



INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

REGULATION

**ON THE ACTIVITY CONTROL
OF THE PEER EXPERT AT THE
"INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING"**

Astana 2012

Approved by the
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REGULATION ON THE ACTIVITY CONTROL OF THE PEER EXPERT AT THE “INDEPENDENT AGENCY FOR ACCREDITATION AND RATING”

I. GENERAL PROVISIONS

This Regulation defines the key qualification requirements that apply to external experts (hereinafter - the experts) of the Independent Agency for accreditation and rating (hereinafter - the Agency) in terms of the accreditation procedure of the educational organizations and educational programs. This regulation regulates the establishment of authorities of a person as an expert; extension / termination of the authority of the expert, the rules to maintain the Expert's Base as well as the rules of selection of experts for examination in the accreditation process and their involvement in the process.

Activities of the external expert shall be in accordance with the Guidelines on the organization and conduct of the external expertise in the process of accreditation of educational organizations of the Agency.

An important principle of the Agency's work is confidentiality. All information and documentation supplied to the Agency is confidential and used only for its intended purpose, i.e., for the evaluation and accreditation of the educational organization and / or educational programs.

II. QUALIFICATION REQUIREMENTS

The selection of candidates is made according to the plan of the external examinations. This selection focuses on the target group (the differences in the requirements for students, employers and representatives of the academic community are taken into account).

The experts, the representatives of the academic community, including foreign experts, should be nominated by accreditation agencies, or should represent public and professional bodies, organizations, foundations, associations, which scope or area of interest are related to education or science. The selection criteria are:

- 1. Have experience in the field of education for at least 5 years;*
- 2. Have a scientific degree and/or either a title of the first or highest category for pedagogical employees, or work experience in the post managerial position of at least 3 years for the administrative and managerial personnel*
- 3. Have experience of teaching, research activities at least for 3 years;*
- 4. Have the type of the activity corresponding to the subject of the expertise;*
- 5. Have attended training as part of the workshop-training of the Agency or the relevant agencies and organizations abroad.*

The experts - representatives of employers must be nominated by professional organizations – by key partners on employment of graduates, specialized agencies or associations of employers.

The experts - representatives of students (undergraduates, graduate, doctoral PhD) must be nominated by educational organizations, except for the accredited one or student organizations and unions. The selection criteria are positive recommendation from the management of the education organizations; good knowledge of the legal framework in the field of higher education; knowledge of the basic provisions of the Bologna process, the lack of affiliation with the accredited educational organization.

Foreign experts are the representatives of the academic community who are involved in conducting of the external examination; are recommended from a number of experts; are included in the database of foreign experts of the Agency. To be included into the database, partner agencies, recognized accrediting agencies of other countries need to provide recommendation.

The feedback about work as part of the external expert commissions (hereinafter - EEC) of the Agency are taken into account at the selection of external experts.

The expert must know:

- Latest version of legal regulatory acts in the field of education and science of the Republic of Kazakhstan, the Labor Code, the Law "On the accreditation in the field of conformity assessment" of July 5, 2008 No. 61-IV, acting regulations governing the accreditation process;

- Techniques and methods of work with service information and personal data;
- Standards and guidelines of the Agency for the relevant type of accreditation;
- Methods to assess the compliance during the accreditation process of educational organizations and / or educational programs with the standards of the Agency, and State requirements;

- Requirements for the content and design of the Commission Conclusions on Accreditation expertise, as well as documents, issued in the course of the evaluation procedure of accreditation of the educational organization and/or programs.

Expert should be able to:

- Analyze, organize and synthesize information;
- Criticize self-evaluation reports and reports of educational organizations on institutional and specialized accreditation;

- Make surveys and process the results;
- Collect information through surveys, interviews and other methods of oral and written communication;

- Assess a variety of resources;
- Formulate the Conclusions of the committee and other documents for the examination with the use of computer technology and information technology;

- Formulate and generate a Report on the EEC visit;
- Communicate in the process of accreditation with other experts, the accrediting body, and the organization of education.

- Analyze the educational programs of the educational organization (including curriculum, working curriculum subjects (modules) and other materials, regarding

quality education and training, and spiritual and moral development of students, as well as programs of educational and industrial internships, calendars of curricula, teaching materials, ensuring the implementation of the educational program);

- Find (non-)compliance) of the content of the training of students and graduates of educational organization with state educational standards and requirements;

The Expert's levels of the qualification should comply with the requirements, established by the Agency, taking into account changes in the legislation of Kazakhstan in the field of education (including state educational standards and requirements), improving the forms and methods of the accreditation evaluation, the development of computer technology and information technology through training and by self-education.

Experts participate in workshops, conferences and other events organized by the Agency and / or other organizations.

III. OBSERVANCE OF ETHIC NORMS BY THE EXPERTS

The Code of Ethics of the Expert (Appendix 1) establishes the basic rules of conduct to be followed by an expert, in order to achieve the best results in the evaluation of the quality of education and its development. The experts involved in the audit of the educational organization and / or program are required to have high ethical standards, professionalism, honesty, impartiality and fairness. In this regard, each expert of the Agency takes the responsibility to perform all obligations, stated in the Code.

1. Professionalism

1.1. The expert must be a professional in one of the areas of training.

1.2. The members of the expert committee shall take the responsibility for ensuring the high quality of the audit process by scrutinizing the compliance of the program performance indicators with the criteria of the Agency.

1.3. The members of the expert committee in violation of these provisions and requirements of the Agency take responsibility for the cancellation of the certificate of the expert and the further exception of Databases of the Expert of the Agency.

2. Resolution of conflict of interests

The members of the expert committee should refrain from actions that impede the objectivity and reliability of the assessment process, namely:

2.1. In case of appointment to audit a particular organization of education the Experts, in case of affiliates, including having any close contacts with this organization of education, should inform the Agency in order to avoid conflicts of interest with the tasks of the Agency.

2.2. Reasons preventing the participation of the experts in the evaluation can be: a current or former employment in the organization of education, the consulting services provided by the expert regarding the accreditation process of the educational organization and / or evaluation of the educational program, former or present talks about employment opportunities, training in the organization of education, the financial interests.

2.3. When evaluating the educational organization and / or program, the Expert Committee members should voluntarily suspend from meetings and decisions that

could potentially create a situation of abuse of the interests of the Agency, as well as report all apparent contradictions and potential of their personal interests and the interests of accreditation that could affect the objectivity of the evaluation process of the quality of the organization of education and / or educational programs.

2.4. Members of the expert committee are strictly prohibited to accept any gratuities or gifts from other educational organizations that could affect the outcome of the audit.

2.5. The members of the expert committee shall observe the independence of the audit process from the influence of representatives of education organizations to ensure the impartiality and objectivity of the evaluation of the quality of training. The task of the experts during the accreditation process is the independent audit and verification of the authenticity and completeness of the information provided.

3. Confidentiality

3.1. The members of the expert committee (committee chairman, experts and observers) commit themselves not to disclose confidential information.

3.2. Self-evaluation materials and the information obtained during the audit and entered to the reporting forms by expert committee of the Agency can only be used to evaluate the educational organization and / or educational programs, and may not be used for personal benefit.

3.3. The information obtained cannot be transferred to third parties, shall not be disclosed without the consent of the educational organization and the Agency.

3.4. Working papers and experts' notes are internal documents of the Agency, and may not be distributed. The content of the documents and the provisions are the intellectual property of the Agency. The evaluations and opinions, contained in the working papers and records, are not disclosed to representatives of the organization of education.

3.5. Preparation of the report of the expert committee should take place without the participation of the representatives of the organization of education.

3.6. Before performing the audit, the expert committee members sign a "Statement of IAAR expert on the absence of conflict of interests" and send it to the Agency.

3.7. After completion of the audit the committee chairman, the observer for the Agency, and a representative from the organization of education fill out the review to evaluate the performance, professionalism and ethical behavior of the experts who participated in the evaluation to accredit educational organizations and / or program.

CODE OF ETHICS OF THE EXTERNAL EXPERT ON ACCREDITATION

The Code establishes mandatory rules for each external expert of the Independent Agency for accreditation and rating to conduct in expert activities in educational institutions.

Activities of the external expert are aimed to evaluate the completeness and reliability of the results of self-evaluation done by the education organization, to make examination of the external evaluation of the quality of the educational organization / program in accordance with the standards of IAAR.

Activities of the external expert shall be in accordance with the Law of the Republic of Kazakhstan "On Education", the standards and criteria of institutional and specialized accreditation, rules, regulations and guidelines for the accreditation of educational organizations of the Independent Agency for accreditation and rating (hereinafter - IAAR).

1. Prior to the inclusion to the external expert committee, the expert is required to inform IAAR on the existence of the circumstances preventing his participation in the work of the commission.

2. While carrying out external expertise in educational institutions and educational programs, the external expert should not take actions that exceed powers delegated by IAAR.

3. Expert is obliged to fulfill his function as a part of the External Expert Committee in high quality and by the deadline submit materials to IAAR for the final report, ensuring the objectivity of the results of self-evaluation.

4. The expert should build its relations with other external experts and employees of the accredited educational organization based on mutual respect, not use the statements and expressions that belittle the honor and dignity of other experts, representatives of the educational organization for which the evaluation is held.

5. The expert assumes the obligations not to disclose confidential information obtained in the course of an external expert committee of IAAR.

6. The expert is involved only in the accreditation procedures carried by IAAR. If Experts participate in the work of other accrediting agencies they must coordinate it with the IAAR.

7. It is forbidden for the expert to accept any form of compensation from the workers and other persons of the accredited educational organization.

8. The expert should strive to create a positive public opinion about the IAAR experts and their activities.

Violation of the requirements of this Code shall lead to the termination of any relationship with the expert. This Code is available to the public document and requires acknowledge by all the experts, involved into the accreditation process.

Read and understood

External expert _____

Signature

_____ Name

Date: _____