

# AGENCY FOR QUALITY CONTROL OF EDUCATION AND RATING



**Approved**

The General Director of the AQ CER



Smankulova J.E.

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## REGULATIONS ON THE ACCREDITATION COUNCIL

## **1. General provisions**

1.1 This Regulation on the Accreditation Council of the Agency for Quality Control of Education and Rating / AQCER (hereinafter referred to as the Regulation) is drawn up in full accordance with the current legislation of the Republic of Kazakhstan, namely the Law "On Education" dated July 27, 2007 No. 319–III, taking into account all amendments and additions as of 09/01/2024. The Regulation comes into force effective after approval by the Director General of AQCER.

1.2 The Accreditation Council of the Agency for Quality Control of Education and Rating (AQCER) carries out its activities in strict accordance with the European Standards for Quality Assurance in higher education (ESG), as well as the guidelines for external quality assessment, regulatory legal acts of the Ministry of Education of the Republic of Kazakhstan, the AQCER Charter and internal regulations of the agency.

1.3 The Accreditation Council (AC), being a collegial body within the Agency for Quality Control of Education and Rating, provides methodological guidance and makes decisions in the field of public and professional accreditation of educational programs.

1.4 The Accreditation Council, based on the assessment of the reports of expert commissions, makes a decision on granting or refusing accreditation of educational programs. This decision is subsequently approved by the Director General of the Agency for Quality Control of Education and Rating (AQCER).

1.5 The Accreditation Council establishes criteria and procedures for the accreditation of educational programs, as well as approves other regulatory documents developed by the AQCER commissions.

1.6 The members of the Accreditation Council receive remuneration for their work in accordance with the agreement signed by the Director General with each member of the Council.

## **2. The composition of the Accreditation Council**

2.1 The Accreditation Council is formed from among highly qualified specialists in various fields. It consists of representatives of the academic environment, international experts, employers, industry, students, scientific institutes and professional societies.

2.2 The composition of the Accreditation Council is formed by order of the Director General of the Agency and includes at least nine, but not more than fifteen members.

2.3 The composition of the Council is formed by rotation, with one third of the members being renewed every three years. The members of the Accreditation Council are elected for a term of up to five years for one term. Re-election for a new term is possible. For students, membership in the Accreditation Council is maintained throughout the entire period of study.

2.4 The members of the Accreditation Council have the right to voluntarily withdraw from its membership. In addition, members of the council may be excluded by the decision of the council itself in case of missing more than five consecutive meetings, taking into account the possibility of participating in a videoconference mode.

2.5 The composition of the Accreditation Council consists of the Chairman and members of the Council. The Chairman of the Accreditation Council is a member of this Council, elected at its meeting.

2.6 A person is appointed to the position of Secretary of the Accreditation Council by order of the Director General of AQ CER.

### **3. Meetings of the Accreditation Council and the decision-making procedure**

3.1 The Accreditation Council has the right to hold meetings in person, remotely (videoconference) or hybrid form at least twice a calendar year.

3.2 The meeting of the Accreditation Council is convened at the initiative of the Chairman of the Council. No later than seven days before the start of the meeting, the Secretary of the Council shall send to the members of the Council a written notification of the agenda, as well as other necessary documentation on the accreditation of the educational institution (educational program).

3.3 The minutes of the meeting of the Accreditation Council, drawn up by the Secretary, record the agenda, the issues considered and the course of their discussion.

3.4 The minutes of the meetings of the Accreditation Council, drawn up on paper, are signed by the Chairman and Secretary of the Council and are subject to storage in the Agency's documents.

3.5 In order for the meeting of the Accreditation Council to be recognized as having taken place, the presence of at least two thirds of its members is required.

3.6 The meetings of the Accreditation Council are managed by the Chairman of the Council, or by a person delegated by him.

3.7 The decision on each issue considered by the Accreditation Council is made by open voting. A simple majority of votes from the total number of Council members present, including those who participate in the videoconference, is required to make a decision.

3.8. In case of an equal number of votes, the Chairman of the Council has the casting vote.

3.9. The Accreditation Council makes one of the following decisions:

- to grant full accreditation for a period of 5 years;
- provide full accreditation for a period of 3 years;
- Provide conditional (incomplete) accreditation for 1 year with the obligation to eliminate the identified comments. This decision is made if there are appropriate grounds recorded in the minutes of the meeting of the Accreditation Council.
- To refuse accreditation.

3.10 In accordance with the rules of procedure of the Council, the Secretary is obliged to send electronic copies of the minutes of meetings to all members of the Accreditation Council no later than two weeks after the meeting. The members of the Council have the right to send their comments and suggestions on the content of the protocol within one week from the date of its receipt.

#### **4. The procedure for appealing decisions of the Accreditation Council**

4.1 Decisions of the Accreditation Council on institutional and specialized accreditation are subject to appeal by educational organizations in accordance with the established procedure determined by the agency.

4.2 Educational organizations undergoing the procedure of institutional or specialized accreditation have the right to delegate their representatives to participate in the meeting of the Accreditation Council, at which the issue of their accreditation is being considered.

4.3 In case of disagreement with the decision of the AQCER Accreditation Council to reject the application for accreditation, the educational institution is obliged to submit a written application for this.