



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТІҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

Regulation on the Ranking Advisory Board of the Independent Agency for Accreditation and Rating

APPROVED
by the order No 40-15-ОД of the
Director
of the Independent Agency for
Accreditation and Rating of 15
December, 2015

Regulation on the Ranking Advisory Board of the Independent Agency for Accreditation and Rating

1. General Provisions

1.1 Ranking Advisory Board (hereinafter - the Board) is an advisory body of the Independent Agency for Accreditation and Rating (hereinafter - IAAR).

1.2 The purpose of the Board is to develop proposals and recommendations for improving the IAAR ranking system.

1.3 The Board in its activities is guided by the Law of the Republic of Kazakhstan "On Education" dated June 27, 2007 and other regulatory legal acts of the Republic of Kazakhstan, as well as international regulatory documents governing international independent ratings, this Regulation on the Ranking Board (hereinafter - the Regulation).

1.4 The Board's decisions have an advisory nature for the IAAR.

1.5 The Board members carry out their functions on a voluntary basis.

1.6 In case of operational necessity, the IAAR can pay the travel expenses of the Board members.

2. The Main Tasks and Rights of the Board

2.1 The main tasks of the Board are:

1) consideration and development of proposals on the main areas of improving the ranking system;

2) development of proposals for eliminating ambiguities, inaccuracies and contradictions in the criteria that may arise during the ranking;

3) consideration of proposals from representatives of higher education institutions on making changes and additions to the ranking program;

2.2 In accordance with its tasks, the Board has the right:

1) interact with the IAAR on issues within the competence of the Board;

- 2) request and receive from the responsible persons of the IAAR rating materials necessary for the implementation of the tasks of the Board;
- 3) engage foreign specialists in the prescribed manner for expertise and consultations on the ranking issues;
- 4) give instructions on the implementation of Board decisions.

3. Organisation of the Board's Activities

3.1 The composition of the Board is formed from a number of experts, including foreign experts of the IAAR.

3.2 The Board includes a Chairman, Deputy Chairman and members of the Board.

3.3 The term of office of the members of the Board is 5 (five) years.

3.4 The Chairman is elected from among the members of the Board by a simple majority of votes for a period of 5 years and approved by an order of the IAAR Director. Upon the expiration of the term of office of the Chairman of the Board, the election is carried out according to the above principle. In case of proper performance of his duties, the term of office of the current Chairman can be extended by a simple majority of votes by the members of the Board.

3.5 The Chairman of the Board manages its activities, presides over the meetings of the Board, plans work, exercises general control over the implementation of decisions.

3.6 Chairman of the Board in agreement with the IAAR Director:

- 1) manages the activities of the Board;
- 2) convenes and conducts meetings of the Board;
- 3) approves the agenda of the Board meeting;
- 4) invites representatives of organisations and interested persons to participate in the meetings of the Board;
- 5) distributes responsibilities among members of the Board;
- 6) forms the composition of the working (expert) groups;
- 7) represents the Board in relations with organisations, including government bodies;
- 8) signs on behalf of the Board minutes, decisions, reports and other documents of the Board;
- 9) determines the time and place of the meetings of the Board (as agreed);
- 10) within the framework of the Board's activities, gives instructions to its members;
- 11) monitors the implementation of Board decisions;
- 12) performs other functions necessary to ensure the activities of the Board.

3.7 The terms of office of members of the Board, as a rule, do not exceed 5 (five) years for one term, but they can be re-elected for a new term no more than

once.

3.8 Members of the Board can leave the Board of their own free will on the basis of a written request or may be excluded from the Board by decision of the Board or by order of the Director of the IAAR. The powers of such a member of the Board terminate upon receipt of the mentioned notification.

3.9 If a member of the Board misses more than 5 (five) meetings without a good reason, the Director of the IAAR reserves the right to exclude this member.

3.10 A new member of the Board is included on the basis of the order of the Director of the IAAR.

3.11 Administrative support for the Board is provided by the IAAR employee (Secretary), who is approved by the order of the IAAR Director.

3.12 The Secretary ensures the organisational and technical preparation of the meetings of the Board including overseeing the timely submission of materials for consideration by the Board, prepares the agenda for meetings, minutes (decisions), notifies the members of the Board about the place and time of the meeting, carries out instructions from the Chairman and other administrative functions on the work of the Board.

3.13 Board members do not represent their own organisations and act as independent experts.

3.14 The composition of the Board and any changes, additions to it are subject for approval by an order of the Director of the IAAR.

4. Meetings of the Board

4.1 The Board carries out its activities in the format of meetings.

4.2 The Board members can take part in the meeting in an online format (video conference, video call, Skype, etc.). Remote participation equates to being physically present at a Board meeting.

4.3 The meeting of the Board is chaired by the Chairman.

4.4 A meeting of the Board is held in the presence of a quorum as required at least twice a year.

4.5 The meeting is called by the Chairman of the Board. The Secretary of the Board sends a notice of the venue, the agenda and other relevant materials to the members of the Board, no later than 1 (one) month before the planned date of the meeting.

4.6 A meeting of the Board is considered to have reached a quorum if there are 2/3 of the total composition of the Board, including the Chairman.

4.7 If a quorum cannot be reached, the Chairman shall call a regular meeting within a week.

4.8 Participation in the Board is voluntary.

4.9 Extraordinary meetings are convened by the Chairman of the Board within 24 hours.

4.10 Meetings of the Board can be held with the invitation of the media, as well as interested persons who are not members of the Board.

4.11 The list of invited persons is determined by the Chairman of the Board.

4.12 Decisions of a recommendatory nature of the Board on the issues considered are taken by an open vote by a simple majority of votes (from the number of those present, including those participating in the Board's work online).

4.13 In case of equality of votes, the Chairman has a casting vote.

4.14 The order of conduct of the meeting, questions and discussions are reflected in the minutes of the meetings of the Board, which is drawn up by the Secretary.

4.15 Minutes of meetings on paper signed by the Chairman and Secretary of the Board, are stored in the documentation of the IAAR.

The secretary is responsible for the completeness and accuracy of the information reflected in the minutes of the Board meeting.

4.16 The secretary of the Board must send electronic copies of the minutes of the meetings to all members of the Board within two weeks after the meeting.

5. Accounting and Reporting

5.1 The Board submits an annual report on its activities to the Director of the IAAR.

6. Reorganisation and liquidation of the Board

6.1 The decision to amend this provision is made by the Director of the IAAR.

6.2 The decision on the reorganisation and liquidation of the Board is made by the Director of the IAAR and is formalised by an appropriate order.

Appendix to the order No
40-15-04 of the Director
of the Independent Agency
for Accreditation and Rating
of 15 December, 2015

Composition of the IAAR Ranking Advisory Board

Chairman	Full Name	Additional Information
	Kuanyshbek Shunkeev , Doctor of Physical and Mathematical Sciences, Professor	First Vice-Rector of K.Zhubanov Aktobe Regional State University (the Republic of Kazakhstan)
Deputy Chairman	Olga Yanovskaya , Doctor of Economics, PhD, Professor	IAAR Advisor (the Republic of Kazakhstan)
Members of the Ranking Advisory Board	Almagul Kultumanova , Master of Social Sciences / Political Science	Head of the Bologna Process and Academic Mobility Centre of the Ministry of Education and Science of the Republic of Kazakhstan
	Sayfiddin Davlatzoda , Doctor of Biological Sciences, Professor	Deputy Minister of Education and Science of the Republic of Tajikistan, Corresponding Member of the Academy of Sciences of the Republic of Tajikistan
	Mitalip Tayirov , Doctor of Physics and Mathematics, Professor	Professor of Batken State University of the Kyrgyz Republic
	Azat Tengebayev	Master degree student of the L.N.Gumilyov Eurasian National University