

INDEPENDENT AGENCY FOR ACCREDITATION AND RATING

REGULATION

ON EXTERNAL EXPERT COMMISSION OF INDEPENDENT AGENCY FOR ACCREDITATION AND RATING OF REPUBLIC OF KAZAKHSTAN



"APPROVED" by Director of NO "INDEPENDENT AGENCY FOR ACCREDITATION AND RATING"

THE REGULATIONS

on External Expert Commission of Independent Agency for Accreditation and Rating of Republic of Kazakhstan

1. General provisions

1. These Regulations on external expert commission of Independent Agency for Accreditation and Rating of the Republic of Kazakhstan (hereinafter - Regulation) have been developed in accordance with # 1385Rules of accreditation of educational organizations, approved by the Government of the Republic of Kazakhstan dated from December 29, 2007; the Instructions on organization and carrying out of accreditation of educational organizations approved by order of the acting Minister for Education and Science of the Republic of Kazakhstan dated from March 5, 2008 No 109.

2. The Regulations set up the procedure of formation and organization of the external expert commissions (hereinafter - EEC) activity for accreditation of educational organization (institutional) and individual educational programs (specialized).

3. EEC is created by Independent Agency for Accreditation and Rating (hereinafter IAAR) for evaluation of educational organization activities in accordance with existing standards and criteria of IAAR.

4. The main objectives of EEC activity are as follows:

1) assessment of completeness and reliability of the results of self-certification of educational organization and/or educational program;

2) book audit in accordance with the IAAR standards for external quality evaluation of the educational organization activity;

3) Compiling a report on the results of the educational organization audit for their appropriateness with IAAR standards.

4) making recommendations to improve the activity of the educational organization;

5) development of recommendations to IIAR Accreditation Council (hereinafter - AC) in accordance with the level of readiness of the educational organization and/or the educational program for institutional/specialized accreditation.

5. The EEC members keep to the IAAR External Expert Code of Ethics within the process of audit.

6. EEC organizational and technical support is carried out by IAAR.

7. IAAR observer is responsible for coordination of the EEC work.

8. Payment for work of the EEC members is to be made by IAAR on the basis of the contract on rendering services.

9. IAAR regularly organizes training seminars for experts. Payment of the costs of training seminars for experts is carried out by IAAR.

2 The procedure for the organization of external expert commissions and main directions of their activity

10. EEC is created for each of the educational organization under accreditation based on their activities and educational services. The total of the EEC members is approved by order of the Director. The agency sets the total number of EEC members, based on the amount of educational programs in the educational organization accreditation, it also defines the personal list of EEC. All changes and additions in the EEC body are made by the order of IAAR Director.

11. EEC is formed from the IAAR's certified experts in the field of education, certified employers and students.

11.1. There are no more than two representatives from the same organization in the EEC body. Independent agency for

11.2. In carrying out institutional accreditation the number of EEC experts can be around 6 or 7. accreditation rating

11.3. In carrying out specialized accreditation the number of EE experts depends on the amount of accredited educational programs.

12. EEC body consists of:

1) Chairman of the EEC, an expert from the academic community, with experience in the organization of education (teacher, manager of educational organization);

2) national academic experts from the public and professional bodies (organizations, foundations, associations), with the activities or interests in the sphere of education and science;

3) foreign experts who are nominated from the experts on the basis of IAAR's experts and/or foreign accreditation partner agencies;

4) expert from among the employers - the manager/employee of the companies/organizations, representative of professional association and/or community, Republic of Kazakhstan Astana, Kabanbay Batyr ave. 42-17 EP ("Infinity 2" CC) Phone: +7 7172 45-24-02

relevant agencies, or employers' associations;

5) an expert from the students - Senior course student, master degree student, PhD degree student, who is nominated by educational organizations, other than the one which is accredited, or by student organizations and unions;

13. In order to avoid **conflict of interests**:

- the expert and the IAAR staff who previously were involved in a training seminar on self-certification report preparation for employees of the educational organization, cannot be included into the EEC body of this educational organization;

- IAAR sends the list with EEC body for approval to the educational organization 10 working days before the visit.

13.1 The educational organization has the right to reject the candidacy of one or more members in order to avoid **conflicts of interests**. In case of a such rejection from the educational organization's side, the head of the organization sends an official letter with justifications to IAAR. After that, IAAR considers the letter and, if necessary, changes the expert;

13.2 Each nominated EEC's member signs a statement of intent about the absence of conflict of interests and confidentiality.

14. Certification of external experts is carried out voluntary on the basis of application submission to IAAR in accordance with the established form (Annex 1).

Certification confirms the competence of an external expert in the methodology and technologies of the procedure of institutional and/or specialized accreditation.

15. The certification of experts is carried out on the basis of IAAR external experts training seminars.

16. According to the results of the seminar the expert is issued a certificate compiled of the established form (Appendix 2).

The certificate is registered in IAAR certificates registration log book.

17. The certificate is capie for 5 years. In case of yoss or damage the duplicate of the certificate is issued at the request of the expert.

18. If IAAR identifies any violations in the activity of an external expert, the agency has the right to revoke the certificate with the exception of him from experts database.

19. EEC operates in accordance with the work plan. The EEC draft work plan is developed by the educational organization and matched with the Chairman of the EEC and approved by the IAAR Director.

20. The EEC recommendations are taken by the majority of the voices in open voting.

21. The EEC visits the educational organization within two up to four working days in accordance with the standards of the external evaluation approved by IAAR.

22. The EEC studies the self-certification report prior to attending the educational organization and presents a review of the report.

23. After the audit of the educational organization EEC provides a report on the

results of visits to educational organization with valid conclusions on the improvement of the educational organization or educational program and makes a recommendation for AC IIAR.

24. In the report there is one of the following recommendations to AC IAAR:

- 1) to recommend university/educational program for accreditation;
- 2) not to recommend university/educational program for accreditation.

25. The report on the results of the visit of the educational organization is made by EEC experts, signed by the chairman and members of the EEC.

26. The EEC members within their competence may be entitled to request and receive from the management of the accredited educational organization the documents, materials or information which is necessary to carry out their tasks, as well as oral and written explanations from the relevant officials of the educational organization.

27. The Chairman of the EEC:

1) Provides leadership and control of the effective implementation of the tasks entrusted to the Commission;

2) defines the objectives of the audit and the amount of external expert committee members powers;

3) Sets the agenda of the meetings, conducts the meeting and presides over them. In absence of the Chairman of the Commission, on his behalf, the meetings are chaired by one of the members of the commission;

4) responsible for ensuring the quality of the EEC in accordance with the standards and regulations of IAAR;

5) reports to the AC on the results of EEC in educational organization.

28. EEC members are obliged to:

1) conduct interviews, questionnaires, interviews with administration, teachers, students, employers and gradpates dent agency for 2) provide, if necessary, a report or a statement about the results of their work as

part of EEC or as an individual on a separate stageating

29. The IAAR, in case of accusations of biased opinion of the EEC external evaluation, lobbying someone's interests, corruption on the part of the educational organization, transfers materials to the AC Commission for Appeals and Complaints, which operates according to the Regulation.