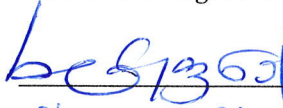
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Approved


Rector of Georgian Aviation University, Professor

  
 S. Tepradze  
 24 03 2025  
 Statement № 0578\*




Georgian Aviation University  
**Attestation Rules**

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## 2 Revision Highlights

Changes are made with the involvement of the Quality Assurance Service and the Rector. The revision is submitted to the University Rector for approval. It is prohibited to implement changes in violation of the aforementioned procedure.


Created by:	Approved by:
Head of Quality Assurance Service	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date

### 2.1 Revision Records

Revision №	Reason for Revision	Page Numbers	Date	Entered by




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## 4 Document Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the formats and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

### 4.1 Document Distribution List

Organization	Format	Copy N:
Quality Assurance Service	Hard Copy	Master Copy
Quality Assurance Service	Electronic Version	E-version
University Web Page	Electronic Version	E-version

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## 5 The main part

### Article 1. Scope of Regulation

1. This rule has been developed based on the "Higher Education Law" of Georgia and the applicable regulatory acts of the Georgian Aviation University (hereinafter referred to as the "University"). It regulates the requirements and procedures for determining the correspondence of the qualifications or professional skills of the University's staff (professor, associate professor, chief scientific staff) to their occupied position/work responsibilities.

### Article 2. General Provisions

1. Certification refers to the periodic evaluation of an employee's professional skills and qualifications, and the determination of their compliance with the requirements of the position held.
2. Employees subject to certification include professors, associate professors, and senior scientific staff.
3. Certification is mandatory for an employee every fifth year after occupying the position.
4. The principles of conducting certification are: fairness, transparency, equality, impartiality, legality, objectivity, publicity, non-discrimination, and collegiality.
5. The date and conditions for conducting the certification are publicly announced on the university's website.


### Article 3. Objectives of Certification

The objectives of certification are:

1. To determine the compliance of the certified individual's professional skills, qualifications, abilities, and personal traits with the requirements of the position held;
2. To assess the professional and service activities performed by the personnel during the certification period;
3. To identify the need for further qualification improvement, professional training, or retraining for the personnel;
4. To define the prospects for the utilization of the personnel's professional level;
5. To stimulate the professional growth of the personnel.

### Article 4. Procedure and Criteria for Conducting Certification

1. The decision to conduct the certification and the corresponding order is made by the rector of the university. The order shall specify the list of individuals subject to certification, the documentation to be submitted for certification, as well as the deadlines and conditions for the certification process.
2. For each specific certification, a certification commission is created. The composition of the commission (chairperson, members, secretary), working procedures, deadlines, and conditions are defined by the rector through an order.
3. The order referred to in paragraph 1 of this article shall be issued no later than 1 month prior to the certification, and it must be immediately communicated to the employee subject to certification.
4. In order to uphold the principle of transparency, the university ensures that relevant information is promptly posted on the university's official website.

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### **Article 5. Certification Commission**

1. The composition of the commission includes: the chairperson of the commission, the secretary of the commission, and members. The chairperson and members of the certification commission can be either university staff or invited specialists.
2. It is prohibited for a member of the certification commission to be a person subject to certification.
3. The commission must consist of at least 3 members (persons with a doctoral or equivalent academic degree, except for the secretary of the commission).
4. The secretary of the commission is responsible for collecting the certification documentation and also keeps the minutes of the commission's meetings.
5. The commission is authorized if the majority of the members are present at the meeting.
6. The certification commission makes a decision based on the review of the presented documentation and the grading system. If necessary, an interview with the candidate may be scheduled.
7. The decision based on the interview is made by the majority of those present; in case of a tie, the chairperson's vote is decisive.
8. In the case of failure to attend the certification without a valid reason, the commission makes a decision regarding the non-compliance of the person with the requirements of the position held.
9. The certification commission submits the results of the certification to the rector.

### **Article 6. Removal of a Commission Member**

1. A commission member is obligated to notify in advance about any circumstances that may prevent them from objectively assessing the person subject to accreditation and making an unbiased decision regarding them.
2. If the circumstances outlined in the first paragraph of this article exist, the commission member is required to declare self-removal. As a result, they will not participate in the evaluation of the person subject to accreditation or the decision-making process concerning them.
3. If a commission member does not declare the existence of the circumstances outlined in the first paragraph of this article, but these circumstances become known to the commission during the accreditation process, the evaluation of the person subject to accreditation by the respective member will not be taken into account when making the final decision.
4. The decision to remove a person from the commission is made by the rector.

### **Article 7. Documents to be Submitted for Accreditation**


The person subject to accreditation must submit the following documents for the accreditation process:

1. An application addressed to the Accreditation Commission.
2. Documentation confirming scientific-pedagogical activities/engagement (in the area for which the evaluation will be carried out based on the grading system, according to Article 8).

### **Article 8. Accreditation Evaluation**

The commission reviews and evaluates the academic/scientific activities of the person in the academic/scientific position over the past 5 years (since the appointment or previous accreditation). For the purposes of accreditation, the professor, associate professor, and senior research fellow will be evaluated based on the following criteria (with the assignment of appropriate points):

1. **Development of an Educational Program**
  - 1.1. Leader - 5 points

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1.2. Group Member - 3 point


In case the program is approved by the council.

2. Development of New Syllabi (in case the program is approved by the Faculty and Accreditation Councils)
  - 2.1. Bachelor's Level - 3 points
  - 2.2. Master's Level - 4 points
  - 2.3. Doctoral Level - 5 points
3. Creation of Educational Literature
  - 3.1. Textbook
    - a) Up to 100 pages - 4 points
    - b) 100 pages or more - 6 points
  - 3.2. Supplementary Textbook
    - a) Up to 100 pages - 3 points
    - b) 100 pages or more - 5 point
  - 3.3. Methodological Materials
    - a) Up to 100 pages - 2 points
    - b) 100 pages or more - 4 points
  - 3.4. Translated Literature
    - a) Up to 100 pages - 3 points
    - b) 100 pages or more - 4 points

**Note:** The content of the material intended for publication must be pre-approved by the Faculty Council. Subsequently, the material undergoes expert evaluation, and based on the review process, the council will issue a recommendation for publication.

4. Scientific-Research Activities
  - 4.1. Grant Project with a Value up to 20,000 GEL
    - a) Leader - 9 points
    - b) Participant - 5 points
  - 4.2. Grant Project with a Value up to 100,000 GEL
    - a) Leader - 15 points
    - b) Participant - 10 points
  - 4.3. Grant Project with a Value Over 100,000 GEL
    - a) Leader - 20 points
    - b) Participant - 15 points
  - 4.4. Patent-Inventive Activity (International)
    - a) Group Leader - 15 points
    - b) Group Member - 10 points
  - 4.5. Patent-Inventive Activity (National)
    - a) Group Leader - 10 points
    - b) Group Member - 5 points
  - 4.6. Publication of a Scientific Article
    - a) In high-ranking journals - 10 points
    - b) In Georgian refereed journals - 6 points



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#### 4.7. Participation in Scientific-Technical Conferences and Meetings

##### 4.7.1. International Conferences

- a) Presentation - 5 points
- b) Participation - 3 points

##### 4.7.2. Local Conferences

- a) Presentation - 3 points
- b) Participation - 2 points

#### 4.8. Creation of Scientific-Research Literature

##### 4.8.1. Monograph

- a) Published by an international-level publisher
  - Up to 50 pages - 10 points
  - Up to 100 pages - 14 poin
  - Up to 200 pages - 16 points
  - Up to 400 pages - 18 points

##### ბ) b) Published by a local publisher (with authorized reviews)

- Up to 50 pages - 7 points
- Up to 100 pages - 9 points
- Up to 200 pages - 12 points
- Up to 400 pages - 14 points

#### 5. Scientific-Academic Activities

##### 5.1. Supervising Students' Educational-Scientific Work

- a) Bachelor's Level - 2 points
- b) Master's Level - 3 points
- c) Doctoral Level - 4 points

##### 5.2. In case of a grant

- a) Master's Level - 5 points
- b) Doctoral Level - 8 points

##### 5.3. Academic Experience - Scientific-Pedagogical Visits to Universities and Enterprises (Public Lectures, Research)

- a) Abroad - 5 points
- b) Local Institutions - 3 points


##### 5.4. Membership in Professional Organizations

- a) International - 3 points
- b) Local - 2 points

#### 6. Consulting, Expert, and Editorial Activities

- 6.1. Consulting on solving problematic issues - 2 points
- 6.2. Consulting on dissertation or other research work - 2 points
- 6.3. Expert work by invitation - 3 points
- 6.4. Editorial work for a textbook, collection, journal, or monograph - 3 points
- 6.5. Reviewing a scientific article, monograph, or textbook - 2 points


**Note:** The review or any other type of report is approved by the organization where the document was prepared.

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7. Activity in the Qualification Granting Council
  - 7.1. Participation in the Bachelor's/Master's Thesis Defense Commission
    - Chairperson - 2 points (one session)
    - Member - 1 point (one session)
  - 7.2. Membership in the Faculty Council
    - Chairperson - 2 points (one session)
    - Member - 1 point (one session)
  - 7.3. Membership in the Dissertation Council
    - Chairperson - 4 points (one session)
    - Deputy Chairperson - 3 points (one session)
    - Academic Secretary - 3 points (one session)
    - Member - 2 points (one session)
  - 7.4. Competitive Commission for Academic and Scientific Positions and Other Sessions
    - Chairperson - 2 points
    - Member - 1 point
8. Evaluations, Recognition
  - 8.1. Receiving a State Prize in the Field of Science and Technology - 20 points
  - 8.2. Receiving a Named Prize in the Field of Science and Technology - 15 points
  - 8.3. Receiving a Foreign Certificate (Diploma) - 5 points
  - 8.4. Receiving a Local Government or Industry Certificate - 4 points
9. The person subject to certification must accumulate a total number of points from at least 4 out of the 8 presented components.

### Article 9. Certification Results

1. As a result of the certification, the commission will make one of three decisions regarding the person subject to certification:
  - a) Meets the requirements for the position held;
  - b) Does not meet the requirements for the position held;
  - c) Partially meets the requirements for the position held
2. Correspondence of points to the commission's decision:
  - s) Meets the requirements for the position held
    - Professor/Principal Researcher - above 71 points;
    - For Associate Professor - above 61 points;
  - b) Partially meets the requirements for the position held
    - For Professor/Principal Researcher - between 61 and 71 points;
    - For Associate Professor - between 51 and 61 points.
- c) Does not meet the requirements for the position held
  - For Professor/Principal Researcher - up to 60 points;
  - For Associate Professor - up to 50 points;
  - If, after one year, the person has not received the evaluation specified in subparagraph (a) of the second paragraph of this article.

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3. Based on the results of the certification, the commission makes a conclusion regarding each candidate, on the basis of which the university rector makes a decision regarding the termination or continuation of the employment relationship with the professor/associate professor/senior research fellow.
4. In case of the decision "The personnel meets the requirements for the position held," the employment relationship with the professor/associate professor/senior research fellow will continue according to the procedure established by Georgian legislation.
5. In the case of the decision "The personnel partially meets the requirements for the position held", the person subject to certification is given a one-year period to improve their results according to the certification is given one-year period to improve their results according to the certification evaluation criteria. After one year, the candidate must submit supporting documents of their scientific-pedagogical activities to the commission will make a conclusion based on the review: a) Meets the requirements for the position held; b) Does not meet the requirements for the position held. Based on this, this university rector will make a final decision regarding the termination or continuation of the employment relationship with the requirements for the position held.
6. In the case of the decision "The personnel does not meet the requirements for the position held," the employment relationship with the professor/associate professor/senior research fellow will be terminated according to the procedure established by Georgian legislation.
7. A person who has been dismissed from their position as a result of certification is entitled to participate in a competition for another academic/scientific position that has been announced.

### **Article 10. Appeal of Certification Results**

1. The decision of the certification commission can be appealed by the participant in the certification to the complaints commission within 5 working days from the date of the decision.
2. The complaints commission is established by the rector's order within 5 working days from the creation of the certification commission, and its composition, working procedures, and conditions are determined by the rector's order.
3. A member of the complaints commission cannot be a member of the certification commission.
4. The results of the certification and the final decision of the appeals commission are public.
5. The final decision of the appeals commission may be appealed in accordance with the procedure established by law, within one month of its entry into force, at the Tbilisi City Court (Address: Tbilisi, Davit Aghmashenebeli Avenue, 12th km, #6).