



Rules of Procedure for Reviewing an Appeal

This guideline determines the procedures for registration, review and notification of results of appeals registered in the LEPL National Center for Educational Quality Enhancement. The guideline is created for the stakeholders in order for them to get acquainted with the steps and terms of the process.

Tbilisi, 2020

Decisions of the Councils for the Authorization of Educational Institutions and Accreditation of Educational Programmes can be appealed by submitting a complaint to the Appeals Council or filing a lawsuit in the Administrative Affairs Board of the Tbilisi City Court.

Appeal should be drawn up in written form and it should include the following information:

- Appeal to the Appeals Council;
- The identity/name, address and contact information of the person submitting the appeal;
- The name of the Council whose decision is being appealed;
- The name of the decision that is being appealed;
- Claim;
- The circumstances on which the claim is based;
- List of documents attached to the claim, if any documents are attached to it.

The Appeals Council shall not review the appeal, if:

- The appealed decision is in the court proceedings;
- The appeal is submitted by an unauthorized person;
- The deadline for filing an appeal has expired - one month after the announcement of the decision.
- The claimed issue is beyond the scope of authority of the Appeals Council.

Decisions of the Appeals Council:

- Share the decision of the Council (the Council against whose decision an appeal was filed)
- On returning the matter to the Council for reconsideration (the Council against whose decision an appeal was filed)

Mechanisms available after the session of the Appeals Council:

- If the Appeals Council shares the decision of the Council, the interested party is authorized to appeal to the Court according to the regulations and within the terms stipulated in the legislation.
- If the Appeals Council decides to return the decision to the Council for further reconsideration, the relevant Authorization Council once again discusses the case according this regulation and makes a decision within the term set by the law.

Note

The authorization seeker/educational institution can appeal the decision only once.

Terms of proceedings:

- The Appeals Council makes its decision on accepting or refusing revision of the claim within 10 days after submission of the claim. The decision of the Appeals Council shall be signed by the Chairperson of the Appeals Council.
- The Appeals Council is obliged to consider the claim and make a relevant decision within 60 calendar days from receiving the appeal.
- Decision of the Appeals Council is published on the webpage of the Center within 10 business days upon making it.

Additional Information:

In order to get additional information regarding the complaints, please contact us:

LEPL National Center for Educational Quality Enhancement

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Contact person: Giorgi Munjishvili

Registering an appeal at
the Center

Refusal to review an appeal

Acceptance of appeal

Session of the Appeals
Council

Returning the matter to the
Council for reconsideration

Sharing the
decision

Review of the returned
case