

Rules for Remuneration of Members of the Expert Pool for Authorization of General, Vocational and Higher Education Institutions and Accreditation of Educational Programmes

Article 1. Scope of Regulations

This rule defines the procedure for remuneration of members of the expert pool for the authorization of general education, vocational and higher education institutions and the accreditation of educational programmes.

Article 2. General Provisions

1. Remuneration of the activities for the members of the Expert Pool for the authorization of general education, vocational and higher education institutions and the accreditation of educational programmes (except the international experts) (hereinafter referred to independently as “authorization expert” and “accreditation expert”) is done according to this rule, based on the individual administrative-legal act of the Director of the Center on the establishment of the authorization/accreditation experts panel.

2. The work of an authorization and accreditation expert includes activities to be performed by an authorization/accreditation expert envisaged by the individual administrative-legal act of the Director of the Center on the establishment of the authorization/accreditation experts panel, by the Order № 99/N of the Minister of Education and Science of Georgia of October 1, 2010 on approval of the educational institutions authorization statute and of authorization fees (hereinafter, Authorization Statute)/Order №65/N of the Minister of Education and Science of Georgia of May 4, 2011 on approval of the accreditation statute and fee of educational programmes of educational institutions (hereinafter, Accreditation Statute) and by the rules of procedure for selection of authorization and accreditation experts, their activities and termination of their membership at the expert pool.

3. The duration of the visit of the panel of authorization and accreditation experts is determined by the individual administrative-legal act of the Director of the Center on the establishment of the authorization/accreditation experts panel.

4. The activities of an international expert shall be remunerated in accordance with this rule, on the basis of an employment contract concluded with him/her, which shall specify in detail the work to be performed and the conditions for the performance of this work.

4¹. When evaluating the report submitted to the Center on the implementation of the recommendations of the Accreditation Council of Educational Programmes, the activities of the Accreditation Expert are remunerated on the basis of an employment contract concluded with him/her, which defines the amount of remuneration, conditions, as well as the conditions of his/her work and performance.

5. Payment to an authorization and accreditation expert and an international expert is made in the form of non-cash payment by depositing the amount in the bank account specified by them.

Article 3. Remuneration for the activities of an authorization expert

1. Within the administrative proceedings (except monitoring) provided under the Authorization Statute, to calculate the remuneration of the authorization expert, the number of persons/days calculated in accordance with the authorization statute shall be divided by the number of members in the experts panel and multiplied by the daily remuneration of the authorization expert.

2. In case of setting up an authorization experts panel for monitoring, the type of monitoring, the composition of the experts panel, the work to be performed by the experts panel and the number of days to be remunerated for this work shall be determined by an individual administrative-legal act of the Director of the Center. In the case provided for in this paragraph, in order to calculate the

remuneration of the authorization expert, the number of days to be remunerated that is specified in the relevant order shall be multiplied by the daily remuneration of the authorization expert.

2¹. In administrative proceedings related to vocational education activities, including monitoring, members of the experts panel participating in the authorization shall be remunerated according to the number of persons/days specified in the relevant individual-administrative legal act of the Director of the Center, taking into account the daily remuneration of the authorization expert, unless the volume of work performed by the authorization expert differs from that specified in the individual-administrative legal act of the Director of the Center.

3. The daily remuneration provided by the paragraphs 1 and 2 of this Article for a member of the expert pool for authorization of general education institutions is 100 GEL (considering the taxes established by law), and in the case of a chair of the experts panel, 150 GEL shall be added to the amount to be paid (considering the taxes established by law).

4. For the participation in the administrative proceedings provided by the paragraph 2¹ of this Article:

a) The daily salary for a member of the expert pool for the authorization of vocational education institutions is 100 GEL (taking into account the taxes established by law), and in the case of the chair of the experts panel, 200 GEL is added to the amount to be paid (taking into account the taxes established by law);

b) The daily remuneration for a member of the expert pool for authorization of general education institutions shall be the daily remuneration specified in the paragraph 3 of this Article;

c) The daily remuneration for a member of the expert pool for authorization of higher education institutions shall be the daily remuneration specified in the paragraph 5 of this Article;

5. The daily remuneration provided for in paragraphs 1 and 2 of this Article for a member of the expert pool for authorization of higher education institutions is 250 GEL (considering the taxes established by law), and in the case of a chair of the experts panel, 150 GEL shall be added to the amount to be paid (considering the taxes established by law).

6. In case of urgent need, if a member of the experts panel involved in the process of authorization of higher education institutions is appointed as the chair of the panel, according to paragraph 5 of this Article, the total amount to be compensated for the member of the experts panel will increase by 150 GEL (taking into account the fees established by the law).

Article 4. Remuneration for the activities of an accreditation expert

1. The remuneration of the accreditation expert within the administrative proceedings (except for monitoring) provided under the accreditation statute shall be calculated in accordance with the educational programme/programmes to be inspected by the accreditation experts panel in accordance with the rules established by this Article.

2. The remuneration of an accreditation expert within the framework of the accreditation process of one educational programme (except for regulated, teacher training (60 credits), veterinary training (60 credits), Georgian language training and doctoral education programmes) is 500 GEL (considering the taxes established by law).

3. If the programme provided under the paragraph 2 of this Article implies two qualifications according to the learning outcomes, the remuneration of the accreditation expert within the accreditation process of this programme is 600 GEL (considering the taxes established by law), and if the educational programme implies three qualifications according to learning outcomes - 700 GEL (considering the taxes established by law).

4. Remuneration of an accreditation expert within the framework of the accreditation process of one regulated educational programme, as well as one doctoral educational programme is 800 GEL (considering the taxes established by law).

5. The remuneration of an accreditation expert within the framework of the accreditation process of one teacher training (60 credits) educational programme is 400 GEL (considering the taxes established

by law).

6. Remuneration of an accreditation expert within the framework of the accreditation process of one veterinarian training educational programme is 400 GEL (considering the taxes established by law).

7. Remuneration of an accreditation expert within the accreditation process of a Georgian language training educational programme is 400 GEL (considering the taxes established by law).

8. In case one panel of accreditation experts evaluates the educational programme submitted with the cluster accreditation, the remuneration of the experts panel (in GEL) is calculated according to the following table:

a) The remuneration of the expert of accreditation of educational programmes (except for regulated, teacher training (60 credits) and veterinary training (60 credits) programmes) within the process of accreditation of educational programmes amounts to:

Number of programmes	Sector ¹ /Employer ²	Student ³ /Higher ⁴	Remuneration of the chair ⁵
two	700	700	+150
three	900	900	+150
four	1100	900	+200
five	1300	1000	+200
six	1500	1100	+200
seven	1700	1200	+250
eight	1900	1300	+250

b) In case a regulated and/or doctoral educational programme/programmes are also presented in the cluster of educational programmes provided under the subparagraph "a", paragraph 8 of this Article 150 GEL is added to the remuneration envisaged by the subparagraph "a", paragraph 8 of this Article and the accreditation expert's compensation within the process of accreditation of educational programmes amounts to:

Number of programmes	Sector/Employer	Student/Higher
two	850	850
three	1050	1050
four	1250	1050
five	1450	1150
six	1650	1250
seven	1850	1350
eight	2050	1450

c) If the cluster presents only regulated (including 60-credit regulated teacher training and veterinary training educational programme/programmes) and/or doctoral level educational

¹ Higher education programme accreditation expert

² An employer member of the expert pool for the accreditation of higher education programmes

³ A student member of the expert pool for the accreditation of higher education institutions

⁴ A higher education programme expert member of the expert pool for the accreditation of higher education programmes

⁵ The action of the mentioned column will be extended to administrative proceedings started before January 01, 2023. The mentioned item does not apply to those proceedings in which an international expert is designated as the chair of the panel.

programme/programmes, the remuneration of the accreditation expert within the accreditation process of educational programmes amounts to:

Number of programmes	Sector/Employer	Student/Higher
two	1000	1000
three	1200	1200
four	1400	1200
five	1600	1300
six	1800	1400
seven	2000	1500
eight	2200	1600

d) In case the teacher training (60 credits) educational programmes are presented in the cluster, the remuneration of the accreditation expert within the accreditation process of educational programmes amounts to:

Number of programmes	Sector/Employer	Student/Higher
two	600	600
three	800	800
four	1000	900
five	1200	1000
six	1400	1100
seven	1600	1200
eight	1800	1300

8¹. If the cluster of programmes includes one or more educational programmes provided under the paragraph 3 of this Article, for each such programme, the following amount shall be added to the remuneration envisaged under the subparagraphs a and b, paragraph 8 of this Article: If the educational programme corresponds to two qualifications according to the learning outcomes - 100 GEL, and if the educational programme corresponds to three qualifications according to the learning outcomes - 200 GEL.

8². Regarding the increase in the maximum number of student quotas in the certified medical doctor educational programme within the administrative proceedings, the daily remuneration provided under the paragraphs 1 and 2 of this Article for a member of the expert pool for authorization of higher education institutions is 600 GEL (considering the taxes established by law), and in the case of a chair of the experts panel, 150 GEL shall be added to the amount (considering the taxes established by law).

9. In case of chairing the panel of accreditation experts, 150 GEL (considering the taxes established by law) shall be added to the remuneration amount for one accredited educational programme defined by the paragraph 2, 3, 5, 6 and 7 of this Article.

10. In case of setting up an accreditation experts panel for monitoring of educational programme/programmes, the type of monitoring, the composition of the experts panel, the work to be performed by the experts panel and the number of days to be remunerated for this work shall be determined by an individual administrative-legal act of the Director of the Center. In the case provided under this paragraph, to calculate the remuneration of the accreditation expert, the number of compensable days determined by the relevant order will be multiplied by the daily remuneration of the accreditation expert, which is 125 GEL (taking into account the taxes established by the law), and in the case of the chair of the experts panel, 150 GEL is added to the amount to be compensated (taking

into account the taxes established by the legislation).

11. In order to check the conditions of accreditation, in the case of studying the self-evaluation report of the educational programme to be submitted once in three years, the amount to be reimbursed for accreditation experts is 250 GEL (taking into account the taxes established by the law), and in the case of the chair of the experts panel, 150 GEL is added to the amount to be reimbursed (taking into account the taxes established by the law).

12. In order to check the conditions of accreditation, in case of studying the self-evaluation report of the cluster of educational programmes, the amount to be reimbursed to the accreditation experts is:

Number of the programmes	The amount to be paid to the expert who is a member of the evaluation team	Remuneration of the chair
two	250	+150
three	250	+150
four	300	+200
five	300	+200
six	300	+200
seven	400	+250
eight	400	+250

13. Within the framework of the administrative proceedings of the international accreditation of educational programmes stipulated by the accreditation regulations, the amount of remuneration of the participating expert and the terms of payment are determined by the employment contract signed as a result of the negotiations between the parties.

14. In determining the amount of remuneration of a sector⁶/local expert, the existing practice of remuneration for such expert activities, the physical location of the expert, the amount required for rent and travel, as well as the volume of work to be performed by the expert and the start time of the work shall be taken into account.

Article 5. Terms of remuneration for the activities of an authorization and accreditation expert

1. The remuneration provided to an authorization/accreditation expert under this Rule shall be paid only in case of proper performance of his/her duties, in accordance with the work performed, according to the following principle: 70% - based on the presentation of the final report by an experts panel at the Center, and 30% - based on attendance at the meeting of the relevant council and participating in the discussion of the relevant issue including through the use of electronic communication.

1¹. In case:

a) the relevant administrative proceedings are terminated at the initiative of the institution, during the period from the issuance of the individual administrative-legal act of the Director of the Center on the establishment of the panel of authorization/accreditation experts and the implementation of the relevant site visit, remuneration for the authorization/accreditation expert will be paid in the amount of 40%, based on the report submitted by the chair of authorization/accreditation experts panel to the Center, confirming the study of the provided materials required for the visit;

b) the relevant administrative proceedings are terminated at the initiative of the institution on the day of the visit to the institution or in the period from the visit to the submission of the relevant draft report by authorization/accreditation experts panel, remuneration for the authorization/accreditation expert will be paid in the amount of 50%, based on the report submitted to the Center by the chair of the authorization/accreditation experts panel, which will confirm the study of materials and activities

⁶ Higher education programme accreditation expert

carried out during the visit;

c) the relevant administrative proceedings are terminated at the initiative of the institution during the period from the submission of the relevant draft report by the authorization/accreditation experts panel to the submission of the report finalized by the same panel, remuneration for the authorization/accreditation expert is issued in the amount of 80%;

d) the relevant administrative proceedings have been terminated from the submission of the final report by the authorization/accreditation experts panel until the meeting of the council, due to which the authorization/accreditation expert is unable to attend the council meeting/participate in the discussion of the relevant issue, fee in the full form will be paid to the authorization/accreditation expert;

e) the relevant administrative proceedings are terminated by the institution due to obstruction of the authorization/accreditation experts panel in the implementation of their activities and/or changes to the authorization/accreditation application and/or documents attached to it after the expiration of the term established by the law, remuneration for the authorization/accreditation expert will be paid in the amount of 50%, based on the report submitted to the Center by the chair of authorization/accreditation experts, which will confirm the study of the provided materials required for the visit.

f) the circumstances provided under the paragraph 4 of Article 10 of the Rule on selection of authorization and accreditation experts of higher education institutions, their activities and termination of their membership at the expert pool, the replaced member(s) of the experts panel shall not be paid for their work.

1². In the case of an authorization/accreditation expert occupies a position that is incompatible with the activities of an authorization/accreditation expert under the current legislation, the authorization/accreditation expert shall be paid in accordance with the remuneration established according to the periods stipulated in paragraph 1¹ of this Article.

2. Remuneration of the authorization/accreditation expert shall be paid within 10 (ten) working days after the council makes a decision on the relevant issue or after the termination the administrative proceedings.

3. The trip expenses of the authorization/accreditation expert are reimbursed in accordance with the law.

Article 6. Remuneration of international experts

1. The amount of remuneration and terms of payment of the international expert participating in the administrative proceedings provided under the authorization and accreditation statute shall be determined by the employment contract concluded as a result of negotiations between the parties.

2. In determining the amount of remuneration of an international expert, the existing practice of remuneration for such expert activities, the physical location of the expert, the amount required for rent and travel, as well as the volume of work to be performed by the expert and the start time of the work shall be taken into account.

3. The amount of remuneration of an international expert for the accreditation process of one educational institution/accreditation process of one educational programme shall be determined within the limits specified by the relevant decree of the Government of Georgia on establishing a rule different from the Law of Georgia on Remuneration in Public Institutions.

4. The employment contract may envisage the verification of compliance with the standards of authorization of one or more educational institutions by an international expert, as well as the verification of compliance with the standards of accreditation of one or more educational programmes.

Article 7. Provision of information

The General, Vocational and Higher Education Quality Assurance Departments of the Center are

obliged to submit the information (which is necessary for the timely fulfillment of the financial obligations of the Center) required by this rule to the Financial Department of the Center upon receipt.

Article 8. Transitional provision

Under the "Amendments to the Statute and Fees for Accreditation of Educational Programmes of General Education Institutions and Higher Education Institutions" approved by Order №65/N of the Minister of Education and Science of Georgia dated May 4, 2011, edition of the Article 4 of the "Rules for Remuneration of Members of the Experts Pool for Authorization of General, Vocational and Higher Education Institutions and Accreditation of Educational Programmes" approved by the Order №169 of the Director of the Center dated March 3, 2018 before the implementation of this Order, shall be applied to the administrative proceedings started before the changes of July 8, 2022.