



## **Follow-up Evaluations of the Authorization**

Post-Authorization/Follow-up Evaluations conducted by LEPL -  
National Center for Educational Quality Enhancement

Tbilisi

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# Institutional Evaluation of the Higher Education Institution

## LEPL - National Center for Educational Quality Enhancement

The Center conducts the authorization of educational institutions and accreditation of educational programmes and monitors the fulfillment of the authorization and accreditation standards to ensure external quality assurance of the educational institutions. It develops and implements both external and internal mechanisms for education quality assurance and develops the relevant recommendations. The Center promotes the development and advancement of educational programmes. Additionally, it works on the improvement of the National Qualifications Framework to ensure advancing and compliance with the European Education Area; it maintains a registry of educational institutions and administers the students mobility process. The Center conducts the recognition of educational documents and verification of authenticity to ensure credibility of educational documents and the compliance of the learning outcomes of the obtained education with the qualifications recognized by the State. It provides information to the Public Service Development Agency for legalization and apostille certification. Besides, it checks the linguistic correctness of the diploma - the State document certifying the education. The Center cooperates with international organizations and foreign institutions and is involved in international projects.

## The objectives of the National Center for Educational Quality Enhancement

The objectives of the National Center for Educational Quality Enhancement (hereinafter the Center) are as follows:

1. To develop a result-oriented quality assurance system and improve relevant services for the educational institutions and programmes;
2. To promote the quality enhancement mechanisms and quality culture at the educational institutions through counseling meetings, trainings and other relevant services;
3. To develop and improve qualifications based on the requirements of the international labor market;
4. To promote the lifelong learning principles;
5. To promote the integration of Georgia into the European Higher Education Area.

## Goal of the Authorization Evaluation

One of the mechanisms of external quality assurance is the authorization of the higher education institution. A goal of the authorization is an institutional evaluation of the institution and determination of compliance with the authorization standards. On the one hand, the authorization serves for evaluation of the institutions' academic, research and public activities (the third mission) and on the other hand it monitors how efficiently the institution implements internal quality assurance mechanisms and whether the existing mechanisms are focused on the fulfillment of the mission and the strategic plan.

The authorization evaluation is performed by an authorization expert panel based on the analysis of the information obtained as a result of an authorization site-visit and a self-evaluation of the university.

## **Follow-up Evaluations of the Authorization**

### **Goal of the follow-up evaluation of the authorization**

The Center determined the monitoring of the fulfillment of the authorization recommendations and improvement of functioning of the institution as a goal of the follow-up evaluation of the authorization.

Follow-up evaluation of the authorization gives the institution and the Center an opportunity to see the impact of the authorization process on the development of the institution, which is demonstrated by the fulfillment of the recommendations and further development by the institution.

Follow-up evaluation of the authorization represents an important opportunity for the institution to demonstrate the progress that is achieved after obtaining the authorization. Follow-up evaluation also gives the institution an opportunity to make the institution's progress visible for the society (including the internal community of the university), which promotes the quality culture at the institution.

Follow-up evaluation of the authorization also gives the institution's management a chance to ensure engagement of the university community in the continuous process of the development.

### Types of the follow-up evaluation of the authorization

Decision on authorization is made by the Authorization Council, which is appointed and dismissed by the Prime Minister of Georgia upon nomination of the Ministry. The Authorization Council or/and Center may determine the following follow-up evaluations of authorization:

1. Report on the fulfillment of the recommendations provided in the authorization expert panel report;
2. Inspection of the fulfillment of the authorization conditions by the higher education institutions;
3. The self-evaluation report which shall be submitted by the education institution to the Center at least once in every 3 years to inspect the authorization conditions.
4. Monitoring implemented by the Center at the institution which was restricted to admit students upon Decision of the Council.

### Report on the fulfillment of the recommendations provided in the authorization experts panel report

The Council decides to set a term for the institution to submit a report on the implementation of the received recommendations if during the evaluation of the compliance with the authorization standards, the higher education institution is evaluated as follows:

- is evaluated as “substantially complies with standard requirements” against **more than one standard**;
- is evaluated as “partially complies with standard requirements” against **one of the standards** (except for the 3rd or/and 4th standards of the authorization) conditioned by the evaluation of more than one component of the standard as “partially complies with standard requirements”;
- is not evaluated against **none of the standards** as “does not comply with standard requirements.”

The Decision is reflected in the minutes of the Council session. The term of the report shall not exceed one year and it shall start from the day when the Decision enters into force.

The higher education institution submits a [report filled in a respective form](#) (if necessary with the annexes) to the Center within the term set by the Council. The Center shall examine the compliance of the report submitted by the institution within 3 working days. The Center shall set the term for the educational institution to rectify the deficiencies if the latter does not submit respective report or the documents to be attached to it to the Center.

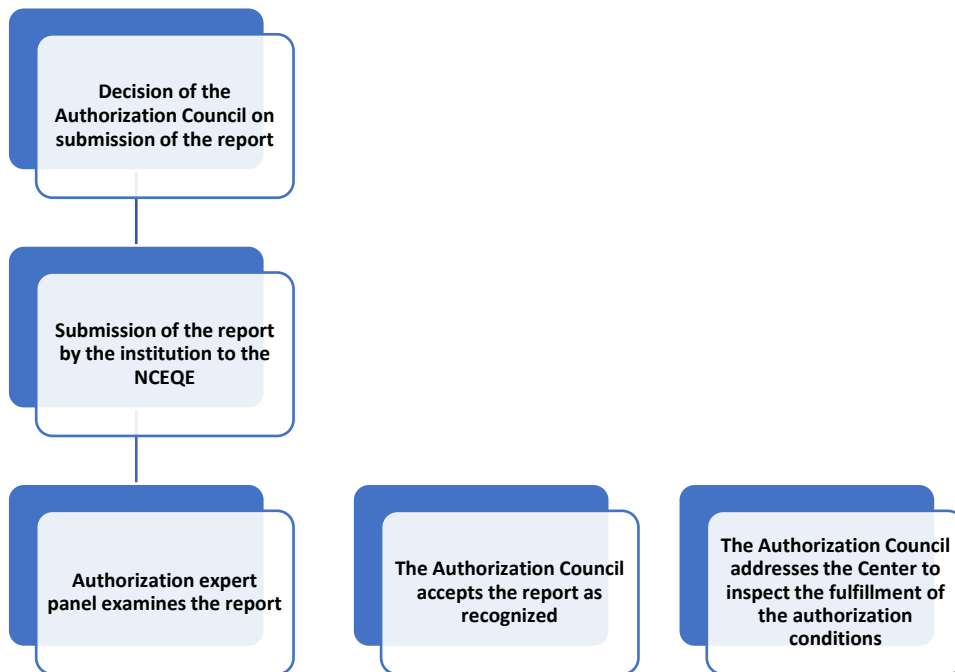
Presented report shall be examined by the authorization expert panel composed by the following members of the experts pool: administrative/academic staff of other higher education institutions, the composition may also include a student, an employer and other persons with relevant qualifications. The authorization expert panel is led by the Chair. Based on the request from the authorization expert panel, the Center is authorized to request respective documentation from an institution. The authorization expert panel elaborates a report, formal compliance of which is determined by the Center.

The report elaborated by the authorization expert panel shall be submitted to the Council and also to the respective educational institution for introduction. The report submitted by the educational institution and report of the authorization expert panel shall be reviewed at the Council session. The decision shall be made by the institution within 90 calendar days from the submission of the report.

The Council shall be authorized to:

- Accept the report as recognized;
- Address the Center by the petition on implementation of the monitoring to inspect the fulfillment of the authorization conditions by the educational institution. The Decision is reflected in the minutes of the session.

Representative/representatives of the institution participate in the review process at the Council session and the Council based on the oral hearing has an opportunity to be assured that the recommendations provided in the authorization expert report are fulfilled by the institution and there is progress at the institution.



## Inspection of the fulfillment of the authorization conditions by the higher education institutions through the monitoring

The Council decides to grant the authorization to the institution and addresses the Center with the petition to implement a monitoring at the institution (within the term of 2 years), if during the evaluation of the compliance with the authorization standards, the higher education institution is evaluated as follows:

- is evaluated as “partially complies with standard requirement” against **more than one standard** (except for the 3rd or/and 4th standards of the authorization) conditioned by the evaluation of more than one component of the standard as “partially complies with standard requirements”;
- is not evaluated against **none of the standards** as “does not complies with standard requirements.”

The decision is reflected in the minutes of the Council session;

Inspection of the fulfillment of the authorization conditions by the higher education institutions is carried out through scheduled and/or unscheduled monitoring.

**Scheduled monitoring** is implemented based on the mediation of the Council or/and initiation of the Center. Annual plan for scheduled monitoring of the higher education institutions shall be approved by the individual administrative-legal act of the Director of the Center, which shall be sent to the respective higher education institution within 10 working days after its publication.

**Unscheduled monitoring** is implemented based on the mediation of the Council, based on the complaint submitted to the Center about the fulfillment of the authorization standards by the higher education

institution and/or by the initiative of the Center. The complaint may be submitted to the Center by an interested person (a student, academic, scientific, invited or/and administrative staff and others) who believes that the authorization standards of the higher education institution defined by the Statute are breached. The form of the complaint, the methodology for elaborating and reviewing the complaint shall be approved by the individual administrative-legal act of the Director of the Center.

During implementation of scheduled or/and unscheduled monitoring to inspect the fulfillment of the authorization conditions, the Center shall be authorized to request the relevant documentation/information from the institution. If an additional need for examination of the fulfillment of authorization conditions is identified as a result of examination of the documentation/information, the Center shall issue an individual administrative-legal act on the creation of authorization expert panel and on scheduled or/and unscheduled monitoring at the institution through site visit or/and examining the documentation, while otherwise, the Center shall terminate the administrative proceedings on monitoring.

The authorization expert panel is created in case of inspection of the fulfillment of authorization conditions through scheduled or/and unscheduled monitoring including the following members of the experts pool: the administrative/academic/scientific/invited staff of other higher education institutions, also it may include a student and employer. If the higher education institution implements a regulated educational programme the composition of the panel may also include a representatives of the relevant regulatory body or/and professional association and other persons having relevant qualification. The authorization expert panel is led by the Chair.

In case of scheduled monitoring site visit and/or study of documentation, the institution shall be notified at least 10 working days before the start of the site visit; While in case of an unscheduled monitoring it shall be notified directly before the commencement of the site visit or 5 calendar days prior to the visit.

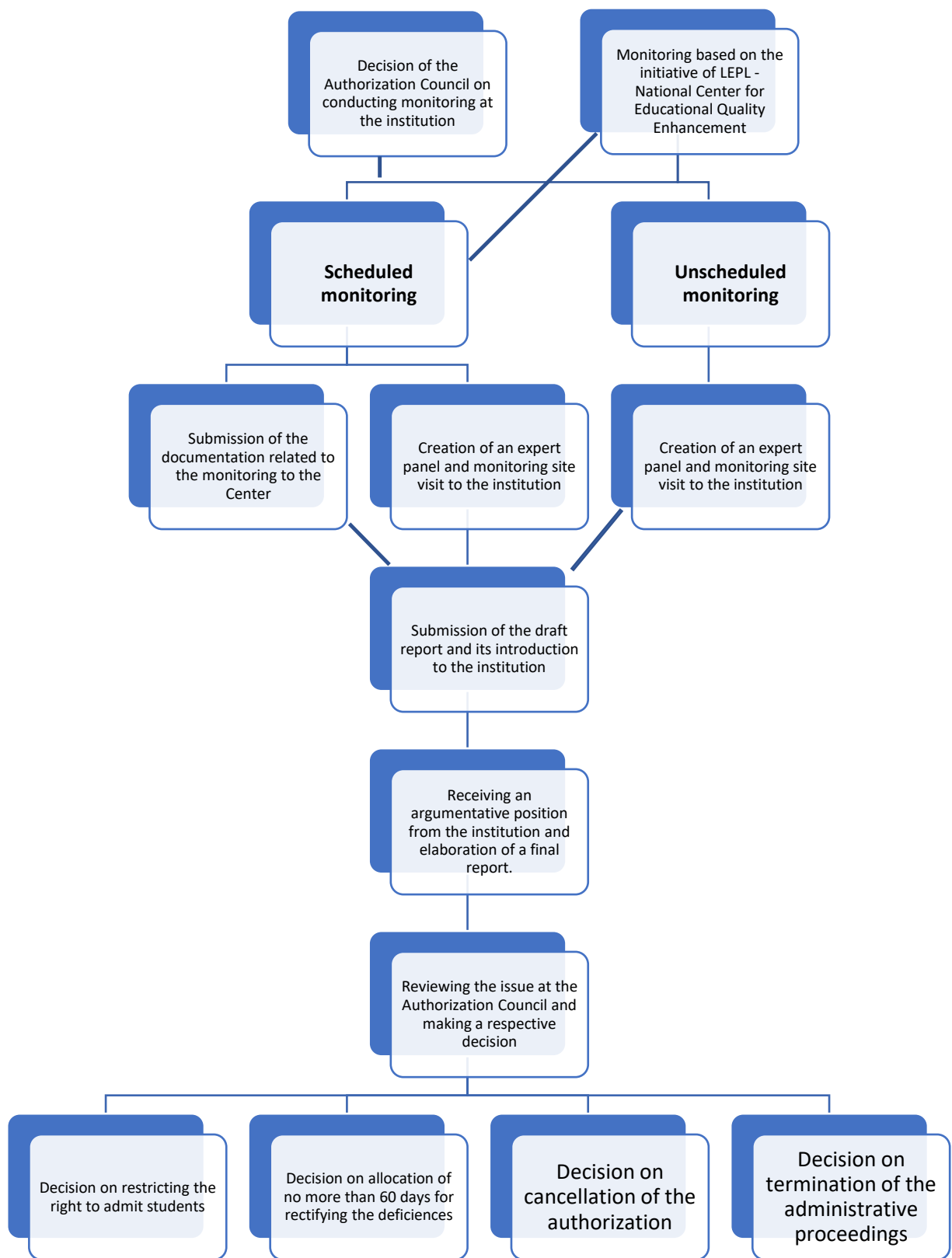
In case of creation of the authorization expert panel, a draft report of the panel is elaborated, submitted to the Center and sent to the institution. The institution submits an argumentative position in written form to the Center within 10 working days after familiarization with the draft report which then is sent to the expert panel and the authorization Council. After familiarization with the position, a final report elaborated by the expert panel includes information on whether the panel shares or does not share the argumentation.

The Council is authorized to make the following decisions as a result of inspecting the fulfillment of the accreditation conditions:

- Decision on termination of administrative proceedings related to the monitoring;
- decision on cancellation of the authorization if the institution is assessed in relation to one of the standards as "does not comply with standard requirements", or the institution violates the norms of the legislation of Georgia in the field of education regarding the origin, suspension or termination of the student status of the higher education institution;
- Decision on restricting the students admission for the institution if it is assessed as “partially complies with standard requirements” against one of the standards and is not assessed as “does not



comply with standard requirements” against none of the standards; If the institution is once again assessed against one of the standards as “partially complies with standard requirements”; In case of identification of the deficiencies, the Council is authorized to provide higher education institution with no more than 60 days to rectify these deficiencies.



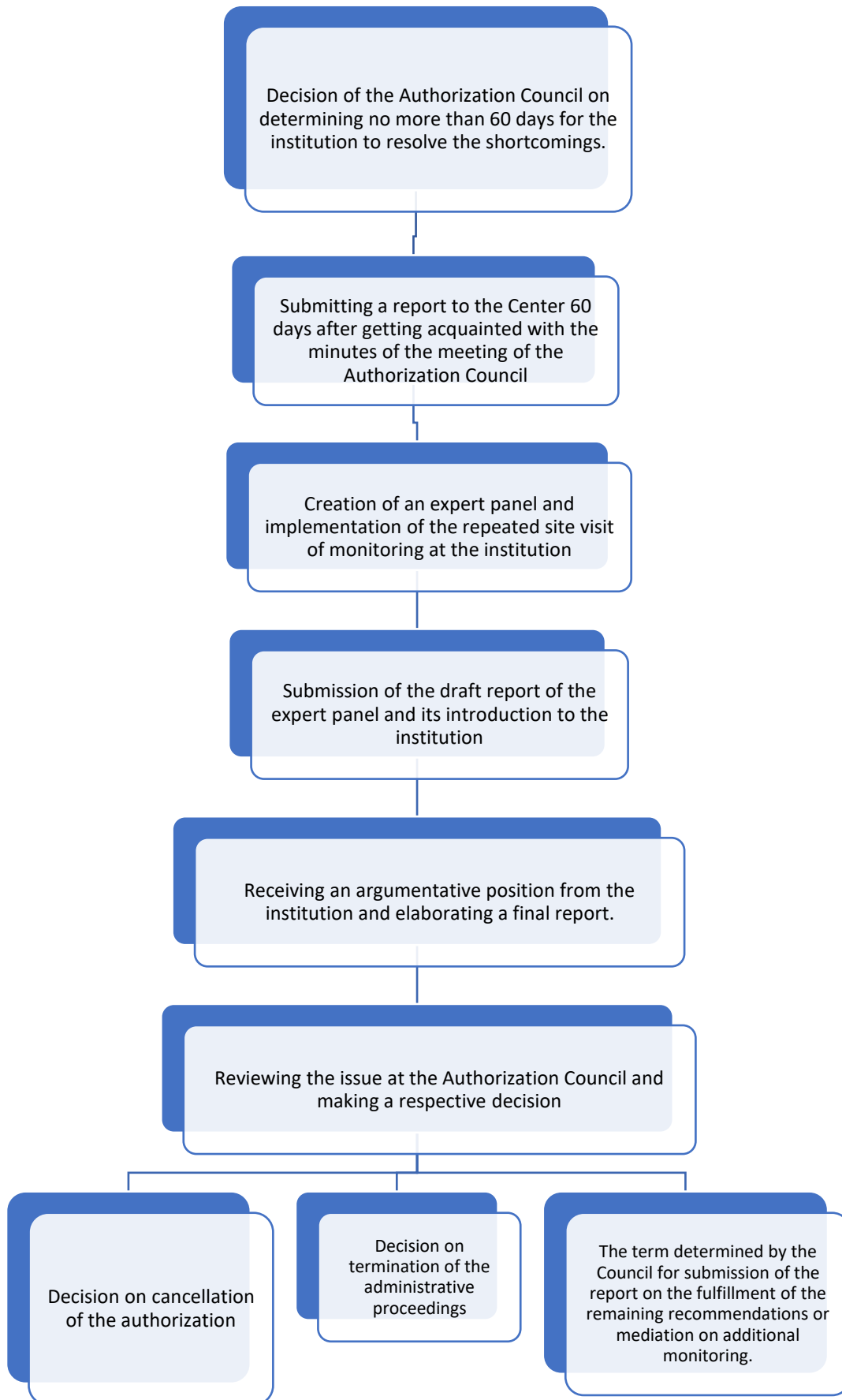
## The term of no more than 60 days to rectify the deficiencies by the educational institution determined by the Council

While inspection of the authorization conditions through monitoring, the Authorization Council may make a decision to set a term of no more than 60 days for the institution to correct the shortcomings. The decision shall be reflected in the minutes of the Authorization Council. After 60 days from the introduction of the minutes to the institution, the institution shall submit to the Center the report on consideration of the recommendations reflected in the monitoring report and the minutes of the Authorization Council, with respective annexes if necessary.

After submitting the report, the Center shall again provide an expert panel site visit to the institution. A number of experts in the panel may increase due to needs. The experts shall be selected based on the profile of the institution and the standards to be examined. Also, it is desirable to include at least one expert from the previous monitoring in the composition of the new expert panel.

The Accreditation Council Final reviews the final report of the accreditation expert panel. The inspection results and the decisions of the Council are as follows:

- a) if all the recommendations are considered by the institution, the Council decides to terminate the monitoring;
- b) if the institution does not fulfill the conditions, the Council makes a decision on cancellation of authorization;
- c) in case of resolution of more than 50% of respective shortcomings and provided that none of the standards is evaluated as “does not comply with standard requirements”, the Council shall be authorized to set a term for the institution for submission of the report on the fulfillment of the remaining recommendations or mediate with the Center to implement the monitoring.



## Self-Evaluation Report Submitted by the Higher Education Institution in Three Years to Inspect the Authorization Conditions

The higher education institution shall submit a [self-evaluation report of the higher education institution](#) to the Center at least once in three years. The terms for a self-evaluation report are determined by the individual administrative-legal act of the Director of the Center, which is public. The institution shall reflect the following information in the self-evaluation report:

- Information on the implementation of the recommendations received as a result of the authorization process, increasing the marginal number of student quotas, adding a higher education programme, inspecting(monitoring) the conditions of the authorization;
- Information on achieving the goals set out in the its Action Plan;
- Reflection on strengths and areas for improvement.

The institutions demonstrate the progress of the implementation of the three-year action plan after receiving the authorization and identify the problems existing at the institution and the ways to solve them with this self-evaluation report. This approach allows the Center and the system in general to analyze the systematic problems/challenges and promote planning of the relevant supporting activities.

To examine the self-evaluation report, an expert panel shall be created including the following members of the experts pool: administrative/academic/scientific/invited stuff of other higher education institutions, the composition may also include a student and employers. If the higher education institution carries out a regulated educational programme the composition may also include the representatives of the relevant regulatory body or/and professional association and other persons having relevant qualification. The panel is chaired by the Chair of the expert panel. Based on the request from the authorization expert panel, the Center is authorized to request respective documentation from an institution. Based on the request from the authorization expert panel, the Center is authorized to request respective documentation from an institution.

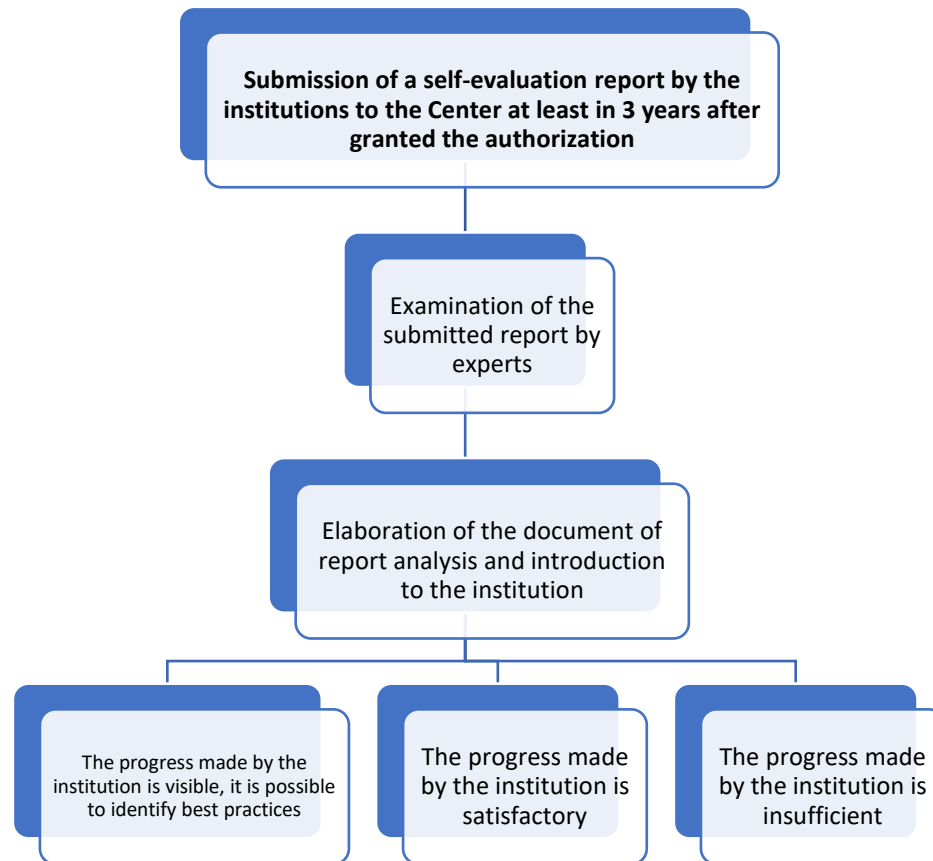
The expert panel elaborates a draft report, which is submitted to the Center and sent to the institution, which in turn within 10 working days after familiarization with this draft report submits an argumentative position in the written form to the Center, which shall be sent to the expert panel. After familiarization with the position, the final report elaborated by the expert panel includes information on whether the expert panel shared or not the reasoned position, this report is sent to the institution.

The results of the self-evaluation report are used by the Center to improve the quality of higher education, to establish systematic self-evaluation within the educational institution and to promote the development of quality assurance mechanisms.

**It should be considered that** submission of a self-evaluation report is not obligatory for the following institutions:

- granted authorization based on the submission of the report on the fulfillment of the recommendations provided in the authorization experts' report;
- granted authorization based on the inspection of the fulfillment of the authorization conditions through the monitoring;

- granted authorization based on the restriction of the right to admit students;
- granted authorization before the Authorization Standards for Higher Education Institutions envisaged by the Order N77/n of 5 May 2017 entered into force.
- if the authorization application is under the administrative proceedings during the submission of the specified self-evaluation report.



## Restricting the right of the higher education institution to admit students

The Authorization Council of higher education institutions shall decide to restrict the right of the higher education institution to admit students in following cases:

- the institution is evaluated as “**partially complies with standard requirements**” against **one of the standards** conditioned by the evaluation of not more than one component as “does not comply with

standard requirements” (except for the 3rd and 4th standards) and is not evaluated as “does not comply with the requirements” against none of the standards.

- The institution is evaluated against **the 3rd and 4th standards as "partially complies with standard requirements"** conditioned by the evaluation of more than one components of the standard as “partially complies with standard requirements” and is not evaluated as “does not comply with standard requirements” against none of the standards;
- If the institution is once again evaluated as “partially complies with standard requirements” against one of the standards as a result of the monitoring determined by the Council.

The right to admit students shall be restricted for no less than 1 and no more than 3 years. After 8 months from the enactment of the restriction, the institution is authorized to submit a [report](#) on resolution of the recommendations provided in the expert panel’s report and the minutes of the Council session to the Center; the Center shall implement a monitoring within the terms determined by the legislation based on this report. If the institution does not submit the report, the Center shall conduct a monitoring by its own initiative.

1. The decision to cancel the student admission restrictions;
2. The decision of the restriction of the student admission remains in force;
3. The decision on the re-restriction of the student admission;
4. The decision on the cancellation of the authorization.

