

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

**Article 1. Scope of Regulations**

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

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

1. For the purpose to select the candidates for membership of the Authorization Councils of General/Vocational/Higher Education Institutions, the Accreditation Council of Educational Programmes, and the Appeals Councils, nominated through adhering 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 Sports of Georgia (hereinafter - the Ministry), a legal entity/entities of public law included in its system, as well as independent invited specialists.

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

1. Candidates for membership of the General Education Institutions Authorization Council can be representatives of educational institutions (administrative, teaching staff) established under the form of a legal entity of public law and under the form of a legal entity of private law, as well as representatives of employers. Representatives of 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 General Education Institutions.
3. Candidate for membership of the Authorization Council of General Education Institutions, who is represented:
  - a) With the quota of pedagogical or administrative staff, should meet the following qualification requirements:

- a.a) Master's academic degree (at least) or equivalent degree and no less than 3 years of working experience in the relevant pedagogical or scientific field;
- a.b) Knowledge of the specifics of elaboration, implementation, and development of the educational programme and/or experience of participating in these processes;
- b) By the quota of employers, should meet the following qualification requirements:
  - b.a) Bachelor's academic degree or equivalent degree and experience of working in middle or top management positions in the relevant field;
  - B.b) Active 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 working in the field of education and international organizations must meet the following requirements:
  - c.a) 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 General Education Institutions should be independent, impartial, must be able to maintain their 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 General Education Institutions should be selected with the following principle: the competence of its members should cover as many fields of education as possible.

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

1. Candidates for membership of the Authorization Council of Higher Education Institutions and the Accreditation Council of Educational Programmes may be representatives (administrative, teaching/academic, scientific staff) of educational institutions established in the form of a legal entity of public law or a legal entity of private law; representatives of employers, civil society (non-governmental) organizations and international; also, a student, as well as the representatives of the scientific staff of the scientific-research institution, who have appropriate knowledge in the field of institutional development of an educational institution and/or development of educational programmes.
2. In the process of selecting the candidates for membership of the Authorization Council of Higher Education Institutions and the Accreditation Council of Educational Programmes, the LEPL - National Center for Educational Quality Enhancement (hereinafter - the Center) is guided by the current legislation of Georgia, also, in the selection of invited candidates for the membership of the relevant council, the Center uses the requirements and criteria set by the World Federation of Medical Education.
3. The candidate of the membership for the Authorization Council of Higher Education Institutions and the Accreditation Council of Educational Programmes, who is represented:
  - a) With the quota of teaching/academic or scientific staff, should meet the following qualification requirements:
    - a.a) Doctor's academic degree (at least) or equivalent degree and no less than 10 years of working experience in the relevant pedagogical/academic or scientific field;
    - a.b) Knowledge of the specifics of elaboration, implementation, and development of the educational programme and/or experience of participating in these processes;
  - b) With the quota of employers, civil (non-governmental) sector working in the field of education and international organizations must meet the following requirements:
    - b.a) Master's academic degree or equivalent degree and experience of working in middle or top management positions in the relevant field;
    - b.b) Active 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) Status (active) of a student of the Master's Programme (at least);

c.b) High academic performance;

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

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

5. The Candidates of the membership for the Authorization Council of Higher Education Institutions and the Accreditation Council of Educational Programmes must 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 of Educational Programmes, the competence of its members should cover the directions to be evaluated in a planned manner during the activity of the relevant Council.

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

1. Candidates of the Members of the Authorization Council of Vocational Education Institutions can be representatives of the employer/their union, sectoral union, civil sector (non-governmental) and/or international organizations, vocational education experts, and 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, should meet the following qualification requirements:

a.a) Higher or vocational education;

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

b) With the quota of sectoral union, should meet the following requirements:

b.a) Vocational and/or higher education;

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

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

c.a) Higher or vocational education;

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

e) With the quota of educational institutions implementing vocational educational programmes, must meet the following requirements:

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

e.b) Knowledge of the specifics 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 should 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 Educational Institutions should be independent, impartial, must be able to maintain their neutrality in any situation and fulfill their functions in accordance with the norms of professional ethics.

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

1. The Appeals Council consists of 9 members. Three candidates for the membership of the Appeals Council shall be selected by the Commission for the selection of candidates for the membership of the Authorization Council of General Education Institutions, 3 members - by the Commission for the selection of candidates for the membership of the Authorization Council of Vocational Education Institutions and 3 members - by the Commission(s) for the selection of candidates for the membership of the Authorization Council of Higher Education Institutions and the Accreditation Council of Educational Programmes.
2. A candidate for membership of the Appeals Council may be a representative (administrative, pedagogical, teaching/academic, scientific staff) of educational institutions established in the form of a legal entity of public law or a legal entity of private law; representatives of employers, civil society (non-governmental) and international organizations working in the field of education; also, a representative of the scientific staff of the scientific-research institution, who has appropriate knowledge in the field of institutional development of an educational institution and/or development of educational programmes.
3. Candidates for the membership of the Appeals Council shall be selected from the subjects (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 should be independent, impartial, must be able to maintain their neutrality in any situation and fulfill their functions in accordance with the norms of professional ethics.

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

1. In order to select the candidates, the Center shall post relevant information on the official website of the Center - [www.eqe.ge](http://www.eqe.ge) in order to inform the interested persons. The Center is authorized to disseminate information through other means of communication.
2. Information on the selection of candidates should include:
  - A) The name of the specific 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 the body (initiator) nominating the candidate (e.g.: an educational institution, employer, civil (non-governmental) or international organization, scientific-research institution, except in case of self-initiation);
  - f) The list of data to be submitted regarding a candidate;
  - g) Additional information (if necessary).
3. Call for applications is announced at least 20 calendar days prior to the expiration of the term of office 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 the 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 will present the selected candidates to the Minister of Education, Science, Culture and Sports 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, in compliance with the requirements of the current legislation, makes a decision to present the candidates to the Director of the Center.
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 shall make a decision by a majority of the members present. In case of an even division of votes, the Chairperson's vote 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. During its activities and making decisions, the Commission takes into account the recusal/self-recusal mechanisms provided for by the legislation of Georgia. The decision on the selection of candidates should be made in such a way as to avoid possible conflicts of interest in the future, as well as to ensure the effective activity of the Council.
9. Based on the decision, the Commission shall submit a recommendation to the Director of the Center to nominate specific candidates as members of the relevant council.
10. 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 Council, taking into account the preconditions under the Articles 3 and 6 of the present Rule, and present other candidates of the council membership to the Prime Minister of Georgia for approval.

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

**To the Director of the LEPL - National Center for Educational Quality Enhancement**

**Nominating Entity:** \_\_\_\_\_  
(Full name of the legal entity)

**Identification Code:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Please, take into consideration** \_\_\_\_\_  
(Full name of the nominating legal entity)

\_\_\_\_\_  
(Name of the organization and position/place in full)

Employee \_\_\_\_\_  
(Name and surname of the nominated person (personal number in brackets))

**A candidate for selection as a member of one of the following councils:**

- Authorization Council of General Education Institutions
- Authorization Council of Vocational Education Institutions
- Authorization Council of Higher Education Institutions
- Accreditation Council of Educational Programmes
- Appeals Council**
  - With the quota of the Authorization Council of the General Education Institutions
  - With the quota of the Authorization Council of Vocational Education Institutions
  - With the quota of the Authorization Council of Higher Education Institutions/Accreditation Council of Educational Programmes

\_\_\_\_\_  
**Note:** Please, indicate one of the names of the councils for which the person will be nominated

**Annex:** \_\_\_\_\_pp.

\_\_\_\_\_  
(Position/authority of the person authorized to represent the legal entity)

\_\_\_\_\_  
(name, surname)

**Signature:** \_\_\_\_\_

**Annex N2**

**To the Director of the LEPL - National Center for Educational Quality Enhancement**

**Applicant** \_\_\_\_\_  
(Name, Surname)

**Personal number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Application**

**Please, take into consideration** \_\_\_\_\_  
(Name, Surname)

\_\_\_\_\_  
(Name of organization and authority/position in full)

**A candidate for selection as a member of one of the following councils:**

- Authorization Council of the General Education Institutions
- Authorization Council of Vocational Education Institutions
- Authorization Council of Higher Education Institutions
- Accreditation Council of Educational Programmes
- Appeals Council**
  - With the quota of the Authorization Council of General Education Institutions
  - With the quota of the Authorization Council of Vocational Education Institutions
  - With the quota of the Authorization Council of Higher Education Institutions/Accreditation Council of Educational Programmes

\_\_\_\_\_  
**Note:** Please, indicate one of the names of the councils for which the person will be nominated

**Annex:** \_\_\_\_\_pp.

**Signature:** \_\_\_\_\_