

AGENCY FOR QUALITY CONTROL OF EDUCATION AND RATING



Approved
The General Director of the AQCER



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REGULATIONS ON THE SUPERVISORY BOARD

2024

1. General provisions

1.1 This regulation regulates the activities of the Supervisory Board of the Agency for Quality Control of Education and Rating (AQCER), establishes the principles of its work and powers, determines its status, the procedure for holding meetings and other related issues.

1.2 In its activities, the Supervisory Board is guided by the current legislation of the Republic of Kazakhstan, the Charter of the Agency and this Regulation.

2. Формирование, полномочия и функционирование Наблюдательного совета

2.1 The Supervisory Board is headed by the Chairman, who, along with other members of the Board, is elected by the Accreditation Council for a three-year term.

2.2 The number of the Supervisory Board is seven people.

2.3 The Council consists of representatives of the academic environment, the General manager of AQCER, representatives of employers and a foreign expert. The Secretary of the Council is appointed by the General manager of AQCER from among the full-time staff.

2.4 The Chairman of the Supervisory Board is responsible for organizing its activities, convening meetings, conducting them and signing documentation from the Board.

2.5 The Secretary keeps records of Council members, ensures their invitation to meetings, preparation and holding of meetings, as well as registration of Council materials. In addition, he controls access to meeting materials.

2.6 The members of the Supervisory Board have the right to terminate the exercise of their powers at any time at their own request, notifying the AQCER Participants in writing.

2.7 The powers of a member of the Board shall terminate upon receipt of the decision of the Supervisory Board to terminate these powers.

2.8 The early termination of the powers of the members of the Supervisory Board may be accepted by the Accreditation Council.

2.9 The procedure for the work of the Supervisory Board and its decision-making is determined by the Charter of AQCER and this Regulation on the Supervisory Board.

3. Payment of activities and compensation to members of the Supervisory Board

3.1 The members of the Supervisory Board receive remuneration for their work. The terms of cooperation, including the rights, obligations, responsibilities of the parties, as well as the procedure and conditions of remuneration, are regulated by the contract.

3.2 For members of the Supervisory Board arriving from other regions, compensation for travel expenses is provided, including travel (excluding business class), accommodation and daily allowances.

4. Meetings of the Supervisory Board

4.1 The Supervisory Board is convened at least twice a year.

4.2 The members of the Supervisory Board shall be notified by the Secretary of the date and time of the meeting in writing no later than seven days prior to its holding. Notification is carried out by e-mail or telephone.

4.3 In the absence of the Chairman of the Supervisory Board, decisions are taken by a majority vote of the members present.

4.4 A meeting of the Supervisory Board is considered competent if at least half of its members are present.

4.5 The decision on the issues submitted for consideration by the Supervisory Board is made by a simple majority of the votes of those present. Each member of the Supervisory Board has one vote and cannot transfer his vote to another member.

4.6 In case of equality of votes, the vote of the Chairman of the Supervisory Board is decisive.

4.7 The minutes of each meeting of the Supervisory Board are kept, which is signed by the Chairman and the Secretary.

4.8 The minutes shall indicate: the place and time of the meeting, the issues discussed, the list of members present (including participants in the remote meeting), the issues put to the vote and the results of voting, the decisions taken. The protocol may also contain other necessary information.

4.9 The Supervisory Board may be conducted remotely.

5. Rights, duties and responsibilities of the Supervisory Board

5.1 When making decisions by a simple majority of votes, the members of the Supervisory Board have the right to request and receive any information related to the activities of AQ CER.

5.2 The members of the Supervisory Board also have other rights provided for by the current legislation, the AQ CER Charter and the Regulations on the Supervisory Board.