



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТІҢ  
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО  
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR  
ACCREDITATION AND RATING

# Regulations

on rules of the institutional accreditation  
procedure of educational organizations



«АККРЕДИТЕУ ЖӘНЕ РЕЙТИНГТІҢ  
ТӨУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО  
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR  
ACCREDITATION AND RATING

**Approved**

**by order of the Director**

**NU "Independent Agency for  
Accreditation and Rating"**

**No. 13 / 1-16-OD dated 04.30.2016**

*(as amended and supplemented by order  
No. 82-18/1-ОД dated September 28,  
2018)*

## **Regulations on rules of the institutional accreditation procedure of educational organizations**

### **1. General provisions**

1.1 This provision establishes the procedure for institutional accreditation, including initial institutional accreditation (Ex-Ante) of an educational organization (hereinafter referred to as EO) for compliance with the declared status, established standards of the Independent Agency for Accreditation, and Rating (hereinafter referred to as IAAR).

1.2 Institutional accreditation is carried out in order to assess the objective quality of EO and confirm the existence of effective mechanisms for its improvement.

1.3 External quality assessment, institutional accreditation procedures and decisions of the IAAR Accreditation Council are established and regulated by the accreditation standards and internal legal documents of the IAAR.

1.4 External evaluation of the EO is based on the principles of objectivity, integrity, openness, transparency, reliability of information sources, compliance with moral and ethical standards.

1.5 Institutional accreditation of EO is carried out on a voluntary basis, the educational organization is independent in choosing an accreditation body.

1.6 The conditions and terms of accreditation are determined in the accreditation agreement between the EO and the IAAR.

1.7 EO accreditation is carried out at the expense of the educational organization.

### **2. Requirements for the application for institutional accreditation and attached documents**

2.1 Institutional accreditation is carried out on the basis of the application submitted by the EO for the passage of institutional accreditation and the documents and information attached to it, specified in clause 2.3 of these provisions.

2.2 The application includes the following information:

2.2.1 the legal status of the applicant (full name, location, telephone, fax, e-mail, website, current account, bank details);

2.2.2 position, full name of the applicant's manager;

2.2.3 full name, telephone number of the employee responsible for liaising with the accreditation body;

2.2.4 general contingent of EO students;

2.2.5 number and period of validity of the document on institutional accreditation (if accreditation is available);

2.3 attached to the application, unless otherwise provided by this provision:

2.3.1 a copy of the state license and annexes to the license or a document granting the right to conduct educational activities;

2.3.2 brief information of the EO (for compliance with the threshold requirements of the IAAR).

### **3. Acceptance of an application for institutional accreditation**

3.1 The application and the attached documents are submitted by the EO to the IAAR in one of the following ways:

3.1.1 on paper;

3.1.2 in the form of an electronic document signed with an electronic signature or a scanned document sent to the official e-mail of the IAAR.

3.2 The IAAR, within 7 (seven) calendar days, examines the application of the EO with the attached documents and, if it meets the established requirements, sends a cost proposal with brief information on the accreditation procedure.

3.3 IAAR, in case of non-conformity, the EO sends a notification that the application cannot be accepted (indicating the non-conformities).

3.4 The IAAR, after accepting the application and the attached documents, draws up an accreditation file for the EO with the assignment of an identification number, which is subject to storage in the IAAR in the manner established in the Rules for documenting and managing documentation of the IAAR.

3.5 EO has the right to apply for institutional accreditation in conjunction with specialized (program) accreditation of educational (s) programs.

3.6 EO has the right to submit an application no earlier than 1 (one) year after the refusal of its institutional accreditation or the revocation of its institutional accreditation.

### **4. Institutional accreditation procedure**

4.1 At the request of the EO, the IAAR organizes a training seminar for the EO working group on the preparation of a self-assessment report in accordance with the criteria of the standards and guidelines for institutional accreditation. This training seminar is a voluntary procedure.

4.2 The EO conducts self-assessment in accordance with the requirements established by the standards and guidelines for institutional accreditation of the IAAR. The final report signed by the first head of the EO is sent to the IAAR in electronic form and in the amount of 1 (one) hard copy. The deadlines for submission of the self-assessment report are regulated by the Agreement on the passage of institutional accreditation.

4.3 Based on the submitted application for joint institutional and specialized (program) accreditation, the EO conducts a self-assessment in accordance with the requirements established by the standards and guidelines for institutional and specialized (program) accreditation of the IAAR, taking into account the cluster approach.

The cluster approach, based on the principles of objectivity, transparency, verifiability and availability of information sources, provides for the writing of EO self-assessment report for each cluster.

Institutional accreditation is considered separately.

4.4 The IAAR within 1 (one) month develops recommendations for finalizing the self-assessment materials, or decides to conduct an external expert assessment visit by the IAAR expert commission. In case of non-compliance with the criteria of the standards of institutional accreditation, the IAAR makes a decision about the impossibility of the visit of the EEC.

4.5 If the self-assessment report complies with the standards and guidelines of institutional accreditation, within a month, the IAAR forms an expert commission to assess educational activities with a visit to the EO. The external assessment involves certified experts from the database of IAAR experts and (or) foreign accreditation partner agencies. The quantitative composition of the commission is formed depending on the scope of the external audit. The commission includes representatives of the academic, professional and student community.

4.6 The IAAR agrees with the EO the timing of the EEC visit under the institutional accreditation procedure.

4.7 The program of the visit is developed by the Chairman of the EEC and the IAAR with the participation of the EO. The program of the EEC visit agreed with the head of the PA is approved by the director of the IAAR at least 2 (two) weeks before the visit to the EO.

4.8 The duration of the visit of the EEC to the EO is 3-5 days. During the visit, the EO creates conditions for the work of the EEC in accordance with the Service Agreement

– represents an office for the work of the EEC with the provision of a workplace for each member of the EEC;

- submits an electronic and paper version of the self-assessment report for each of the commission members;
- provides the necessary modern electronic office equipment in agreement with the representative of the IAAR and the number of EEC members;
- organizes a visual inspection of infrastructure and resources, meetings, questionnaires, interviews and other types of EEC work in accordance with the EEC Visit Program;
- provides the requested information;
- organizes photography of EEC work.

4.9 At the end of the visit, within 10 (ten) calendar days, the EEC prepares a report on the external assessment of the EO.

4.10 The report contains a description of the visit, an assessment of the compliance of EO activities with IAAR standards, recommendations for improving the quality of EO activities, as well as recommendations to the Accreditation Council. Proposals to the Accreditation Council contain a recommendation for making a decision (accredit / not accredit) and a recommended accreditation period.

4.11 The EEC report, including recommendations, is formed by the EEC members collectively. If one of the EEC members forms a different decision that does not coincide with the majority of the EEC members, this is recorded in the text of the report.

4.12 The Accreditation Council makes a decision on the institutional accreditation of the EO, the basis of which is the report on the results of the EEC visit and the report on the self-assessment of EO activities.

4.13 In case of joint institutional accreditation with partner agencies, the accreditation procedure is regulated by separate documents developed between the partners.

## **5. Deciding on institutional accreditation**

5.1 The decision on awarding the status of institutional accreditation and the validity period (1, 3, 5 and 7 years) is made by the Accreditation Council. The meeting is held if there is a quorum. The Accreditation Council has the right to make a decision that does not comply with the recommendations of the EEC.

5.2 The Accreditation Council makes one of the following decisions:

- accredit:

1 year - subject to the criteria as a whole, but with significant deficiencies and opportunities for improvement;

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

5 years - with positive results in general;

7 years - with re-accreditation (re-accreditation), positive results in general and successful completion of post-accreditation monitoring of an educational organization previously accredited for 5 years in the IAAR.

- do not accredit.

5.3 When the Accreditation Council makes a positive decision, the IAAR sends an official letter with the results of the decision and a certificate of institutional accreditation, signed by the Director of the IAAR in the EO. IAAR sent the decision on accreditation of EO to the authorized body in the field of education and information on the results of accreditation is published on its official website in the section accredited educational organizations (Register). The website also publishes the EEC report.

In case of positive accreditation of medical educational organizations (higher and (or) postgraduate education), the IAAR issues an accreditation certificate, which is signed by the chairman of the Accreditation Council and the director of the IAAR.

5.4 After receiving a certificate of institutional accreditation, the EO publishes a self-assessment report on its official website. By agreement with the IAAR, the EO has the right not to post confidential information specified in the self-assessment report.

5.5 When the Accreditation Council makes a negative decision, the IAAR sends a letter to the EO with a justification for the decision.

5.6 In accordance with the Regulations on the Commission for Consideration of Appeals and Complaints, EO may send to the IAAR an appeal against the decision of the Accreditation Council. In case of doubt about the competence of the EEC and representatives of the IAAR, or a gross violation committed by the members of the EEC, the EO can send a complaint to the IAAR.

5.7 In accordance with the regulations of institutional accreditation, after the completion of the accreditation procedure, subsequent procedures are envisaged, including post-accreditation monitoring in accordance with the Regulation on the procedure for post-accreditation monitoring of educational organizations and (or) educational programs.

5.8 If the EO decides to undergo institutional re-accreditation (re-accreditation in the IAAR), then the application for re-accreditation of the EO must be submitted at least 6 (six) months before the end of the EO accreditation period, provided that the EO has passed the post-accreditation monitoring procedure successfully in accordance with the Regulations on the procedure for post-accreditation monitoring of educational organizations and (or) educational programs.