

Approved by the Minister
of Education and Science
of the Republic of Kazakhstan
DECEMBER 30, 2011 No.556

**Rules and Requirements
for National Registers of Accreditation Institutions, Accredited Education
Institutions and Education Programs**

1. General Regulations

1. These Rules and Requirements for National Registers of Accreditation Institutions, Accredited Education Institutions and Education Programs (hereinafter “Rules”) are developed in accordance with the Law of the Republic of Kazakhstan “On Amendments to the Law of the Republic of Kazakhstan “On Education” Article 5, Clause 10; and the Implementation Plan for 2011-2015 of the Education Development State Program for 2011-2020 (Phase 1), approved by the Governmental Order No. 130 as of February 11, 2011. They provide the guidance for National Registers of Accreditation Institutions (hereinafter – “National Register 1”), Accredited Education Institutions (hereinafter – “National Register 2”), and Education Programs (hereinafter – “National Register 3”) and Requirements for Accreditation Institutions and registration procedures for Accreditation Institutions, Accredited Education Institutions and Education Programs.

2. Registration shall be required for the Accreditation Institutions in charge of institutional and program accreditation, Accredited Education Institutions and Education Programs.

3. National Register 1 keeps registration and records of Kazakh and foreign Accreditation Institutions approved by the education authority, their legitimacy of carrying out procedures of institutional and program accreditation of Education Institutions.

4. The education authority is the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as “the Ministry”).

5. National Register 1 shall be compiled by the Ministry on the basis of recommendations by the Republican Accreditation Council (hereinafter referred to as “the Council”) and contains a database of Accreditation Institutions in education.

Policy on the Council shall be approved by the Ministry’s Order.

6. National Register 2 contains a list of Accredited Education Institutions, which have passed institutional accreditation. It is compiled by the Ministry on the basis of certifying documents provided by recognized Kazakhstan’s Accreditation Institutions.

7. National Register 3 is a list of Education Programs compiled by the Ministry on the basis of information provided by recognized Kazakh and Foreign Accreditation Institutions.

8. Accreditation of Education Institutions (institutional accreditation) shall be recognized by the Ministry if it is carried out by Kazakhstan's Accreditation Agencies (Institutions), included in National Register 1.

Accreditation of Education Programs shall be recognized by the Ministry if it is carried out by Kazakh or Foreign Accreditation Agencies (Institutions), included in National Register 1.

9. National Register 1 shall be posted on the Ministry's website and provide information to education institutions about professional Accreditation Institutions.

10. National Registers 2 and 3 shall be posted on websites of the Ministry and professional accreditation institutions to provide information on Accredited Education Institutions and Education Programs for employees, students, prospective students and their parents.

2. Requirements for an Accreditation Institution

11. Accreditation Institution shall be approved and registered in National Register 1 if it has:

1) a legitimate recognition as a legal entity in the form of non-profit organization and registration at the Justice authorities of the Republic of Kazakhstan or abroad;

2) relevant materials and information resources to perform in compliance with the stated mission and objectives: no less than 4 staff members, office with necessary equipment (computers, copying and fax machine, long-distance landline connection);

3) databases of experts of external quality assurance offering reviews of Education Institutions;

4) a website for public access to the description and procedures used by an Accreditation Institution and access to the results of accreditation;

5) standards of institutional and specialized accreditation of an Accreditation Institution;

6) a methodological base for carrying out accreditation procedures of Education Institutions: Self-Assessment Guidelines of Institutional and Specialized Accreditation Rules, Guidelines of External Assessment (Audit);

7) a full or associate membership in international quality assurance networks for Education (INQAAHE, ENQA, APQN) and an international cooperation agreement;

8) no affiliation with Education Institutions: the office of an Accreditation Institution shall not be located in the territory of Education Institution.

3. Policy for recognition of Accreditation Institutions

12. Accreditation Institutions recognized by the Ministry shall be registered and included in National Register 1.

13. To receive registration in National Register 1, an Accreditation Institution files the following documents to the Ministry:

- 1) application in due form, according to Appendix 1 to these Rules;
- 2) notarized copies of incorporation documents;
- 3) documents certifying compliance with the requirements for Accreditation Institutions, according to Paragraph 11 and Appendix 2 to these Rules.

14. The matter of including foreign Accreditation Institutions in National Register 1 is considered on the basis of applications provided by legal entities according to Paragraph 13. The following conditions shall also be fulfilled:

1) Such foreign Accreditation Institutions shall be included in the National Register of their own country.

2) Accreditation Agencies from member countries of the Bologna Declaration shall be included in the European Quality Assurance Register for Higher Education (EQAR).

3) During the external audit, a foreign agency shall include one Kazakh expert as a member of an expert team, along with other foreign experts, who is to be recommended by Kazakhstan's Accreditation Institutions listed in National Register 1.

15. The Ministry shall verify completeness and integrity of presented documents, their authenticity and send these documents to the Council;

16. A review period shall not exceed two months from the time the application for registration in National Register 1, including the Council's consideration, has been submitted.

17. The Council decides whether to recognize an Accreditation Institution as well as whether its formal registration in National Register 1 is possible.

The decision of the Council is non-binding.

18. The Council's recommendation shall be directed to the Ministry for making the final decision.

19. The Ministry, on the basis of the Council's recommendation, makes a final decision of whether to recognize an Accreditation Institution, further approved by the Ministry's Order.

20. An Accreditation Institution recognized by the Ministry shall be registered in National Register 1 for the period of five years and receive Certification of Registration in the National Register of the Ministry.

21. Accreditation Institutions, listed in National Register 1, shall annually report on their accreditation services carried out and provide information for National Register 2 and National Register 3 to the Ministry according to Paragraphs 6 and 7. They shall disclose this information on their websites.

22. Accreditation Institutions, except for those included in EQAR, shall undergo external reviews by the Council once in five years (starting from the date

of listing in National Register 1). The Council shall assess the results of accreditation procedures by the agencies, including external audits.

23. In case of non-recognition, an Accreditation Institution can resubmit its application following the elimination of deficiencies not earlier than one year after initial application.

24. An Accreditation Institution is removed from National Register 1 under the following circumstances:

non-compliance with requirements for an Accreditation Institution, Paragraph 11;

non-compliance with Paragraph 21;

providing inaccurate or falsified data;

reorganization or liquidation of an Accreditation Institution;

declaration of voluntary closedown by an Accreditation Institution.

Appendix 1
to the Rules and Requirements for
National Registers of Accreditation Institutions,
Accredited Education Institutions
and Education Programs

To _____
(Position, name of the Head of the Central governmental authority)

From _____
(Position, name of the Head of the Accreditation Institution)

Requisite details:

(legal address, contact phone number)

Application

I am requesting recognition of the performance of _____
(Name of the Accreditation Institution)

for formal registration in National Register 1

(Name of the Central governmental authority)

The following documents are attached to this application:

1. _____
2. _____
3. _____
4. _____
5. _____

Stamp _____
(signature)

(Position, Full Name)

Dated: « _____ » _____ 20____ .

Appendix 2
to the Rules and Requirements for
National Registers of Accreditation Institutions,
Accredited Education Institutions
and Education Programs

Information Sheet

Applicant (Name of the organization)	
Website Direct link to the Agency's performance	Lists of accredited organizations, methodology documents on accreditation, memberships in networks and international cooperation
Contact person: Telephone: Fax: E-mail:	
Short description of the Agency's performance (max. 5-6 lines)	
Specialization, e.g. subject area or professional sphere or professional sector (max. 5-6 lines)	
Used standards and criteria for accreditation (max. 5-6 lines)	
Methodological guidelines (short characteristics, 5-7 lines)	
Countries where the Agency operates	