

Approved by the director of Keoni Academy

Order N 1-23 of July 9, 2021

The change was made by the director of Keoni Academy

Order No. 1-30 of August 27, 2021

Procedure for admission of professional students

Tbilisi

2021

Chapter 1 General Provisions

Article 1. Scope of regulation

1.1 This rule was developed according to the order of the Minister of Education and Science of Georgia dated 02.07.2021 No. 42/N on the approval of the rules and conditions of enrollment in the professional educational program;

1.2 The present rule regulates the procedures for the selection and enrollment of persons to the basic professional educational programs in Keoni Ltd. Academy (hereinafter the Academy).

Article 2. Purpose of the rule

2.1 The purpose of the mentioned rule is to regulate the process of enrolling professional students in the basic professional educational program, based on the principles of objectivity, transparency and inclusiveness.

Chapter 2. Planning and organizing the program enrollment process

Article 2.1. Consultation of interested persons

2.1.1 In order to support the decision informed by the interested parties, the Academy is obliged to inform the interested parties in case of appeal:

2.1.1.1. Possibilities of receiving professional education, taking into account the interests of interested persons;

2.1.1.2. to provide information about the prerequisites for admission to a specific educational program and the peculiarities of selection;

2.1.1.3. provide information regarding the registration procedures for the program and, if necessary, assist in registration;

2.1.1.4. to provide information about educational services, including the features of the program (qualifications to be awarded, opportunities for continuing education, employment opportunities, duration and intensity of education, program content, form of program implementation, financing opportunities and other features;

2.1.2 The Academy consults interested parties throughout the year;

2.1.3 The manager of orientation and career planning is responsible for providing consultation to interested persons. Consultations can be carried out both during face-to-face meetings at the Academy, as well as by telephone and/or e-mail, and/or remotely using modern electronic means of communication.

2.1.4 The person responsible for consultation of the interested persons is obliged to record the consultations provided to the interested persons in the consultation registration form. In order to improve the conducted consultations, a satisfaction survey of interested persons will be conducted.

Article 2.2 Stages of program enrollment

2.2.1 The stages of enrollment in the program include:

aire by the institution;

questionn

2.2.1.2. registration of
the applicants;
2.2.1.3. selection;

2.2.1.4. drawing up a ranked list of applicants;

2.2.1.5. announcement of results and assignment of student status;

2.2.1.6. to fill the remaining vacancies (if any)

2.2.2 Before filling out the questionnaire, the director of the academy will issue it to the individual -
Administrative legal act, which determines which programs
Admission will be carried out this year and in how many places. Form for filling out the questionnaire
The person responsible for keeping the register is responsible.

Article 2.3 Determination of the number of places for professional students

2.3.1 The calculation of the number of places for accepted professional students is carried out as follows
In principle:

2.3.1.1. The maximum number of professional students determined for the program is reduced by this
The number of students with active program status and the earned difference are added to this
the number of professional students graduating at the time of the start of studies on the program;

2.3.1.2. The number of active professional students is calculated by the professional academy
In accordance with the data reflected in the education management information system, questionnaire-questionnaire
as of the day before the start of filling;

2.3.1.3. The number of graduating professional students is calculated by the Minister
The date of the start of studies determined by the individual administrative-legal act
According to the data available in the vocational education management information system
Accordingly;

Article 2.4 Registration of applicants

2.4.1 In order to register for the programs at the Academy, a person passes the registration authorization
in the system www.vet.emis.ge and register as an applicant. 2.4.2

Registration of applicants is carried out by the Minister of Education and Science of Georgia
within the period established by the individual administrative-legal act.

2.4.3 During registration, the applicant is entitled to choose no more than 3 desired programs.

Article 2.5 Applicant selection form

2.5.1. Applicant selection refers to the assessment of applicants for enrollment in basic programs;

2.5.2. The selection period and the start date of studies are determined individually by the minister
by administrative-legal act;

2.5.3. The selection of applicants in the Academy is carried out in the Georgian language;

2.5.4 Assessment is conducted in the academy. If necessary, it can be conducted remotely, using modern means of
communication;

2.5.5 The assessment of applicants for the basic professional educational program is carried out on the basis of an
interview.

Article 2.6 Informing the applicant participating in the selection

2.6.1 The dates and times of assessment of applicants for each professional educational program in the academy are
determined by the individual administrative legal act of the director of the academy, taking into account the selection
period. Information about the mentioned is reflected

in the regissystem and will be posted on the official web page of the Academy no later than 5 working days before the date of assessment.

2.6.2 Applicants will be notified of the dates, criteria and timing of the assessment by phone and/or email at least five working days prior to the assessment process.

2.6.3 Applicants will be informed about the selection conditions on the selection day by the selection committee.

2.6.4 The applicant is obliged to appear on time for the selection and bring an identity document.

2.6.5 An applicant without an identity document will not be admitted to the selection organized by the institution.

2.6.7 If the selection is conducted remotely, the applicant is obliged to join the electronic platform on time and have the video camera on during the entire interview so that the competition commission can identify the person.

2.6.8 An individual interview is conducted with the applicant.

Chapter 3. Interview

Article 3.1 The right to participate in the interview

3.1.1. The applicant registered for the professional educational program participates in the interview, for which the interview is defined as a form of selection for specific admission by the individual administrative-legal act of the director of the academy.

3.1.2. The interview is conducted by the competitive commission, which each educational program is approved by the director's administrative-legal act.

Article 3.2 Creation of the competition commission

3.2.1. The competition commission consists of at least three members, which include: the chairman of the commission, the secretary of the commission and member(s). It is necessary to include a representative of the employer/partner organization in the commission.

3.2.2. A member of the commission is obliged to make a statement on self-recusal in case of conflict of interest.

3.2.3 Evaluation of applicants is differentiated. The minimum competence limit is defined as 25% or more of the total points established according to the evaluation criteria.

3.2.4 During the interview, each member of the commission evaluates the applicant individually, according to pre-established evaluation criteria.

3.2.5 The evaluation criteria for each admission are approved by the individual administrative legal act of the director of the academy, individually for a specific specialty.

3.2.5 According to the scores written by the competition commission, those applicants who have passed the minimum competence threshold will be identified in the rating lists from the highest to the lowest.

3.2.6 The results of the competition for educational programs are reflected in the protocol of the relevant commission session. The protocol is signed by the chairman and secretary of the commission.

Chapter 4. Repeated assessment

A procedure for ensuring the assessment for the applicant on a different date (repeatedly) and conditions;

4.1.1. In the event that the applicant is unable to appear for the assessment, he/she has the opportunity to go to the interview once again, for which he applies to the director of the academy no later than 3 working days after the evaluation date;

4.1.2 Failure to show up for the re-evaluation constitutes refusal to enroll the applicant on a basis.

4.1.3 The preliminary assessment is carried out within a maximum of one week after the submission of the application.

4.1.4 The results of the repeated assessment will be notified to the applicant by telephone and/or e-mail no later than 2 (two) working days after the assessment.

Chapter 5 Appeal

Article 5.1 Procedure and deadlines for appealing interview results

5.1.1. The applicant has the right to appeal the results with a written statement within 2 working days of being notified.

5.1.2 In order to review the complaint, an appeal commission (at least 3 members) is formed on the same or the next working day by the individual administrative legal act of the director of the academy, whose composition is determined according to the content of the complaint, whether procedural issues are appealed or the assessment received.

5.1.3 The appeal commission may include representatives of the administration, professional Education teachers, field specialists, independent field experts, and/or A representative of the partner organization.

5.1.4 The appeal commission is composed of persons who did not participate in the selection in the process.

5.1.5 The Academy is obliged to consider the complaint and the received justified within 3 working days to inform the author of the complaint about the decision.

5.1.6 The appeal commission considers the applicant's complaint, informed about the work of the competition commission the reflective protocol (at the interview) and makes a decision on the score written by the evaluation commission about leaving it in force and/or changing it. When investigating the issue can be implemented Interview with the applicant and members of the commission.

5.1.7 In case of confirmation of violation of the selection procedure, the following may be accepted Decision:

5.1.7.1. in case of violation of the selection procedure by the applicant - regarding his assessment with zero points;

5.1.7.2. When confirming the violation of the applicant's rights - regarding changing the assessment received by him.

5.8 The decision made by the appeal commission will be notified within one working day to the applicant by telephone and/or e-mail.

5.9 The result of the appeal commission's work is reflected in the minutes. The protocol is signed by the chairman of the commission Secretary.

Chapter 6. Enrollment

management system draws up rating lists, which are approved for each program by the individual-administrative-legal act of the director of the academy. Applicants are enrolled in the program taking into account the number of places announced for the programs and the order of applicants in the ranked list.

Article 6.2 of the number of admission places for the basic professional program:

6.2.1. Within the limit of 70%, enrollment is carried out taking into account the rating score of applicants whose level of education is the basic level of general education.

6.2.2. Within 30%, enrollment is carried out taking into account the rating score of those applicants whose level of education is higher than the basic level of general education.

Article 6.2.3. The institution ensures the reflection of information about the persons enrolled in the program in the professional education management information system in accordance with the law.

Article 7. Procedure for enrolling applicants with special educational needs in the program

7.1 Applicants with special educational needs are enrolled in the institution within 15% of the places announced above the threshold amount of professional students;

7.2 The Academy considers the recommendations prepared by the multidisciplinary team, the attached documentation and makes a decision on enrolling the person in the program;

7.3 If the number of applicants registered for the program exceeds the number of places provided for the applicant with special educational needs for the vocational education program, priority is given during enrollment to the applicant with special educational needs who first obtains the status of a vocational student.

7.4 In order to enroll applicants with special educational needs in the program, the institution issues an individual administrative-legal act. The data is reflected in the registration system and the applicant is informed by telephone and/or e-mail.

7.5 After completing the enrollment of applicants with special educational needs, in order to fill the remaining free places, the institution displays information about the places to be filled in the vocational education management information system within the time limits determined by the Minister of Education and Science.

Article 8. Filling the remaining vacancies 8.1. In order

to fill the remaining free places after the enrollment of professional students, the institution displays information about the places to be filled in the professional education management information system within the time limits determined by the Minister of Education and Science.

8.2 The number of places to be filled is determined according to the number of free places left after the end of enrollment.

8.3. The management information system provides information about the remaining free places for those applicants who did not obtain the status of a professional student.

8.4. In order to fill the free places on the programs, the selection of applicants, compilation of ranked lists, reflection of results and enrollment are carried out in accordance with this rule and the rule approved by the Minister of Education and Science of Georgia with an individual-administrative legal act.

8.5. The process of filling the remaining free places is completed by the institution before the start date of studies.

Chapter 9. Documentation to be submitted for enrollment in the program

Article 9.1 In order to enroll in a professional educational program, the applicant must express his written consent and submit the following documentation:

9.1.1 In the case of citizens of Georgia, applicants must submit the following documentation:

9.1.2. personal (in the case of minors - parent/legal representative) statement;

9.1.3. a copy of the identity card (together with the original, the original will be returned to the applicant after receiving the documents);

9.1.4 in the case of a minor - a copy of the birth certificate, as well as a copy of the identity card of his legal representative (along with the original; the original will be returned to the applicant upon completion of receiving the documents) and a document that confirms the applicant's/parent's/legal representative's legal rights;

9.1.4. Education document and/or copy;

9.1.5. In the case of education received abroad, a document of recognition of education;

9.1.6. In the case of education received in the occupied territories, a document of recognition of education;

9.1.7. two color photographs;

9.1.8. Proof of language proficiency in the language in which the educational program is implemented. A proof of general education can be considered as a proof of language, if the person received school education in the language of the program. In the case of a non-Georgian speaking person studying at a Georgian language program - a document of completion of the Georgian language preparatory program. In the absence of such a document, a test is conducted to determine the mastery of the Georgian language. In case of non-confirmation of a person's level of possession of the Georgian language, he/she starts studying with the Georgian language module of the corresponding level of the professional educational program;

9.2 The applicant (or his/her parent/legal representative) is responsible for the correctness of the documents submitted by the applicant in order to obtain the right to study at the Academy.

9.3 Documents to be submitted by citizens of foreign countries and stateless persons for enrollment in the program:

9.3.1 Citizens of foreign countries wishing to enroll in a professional educational program must submit or send electronically the following documents in person or through a representative:

9.3.2. personal (in the case of a minor - parent/legal representative) statement (in Georgian or English);

9.3.3. A copy of the applicant's passport, which will be translated into Georgian and certified by a notary (the original must be presented in person, after giving the official consent to enrollment, at the time of signing the contract. The original will be returned to the applicant immediately after the signing of the contract);

9.3.4. A copy of the document confirming the education will be translated into Georgian and notarized (the original and the document confirming the education must be presented in person, after giving the official consent to enrollment, at the time of signing the contract. The original will be returned to the applicant immediately after the signing of the contract);

who received previous education abroad, on the basis of which enrollment is made for the professional program - must present a document of recognition of education;

9.3.6. After giving official approval for the enrollment of a professional student, with him A contract is signed, according to the rules established by the legislation of Georgia.

9.3.7. At the time of signing the contract, the following must be additionally presented:

9.3.7.1. two color photographs;

9.3.7.2. Proof of language proficiency in the language in which education is conducted program. A certificate can be considered as a confirmation document, if the person has school education received the language of the program implementation;

9.3.7.3. In the case of a non-Georgian speaking person studying at a Georgian language program - Georgian language Document of completion of preparatory program. In the absence of such a document, it is carried on the person Exam in Georgian language. In case of non-confirmation of a person's level of mastery of the Georgian language, he He begins his studies with the Georgian language module of the appropriate level of the professional educational program.

9.4 The applicant can submit the mentioned documentation both physically and electronically to the official e-mail of the Academy.

9.5 Applicants must submit the mentioned documents after the publication of the ranked list within five working days.

9.6 Applicants are additionally informed about the documents and terms required for enrollment will be through telephone communication and/or e-mail.

9.7 After the presentation of the said documentation, it will be issued to the individual of the director of the academy Administrative legal act on the enrollment of applicants to professional programs and Appropriate agreements will be signed with them.

9.8 The case management specialist is responsible for providing information about the documents and deadlines required for enrollment by the applicants.

Chapter 10. Grounds for refusal of enrollment

10.1 The Academy may refuse to enroll the applicant as follows:

10.1.1 Incorrect data in the registration system may affect the applicant's enrollment Issued by the institution on the refusal or enrollment of a professional student Grounds for annulment of an individual administrative-legal act.

10.1.2 No interview/re-interview scheduled for the purpose of applicant evaluation revelation

10.1.3 failure to overcome the minimum competence threshold defined by the Academy;

10.1.4 failure/non-submission of the documentation required for enrollment within the period determined by the individual administrative act of the Academy director;

10.1.5 in case of unprofitable groups;

Chapter 11. Final Provisions

Amendments and additions to the document are carried out in Georgia in accordance with the law.

