

Appeal Procedure Information

Administrative Complaint: An administrative complaint is a written request submitted by an interested party to an authorized administrative body, following the procedure established by the General Administrative Code of Georgia. The purpose is to restore violated rights, declare null and void or modify an administrative-legal act issued by the same or a subordinate administrative body, issue a new administrative-legal act, or compel or abstain from performing an action by an administrative body that does not involve issuing an individual administrative act. Except where specified by law, the court will not accept a claim against an administrative body if the claimant has not first submitted an administrative complaint in accordance with the General Administrative Code of Georgia.

Right to Appeal an Administrative-Legal Act: An interested party has the right to appeal an administrative-legal act issued by an administrative body. Failure of an administrative body to issue an administrative-legal act within the stipulated deadline is deemed a refusal and may be appealed as per the General Administrative Code of Georgia. Actions by an administrative body unrelated to the issuance of an administrative-legal act are also appealable under the same procedure.

Content of the Administrative Complaint: The administrative complaint must include:

- (a) The name of the administrative body to which it is addressed;
- (b) The name and address of the complainant;
- (c) The name of the administrative body whose act or action is being appealed;
- (d) The name of the specific administrative-legal act being appealed;
- (e) The request made;
- (f) The factual basis for the request;
- (g) A list of any accompanying documents.

If the complainant has received an administrative-legal act, a copy must be attached to the complaint.

Right to Representation: Every individual has the right to communicate with an administrative body through a representative and may be assisted by legal counsel. The administrative body may request documentation confirming the representative's authority. If an application is submitted by more than 25 persons, they must appoint a single representative authorized to interact with the administrative body within the specified timeframe. Only natural persons may serve as representatives.

Administrative Proceedings: Proceedings regarding an administrative complaint commence only upon its submission in writing or through a designated form available on the Ministry's website, as per the rules of the General Administrative Code of Georgia.

Deadline for Appealing an Administrative-Legal Act: An appeal must be submitted within one month from the publication or official notification of an administrative-legal act, unless otherwise specified by law. Actions by an administrative body must be appealed within one month from the date the interested party becomes aware of their implementation or omission. If the appeal period expires due to force majeure or other valid reasons, it may be reinstated.

Reviewing Authority for Administrative Complaints: Unless otherwise specified by law or subordinate regulations, the administrative body that issued the administrative-legal act will review and decide on the complaint, unless there is a superior authority over the issuing official. Complaints from the head official of an administrative body regarding an administrative-legal act will be reviewed by the superior administrative body. Individuals seeking to protect their rights and freedoms may apply directly to court under procedures set by the Administrative Procedure Code of Georgia.

Handling Information Submitted as Commercial Secrets: A person submitting their information to the University and considering it as their commercial secret must declare it in advance. The University will decide within 10 days whether to classify the information as a commercial secret. If the university determines the information is not confidential upon submission, it will decide on its openness and notify the interested party immediately. If no appeal is made to a higher administrative body (the university rector or head of administration) within 15 days of this decision, the information will be deemed open.

Any individual may appeal the classification of information as a commercial secret to a higher administrative body and subsequently to court under the procedural legislation of Georgia.

Appealing Decisions on Public Information Release: Any person may apply to the higher administrative body—the Rector or Head of Administration of the Technical University of Georgia—to challenge or alter a decision regarding the release of public information. Appeals against decisions of the Rector or Head of Administration may be pursued through the administrative procedural legislation of Georgia in the Administrative Affairs Panel of the Tbilisi City Court (Address: N6, Agmashenebeli Alley, Tbilisi).