2014 of the Minister of Education and Science of Georgia - website, 11.9.2014

Order No 54/5 of 4 June 2015 of the Minister of Education and Science of Georgia - website, 5.6.2015

Order No 08/5 of 29 January 2016 of the Minister of Education and Science of Georgia - website, 29.1.2016

Article 16 - Self-evaluation

1. The purpose of self-evaluation is to evaluate the readiness of the institution for acquiring authorisation.
2. Self-evaluation shall be carried out according to the authorisation standards.
3. The results of self-evaluation shall be included in the self-evaluation questionnaire.
4. The form of a self-evaluation questionnaire shall be approved by an individual administrative act of the Centre, which shall be published.

Article 17 - Recognition as an applicant for authorisation

1. The Centre shall, within three days, verify the compliance of the documents attached to the authorisation application with the requirements determined by Article 15 of these Regulations.
2. If an applicant fails to submit to the Centre any of the documents determined by Article 15 of these Regulations, the Centre shall allow at least 5 and not more than 15 days to correct the deficiency.
3. If the institution corrects the deficiency within the time limit determined by paragraph 2 of this article, the Centre shall issue an individual administrative act recognising the institution as an applicant for authorisation.
4. If the institution fails to correct the deficiency within the time limit determined by paragraph 2 of this article, the Centre shall issue an individual administrative act on dismissing the application.

Article 18 - Formation of a panel of authorisation experts

1. After the recognition [of an institution] as an applicant for authorisation the Centre shall, taking into account the status of an educational institution, issue an individual administrative act on the formation of the panels of authorisation experts for general, vocational or higher education institutions ('the panel of authorisation experts') and on a visit to the institution seeking authorisation.
2. An authorisation expert shall be required to disqualify himself/herself if he/she has a conflict of interests with the authorisation applicant to which the expert is to pay a visit.
3. An applicant for authorisation shall have the right to file with the Centre a petition for the disqualification of an authorisation expert(s) within two days after reviewing an individual administrative act specified in paragraph 1 of this article.
4. The institution shall be required to justify the disqualification of an authorisation expert(s). The grounds for disqualification may be a conflict of interests of the chair and/or a member of the panel of authorisation experts.
5. For the purposes of these Regulations the circumstances determined by Article 92 of the General Administrative Code of Georgia shall be considered as a conflict of interests.
6. The Centre shall review an application for disqualification within three days. If the application for disqualification is granted, the Centre shall make a decision to change the composition of the panel of authorisation experts.
7. If an application for disqualification of an authorisation expert(s) is rejected, the panel of authorisation experts shall pay a visit.
8. The duration of the visit and the number of the members of the panel of authorisation experts shall be determined by an individual administrative act of the Centre as provided for by paragraph 1 of this article, according to the number of programmes and the amount of resources of the institution.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013



Article 19 - Composition of a panel of authorisation experts

1. Public officials may not be authorisation experts.
2. An employee of the Centre may be a member of a panel of authorisation experts. In the cases specified in Article 13 of these Regulations the composition of the panel of authorisation experts shall be determined according to the status of the institution, and one member of the panel must be an authorisation expert of vocational education institutions .
3. The procedure for selecting authorisation experts shall be approved by an individual administrative act of the Centre.
4. The procedure for terminating the authority of authorisation experts shall be approved by an individual administrative act of the Centre's Director.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Order No 19/5 of 9 March 2015 of the Minister of Education and Science of Georgia - website, 10.3.2015

Article 20 - Authorisation visit

1. The chair of a panel of authorisation experts shall manage the panel of authorisation experts and distribute responsibilities among the members of the panel of authorisation experts.
2. A member of a panel of authorisation experts shall participate in the work of the panel, and prepare an opinion within the scope of responsibilities assigned to him /her by the chair.
3. An authorisation expert shall be obliged:
 - a) to examine closely the self-evaluation questionnaire, completed by the institution seeking authorisation, and the attached documentation and determine its compliance with authorisation standards before paying an authorisation visit;
 - b) to verify all the issues to prepare an opinion, request appropriate documents and interview the personnel and the students, if necessary, within the scope of the authorisation visit.
4. The Centre shall have the right to monitor a panel of authorisation experts.
5. The institution must support authorisation experts in paying authorisation visits and in preparing an appropriate opinion, and supply them with the documents necessary for authorisation purposes.
6. If the institution hinders the activities of the panel of authorisation experts the Centre shall have the right to terminate the proceedings.

Article 21 - Opinion

1. After an authorisation visit, a panel of authorisation experts shall prepare an opinion.
2. The opinion shall describe the authenticity of the data specified in a self-evaluation questionnaire, and their compliance with each of the standards.
3. The form of the opinion shall be approved by an individual administrative act of the Centre.

Article 22 - Oral hearing

1. The authorisation councils for general, vocational and higher education institutions ('the Council') shall make a decision on granting authorisation on the basis of the analysis of authorisation documentation and of the opinion of the panel of authorisation experts and oral hearing.
2. Council meetings shall be convened by the chair of the Council or the Centre's Director.
3. The interested party shall be given at least seven days' notice about the oral hearing. The interested party shall have the right to participate in the oral hearing.
4. The meeting shall be chaired by the Chair of the Council, or in his/her absence, by the Deputy Chair, and in the absence of the Chair and of the Deputy Chair, by a Council member selected by the majority of the attendees. If the Council Secretary is not able to perform his/her duties, the functions of the Secretary shall be performed by one of the members of the Council upon instruction of the Chair of the meeting.
5. The meeting shall be constituted if attended by more than half of the members of the Council on the current nominal list.
6. The Council meetings shall be public. The Chair of the meeting shall have the right to announce the meeting closed in the cases determined by law.
7. The representatives of the Centre and of the applicant for authorisation, and the experts of the panel of authorisation experts shall have the right to participate in the oral hearing.
8. Upon decision of the Council other persons may be invited to the oral hearing.



9. The Chair of the meeting must ensure that the circumstances significant for the case are investigated during the oral hearing.
10. The interested party may file a petition for investigation of circumstances significant for the case, provide the Council with oral or written explanations, present additional evidence, justify its request or deny the data, assumptions or evidence specified in the opinion.
11. A document of an authorisation applicant that cannot be taken into consideration when making a decision at an oral hearing is the one prepared after the visit, except as provided for under paragraph 11¹ of this article.
- 11¹. If an authorised institution intends to add a vocational education programme, the Council may, when making a decision, consider a document of compliance with the standard of having material resources necessary to carry out the vocational education programme, which is prepared by the education institution after the experts' visit. The Council shall take the submitted document into consideration if the compliance with the standard can be confirmed at an oral hearing without a visit made by the authorisation experts, and if the document confirms the completion of the process started before the end of the experts' visit, which has been indicated in a panel of authorisation experts report and/or a self-evaluation report submitted to the Centre.
12. The minutes of the Council meeting shall be signed by the Chair and the Secretary of the Council within 10 days after the meeting. An individual administrative act, signed by the Chair and the Secretary of the Council, shall be issued on the basis of the minutes of the Council meeting.

Order No 202/5 of 12 December 2011 of the Minister of Education and Science of Georgia - website, 14.12.2011

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Order No 112/5 of 2 September 2015 of the Minister of Education and Science of Georgia - website, 2.9.2015

Article 23 - Composition of authorisation councils

1. Each Council comprises nine members whose term of office is one year. The Council members shall be paid remuneration (salary) from the Centre's own revenues. The procedure for paying remuneration (salary) to Council members and the amount of remuneration shall be determined by an individual administrative act of the Centre's Director. The Council members shall be appointed and dismissed by the Prime-minister of Georgia upon recommendation of the Ministry of Education and Science of Georgia.

1¹. Considering the specifics of the given field, two persons designated by the Centre's Director may participate in the decision making process of a relevant Council with a consultative voting right.

1². If an authorisation council of a general or higher education institution makes a decision on the implementation of vocational education programmes, two persons designated by the Centre's Director may also participate with the consultative voting right in the decision making process.

2. The authority of a Council member may be prematurely terminated at the initiative of the Prime Minister of Georgia, or:

- a) on the basis of a personal application;
- b) upon entry into force of the judgement of conviction pronounced by the court against him/her;
- c) in the case of being declared incapacitated by the court;
- d) in the case of failure to attend the meetings for six months;
- e) in the case of activities that are incompatible with the office of a member of the authorisation council;
- f) in the case of working at a structural unit of a higher education institution that systematically ensures the quality control;
- g) upon recommendation of the Ministry.

3. Early termination of powers of a Council member shall be confirmed by an individual administrative act of the Prime Minister of Georgia. In the case of early termination of powers, upon recommendation of the Ministry, the Prime Minister of Georgia shall appoint a new member within one month, for the remaining term of office of the terminated Council member.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Order No 212/5 of 27 December 2013 of the Minister of Education and Science of Georgia - website, 27.12.2013

Article 24 - Decisions regarding authorisation

1. On the basis of an oral hearing and the opinions of the panel of authorisation experts, the Council shall make one of the following decisions by a majority of the members present at the meeting:

- a) to grant authorisation;
- b) to deny authorisation;
- c) to revoke authorisation.



2. The Council members may not refrain from voting.
3. The Council must justify the decisions it renders.
4. The decision shall be published on the Centre's website within 10 days.

Article 25 - Decision to grant authorisation

1. The Council shall make a decision to grant authorisation if an applicant for authorisation meets all standards.
2. The term of authorisation shall be five years.
3. If an authorisation is granted, an appropriate Council shall determine the limit of the number of pupils, vocational students and students for the institution to have during the term of authorisation.
4. In the case of a vocational education programme prepared on the basis of the vocational education programme framework document, and within the limit of the number of vocational students determined by paragraph 3 of this article, an appropriate Council shall determine the limit of the number of vocational students for each vocational education programme of the institution.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Order No 70/5 of 10 July 2015 of the Minister of Education and Science of Georgia - website, 10.7.2015

Article 26 - Decision to deny authorisation

A decision to deny authorisation shall be made if an institution fails to meet one of the authorisation standards.

Chapter VII – Legal Consequences of Authorisation

Article 27 - Legal consequences of granting authorisation

After obtaining authorisation, an institution shall be entitled to admit pupils, vocational students and students as provided for by the legislation, and issue documents certifying the relevant qualification.

Article 28 - Legal consequences of denial or revocation of authorisation

In case of denial or revocation of authorisation:

- a) an institution shall not be able to obtain/shall lose the status of an educational institution;
- b) pupils shall have the right to move to another appropriate institution;
- c) vocational students/students shall have their student status suspended for five years, and they shall have the right to exercise their right to mobility.

Article 29 - Consequences of the reorganisation of an institution

1. In the case of merger of authorised institutions, the institution formed as a result of reorganisation shall be considered authorised for the shortest of the terms of authorisation granted to the reorganised institutions. If the term of authorisation of one of the educational institutions expires during the reorganisation period, the appropriate authorisation council shall have the right to determine a reasonable term of authorisation for an educational institution formed as a result of the reorganisation; the term must not exceed one year. The number of the students/vocational students/pupils of an institution formed as a result of reorganisation shall be the sum of the number of students existing before reorganisation.

2. In case of division of an authorised institution, the institutions formed as a result of reorganisation shall be obliged to obtain authorisation.

Order No 2/5 of 25 January 2013 of the Minister of Education and Science of Georgia - website, 28.1.2013

Order No 29/5 of 14 February 2013 of the Minister of Education and Science of Georgia - website, 15.2.2013

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Chapter VIII – Monitoring of the Compliance with the Standards



Article 30 - Submission of a self-evaluation report

1. Monitoring compliance with the standards shall be performed by the Centre.
2. An authorised institution shall be obliged to submit an annual self-evaluation report to the Centre in an electronic form, every year, between 1 May and 30 June.
3. The form of an annual self-evaluation report shall be approved by the Centre by an individual administrative act.
- 3¹. An educational institution implementing a vocational education programme prepared on the basis of the vocational education programme framework document, in case of a change made in a respective vocational education programme framework document, shall submit to the Centre information regarding the modification of the vocational education programme based on the change, and the compliance with the authorisation standards within 2 weeks after the change was made. The educational institution shall also include the information in an annual self-evaluation report.
4. In the case of detection of non-compliance of an institution with the standards, the Council shall have the right to determine a reasonable period (not more than 15 days) to remedy the relevant deficiencies, except where it is evident that the remedy will have no effect.
5. If an institution fails to remedy the relevant deficiencies within the time limit determined by paragraph 4 of this article, the Council shall have the right to make a decision to revoke the authorisation.

Order No 223/5 of 29 December 2011 of the Minister of Education and Science of Georgia - website, 30.12.2011

Order No 88/5 of 2 May 2012 of the Minister of Education and Science of Georgia - website, 8.5.2012

Order No 19/5 of 29 February 2016 of the Minister of Education and Science of Georgia – website, 29.2.2016

Article 30¹ – Procedure of adding educational programmes by submitting a self-evaluation report

1. An educational institution shall be entitled to add higher or vocational academic education programme(s) on the basis of submission of a self-evaluation report.
2. An educational institution must submit to the Centre, in an electronic form, the educational programme(s), syllabi (if any) and information on the personnel carrying out the educational programme.
3. If an educational programme meets the authorisation standards, an appropriate authorisation council shall make a decision to add an educational programme in accordance with these Regulations.
4. To determine compliance of an educational programme/programmes with the authorisation standards, a panel of authorisation experts shall be set up by an individual administrative legal act of the Centre's Director.

Order No 99/5/5 of 17 May 2012 of the Minister of Education and Science of Georgia - website, 17.5.2012

Order No 104/5 of 4 June 2012 of the Minister of Education and Science of Georgia - website, 5.6.2012

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Order No 70/5 of 10 July 2015 of the Minister of Education and Science of Georgia - website, 10.7.2015

Order No 112/5 of 2 September 2015 of the Minister of Education and Science of Georgia - website, 2.9.2015

Article 31 - Inspection

1. The terms of authorisation shall be verified annually by submitting a self-evaluation report to the Centre, as well as on the initiative of the Centre or the mediation of an appropriate authorisation council.
2. The inspection shall be carried out according to the procedure determined by Chapters II-IV of these Regulations, taking into consideration the peculiarities specified in paragraph 3 of this article.
3. An individual administrative act of the Centre's Director on the formation of a panel of authorisation experts and on the visit to an institution shall be submitted to the institution immediately prior to the visit.

Order No 223/5 of 29 December 2011 of the Minister of Education and Science of Georgia - website, 30.12.2011

Order No 19/5 of 9 March 2015 of the Minister of Education and Science of Georgia - website, 10.3.2015

Article 32 - Revocation of authorisation

As a result of inspection, on the basis of the opinion of a panel of authorisation experts, the Council shall have the right to make a decision to revoke the authorisation if the institution fails to meet one of the standards, also if the institution violated the legislation of Georgia with respect to the origination,



Chapter IX – Procedure for Determining the Limit of the Number of Pupils, Vocational Students and Students

Article 33 - General provisions for determining the limit of the number of pupils, vocational students and students

1. An appropriate authorisation council shall determine the limit of the number of pupils, vocational students and students according to this procedure.
2. The limit of the number of pupils, vocational students and students shall be determined:
 - a) for the term of the authorisation – if a decision is made to grant authorisation;
 - b) for the remaining term of the authorisation – if an educational institution files an application with the Centre for increasing the number of pupils, vocational students and students.
3. An educational institution shall have the right to admit pupils, vocational students and students to appropriate educational programmes within the limit of the number of pupils, vocational students and students determined by an appropriate authorisation council.
4. Exceeding the limit of the number of pupils, vocational students and students determined for an educational institution shall be the basis for revocation of authorisation, except for exceeding the limit of the number of students in the case of restoration of a status of student or admission [of students] to a higher education institution through mobility, as explicitly determined by the legislation.

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Article 33¹ – Determining the limit of the number of pupils, vocational students and students

1. The limit of the number of pupils, vocational students and students shall be determined on the basis of an application submitted to an appropriate authorisation council by an educational institution.
2. An educational institution must justify in the application specified in paragraph 1 of this article that the number of pupils, vocational students and students is determined by the specific characteristics of the educational institution and by the number and qualification of the personnel carrying out the educational programmes, and that its material resources enable the educational institution to provide services to the stated number of pupils/vocational students/students.
3. An appropriate authorisation council shall review the application specified in paragraph 1 of this article and make an appropriate decision on the basis of the opinion of a panel of authorisation experts and the opinions of other interested parties. An appropriate authorisation council may agree to the request of an educational institution or reduce the limit of the number of pupils/vocational students/students requested by the institution. The authorisation council must justify its decision.

Order No 131/5 of 9 August 2011 of the Minister of Education and Science of Georgia - website, 11.8.2011

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Article 34 - Increasing the number of pupils, vocational students and students

1. An educational institution shall apply to the Centre in writing with the request to increase the limit of the number of pupils, vocational students and students.
2. The limit of the number of pupils, vocational students and students shall be increased based on the application, determined by Article 33¹ of these Regulations, and on the opinion of a panel of authorisation experts regarding the circumstances specified in the application.
3. When increasing the limit of the number of pupils, vocational students and students, an appropriate authorisation council may take into consideration the area of the institution where the repair works were in progress during the experts' visit, and also the agreements concluded for the purchase of other material resources. In the absence of proper conditions at the moment of admission of pupils, vocational students and students, exceeding of the limit established before a decision is made based on these circumstances, shall be the basis for revoking the authorisation according to Article 33(4) of these Regulations.

Order No 118/5 of 10 December 2010 of the Minister of Education and Science of Georgia - LHG III, №162, 13.10.2010,

Art. 2294

Order No 131/5 of 9 August 2011 of the Minister of Education and Science of Georgia - website, 11.8.2011

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Article 35 - (Deleted)



Article 36 - (Deleted)

Order No 131/5 of 9 August 2011 of the Minister of Education and Science of Georgia - website, 11.8.2011

Article 37 - (Deleted)

Order No 131/5 of 9 August 2011 of the Minister of Education and Science of Georgia - website, 11.8.2011

Article 38 - Registration of the quota of persons to be admitted to educational programmes

1. Based on the limit of the number of pupils/students determined by an appropriate authorisation council for an educational institution, the institution shall determine and submit to the Centre the number of the pupils/students to be admitted.
2. The limit of the number of pupils/students to be admitted as specified in paragraph 1 of this article shall be submitted to the Centre before announcing admission to the relevant educational programme.
3. If the submitted data on the limit of the number of pupils/students to be admitted by an institution do not correspond to the limit of the number of pupils/students determined by an appropriate authorisation council, the Centre shall inform the institution accordingly.
4. The limit of the number of pupils/students shall be calculated taking into account the number of the current and graduate pupils/students and the pupils/students admitted/to be admitted in the current academic year.

Order No 131/5 of 9 August 2011 of the Minister of Education and Science of Georgia - website, 11.8.2011

Order No 82/5 of 26 June 2013 of the Minister of Education and Science of Georgia - website, 28.6.2013

Order No 70/5 of 10 July 2015 of the Minister of Education and Science of Georgia - website, 10.7.2015

Article 39 - Change of limit of the number of pupils, vocational students and students of an institution on the initiative of the Centre

The limit of the number of pupils, vocational students and students of an institution may be reduced on the initiative of the Centre based on the inspection of the appropriate conditions of the institution according to these Regulations.

Chapter X – Transitional Provisions

Article 40 - Monitoring the fulfilment of authorisation requirements at a transitional stage

1. Based on the analysis of the self-evaluation report submitted to the LEPL National Centre for Educational Accreditation according to the Accreditation Regulations for Higher Education Institutions approved under Order No 1030 of 20 November 2009 of the Minister of Education and Science of Georgia on the Approval of the Accreditation Regulations for Higher Education Institutions, of the Procedure for Determining the Limit of the Number of Students and the Limit of the Institutional Accreditation Fee, also based on the investigation of circumstances essential for the case, the Authorisation Council shall have the right to make a decision on revocation of authorisation of accredited higher education institutions specified in Article 89(20) of the Law of Georgia on Higher Education, or of newly established licensed higher education institutions specified in Article 66¹(2) of the same Law, which was operating before 1 September 2010.
2. Upon the recommendation of the LEPL National Centre for Educational Quality Enhancement, the Authorisation Council shall have the right to make a decision on revocation of authorisation of accredited higher education institutions specified in Article 89(20) of the Law of Georgia on Higher Education, or of newly established licensed higher education institutions specified in Article 66¹(2) of the same Law, which was operating before 1 September 2010.
3. The Authorisation Council shall make the decisions determined by paragraphs 1 and 2 of this article according to the procedure established by Chapter VIII of these Regulations.
4. (Deleted – 17.12.2012, No 251/5).
5. (Deleted – 17.12.2012, No 251/5).
6. If the authorised institutions merge before the entry into force of Article 29(1) of these Regulations and the authorisation of one of the educational institutions expires during the reorganisation period, the Authorisation Council shall have the right to determine a reasonable time limit for the authorisation of the educational institution formed as a result of the reorganisation; the time limit must not exceed one year. The limit of the number of students/vocational students/pupils of an institution formed as a result of reorganisation shall be the sum of the numbers that existed before reorganisation.



7. Higher education institutions whose authorisation expires before 1 February 2016, must submit to the Centre an application for authorisation from 1 September 2015 to 1 October 2015.

8. Higher education institutions whose authorisation expires before 31 December 2016, must submit to the Centre an application for authorisation from 1 February 2016 to 1 March 2016.

Order No 222/5 of 10 October 2012 of the Minister of Education and Science of Georgia - website, 10.10.2012

Order No 251/5 of 17 December 2012 of the Minister of Education and Science of Georgia - website, 18.12.2012

Order No 29/5 of 14 February 2013 of the Minister of Education and Science of Georgia - website, 15.2.2013

Order No 54/5 of 4 June 2015 of the Minister of Education and Science of Georgia - website, 5.6.2015

Order No 08/5 of 29 January 2016 of the Minister of Education and Science of Georgia - website, 29.1.2016

Annex No 2

Authorisation Fee for Educational Institutions

Article 1 - Amount of authorisation fee

1. The fee for processing an application for authorisation is GEL 500.
2. If an institution is recognised as an applicant for authorisation it shall pay the fee that is determined according to the type of an institution:
 - a) GEL 2 000 – for a general education institution status applicant, which is going to implement an educational programme for only one educational level;
 - b) GEL 3 500 – for a general education institution status applicant, which is going to implement educational programmes for only two educational levels;
 - c) GEL 5 000 – for a general education institution status applicant which is going to implement educational programmes for all three educational levels;
 - d) GEL 5 000 – for a vocational education college status applicant;
 - e) GEL 7 000 – for a public college status applicant;
 - f) GEL 7 000 – for a college status applicant;
 - g) GEL 12 000 – for a teaching university status applicant;
 - h) GEL 20 000 – for a university status applicant seeker;
3. An applicant for the status of a general education institution or a holder of this status, which seeks to obtain the right to carry out a vocational education programme in addition to a general education programme, shall pay GEL 1 000 when submitting an authorisation application or a self-evaluation, respectively.
4. An applicant for the status of a higher education institution or a holder of this status, which seeks to obtain the right to carry out a vocational education programme in addition to a higher education programme, shall pay GEL 3 000 when submitting an authorisation application or a self-evaluation, respectively.
- 4¹. For adding each academic higher education programme submitted to the Centre through a self-evaluation report, an educational institution shall pay GEL 1 000, while for adding a vocational education programme, the institution shall pay GEL 800.
5. For submitting an application to increase the limit of the number of pupils/vocational students/students, a general education institution shall pay GEL 2 000, a vocational education institution shall pay GEL 3 000 and a higher education institution shall pay GEL 5 000.
6. The fee shall be paid through a wire transfer to the settlement account of the Centre. The authorisation fee, except for a fee for reviewing authorisation applications, shall be fully refunded if an educational institution requests for termination of an administrative proceeding before a panel of authorisation experts was set up.

Order No 88/5 of 2 May 2012 of the Minister of Education and Science of Georgia - website, 8.5.2012

Order No 99/5 of 17 May 2012 of the Minister of Education and Science of Georgia - website, 17.5.2012

Order No 112/5 of 2 September 2015 of the Minister of Education and Science of Georgia - website, 2.9.2015

Article 2 - Transitional Provisions

1. An accredited higher education institution shall be exempted from the payment of the authorisation fee if it decides to change the status and submits



an application for authorisation to the Centre on obtaining a vocational or public college status before 1 November 2012.

2. An institution that submitted a self-evaluation report for 2010 to the LEPL National Centre for Education Accreditation, shall have the right to submit new educational programmes and modify the existing programmes before 1 February 2011, in order to carry out vocational education programmes. The institution must pay the fee determined by Article 1(4) of this Annex.

3. For carrying out vocational education programmes, vocational colleges and general education institutions shall have the right to submit a self-evaluation report for 2010 to the LEPL National Centre for Educational Quality Enhancement before 1 February 2011. General education institutions must pay the fee determined by Article 1(3) of this Annex.

4. For the purpose of adding in 2015 vocational educational programmes prepared on the basis of the vocational education programme framework document by submitting a self-evaluation report, an educational institution shall submit a self-evaluation report to the Centre within the period of 10 August 2015 through 31 August 2015. During this period, the fee specified in Article 1(4¹) of this Annex shall be paid from the budget of the Vocational Qualifications Development Support Programme approved by Order No 3 of 5 January 2015 of the Director of the LEPL – the National Centre for Educational Quality Enhancement.

5. For the purpose of adding in 2016 vocational educational programme/programmes prepared on the basis of the vocational education programme framework document by submitting a self-evaluation report, an educational institution shall submit a self-evaluation report to the Centre within the period of 1 March 2016 through 5 March 2016. During this period, the fee specified in Article 1(4¹) of this Annex shall be paid from the funding allocated to the LEPL – the National Centre for Educational Quality Enhancement under the Law of Georgia on the State Budget of Georgia for 2016.

Order No 118/5 of 10 December 2010 of the Minister of Education and Science of Georgia - LHG III, №162, 13.10.2010,

Art. 2294

Order No 6/5 of 27 January 2011 of the Minister of Education and Science of Georgia - website, 28.1.2011

Order No 70/5 of 10 July 2015 of the Minister of Education and Science of Georgia - website, 10.7.2015

Order No 19/5 of 29 February 2016 of the Minister of Education and Science of Georgia – website, 29.2.2016

