**Statement/Complaint form**

Please take a look at the form provided below and fill it in with information that will help us examine the stated issue in detail and to work effectively for the resolution of the possible problem.

The information provided by you will be processed according to the Law of Georgia on Personal Data Protection.

Before submission of the complaint, please get yourself acquainted with the respective guideline, which is posted on the website of LEPL National Center for Educational Quality Enhancement: <https://eqe.ge/en/page/static/835/apelatsia-da-sachivrebi>

Contact information of the author of the statement/complaint:

|  |  |
| --- | --- |
| *Name:* | *Surname:* |
| *Name of the higher education institution:* |
| *Your position at the higher education institution:* |
| *Address of the institution (with postal code):* |
| *Telephone/mobile number of the institution:* |
| *The e-mail of institution:* |

Statement/complaint is written against the following person:

|  |
| --- |
| *Please select one:*expert(s) ☐ the center/representative of the center☐If the statement/complaint concerns the evaluation implemented within the framework of authorization/accreditation, please indicate the date and number of the evaluation:day/month/year; N..................... |
| *What is the statement/complaint about:** Violation of the Code of Ethics for Authorization and Accreditation Experts[[1]](#footnote-1)☐
* improper performance of his/her functions by the expert☐
* disciplinary misconduct by a representative of the Center☐
* improper performance of his/her functions [[2]](#footnote-2)by a representative of the Center☐
 |

Please describe the issue:

* While describing the problem, do note that a complaint with relevant substantiated evidence will simplify the process of examination of the issue.Therefore, please, try as much as possible to include all the evidence.

|  |
| --- |
| Describe the issue: |
| Provide evidence (if any): |

|  |
| --- |
| The list of attached documents (if any) by indicating the number of pages:1. .................................(...pp.)
2. .................................(...pp.)
3. .................................(...pp.)

.................. |

*Date of filling out the statement/complaint*

*Applicant's signature:*

1. [Code of ethics of authorization and accreditation experts](https://eqe.ge/res/docs/9.1Codeofethicsofexperts.docx) [↑](#footnote-ref-1)
2. [Rule of Authorization and Accreditation Experts' Selection, Activities and Termination of Membership of Expert Pool](https://eqe.ge/res/docs/ruleofexpertsactivities.pdf) [↑](#footnote-ref-2)