



**INDEPENDENT KAZAKH AGENCY FOR QUALITY ASSURANCE IN
EDUCATION (IQAA)**

REGULATIONS ON POST - ACCREDITATION MONITORING

I. General provisions

These regulations are developed in accordance with the standards of institutional / specialized accreditation of the Independent Kazakh Agency for Quality Assurance in Education (hereafter - Agency) for higher education institutions (HEIs) and colleges and defines Agency`s procedures and rules on post-accreditation monitoring of accredited (with condition) educational institutions and/or educational programs.

HEIs and colleges must annually submit report to the IQAA on achievements and developments that occurred during the year in maintaining the internal system of quality assurance in accordance with the point 10.1.1. of standard 10 on institutional accreditation and point 8.1.1. of standard 8 on specialized accreditation. For these purposes they have to conduct continuous monitoring and periodic evaluation of their educational programs. During the preparation of annual reports on post-accreditation monitoring institution collects material for the preparation of a self-assessment report and in 4 years it will be able to get prepared for the next accreditation timely and efficiently.

The first annual report of the educational institution is provided in a year after the receipt of the certificate of accreditation, the following reports are supplied at the same date as that of the first report. The Agency conducts the post-accreditation monitoring on the basis of a contract with the educational institution at the expense of the educational institution. According to point 10.2.3 of standard 10 on institutional accreditation in case of HEI`s non-compliance with the requirements of the IQAA, the Accreditation Council of the Agency shall be entitled to suspend the accreditation of the educational institution and/or educational program before the post-accreditation monitoring procedures will be conducted.

II. The procedure of post-accreditation monitoring

2.1 The procedure of post-accreditation monitoring for HEIs, accredited for the full term of 5 years

According to point 10.2.2. of the IQAA`s standard 10 on institutional accreditation the annual report on achievements and developments in the activities of the HEIs is made on the basis of the Agency's guidelines and adopted internal quality assurance system of the educational institution. Post-accreditation monitoring is carried out on the basis of the analysis of annual reports of educational institutions, additional information, available to accredited educational institutions.

The reports should provide information on the achievements, changes, occurred during the year in the maintenance of the internal quality assurance system. In case of any changes made in the activities of the educational institution the relevant documents (orders, regulations, instructions, etc.) are attached to the report.

2.2 Procedures on post-accreditation monitoring of educational institutions accredited with condition for partial term (1-3 years).

According to decision of Accreditation Council on conditional accreditation the educational institution develops plan on correcting actions to implement the recommendations and address the remarks in line with the prescribed form, publishes the information on the website of the educational institution within 30 calendar days (see Annex 3). The agency considers the submitted plan within 15 calendar days and, if necessary, advise on the need for changes and / or additions to conditionally accredited educational institution.

As a result of implementation of plan on correcting actions conditionally accredited educational institution submits an annual report to the Agency.

Post-accreditation monitoring is drawn on the analysis of annual reports, additional information and a random visit to the educational institution.

The reports should provide information on the achievements, changes that have occurred during the year in the maintenance of the internal quality assurance system, the analysis of the work carried out to implement the recommendations of the Agency outlined during the previous (institutional / specialized) accreditation.

If any changes were made in the activities of the educational institution relevant documents should be attached to the report (orders, regulations, instructions, etc.).

Additional information of the conditionally accredited educational institution is provided to the Agency in the particular instances:

- if conditionally accredited educational institution/educational program receives negative conclusions of the Committee for Control of Education and Science of the MES (licensing, external assessment of students` learning achievements, unscheduled review on compliance with the qualification requirements for licensing of educational activities, etc.) during the period of accreditation validity. The report should reflect the educational institution`s effort to eliminate the non-compliance points of another quality assurance body and the relationship between the comments of another quality assurance body and standards and criteria of institutional / specialized accreditation.
- if the public complaints on non-compliance of the conditionally accredited educational institution/educational program with the point 9.1.1. of standard 9 on institutional accreditation and point 8.1.3. of standard 8 on specialized accreditation are received. The educational institution must submit information to the Agency on consideration of complaint and the taken measures to eliminate inconsistencies with the standards and criteria of institutional / specialized accreditation. The Agency reserves the right to direct the agency's

coordinator and an external expert group with the visit to the educational institution.

III. Requirements to the report

The annual report on the achievements and changes that occurred during the year, maintaining the internal quality assurance system must meet the following requirements:

3.1. The report reflects carried out activities, achieved the results. The form of the report is given in Annex 1.2.

3.2. Educational institution should provide documentary evidence of the implementation of improvement measures. Evidence should be properly analyzed and summarized.

3.3. The report should be concise and structured within the established specifications.

3.4. The report should have a table of contents, titles and labeling of all the Annexes.

3.5. The report should be timely submitted in an electronic form (on CD- disks). The paper version of the report is stored at HEI or college.

The educational institution is solely responsible for the content, clarity and accessibility of the report.

The Agency reserves the right to reject the report of the accredited (or accredited with condition) educational institution / educational program in case of non-compliance with its requirements to the content and design of the report.

Report of the accredited (or accredited with the condition) educational institution / educational program should contain the following sections and set the number of pages.

- Title page;
- The introduction includes a brief justification of the preparation of the report by the educational institution, a short description of the institutional context of the educational institution with a focus on existing main issues (no more than 3 pages);
- Analysis. This section should provide an objective assessment of the made changes, achieved improvements and implemented recommendations and eliminated remarks of the external expert group by educational institution / educational program. In addition, the report should contain supporting documents and particular references to the evidence, included in the Annexes (no more than 10 pages).
- Conclusion. It describes the ways to maintain the achieved improvements in the accredited (accredited with condition) educational institution / educational program to ensure compliance with the standards and criteria of institutional / specialized accreditation (no more than 3 pages).

IV Analysis of the report within the post-accreditation monitoring

The agency examines and analyzes submitted report of the educational institution on developments and achievements in the activity of the educational institution, as well as on the implementation of the recommendations of the external expert group and elimination of the remarks with supporting documents within 30 calendar days from the date of submission of the report.

As a result of a positive analysis of the report within post-accreditation monitoring the Agency informs the educational institution on acceptance of HEI's report on changes, achievements, implementation of the recommendations and elimination of the remarks of the IQAA external experts in the frame of post-accreditation monitoring of institutional / specialized accreditation.

«Approved»
Title of HEI,
Full name of the head
Research degree and title
 _____ (signature)
 « _____ » _____ 201__.

Report of HEI on changes, achievements in the frame of post-accreditation monitoring of institutional / specialized accreditation (title of HEI and the date of external review)

№	Content of changes, achievements	Results	Time period of execution	Notes
	ON STANDARD 1			
1				
2				
...				
	ON STANDARD 2			
1				
2				

Note:

1. This form is for HEIs, accredited for the full term of 5 years
2. The report is approved by the leadership of HEI and sealed.

«Approved»

Title of HEI,

Full name of the head

Research degree and title

_____ (signature)

«_____» _____ 201__.

**Report on changes, achievements, implementation of the recommendations and elimination of the remarks of the IQAA external experts in the frame of post-accreditation monitoring of institutional / specialized accreditation.
(title of HEI and the date of external review)**

№	Content of changes, achievements	Results	Recommendations and remarks	Measures	Expected results	Individual responsible for execution	Time period of execution
	ON STANDARD 1						
1							
2							
...							
	ON STANDARD 2						
1							
2							

Note:

1. This form is for HEIs, accredited with condition for the partial term of 1-3 years.
2. The report is approved by the leadership of HEI and sealed.

«Approved»
Title of HEI,
Full name of the head
Research degree and title
 _____ (signature)
 «_____» _____ 201__.

Report on correcting actions on elimination of the remarks and implementation of recommendations of the IQAA external experts in the frame of post-accreditation monitoring of institutional / specialized accreditation.

The title of HEI

№	Revealed non-compliance (remarks), recommendations	Correcting actions (CA)	Time period of execution	Individual responsible for execution of CA	The mark on the implementation (date, signature of individual responsible for execution of CA)	Notes
1	2	3	4	5	6	7
ON STANDARD 1						
1						
2						

№	Revealed non-compliance (remarks), recommendations	Correcting actions (CA)	Time period of execution	Individual responsible for execution of CA	The mark on the implementation (date, signature of individual responsible for execution of CA)	Notes

Individual responsible for accreditation (Full name)_____ **tel.:** _____ **e-mail:** _____