



«АККРЕДИТЕУ ЖӘНЕ РЕЙТИНГТІҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

Regulation

on Expert activity regulations of an Independent
Agency for Accreditation and Rating External Expert



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INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

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

Regulation **on Expert activity regulations of an Independent Agency for Accreditation and** **Rating External Expert**

1. General provisions

1.1 This regulation defines the key qualification requirements for 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 educational programs. The Regulation regulates the establishment of an individual's authority as an Expert, the extension or termination of an Expert's authority, the rules for maintaining the Base of Experts, as well as the rules for selecting experts for external evaluation in the accreditation process and involving them in this process.

1.2 The activity of an External Expert is carried out in accordance with the Guide for the organization and conduct of external evaluation procedures in the accreditation process of the educational organization and (or) educational program.

1.3 An important principle of the Agency's work is confidentiality. All information and documentation received by the Agency is confidential and is used only for its intended purpose.

2. Qualification criteria

2.1 According to the internal plan for External Expert evaluations, candidates are selected. This selection is oriented at the target group (differences in requirements for students, employers, and members of the academic community are taken into account).

2.1.1 Experts – representatives of the academic community, including foreign experts, must be nominated by accreditation agencies, or represent public and professional bodies, organizations, foundations, associations whose field of activity or interests is related to education or science. The selection criteria are:

- 1) at least 5 (five) years of work experience in education;

2) academic degree and (or) title of the first or highest category for teachers, or work experience as a manager for at least 3 (three) years for administrative and managerial personnel;

3) at least 3 (three) years of teaching and research experience;

4) the activity profile corresponding to the subject of the evaluation;

5) training in the framework of the Agency's training seminars.

2.1.2 Experts - employer representatives shall be nominated by professional organizations - key partners in the employment of graduates, relevant departments, or employer associations.

2.1.3 Experts – student representatives (senior students, master's students, doctoral candidates Ph.D.) must be nominated by educational organizations other than the accredited one or by student organizations and unions. The selection criteria are a positive recommendation from the management of an educational organization; good knowledge of the legal framework in the field of education; knowledge of the main provisions of the Bologna process, and lack of affiliation with an accredited educational organization.

2.1.4 Foreign experts – representatives of the academic community who are involved in the external evaluation are recommended from among the experts included in the Agency's database of foreign Experts. In order to be included in the database, it is necessary to recommend partner agencies, recognized accreditation agencies of other countries.

When selecting External Experts, feedback on their work as members of the Agency's External Expert Panel (hereinafter referred to as the EEP) is taken into account.

2.2 The Expert should know:

1) current versions of international legal acts in the field of education and accreditation of educational organizations, legal acts in the field of education of the respective States, as well as current legal acts regulating the accreditation procedure;

2) Agency standards and guides for conducting the appropriate type of accreditation;

3) Evaluation methods for compliance of educational organizations and/or educational programs with the Agency standards;

4) ways and methods of working with service information and personal data;

5) requirements for the content and execution of the commission's conclusions and other documents required for the accreditation procedure of the educational organization and (or) educational program.

2.3 The Expert must be able to:

1) review self-reports and reports of educational organizations on institutional and specialized (program) accreditation, including primary institutional and specialized (program) accreditation;

2) analyze, organize and summarize information, evaluate various resources;

3) collect information through surveys, interviews and other methods of oral and written communication and process the results;

4) analyze educational programs of the education organization (including curricula, working curricula, disciplines (modules), programs of educational and industrial practices, and other materials aimed at the quality of training and spiritual and moral students` development;

5) establish compliance (non-compliance) content of students and graduates training of the educational organization standards and criteria of the Agency;

6) draw up the Panel's conclusion and other evaluation documents;

7) generate a report on the EEP visit results in accordance with the Agency's requirements;

8) interact with other experts, accreditation bodies, and educational organizations during the accreditation process.

2.4 The Expert shall ensure the compliance of his qualification level with the established requirements of the Agency, improvement of forms and external evaluation methods, development of computer equipment and information technologies through professional development and self-education.

2.5 The Expert participates in seminars, conferences, and other events held by the Agency and (or) other organizations.

3. Compliance with ethical standards by experts

3.1 The Expert's Code of ethics (Annex 1) sets out the basic rules of conduct that the Expert must follow in order to achieve the best results in evaluating the quality of education and its development. Experts involved in the audit of an educational organization and/or an educational program are required to adhere to high ethical standards: professionalism, honesty, impartiality, and fairness. In this regard, each Agency Expert assumes responsibility for fulfilling all the obligations described in the code.

3.2 Professionalism

3.2.1. The Expert must be a professional in one of the areas of specialist training.

3.2.2 The Expert Panel`s members assume responsibility for ensuring the high quality of the evaluation process by carefully examining the compliance of the evaluated program indicators with the Agency's criteria.

3.2.3 In case of violation of these Regulations and the Agency's requirements, the Expert Panel`s members shall assume responsibility for revocation of the Expert Certificate and further expulsion from the Agency's Expert Base.

3.3 Conflict of interest resolution

3.3.1 The Expert Panel`s members should refrain from actions that interfere with the objectivity and reliability of the evaluation process, namely:

3.3.1.1 When assigning an evaluation of a particular educational organization, the Expert, in case of affiliation, including any close contacts with that educational organization, must inform the Agency about them in order to avoid conflicts of interest of that Expert with the Agency's tasks.

3.3.1.2 Reasons for preventing an Expert from participating in an evaluation may include current or former employment with the educational organization, consulting services on the accreditation process of the educational organization and/or the educational program being evaluated, former or current employment negotiations, or training with the educational organization,

3.3.2 When evaluating an educational organization and/or an educational program, the Expert Panel's members should voluntarily refrain from meetings and decisions that could potentially create a situation of abuse of the Agency's interests, as well as report on all obvious and potential contradictions between their personal interests and the interests of accreditation that could affect the objectivity of the quality assessment process of the educational organization and/or educational program.

3.3.3 The Expert Panel's members are strictly prohibited from accepting monetary rewards or other gifts from educational organizations that may affect the result of an external evaluation.

3.3.4 The Expert Panel's members shall respect the independence of the evaluation process from the influence of the educational organization representatives in order to ensure impartial and objective evaluation of the training quality. The Experts' task during the accreditation process is to conduct an independent evaluation and verification of the authenticity and completeness of the information provided.

3.4 Confidentiality

3.4.1 The Expert Panel's members (the Panel's Chairman, Experts and coordinators) undertake to keep confidential information confidential.

3.4.2 Materials on the self-evaluation report and information obtained during the external evaluation and entered into the Expert Panel reporting forms may be used only for the purpose of evaluating the educational organization and/or educational program conducted by the Agency and may not be used for personal benefit.

3.4.3 Received information cannot be transferred to third parties, must not be disclosed without the consent of the educational organization and the Agency.

3.4.4 Working documents and expert records are internal documents of the Agency and are not subject to distribution. The content of documents and regulations is the Agency's intellectual property. The evaluation and expert opinions contained in working documents and records are not communicated to representatives of the educational organization.

3.4.5 Preparation of the Expert Panel's report shall take place without the participation of the educational organization representatives.

3.4.6 Before starting the procedure of external evaluation, the Expert Panel's members shall sign the "Statement of the IAAR Expert on the absence of conflict of interest" and submit it to the Agency.

3.4.7 Upon completion of the external evaluation procedure, IAAR shall, as part of its feedback, survey the EO and EEP members: the Chairman, academic experts, employers, and students, as well as the IAAR observer, in order to assess the EEP work, the professionalism and ethical conduct of the experts involved in the evaluation of the educational organization and/or educational program submitted for accreditation.

CODE of Ethics for an External Accreditation Expert

This Code establishes Rules of conduct for each External Expert of the Independent Agency for Accreditation and Rating when performing expert activities in educational organizations.

The External Expert is aimed at evaluation of completeness and reliability of self-evaluation results of the educational organization, carrying out the expertise of external quality evaluation of the educational organization activity /educational program in accordance with the IAAR standards.

The External Expert activities are carried out in accordance with the law of the Republic of Kazakhstan "On education", standards and criteria for institutional and specialized accreditation, rules, instructions and guides for accreditation of educational organizations of the Independent Agency for Accreditation and Rating (hereinafter-IAAR).

1. Before being included in the External Expert Panel, the Expert must inform the IAAR about the existence of circumstances that prevent his participation in the work of the Panel.

2. Performing external expertise in educational institutions and educational programs, the External Expert must not perform actions that exceed his/her authority delegated to the IAAR.

3. The Expert undertakes to perform his functions as a member of the External Expert Panel in a qualitative manner and to provide materials for the final report to IAAR within the allocated period of time, guaranteeing the objectivity of the self-assessment result evaluation.

4. The Expert shall build his relations with other external experts and employees of the accredited educational organization based on mutual respect, not to use statements and expressions that belittle the honor and dignity of another expert, representatives of the educational organization in respect of which the expertise is conducted.

The Expert shall be committed to non-disclosure of confidential information obtained during the work of the IAAR External Expert Panel.

6. The Expert participates only in the accreditation procedures carried out by the IAAR. The Expert, when participating in the work of other accreditation agencies, should be coordinated with IAAR.

7. The Expert is prohibited from accepting any form of remuneration from employees of the accredited educational organization and other persons.

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

Violation of this Code requirements leads to termination of relations with the Expert. This Code is a publicly available and public document and requires all experts involved in accreditation processes to familiarize themselves with it.

I have read the regulation

External expert

_____ signature

_____ Full Name

Date: _____