



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТІҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

REGULATION

ON EXPERT COUNCILS
AT THE INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

Astana 2012

**Approved
by Director order
NI "Independent Agency for
Accreditation and rating "
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**Regulation on expert councils
at the Independent Agency for Accreditation and Rating**

1. General Provisions

1.1 This Regulation on the Expert Councils of the Independent Agency for Accreditation and Rating (hereinafter - the Regulation) was developed in compliance 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", institutional standards and specialized accreditation of educational institutions and establishes the powers, order of formation and organization of the Expert Council of the Independent agency for accreditation and rating (hereinafter - EC).

1.2 ECs are standing bodies to provide expert, informational and consultative support for the Independent Agency for Accreditation and Rating (hereinafter - the IAAR).

1.3 The purpose of the EC operations is to coordinate the work of the IAAR experts and promote the quality of education.

1.4 In its activities, the EC 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 and regulatory documents of the IAAR, as well as the accreditation standards of the IAAR and this Regulation.

1.5 EC interacts with the Director of the Agency, the Accreditation Council, the Commission for Review of Appeals and Complaints, as well as the Supervisory Board.

1.6 Decisions of the EC shall be non-regulatory and are of recommendatory nature for the IAAR.

1.7 The EC's member functions shall be performed without compensation.

1.8 In case of operational requirement, the IAAR may pay the travel expenses of the EC members.

2. The main tasks of the Expert Council

2.1 The main tasks of the ES are:

1) study of proposals for the improvement and development of legal documents (standards and guidelines for institutional and (or) specialized accreditation procedure of educational organizations and (or) study programs), internal documents governing the activity of the IAAR;

2) selection of experts, assessment of compliance with the requirements for experts, assessment of activities as an expert, training and retraining of external experts, assignment to the IAAR experts category;

3) expert assessment of the development of secondary, technical and vocational, medical, higher and postgraduate education depending on the direction of the EC's activity, including post-accreditation monitoring in the framework of subsequent procedures;

4) expert evaluation of the interim report of the educational organization on the implementation of the recommendation prescribed by an external expert committee approved by the Accreditation Council on the post accreditation monitoring procedure;

5) development of proposals for improving the activities of educational organizations, including an accredited educational organization and (or) study program for a period of 1 (one) year and (or) non-accredited educational organization and (or) study program according to the decision of the Accrediting Council of the IAAR;

6) involvement of the IAAR experts in expert assessment of educational organizations and study programs.

3. The procedure for setting up Expert Councils

3.1 ECs are created by order of the IAAR Director, in the following areas:

Expert Council for Higher Education;

Expert Council on Technical and Vocational Education;

Expert Council on Medical Education.

3.2 The term of office for the EC is 5 (five) years.

3.3 The EC is set up from experts, including foreign experts of the IAAR. The number of members in each EC by areas of activity - 5-11 people.

3.4 The EC includes the chairman and members of the EC.

3.5 The activity-specific chairman is elected from among the EC members by a simple majority of votes with a term of 5 years and is approved by order of the Director of the IAAR. Upon the expiration of his term of office, the EC's Chair 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 EC members' votes.

3.6 The Chair of the EC in coordination with the IAAR Director:

1) manages activities of the EC;

2) convenes and conducts EC meetings;

- 3) approves the agenda of the EC meeting;
- 4) invites representatives of organizations and stakeholders to participate in EC meetings;
- 5) distributes duties among the members of the EC;
- 6) forms the composition of the working (expert) group;
- 7) represents the EC in relations with organizations, including government bodies;
- 8) signs protocols, decisions, reports and other EC's related documents on behalf of the EC;
- 9) determines the time and place of the EC meetings (as agreed);
- 10) within the framework of the EC activity, gives instructions to its members;
- 11) monitors the implementation of EC decisions;
- 12) performs other functions necessary to ensure EC activities.

3.7 The tenure terms of the EC 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 EC shall be equal to the period of his study.

3.8 EC members may withdraw from the Council at their own request based on the written statement or may be excluded from the Council by decision of the EC or by the order of the IAAR Director. The powers of such a member of the EC shall be terminated from the moment of receipt of the specified notification.

3.9 In the event that an EC member misses more than 5 (five) meetings without a valid excuse, the IAAR Director reserves the right to exclude this member.

3.10 A new member shall join the EC based on the order of the IAAR Director.

3.11 Administrative support for the EC shall be provided by an employee of the IAAR, approved by order of the IAAR Director.

3.12 The secretary provides organizational and technical support to the EC meetings, including supervising the timely submission of materials for consideration at the EC, prepares the agenda for the meetings, minutes (resolutions), notifies the EC members about the venue and time of the meeting, implements instructions of the Chairman and other EC's administrative functions.

3.13 The EC members shall sign the Code of the member of the EC and shall be responsible for its observance. In the event of gross violation, the member of the EC may be excluded from the EC.

3.14 EC members shall not represent their own organizations and act as independent experts.

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

4. Expert Council Meetings

4.1 EC conducts its activities in the form of meetings.

4.2 EC members may take part in the meeting online (video conferencing, video call, Skype, etc.). Distance participation shall be deemed as identical to the physical presence at the EC's meeting.

4.3 The meeting of the EC shall be presided over by the Chair.

4.4 The meeting of the EC shall be held in the presence of a quorum as required at least twice a year.

4.5 The meeting shall be convened by the EC Chairman. The Secretary of the EC sends notice of the venue, the agenda and other relevant materials to the members of the Council at least 1 (one) month before the planned date of the meeting.

4.6 The EC meeting is considered to have reached a quorum in the presence of 2/3 of the total composition of the Council, including the Chair.

4.7 If a quorum cannot be reached, the Chair convenes a regular meeting within a week.

4.8 Participation in the EC is voluntary.

4.9 Emergency meetings are convened by the EC Chair within 24 hours.

4.10 The EC meeting may be held with the media coverage, as well as stakeholders who are not members of the EC.

The list of invitees shall be determined by the EC Chair.

4.11 Decisions of the EC containing recommendations on the issues reviewed are taken by open voting by a simple majority of votes (of those present, including those participating in the Council's work online).

4.12 In the event of a tie, the Chair shall have the casting vote.

4.13 The procedure for the conduct of the meeting, issues and discussions shall be recorded in the minutes of the EC's meetings, which is drafted by the Secretary.

4.14 Hard copies of the Minutes of the meetings shall be signed by the Chair, and the Secretary of the EC, and shall be kept with the IAAR documentation.

The secretary shall be kept responsible for the completeness and accuracy of the information recorded in the protocol of the EC meeting.

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

5. Accounting and reporting

5.1 The EC submits an annual progress report on its activities to the Director of the IAAR.

6. Reorganization and liquidation of Expert Councils

6.1 The decision to amend these provisions shall be made by the IAAR Director.

6.2 The decision on the reorganization and liquidation of the EC shall be taken by the Director of the IAAR and executed by the appropriate order.