



«АККРЕДИТЕУ ЖӘНЕ РЕЙТИНГТІҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

REGULATION

ON THE ACCREDITATION COUNCIL
OF THE INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

Astana 2015

**Approved
by Director order
NI "Independent Agency for
Accreditation and rating "
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accordance with the IAAR
Director's order № 68-18 / 1-OD as
of May 25, 2018)***

**Regulation
on the Accreditation Council
of the Independent Agency for Accreditation and Rating**

1. General Provisions

1.1 This Regulation on the Accreditation Council of the Independent Agency for Accreditation and Rating (hereinafter - the Regulation) was developed in accordance with the Law of the Republic of Kazakhstan dated June 27, 2007 "On Education", orders of the Minister of Education and Science of the Republic of Kazakhstan as of February 14, 2017 No. 112 and November 1, 2016 No. 629 "Rules for the recognition of accreditation bodies, including foreign entities, and the formation of a register of recognized accreditation bodies, accredited educational organizations and study programs", standards of institutional and specialized accreditation of educational organizations.

1.2 The Accreditation Council (hereinafter - AC) is an advisory body of the Independent Agency for Accreditation and Rating (hereinafter - the IAAR), established for the collegial and public review of materials submitted by educational organizations that implement curricula for primary, secondary, technical and vocational, higher and postgraduate education, career advancement institutes, as well as for making decisions on institutional and/or specialized accreditation.

1.3 In its activities, the AC is guided by the laws of the Republic of Kazakhstan, other regulatory legal enactments of the Republic of Kazakhstan in the field of education, Standards and guidelines for quality assurance in the European Higher Education Area (ESG), the Charter, statutory documents of the IAAR, the accreditation standards of the IAAR and this Regulation.

1.4 The members of the AC shall perform their functions with no compensation.

1.5 None (no group of individuals) should influence the AC's decision making.

The AC decides on the basis of real facts, rather than relying on guesses, rumors and conjectures. The members of the AC decide on the principle of impartiality, comprehensiveness and full consideration of the available documents for a decision.

1.6 In the event of operational requirement, the IAAR may pay travel expenses of

the AC's members.

2. The main tasks of the Accreditation Council

2.1 The main tasks of the AC are as follows:

- 1) review of materials to assess the quality of educational organizations by an accreditation body for compliance with the declared status and established institutional standards of the IAAR;
- 2) review of the materials of external quality assessment of individual study programs implemented by the educational organization for compliance with the IAAR standards of specialized accreditation;
- 3) support for the external and internal quality assurance system of the agency;
- 4) decision making on accreditation or refusal to accredit an educational organization and (or) its study programs;
- 5) review of the expert panel's interim reports on post-accreditation monitoring of educational organization and (or) study programs for the implementation of recommendations of the IAAR's external expert panel.

3. Structure and composition of the Accreditation Council

3.1 The AC may include representatives of government agencies, non-governmental organizations, educational organizations, research institutions, international education experts, employers and student associations. Members of the AC should be recommended by the authorized body in the field of education, associations, professional and student associations.

3.2 The AC includes the Chair, Vice-chair and members.

3.3 The AC is headed by the Chair, and in case of his absence for a valid reason, the functions of the Chair shall be performed by his deputy.

3.4 The Chair and Vice-chair shall be elected from the members of the AC by a simple majority of votes with a term of 3 years and approved by the IAAR founder's decision. Upon the expiration of the Chair's and Vice-chair's terms of office, they shall be elected following the above mentioned principle. In the event of proper fulfillment of their duties, the term of office of the acting Chair may be extended by a simple majority of the AC members' votes.

3.5 The tenure terms of the AC members, as a rule, shall not exceed 5 (five) years for one term, but they may be re-elected for a new term of no more than once. For a student, the term as a member of the AC shall be equal to the period of his study.

3.6 AC members may withdraw from the Council at their own request based on the written statement or may be excluded from the Council by the AC decision. The powers of such an AC member shall be terminated from the moment of receipt of the specified notification.

3.7 In the event that an AC member misses more than 5 (five) meetings without a valid excuse, the IAAR reserves the right to raise at the AC meeting an issue on the

exclusion of such member.

3.8 For the inclusion of a new member of the AC on the recommendation of various associations, professional and student associations this issue shall be submitted to the next meeting of the AC.

3.9 The Director of the IAAR is a standing member of the AC. Director of the IAAR may not be elected as the Chair and Vice-Chair of the AC.

3.10 Administrative support for the AC shall be provided by the IAAR employee, who is approved by order of the IAAR Director and does not participate in the evaluation procedures of the study program or educational organization, and does not have the voting rights.

3.11 The secretary provides organizational and technical support of the AC's meetings, including monitoring the timely submission of materials for consideration by the AC, prepares the agenda of meetings, minutes (decisions), notifies the AC members about the venue and time of the meeting, implements the Chair's instructions and performs other administrative functions while working with the AC.

3.12 The composition of the AC is approved by order of the IAAR Director, the number of which must be at least 15 (fifteen) people.

3.13 Members of the AC sign the Code of the member of the AC and shall be responsible for its compliance. In case of gross violation, the member of the AC may be excluded from the AC's membership.

3.14. AC members do not represent their own organizations and act as independent experts.

3.15 The composition of the AC and any changes, additions to it shall be approved by order of the IAAR Director.

4. Rights of the Accreditation Council

4.1 The AC has the right to make decisions:

1) accredit an educational organization that implements study programs of primary, secondary, technical and vocational, higher and postgraduate education, as well as of the career advancement institutes for compliance with the standards of the accreditation body;

2) to refuse the institutional and (or) specialized accreditation of the educational organization for compliance with the standards of the accreditation body;

3) suspend and (or) withdraw a certificate of institutional and (or) specialized accreditation in accordance with the standards of institutional and (or) specialized accreditation, as well as the statutory documents of the IAAR;

4) to involve experts in the field of education quality assessment, employers, representatives of students and foreign experts in the review of documents on institutional and (or) specialized accreditation;

5) to accept reports on post-accreditation monitoring of educational organizations and (or) study programs on the implementation of recommendations of the external expert panel of the IAAR;

4.2 The AC is also entitled to take other decisions on matters that fall within its

competence.

5. Organization of the Accreditation Council's activity

5.1 The IAAR shall provide the organizational and technical support to the AC.

5.2 The AC conducts its activities in the form of meetings.

5.3 Members of the AC may participate in the meeting online (video conferencing, video call, Skype, etc.). Distance participation is identical to the actual presence at the AC's meeting.

5.4 The AC meeting shall be presided by the Chair, and in his absence by the Vice-Chair.

5.5 For review of materials on accreditation and post-accreditation monitoring, as well as other issues within the competence of the AC, the Council meeting shall be held as necessary if there is a quorum at least twice a year.

5.6 The meeting is convened by the Chair of the AC, and its absence by the Vice-Chair. The secretary of the AC sends the agenda of the meeting and other relevant materials on accreditation of the educational organization (study program) to the Council members in writing, at least one week before the meeting.

5.6 A meeting of the AC shall be considered to have a quorum if more than half of the Council members, including the Chair, are present, and in its absence - the Vice-Chair.

5.7 If a quorum cannot be reached, the Chair, and in his absence - the deputy Chair, convenes a regular meeting within two weeks.

5.8 Participation in the AC is voluntary.

5.9 To make a decision, the AC at the meeting considers the following documents:

- self-assessment report of educational organization and (or) in relation to the study program;

- external expert panel report on the results of the external assessment, with recommendations on the accreditation of the educational organization and (or) the study program;

- presentation report of the Chair of the external expert panel;

- report of the organization of education and (or) in relation to the study program on the implementation of the recommendations of the external expert panel in the framework of post-accreditation monitoring;

- presentation report of the chair of the expert panel on the outcome of post-accreditation monitoring;

- other documents for decision making.

5.10 For public review of matters on issuing, refusing, revoking or suspending the certificate of institutional and (or) specialized accreditation, the AC meeting may be held with the media coverage, as well as representatives of accredited educational organizations and non-members of the AC.

5.11 During the discussion on the decision on accreditation, individuals who are not members of the AC, or a representative of an accredited educational organization, or a member of the Council who has a conflict of interest, are required to leave the meeting

room.

5.12 Decisions of the AC on the issues reviewed are taken by open voting by a simple majority of votes (of the number of those present, including those participating in the work of the Council online).

5.13 In event of a tie, the Chair, and in its absence - the Vice-Chair, shall have the casting vote.

5.14 The AC takes one of the following decisions:

1) on institutional and (or) specialized accreditation:

- to accredit:

for 1 year - if the criteria are met as a whole, but if there are shortcomings and opportunities for quality improvement;

3 years - with positive results in general, but with some minor flaws and opportunities for quality improvement;

5 years - with positive results in general;

7 years – in the event of repeated accreditation (re-accreditation), as well as with positive results in general and successful completion of post-accreditation monitoring of educational organizations and (or) study programs accredited earlier for a period of 5 years.

- do not accredit.

2) on post-accreditation monitoring:

- accept reports on the implementation of recommendations of the external expert panel;

- temporarily suspend the certificate of accreditation.

4) on other issues:

- withdraw institutional and/or specialized accreditation by excluding an institution from the list of the Register.

The AC is also entitled to take other decisions on matters within its competence.

5.15. The procedure of the meeting, issues and discussions are recorded in the minutes of the AC meetings by the Secretary, and an audio recording shall also be made.

5.16 At the AC meeting, each educational organization or study program shall be reviewed separately, and decisions on each educational organization or study program are taken separately.

5.17 Hard copies of the minutes of the meetings shall be signed by the Chair, and in his absence, by Deputy Chair, Secretary of the AC and shall be kept with the IAAR documentation.

The secretary shall be responsible for the completeness and accuracy of the information recorded in the minutes of the AC meeting.

5.18 The Secretary of the AC shall send electronic copies of the minutes of the meetings to all Council members within two weeks after the meeting.

5.19 The AC decisions shall be presented to the IAAR for the preparation of a certificate of accreditation or execution of documents on refusal, suspension or revocation of a certificate of institutional and/or specialized accreditation.

5.20 In the event of positive accreditation of medical education institutions (higher

and (or) postgraduate education), the IAAR issues a certificate on successful accreditation with indication of the accreditation validity period, which is signed by the AC's Chair and Director of the IAAR.

5.21 The organization of education receives a decision on accreditation or refusal of accreditation by the AC within 7 (seven) working days from the date of accreditation procedure.

Information on the results of accreditation shall be published on the IAAR official website in the section of accredited educational organizations by level of study within 60 calendar days from the date of such a decision.

5.22 In the event of an appeal by an organization of education, the decision shall be made as and when provided by the Regulations on the IAAR Commission for the Review of Appeals and Complaints.

6. Appealing the results of the Accreditation Council

6.1 The AC decisions on institutional and (or) specialized accreditation may be appealed by educational organizations in compliance with the appeal procedures of the IAAR, as well as in court in compliance with the current legislation of the Republic of Kazakhstan.

