

To the Rector of Georgian Technical University,
Mr. Davit Gurgendidze
/77 Kostava St., Tbilisi/

Administrative Complaint

I. Information about the person submitting the complaint and/or their representative, the opposing party, and persons to be summoned to the hearing.

Natural person —

First name, last name, father's name,
Personal number —
Address — place of work — home telephone, work telephone,
Mobile, e-mail.

Representative —

First name, last name, father's name,
Personal number
(Information on the document confirming the authority of representation) —
Address —
Place of work —
Home telephone, work telephone —
Mobile, e-mail —

Legal entity —

Legal form, name, identification number
Address, contact information
Representative — first name, last name
(Information on the document confirming the authority of representation)
Address, contact information

Information regarding other persons to be summoned to the review of the complaint

First name, last name, personal number
Address, place of work,
Home telephone, work telephone, mobile, e-mail.

II. Indicate the name of the structural unit/official of the University whose administrative-legal act or action is being appealed

Name of the structural unit / identity and position of the official

III. Indicate the administrative-legal act/action being appealed.

Details of the appealed administrative-legal act (number, date, title, identity and position of the signatory); the appealed action (act or omission)

IV. Factual circumstances of the administrative complaint (brief overview)

V. Legal grounds of the claim (indicate the relevant provision of the law or subordinate normative act that was violated.)

VI. Claim(s) of the administrative complaint

VII. Information regarding evidence

VIII. Motions (proposals)

IX. Information about other bodies where your claim is being or has been reviewed

1. Is a review of the case regarding this claim currently underway at any administrative body and/or court?
 2. Does a decision on this case exist other than the appealed decision? (If so, attach the decision to the complaint.)
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X. Time limit for submitting the administrative complaint

1. Indicate whether the administrative complaint is submitted within the time limit established by law.

☐ Yes ☐ No

2. If the time limit has been missed, indicate the reason for restoring the time limit and submit the relevant documentation.

XI. Other additional information related to the submitted complaint that the author of the complaint considers important

XII. Do you agree to the University reviewing the complaint without an oral hearing?

☐ Yes ☐ No

XIII. How much time will you need to substantiate your position at the oral hearing of the complaint?

XIV. Information on the document confirming representation. (In the case of submission of the administrative complaint through a representative)

XV. Will you need an interpreter during the oral hearing of the complaint?

☐ Yes ☐ No

XVI. List of documents attached to the administrative complaint.

Annex 1. _

Annex 2. –

Annex 3. _ Total number of pages: . . . pages.

Signatory's first and last name:

Signature:

Date of completion:

When completing the form, additional sheets may be used, indicating the heading of each respective item.