

# Order №89 / N of the Minister of Education and Science of Georgia

issued on 14

September 2010

city of Tbilisi

## **On establishment of Legal Entity of Public Law - National Center for Educational Quality Enhancement and Approval of its Statute through Reorganization of Legal Entity of Public Law - National Center for Education Accreditation**

Based on Paragraph 3(a) of Article 3 and Paragraphs 4 and 6 of Article 32 of the Law of Georgia on Educational Quality Enhancement, Paragraph 1(x) of Article 26 of the Law of Georgia on General Education, Paragraph 2(c) of Article 5 of the Law of Georgia on Legal Entities of Public Law, Article 61 of the General Administrative Code of Georgia and Paragraph 2(l) of Article 3 of the provision approved by decree № 37 of the Government of Georgia on the Approval of the Provision of the Ministry of Education and Science of Georgia of May 21, 2004, **I hereby order:**

1. Legal Entity of Public Law - National Center for Educational Quality Enhancement shall be established through Reorganization of Legal Entity of Public Law - National Center for Education Accreditation.
2. The annexed statute of the Legal Entity of Public Law – National Center for Educational Quality Enhancement shall be approved.
3. Order № 222 of the Minister of Education and Science of Georgia of March 27, 2006 on the Establishment of the Legal Entity of Public Law – National Center for Educational Accreditation and on Approval of its Statute shall hereby be declared invalid.
4. The Order shall enter into force upon promulgation.

**D. Shashkin**

## **Statute of the Legal Entity of Public Law - National Center for Educational Quality Enhancement**

*Order №165/N of the Minister of Education and Science of Georgia of December, 30, 2014 - web-site 31.12.2014 Order №175/N of the Minister of Education and Science of Georgia of December, 29, 2016 - web-site 29.12.2016*

### **Chapter I**

#### **General Provisions**

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

1. The Legal Entity of Public Law - National Center for Educational Quality Enhancement (hereinafter - the Center) shall be established to facilitate education quality enhancement.
2. The Center is a legal entity of public law under the Ministry of Education and Science of Georgia (hereinafter - the ministry).
3. The Center shall be independent in its activities. It operates by adhering to the principles of publicity and transparency and is guided by the Constitution of Georgia, the international treaties and agreements of Georgia, the Law of Georgia on Educational Quality Enhancement and other legislative acts, by this statute and other legal acts.
4. The Center shall acquire rights and obligations, appear before court and in relationships with the third parties in its own name.
5. The Center shall have an independent balance, bank and/or treasury account, a logo, a seal with the imprint of a small state coat of arms and other requisites of a legal entity;
6. The legal address of the Center is: N2, 2nd turn of Merab Aleksidze Str. Tbilisi, 0193 Georgia.

*The order N07/n of 5 February 2021 by the Minister of Education, Science, Culture and Sports of Georgia -website, 05.02.2021.*

### **Chapter II.**

#### **Goals and Functions of the Center**

##### **Article 2. Goals of the Center**

Goals of the Center shall be to:

- A) Promote the formation of internal mechanisms of educational quality, implementation of external mechanisms and their further improvement through cooperation with educational institutions and other stakeholders;
- B) Promote free movement of pupils, vocational students, students, graduates and academic personnel in order to ensure their learning, teaching, research and employment

in Georgia, as well as abroad;

C) Promote development of education quality culture in educational institutions;

D) Promote the integration of Georgian educational institutions into international educational space and increase trust in them;

### **Article 3. Functions of the Center**

In order to achieve the goals provided for by Article 2 of this statute, the Center:

a) Performs authorization of educational institutions and accreditation of education programmes, controls observance of the authorization and accreditation standards via monitoring;

b) Develops standards of authorization and accreditation and works on their continuous improvement;

c) Ensures the management and development of the National Qualifications Framework and Classifiers of the Fields of Study;

d) Elaborates and develops sectoral characteristics of higher education and vocational education standards. It may establish sectoral councils/work groups for this purpose;

e) Elaborates recommendations, implements evaluations, holds trainings, seminars, conferences for the development of education quality culture in educational institutions;

f) Provides consultation services for educational institutions and other stakeholders regarding the quality assurance mechanisms, plans and implements measures that are oriented on development of internal quality of the educational institutions;

g) Recognizes the education and confirms authenticity of educational documents issued in Georgia;

h) Checks the linguistic correctness of the state documents that certify education;

i) Carries out supporting economic activities;

j) Carries out accreditation of professional retraining programmes for professional public servants;

k) Administers the acquisition of the right to implement the programme of professional training/professional retraining, according to the rules of procedure established by the Legislation of Georgia;

l) Ensures issuance of public information and proactive publishing of information;

m) Ensures protection of personal data;

n) Ensures informational security of the Center according to the current legal acts;

o) Executes other authorities provided by the Legislation of Georgia.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017 Order №78 / N of the Minister of Education and Science of Georgia, of May 31, 2018 -website, 31.05.2018, The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

## **Chapter III Management and structure of the Center**

### **Article 4. Center Management**

1. Administrative bodies of the Center

are: A) Director

B) Coordinating Council.

2. The Center is managed by the director, who is appointed and dismissed by the Minister of Education and Science of Georgia (hereinafter- the Minister) in agreement with the Prime Minister of Georgia.

3. The Director has a deputy / deputies, who shall be appointed and dismissed by the Director in agreement with the Minister. In case of absence of the Director of the Center or if he/she is unable to perform director's authority, his/her duties shall be fulfilled by the employee of the Center determined by the Director.

3<sup>1</sup>. In case of dismissal of the director, the duties of the director are performed by the Deputy Director defined by the individual administrative legal act of the Minister.

4. The functions of deputy director are determined by the Director.

5. The Coordinating Council is a collegiate body designed to ensure involvement of stakeholders in the management and development of the Center.

*Order №78 / N of the Minister of Education and Science of Georgia, of May 31, 2018 -website, 31.05.2018,*

*Order N35/n of 14 September 2018 by the Minister of Education, Science, Culture and Sports of Georgia, website, 14.09.2018*

## **Article 5. Rights and Obligations of the Director of the Center**

### **1. Director of the Center:**

a) manages the Center, coordinates the structural units and represents the Center within the authority granted by the legislation;

b) appoints and dismisses the staff of the Center in accordance with the procedure prescribed by the legislation, concludes labor agreements with them;

c) defines the functions and obligations of the structural units / subdivisions, distributes duties among the staff of the Center, gives them the relevant instructions and tasks, delegates the authority;

d) uses incentives and disciplinary measures against the staff of the Center; Is entitled to pay salary increment to the staff in accordance with the rules established by the legislation of Georgia;

e) controls activities of the Center's structural units;

f) approves strategic and action plans of the Center in agreement with the coordinating council;

g) (Removed - 28.12.2017, №207/N);

h) in agreement with the coordinating council, approves the rules of information security for internal use, which serve to establish, implement, operate, supervise, support, and improve information security management system and defines the organization's information security policy;

i) issue a document confirming the representation of the Center, based on the functions of the Center;

j) announces competitions with an individual administrative legal act and creates a competition commission;

k) is authorized to approve the rule/rules regulating the relevant issue with its own individual administrative legal act in case of need of an additional / detailed regulation regarding matters falling within the competence of the Center, which shall not be contrary to the applicable Georgian legislation;

l) is authorized to create sectoral councils, commissions and / or other advisory bodies to prepare relevant reports and recommendations in order to increase the efficiency of the activities to be implemented within the competencies of the Center, also, if necessary, to study the individual issues and approve the rules of procedure for their activities;

m) in accordance with the legislation, issues an individual administrative legal act - order;

n) approves staff schedule of the Center in agreement with the Ministry and the coordinating council;

o) approves rules for record-keeping procedure of the Center, also the internal regulations -in agreement with the coordinating council;

p) submits a report on amendments to the statute of the Center to the minister in agreement with the coordinating council;

q) in accordance with Article 12 of the Law of Georgia on Legal Entity of Public Law, agrees respective draft budget, staff list and salary fund with the government in agreement with the coordinating council;

r) performs other functions envisaged by the legislation.

2. The Director within its competence is responsible for the legitimacy of the Center's activities. *Order №153/N of the*

*Minister of Education and Science of Georgia of August 31, 2017 - web-site 31.08.2017 Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N07/n of 5 February 2021 by the Minister of Education, Science, Culture and Sports of Georgia -website 05.02.2021*

## **Article 5<sup>1</sup>. Coordinating Council**

1. The Coordinating Council is a collegiate body designed to ensure involvement of the stakeholders in the Center's management, activities and development processes of education quality assurance mechanisms.

2. The members of the Coordinating Council shall be appointed for the term of authority of 2 years by the Minister upon nomination by the Director of the Center.

3. The Coordinating Council consists of at least 5 and not more than 13 members. A person may be appointed as a member of the Coordinating Council only twice in a row.

4. The composition of the Coordinating Council may include: A representative of the ministry (except for the

state-political official defined by the Legislation of Georgia), representatives of the higher education institutions established in the form of Legal Entity of Public Law and Legal Entity of Private Law (except for the persons holding the highest governing positions at the higher education institutions (a head of a higher education institution (rector), vice-rector, head of an administration (a chancellor), a head of a quality assurance service, founder of a HE or/and a shareholder), representatives of general educational and vocational education institutions established in the form of Legal Entity of Public Law and Legal Entity of Private Law (except for the person holding an administrative position and a founder or/and shareholder of the university), a student, representatives of an employer/association of employers and representatives of civil (NGO) sector, representatives of international organizations working in the field of education, also foreign specialists/experts and other persons, whose knowledge and experience will be important for the development of the Center's activities.

5. A member of the coordinating council, who is appointed:

a) by the quota of the representative of the higher education institution established in the form of Legal Entity of Public Law and Legal Entity of Private Law, shall meet the following qualification requirements:

a.a) PhD or equal academic degree;

a.b) at least 5 years of work experience in respective academic or scientific field;

a.c) knowledge of specifics of the mechanisms for higher education quality assurance, which shall be evidenced by respective work experience/participation in the processes or/and by education;

b) by the quota of the representative of the general education institution established in the form of Legal Entity of Public Law and Legal Entity of Private Law, shall meet the following qualification requirements:

b.a) Master's degree or equivalent academic degree.

b.b) at least 3 years of work experience in the field of general education;

b.c) knowledge of specifics of the mechanisms for general education quality assurance, which shall be evidenced by respective work experience/participation in the processes or/and by education;

c) by the quota of the representative of the vocational education institution established in the form of Legal Entity of Public Law and Legal Entity of Private Law, shall meet the following qualification requirements:

c.a) Master degree or equivalent academic degree;

c.b) at least 3 years of experience in the field of vocational education;

c.c) knowledge of specifics of the mechanisms for vocational education quality assurance, which shall be evidenced by respective work experience/participation in the processes or/and by education;

d) by the quota of a representative of the employers/employers' association, shall meet the following qualification requirements:

d.a) Master's degree or equivalent academic degree.

d.b) work experience on the managerial position in respective field;

d.c) having a status of an employer (on managerial positions) by the time of appointment as a candidate for council membership;

e) by the quota of a student shall meet the following qualification requirements:

e.a) holding at least a status of MA student, also, he/she shall not be a final year student;

e.b) high academic performance;

e.c) knowledge of specifics of the mechanisms for general education quality assurance, which shall be evidenced by participation in respective processes or/and by education;

e.d) engagement in the students or/and international educational activities and projects;

f) by the quota of a representative of the civil sector (NGO) and international organizations working in the field of education, shall meet the following qualification requirements:

f.a) Master's degree or equal academic degree;

f.b) at least 5 years of work experience in the civil sector or in the international organizations working in the field of education;

f.c) knowledge of specifics of the mechanisms for higher education quality assurance, which shall be evidenced by respective work experience/participation in the processes or/and by education;

g) by the quota of a foreign specialist/expert, shall have at least 5 years of work experience at foreign higher education quality assurance organization that is a member of The European Association for Quality Assurance in Higher Education (ENQA) or/and at least 5 years of experience in participation in the institutional or educational programme evaluations of the higher education institutions operating on the territory of the EU member states.

6. A member of the Coordinating Council cannot be the Director of the Center or other staff of the Center.

7. The Coordination Council shall discuss:

a) Action / Strategic Plans of the Center, elaborate proposals about the amendments to them and

on the main directions of the Center's activities;

b) authorization and accreditation standards and procedures, elaborate proposals for their further improvement;

c) the report of Center activities and the draft budget and draft staff schedule of the Center;

d) the results of external evaluation of the Center's activities, including - evaluations implemented by and recommendations provided by The European Association for Quality Assurance in Higher Education (ENQA), The European Quality Assurance Register for Higher Education (EQAR), World Federation for Medical Education (WFME);

e) possibilities of international cooperation in the field of education quality assurance and elaborate relevant recommendations for internationalization of the Center's activities;

f) evaluate the results obtained from implementation of the internal quality assurance mechanisms of the Center and elaborate respective recommendations in order to develop the Center's activities;

g) draft internal regulations of the Center;

h) project on making amendments to the statute of the Center;

i) informational security policy of the organization;

8. In accordance with the rules of procedure established by the legislation, members of the coordinating council shall participate in the processes of authorization of general education, vocational and higher education institutions, accreditation of education programmes and in the process of selection of the candidates for membership of the appeals council.

9. The coordinating council shall be headed by the chair of coordinating council (hereinafter - the chair), who is selected by the council members from their own composition for the term of authority of the same council. The chair imposes a duty of council secretary on one of the members of the council.

10. In case of absence of the Chair, one of the members of the Coordinating Council shall fulfill his/her duties upon his/her own assignment.

11. The chair convenes and leads the session of the Coordinating Council.

12. The Coordinating Council sessions are held at least twice a year. If necessary, it is possible to convene an extraordinary session of the Coordination Council by the Director of the Center or by the Chairman of the Coordinating Council on the request of 1/3 of the Coordinating Council members.

13. The Coordinating Council is authorized if the session is attended by more than half of the Council members.

14. Each member of the Coordinating Council has right to one vote. The Coordinating Council makes the decision by a majority vote of the members present at the session. If votes are equally divided vote by the Chairperson is decisive.

15. Decisions of the Coordinating Council shall be formalized with a minutes, which is signed by the Chairperson of the session and the secretary of the session. If any member of the Council disagrees with the decision made at the session, he/she is entitled to request for his / her different opinion to be recorded in the minutes of the meeting.

16. The minutes of the meeting of the Coordinating Council, including the minutes of the meeting drawn up in electronic format, are published on the website of the Center within 10 business days after the meeting.

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

18. A member of the Coordinating Council must be independent, objective and impartial in the performance of his or her functions and must be able to maintain neutrality in any situation.

19. Activities of the members of the Coordinating Council are performed without remuneration. In case of a membership of a foreign citizen in the Coordinating Council, within the working visit, the Center shall be entitled to reimburse the travel (international and local; taking into account cost of travel in relevant direction, but no more than value of economy-class (or its corresponding class) ticket) temporary accommodation and per diem expenses (in amount of 150 GEL).

20. The Coordinating Council shall be authorized to hold the session and discuss issues in remote electronic format in the following cases:

a) upon decision of the chair;

b) upon written request of more than half of the Coordinating Council members;

c) upon request of the Director of the Center, if carrying out of the council's session in remote electronic format is justified based on technical reasons, financial and / or other reasonable grounds.

21. In the case of holding a session of the Coordinating Council in a remote electronic format:

a) Information materials on the agenda, date / time and issues to be discussed at the session shall be forwarded to the members of the Coordinating Council in advance to their e-mail addresses for the purpose of familiarization;

b) Members of the Coordinating Council participate in the session through the Internet ("Skype" or other communication application) by simultaneous access to it;

c) The draft minutes of the session shall be sent to the participant members of the Coordinating Council by e-mail;

d) If any member of the Coordinating Council who participated in session via a remote electronic format disagrees with the decision made at the session, he/she is entitled to request for his / her different opinion to be recorded in the minutes of the meeting;

e) After holding a session of the Coordinating Council via remote electronic format, decisions of the Coordinating Council shall be formalized by the minutes

signed by the Chairperson of the Council and the Secretary of the session.

22. The administrative support of the Coordinating Council is carried out by the Center.

23. The Minister shall terminate the power of the coordinating council before the expiration of the term of authority:

- a) on the basis of a personal statement;
- b) upon the entry into force of a guilty verdict rendered by a court against it;
- c) in case of recognition as an entity with limited legal capacity or as a support recipient by a court, unless otherwise provided by the Court's decision;
- d) upon submission by the Center's director:

d.a) in case of failing to attend the sessions of the coordinating council if this hinders the activities of the council;

d.b) in case of disclosing the information or/and documentation obtained while performing the duties of the member of the coordinating council to the third party, in the case of publishing such information/documentation or/and using it for personal interests;

d.c) in case of violation of the regulation provided for by the paragraph 17 or/and 18 of this article;

d.d) in the case of implementation of such action that threatens the reputation of the Center or harms the interests of the Center;

d.e) upon dismissal from the held position, if this official position, based on the paragraph 4 of this article, represented a basis for nomination of a specific candidate member of the coordinating council by the Director of the Center.

24. In the case of termination of the authority of a member of the coordinating council before the expiration of the term of the authority, the Minister, upon nomination by the Center's director, appoints a new member of the coordinating council within a month for the remaining term of authority according to the established qualification requirements.

*Order №78 / N of the Minister of Education and Science of Georgia, of May 31, 2018 -website, 31.05.2018,*

*The order N07/n of 5 February 2021 by the Minister of Education, Science, Culture and Sports of Georgia -website, 05.02.2021.*

## **Article 6. Structure of the Center**

1. The Center shall ensure implementation of its powers through structural units - departments and divisions. A structural unit - department may include structural sub-divisions in the form of a division.

2. Structural units of the Center are:

a) Higher Education Quality Assurance Department;

b) Vocational Education Quality Assurance Department;

c) General Education Quality Assurance Department;

d) Qualifications Development Department;

e) Educational Services Development Department;

f) Legal Department;

g) HR and Case Management Department;

h) (removed - 17.07.2020, N82/n);

i) Procurements and Logistics Department;

j) Financial Division;

k) Internal Audit Department;

l) Planning, research and International Relations Department;

m) PR and Organizational Division.

3. The powers of the structural units/subdivisions of the Center shall be determined by this statute, additionally they may be defined by the order of the Director of the Center and if necessary,

by internal provisions of the structural unit/subdivision.

4. The functions of all structural units/subdivisions of the Center, except for individually determined functions by this statute, are as follows:

- a) cooperation with Planning, Research and International Relations Department for the purposes of effective implementation of the events planned within their own scope;
- b) Provision of processed/produced information within the scope of competence to the person responsible for distribution of public information;
- c) timely response to the correspondence received in the Center in compliance with the applicable Legislative acts of Georgia;
- d) to inform the other structural units of the Center and stakeholders within its competence, to provide consultations on relevant issues and participate in the planned trainings;
- e) analysis of its activities regarding the issues falling within its competence, developing proposals in order to improve the quality of work and increase its efficiency;
- f) cooperation with other structural units of the Center, based on the functions and purposes of the Center;
- g) performing other duties envisaged by the legislation;
- h) performing other tasks assigned by the head, that do not contradict the active Legislation of Georgia.

5. The decision made by the Director of the Center, his/her Deputy / Deputies, by a Head of a Structural Unit can be appealed in Court.

6. In case of absence of the head of the structural unit of the Center his/her duties are performed by the person defined by the director of the Center.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website,29.10.2019.  
The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website,17.07.2020.*

## **Article 7. Higher Education Quality Assurance Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute, the functions of the Higher Education Quality Assurance Department shall be as follows:

- a) Implementation of processes of authorization of the higher education institutions and accreditation of the higher education programmes according to the active legal acts, ensuring credibility of authorization and accreditation processes and publicity of their results;
- b) Implementation and development of quality assurance mechanisms of higher education (including abroad) in accordance with the recommendations of the Bologna Process, including according to the requirements of the Quality Assurance Standards and Guiding Principles of European Higher Education Area (ESG);
- c) Cooperation with international experts, organizations and foreign quality assurance agencies in order to develop authorization and accreditation standards and procedures, elaboration of recommendations and submission of respective proposals to the Director of the Center;
- d) Management and development of the experts pool of the authorization of higher education institutions and accreditation of higher education programmes, also facilitating the engagement of international experts in the processes of authorization of higher education institutions and accreditation of education programmes of Certified Medical Doctor;

- e) Management and implementation of process of evaluation of the experts' activities, elaboration of respective proposals and submission to the Director;
- f) Implementation of monitoring in order to establish compliance with the higher education institutions authorization and higher education programmes accreditation standards;
- g) To carry out work meetings for the higher education institutions and other stakeholders about the issues related to the higher education quality assurance, authorization and accreditation;
- h) Planning and implementing developmental events (trainings, work meetings, conferences and so on) for higher education institutions, for experts higher education institutions authorization and higher education programmes accreditation, for the members of the councils of higher education institutions authorization and higher education programmes accreditation and for members of Appeals Council and for other stakeholders in order to implement supportive measures that are oriented on the development of higher education quality;
- i) Supporting the process of preparation of recommendations and guidelines for the higher education institutions and other stakeholders;
- j) Administering the recognition of accreditation granted to higher education programmes, including joint higher education programmes developed by foreign organization having relevant competence in adherence with requirements of the Legislation of Georgia;
- k) Provision of an authorized body with information in order to check correctness of the information reflected in special form-questionnaires drawn up by the higher education institution.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017 Order №78 / N of the Minister of Education and Science of Georgia, of May 31, 2018 -website, 31.05.2018, The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019. The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

#### **Article 8. Vocational Education Quality Assurance Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the Vocational Education Quality Assurance Department shall be as follows:

- a) implementation and development of the vocational education quality assurance mechanisms, including, according to the active legal acts, implementation of authorization of vocational education institutions, obtainment of the right to implementation of vocational education programmes by the higher and general education institutions, adding the vocational education programmes by the education institutions that implement the vocational education programmes, increasing the threshold number of students, assurance of credibility of this process and publicity of its results;
- b) Elaboration of recommendations in order to develop standards and procedures for obtaining the right to implement authorization and professional training/professional retraining programmes and submission of respective proposals to the Director of the Center;
- c) Implementation of the monitoring in order to establish compliance of the vocational education institutions with the authorization standards;
- d) Management and development of the experts pool created in order to implement the authorization of vocational education institutions and obtain the right to implement professional training and professional retraining programmes;
- e) Within the scope of its competence, to reflect respective information in the vocational education management information system, to provide it to the LEPL Education Management Information System;
- f) Implementation of functions of the council's office, in order to grant the right to implement professional training/retraining programmes;



g) Implementation of the processes of obtaining the right to implement professional training and retraining programmes, also the process of confirmation of professional training and retraining programmes according to the current legislation, assurance of credibility of this processes and publicity of their results;

h) (removed- 17.07.2020, №82/N);

i) Implementation of monitoring in order to establish compliance of the obtainment of the right to implement professional training and retraining programmes by the legal entity that implements professional training and retraining programmes with the standards;

j) Planning and implementing developmental events (trainings, work meetings, conferences and so on) for vocational education institutions, for vocational education institutions authorization and vocational education programmes accreditation experts, for the members of the councils of vocational education institutions authorization, for the members of the council created to grant the right to implement professional training/retraining programmes and for the appeals council members and for other stakeholders in order to implement supportive measures that are oriented on the development of vocational education quality;

k) Facilitation of the process of preparation of recommendations and guidelines for the education institutions that implement vocational education activities, for the institutions that implement professional training/retraining programmes and for other stakeholders;

l) Carry out working meetings for educational institutions and other stakeholders on the issues of vocational education quality assurance, obtainment of the right to implement authorization, professional training/retraining programmes;

m) Elaboration of the methodology for recognition of informal education;

n) Administration of the process of obtainment of the right to recognize informal education within the scope of vocational education;

o) Monitoring the process of recognition of informal education within the scope of vocational education;

p) Administration of the process of certification of the consultants for recognition of informal education within the scope of vocational education and keep the records of the consultants;

q) Management and implementation of the process of evaluation of the experts' activities, elaboration of respective proposals and submission to the Director;

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N63/n of 1 April 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 01.04.2019.*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

*The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

## **Article 9. General Education Quality Assurance Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the General Education Quality Assurance Department shall be as follows:

a) Implementation of accreditation and authorization process in accordance with applicable legislative acts, implementation of the process of increasing the number of students' threshold, ensuring the credibility of those processes and publicity of their results;

b) Elaboration of recommendations in order to develop the standards/procedures of authorization and accreditation an submission of respective proposals to the Director of the Center;

c) Implementation of monitoring for determination of compliance with accreditation and authorization standards;

d) Management and development of experts' pool;

e) Carrying out respective measures in order to facilitate implementation of the general education programmes recognized abroad in Georgia, in accordance with the Law of Georgia on General Education;

f) Carrying out work meetings for general education institutions and other stakeholders on the issues related to the general education quality assurance, authorization and accreditation;

g) Planning and implementing developmental events (trainings, work meetings, conferences and so on) for general education institutions, for general education institutions authorization and general educational programmes accreditation experts, for the members of the councils of general education institutions authorization and general educational programmes accreditation and for members of appeals council and for other stakeholders in order to implement supportive measures that are oriented on the development of general education quality;

h) Supporting the process of preparation of recommendations and guidelines for the general education institutions and other stakeholders;

i) Management and implementation of the process of evaluation of the experts' activities, elaboration of respective proposals and submission to the Director;

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

*The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

#### **Article 10. (Deleted).**

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N63/n of 1 April 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 01.04.2019.*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

#### **Article 11. Qualifications Development Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the Qualifications Development Department shall be as follows:

a) Management of the process of elaboration and development of the national qualifications and classifiers for the fields of study;

b) Elaboration of the methodology for establishing compliance of learning outcomes with the level of national qualifications framework in order to elaborate and develop the learning outcomes;

c) Assurance of accessibility of the information related to the qualifications and plan and implement respective measures;

d) Management of the processes of elaboration and development of the vocational education standards and sectoral characteristics of the higher education;

e) Preparation of the reports related to the formation of the fields of study and for the purposes of creation/development of qualifications;

f) Facilitation of elaboration and development of electronic qualifications platform;

g) Facilitation and management of the activities of vocational sectoral councils and the higher education sectoral councils;

h) (removed- 17.07.2020, №82/N);

i) Elaboration of recommendations based on research and analysis of international experience and best practices, in order to develop qualifications;

j) Elaboration of recommendations related to evaluation of a student/vocational student.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017 Order №78 / N of the Minister of Education and Science of Georgia, of May 31, 2018 -website, 31.05.2018, The order N63/n of 1 April 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 01.04.2019.*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

*The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

## **Article 12. Educational Services Development Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute, the functions of the Educational Services Development Department shall be as follows:

- a) Communication and coordination with the European Information Centers and National Academic Recognition Information Network (ENIC-NARIC Network);
- b) Provision of the documents issued by the ministry and the bodies under its system, also the information necessary for apostillization/legalization of documents issued by the educational institutions within the scope of their authority to the LEPL - Public Service Development Agency;
- c) Implementation of the process of recognition of education obtained abroad;
- d) Provision of consultations for citizens/applicants with the scope of its own competence;
- e) Implementation of the process of recognition of education obtained by the persons with international protection;
- f) Implementation of the processes of confirming authenticity of educational documents issued in Georgia;
- g) Implementation of processes of recognition of education received in Georgia;
- h) Issuance of the documents confirming recognition of education envisaged by the laws of Georgia on higher/vocational educations, except for the cases provided for by the legislation;
- i) Recognition of documents certifying the education provided by educational institutions of the Apostolic Autocephalous Orthodox Church of Georgia in accordance with the rules established by the relevant legal acts;
- j) Examination of linguistic correctness of the sample forms (drafts) of state documents that certify education.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

*The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

## **Article 13. Legal Department**

1. The legal office consists of the following structural subdivisions:

- a) Law-making division;
- b) Dispute division.

2. The functions of the legal department, in addition to the functions of its structural subdivisions and the functions envisaged by Article 6(4) of this statute are as follows:

- a) Legal assurance of the Center's activities;
- b) Provision of legal consultation and legal support to other structural subdivisions of the Center.

3. Functions of the law-making division are:

- a) Elaboration drafts of the internal regulations of the Center and other internal legal acts regulating the activities of the Center;
- b) Preparation of the draft normative acts related to the issues under the Center's competence and improvement of the normative base;
- c) Facilitation of orderly operation of other structural units of the Center in legal terms;
- d) Timely response to correspondence received in the division in compliance with the applicable Legislation of Georgia;

4. The functions of the Dispute Division are:

- a) Representation of the Center by established rules of procedure at other administrative bodies;
- b) Representation of the Center by established rules of procedure at court.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

#### **Article 14. HR and Case Management Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the HR and Case Management Department shall be as follows:

- a) Elaboration and management of the HR management policy of the Center in accordance with the legislation of Georgia and the regulations governing the internal activities of the Center;
- b) Organization of the process of attraction and selection of the human resources, conclusion of the documentation related to the labor relations;
- c) Elaboration and development of the job descriptions of the staff;
- d) Establishment and development of the system for motivation and evaluation of the activities performed by the staff;
- e) Research of professional development needs of the staff and implementation of supportive measures for professional development;
- f) Implementation of the supporting measures for development of employees' corporate culture;
- g) Administration of personal files of the staff;
- h) Management of the relationships relating to the labor activities of the employees and administration of relevant documents;
- i) Organize and manage the internship process;
- j) Controlling the performance of the duties envisaged by the Center's internal regulations by the staff within its competence;
- k) Preparation of respective documentation for the staff's remuneration, within its competence;
- l) Research of the staff's satisfaction;
- m) Implementation of activities related to documentation process according to the applicable Legislation of Georgia and the acts that regulate internal activities of the Center;

n) Monitoring of the Center's documentation process and providing information on statistical data within the scope of competence to the relevant services for response;

o) Check and submit documentation prepared in accordance with the nomenclature of the Center, ensuring access to the archived materials and issuing copies;

p) Administration of e-mail of the Center.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

*The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

#### **Article 15. (Deleted).**

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

*The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

#### **Article 16. Procurements and Logistics Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the Procurements and Logistics Department shall be as follows:

a) Planning and implementation of state and other types of procurements (hereinafter - procurements) in accordance with applicable Legislation of Georgia and the acts regulating the internal activities of the Center;

b) Monitoring and analysis of procurement processes;

c) Preparation of procurement agreements and monitoring of fulfillment of the terms of those agreements;

d) Presentation of reports on ongoing procurements;

e) Plan, supply, store, distribute, record, care and update the material and technical resources of the Center in compliance with the applicable legislation of Georgia and the acts regulating the internal activities of the Center;

f) Management of the storage;

g) Planning and implementation of the inventory process of material values included in the balance of the Center;

h) Management of the Center's auto-park and organizing activities necessary for its proper functioning, as well as monitoring the performance of the driver's duties according to the established timetable.

i) Ensuring proper functioning of communication and electronic technologies;

j) Maintenance of the real estate of the Center;

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

#### **Article 17. Removed**

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

#### **Article 18. Financial Division**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the Financial Division shall be as follows:

a) Management of ongoing financial activities of the Center according to the applicable legislation of Georgia;

- b) Preparation of draft budget of the Center;
- c) Monitoring the execution of the Center's budget;
- d) Provision of accounting-reporting procedure and compiling the balance sheet;
- e) Prior financial analysis of the Center's projects;
- f) Defining the service fees of the Center according to the applicable Legislation of Georgia;
- g) Preparation of financial reports of the Center;
- h) Carry out operations related to the receipt / issuance of property in accordance with the rules defined by the Legislation of Georgia except for public procurement;

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

#### **Article 19. Internal Audit Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the Internal Audit Department shall be as follows:

- a) Implementation of an audit in accordance with the Law of Georgia on "Public Internal Financial Control" and "Information Security" and the acts regulating the internal activities of the Center;
- b) Evaluation / Monitoring of compliance of the structural units of the Center with the Legislation of Georgia and elaboration of recommendations;
- c) Within the competence, planning and implementation of supporting activities of structural units of the Center to effectively manage their activities;
- d) Cooperation with other structural units of the Center and stakeholders within its competence;
- e) To examine and identify existence of violation, professional misconduct at the Center and/or actions that are inconsistent with the goals of the Center, to establish the reasons that caused or/and facilitated these actions and to implement preventive measures and prepare a report and submit it to the director, if necessary;
- f) Implementing secret proceedings, ensuring protection of the secrecy regime related to relevant information and documentation provided by the applicable legislation;

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

#### **Article 20. Planning, Research and International Relations Department**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the Planning, Research and International Relations Department shall be as follows:

- a) To implement internal quality assurance measures for the Center's activities;
- b) To develop, update and monitor implementation of the Strategic and Action Plans of the Center;
- c) To develop proposals for the introduction of new methods of management and technologies at the Center and submit them to the management;
- d) To facilitate the effectiveness and increase efficiency of the work processes and procedures of the Center and carry out relevant activities for this purpose;
- e) To determine the rules for developing the report on the activities of the Center and coordinate the preparation of reports;

- f) To find and attract donors and funds for projects and programmes related to organizational development of the Center.
- g) To manage coordinate the projects/programmes related to organizational development of the Center;
- h) If necessary, in coordination with respective structural units, to analyze the expediency of the projects/programmes to be implemented at the Center, to coordinate the process of preparation of respective statements and manage/coordinate the projects/programmes to be implemented;
- i) To elaborate, implement and analyze the mechanisms for evaluation of the Center's services by the stakeholders;
- j) To establish necessity of researches (thematic analysis) related to implementation of external mechanisms for facilitation of education quality development, in coordination with respective structural units, to initiate researches in agreement with the Director of the Center and to coordinate their implementation;
- k) To provide administrative support for the activities of the coordinating council;
- l) To plan, implement and coordinate joint international projects in order to promote internationalization of education and international relations of the Center;
- m) To coordinate/monitor Bologna Process in Georgia and to cooperate with the ministry for its support, within the competence of the Center;
- n) To coordinate co-operation of other structural units of the Center with international partners and donor organizations;
- o) To coordinate international evaluation processes related to the activities of the Center;
- p) To conduct the process of integration into the international organizations / associations / networks in accordance with the Center's Strategy and coordinate cooperation with them;
- q) To gather, analyze the information in order to disseminate the recommendations of international partner organizations in Georgian education area and to find ways for their implementation;
- r) To support the implementation of relevant changes in the field of education and the process of monitoring of implementation of obligations under international agreements in order to promote European integration;
- s) To plan and implement the measures directed at raising awareness on the EU and its policy in the education field;
- t) To provide information for the stakeholders and communicate with them in order to implement international institutional and programme evaluation.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

*The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.*

*The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

## **Article 21. Public Relations and Organizational Division**

In addition to the functions envisaged by the paragraph 4 of Article 6 of this statute the functions of the Public Relations and Organizational Division shall be as follows:

- a) To define and implement a public relations strategy based on the Action Plan of the Center;
- b) To develop the characteristics of the Center's brand and generate/collect ideas for this purpose and analyze them and organize their

implementation;

c) To administer official website and social networks of the Center;

d) To cooperate with the relevant structural units for the purpose of efficient implementation of the measures established within the competence of the Center and of the separate structural units of the Center , in order to ensure organizational issues;

e) To inform the public about the activities of the Center, to organize the process of mass communication and dissemination of the information on the Center and its activities;

f) To plan and organize the implementation of marketing events;

g) To administer the hot line.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017 Order №78 / N of the Minister of Education and Science of Georgia, of May 31, 2018 -website, 31.05.2018,  
The order N215/n of 28 October 2019 by the Minister of Education, Science, Culture and Sports of Georgia -website, 29.10.2019.  
The order N82/n of 17 July 2020 by the Minister of Education, Science, Culture and Sports of Georgia -website, 17.07.2020.*

## **Chapter IV**

### **Center's Property and Financing, State Control**

#### **Article 22. Property of the Center**

1. In order to carry out the goals and implement the assigned functions, the Center has a property and its rule of formation is determined by the Legislation of Georgia.
2. The property of the Center is reflected in its independent balance.

#### **Article 23. Funding and reporting of the Center**

1. Sources of financing of the Center shall be:
  - a) Targeted funds allocated from the state budget of Georgia;
  - b) Fees for the services rendered by the Center;
  - c) Purpose loans and grants;
  - d) Income received from the work performed on the basis of the contract;
  - e) Income received as a gift and donation;
  - f) Other incomes allowed by the Legislation of Georgia.
2. The Center is obliged to carry out the accounting of and reporting on financial and economic activities, draw up the balance sheets and submit them to the Ministry for approval in accordance with the Legislation of Georgia,
3. Center is accountable on the targeted use of budget funds according to the rules established by the Legislation of Georgia.
4. The annual balance sheet of the Center shall be verified by an independent auditor appointed by the Ministry.

#### **Article 24. Control over the activities of the Center**

Control over the activities of the Center is undertaken by the Ministry in accordance with the Law of Georgia on Legal Entity of Public Law.

## **Chapter V**

### **The rule for making amendments to the statute of the Center, reorganization or liquidation**

#### **Article 25. The rule for making amendments to the statute of the Center, reorganization or liquidation of the Center**

1. Amendments to the statute of the Center, its reorganization or liquidation shall be carried out in accordance with the rules established by the Legislation of Georgia.
2. The property remaining after liquidation of the Center shall be transferred to the state according to the rule established by the legislation.