

Approved
by the Decision of the Independent Board
of the High School of Justice
of April 18, 2008, N1/1

Statute of the Legal Entity of Public Law – the High School of Justice

Chapter I

General Provisions

Article 1. Status of the School

1. The High School of Justice – (hereinafter: the School) is a legal entity of public law, which carries out its activities based on the Law of Georgia On the High School of Justice and this Statute.
2. Full name of the School is “the Legal Entity of Public Law – the High School of Justice”.
3. Purpose of the School is professional training of justice listeners – individuals to be appointed as judges within the system of common courts of Georgia, retraining of acting judges for their professional improvement, as well as training and retraining of candidate assistant judges and other specialists for staffing the system of common courts with highly qualified specialists.
4. The School, as a legal entity of public law, for the purpose of achieving the objectives and carrying out the functions defined by the law and this Statute, acquires rights and obligations, enters into bargains and is authorized to act as a plaintiff and defendant in court.
5. The School has an independent balance, list of expenditures, settlements account in a bank, seal and other attributes of a legal entity.
6. Legal address of the School is: N19 Bokhua Street, City of Tbilisi.

(Decision of the Independent Board of October 31, 2013, N1/8)

(Decision of the Independent Board of February 11 of 2016, N01/4-16)

Chapter II

Aims, Functions and Subject of Activity of the School

Article 2. Aims of the School

Aims of the School are:

- a) To deepen theoretical knowledge of justice listeners and to ensure development of the skills necessary for practical work;
- b) To facilitate justice listeners' cognizance of their future responsibility and liberty of acting within the framework established by law;
- c) Integration of justice listeners into the social environment, in which they will have to work in the future as judges;
- d) To ensure professional development and improvement of acting judges;
- e) To provide professional training and retraining of candidate assistant judges, servants of the system of common courts and other specialists.

(Decision of the Independent Board of April 24, 2009, N1/3)

(Decision of the Independent Board of October 31, 2013, N1/8)

Article 3. Objectives of the School

Objectives of the School are:

- a) To develop, approve and implement the theoretical course, internship and seminar work programs of justice listeners;
- b) To organize and conduct programs of justice listeners and listeners of other programs of the School;
- c) To create a library for School listeners and acting judges on the base of School for School listeners and acting judges and periodically update it;
- d) To develop, approve and implement the retraining program for acting judges;
- e) Within the framework granted by the legislation of Georgia, to approve the preparatory training program for court staff and to implement the aforementioned training course
- f) To develop, approve and implement the retraining program for assistant judges, secretaries of the session and other officials of the court system;
- g) To develop, approve and implement the retraining program for prosecutors, lawyers and other specialists;
- h) To achieve other objectives as stipulated under the Law of Georgia on the High School of Justice, this Statute and the legislation of Georgia.

(Decision of the Independent Board of October 31 of 2013, N1/8)

(Decision of the Independent Board of May 8, 2014, N01/1-14)

(Decision of the Independent Board of December 9 of 2016, N01/10-16)

Chapter III

School Admission

Article 4. Conditions of Admission to the School

1. Admission to the School, as a justice listener is done through competition in the form defined by the High Council of Justice.
2. As a rule, School admission competition is held twice a year – in May and October.
3. Decision on conducting the School admission competition is made by the High Council of Justice, by taking into account the number of judges within the system of common courts of Georgia.
4. Competition is announced not earlier than one month and not later than two weeks before beginning of the relevant month, through the official publishing authority.
5. Decision of the High Council of Justice on conducting the School admission competition during the year, additionally at another time, must be announced at least one month prior to conducting the competition.
6. Deadline for registration of candidate justice listeners is defined by the High Council of Justice when announcing the competition. Applications submitted after expiration of the registration deadline are not accepted.
7. Three days prior to beginning of the registration period, the High Council of Justice creates a competition preparation secretariat.
8. The secretariat is staffed with employees of the Office of the High School of Justice and its work is led by the one of the members of the High School of Justice.
9. The secretariat's obligation is to accept applications of those who wish to take part in the competition and to check compliance of their documents with established rules.

Article 5. Requirements Represented to Candidate Justice Listeners during Registration

The right to take part in the School admission competition is given to legally capable individuals, without a previous conviction, who have passed the judge qualification examination and 7 years are not yet passed.

Article 6. Documents Required During the Registration

Candidates who wish to be admitted to the school must submit the following documents for registration to the competition preparation secretariat:

- a) Application about taking part in the School admission competition;
- b) Certificate confirming passing of the judge qualification examination;
- c) Notice about medical-narcological inspection; d) Copy of the ID of the Georgian citizen;
- e) Notice on previous conviction;
- f) Two photographs, size: 3x4 (colored).

Article 7. Terms of Candidate Registration and Holding the Competition

1. Within three days after expiration of the registration deadline, the High Council of Justice publishes the list of acceptable candidates, with indication of the number of competition vacancies.
2. After expiration of the registration deadline, the High Council of Justice conducts the competition.

Article 8. Candidate Selection Criteria

1. Criteria for selection of candidates through competition are:
 - a) Results of qualification examination;
 - b) Moral reputation;
 - c) Personal characteristics;
 - d) Professional skills;
 - e) Qualification;
 - f) Ability of assertion and expression;
 - g) Analytical-logical reasoning and decision-making skills.
2. Evaluation criteria implies the following:
 - a) Moral reputation – attitude towards public values, moral and ethical norms, impartiality, public attitude towards the candidate;
 - b) Personal characteristics – equability, reliability, honesty, communicability, solidity of character, objectivity;

c) Qualification – knowledge of substantive and procedure law, court practice and methods, knowledge of law interpretation (explanation) techniques, as well as striving towards deepening legal knowledge, professional work experience, science degree;

d) Professional skills – professionalism, diligence, loyal attitude to work, commitment, productivity, availability; individual's ability to fulfill imposed duties with responsibility, thoroughly, honestly and reliably; ability to approach duties in a well-planned, economical, concentrated manner and in case of necessity to harmoniously contravene other areas of activity to job obligations;

e) Ability of assertion and expression – individual's ability to defend her/his own point of view with cogent arguments and to demonstrate his/her viewpoint properly, while manifesting constructiveness, tact and self-criticism; ability to express one's opinion unambiguously, competently, clearly, flexibly, in a concentrated and convincing manner, both in verbal and written form; to limit oneself to essential explanations and to substantiate the problem exhaustively;

f) Analytical-logical thinking and decision-making skills – individual's ability to correctly perceive complicated, unfamiliar circumstances and interrelations of the case; by using professional knowledge, to analyze and logically organize them, while taking into account the social, economic and other non-legal background of daily life relations; to concentrate on the merits of the case; to make correct and validated decisions at the proper moment, based on his/her responsibility.

3. The following types of evaluations shall be applied during candidate selection:

a) Noticeably exceeds the requirements;

b) Partially exceeds the requirements;

c) Complies with the requirements

d) Less qualified

e) Does not meet the requirements.

4. According to the personal characteristics criteria, in case of negative evaluation, the High Council of Justice member is authorized to make a negative decision, without evaluating the other criteria.

5. Each member of the High School of justice fills the candidate evaluation Sheet, which is attached (Annex 1).

Article 8. Selection of Justice Listener Candidates and Selection Stages

1. Justice listener candidate takes is selected according to criteria established by Article 8.

2. The High Council of Justice considers the issue of justice listener candidates in two stages.

3. At the first stage, selection of candidates takes place based on submitted documents, without presence of these candidates. Based on the decision of the High Council of Justice, the candidates, who have been assessed positively are authorized to move on to the second stage.

4. Individuals, who are not admitted to the second stage, are deprived of the justice listener status.

5. In case of necessity, the High Council of Justice is authorized to invite to the interview only those candidates who have reached the second stage.

(Decision of the Independent Board of April 24, 2009, N1/3)

Article 9. Justice Listener Certificate

Upon decision of the High Council on having passed the competition, of and having passed the competition, candidates are given the status of listeners of the High School of Justice when enrolled in the school and are given justice listener certificates, template of which is approved by the Independent Board.

Chapter IV School Structural Units, Council of teachers and Their Activities Article

10. School Structural Units

1. Structural units of the School are the following:

a) Administrative Department

b) Department of Legal Affairs and Organizational Support

c) Department of Financial Management and Logistics

2. Structural units of the school are managed by Heads, who are appointed and dismissed by the School Director.

3. According to the School's c a sector can be formed within a structural unit, the Head of which is appointed and dismissed by the School Director. Number of sectors within structural units is defined by the School's staff schedule

4. The School has regional training centers in Batumi and Tskaltubo.

(Decision of the Independent Board of August 27, 2013, N1/6)

(Decision of the Independent Board of March 27, 2015, N01/1-15)

Article 11. Activities of School Structural Units

1. Administrative Department:

- a) Develops proposals on cooperation with international and donor organizations, conducts relations with them, within limits of authority;
- b) According to the specifics of the School's activities, develops projects for international and donor organizations, coordinates their implementation and takes part in it;
- c) Proceeding from specifics of the School's activities, prepares reports for various international organizations and state agencies;
 - c¹) Analysis of needs of common courts
 - c²) Analysis of case law of European Court of Human Rights;
 - c³) Analysis of the obligations undertaken by the state of Georgia;
 - c⁴) Analysis of reports prepared by various international and regional organizations, recommendations of foreign and international organizations, recommendations and reports of non-governmental organizations.
 - C⁵) Analysis of novelties and trends existing in the field of judges training of developed countries
 - C⁶) Preparation of relevant reports and recommendations on the basis of implemented analytical works.
- d) Ensures coordination of relations of the School with mass media and society;
- e) Ensures organization of press-conferences and information briefings;
- f) Ensures development of the School website, posting information on it and its periodic updating;
- g) Ensures administration of the School's pages in various social networks;
 - g¹) in the framework of authority administers website of the school and assists the users of web portals when using it;
- h) (deleted- 15.01.2016, №01/1-16)
- i) (deleted- 15.01.2016, №01/1-16)
- j) (deleted- 15.01.2016, №01/1-16)
- k) Organizes lectures, trainings, workshops and other educational activities held by the School; l) Provides the School's listeners and other individuals involved in the training programs with Georgian and foreign literature, by means of the library;
- m) Performs other functions, as stipulates by this Statute and the legislation.

2. Department of Legal Affairs and Organizational Support:

- a) Ensures delivery of legal services to the School, prepares legal conclusions and other legal documents, prepares various acts and projects of documents;
- b) In case of disputes, represents the School in courts and administrative agencies;
- b¹) Provides organization of sessions of Independent Board of the School and provides legal support;
- b²) Ensures systematization and recording of the decisions and session reports of school's Independent Board;
- b³) Ensures legal support of examinations ongoing in the schools, organized the process of producing examination tests;
- c) Tracks correspondence incoming to the School, processes it and ensures its target reference, as well as carries out other office activities;
- d) Develops proposals on human resource management policy and standards, carries out activities related to human resources management, compiles individual staff files, forms a uniform database and periodically updates and analyzes it;
- e) Develops drafts of position instructions (descriptions of work) of the School's employees;
- e¹) Organizes and manages the process of staff assessment;
- f) Within the framework of its competence, controls compliance with the School's internal regulations, conducts monitoring of staff and school listeners attendance on work activities/training activities, prepares the reports of listeners attendance on training activities and disciplinary reports as well
- g) In the cases provided under school regulations, prepares conclusions on confirmation or lack of confirmation of disciplinary misconduct;
- h) Develops proposals on professional training and increase of qualification of the School's employees;
- i) Ensures storage of the School's unified archive fund for the time period defined by legislation, centralized registration-description of it, protection and use according to the established rule;
- j) Performs other functions, stipulated under this Statute and legislation.

3. Department of Financial Management and Logistics:

- a) In compliance with the rule established by legislation, develops the School's draft budget and periodical reports on budget execution;

- b) According to the valid legislation, performs accounting activities for the accounting and reporting field, compiles accounting reports, stores accounting document tracking registries, lists of expenditures, their calculations and other financial documents;
- c) Ensures transfer and timely issuance of the School employee salaries and other payments, as well as state scholarships of listeners;
- d) In accordance with the rule established by legislation, conducts relations with the State Treasury;
- e) In compliance with the rule established by legislation, takes part in conduction of making inventory of material assets, settlements and cash funds, records inventory results;
- f) Carries out material-technical support, necessary for the School's functioning;
- g) In compliance with the rule established by legislation, develops draft annual plan of state procurements, organizes the process of state procurements, ensures processing of Agreements with suppliers and controls implementation of processed Agreements;
- h) Ensures maintenance of school's premises and its territories (yards) and protection of material assets on the School's balance, organizes delivery of the School's supplies and economic provision.
- h ¹) Ensures development of proposals on creation and development of informational technologies, introduction and service of informational protection;
- h ²) Provides employee's working places with technics and ensures its sustainable work;
- h ³) Ensures work of computer technics existing in the school;
- h ⁴) Within the framework of authority ensures the creation of school's website, posting and periodically updating information on website, administers the web portal of the school and assists users during using the webpage;
- i) Performs other functions, stipulated under this Statute and legislation.

4. Various workshops, conferences, theoretical and practical classes are held in the School's regional training centers on the issues of consideration of cases in common courts of Georgia, significant legislative amendments done in Civil, Administrative and Criminal Law, issues of judicial practice, as well as, other events are conducted related to the School's goals and activities.

(Decision of the Independent Board of August 27, 2013, N1/6)

(Decision of the Independent Board of March 27, 2015, N01/1-15)

(Decision of the Independent Board of June 9, 2015, N01/4-15)

(Decision of the Independent Board of January 15, 2016, N01/1-16)

(Decision of the Independent Board of June 22, 2016, N01/6-16)

Article 12. Council of teachers

1. Teachers of the school form the Council of teachers, which:

- a) Based upon request of the School Director, or, as necessary, on its own initiative, submits the report on progress of the educational process in the School to the School Director;
- b) For the purpose of effective conduction of the educational process in the School and its improvement, develops and submits recommendations regarding the School's regulations to the School Director;
- c) Develops suggestions for the purpose of improving the training programs;
- d) Implements separate decisions of the School's Independent Board and Directorate;

2. Council of teachers gather at least once a year. Meeting of the Council of teachers is convened and chaired by the School Deputy Director. Council of teachers is called upon initiative of the School Deputy Director, upon request of the School Director or upon request of at list 1/5 of listed members of the Council of teachers. Within one week of filing of the request on calling the meeting, the School's Deputy Director convenes the meeting and chairs it. In case of failure to convene the meeting within the defined period of time, the meeting is called and chaired by the School Director, or, in case of his/her absence, by the eldest member of the Council of teachers.

3. Meeting of the Council of teachers is authorized if the majority of listed members is presence, while decisions are made through voting, by the majority of votes of those in attendance. In case of equal division of votes, the chairman of meeting has the right of decisive vote.

4. Decision of the Council of teachers is processed in a form of report, which is signed by the meeting Chairman and the meeting secretary.

(Decision of the Independent Board of August 27, 2013, N1/6)

(Decision of the Independent Board of October 31, 2013, N1/8)

Article 12¹. Selection of School teachers

1. Training of justice listeners is conducted by the School teachers, who are selected by the Independent Board of the School for not more than 2 (two) years term. Selection of School teachers is done according to the field of law and/or training topics/topics.

2. In the process of selection of School teachers the Independent Board of the School assesses his/her professional and pedagogical experience, including pedagogical experience in direction of training and/or retraining of justice listeners, sitting judges or court officials.
3. Any member of the Independent Board is eligible to nominate a candidate of the School teacher. The School teacher is elected by poll. The candidate who receives the majority of the votes but not less than the majority of the present members of the Independent Board is elected as a teacher.
4. In case if none of the candidate gets the necessary number of votes determined under paragraph 3 of this article, two candidates with the best results are involved in the poll. If the number of candidates is more than two after getting equal number of votes, all such candidates are involved in the poll. The candidate who gets the majority of the votes will be considered as elected.
5. School teachers are selected through an open voting in case if the Independent Board of the School does not decide to conduct a secret ballot. The rule of conducting the secret ballot is determined by the Statute of the Independent Board.
6. The provisions of this article do not apply to the specialist of different fields of law and auxiliary disciplines periodically invited for the purpose of training of the justice listeners.
7. The Director of the School signs an employment contract with the selected teacher according to the Georgian legislation and the rule established under this Statute.
8. Upon the decision of the Director of the School, School teachers and/or the invited specialists may be involved in the in-service and different types of training courses/initial training programs.

(Decision of the Independent Board, of December 16, 2013, N1/9)

Chapter V

Educational Process

Article 13. Duration of the Educational Process

1. Duration of the educational process in the School is 10 months. Complete educational course includes the theoretical course, internship and workshop work.
2. For justice listeners, who have no less than 10 years of experience of working as the Head of the structural unit of the HCOJ Office, Head of the Office of Common Courts or its structural unit, assistant judge, court clerk, investigator, prosecutor or/and lawyer, duration of the complete educational course is 6 months.

3. In the cases envisaged by Paragraph 1 of this Article, duration of the theoretical course is five months, internship – four months, workshop work – one month.

4. In the cases envisaged by Paragraph 2 of this Article, duration of the theoretical course is five months, internship – half a month, workshop work – half a month.

5. Having completed the theoretical course and the School educational process, listeners have to pass examinations.

(Decision of the Independent Board, of November 20, 2008, N1/2)

(Decision of the Independent Board, of December 28, 2010, N1/4)

(Decision of the Independent Board, of July 14, 2011, N1/5)

Article 14. Justice Listener Discipline

1. During the School educational process, justice listeners are obliged to observe disciplinary norms, violation of which causes imposing of disciplinary responsibility, in compliance with the rule established by the legislation of Georgia.

2. Issue of imposing disciplinary responsibility is considered and decided by the School Director's office.

3. The rule for disciplinary punishment is defined by the Law of Georgia on the High School of Justice and by internal regulations of the School.

Article 14¹. Provision of the Justice Listeners with Study Materials and Literature

The School provides the justice listeners with the relevant study materials and literature. Printed study materials and literature might be transferred into ownership of the justice listeners.

Article 14². Management of Training and Examination Processes through the Means of the School's Website.

1. Educational courses for Justice Listeners, retraining courses for active judges and servants, as well as the courses for judicial officers and other courses can be managed through the means of the School's website.

2. Configuration, functionalities, user registration, log in, availability of the website, the rules of its utilization and administration shall be determined by the School Director.

(Decision of the Independent Board, of June 9, 2015, N01/4-15)

Article 15. Examination Committee of Theoretical Examination

1. Theoretical examination is held by the examination committee, composition of which is approved by the Independent Board, upon nomination by the School Director. Chairperson of the examination committee is elected from committee members by the Independent Board.

2. Examination committee consists of no less than three members and the committee chairperson. As a rule, specialists of criminal law, civil law and administrative law are selected as members of the examination committee.

3. In case of necessity, committee chairperson is authorized to invite experts.

4. For the purpose of organizational support of the examination committee and organizing the examinations, upon decision of the Independent Board the secretariat of the examination committee of theoretical examination is formed, composition of which is determined by the School Director, from the School's employees.

5. Examination committee meetings are authorized if attended by the majority of listed members, while decisions are taken through voting, by the majority of votes of those in attendance. In case of equal division of votes, the examination committee chairperson is granted the right of casting vote. Decision is processed as protocol, which is signed by the examination committee chairperson and the secretary of the meeting. Document recording the examination results is also processed and approved by signatures of examination committee members.

(Decision of the Independent Board, of October 31, 2013, N1/8)

(Decision of the Independent Board, of June 22, 2016, N01/6-16)

(Decision of the Independent Board, of December 9, 2016, N01/10-16)

Article 16. Rule for Passing and Evaluating the Theoretical Course Graduation Examination

1. Purpose of holding the theoretical course graduation examination is to evaluate theoretical knowledge gained during the educational process.

2. Theoretical course graduation examination is held in two stages - a multiple choice test and an oral exam.

3. According to the Decision of the School Director, multiple choice test is conducted in writing or electronically, using the School's website. Examination test consists of 70 issues taken from the branches of law, the listener's theoretical course was devoted whereof. Independent Board passes resolution upon the issues of examination test, while examination tests are selected by the examination committee.

4. Every issue of the examination test consists of two parts: the first, description part includes a description of legal cases, while the second part includes four possible options (answers) for resolving this case. The examinee's task is to guess the correct answer and circle the corresponding letter of alphabet, in the special sheet for examination test answers; in case of passing examination through the website, the examinee marks the right answers within computer program.

5. Only one of the test's four answers is correct. The examinee must circle only one answer. If more than one answer or none of the answers are circled, the test solution will be evaluated with 0 (zero) points.

6. Correct answer to every issue of the test is evaluated with 1 (one) point, incorrect answer – with 0 (zero) points.

7. Minimal evaluation of the test examination is zero points, while the maximal evaluation is 70 (seventy) points. Test examination is considered passed if the listener collects at least 50 (fifty) points, otherwise the theoretical examination is considered failed.

8. In case of conducting examination electronically through the means of the website, test results are summed up automatically.

9. If the listener collects no less than 40 and no more than 45 points, he/she does not exercise the right to submit a claim, granted by Paragraph 4 of Article 20 of this Charter, as well as if a complaint filed by him/her is not satisfied or is not submitted, the examination committee raises the issue of one-time admittance of the listener to the additional theoretical examination before the Independent Board. Independent Board makes one of the following decisions:

a) On expulsion of the listener from the School;

b) On one-time admittance of the listener to the additional theoretical examination.

10. If the listener collects less than 40 points, he/she will be expelled from the School unconditionally.

11. Examinees are given four astronomical hours for passing the test examination. In case of exceeding the time limit, work submitted to the examination committee will not be corrected and the listener will be evaluated with 0 (zero) points; in case of passing examination through the website, since the time determined for examination test, the examinee is deprived of his/her right to continue working on examination test.

12. Examinees shall receive warning about expiry of the examination time twice – 30 minutes and 15 minutes in advance. After the thirty-minute warning, no one has the right to leave the examination room without turning in the examination test.

13. The listener gains right to be allowed on the next stage of the examination – oral exam, only in case if he/she successfully passes examination test or additional examination test (if he/she is admitted to the additional examination test pursuant to point b of Paragraph 9 of this Article).

14. At the oral examination, the examinee presents findings of his/her study of an actual legal question in form of presentation before the examination committee. For this purpose, he/she is given 30 minutes. The part of the presentation presented after 30 minutes, will not

be evaluated. The School arranges for making a video recording of the presentation made by the examinee.

15. Rules to conduct oral exam and its evaluation criteria are determined by the resolution of the Independent Board.

16. Minimal evaluation of the oral examination is zero points, while the maximal evaluation is 30 (thirty) points.

17. Oral examination is considered passed if the listener collects at least 20 (twenty) points. After having successfully passed the oral exam, the examinee moves to the internship stage.

18. If the listener is admitted to the additional theoretical examination, in compliance with Subparagraph "b" of Paragraph 10 of this Article and fails to pass the theoretical exam, Independent Board is authorized to consider, based on the listener's request and as an exception, the issue of him/her taking the full training course once, with the next group.

Article 17. Obligatory internship

1. After passing the final exam of the theoretical course, the justice listener goes through the obligatory internship. The types and methodologies of the works which should be performed by the justice listeners during the internship are regulated by the training program for the justice listeners.

1¹. The head of internship selects the internship coordinator candidates with agreement with the head of the body, the relevant internship is to be done wherein. While selecting internship coordinators, as a rule, the following criteria must be taken into consideration:

- a) The time served by the candidate on the relevant position at the office.
- b) Experience in internship coordination;
- c) Ability to perform the function of internship coordinator during the internship period.
- d) Candidate's willingness to perform the function of the internship coordinator.

2. The Director upon the nomination of the head of internship, appoints internship coordinators in relevant institutions.

3. Internship Coordinator:

- a) Leads and supervises the internship of justice listeners
- b) At the end of the internship, issues recommendations on each justice listeners assigned to him/her (description form of justice listener).

c) Submits a report to the head of Internship on the performance of the internship program since it is completed.

4. Internship coordinator evaluates daily the work performed by the justice listeners in points and produces the journal in the form approved by the School Director. Internship coordinator notes the evaluation of the justice listener in the journal. The justice listener is evaluated by one-point system according to the following five levels:

a) High (the goal is almost fully achieved. Assignments are almost completely performed) – 1 point;

b) Higher than average (the goal is mostly achieved. Assignments are mostly performed) – 0, 75 point;

c) Average (the goal is partially achieved. Assignments are partially performed) – 0, 50 point;

d) Lower than average (the goal is minimally achieved. Assignments are minimally performed) – 0, 25 point;

e) Low (the goal is not achieved. Assignments are performed fully mistakenly) – 0 point

5. Internship is considered to be successfully completed by the justice listener in case of obtaining at least 2/3 of internship's maximum point.

6. In case of excusable absence of the justice listener at the internship, instead of missed day he/she will be allowed on internship on other days. The rule of considering an absence as an excusable is determined by this Charter and Internal Regulations of the School. The schedule of internship on other days instead of missed days is determined by the School Directorate in agreement with the Internship Coordinator.

7. Recommendation form (description form of justice listeners), is approved by the Independent Board of the School upon the nomination of the Director of the School. The recommendation form (description form of justice listeners), includes the following information about the justice listener: personal characters, attitude towards work, professional characters manifested, types of the work performed, theoretical and practical knowledge manifested, problems outlined, achievements and other information related to the internship, recommendation given to the justice listener.

8. Producing of the evaluation journal of justice listener and/or recommendation forms (description form of justice listeners) might be conducted electronically, according to the rules established in the School.

(Decision of the Independent Board, of December 16, 2013, N1/9)

(Decision of the Independent Board, of June 9, 2015, N1/4-15)

(Decision of the Independent Board, of December 29, 2015, N01/9-15)

Article 18. Seminar work

1. At the end of the internship, the School conducts seminars for the justice listeners the aim of which is to generalize the knowledge and experience received during the theoretical course and internship as well as preparing the justice listener for the final exam. Types and methodologies of seminar assignments are determined by the training program for the justice listeners.

2. Seminars are conducted by the school teachers and invited specialists.

3. School Teacher or invited specialist sets a description form of seminar work for each justice listener. Description form of seminar work is approved by the Independent Board of the School upon the nomination of the Director of the School. Description form of seminar work about the justice listener includes the following information about the justice listener: personal characters, professional characters manifested, types of the work performed, theoretical and practical knowledge manifested, problems outlined, achievements and other information related to the seminar work.

4. Producing of the seminar work's description form of justice listeners might be conducted electronically, through the means of the School's website, according to the rules established in the School.

(Decision of the Independent Board, of December 28, 2010, N1/4)

(Decision of the Independent Board, of December 16, 2013, N1/9)

(Decision of the Independent Board, of June 9, 2015, N1/4-15)

Article 19. School Graduation Examination

1. At the end of the School educational process, justice listeners pass the examination, purpose of which is to evaluate the theoretical knowledge and practical experience gained by the justice listener. Graduation examination must be held no earlier than 3 days after completion of the education process. Decision on the examination date is taken by the Independent Board.

1¹. Graduation examination is held by the examination committee. Three members of the committee, appointed by the Independent Board, are specialists of Criminal, Civil and Administrative Law. Independent Board elects the committee chairmen from committee members.

1². Committee meeting is authorized to pass a resolution, the majority of listed members of the committee is present at the session. Decisions are taken by the majority of votes of committee members attending the meeting. Decision is processed as a protocol, which is

signed by the examination committee chairperson and meeting secretary. Document recording the examination results is also processed and approved by signatures of examination committee members. In case of holding the school graduation examination electronically through the means of the School's website, results of the examination shall be displayed on the School's website, according to the rules established in the School.

1³. For the purpose of organizational support of the examination committee and organizing the examinations, upon decision of the Independent Board there is formed a secretariat of the graduation examination committee, composition of which is determined by the School Director, from school employees.

2. Graduation examination is conducted in written form. Listeners are given criminal, civil or administrative cases from judicial practice. Listeners have to choose a case of one of the categories and draw up drafts of procedural documents on it.

2¹. Materials/cases selected for the graduation examination are sealed after selection and opened on the examination day, no earlier than 10 minutes before commencement of the examination. A protocol is processed on sealing the examination materials and opening the sealed materials, which is signed by attending members of the examination committee and examination committee secretariat.

3. Graduation examination is evaluated: in terms of compiling procedural documents, compliance with procedural norms, assessment of factual circumstances, validity, substantiating a legitimate decision and interpretation of the principle of law.

4. Written examination evaluation:

a) For compliance of procedural documents with procedural norms: minimal score – 0 (zero), maximal score – 20 (twenty);

b) For correct assessment of factual circumstances: minimal score – 0 (zero), maximal score – 30 (thirty);

c) For justification of procedural documents: minimal score – 0 (zero), maximal score – 20 (twenty);

d) For substantiation of legal decision and interpretation of the principle of law: minimal score – 0 (zero), maximal score – 30 (thirty);

5. Examinees are given six astronomical hours for passing the written examination.

6. Examinees shall receive warning about expiry of the examination time twice – 30 and 15 minutes in advance. After the thirty-minute warning, no one has the right to leave the examination room without turning in their written work.

7. It is forbidden to use comments to the law and scientific literature during written examination.

8. Graduation examination is considered passed if the listener accumulates minimum 85 points.

9. If the listener has less than 85 points, but not less than 70 points, he/she has the right to apply to the Independent Board to issue of admitting this listener to the next graduation examination after the results of the school graduation examination are announced, or in case if he/she has filed claim, within the two days since the decision of the complains committee is announced. Decision on one-time admittance of the listener to the next graduation examination is taken by the Independent Board.

10. (Deleted – 10.02.2016, N01/4-16)

(Decision of the Independent Board, of December 28, 2010, N1/4)

(Decision of the Independent Board, of October 31, 2013, N1/8)

(Decision of the Independent Board, of December 16, 2013, N1/9)

(Decision of the Independent Board, of June 9, 2015, N1/4-15)

(Decision of the Independent Board, of February 11, 2016, N01/4-16)

(Decision of the Independent Board, of June 22, 2016, N01/6-16)

Article 20. Complaints Committee

1. Complaints committee is formed for the purpose of revising the results of the theoretical course and the High School of Justice graduation examination.

2. Composition of the complaints committee is determined by the Independent Board, which consists of the specialists of criminal, civil and administrative law.

3. Complaints are accepted in course of two days after announcement of examination results, at the time and location specially defined for this by the School Director. If the date of acceptance of claims concurs with holiday determined under Labour Code of Georgia, acceptance will happen on such day too. Complaints submitted late are not considered.

4. Revision of results of the theoretical course graduation examination, as a rule, is possible in the case if the examinee has accumulated at least 45 (forty-five) points. Revision of results of the oral examination is possible in that case, if the listener receives less than 20 points. While considering the claim made by the listener regarding the oral examination, a video recording of the presentation made by the listener in front of the examination committee shall be presented. Listener is entitled to present the materials used by him/her during the presentation to the complaints' committee.

5. Revision of results of the High School of Justice graduation examination, as a rule, is possible in the case if the examinee has accumulated at least 80 (eighty) points.

6. Composition of the complaints committee is anonymous and consists of no less than 3 members.

7. The principle of bilateral anonymity shall be observed during consideration of complaints by the complaints committee.

8. While considering complaints regarding results of the theoretical course and the High School of Justice graduation examinations, complaints committee makes an evaluation of the complaint no later than 7 days after its registration. After review of complaints, results must be entered into the complaint sheet, which is approved by signatures of all committee members. Evaluation of the complaints committee is final.

(Decision of the Independent Board, of October 31, 2013, N1/8)

(Decision of the Independent Board, of November 9, 2015, N01/6-15)

(Decision of the Independent Board, of December 9, 2016, N01/10-16)

Article 21. Qualification of Justice Listeners

1. The qualification list of justice listeners shall be submitted for approval of the Independent Board by the School Director within one month upon completion of the School training graduation examination.

2. The following scores of justice listeners shall be summed up in the course of the compilation of the qualification list:

- a) Points received at the judicial qualification examination, the coefficient of which is 1;
- b) Points received while passing the School theoretical course graduation examination, the coefficient of which is 2;
- c) Points received during internship, the coefficient of which is 3;
- d) Points received while passing the School graduation examination, the coefficient of which is 4;

3. The School shall issue the course completion certificate to the justice listener, who has been included in the qualification list, indicating that he/she had undergone the complete training course and has been included to the qualification list. The form of the course completion certificate of the School is approved by the Independent Board upon nomination of the Director of the School.

4. The course completion certificate shall also be issued to the justice listener, who had undergone the complete training course for justice listeners before 2015 and is included in the justice listeners' qualification list.

(Independent Board Decision N1/4 of December 28, 2010)

(Independent Board Decision N1/9 of December 16, 2013)

(Independent Board Decision N01/3-15 of May9, 2015)

Article 22. Total Score Calculation

1. Judicial qualification examination:

- a) Y is the score of the judicial qualification examination.

Comment:

Judicial qualification examination includes two stages:

1. Tests - the minimum score whereof is zero, while the maximum score is 100, and the passing score is 75.

2. Written examination - the minimum score whereof is zero, while the maximum score is 25, and the passing score is 15.

b) Maximum score of the judicial qualification examination, taking into account the tests and written examination, is 100, which is calculated as follows: $Y_{\max} = (1/4 \text{ of the maximum score of test examination} + \text{maximum score of written examination}) \times 2 = 100$;

c) Minimum score of the judicial qualification examination, taking into account the tests and written examination, is 67.5, which is calculated as follows: $Y_{\min} = (1/4 \text{ of the passing score of test examination} + \text{passing score of written examination}) \times 2 = 67.5$;

d) **Rule for calculating the judicial qualification examination score:** $Y = (1/4 \text{ of the test score} + \text{score received for written examination}) \times 2$.

Example: If the listener has received 87 points for the tests and 20 points for written examination: $Y = (1/4 \text{ of } 87 + 20) \times 2 = 83.5$;

e) **Coefficient of the judicial qualification examination is 1.**

2. Theoretical examination:

a) Z is the theoretical examination score – the sum of oral examination and test scores. The minimum score of the theoretical examination is zero, while the maximum is 100, test passing score is 50, while oral examination passing score is 20;

b) **Theoretical examination coefficient is 2.**

3. Internship:

a) X is the score received for the internship. The minimum score for the internship is zero, while the maximum score is 86-88 (for four months, calculated based on the 5-day working week). Internship is considered satisfactory, if total points accumulated by the listener during Internship equals to 2/3 of the maximum score, i.e. 57-59 points.

b) **Rule for calculating the total score for the internship:** $X = \text{received points} \times 100 / \text{maximum score}$.

Example: If the listener has received 55 points during internship, internship score is calculated as follows: $X = 55 \times 100 / 86 = 63.95$ or $X = 55 \times 100 / 88 = 62.5$;

- c) **Rule for calculating the minimum internship score:** $X_{\min} = \text{satisfactory score} \times 100 / \text{maximum score}$.

Example:

$X_{\min} = [57 \times 100 / 86] = 66.27$ (in case of 86-day internship)

$X_{\min} = [59 \times 100 / 88] = 67.04$ (in case of 88-day internship)

- d) **Internship coefficient is 3.**

3¹. Half-month Internship

- a) X is the score received for internship. Internship minimum score is zero points, maximum – 11-12 points. Internship shall be deemed satisfactory if total points accumulated by the listener during internship equal to 2/3 of the maximum score, i.e. 7.33-8 points.

- b) **Rule for calculating the total score for the internship:** $X = \text{received points} \times 100 / \text{maximum points}$.

Example: If the listener has received 9 points during internship, internship score is calculated as follows: $X = 9 \times 100 / 11 = 81.81$ or $X = 9 \times 100 / 12 = 75$;

- c) **Calculating the minimum internship score:** $X_{\min} = \text{satisfactory score} \times 100 / \text{maximum score}$.

Example:

$X_{\min} = [7.33 \times 100 / 11] = 66.63$ (in case of 11-day internship)

$X_{\min} = [8 \times 100 / 12] = 66.67$ (in case of 12-day internship)

- d) **Internship coefficient is 3.**

4. Graduation Examination

- a) K is the score received in the graduation examination. The minimum score of the graduation examination is zero, while the maximum is 100 points, and the passing score is 85;

- b) **Graduation examination coefficient is 4.**

5. Total Score Calculation

N is the total score. $N = (1Y + 2Z + 3X + 4K) / 100$.

6. Position of listeners on the qualification list shall be determined according to the value of the total number of points received by them. In case of listeners receiving equal scores, the sequence of listeners on the list shall be determined based on the following principle:

- a) Advantage shall be given to the listener having received the highest evaluation in the graduation examination;

- b) In case of accumulation of equal scores in the graduation examination, advantage shall be given to the listener having received the highest evaluation during internship;

- c) In case of accumulation of equal scores during internship, advantage shall be given to the listener having received the highest evaluation in the theoretical examination;

- d) In case of accumulation of equal scores in the theoretical examination, advantage shall be given to the listener having received the highest evaluation in the judicial qualification examination;

7. In case of accumulation of equal scores for all the components envisaged by Paragraph 6 of this Article, the matter shall be decided by the Independent Board.

(Independent Board Decision N1/2 of November 20, 2008)

(Independent Board Decision N1/3 of April 24, 2009)

(Independent Board Decision N1/4 of December 28, 2010)

(Independent Board Decision N1/5 of July 14, 2011)

(Independent Board Decision N01/10-16 of December 9, 2016)

Article 23. Retraining of Sitting Judges

1. Retraining of sitting judges shall be conducted through various workshops, training courses and conferences, theoretical and practical courses as well as discussions.
2. For retraining purposes, the School Director may invite experts and specialists of various fields.
3. Invited experts and specialists shall conduct retraining within framework of the program approved by the Independent Board.
4. Labour remuneration of invited experts and specialists shall be paid within the limits established by the Labour Agreement.

Chapter VI

Participation of Prosecutors and Lawyers in Retraining Activities

Article 24. Participation of Prosecutors and Lawyers in Retraining Activities

1. The following persons may be admitted for participation in the activities planned within the framework of retraining courses:
 - a) Prosecutors – based on the list compiled in advance by the Office of the Chief Prosecutor of Georgia and at the request of the Chief Prosecutor.
 - b) Lawyers - based on the list compiled in advance by the Bar Association and at the request of the Executive Board.
2. The number of prosecutors and lawyers to be admitted as well as the retraining programs themselves shall be approved by the Independent Board.

(Independent Board Decision N1/9 of December 16, 2013)

Article 25. Participation of Assistant Judges, Ushers and Other Staff of the Common Courts System in Retraining Activities

1. Assistant judges, ushers and other staff of the common courts system may be admitted for the participation in the activities planned within the framework of retraining courses.
2. The number of candidates to be admitted as well as the retraining programs for assistant judges, ushers and other staff of the common courts system shall be approved by the Independent Board.

(Independent Board Decision N1/8 of 31 October, 2013)

Chapter VII

School Management and Representation

Article. 26 School Management Bodies

The School's management bodies shall be the Independent Board and the School Administration.

Article 27. Independent Board

1. The School's Independent Board (hereinafter – the Independent Board), composed of 6 members, shall define the areas of School's activities, coordinate and supervise the implementation thereof.
2. A citizen of Georgia with higher education, having sufficient qualification and professional experience for carrying out Independent Board member's duties and responsibilities as defined by the applicable laws, shall be eligible to become the Independent Board member.
- 2¹. Chairperson of the Supreme Court of Georgia shall not be eligible to become the member of the Independent Board.
3. Chairperson of the Independent Board, also being a member of the Independent Board, shall be elected from among its members for a period of 3 years by the Conference of Judges of Georgia. The same individual may be elected as the Independent Board Chairperson consecutively on two occasions only.
4. Five members of the Independent Board, one of them being a non-judge member of the High Council of Justice of Georgia, shall be approved by the High Council of Justice of Georgia for a period of 3 years, at the request of the Independent Board Chairperson.
5. Independent Board shall elect from among its members the Independent Board Deputy Chairperson.
6. Independent Board Meetings shall be convened at least twice a year. Meetings shall be chaired by the Independent Board Chairperson and, in case of his/her absence – by the Deputy Chairperson.
7. Independent Board conclusions and decisions shall be drawn in the form of protocols that shall be signed by the Meeting Chairperson and Meeting secretary. Independent Board Decisions shall be signed by the Independent Board Chairperson and, in case of his/her absence – by the Deputy Chairperson.
8. In addition to powers granted under the Law of Georgia On the High School of Justice, the Independent Board may:
 - a) determine the educational process areas;
 - b) define the examination procedure;
 - c) approve School symbols upon nomination by the School Director;
 - d) make decisions on issues relating to the operation of the School unless decision-making thereon falls within the competence of the School Director.

(Independent Board Decision N1/, of 27 August, 2013)

Article 27¹.School Administration

1. School Administration shall consist of the School Director, School Deputy Director and Internship Supervisor.
2. School Administration shall:
 - a) Ensure proper operation of the School, conduct of educational and retraining courses for justice listeners;
 - b) ensure implementation of decisions made by the Independent Board;
 - c) develop and implement educational, internship and retraining programs, therefore it actively cooperates with Georgian common courts;
 - d) carry out other activities envisaged by the Law of Georgia on the High School of Justice, this Statute and the applicable laws of Georgia.

(Independent Board Decision N1/6 of 27 August, 2013)

Article 28. School Director and Deputy Director

1. School Director shall be elected by the Independent Board for a period of 5 years. Decision shall be taken by the majority of votes of the Independent Board members present at the meeting. In case of an equal division of votes, the Meeting Chairperson shall be entitled to a casting vote.
2. School Director shall:
 - a) represent the School in relations with other individuals or legal entities and perform the duties and responsibilities defined by this Statute;
 - b) ensure proper operation of the School, conduct of educational and retraining courses for justice listeners;
 - c) ensure the implementation of decisions made by the Independent Board;
 - d) submit educational, internship and retraining programs for approval of the Independent Board in agreement with the School Administration and Council of Teachers;
 - e) determine the School's staff list and submit the same for approval of the Independent Board.
 - f) determine the composition of the examination committee unless otherwise stipulated by law;
 - g) determine the School's budget and submit the same for approval of the Independent Board, open and close bank accounts;
 - h) manage the School's finances and other tangible assets, and be responsible for the proper use thereof for the purpose of implementation of School's objectives under the applicable law and performance of duties defined by the School's Statute as well as proper operation of the School;
 - h¹) define the limits of fuel and communication costs in compliance with the School's budget;
 - i) define duties, rights and responsibilities of the School's structural units, and approve job instructions (job description) and guidelines for the School staff within the powers granted by this Statute;
 - j) hire and dismiss members of the School staff in a manner as established by the applicable laws of Georgia;
 - j¹) decide on issues relating to the incentives for and disciplinary responsibility of the members of the School staff;
 - j¹) be entitled to determine additional compensation (salary supplements) in a manner prescribed by the Internal Regulations of the School to be paid to members of the School staff for overtime work, critical operational workload and/or concurrent performance of duties and responsibilities of an employee who is temporarily out of office;
 - k) conclude Labour Agreements with the School's teachers and invited specialists;
 - l) take decisions on improvement of labour conditions;
 - m) issue individual legal Acts, determine and distribute duties and responsibilities between School's teachers, invited specialists and employees, sign the School's documentation;
 - n) Perform other duties and responsibilities as envisaged by this Statute, the School's Internal Regulations and the applicable laws of Georgia.
3. School Deputy Director shall act as the Director on a temporary basis in case the Director is temporarily absent or unable to serve. In the absence of the School Deputy Director, the Director's duties, upon assignment by the Director, shall be temporarily performed by the

Head of one of the structural units. Powers of the Deputy Director are prescribed by this Statute, School Director's individual legal Acts and applicable laws of Georgia.

(Independent Board Decision N1/6 of August 27, 2013)

(Independent Board Decision N1/8 of October 31, 2013)

(Independent Board Decision N01/7-15 of December 14, 2015)

(Independent Board Decision N01/6-16 of June 22, 2016)

Article 28¹. Head of Internship

Head of Internship shall:

- a) nominate an internship coordinator to the School Director for appointment.
- b) assign justice listeners to the internship coordinator.
- c) organizes and monitor the internship process.
- d) set the final evaluations of the judicial listeners based on the scoring provided by internship coordinators.
- e) elaborate and submit the relevant report and recommendations to the School Director for the purpose of improvement of internship process.
- f) assist internship coordinators in the conduct of internship in terms of methodology.
- g) perform certain tasks assigned by the School Director.
- h) perform other duties envisaged by the Law of Georgia on the High School of Justice, this Statute, Internal Regulations of the School and job instructions (job description) approved by the School Director.

(Independent Board Decision N1/9 of December 16, 2013)

(Independent Board Decision N01/4-15 of June 9, 2015)

Chapter VIII

School Property and Funding

Article 29. School Property

1. The School is established on the material and technical basis of the dissolved judicial centre.
2. Property may be purchased and sold in a manner prescribed by the applicable laws of Georgia.

Article 30. School Funding

1. The School shall be funded from the state budget as set forth in a separate line provided for in the budget of common courts.
2. In order to perform duties and responsibilities prescribed by the Law of Georgia on the High School of Justice, the School, upon decision by the Independent Board, may receive financial income or material aid permitted by the applicable laws of Georgia.
3. In addition to the funding foreseen by Paragraphs 1 and 2 of this Article, the School's funding sources may include:
 - a) target funds allocated from the state budget;
 - b) revenues received from execution of state orders;
 - c) revenues received from execution of contractual work;
 - d) other revenues established by the applicable laws.

Article 31. Accounting Reports

Accounting and reporting of the School's financial and economic activities shall be performed by the School in a manner prescribed by the applicable laws of Georgia.

Chapter IX

Amendments to the Statute, School Reorganization and Liquidation

Article 32. Amendments to the Statute, School Reorganization and Liquidation

Amendments and additions to the School's Statute as well as reorganization and liquidation of the School shall be made in compliance with the applicable laws of Georgia.

Amendments Made:

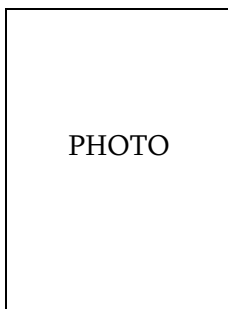
1. Independent Board Decision N1/2 of November 20, 2008
2. Independent Board Decision N1/3 of April 24, 2009
3. Independent Board Decision N1/4 of December 28, 2010
4. Independent Board Decision N1/5 of July 14, 2011
5. Independent Board Decision N1/6 of August 27, 2013
6. Independent Board Decision N1/8 of October 31, 2013
7. Independent Board Decision N1/9 of December 16, 2013
8. Independent Board Decision N01/1-14 of May 8, 2014
9. Independent Board Decision N01/1-15 of March 27, 2015
10. Independent Board Decision N01/3-15 of May 9, 2015
11. Independent Board Decision N01/4-15 of June 9, 2015
12. Independent Board Decision N01/6-15 of November 9, 2015
13. Independent Board Decision N01/7-15 of December 14, 2015
14. Independent Board Decision N01/9-15 of December 29, 2015
15. Independent Board Decision N01/1-16 of January 15, 2016
16. Independent Board Decision N01/4-16 of February 11, 2016
17. Independent Board Decision N01/6-16 of June 22, 2016
18. Independent Board Decision N01/8-16 of November 03, 2016
19. Independent Board Decision N01/10-16 of December 9, 2016

CANDIDATE JUSTICE LISTENER EVALUATION

ID Number of the Member of the High Council of Justice

Full Name of the Candidate

Brief Biographical Data



Qualification Examination Results:

Sequence number of the Contest Participant:

EVALUATION CRITERIA

#	Evaluation Criteria	Noticeably Overqualified	Partially Overqualified	Qualified	Less Qualified	Unqualified
1	Moral Reputation					
2	Personal Traits					
3	Qualification					
4	Personal Skills					
5	Assertion and Expression Ability					
6	Analytical and Logical Thinking and Decision-Making Ability					
Final Evaluation:		Positive			Negative	

