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**Order №9/N**  
**Of the Minister of Education and Science of Georgia**  
**3 February 2011 Tbilisi**

**On the Approval of the Procedure of Enrolment in a Professional  
Education Institution and the List of Documents, Subject to Submission  
for Enrolment**

Commensurate with Subparagraph "s" of Article 15 of the Law of Georgia on Professional Education and Paragraph 2(l) of Article 3 of the Resolution of the Government of Georgia No.37 of 21 May 2004 on the Approval of the Charter of the Ministry of Education and Science of Georgia, I hereby order:

**Article 1.** The Procedure of Enrolment in a Professional Education Institution and the List of Documents, Subject to Submission for Enrolment shall hereby be approved as presented in the Annex.

**Article 2.** This Order shall come in force upon its publication.

*D.Shashkin*

## **Procedure of Enrolment in a Professional Education Institution and the List of Documents, Subject to Submission for Enrolment**

### **Article 1. General Provisions**

This procedure shall provide for the conditions of enrolment of a professional student in an educational institution implementing a professional education programme (hereinafter the “Institution”) and also the list of documents subject to submission for the enrolment of a professional student.

### **Article 2. Right to Enrol in an Institution**

1. Any person with the basic level of general education shall be entitled to enrol in an Institution.
2. The basis for the enrolment for each level of professional education shall be the accomplishment of the educational programme of the previous level or the recognition of knowledge, skills and values envisaged by the educational program of the previous level commensurate with the procedure, envisaged by law.
3. In the case of absence of the previous level a person shall be entitled to enrol for the professional education programme in the case of meeting preconditions, envisaged by the professional standard; and in the case of absence of III level – on basis of the results of only the generic skills’ test of the unified national examinations and meeting preconditions, envisaged by the professional standard.

### **Article 3. Conditions of Enrolment in an Institution**

1. The enrolment for professional education programmes shall be announced by an individual administrative-law act of the head of the Institution, which act shall provide for the time-lines for the submission of documents, envisaged by Article 4 of this Procedure and shall be publicised via the webpage of the Institution and the information centre.
2. Students shall be enrolled for an educational programme after the scrutiny of the documents and establishment of the compliance of the person concerned with the preconditions set for the admission to the programme.
3. In the case of enrolment for the first level of professional education an Institution shall be entitled to provide for granting preference to grades, attained in a specific discipline or disciplines and in the case of enrolment for the next level – to take account of the grades, attained in separate components of the professional education programme of the previous level.

Upon admission to the programme the preference of a competitor can be established on the basis of grades attained in practical component or the experience thereof.

4. An Institution shall be entitled to establish the compatibility of the person concerned with the preconditions for the admission to a programme through testing.
5. The Institution shall elaborate and approve the procedure of enrolment of professional students commensurate with this Procedure and based on the principles of equity and transparency.
6. A LEPL – Institution implementing professional education programme shall approve the procedure envisaged by Paragraph 5 of this Article in agreement with the Ministry of Education and Science of Georgia. A preliminary consent of the Ministry of Education and Science of Georgia shall also be required for the arrangement of a test.
7. The procedure of enrolment of a professional student should also provide for the conditions of enrolment for secondary education, Georgian language and liberal education programmes whenever the Institution concerned is implementing the aforementioned programmes.

#### **Article 4. Documents, Subject to Submission to an Institution**

1. An applicant for the enrolment for a professional educational programme shall file the following documents with the Institution:
  - a) A personal application (in the case of a minor – an application of a representative thereof), which should meet the requirements of Article 78 of the General Administrative Code of Georgia;
  - b) A copy of an ID card;
  - c) A copy of a basic level general education document or a copy of an educational document, which could not have been obtained without accomplishment of the basic level of general education;
  - d) In the case of enrolment for a professional education programme of the next level – a professional diploma of the previous level or a document equalised thereto; a document certifying the recognition of informal education or a generic skills' examination certificate of the unified national examinations;
  - e) In the case, envisaged by Paragraph 3 of Article 2 – a generic skills' examination certificate of the unified national examinations.
2. Apart from the documents, envisaged by Paragraph 1 of this Article, an Institution shall be entitled to request the other documents from an applicant for the enrolment for a professional education programme, according to specificities of a specific professional education programme.
3. The head of an Institution shall issue an individual administrative-law act on the enrolment of a person concerned in the Institution.

4. The data of the enrolled professional students shall be entered into the Register of Educational Institutions by the Institution within a period of 7 days following the issuance of the act envisaged by Paragraph 3 of this Article.
5. A LEPL – Institution implementing professional education programme shall inform the information centre about the enrolment or refusal to enrol professional students for professional education programmes within a period of 3 days.

#### **Article 5. Enrolment in an Institution through the information centre**

1. Enrolment for professional education programmes in a LEPL – Institution implementing professional education programme shall be announced through the information centre.
2. A LEPL – Institution implementing professional education programme shall be required to regularly inform the information centre about student vacancies in the Institution;
3. The information centre shall ensure the dissemination of information concerning professional education programmes, arrangement of enrolments and promotion of the personal carrier planning of the person concerned;
4. The information centre shall:
  - a) ensure the notification of a person concerned about the professional education programmes, enrolment terms and timelines;
  - b) ensure the publicity of information concerning the terms and conditions of funding of a professional education programme and student vacancies;
  - c) ensure the registration of applicants for professional education programmes in the respective database;
  - d) be required to provide the exhaustive information to the relevant department of the Ministry of Education and Science of Georgia about the activities of the information centre on a quarterly basis.

#### **Article 6. Professional Re-training**

1. Professional re-training shall mean the crediting of the knowledge, skills and values, acquired by a professional student during the study on a professional education programme, or recognised commensurate with the procedure, envisaged by law, on the one hand and on the other – acquiring different competences within the framework of professional education, what will lead to granting professional qualification.
2. Professional retraining shall be undertaken within the framework of those professional education programmes, at least 50 percent of learning outcomes of which are homogenous, what shall be established by relevant professional standard;

3. Persons shall be enrolled for a professional education programme for the purpose of professional retraining in full compliance with the procedure, envisaged by Article 3 of this Procedure.
4. Apart from documents, envisaged by Paragraphs 1(a) and 1(b) of Article 4 of this Procedure, an applicant for professional retraining shall file a copy of professional diploma or equalised thereto document with the Institution and in the case of recognition of informal professional education – a document certifying the acquisition of informal professional education.
5. An Institution should have in place the procedure of crediting generic competences during professional retraining and continuation of studies by a professional student.