



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТИҢ
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



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INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

**Approved
by order of Director of
NI "Independent Agency for
Accreditation and Rating"
dated December 15, 2015
№ 40-15-OD**

*(as amended and supplemented by
order №45-22-OD dated March 9,
2022)*

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 "On Education" dated June 27, 2007, 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 "the Rules for recognition of accreditation bodies, including foreign bodies, and formation of registers of recognised accreditation bodies, accredited educational organisations and educational programmes", standards of institutional and specialized (programme) accreditation of educational organisations.

1.2 The Accreditation Council (hereinafter - AC) is a collegial body of the Independent Agency for Accreditation and Rating (hereinafter - the IAAR), established for the collegial and public review of materials submitted by educational organisations that implement curricula for primary, secondary, technical and vocational, higher and postgraduate education, institutes for advanced training, as well as for making decisions on institutional and (or) specialised (programme) 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 Statutes and normative documents of the IAAR, the IAAR accreditation standards and this Regulation.

1.4 The members of the AC perform their functions at no cost.

1.5 No person (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 case of operational necessity, the IAAR can pay the 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) consideration of materials to assess the quality of educational organisations by an accreditation body for compliance with the declared status and established institutional standards of the IAAR;

2) consideration of the materials of external quality assessment of individual study programmes implemented by the educational organisation for compliance with the IAAR standards of specialised (programme) 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 organisation and (or) its study programme;

5) consideration of the expert panel's interim reports on post-accreditation monitoring of educational organisation and (or) study programmes 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 bodies, non-governmental organisations, educational organisations, research institutions, international education experts, employers and student associations. Members of the AC should be recommended by the authorised 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/her absence for a valid reason, the functions of the Chair shall be performed by the Vice-Chair.

3.4 The Chair and Deputy Chair are elected by a simple majority of votes for a term of 5 (five) years from among the members of the AC. Upon the expiration of the term of office of the Chair and Vice-Chair of the AC, the election is carried out according to the above principle. In case of proper performance of their duties, the term of office of the acting Chair and Vice-Chair is extended by a simple majority of votes of the AC members.

3.5 The terms of office of AC members should not exceed 5 (five years). AC members may be re-elected for a new term. The term of election as a member of the AC from among the students is the time of his/her training.

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.

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.

3.7 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.

3.8 Administrative support for the AC shall be provided by the IAAR staff member, who is approved by order of the IAAR General Director as an AC Secretary and does not participate in the evaluation procedures of the study programme or educational organisation, and does not have the voting rights.

3.9 The Secretary ensures organisational and technical preparation of the AC's meetings, submits the materials under consideration and reports of the external expert panel to the AC members at least 21 (twenty one) calendar days before the meeting, 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.

3.10 The composition of the AC is drawn up by order of the IAAR General Director, the number of which must be at least 11 (eleven) people.

3.11 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.

3.12 AC members do not represent their own organisations and act as independent experts.

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

3.14 IAAR General Director cannot be a member of the AC and does not participate in the meetings of the AC.

4. Rights of the Accreditation Council

4.1 The AC has the right to make decisions:

1) to accredit an educational organisation that implements study programmes of primary, secondary, technical and vocational, higher and postgraduate education, as well as of the institutes for advanced training for compliance with the standards of the accreditation body;

2) to refuse the institutional and (or) specialised (programme) accreditation of the educational organisation for compliance with the standards of the accreditation body;

3) to suspend and (or) withdraw a certificate of institutional and (or) specialised (programme) accreditation in accordance with the standards of institutional and (or) specialised (programme) accreditation, as well as the regulatory documents of the IAAR;

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

5) to accept reports on post-accreditation monitoring of educational

organisations and (or) study programmes 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. Organisation of Activities of the Accreditation Council

5.1 The IAAR provides the organisational 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/her 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 in case of his/her 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 organisation (study programme) to the Council members in writing, at least 21 (twenty-one) calendar days before the meeting.

5.7 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 case of his/her absence - the Vice-Chair.

5.8 If a quorum cannot be reached, the Chair, and in his/her absence - the Vice-Chair, convenes a regular meeting within two weeks.

5.9 Participation in the AC is voluntary.

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

- self-assessment report of educational organisation and (or) the study programme;
- external expert panel report on the results of the external assessment, with recommendations on the accreditation of the educational organisation and (or) the study programme;
- presentation report of the Chair of the external expert panel;
- report of the organisation of education and (or) the study programme on the implementation of the recommendations of the external expert panel in the framework of post-accreditation monitoring;
- other documents for decision making.

5.11 The AC has the right to make a decision that does not meet the recommendations of the EEP.

5.12 For public review of matters on issuing, refusing, revoking or suspending the certificate of institutional and (or) specialised (programme) accreditation, the AC

meeting may be held with the media coverage, as well as representatives of accrediting educational organisations and non-members of the AC.

5.13 During the discussion on the decision on accreditation, individuals who are not members of the AC, or a representative of an accrediting educational organisation, or a member of the Council who has a conflict of interest, are required to leave the meeting room.

5.14 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).

5.15 In event of a tie, the Chair, and in his/her absence - the Vice-Chair, shall have the casting vote.

5.16 The AC takes one of the following decisions:

1) on institutional and (or) specialised (programme) accreditation:

- to accredit:

1 year - if the criteria are met in general, but there are some shortcomings and opportunities for improvement (*in assessing criteria that require improvement in the range of more than 20-30% (depending on the type of accreditation standards and the number of criteria), the absence of strong criteria*)*;

3 years - with positive results in general, but with some minor shortcomings and opportunities for improvement (*in assessing criteria that require improvement in the range from 10 to 30% (depending on the type of accreditation and the number of criteria), the presence of strong criteria*)*;

5 years - with positive results in general (*in assessing criteria that require improvement in the range of no more than 10-15% (depending on the type of accreditation and the number of criteria), the presence of strong criteria*)*;

7 years - if standards criteria are met in general and best practice examples are available (*in assessing the strong criteria at least 10-15%, and criteria requiring improvement no more than 5-15%, (depending on the type of accreditation and the number of criteria)*)*.

- 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;

- revoke a certificate of accreditation.

4) on other issues:

- withdraw institutional and/or specialised (programme) accreditation by excluding an institution from the list of the Register.

**the exact percentage of improvement and strong criteria for determining the terms of accreditation are given in specific IAAR Standards.*

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

5.17 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.

5.18 At the AC meeting, each educational organisation or study programme shall be reviewed separately, and decisions on each educational organisation or study programme are taken separately.

5.19 Hard copies of the minutes of the meetings shall be signed by the Chair, and in his/her absence, by Vice-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.

5.20 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.

5.21 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 specialised (programme) accreditation.

5.22 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 Chair and IAAR General Director.

5.23 The organisation of education receives a decision on accreditation or refusal of accreditation by the AC within 7 (seven) working days from the date of accreditation meeting held.

Information on the results of accreditation, including full reports of the EEP, is published on the official website of the IAAR in the section accredited educational organizations according to the level within 60 (sixty) calendar days from the date of decision.

5.24 In the case of an appeal filed by an educational organisation, the decision shall be made in the manner and terms established by the IAAR Regulation on the Commission on Appeals and Complaints Consideration.

6. Appealing the Results of the Accreditation Council

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