

Order No. 121/N of the Minister of Education, Science, Culture and Sport of Georgia

28 December 2020, Tbilisi

On Approving the Rule for Recognition of Learning Outcomes Achieved within Formal Education

On the basis of Article 22(1)(f) of the Law of Georgia “On Vocational Education,” I hereby order:

Article 1

To approve the attached Rule for Recognition of Learning Outcomes Achieved within Formal Education.

Article 2

This Order shall enter into force upon its publication.

Annex: Rule for Recognition of Learning Outcomes Achieved within Formal Education

Article 1. Scope of Regulation

The Rule for Recognition of Learning Outcomes Achieved within Formal Education (hereinafter – the Rule) establishes the rule and procedure for recognition of learning outcomes achieved within an educational program, for the purposes of a vocational educational program.

Article 2. Purpose of Recognition of Learning Outcomes Achieved within Formal Education

The purpose of recognition of learning outcomes achieved within formal education (hereinafter – recognition of formal education) is to promote lifelong learning, which is expressed in the recognition, for the purposes of a vocational educational program, of learning outcomes confirmed by a certificate recognized by the state, a state document certifying higher or vocational education – a diploma, or a state document certifying general education.

Article 3. Basis for Recognition of Formal Education

1. Recognition of formal education is carried out by an educational institution (hereinafter – the institution) on the basis of the requirements established by this Rule, in accordance with the rule for recognition of formal education developed by the institution.

2. Recognition of formal education is permitted if:

- a) the learning outcomes provided for by the educational program and those achieved are formulated identically, or there is a minor difference in formulation that is caused by linguistic peculiarities and/or a different structuring of the learning outcomes and does not prevent them from being considered identical. In addition, the learning outcomes are compatible with one another, taking into account the descriptor of the relevant level of the National Qualifications Framework;

- b) the achieved learning outcomes, taking into account the descriptor of the relevant level of the National Qualifications Framework, exceed the learning outcomes provided for by the educational program.
- 3. A person wishing to have formal education recognized (hereinafter – the applicant) is entitled to request recognition of formal education only after he/she has acquired vocational student status in accordance with the procedure established by the legislation of Georgia.

Article 4. Stages and Time Limit of Recognition of Formal Education

1. The time limit for administrative proceedings related to the recognition of learning outcomes achieved within formal education is 1 month from the acceptance of the application for processing.
2. The process of recognition of formal education includes the following stages:
 - a) submission of an application to the institution;
 - b) consideration/assessment of the application and the attached documentation by the commission;
 - c) decision-making by the commission;
 - d) issuance of an individual administrative-legal act by the institution.
3. The institution is obliged to ensure that information related to the process of recognition of formal education is accessible to interested persons.

Article 5. Submission of the Application

1. The application submitted by the applicant to the institution in written form must contain the following data:
 - a) the name of the institution;
 - b) the applicant's first name and surname, and actual and legal address;
 - c) the applicant's e-mail address;
 - d) the applicant's telephone number;
 - e) the place and date of completing the application;
 - f) the request, namely an indication of the learning outcome(s) whose recognition the applicant requests;
 - g) the applicant's signature;
 - h) a list of documents attached to the application.
2. The application provided for by paragraph 1 of this Article must be accompanied by:
 - a) a copy of the applicant's identity document;
 - b) if the person seeking recognition is represented by a representative, a document certifying the authority;
 - c) a document certifying formal education (a certificate recognized by the state and its annex (in the cases provided for by legislation)/a state document certifying higher or vocational education – a diploma and its annex/a state document certifying general education), or a notarized copy thereof, or a certificate confirming the specific learning

outcomes achieved within formal education, except for the case provided for by paragraph 4 of this Article.

3. The application provided for by paragraph 1 of this Article may be accompanied by any document issued by the institution/the legal entity implementing the vocational training and/or vocational retraining program, containing information on the achievement of the learning outcome to be recognized, for the purpose of determining the compatibility of the learning outcomes achieved within formal education, except for the case provided for by paragraph 4 of this Article.

4. The institution is not authorized to require the applicant to submit the documentation provided for by sub-paragraph “c” of paragraph 2 and paragraph 3 of this Article in respect of learning outcomes achieved within formal education implemented by the same institution.

5. Within 3 working days, the institution verifies the conformity of the application with the requirements of this Article. If the applicant does not submit to the institution any document essential for resolving the case, the institution sets the applicant a period of no less than 5 and no more than 15 working days within which the applicant must submit the relevant documentation.

6. The running of the time limit for considering the application is considered suspended during the period set by the institution under paragraph 5 of this Article.

7. If the applicant does not submit the relevant document within the period set by the institution, the institution is authorized to issue an individual administrative-legal act leaving the application without consideration.

Article 6. Consideration/Assessment of the Application and Documentation by the Commission

1. After the application is accepted for processing, a commission is created by an individual administrative-legal act of the head of the institution, which ensures the assessment of the submitted documentation.

2. The commission must consist of no fewer than 3 members. The institution is obliged to ensure the participation, on the commission, of a person implementing the relevant program. The institution has the right to invite the applicant to the commission's consideration if his/her participation is necessary in view of the purposes of the proceedings.

3. The chairperson and the secretary of the commission are elected by the commission members from among its composition. The commission is authorized to consider a matter if a majority of its members attend.

4. A decision of the commission is considered adopted if supported by a majority of the members present. In the event of an equal division of votes, the vote of the chairperson of the commission is decisive.

5. The decision of the commission is reflected in the minutes of the commission meeting, which are signed by the chairperson and the secretary of the commission.

6. A commission member is obliged to declare any conflict of interest with the applicant and self-recusal, indicating the relevant ground. A conflict of interest is considered to be the existence of a circumstance established by Article 92 of the General Administrative Code of Georgia.

7. The commission votes on the issue of self-recusal/recusal. The commission member who has declared self-recusal/against whom recusal has been declared does not participate in

making the decision. A commission member is considered self-recused/recused from the moment the commission makes the relevant decision.

8. The commission ensures the study of the submitted application and documentation in order to determine whether the grounds for recognition provided for by paragraph 1 of Article 3 of this Rule exist. The commission is not authorized to assess the applicant for the purpose of confirming the learning outcomes he/she has achieved.

Article 7. Decision-Making

1. After studying the submitted application and documentation, the commission makes one of the following decisions:

- a) on recognition of the learning outcome(s) achieved within formal education;
- b) on refusal to recognize the learning outcome(s) achieved within formal education.

2. The applicant is awarded credits through recognition in the case of recognition of a learning outcome provided for by the module/course syllabus. In the case of recognition of learning outcomes, the person is awarded the number of credits defined by the program for the purposes of which the learning outcomes were recognized.

3. The decision of the commission must be reasoned. It must indicate the learning outcome(s) that were recognized, or whose recognition was refused to the applicant, with the relevant reasoning.

4. On the basis of the commission's decision, the head of the institution issues an individual administrative-legal act, which must indicate:

- a) the name of the institution;
- b) the identity of the applicant;
- c) the name of the educational program/module/course whose learning outcomes were recognized/were not recognized for the vocational student;
- d) the number of credits recognized;
- e) the date and place of the decision;
- f) the rule and time limit for appealing the decision.

5. The institution is obliged to notify the applicant of the decision within 3 working days of the issuance of the individual administrative act.

Article 8. Placement of the Results of Recognition of Formal Education in the Management Information System

The results of recognition of formal education and the documents related to the proceedings are reflected in the relevant education management information system operated by the LEPL – Education Management Information System.

Article 9. Transitional Provisions

1. The LEPL – Education Management Information System is instructed to ensure, no later than 1 July 2021, the creation of the relevant software module in the vocational education management information system for reflecting the results of recognition of formal education provided for by this Rule.

2. Until the electronic system is created, the process shall be conducted in material (paper) form.

3. Until the relevant education management information system is created, the institution is obliged to ensure the preservation of the documentation related to the recognition of formal education and, within 2 months after the system is created, its reflection in accordance with the procedure established by legislation.

Minister of Education, Science, Culture and Sport of Georgia
Mikheil Chkhenkeli