



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТИҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

Regulation

on training, retraining, and advanced training of
External Experts of the Independent Agency for
Accreditation and Rating



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**Approved by order of the Director
of the NPI "Independent Agency
for Accreditation and Rating"
No. 39-15-OD of 15.12.2015
(as amended and supplemented by
order No. 82-18 / 1-OD dated
September 28, 2018)**

Regulation on training, retraining, and advanced training of External Experts of the Independent Agency for Accreditation and Rating

1. General provisions

1.1 This regulation defines the rules for training, retraining, and advanced training of External Experts (hereinafter referred to as Experts) of the Independent Agency for Accreditation and Rating (hereinafter referred to as the Agency) in the field of accreditation of educational organizations and (or) educational programs.

1.2 The following concepts and terms are used in this regulation:

Category I Expert - certified Agency Experts who have participated in the accreditation procedure as part of the Agency's External Expert Panel at least 7 times.

Category II Expert - certified Agency Experts who have participated in the accreditation procedure as part of the Agency's External Expert Panel at least 3 times.

Category III Expert – certified Agency Experts or Experts recommended by other accreditation bodies.

Experts` training is the process of forming the Expert competence in evaluating educational organizations and educational programs, carried out in the form of seminars with a duration set by the organizers, as well as his participation in the accreditation procedure.

Experts` retraining is re-training of Experts in case of certificate expiration, changes in standards and guides, as well as in other cases determined by the Agency's management.

Experts` advanced training is the process of developing the Expert competence to evaluate educational organizations and/or educational programs, to form and improve external and internal evaluation of quality assurance systems, to manage the educational process and organization of education, to improve professional - pedagogical and research activities.

1.3 Training, retraining, and advanced training of Experts is carried out by the Agency together with the Expert Council (hereinafter – EC) in accordance with the regulations on Expert Councils in accordance with the qualification requirements for Experts.

1.4 Training, retraining, and advanced training of Experts is carried out for:

1) conducting expertise within the framework of institutional and (or) specialized (program) accreditation, including initial institutional and (or) specialized (program) accreditation of educational organizations;

2) formation and development of competences in the field of independent education quality evaluation;

3) conducting practice-oriented research in the field of education quality evaluation;

4) implementation of cooperation and joint projects with the Agency's partners.

1.5 The Agency's Expert authority is established for a period of 5 years from the date of Expert training or retraining under the current certificate of the relevant category.

1.6 In order to train, retrain and improve the Experts` qualifications, the EC in the direction together with the Agency's management determines the topics and content of the seminars, as well as the composition of the Expert Group.

1.7 External Experts Certification is carried out voluntarily based on an application to the IAAR according to the established form (Annex 1).

1.8 Certification confirms an External Expert competence in the methodology and technology of conducting the procedure of institutional and (or) specialized (program) accreditation.

1.9 Experts` Certification is based on the results of IAAR training seminars for External Expert training.

1.10 Based on the seminar results, the Expert is issued a certification document (hereinafter referred to as the certificate) of the established sample (Annex 2).

1.11 The certificate is registered by IAAR in the Certificate Registration Journal.

1.12 The certificate is valid for 5 years. If the certificate is lost or damaged, a duplicate certificate is issued at the Expert`s request.

1.13 If violations are detected in the External Expert`s activities, the IAAR has the right to revoke the certificate with an exception from the Expert database.

2. Procedure for training, retraining, and advanced training of Experts

2.1 A candidate who wants to become an Expert must fill out an application form (*Annex 1*) on the Agency's website and send the following documents:

1) a copy of the identity document;

- 2) copies of documents on higher professional education, additional education and documents on academic degree, academic title;
- 3) a detailed resume (in free form) with all contacts;
- 4) a copy of the IELTS, TOEFL, etc. foreign language test certificate. (if available);
- 5) other documents confirming professional competence (for example, recommendations of educational organizations, scientific organizations, associations, etc.).

2.2 Qualification evaluation of Experts and candidates for Experts is conducted by the Agency's management and Expert Council in 3 stages:

Stage I - based on the documents submitted by the candidate for Experts, a decision is made on his admission to the training seminar;

Stage II - professional competence and ethical principles evaluation of the candidate for the Expert is carried out based on the training seminar practical tasks (review of the self-evaluation report of the EO/EP, development of recommendations);

Stage III - professional competence evaluation is carried out during analysis of the Expert's reports, and evaluating his activities during the EEP visits.

The Expert evaluation results are considered at the EC meeting in the direction and submitted in the form of a Protocol to the Agency's General Director for making a decision and assigning appropriate categories to Experts from the database.

2.3 Upon completion of the training seminar, the participants are issued an Expert Certificate in Russian and English.

2.3 Current Experts have the right to submit applications for retraining and advanced training.

2.4 The Chairman of the Expert Council for the direction makes proposals to the Agency's General Director on the need for retraining and advanced training of Current Experts. When passing retraining and advanced training of Current Experts, the certificate that has lost its validity is destroyed by the Agency based on the act of destruction. Appropriate changes are made to the Expert database.

2.5 The Agency keeps a Certificate Registration Journal in accordance with the Agency's regulatory documents. If the Certificate is lost or damaged, the Expert must inform the Agency.

2.6 The Agency maintains an Expert database, tracks its activities, and the validity of certificates. The list of experts with an expiring certificate is submitted to the EC Chairmen in the direction and the General Director of the Agency for making a decision and forming a plan for training, retraining, and advanced training.

If you would like to become an IAAR External Expert and attend a training seminar, please fill out the questionnaire.

Surname * _____

Name * _____

Middle name * _____

Date of birth * _____

Home address _____

Foreign language knowledge _____

(language/degree of knowledge) _____

Degree _____

Academic title _____

Mobile, home, and work phone number (with city code) _____

Fax (with city code) _____

E-mail * _____

Place of work * _____

Post _____

Teaching experience _____

Awards, honorary titles, membership in Academies of Sciences

Research interests _____

Suggested areas of expertise _____