



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

**REGULATIONS ON THE
ACCREDITATION COUNCIL**

2018

1. General provisions

1.1 These Regulations on the Accreditation council of the Independent Agency for Quality Assurance in Education (hereinafter ‘Regulations’) have been developed in accordance with the Law on Education of the Republic of Kazakhstan dated July 27, 2007 (as amended on July 11, 2017), order of the Minister of Education and Science of the Republic of Kazakhstan No. 629 dated November 1, 2016 “Rules of recognition of accreditation bodies, including foreign ones, and formation of a register of recognized accreditation bodies, accredited educational organizations and study programs” and international practices.

1.2 The Accreditation council of the Independent Agency for Quality Assurance in Education (hereinafter IQAA) carries out its activities in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, the standards for external quality assurance of IQAA, normative and legal documents of the Ministry of Education and Science of the Republic of Kazakhstan and normative documents of the Agency.

1.3 The Accreditation council is a public collegial body in charge of decision-making on accreditation. In addition, within its competence it provides consultation to the Agency and conducts its activities in line with these Regulations.

1.4 The Accreditation council acts in accordance with the strategy of the Agency and its working plans.

1.5 The work of the Accreditation council members shall be reimbursed by the number of meetings in which they participated on the basis of contracts concluded of the President of the Agency with the Accreditation council members.

2. The procedure for the formation of the Accreditation council

2.1 The Accreditation Council consists of representatives of professorate (academic staff), international experts, representatives of employers and students, and the President of the Agency, selected by the Commission of the Agency based on the proposals of the HEIs of Kazakhstan, professional associations of employers, large companies, Students’ Association of Kazakhstan, members of the Accreditation council, foreign accreditation agencies and President of the Agency.

2.2 The selection procedure of the Accreditation council members is conducted by the Commission of the Agency, approved by the order of the President of basis of proposals from HEIs, employers, professional associations of employers, students, and members of the Accreditation council.

2.3 The composition of the Accreditation council shall be approved by the order of the President of the Agency. The number of its members shall not be less than 7 and more than 15 persons.

2.4 The term of election of the Accreditation council members, as a rule, shall not extend five years for a term, but the members may be re-elected for a new term not more than once. The term of election for a student member is one- two years).

2.5 Members of the Accreditation council can leave the Accreditation council by their own wish or can be excluded from its composition by the decision of the Accreditation council, if they are absent more than three meetings in a row (without a good reason), including distance participation in a videoconference regime.

2.6 The Accreditation council includes a Chairman of the council, a Deputy Chairman and members of the Accreditation council.

2.7 Members of the Accreditation council do not represent their organizations and shall act as independent experts.

3. Management of the work of the Accreditation council

3.1 Management of the Accreditation council is carried out by its Chairman or in his (her) absence by a Deputy Chairman.

3.2 A Chairman and a Deputy Chairman is elected among the members of the Accreditation council on its meeting. The President of the Agency cannot be elected as a Chairman of the Accreditation council.

3.3 A Secretary of the Accreditation council is appointed from the staff of the Agency by the order of the President of IQAA. The Chairman of the Accreditation council defines the Secretary's functions. The Secretary performs work on the formation of the agenda of meetings, preparation of protocols and other assignments given by the Chairman.

4. The procedure for convening meetings of the Accreditation council and recording protocols

4.1 The Accreditation council performs its activities in a form of meetings, which are held at least twice a year and are considered competent in the presence of a quorum.

Correspondence participation in a videoconference regime allowing distance participation is considered the same as a physical presence at the meeting.

4.2 The meeting is convened by the Chairman of the Accreditation council or in case of his absence by the Deputy Chairman. The Secretary of the Accreditation council shall send the agenda of the meeting and other relevant materials for the accreditation of a HEI/college (study programme) to the members of the Accreditation council in a written form at least a week before the meeting.

4.3 An extraordinary meeting, if necessary, may be convened at the request of five members of the Accreditation Council. The Secretary of the Council shall send an agenda of the meeting in accordance with para. 4.2.

4.4. The order of conducting the meeting, questions and discussions are reflected in the protocol of the meeting, which is written by the Secretary.

4.5 Protocols of the meetings in a written form are signed by the Chairman, or in his absence by the Deputy Chairman, and the Secretary of the Accreditation council and are kept in the documentation of the Agency.

4.6 The Secretary shall send electronic copies of the meeting protocols to all members of the Accreditation council within two weeks after the meeting.

5. The procedure for conducting meetings and decision-making

5.1 The meeting of the Accreditation council shall be deemed reaching a quorum when more than a half of the members of the council, including its Chairman or, in his absence, the Deputy Chairman participate in the meeting.

5.2 If a quorum cannot be reached, the Chairman or, in his absence, the Deputy Chairman shall convene a regular meeting within two weeks.

5.3 Meetings of the Accreditation council are governed by its Chairman or, in his absence, by the Deputy Chairman.

5.4 The Chairman or, in his absence, the Deputy Chairman shall have the right to invite persons, who are not members of the Accreditation council, for their participation in the meetings of the council and discussion of the agenda questions.

5.5 During a discussion of a decision on accreditation, persons who are not members of the Accreditation council, employees of the educational institution under accreditation, and a member of the Accreditation council having a conflict of interest must leave the meeting room.

5.6 Decisions of the Accreditation council on the issues discussed are taken by an open simple majority vote (of those present, including those involved in the work of the council in a videoconference regime).

5.7 In case of equality of votes the Chairman or, in his absence, the Deputy Chairman of the Accreditation council shall have the right of a casting vote.

5.8 The Accreditation Council makes one of the following decisions:

- Accredit (full accreditation for 5 years);
- Accredit with a condition for 2 years (incomplete accreditation for 2 years with the need to eliminate remarks);
- Not accredit with condition for 1 (one) year (if elimination of remarks is possible within one year).

5.9 The Secretary of the council shall send electronic copies of meeting protocols to all members of the Accreditation council within two weeks after the meeting. Members of the Council can make remarks to the protocol within a week after receiving it.

5.10 Protocols of meetings in paper formats shall be signed by the Chairman or, in his absence, by the Deputy Chairman and the Secretary of the Accreditation council, if there are no remarks from the members of the Accreditation council, and shall be kept in the documentation of the Agency.

6. Appeal against the decisions of the Accreditation council

6.1 Educational institutions can appeal against the decisions of the Accreditation council on institutional and specialized accreditation in accordance with the appeals procedures of the Agency.