

# Order №65 / N of the Minister of Education and

Science of May 4,

2011

city of Tbilisi

## On approving accreditation provision of educational programs of educational institutions and the fee

On the basis of subparagraph "C" of paragraph 3 of Article 3 and Article 30 of the Law of Georgia on "Development of Educational Quality", subparagraph "I" of paragraph 1 of Article 26 of the Law of Georgia on "General Education", subparagraph "D" of the Article 15 of the Law of Georgia on "Professional Education", subparagraphs "f", "f1" and "n" of paragraph 1 of Article 7, paragraph 3 of the Article 464, paragraph 4 of the Article 472, paragraph 3 of the Article 75, and paragraph 1 of the Article 77 of the Law of Georgia on "Higher Education", and subparagraph "m" of paragraph 2 of the Article 3 of the regulation approved by the Decree No. 37 of May 21, 2004 on "Approval of the Statute of the Ministry of Education and Science of Georgia", I hereby order:

*Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

1. The accreditation provision of educational programs of educational institutions shall be approved in accordance with the Annex # 1.

2. The accreditation fee of educational programs of educational institutions shall be approved in accordance with the Annex # 2.

2 1 Accreditation standards of educational programs of educational institutions shall be approved in accordance with the Annex # 3.

*Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

2 2 The fee for provided services shall be approved by the legal entity of the public law - National Center for Educational Quality Enhancement in accordance with the "Accreditation Provision of Educational Programs of Educational Institutions" (Annex #1) approved by this Order and in accordance with the Annex #4.

*Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

3. Order shall enter into force upon publication.

**D. Shashkin**

**Annex #1**

## Accreditation provision of educational programs of educational institutions

### Chapter I General Provisions

#### Article 1. The Scope

This provision establishes conditions for satisfying accreditation standards (hereinafter - Standards) of educational programs of educational institutions (hereinafter - Institutions) and monitoring procedures for accreditation and fulfillment of accreditation conditions.

*Order no. 20 / N of the Minister of Education and Science of Georgia, dated March 9, 2015 - website, 10.03.2015.*

#### Article 2. Purpose and content of accreditation

1. The purpose of accreditation is to establish systematic self-assessment of educational institutions and promote the development of quality assurance mechanisms to improve the quality of education through determining compliance of educational programs of educational institutions with accreditation standards.

2. Accreditation standards are:

a) purpose of educational program, learning outcomes and their compliance with the program; b) teaching methodology and organization, adequacy of the program achievement assessment;

- c) achievements of pupils / professional students / students, individual work with them;
- d) provision with learning resources;
- e) opportunities for learning quality development.

21. In accordance with this provision, each accreditation standard is given as a detailed component.

3. Accreditation is an external assessment mechanism of the compliance of educational programs with the standards, which verifies internal assessment (self-assessment). An institution carries out self-assessment in accordance with the procedure for assessing its own activities and compiles an accreditation self-assessment report, while external evaluation is carried out by the legal entity of public law - the National Center for Educational Quality Enhancement (hereinafter - the Center).

*Order No. 144 / N - Minister of Education and Science of Georgia, dated August 22, 2017, - web site, 23.08.2010.*

## Chapter II.

### Accreditation standards of educational programs of general education institutions

**Article 3. The purpose of educational program, learning outcomes and its compliance with the program;** the standard is satisfied if:

a) based on general principles and priorities laid down in the institution's mission, as well as the national goals of general education, the educational program is aimed at the multilateral development of pupils, taking into account the ways of achieving this goal;

b) educational program ensures the achievement of learning outcomes defined by the school curriculum for the corresponding stage of learning;

c) educational program facilitates the development of problem solving skills and research skills for each pupil, and gives them the opportunity to apply their knowledge and skills;

d) engagement of the school community in the development and evaluation process of the school curriculum is ensured.

**Article 4. Teaching methodology and organization, adequacy of the program achievement assessment;** the standard is satisfied, if:

a) the planned learning process is implemented in an organized manner and there exists an opportunity of effective exploitation of institution's resources;

b) teaching methods used in the implementation of educational program ensure the achievement of outcomes envisaged by the educational program, and are tailored to the needs of each pupil, pupil groups and entire class;

c) pupil assessment methods in each component of the educational program ensures the achievement of learning outcomes defined by the same component, which is confirmed by the assessment results;

d) pupil assessment criteria ensure student's awareness on achieved results, shortcomings and ways for improvement.

**Article 5. Achievements of pupils, individual work with them;** the standard is satisfied, if:

a) development needs of each pupil are taken into account, the pupil can get necessary consultation and help for the improvement of his/her achievements;

b) the school ensures the achievement of success by the pupils based on their knowledge and skills;

d) pupils have the opportunity of self-realization, the institution facilitates the implementation of initiatives that are independent from the educational program and encourage students' achievements.

**Article 6. Provision with learning resources;** the standard is satisfied if:

a) the personnel of educational institution participates in the professional development activities relevant to their needs;

b) the number and quality of technical equipment, textbooks and other learning materials of the school corresponds to the needs of pupils for the achievement of various subject programs, is accessible to teachers and pupils, is used in accordance with the age group of pupils and their development level;

c) the school has developed priority implementation mechanisms defined in its short-term and long-term plans.

**Article 7. Opportunities for learning quality development;** the

standard is satisfied, if:

- a) quality upgrade system is under operation and publicly accessible, which envisages the cycle "plan-implement-check-develop"
- b) internal and external assessment is used for the improvement of school environment and achievement of learning outcomes of educational program.

**Chapter III.**

**Accreditation standards of educational programs of professional educational institutions**

**Article 8. The purpose of educational program, learning outcomes and its compliance with the program;** the

standard is satisfied if:

- a) goals of the program correspond to the mission of the institution, is clearly outlined and is aimed at labor market and is achievable;
- b) taking into account learning content and number of credits, the content of the program components (study course, module and other) ensures the achievement of goals and learning outcomes set by this component;
- c) the integrity of the program components ensures the achievement of goals and learning outcomes of the program with the appropriate level of the relevant stage of professional qualifications framework; d) learning outcomes of the program ensure the competitiveness of the graduates at educational (next educational stage) and labor markets;
- e) the mechanism of determining of learning outcomes of the program and participation of the parties concerned (employers, professional education teachers, professional students, graduates) in the process of program development has been developed and is being implemented.

**Article 9. Teaching methodology and organization, adequacy of the program achievement assessment;** the

standard is satisfied, if:

- a) admission prerequisites for the program are transparent and ensure involvement of persons with relevant knowledge, skills and values, which serves to achieve learning outcomes of the professional student;
  - b) the combination of teaching methods used in different components of the program provides the achievement of the results provided by the program;
  - c) the sequence of components in the program and the prerequisites for accessing the next component is logical;
  - d) professional student assessment methods in each component of the educational program ensures the achievement of learning outcomes defined by the same component, which is confirmed by the assessment results;
- Transparent criteria are used in the assessment of a professional student, which ensures awareness of the professional student on the achieved results, shortcomings and ways for improvement.

**Article 10. Achievements of professional students, individual work with them;** the standard is satisfied,

if:

- a) professional students receives necessary information, consultation and help for determining his/her profile, planning of learning process and improving achievements;
- b) the institution ensures engagement of the professional student in components that ensure practical skills development and support implementation of initiatives independent from professional educational program;
- c) the institution is oriented on internationalization of teaching and alumni employment.

**Article 11. Provision with learning resources;** the standard is satisfied

if:

- a) the infrastructure and technical equipment of the institution ensures the achievement of learning outcomes envisaged by the educational program;
- b) the person implementing the component has necessary competences for producing learning outcomes of the proposed component;
- c) the implementation of the program is supported by the administrative and

supporting staff with relevant competences;

d) educational materials are based on the trending achievements of the direction/field and ensure the achievement of learning outcomes;

e) financial support of the program exists .

**Article 12. Opportunities for learning quality development;** the standard is satisfied, if:

a) quality upgrade system is under operation and publicly accessible, which envisages the cycle "plan-implement-check-develop";

b) internal and external assessment is used for the improvement of achieving learning outcomes of educational program.

## Chapter IV.

### Accreditation standards of educational programs of higher educational institutions

#### Article 13. Accreditation standards of educational programs of higher educational institutions

Accreditation standards of educational programs of higher educational institutions are determined by the Annex #3 of this Order.

*Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### Article 14. Deleted

*Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### Article 15. Deleted

*Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### Article 16. Deleted

*Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### Article 17. Deleted

*Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### Article 171. Accreditation Standards Assessment Guidebook

Accreditation Standards Assessment Guidebook is approved by the individual administrative and legal act of the Director of the Center.

*Order no. 20 / N of the Minister of Education and Science of Georgia, dated March 9, 2015 - website, 10.03.2015.*

#### Article 18. Accreditation peculiarities of regulated and doctoral educational programs

1. When determining regulated educational program, special requirements defined by the field characteristics shall be taken into account.

2. In accordance with the selection of the institution, doctoral educational program may be presented:

a) as individual educational program; b) based on the

field/specialty;

c) based on the direction;

d) as inter-directional educational program; e) as joint doctoral program;

f) with combination of educational programs envisaged by points "a" - "e" of this paragraph.

3. (Removed - 17.12.2012, №248/N).

4. (Removed - 17.12.2012, №248/N).

*Order №49 / N of the Minister of Education and Science of Georgia, February 21, 2012 - Website, 23.02.2012 Order №194 / N of the Minister of Education and Science of Georgia, September 20, 2012 - Website, 20.09.2012 Order №248 / N of the Minister of Education and Science of Georgia, December 17,, 2012 - Website, 18.12.2012*

#### Article 181. (Removed - 17.12.2012, №248/N)

*Order №194 / N of the Minister of Education and Science of Georgia, September 20, 2012 - Website, 20.09.2012 Order №248 / N of the Minister of Education and Science of Georgia, December 17,, 2012 - Website, 18.12.2012*

## Chapter V.

## Rule of conducting accreditation

### Article 19. Accreditation process

1. Accreditation process includes the following stages: A) submitting an accreditation application;  
B) Recognizing the educational institution as the accreditation seeker; C) Creation of accreditation expert group;  
D) Preliminary study of the self-assessment report of the accreditation seeker and the attached documentation and elaboration of the agenda of the visit by the accreditation expert group;  
E) carrying out an accreditation visit;  
F) drawing up the draft conclusion of the Accreditation Expert Group and submitting it to the Center;  
G) acquaintance with of accreditation seeker with the draft conclusion of the Accreditation Expert Group  
H) submission to the center of argumentative position of the accreditation seeker on the factual circumstances reflected in draft conclusion of the Accreditation Expert Group.  
I) Formation of the final form of the Accreditation Expert Group i conclusion and submission to the center; J) acquaintance of the accreditation seeker with the conclusion of the Accreditation Expert Group;  
K) Sending to the members of board of accreditation application and he argumentative position of the accreditation seeker submitted to the center about conclusion of the Accreditation Expert Group and draft conclusion of the expert group;  
L) holding an oral hearing on accreditation issue and make decision by the Educational Programs Accreditation Board (hereinafter-Board);  
M) publication of a substantiated decision by the Center
2. A decision on accreditation is made by the Board within 1080 calendar days after paying accreditation fee.
3. Accreditation process can be done through the electronic quality management system, the rule of management and use of which is approved by the individual administrative-legal act of the Director of the Center.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010.*

### Article 20. Accreditation application

1. In order for accreditation of educational program of educational institution the application submitted to the Center should be appended by:  
A) self-assessment report drawn up to each educational program and and documentation to be attached to it;  
B) Document confirming payment of the fee for review of the accreditation application;  
C) in case of presenting an foreign education program, an international agreement or document certifying the consent issued by the Ministry of Education and Science of Georgia.
11. One accreditation application may envision such educational programs / programs, which via its learning outcomes ends up with one, but more than three qualifications, except for regulatory, teacher training, Training in Georgian language and PhD educational programs.
12. The documentation provided for in paragraph 1 of this article may be submitted through electronic document turnover system or in the material form, when the documents attached to the Accreditation self-assessment report shall be submitted to the Center via electronic information carrier.
2. During each subsequent accreditation of educational program, the educational institution shall take into consideration the terms defined by by paragraph 2 of Article 19 and Article 22 of this provision during submission of accreditation application to the center for the purpose of continuing status of the educational program.
3. The educational institution is authorized to apply to the Center about including of an international expert / experts in the Accreditation Experts Group for the purpose accreditation of an educational program, about which the educational institution indicates in the self-assessment report of the accreditation. In the case envisaged by this paragraph, the international expert included in the Accreditation Expert Group shall be defined as the chairperson of the Accreditation Expert Group.
4. In the case envisaged by paragraph 3 of this Article, educational facility is obliged to additionally attach to accreditation application or after submission of application, within term agreed in writing with the center, submit English language translation of filled in accreditation self-assessment report and documents attached to it, whose the existence in the English language is stipulated in the approved form of the accreditation self-assessment report.
41. In case if educational institution fails to submit to the center the documentation provided for by the paragraph 4 of this Article, the Center shall create an Accreditation Expert Group without including an international expert in it.
5. The educational institution is responsible for the correctness and authenticity of the translation of the documents provided for in paragraph 4 of this Article. If the translation error has been identified during accreditation process, which affects determining of compliance of educational program of educational institution with accreditation standards, The entity is entitled to issue an individual administrative-legal act on termination of administrative proceedings. In other

case, in case of difference between the Georgian and English texts of the documents, preference is given to the Georgian text.

51. In case, when accreditation application presents regulated academic higher education program envisaged by point "b" of paragraph 2 of article 75 of the Law of Georgia "On Higher Education", the Accreditation Expert Group includes an international expert with relevant qualifications, which is defined as the Chairperson of the Accreditation Expert Group.

52. In the case envisaged by paragraph 51 of this article, the Center shall provide English language translation of the accreditation self-assessment report and the accompanying documents envisaged by point "a" of this article, whose the existence in the English language is stipulated in the approved form of the accreditation self-assessment report.

53. In the case envisaged by paragraph 52 of this article, the Center sends the translation to the higher education institution in order to control the quality of translation services. The higher education institution is authorized to notify the Center for the motivated remarks related to translation, within 10 (ten) calendar days after receipt of this document, otherwise it is deemed that the higher education institution does not have a remark regarding the translation.

54. The higher education institution is authorized to present by itself the English language translation of the documentation provided in paragraph 52 of this Article in the Center, during which regulations set forth in paragraphs 4 and 5 of this Article shall apply.

6. In the case provided for by paragraphs 3 and 51 of this article, the Center will select an international expert from the composition of the Accreditation Expert Corps. Compensation of an international expert shall be determined by the labor agreement concluded between the Center and the international expert in accordance with the Rule of Compensation of the Expert approved by the individual administrative-legal act of the Director of the Center and the accreditation fee will be added.

7. In the case provided for in paragraph 6 of this Article, the Center sends an educational institution an invoice compiled on the basis of a labor agreement concluded with an international expert. In case if an educational institution does not pay an amount for the remuneration of an international expert within 15 calendar days from receiving the invoice, the Center shall issue an individual administrative-legal act on termination of administrative proceedings.

*Order No. 144 / N - Minister of Education and Science of Georgia, dated August 22, 2017, - web site, 23.08.2010. Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

*Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

### **Article 21. Self-assessment**

1. The goal of self-assessment is to evaluate the readiness of the educational program to get accreditation.

2. Self-assessment is done according to the accreditation standards.

3. Self-assessment results are reflected in the accreditation self-assessment report.

4. The form of accreditation self-assessment is approved by the individual administrative-legal act of the Director of the Center, which is published publicly.

*Order No. 144 / N - Minister of Education and Science of Georgia, dated August 22, 2017, - web site, 23.08.2010.*

### **Article 22. Recognition as Accreditation Seeker**

1. The center shall within 3 working days verify the compliance of documentation attached to the accreditation application with the requirements set forth in paragraph one of Article 20 of this provision.

2. If the educational institution does not submit to the center any of the documents provided for in paragraph one of Article 20 of this provision, the Center shall define a term not less than 5 and no more than 15 working days for an educational institution days to correct the deficiency.

3. In case if deficiency is corrected within term set forth in paragraph 2 of this Article, the Center shall issue an individual administrative-legal act on recognition of educational institution as an accreditation seeker, and in case if deficiency is not corrected in same period - individual administrative-legal act about leaving application without review.

4. The individual administrative-legal act of the Center on recognition of an educational institution as an accreditation seeker is issued no later than within 20 calendar days from the date of submission of application or correction of deficiency.

5. If the accreditation seeker does not pay an accreditation fee within 15 calendar days after getting familiar with the individual administrative-legal act about recognizing as a seeker, the Center shall issue an individual administrative-legal act on termination of administrative proceedings. *Order No. 144 / N - Minister of Education and Science of Georgia, dated August 22, 2017, - web site, 23.08.2010.*

### **Article 23. Accreditation Experts Corps**

1. An accreditation expert can not be a public servant, also can not be an employee of the center, except in case when, he/she is employed at center for a period of less than 3 months in order to execute expert work of specific volume.

2. The accreditation experts' corps should be represented by the relevant field specialists taking into account the specifics of educational programs.

3. The procedure of selection, activity and termination of membership of experts' corps is approved by the individual administrative-legal act of the Director of the Center.

#### **Article 24. Creation of Accreditation Expert Group**

1. Within 60 days from the the payment of the accreditation fee, the Center shall issue an individual administrative-legal act on the creation of an Accreditation Expert Group and the visit to the institution seeking accreditation.

2. In the case of accreditation of the higher educational program, Accreditation Expert Group is composed of the members of Expert Corps - administrative/academic/scientific/invited personnel and students of other higher educational institutions (except for accreditation of Georgian language and teacher training educational programs); it may also be composed of international experts (participation of international experts is mandatory in the cases provided for by paragraph 51 of Article 20 of this provision), the employers, in the case of regulated educational program - also the representatives of corresponding regulatory body and / or professional associations and other persons with relevant qualifications.

3. The Accreditation Expert Group is chaired by the Chairman of the Expert Group.

4. Accreditation expert is obliged to declare if he/she has a conflict of interest with the institution seeking the accreditation in which the visit should be made.

5. An institution seeking accreditation is authorized to submit a recusation of an accreditation expert / experts at the Center within 2 working days after obtaining an individual administrative-legal act referred to in the paragraph 1 of this article.

6. The institution is obliged to justify the recusation of the accreditation expert / experts. The grounds for recusation may be the conflict of interests of the chairman and / or member of the Accreditation Expert Group.

7. For the purpose of this provision, the conflicts of interest is considered to be existence of circumstances provided for by the procedure of selection of accreditation experts, activities and cancellation of membership of the Expert Corps and / or circumstances envisaged by Article 92 of the General Administrative Code of Georgia.

8. The center reviews the application for recusation within 3 working days. In case of satisfying the application for recusation, the Center shall make a decision on amendment of the composition of the Accreditation Expert Group.

9. In case of not satisfying the application for recusation of accreditation expert/experts, Accreditation Expert Group continues its activities in the same composition.

10. The duration of the visit and the number of members of Accreditation Expert Group shall be determined by the Center in accordance with individual administrative act laid down in the first paragraph of this Article, taking into consideration the olume and specifics of work to be done, the procedure for the selection of accreditation experts, activities and cancellation of membership of the Expert Corps.

11. In order to effectively manage activities of the Accreditation Expert Group within the framework determined by legislation and to adhere to uniform approach to the evaluation, the Center will send its employee to the visit of the Accreditation Expert Group.

#### **Article 25. Evaluation of Accreditation Self-Assessment Report**

1. The Center shall send to each member of the Accreditation Expert Group the documents defined in point "a" and "c" of paragraph 1 of Article 20 of this provision within 7 working days after the expiry of the period provided for by Article 24 (5) of this provision, and Article 20 of this provision, whereas in the case provided for by paragraph 3 - within 30 calendar days.

2. The Chairman of the Accreditation Expert Group shall provide the distribution of duties between the members of the Group for the purpose of studying the completed self-assessment report and the accompanying documentation and determining their compliance with the accreditation standards.

3. Prior to the accreditation visit, Accreditation Expert Group will examine the completed self-assessment report and the accompanying documentation, on the basis of which the agenda of the visit will be developed and agreed with the Center. In the course of agreeing upon the agenda of the visit, the Center considers argued opinions of the institution. The center sends the final version of the agenda to the institution.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010.*

## **Article 26. Accreditation visit**

1. The Chairman of the Accreditation Expert Group provides the distribution of duties among members of the Accreditation Expert Group.

2. A member of the Accreditation Expert Group participates in the work of the group, ensures the implementation of the functions envisaged by the procedure for the selection, activities, and cancellation of the membership of Experts Corps.

3. In accordance with the agreed agenda, the accreditation expert shall examine all matters for making a conclusion within the accreditation visit, including an interview with interested parties, if necessary, request additional documentation, conduct visual inspection and, if necessary, implement activities unforeseen by the agenda.

4. The institution is authorized to submit once to the Center the changes in the self-assessment report and / or accompanying documents within five calendar days from the date of receiving the individual administrative-legal act defined by Article 24 (1) of this provision. In addition, if the change envisages the need for substitution of any document, the institution shall submit a written description / explanation of the changes. Upon the expiration of this period, changing information reflected in the self-assessment report is inadmissible.

5. The institution is obliged to assist the Accreditation Expert Group in the conduct of the accreditation visit and preparation of relevant conclusions, submit necessary documentation for the purposes of accreditation and organize an interview with the persons requested by the group of experts. For this purpose, in case of participation of an international expert in the Accreditation Expert Group, the institution is obliged to provide necessary interpreting service during the accreditation visit. The institution shall ensure avoiding the conflict of interest during the choice of an interpreter. In addition, the institution is responsible for providing qualified and quality translation.

6. On the last day of the visit the Accreditation Expert Group will present the main findings of the Accreditation Expert Group to the accreditation seeker.

7. In case of interference in the activity of Accreditation Experts Group by the institution, amendment to the accreditation application and / or attached documents after the expiration of the period provided for in paragraph 4 of this article, the Center shall be authorized to issue an individual administrative-legal act on termination of administrative proceedings.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

## **261. Definition of the four-step evaluation scale**

1. The educational program is evaluated in relation to the standard component as "compliant with standard requirements" if the educational program is fully satisfies the requirements of the standard component.

2. The educational program is evaluated in relation to the standard component as "mostly compliant with standard requirements" if the educational program mostly satisfies the requirements of the standard component and the institution can demonstrate relevant



results. However, the institution has weaknesses, to solve which in the short term (not more than 1 year) it has willingness and a plan provided relevant resources.

3. The educational program is evaluated in relation to the standard component as "partly compliant with standard requirements" if the educational program at the base level provides the satisfaction of the component requirements and it has weaknesses to solve which it is necessary to mobilize substantial resources. However, the institution has a willingness and plan provided with adequate resources to overcome the weaknesses in the medium term (more than 1 year, not more than 2 years)

4. The educational program is evaluated in relation to the standard component as "not compliant with the standard requirements" if the educational program fails to satisfy at least the requirements of the standard component at the level defined by paragraph 3 of this Article.

*Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

## **Article 27. Evaluation of compliance with accreditation standards**

1. Compliance with accreditation standards is evaluated by a four-level scale: "compliant with standard requirements", "mostly compliant with standard requirements", "partly compliant with standard requirements" and "not compliant with the standard requirements".

2. The educational program is "compliant with standard requirements" if the educational program is evaluated in relation to more than one component of this standard as "mostly compliant with standard requirements" and in relation to the rest of the components as "compliant with standard requirements".

3. The educational program is "mostly compliant with standard requirements" if the educational program is evaluated in relation to not more than one component of this standard as "partly compliant with standard requirements" and is not evaluated in regard to any other component as "not compliant with the standard requirements".

4. The educational program is "partly compliant with standard requirements" if the educational program is evaluated in relation to more than one component of this standard as "partly compliant with standard requirements" and is not evaluated in regard to any other component as "not compliant with the standard requirements".

5. The educational program is "not compliant with the standard requirements". if the educational program is evaluated in relation to one components of the standard as "not compliant with the standard requirements".

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order No. 40 / N*

*of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

## **Article 271. Preparing the conclusion**

1. The draft conclusion of the Accreditation Expert Group will be drawn up and submitted to the Center as a result of study of the self-assessment report and documentation attached to it and the accreditation visit.

2. The draft conclusion describes the compliance of the educational program with accreditation standards.

3. The Center establishes formal compliance of the draft conclusion of the Accreditation Expert Group with the requirements set out in the individual administrative-legal acts of the Director of the Center envisioned by paragraph 3 of Article 23 and paragraph 9 of this article of this provision. If the compliance is established, the draft conclusion is sent to the institution.

4. In case of necessity to ensure formal compliance of draft conclusion of the Accreditation Expert Group, draft conclusion will be returned to the Accreditation Expert Group.

5. Within five working days from the date of the acquaintance with the draft conclusion, the accreditation status seeker

shall submit in writing an argumentative position to the Center about the factual circumstances brought up in the draft conclusion, which is sent to the expert group and the Board.

6. In case of submission of the argumentative position provided for in paragraph 5 of this article, after getting acquainted with it or in case non-submission of argumentative position, after expiry of term envisioned by the paragraph 5 of this Article, group of experts forms final form of conclusion and submits to the Center.

7. In the case of participation of an international expert in the expert group, the Center will provide the necessary translation service to form the final version of draft conclusion and conclusion of the expert group. In case of difference between the Georgian and English texts of those documents, preference is given to the Georgian text.

8. The Center sends the conclusion of Accreditation Expert Group to the institution.

9. The form of conclusion of the Accreditation Expert Group and requirements set for it, are approved by the individual administrative-legal director of the Center.

*Order №144/N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

## **Article 272. Oral Hearing**

1. The Board shall make a decision on accreditation based on the accreditation documents, conclusion of the Accreditation Expert Group, the study of argumentative position of the institution about draft conclusion of Accreditation Expert Group and the oral hearing.

2. The Board session shall be convened by the Chairperson of the Board or the Director of the Center.

3. The interested party will be notified about oral hearing at least 7 calendar days prior to conducting of oral hearings. The interested party participating in administrative proceedings shall be authorized to participate in oral hearing.

4. The session is chaired by the chairperson of the board, in case of his/her absence - deputy, and in case of absence of the chairperson and deputy chairperson - a member of the board determined by a majority of attendees. In case of impossibility of fulfillment of the duties by the Secretary of the Board one of the members of the Board fulfills his/her functions by order of the chairperson of the session.

5. The session is authorized if it is attended by more than half of the board staff list members, but at least 3 members. Member of the board who was self-recusation and/ or recusation in relation to the subject matter, shall not be considered in that amount.

6. Board session is public. The chairperson of the session is authorized to declare session as closed in the cases envisaged by the legislation.

7. Members of the Accreditation Expert Group participate in the oral hearing, and the Center's representatives and / or other interested parties are entitled to take part in the discussion with the consent of the chairperson of the session.

8. It is possible to invite other expert in the relevant field, a member of a professional organization, a specialist of the field and other person to the oral hearing by the decision of the Board.

9. The chairperson of the session is obliged to ensure that the important circumstances of the case are examined at oral hearings.

10. An interested party participating in administrative proceedings shall be entitled to declare motion in relation to examination of the important circumstances of the case.

11. When making a decision on the oral hearing, the document of the accreditation seeker which was drawn up after accreditation visit is not taken into consideration.

12. The minutes of the Board session shall be drawn up within 10 working days after holding Board session with the signatures of the Chairperson of the Board and the Secretary of the Board. An individual administrative-legal act shall be issued on the basis of the minutes of the

Board session, signed by the Chairperson of the Board and the Secretary of the Board .

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010.*

### **Article 273. Composition of the Board:**

1. The term of office of the Board shall be determined by one year. Activities of the Board members will be remunerated (will be given honorarium) from the Centers own income. Rule of issuing and amount of remuneration (giving honorarium) of the member of the Board shall be determined by the individual administrative-legal act of the Director of the Center. The members of the Board are appointed and dismissed by the Prime Minister of Georgia upon submission of the Ministry of Education and Science of Georgia.

2. During making of decision by the Board, based on the specificity of the sector, 2 persons determined by the chairperson of the board may participate with the right to vote.

3. A member of the Board may have his/her powers terminated before the term by the initiative of the Prime Minister of

Georgia or:

- A) On the basis of a personal application;

- B) upon the entry into force of the conviction of the court against him/her;

- C) in case of recognition as disabled or support recipient, unless otherwise provided by the Court's decision;

- D) in case of failing to attend the sessions regularly if it hinders the Board's activities; E) in case of violation of the norms envisaged by Article 274 of this provision.

- F) upon submission of the Ministry.

4. Termination of the Board members authority before the expiry of the term is confirmed by the individual administrative legal act of the Prime Minister of Georgia. In case of termination of authority before the expiry of the term, the Prime Minister of Georgia shall appoint a new member upon the submission of the Ministry for a remainder of the term of office of the member whose authority was terminated

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010.*

### **Article 274. Rules of Activity and Principles of the Board**

1. The Board member shall be independent, objective and impartial in fulfilling his/her functions.

2. A member of the Board shall maintain neutrality in any situation and shall not be subject to the influence of interested parties, regardless of their status.

3. The Board member shall not disclose and use in personal interest the information and / or documentation obtained during the performance of his / her official duties.

4. The Board member must be oriented on cooperation and should not try to represent himself/herself in a privileged position; must not publicly question the competency of the expert, representative of the educational institution, the member of the board and member of board of Appeals, regardless if he/she agrees or not with their positions.

5. A member of the Board is obliged to declare about conflict of interest with institution and self-recusation within 2 working days from the date of receipt of the agenda. As the conflict of interest is considered, existence of circumstance envisaged by Article 92 of the General Administrative Code of Georgia.

6. The Secretariat of the Accreditation Board (hereinafter - the Secretariat) is responsible for the organizational and financial support of the Board activities, whose function is fulfilled by the center. The composition of the Secretariat shall be determined by the individual administrative-legal act of the Director of the Center.

7. Secretariat sends to Board members the agenda of the session and the following documents 7 calendar days before the oral hearing:

A) the filled in self-assessment of the accreditation seeker and the accompanying documentation; B) the conclusion of the Accreditation Expert Group;

C) the argumentative position presented by the accreditation seeker on the draft conclusion of the Accreditation Expert Group.

8. Before holding of oral hearing, each member of the Board is obliged to examine the documentation set forth in paragraph 7 of this article in order to fully study and evaluate all the circumstances that are of essential importance to the subject matter. The Board member shall be entitled to request additional documentation on the subject matter and the Board shall be authorized to postpone the review of the issue, taking into consideration the remaining terms of administrative proceedings.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order No. 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### **Article 275. Decisions Related to Accreditation 1:** The Board makes one

of the following decisions:

- A) On accreditation;
- B) On conditional accreditation;
- C) refusal to accreditation; D) cancellation of accreditation.

2. The Board shall make a decision with no less than 3/4 of the members present at the session.

3. In case of adoption of the decision envisaged by points "a" and "b" of this article, the Board shall be authorized to give recommendations to the accreditation seeker.

4. A member of the Board is not authorized to abstain from voting.

5. The Board is obliged to substantiate made decision.

6. The decision is published on the website of the center within 10 working days after submission. In conjunction with the publishing of the decision, conclusion of the expert group is published on the website of the Center.

7. In case of substantiated argumentation the Board shall be authorized to determine the date of entry into force of the decisions set forth in paragraph 1 of this Article.

8. Accreditation is cancelled in case of expiration of authorization term or cancellation of authorization.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010.*

#### **Article 276. Decision on Accreditation or Conditional Accreditation**

1. In the case of the first and every subsequent accreditation of the educational program, if during the Board's evaluation of compliance of educational program with the accreditation standards:

A) was evaluated on respect of all standards, as "compliant with standard requirements", the Council makes decision on accreditation;

B) was evaluated in respect of one standard are "mostly compliant with standard requirements" and was not evaluated in respect of any of the standards as "partly compliant with standard requirements" or "not compliant with standard requirements", the Board shall make a decision on accreditation and shall define the term for the institution to submit the report on the fulfillment of the recommendations that will be reflected in the minutes of the Board session;

C) was evaluated in respect of at least one standard as "partially compliant with standard requirements" and will not be evaluated in respect of any of the standards as "not compliant with the standard requirements", the Board makes a decision on conditional accreditation;

D) was evaluated in respect of at least one standard as "not compliant with the standard requirements", the Board makes a decision on refuse the accreditation.

2. In case of adoption by the Board of the decision envisaged by point "b" of paragraph 1 of this article, the report submitted by the educational institution shall be considered at the relevant Board session. As a result of this review, the Board is authorized to take a report as a note or to refer to the Center for verification of compliance with the accreditation conditions, with a motion on the implementation of monitoring in the educational institution which will be reflected in the minutes of the session.

3. The first accreditation term for the educational program (except for the educational program which the institution undertakes continuously for the last two years in an authorized mode) is 4 years. Every subsequent accreditation term of the educational program acting in the accreditation mode, as well as accreditation period of such an educational program, which is undertaken by the institution continuously for the last two years in an authorized mode, is 7 years.

4. The term for conditional accreditation is no more than 2 years. The decision on conditional accreditation may not be taken twice in a row.

*Order №144/N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

## **Article 28. Recognition of the accreditation granted by the foreign organization**

1. Accreditation of higher education program, including a joint higher education program developed in accordance with requirements of Georgian legislation, may be carried out by a foreign organization with the relevant competence recognized by the Center.

2. For the purposes of this article, the Center recognizes the accreditation granted by the organization operating on the territory of the European Union and belonging to the European Association for Quality Assurance in Higher Education, which has such an authority according to the rules established by the legislation of the relevant country. Higher education institution provides the Center with advance information on the selected organization and educational program, 1 month before the relevant application to this organization.

3. In the case provided for by paragraph 2 of this Article, the recognition is conducted based on submission to the center of decision of relevant foreign organization on accreditation of educational program by the higher education institution. The higher education institution is obliged to notify the Center of any change in the decision on accreditation granted by the foreign organization.

4. For the purposes envisioned by this article, the Center is authorized to recognize the accreditation granted by the organization operating in the United States of America, which has such authority in the manner established by the relevant legislation.

5. With the purpose of recognizing the accreditation granted by the organization envisaged by paragraph 4 of this Article, the higher education institution addresses this organization with an accreditation application on the basis of preliminary consent from the Center. The prior approval of the center is issued if the external evaluation mechanism of the organization, in terms of quality assurance, is compatible with the accreditation standards and procedures operating on the national level. Otherwise, the Center refuses to recognize the accreditation granted by the organization indicated by the educational institution.

6. The basis for commencement of proceedings envisaged by paragraph 5 of this Article is the submission to the center of a written application and document confirming the payment of the fee for review of this application by the higher education institution. The written application envisaged by this paragraph must consider information about relevant educational program (including indication of program duration, components comprising the program, credit distribution and qualification to be awarded), organization implementing accreditation, accreditation and terms of relevant proceedings.

7. In the case provided for by paragraph 4 of this Article, the recognition is conducted based on submission to the center of decision of relevant foreign organization on accreditation of educational program by the higher education institution. The higher education institution is obliged to notify the Center of any change in the decision on accreditation granted by the foreign organization.

8. Except for cases envisioned by paragraphs 2 and 4 of this article, the Center is authorized to recognize the accreditation granted by the foreign organization if the external evaluation mechanism used by this organization is compatible with the accreditation standards and procedures active at the national level in respect of quality assurance, and the stipulation about such recognition is provided by an international treaty. Before signing an international treaty, the Center shall, on the basis of application to the body responsible for the preparation of this agreement, ensure the compatibility of the external evaluation mechanism of the foreign organization with the accreditation standards and procedures active at the national level.

9. In the case provided for by paragraph 8 of this Article, the recognition is conducted based on submission to the center of decision of relevant foreign organization on accreditation of educational program by the higher education institution. The higher education institution is obliged to notify the Center of any change in the decision on accreditation granted by the foreign organization.

*Order №144/N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

## Chapter VI.

### Authority and rules of activity of Board of Appeals

*Order №121/N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016.*

#### Article 281. Composition of the Board of Appeals

1. The decisions envisaged by paragraph one of Article 28 of this provision can be appealed at the Board of Appeals by the educational institution within one month after familiarization with it, according to procedure established by the law.

2. The members of the Board of Appeals are appointed and dismissed by the Prime Minister of Georgia upon submission of the Ministry of Education and Science of Georgia. The term of office of the Board of Appeals shall be determined by one year. A member of the Board of Appeals may not be a public servant, a member of the authorization board or a member of the accreditation board.

3. Activities of members of the Board of Appeals will be remunerated (will be given honorarium) from the Centers own income. Rule of issuing and amount of remuneration (giving honorarium) of the Board of Appeals shall be determined by the individual administrative-legal act of the Director of the Center.

4. The Board of Appeals is functionally independent from educational institutions and state agencies.

5. A member of the Board of Appeals may have his/her powers terminated before the term by the initiative of the Prime Minister of Georgia or:

A) On the basis of a personal application;

B) upon the entry into force of the conviction of the court against him/her; C) in case of recognition as disabled by the court;

D) In case of consecutively failing to attend the sessions if it hinders the activities of the Board of Appeals;

E) In case of such action, which is incompatible with the exercise of the authority of the member of the Board of Appeal;

F) In case of activities in the structural unit of the educational institution,

which systematically performs quality management; G) upon submission

of the Ministry.

6. Termination of Board of Appeals members authority before the expiry of the term is confirmed by the individual administrative legal act of the Prime Minister of Georgia. In case of termination of authority before the expiry of the term, the Prime Minister of Georgia shall appoint a new member upon the submission of the Ministry for a remainder of the term of office of the member whose authority was terminated

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016.*

## **Article 282. Rules of activity of Board of Appeals**

1. The Board of Appeals member shall be independent, objective and impartial in fulfilling his/her functions.

2. A member of the Board of Appeals shall maintain neutrality in any situation and shall not be subject to the influence of interested parties, regardless of their status.

3. The Board of Appeals member shall not disclose and use in personal interest the information and / or documentation obtained during the performance of his / her official duties.

4. The Board of Appeals member must be oriented on cooperation and should not try to represent himself/herself in a privileged position; must not publicly question the competency of the expert, member of accreditation board, and other member of Board of Appeals, regardless if he/she agrees or not with their positions.

5. A member of the Board of Appeal is obliged to declare about conflict of interest with institution and self-recusation before beginning of issue review. As the conflict of interest is considered, existence of circumstances envisaged by Article 92 of the General Administrative Code of Georgia.

6. The Secretariat of the Board of Appeals (hereinafter - the Secretariat) is responsible for the organizational and financial support of the Board of Appeals activities, whose function is fulfilled by the center. The composition of the Secretariat shall be determined by the individual administrative-legal act of the Director of the Center.

7. Secretariat sends to Board of Appeals members the following documents not later than 7 calendar days before the oral hearing:

A) Appeal and documentation attached to it; B) accreditation

documentation;

C) the opinion of the Accreditation Expert Group and the applicant's opinions about it (if any); D) appealed decision.

8. (Removed - 31.01.2018, №09/N).

9. Before holding of oral hearing, each member of the Board of Appeals is obliged to examine the documentation set forth in paragraph 7 of this article in order to fully study and evaluate all the circumstances that are of essential importance to the subject matter. A member of the Board of Appeals is authorized to request other documents in relation to subject matter.

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016. Order № 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

## **Article 283. The appeal**

1. Appeal should be drawn up in writing and following should be noted in it: A) Address to the Board of

Appeals;

B) Identity / name, address and contact information of the person presenting the appeal;

C) the name of the Council whose decision is appealed; D) the name of the

appealed decision;

E) Request;

F) circumstances on which request is based;

G) List of documents attached to the appeal if any document is attached to the appeal. 2. The Board of appeals does not consider the appeal if:

A) The appealed decision is in court proceedings;

B) Appeal is filed by an unauthorized person;

C) the time-frame for submission of appeal set forth in paragraph 1 of Article 281 of this provision has expired. D)

Discussion of the requested issue goes beyond the powers of the Board of Appeals.

3. The Board of Appeals makes a decision on acceptance of appeal or refusal to consider it, in 10 working days after submitting a appeal. The decision of the Board of Appeals shall be formalized by the signature of the chairperson of the Board of Appeals.

4. (Removed - 31.01.2018, №09/N).

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016. Order № 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### **Article 284. Term for consideration of appeal**

The Board of Appeals is obliged to consider the appeal and make a relevant decision within 60 calendar days from receiving the appeal.

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016.*

#### **Article 285. Oral Hearing**

1. The Board of Appeals shall make a decision based on appeal, accreditation documentation, conclusion of the Accreditation Experts Group, opinion of accreditation seeker on conclusion of the Accreditation Experts Group (if any), studying of decision of Accreditation Council and conducting the oral hearing.

2. The session of the Board of Appeals is convened by chairperson of Board of Appeals.

3. The interested party will be notified about oral hearing at least 7 calendar days prior to conducting of oral hearings. The interested party shall be authorized to participate in oral hearing.

4. The session is chaired by the chairperson of the Board of Appeals, in case of his/her absence - deputy, and in case of absence of the chairperson and deputy chairperson - a member of the board determined by a majority of attendees. In case of impossibility of fulfillment of the duties by the Secretary of the Board of Appeals one of the members of the Board of Appeals fulfills his/her functions by order of the chairperson of the session.

5. The session is authorized if it is attended by more than half of the Board of Appeals staff list members, but at least 3 members. Member of the Board of Appeals who was self-recusation and/ or recusation in relation to the subject matter, shall not be considered in that amount.

6. Session of Board of Appeals is public. The chairperson of the session is authorized to declare session as closed in the cases envisaged by the legislation.

7. Experts from the Accreditation Expert Group, as well as the representatives of the Center, are authorized to attend oral hearing and with the decision of the chairman of the session participate in oral



hearing.

8. It is possible to invite other person to the oral hearing by the decision of the Board of Appeals;

9. During making of decision by the Board of Appeals, based on the specificity of the sector, person determined by the Board of Appeals may participate with the right to vote.

10. The chairperson of the session is obliged to ensure that the important circumstances of the case are examined at oral hearings.

11. The interested party has the right to declare a motion concerning the circumstances of the importance to the case, Give oral or written explanations to the Board of Appeals, present additional evidence, prove its claim or deny the data, opinions or evidence on which appealed decision was based on.

12. At the oral hearing, the Board of Appeals discusses only those documents that have been developed before the decision was made.

13. The minutes of the Board of Appeals session shall be drawn up within 10 working days after holding session with the signatures of the Chairperson of the Board of Appeals and the Secretary of the Board of Appeals. An individual administrative-legal act is issued on the basis of the minutes of the Board of Appeals, signed by the chairperson of the Board of Appeals and the Secretary of the Board of Appeals.

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016. Order № 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### **Article 286. Participation of the accreditation board that appealed against the decision in the proceedings related to the appeal**

1. In case of receipt of an appeal by the Board of Appeals, the appeal complaint and copies of the accompanying documents are forwarded through the Secretariat to the accreditation board, which appealed against the decision.

2. The accreditation board, which appealed against the decision is authorized to submit its own written opinion on the appeal to the Board of Appeals within 10 working days from the receipt of the copy of the appeal.

3. In administrative proceedings related to the appeal, the accreditation board, which appealed against the decision exercises the same rights that are assigned to the interested party participating in the administrative proceedings.

4. In administrative proceedings including oral hearings, the accreditation board, which appealed against the decision shall be represented by its chairperson or by other member of the board with the consent of the chairperson.

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016. Order № 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018.*

#### **Article 287. Decision of the Board of Appeals**

1. The Board of Appeals shall verify the decision made in respect of legality and expediency.

2. The Board of Appeals makes one of the following decisions with the majority of members present at the session: a) on supporting the decision of accreditation board;

b) on returning the matter for re-consideration to the accreditation board. 3. The member of the Board of Appeals is not authorized to refrain from voting.

4. The Board of Appeals is authorized to justify the decision it has made.

5. The decision of the Board of Appeals is shared on the website of the Center within 10 working days from the day it was made.
6. Appealing against the decision of accreditation board at the Board of Appeals does not cause suspension of such a decision.

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016.*

## **Article 288. Legal Outcomes of Decisions of Board of Appeals**

1. In the case if the Board of Appeals makes a decision to support the decision of accreditation board, interested party is authorized to appeal against the mentioned decision in court within the time frames and in accordance with the procedure defined by the legislation.
2. In the case if the Board of Appeals makes a decision to return the matter of accreditation board for reconsideration, the corresponding accreditation board reviews the matter in accordance with the procedure defined by Articles 26 and 28 of this provision and makes a decision within the time frame defined by the legislation.
3. In the case if the Board of Appeals makes a decision to return the matter of accreditation board for reconsideration, accreditation board makes a decision on the basis of reviewing the documentation provided for by first paragraph of Article 26 of this provision, appealed decision of the accreditation board, decision of the Board of Appeals and holding oral hearing.
4. Educational institution may appeal only once against the decision related to accreditation in accordance with the procedure defined in this Chapter.

*Order №121/ N of the Minister of Education and Science of Georgia, September 16, 2016 - Website, 16.09.2016.*

## **Chapter VI**

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010.*

### **Checking Accreditation Conditions**

#### **Article 29. Submission of Accreditation Self-Assessment Report**

1. For the purpose of checking accreditation conditions, educational institution that implements accredited program/programs, is obliged to submit to the Center the self-assessment report once in three years. The terms for the submission of the self-assessment report are determined by the individual administrative-legal act of the director of the center.
2. The submission of the self-assessment report is done in the electronic format (signed and scanned); also, it is possible to submit the self-assessment report through the quality management electronic system.
3. The form of the self-assessment report is approved by the individual administrative-legal act of the Director of the Center.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010.*

#### **Article 30. Changes implemented by the educational institution in the accreditation/conditional accreditation period of the educational program**

1. In the case of changes in the learning outcomes of the educational program and/or the structure of educational program (adding and/or removing educational components of basic specialties, changing credits assigned to educational components of basic specialties, adding and/or removing modules, adding and/or removing additional specialty program) within accreditation/conditional accreditation of educational program, educational institution shall notify the Center in a written form within 30 calendar days from the day of implementing changes and submit modified educational program, as well as the act issued on the implementation of the changes.
2. It is not permissible to change the language of instruction of the educational program or the qualification to be awarded within the accreditation/conditional accreditation of educational program (except for the cases provided for by paragraph 2 1of this Article). In addition, it is not permissible to unite existing educational programs or divide a program within accreditation/conditional accreditation period. In the case of implementation of changes envisages by this paragraph

educational program/programs are considered as new program/programs, the right for the implementation of which shall be obtained by the institution as provided for by the legislation.

21. It is permissible to change the qualification to be awarded in the educational program within accreditation/conditional accreditation of the educational program, if this is related to bringing in the conformity of educational program with the field characteristics based on the implemented changes in the existing field characteristics.

3. In the case of implementing changes provided for by the paragraphs 1 and 2 1 of this Article, the Center is authorized to check accreditation conditions.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

### **Article 31. Checking of accreditation conditions through monitoring**

1. Checking fulfillment of accreditation conditions is carried out by the initiative of the Center or by the motion of the Board through planned and / or unplanned monitoring.

2. For the purpose of checking of fulfillment of accreditation conditions, the Center is authorized to request relevant documentation from the institution and/or issue relevant individual administrative-legal act on the creation of Accreditation Expert Group and/or monitoring visit to the institution.

21. In the case if the Center requests relevant documentation from the institution, if the additional need of checking the fulfillment of accreditation conditions is outlined as a result of examining the documentation, the Center issues an individual administrative-legal act on the creation of Accreditation Expert Group and/or monitoring visit to the institution, otherwise, the Center terminates the administrative proceedings started for the monitoring.

3. In the case of creation of Accreditation Expert Group, a draft conclusion of the Accreditation Expert Group is drafted and submitted to the Center.

4. The Center establishes formal compliance of the draft conclusion of the Accreditation Expert Group with the requirements set out in the individual administrative-legal acts of the Director of the Center envisioned by paragraph 3 of Article 23 and paragraph 9 of Article 27 1 of this provision. If the compliance is established, the draft conclusion is sent to the institution.

5. In case of necessity to ensure formal compliance of draft conclusion of the Accreditation Expert Group, draft conclusion will be returned to the Accreditation Expert Group.

6. The institution submits its argumentative position in regard to factual circumstances given in the draft conclusion to the Center in a written form within 5 working days from the day of getting acquainted with the draft conclusion, which will be sent to the Expert Group and the Board.

7. In case of submission of the argumentative position provided for in paragraph 6 of this Article, after getting acquainted with it or in case non-submission of argumentative position, upon expiry of term envisioned by the paragraph 6 of this Article, experts group forms the final form of conclusion and submits to the Center.

8. The Center sends the conclusion of Accreditation Expert Group to the institution.

9. The individual administrative-legal act of the Director of the Center on the creation of the Accreditation Expert Group and monitoring visit to the institution shall be submitted to the institution prior to the commencement of the visit or no earlier than 1 day prior to the monitoring visit.

10. As a result of checking the fulfillment of accreditation conditions, the Board is authorized to make a decision on the cancellation of accreditation/conditional accreditation period of the educational program, if while evaluating the compliance of the educational program with accreditation standards, the Board has assessed at least one standard as "Not in compliance with standard requirements".

11. In case of occurrence of violation and taking into consideration remaining terms for administrative proceedings, the Board is authorized to define no more than 60 days for the relevant educational institution to correct the deficit, unless it is evident that it will not have a result.

12. Within the time frames defined in paragraph 11 of this Article, in case of failure to correct

corresponding deficit by the institution, the Board is authorized to make a decision on cancellation of accreditation/conditional accreditation.

13. A decision on the cancellation of accreditation/conditional accreditation shall be made within 90 calendar days from the issuance of order of the Director of the Center on examination of the fulfillment of accreditation conditions by the educational institution.

*Order №144/ N of the Minister of Education and Science of Georgia, August 22, 2017, - Website, 23.08.2010. Order № 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018. Order No. 40 / N of the Minister of Education and Science of Georgia, March 28, 2018 - Website, 29.03.2018.*

## **Annex №2**

### **Accreditation fee of educational programs of educational institutions**

#### **Article 1. Amount of accreditation fee**

1. The fee for reviewing accreditation application is 500 GEL.

2. Accreditation fee covers factual administrative expenses related to the accreditation process (salary, office expenses and expenses related to office and holding the board meeting), remuneration of the accreditation experts and business trip expenses (if necessary), and value added tax.

3. The amount of accreditation fee of the educational program (except for regulated, teacher training, Georgian language and doctoral educational programs) is equal to 2,233 GEL (without the need for business trip), while 3,008 GEL - with the need for business trip.

4. In the case when based on its learning outcomes one educational program (except for regulated, teacher training, Georgian language and doctoral educational programs) provides more than one but no more than 3 qualifications, the amount of its accreditation fee increases by 30% from the amount provided for by paragraph 3 of this Article for each qualification.

5. The amount of accreditation fee of teacher training educational program is equal to 1,858 GEL (without the need for business trip), while 2,478 GEL - with the need for business trip.

6. The amount of accreditation fee of regulated educational program, as well as doctoral educational program is equal to 3,733 GEL (without the need for business trip), while 4,508 GEL - with the need for business trip.

7. The amount of accreditation fee of Georgian language training educational program is equal to 1,067 GEL (without the need for business trip), while 11,532 GEL - with the need for business trip.

7<sup>1</sup>. The amount of accreditation fee of veterinary training educational program is equal to 1,483 GEL (without the need for business trip), while 2,103 GEL - with the need for business trip.

8. In case if one educational institution presents several educational programs, which can be checked against accreditation standards by one Accreditation Expert Group that has the same field competences, the accreditation fee provided for by this Article is decreased by 30% for each educational program (but no more than 3 educational programs), while if the case envisioned by this paragraph occurs for educational programs presented in accordance with Bachelor's, Master's, doctoral stages based on learning outcomes - 50%.

9. In case of alternative possibilities of calculation of the fees provided by this Annex, the fee is determined by the minimum possible amount.

10. The accreditation fee will be paid by non-cash transaction through deposit to Center's bank account. Fees for reviewing accreditation application and accreditation of educational programs will not be returned to the applicant except for the cases provided for in paragraph 11 of this article.

11. The accreditation fee for educational programs is fully returned if the educational institution requests termination of administrative proceedings before the creation of the Accreditation Expert Group.

*Order №194 / N of the Minister of Education and Science of Georgia, September 20, 2012 - Website, 20.09.2012 Order №248 / N of the Minister of Education and Science of Georgia, December 17,, 2012 - Website, 18.12.2012 Order №20/ N of the Minister of Education and Science of Georgia, March 5,, 2015- Website, 10.03.2015 Order № 09 / N of the Minister of Education and Science of Georgia, January 31, 2018 - Website, 01.02.2018*

**The fee for provided services approved by the legal entity of the public law - National Center for Educational Quality Enhancement in accordance with the "Accreditation Provision of Educational Programs of Educational Institutions" (Annex #1)**

**Article 1. With the purpose of recognizing accreditation granted by the organization operating on the territory of the United States, the fee for reviewing written application submitted by a higher educational to the Center for the purpose of issuing prior consent by legal entity of public law - National Center for Educational Quality Enhancement (hereinafter - the Center) for addressing this organization with accreditation application**

1. With the purpose of recognizing accreditation granted by the organization operating on the territory of the United States, the fee for reviewing written application submitted by a higher educational to the Center for the purpose of issuing prior consent for addressing this organization with accreditation application is equal to 1,000 GEL (including value added tax).

2. The fee provided for by the paragraph 1 of this Article shall be covered through non-cash transaction through deposit to the Center's bank account. The paid amount will be returned to the applicant only in the case if it requests termination of administrative proceedings based on the application provided for by 1 paragraph of this Article within 5 working days from submitting the application.

**Article 2. Reimbursement of the activity of international expert participating in the accreditation process of higher educational program**

1. In the case of participation of international expert in the accreditation process of higher educational program, the higher educational institution shall pay the necessary amount for the reimbursement of work of international expert.

2. The amount of the fee provided for by the first paragraph of this Article is determined in accordance with the invoice submitted to the Center, which is composed on the basis of labor agreement signed between the Center and international expert.

3. The fee provided for by the paragraph 1 of this Article shall be covered through non-cash transaction through deposit to the Center's bank account.