

Approved by "Keoni Academy" LLC

By order of the Director N1-17 dated 18.02.2019

Amendment by order N1-05 of February 11, 2021

Limited liability company

"Keon Academy"

The procedure for accepting the person implementing the educational program

Tbilisi

2019

## Article 1. General provisions

- 1.1 This rule defines the limited liability company "Keoni Academy"  
the procedure, forms and general conditions of admission of the person implementing the educational program (hereinafter the Academy);
- 1.2 The person implementing the educational program (professional education teacher /field specialist/practice instructor) leads according to competencies  
the educational process envisaged by the professional educational program;
- 1.3 Admission (selection/appointment) of the person implementing the educational program in the academy  
is carried out taking into account the principles of objectivity, justice, transparency and non-discrimination, correctness;
- 1.4 The person implementing the educational program can be \_\_\_\_\_ with a  
higher education or a person who has at least 3 years of experience in the relevant profession;

## Article 2. Conditions of acceptance of the person implementing the educational program

- 2.1. The person carrying out the educational program can be accepted as appropriate  
In case of presentation of documents, after the interview with the director of the academy and/or based on the results of the competition;
- 2.2. The administration of the academy will post about the competition announced for the vacant position  
the relevant statement on the official website of the Academy;  
The application defines:
  - 2.2.1. criteria (requirements) that must be met by the contestant;
  - 2.2.2. list of documents to be submitted to participate in the competition;
  - 2.2.3. Term and conditions for submission of documents;
- 2.3. The competition commission will consider only the candidacies of the contestant(s) by whom  
The presented personal data corresponds to the one established for the announced vacancy requirements;
- 2.4. Competing with the person implementing the educational program - the contestant  
Then, a labor and/or service contract is signed.
  - 2.4.1. copy of identity document;
  - 2.4.2. autobiography (CV);
  - 2.4.3. Two photographs, size 3X4;
  - 2.4.4. Copy of educational document and/or proof of work experience  
document (if necessary);
  - 2.4.5. A sex offense conviction report listing information, including expunged and/or expunged convictions,  
must also be submitted  
notice of deprivation of right;
  - 2.4.6. Other required documentation (if any) as required."
- 2.5. The admission of the person selected by the competition commission to the service is formalized by the director of the academy  
by command;

## Article 3. Competition Commission

duct of the competition, based on the order of the director of the academy, a competition commission is established; The director of the academy approves the composition by order to the chairman of the competition commission. The commission has a commission secretary. 3.2. The conduct of the competition commission is formed by the minutes of the meeting. 3.3. The competition commission decides who can become the person implementing the educational program from among the participants in the competition. The decision of the commission is made in the form of the minutes of the commission session; 3.4. In the process of decision-making by the competition commission, during the selection of the person implementing the educational program, priority is given to the work experience/qualification of the contestant in the relevant field. 3.5. The contestant can appeal the decision of the competition commission to the appeal commission created in the academy; 3.6. In the case of the contestant's appeal against the decision of the competition commission, he applies to the director of the academy with a reasoned statement in writing; 3.7. Within 5 (five) days after receiving the complaint letter (if any). By order of the director of the academy, an appeals commission is established, which reviews the application and makes a final decision; 3.8. The contract with the selected contestant is concluded in accordance with the legislation of Georgia;

#### **Article 4. Final Provisions**

- 4.1. This rule enters into force after the signature of the director of the academy;
- 4.2. Any changes and additions to this rule are made by the director of the academy issued by a new order, in written form;