

**Rule on the Selection of the Candidates for Membership of the Authorization Council of the General, Vocational, Higher Education Institutions, the Accreditation Council for the Educational Programmes, and the Appeals Council**

**Article 1. Scope of regulations**

Rule on the Selection of the Candidates for Membership of the Authorization Council of the General, Vocational, Higher Education Institutions, the Accreditation Council for the Educational Programmes, and the Appeals Council (hereinafter - the Rule) defines the procedures and conditions for the selection of the candidates for membership of the Authorization Council of the General, Vocational, Higher Education Institutions, the Accreditation Council for the Educational Programmes, and the Appeals Council.

**Article 2. Commission/Commissions for selection of the candidates for membership of the Authorization Council of the General, Vocational, Higher Education Institutions, the Accreditation Council for the Educational Programmes, and the Appeals Council**

1. To select the candidates for membership of the Authorization Council of the General, Vocational, Higher Education Institutions, the Accreditation Council for the Education Programmes, and the Appeals Council, nominated through adhering to the conditions under the present Rule, the Commission/Commissions (hereinafter - the Commission) shall be established by the order of the Director (hereinafter - the Director) of the LEPL - National Center for Educational Quality Enhancement.

2. The Commission consists of persons with appropriate competence in the field of education. The Commission consists of representatives of the Ministry of Education, Science, Culture and Sport of Georgia (hereinafter - the Ministry) and the legal entities of public law included in its system, as well as independent invited specialists.

**Article 3. Selection Criteria for the Candidates for Membership of the Authorization Council of the General Education Institutions**

1. Candidates for membership of the Authorization Council of the General Education Institutions can be the representatives of the educational institutions (administrative and pedagogical staff) founded as a legal entity of public law or a legal entity of private law, the representatives of the employers and civil (non-governmental) sector and international organizations working in the field of education.

2. The Ministry is guided by the current legislation of Georgia in the process of selecting the candidates for membership of the Authorization Council of the General Education Institutions.

3. A candidate for membership of the Authorization Council of the General Education Institutions, who is represented:

A) With the quota of pedagogical or administrative staff, shall meet the following qualification requirements:

A.a) At least Master's or equivalent to it academic degree and no less than 3 years of working experience in the relevant pedagogical or scientific field;

A.b) Knowledge of elaboration, implementation, and development of the educational programme and/or experience of participating in these processes;

B) With the quota of employers, shall meet the following qualification requirements:

B.a) Bachelor's or equivalent to it academic degree and experience of working in middle or upper management positions in the relevant field;

B.b) Acting status of an employer by the time of nomination as a candidate for the Council membership;

C) With the quota of civil (non-governmental) sector international organizations working in the field of education shall meet the following requirements:

C.a) Degree in higher education;

C.b) At least 2 years of working experience in the field of education.

4. Candidates for membership of the Authorization Council of the General Education Institutions shall be independent, impartial, shall be able to maintain the neutrality in any situation and fulfill their functions in accordance with the norms of professional ethics.

5. Candidates for membership of the Authorization Council of the General Education Institutions shall be selected according to the following principle: the competence of its members shall cover as many fields of education as possible.

#### **Article 4. Selection Criteria for the Candidates for Membership of the Authorization Council of the Higher Education Institutions and the Accreditation Council for the Educational Programmes**

1. Candidates for membership of the Authorization Council of the Higher Education Institutions and the Accreditation Council of the Educational Programmes can be the representatives of the educational institutions (administrative, teaching/academic, scientific staff) founded as a legal entity of public law or a legal entity of private law, the representatives of the employers, civil (non-governmental) sector and international organizations working in the field of education, a student, as well as the representatives of the scientific staff of a scientific-research institution having appropriate knowledge in the field of institutional development of an educational institution and/or development of educational programmes.

2. LEPL - National Center for Educational Quality Enhancement (hereinafter - the Center) is guided by the current legislation of Georgia in the process of selecting the candidates for membership of the Authorization Council of Higher Education Institutions and the Accreditation Council for the Educational Programmes, while it uses the requirements and criteria set by the World Federation of Medical Education in the selection of invited candidates for the membership of the relevant council.

3. A candidate for membership of the Authorization Council of the Higher Education Institutions and the Accreditation Council for the Educational Programmes, who is represented:

A) With the quota of teaching/academic or scientific staff, shall meet the following qualification requirements:

A.a) At least PhD or equivalent to it academic degree and no less than 10 years of working experience in the relevant teaching/academic or scientific field;

A.b) Knowledge of elaboration, implementation, and development of the educational programme and/or experience of participating in these processes;

C) With the quota of employers, civil (non-governmental) sector and international organizations working in the field of education shall meet the following qualification requirements:

B.a) Master's or equivalent to it academic degree and experience of working in middle or upper management positions in the relevant field;

B.b) Acting status of an employer by the time of nomination as a candidate for the Council membership;

C) With the quota of a student shall meet the following qualification requirements:

C.a) At least a student status (active) of the Master's Programme;

C.b) High academic performance;

C.c) Involvement in students' and educational activities.

4. Candidates for membership of the Authorization Council of the Higher Education Institutions and the Accreditation Council for the Educational Programmes shall be independent, impartial, shall be able to maintain the neutrality in any situation and fulfill their functions in accordance with the norms of professional ethics.

5. Candidates for membership of the Authorization Council of the Higher Education Institutions and the Accreditation Council for the Educational Programmes shall be selected with the following principle: the competence of its members should cover as many fields of education as possible. In the case of the Accreditation Council for the Educational Programmes, the competence of its members shall cover the directions to be evaluated in a planned manner during the authority of this Council.

## **Article 5. Selection Criteria for the Candidates for Membership of the Authorization Council of the Vocational Education Institutions**

1. Candidates for membership of the Authorization Council of the Vocational Education Institutions can be the representatives of the employers/their union, sectoral union, civil sector (non-governmental) and/or international organizations, vocational education experts and the representatives of educational institutions implementing vocational education programmes.

2. Candidate for membership of the Authorization Council of Vocational Education Institutions, who is represented:

A) With the quota of employers/their union, shall meet the following requirements:

A.a) Degree in higher or vocational education;

A.b) Experience of working in a middle or top management position for at least 1 year, at the same time having the status of an employee in a middle or top management position at the moment of nomination as a candidate of the Council member;

B) With the quota of sectoral union, shall meet the following requirements:

B.a) Degree in vocational and/or higher education;

B.b) Acting status of an employee working in a middle or top management position during the last 1 year in the relevant sectoral union;

C) With the quota of civil (non-governmental) sector and/or international organizations shall meet the following requirements:

C.a) Degree in higher or vocational education;

C.b) At least 2 years of working experience in the field of education;

D) With the status of vocational education expert, shall meet the following requirements:

D.a) Degree in higher education;

D.b) At least 3 years of working experience in the field of vocational education;

E) With the quota of educational institutions implementing vocational education programmes, shall meet the following requirements:

E.a) Degree in vocational and/or higher education and at least 3 years of experience in teaching vocational programme during the last 5 years;

E.b) Knowledge of elaboration, implementation, and development of the educational programme and/or experience of participating in these processes;

E.c) Also, the representative of the educational institution shall not be a person employed in an administrative position in the institution, or the founder of the institution.

3. Candidates for membership of the Authorization Council of Vocational Education Institutions shall be independent, impartial, shall be able to maintain neutrality in any situation and fulfill their functions in accordance with the norms of professional ethics.

## **Article 6. Rules on the Selection of Candidates for Membership of the Appeals Council**

1. The Appeals Council consists of 9 members. Three candidates for membership of Appeals Council shall be selected by the Commission for the selection of candidates for membership of the Authorization Council of the General Education Institutions, three members shall be selected by the Commission for the selection of candidates for membership of the Authorization Council of the Vocational Education Institutions and three members shall be selected by the Commission(s) for the selection of candidates for membership of the Authorization Council of Higher Education Institutions and the Accreditation Council for the Educational Programmes.

2. A candidate for membership of the Appeals Council can be a representative of the educational institutions (administrative, pedagogical, teaching/academic, scientific staff) founded as a legal entity of public law or a legal entity of private law, the representatives of the employers, civil (non-governmental) sector and international organizations working in the field of education, as well as a representative of the scientific staff of a scientific-

research institution having appropriate knowledge in the field of institutional development of an educational institution and/or development of educational programmes.

3. Candidates for membership of the Appeals Council shall be selected from the entities (with their consent) provided for in Articles 3 to 5 of this Rule. These candidates must meet the requirements and criteria determined for a candidate of each Council under the same Articles (except for the subparagraph (d), paragraph 2, Article 5).

4. The candidates referred to in the paragraph 1 of this Article shall be selected by the relevant commission in accordance with the following principle: the selected candidates shall equally represent each nominating entity envisaged under in the Articles 3 to 5 of this Rule.

5. Candidates for membership of the Appeals Council shall be independent, impartial, shall be able to maintain the neutrality in any situation and fulfill their functions in accordance with the norms of professional ethics.

#### **Article 7. Selection Process of Candidates**

1. To select the candidates and inform the interested parties, the Center shall publish relevant information on its official website - [www.eqe.ge](http://www.eqe.ge). The Center is also authorized to disseminate information through other means of communication.

2. Information on the selection of candidates shall include:

- A) The name of the particular council;
- B) The number of candidates to be selected;
- C) The description of the functions of a particular council member;
- D) The time and procedure for the nomination of candidates for membership of a particular council;
- E) A list of data to be submitted about a body (initiator) nominating a candidate (e.g.: an educational institution, employer, civil (non-governmental) or international organization, scientific-research institution, except in case of self-initiation);
- F) A list of data to be submitted in relation to a candidate;
- G) Additional information (if necessary).

3. Receipt of applications is announced at least 20 calendar days prior to the expiration of the term of authority of the relevant council.

4. The application submitted to the Center (Annex №1 and Annex №2 to the present Rule) shall indicate the name of the council for which the candidate is nominated.

5. The application for the nomination of a candidate by the entities envisaged under the present Rule shall be accompanied by the written consent of a candidate with regard to the nomination for the relevant council membership.

6. The deadline for submitting the applications is at least 5 working days.

7. The Director of the Center shall present the selected candidates to the Minister of Education, Science, Culture and Sport of Georgia (hereinafter - the Minister), who, on the basis of considering the candidates, is authorized to present the nominated candidates for the membership of the Council to the Prime Minister of Georgia for approval, not less than 5 calendar days prior to the expiration of the term of the Council authority.

#### **Article 8. Activities of the Commission**

1. The Commission reviews the candidates nominated according to the present Rule and makes a decision to present the candidates to the Director of the Center, in compliance with the requirements of the current legislation.

2. The Commission is chaired by the Chairperson, who convenes and chairs the commission session.

3. In case of absence of the Chairperson, one of the members of the Commission, elected by the attendees with a majority of votes, shall fulfill his/her duties.

4. The Commission is authorized if the session is attended by more than half of its members.

5. Each member of the Commission has the right to one vote. The Commission makes its decision by a majority vote of the members present. In case of equal distribution of votes, the vote of the Chairperson is decisive.

6. Decisions of the Commission shall be formalized with a protocol, which is signed by the Chairperson of the Council and the Secretary of the session.

7. The members of the Commission are obliged to take part in the work of the Commission and to observe the confidentiality of the information they become aware of during carrying out activities of the Commission member.

8. In its activities and decision-making processes, the Commission shall take into account the recusal/self-recusal mechanisms envisaged under the legislation of Georgia. The decision on the selection of candidates shall ensure the avoidance of the possible conflicts of interest, as well as the effective functioning of the Council.

9. Based on the decision, the Commission shall submit a recommendation to the Director of the Center to nominate particular candidates as members of the relevant council.

10. Based on the recommendation of the Director of the Center, the Minister shall select the candidates for the respective members of the Council, including the candidates for the Chairperson, the Deputy Chairperson and the Secretary of the Council.

11. In case the appropriate number of candidates could not be selected according to this Rule, the Minister is authorized to nominate other candidates for the Councilmembership to the Prime Minister of Georgia for approval taking into account the preconditions under the Articles 3 and 6 of the present Rule/

#### **Article 9. Rule on Nomination the Invited Members of the Authorization Council of Higher Education Institutions and Accreditation Council for the Educational Programmes**

In the case envisaged under paragraph 2, Article 4 of the present Rule, the Minister is authorized to nominate the same candidates to the Prime Minister for appointment to the position of the invited members of the Authorization Council of Higher Education Institutions and Accreditation Council for the Educational Programmes.