



CODE OF HONOR FOR A MEMBER OF THE ACCREDITATION COUNCIL

1. General provisions

The Code of Honor for a member of the IQAA Accreditation Council (hereinafter – the Code) sets general standards of conduct for a member of the IQAA Accreditation Council according to generally accepted moral and ethical norms.

Participation in the work of the Accreditation Council is an expression of special trust from the side of educational institutions of the Republic of Kazakhstan and the Independent Kazakh Agency for Quality Assurance in Education (IQAA), and it places high requirements on morality and moral and ethical image of Accreditation Council members.

Trust in decisions made by the Accreditation Council depends on the competence of its members. This competence is based on the demonstration of:

- personal qualities;
- ability to perform their duties, applying knowledge and skills acquired during their study, work, training and other experience.

Members of the IQAA Accreditation Council maintain and improve their competence through continuing professional development.

2. Personal qualities

A member of the Accreditation Council should have such personal qualities that allow him/her to act in accordance with IQAA principles.

A member of the Accreditation Council should be:

- independent, i.e. to express personal opinion on accreditation of the higher education institution;
- decent, i.e. truthful, sincere, honest, discreet and prudent;
- open, i.e. perceiving alternative ideas or points of view;
- observant, i.e. actively acquaint with other people and their activities;
- versatile, i.e. be ready to adapt to different situations;
- persistent, focused on achieving objectives;
- resolute, i.e. make timely decisions based on logical reasoning and analysis;
- confident, i.e. to be able to act independently, at the same time effectively collaborate with others;
- diplomatic, i.e. knowing how to tactfully interact with people.

3. Obligations of a member of the Accreditation Council

A member of the Accreditation Council should be ready for the following:

- understanding of corresponding principles and results of accreditation of educational organizations of the Republic of Kazakhstan;
- adherence to the agreed task of the Accreditation Council and deadlines of the Agency;
- careful study of the materials submitted for institutional and/or specialized (programme) accreditation;
- efficient planning and organization of his/her work;
- application of the principles, procedures and methods of an external evaluation of a higher education institution;
- effective planning and organization of work;
- setting priorities and orientation in essential moments;
- tactful interaction with other members of the Accreditation Council in decision-making issues;
- keeping confidentiality.

In their activities on decision-making concerning accreditation of educational organizations of the Republic of Kazakhstan, the members of the Accreditation Council should:

1. be guided by the principle of rule of law, strictly abiding by the Constitution and the laws of the Republic of Kazakhstan, acts of the President of the Republic of Kazakhstan and other regulatory legal acts of the Republic of Kazakhstan;
2. ensure respect for and protection of the rights and interests of higher education institutions of the Republic of Kazakhstan, not allow actions involving violation of rights;
3. strictly adhere to labor discipline; faithfully, impartially and efficiently perform their duties; effectively use their working hours;
4. strive to high standards of performance; use optimal and cost-effective ways to achieve objectives;
5. confront manifestations of corruption;
6. prevent interference in their activities and lobbying of interests of individual subjects;
7. prevent the use of confidential information for financial gain or other personal purposes;
8. contribute to a stable and positive moral and psychological climate in a team by personal attitude to the subject and personal behavior;
9. confront actions preventing proper performance of their duties;
10. not allow and prevent facts of violations of professional ethics on the part of other members of the Accreditation Council.

4. Rights of a member of the Accreditation Council

Members of the Accreditation Council have rights to:

- 1) submit in established order to the IQAA proposals to improve the evaluation system of educational organizations of the Republic of Kazakhstan and accreditation procedures;
- 2) request and receive from the administration of an educational organization under accreditation documents, materials and information needed to fulfill their tasks; ask for oral and written explanations from the relevant officials working at the educational organization under review;
- 3) receive explanations from a coordinator of the expert group and/or other IQAA staff for the fulfilment of their duties.

5. A conflict of interest

In order to avoid a conflict of interest, a member of the Accreditation Council cannot be a person who:

- works in the organization, which is part of the same system with the educational organization under accreditation;
- during the last year was a candidate for the vacant position in the educational organization under accreditation;
- within the last five years was an employee of this educational organization, or was otherwise related to it;
- within the last five years graduated from this educational organization;
- has joint business, advisory or other interests and relations with this institution;
- is a relative of any staff member of this institution;
- refers to the administration of this institution (the Board);
- presents any other personal arguments on a possible conflict of interest.

To ensure a complete understanding of the policy of the IQAA on a conflict of interest, the Chairman and members of the Accreditation Council sign the Code.

6. The Chairman of the Accreditation Council should:

- 1) serve as an example of high professionalism, competence and tact for members of the Accreditation Council;
- 2) not allow groundless accusations, facts of rudeness and/or tactlessness to members of the Accreditation Council from the side of other members of the Accreditation Council in the framework of their duties;
- 3) not compel members of the Accreditation Council to commit unlawful acts or acts that are inconsistent with generally accepted moral and ethical norms.

7. Public speaking on the activities of the Accreditation Council are delivered by its Chairman or a duly authorized by the Chairman person.

8. Members of the Accreditation Council should conduct their discussions in a correct form, without undermining the credibility of the Accreditation Council in particular and the IQAA as a whole.

9. Members of the Accreditation Council should not publicly express their opinion on the accreditation of educational organizations, if it:

1. discloses the information, which is not permitted to be public;
2. contains unethical remarks against anyone.

10. In case of groundless public accusations of a member of the Accreditation Council in lobbying somebody's interests and/or corruption, he/she should take measures to refute these accusations.

11. Compliance with this Code by the Accreditation Council members constitutes their official duty.

12. In case of violation of the Code requirements by a member of the Accreditation Council, the IQAA reserves the right to consider the question of his/her exclusion from the composition of the Accreditation Council.

Full name

Signature