

Information on the Appeal Procedure

Administrative complaint — a written request submitted by an interested party to an authorized administrative body in accordance with the procedure established by the General Administrative Code of Georgia, for the purpose of restoring a violated right, seeking the annulment or amendment of an administrative-legal act issued by the same or a subordinate body, or the issuance of a new administrative-legal act, or the performance by the administrative body of an action, or refraining from performing an action, that does not entail the issuance of an individual administrative-legal act. Except in cases provided for by law, a court will not accept a claim against an administrative body if the claimant has not exercised the one-time opportunity to submit an administrative complaint in accordance with the procedure established by the General Administrative Code of Georgia.

Right to appeal an administrative-legal act: An interested party has the right to appeal an administrative-legal act issued by an administrative body. A violation by the administrative body of the time limit established for issuing an administrative-legal act shall be deemed a refusal to issue the administrative-legal act and shall be appealed in accordance with the procedure established by the General Administrative Code of Georgia. An action of an administrative body that is not related to the issuance of an administrative-legal act shall be appealed in accordance with the procedure established by the General Administrative Code of Georgia.

Content of the administrative complaint: The administrative complaint must indicate: a) the name of the administrative body to which the administrative complaint is submitted; b) the identity and address of the person submitting the administrative complaint; c) the name of the administrative body whose administrative-legal act or action is being appealed; d) the name of the appealed administrative-legal act; e) the claim; f) the circumstances on which the claim is based; g) the list of documents attached to the administrative complaint, if any documents are attached to the complaint. If the person submitting the administrative complaint has been provided with the administrative-legal act, a copy of it shall be attached to the administrative complaint.

Right of representation: Everyone has the right to conduct relations with an administrative body through a representative, as well as to make use of the assistance of a defender. The administrative body is obliged to request from the representative a document confirming their representation. If an application is submitted by more than 25 persons, the persons who signed the application shall, within the time limit established by the administrative body, appoint one representative who is authorized to conduct relations with the administrative body. Only a natural person may be appointed as a representative.

Administrative proceedings related to the review of an administrative complaint — shall commence, in accordance with the procedure established by the General Administrative Code of Georgia, only in the event of submission of an administrative complaint. The administrative complaint must be drawn up in written form (or submitted via the special form posted on the Ministry's website).

Time limit for appealing an administrative-legal act: The administrative complaint must be submitted within one month from the day of publication of the administrative-legal act or of its official notification, unless otherwise established by law. An action of an administrative body must be appealed within one month from the day on which the relevant interested party became aware of the performance of, or refraining from performing, such actions. If the time limit established for appealing an administrative-legal act has been missed, it shall be restored if the time limit was

missed due to force majeure or another valid reason.

Authorized administrative body reviewing the administrative complaint: Unless otherwise established by law or a subordinate normative act issued on its basis, the administrative complaint shall be reviewed and decided by the administrative body that issued the administrative-legal act, if there exists within it an official superior to the official or structural unit that issued the administrative-legal act. A complaint submitted regarding an administrative-legal act issued by the head official of an administrative body shall be reviewed and decided by the superior administrative body. A person may apply to the court to protect their rights and freedoms in accordance with the procedure established by the Administrative Procedure Code of Georgia.

Issues related to the recognition of information submitted to the University as a commercial secret.

A person who is interested in having the information submitted by them to the University recognized as their commercial secret is obliged to indicate this in advance. The University shall decide the issue of recognizing the submitted information as a commercial secret within 10 days. If, upon submission of the information, the University does not recognize it as a commercial secret, it shall adopt a decision on the openness of the information, of which it shall immediately notify the interested person. Within 15 days of the adoption of this decision, the information shall become open, unless the person who owns this information has, before the expiry of this time limit, appealed the decision on the openness of the information to the superior administrative body (the Rector of the University or the Head of the Administration, and in the case of appealing the decision of the Rector or the Head of the Administration — to the court, in accordance with the procedure established by the procedural legislation of Georgia), of which the University must be immediately notified (for the purpose of refraining from disclosing the information until a final decision is made).

Any person has the right to appeal the issue of recognizing information as a commercial secret to the superior administrative body, and — in accordance with the procedure established by the procedural legislation of Georgia — to the court.

Procedure for appealing a decision related to the release of public information: Any person has the right to apply, with a request for the annulment or amendment of a decision related to the release of public information, to the superior administrative body — the Rector or the Head of the Administration of LEPL Georgian Technical University — and, in the case of appealing the decision of the Rector or the Head of the Administration, to the court, in accordance with the procedure established by the administrative procedure legislation of Georgia (the Administrative Cases Panel of the Tbilisi City Court; address: 6 Aghmashenebeli Alley, Tbilisi).