

Recognition rule
of informal professional education at the University of Georgia

Article 1. Scope of regulation

This rule establishes the rule and procedure for recognition of informal professional education at the University of Georgia.

Article 2. General rule of recognition of non-formal professional education

1. Recognition of non-formal professional education is allowed for all professions within the framework of I-III levels, except for regulated professions.
2. During the recognition of informal professional education, the knowledge, skills and values provided by the professional standard for the relevant level of professional education are checked.
3. The decision on the recognition of informal professional education is made by the commission created by the rector's order, whose authority is determined by Article 4 of the present regulation.

Article 3. Rights and responsibilities of those wishing to recognize non-formal professional education

1. Those wishing to recognize non-formal education apply to the relevant school of the university and submit the following documents:
 - a) Personal (representative in the case of a minor) statement, which includes information about informally acquired knowledge and skills, which the declarant wants to be recognized.
 - b) copy of identity document;
 - c) A document confirming the possession of other competences obtained as a result of practice, which contains information about the period of practical work in the profession, the activities carried out and/or the existing competence, if any (certificate, etc.).
2. In addition to the documents provided for in the first paragraph of this article, the University of Georgia has the right to request other documents, which are necessary to check the knowledge, skills and values provided by the relevant professional standard, from those wishing to recognize informal professional education.

Article 4. The commission for the recognition of non-formal professional education

1. After the application of the interested person in compliance with the requirements of Article 3 of the present rule, the university creates a non-formal education recognition commission by the rector's order.

2. The commission includes the director of the vocational school, vocational education teachers of the relevant field who are not employees of the university, a representative of the employer, a representative of a public organization.
3. The term of authority of the non-formal professional education recognition commission is determined by the term of consideration/decision of the issue of a specific case. In each case, the chairman of the meeting will be elected.
4. The commission for the recognition of non-formal professional education makes a decision by a simple majority of votes. In case of a split vote, the chairman's vote is decisive.

Article 5. Procedure for recognition of non-formal education

1. In order to recognize non-formal professional education, the commission established on the basis of Article 4 of this regulation exercises the following powers:
 - a) examines the documentation submitted by the interested person; c) examines the relevance of documents confirming possession of knowledge or other competences obtained as a result of practice, if any;
 - b) plans an examination, within the framework of which the applicant must perform one or more practical tasks; The evaluation and results received at the exam are formed by the protocol.
2. The decision made at the meeting of the commission for the recognition of non-formal vocational education is formed by a protocol, where the information about the discussed issue, expressed opinions, etc. are reflected in detail. The protocol indicates the commission's conclusion on the recognition or refusal to recognize the applicant's informal professional education. The decision related to the recognition of non-formal professional education includes:
 - a) the name of the institution - University of Georgia;
 - b) the identity of the applicant;
 - c) date and place of decision making;
 - d) in the case of recognition of informal education - an indication of which level or part of professional education the applicant's competencies correspond to, and in case of refusal to recognize informal education - an indication of the absence of relevant competencies and the relevant justification;
 - e) evaluations of individual components;
 - f) the procedure and deadline for appealing the decision.
3. The total period of application review and decision-making must not exceed 1 month.
4. In the event that the application for the recognition of non-formal education was found to be flawed after it was submitted to the university, then the time from the detection of the defect to its elimination will not be counted in the total period of the recognition procedure of non-formal education.
5. The decision on the recognition/non-recognition of non-formal education is signed by the rector and submitted to the National Center for the Development of Education Quality, with the aim of reflecting relevant information in the register of educational institutions.