

"ARQA" Independent agency for recognition and quality assurance in education	Quality Management System Regulation on Supreme Expert Council	QMSON P 01-06-003-2018 Date 08/28/2018 With.1out of 13
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"APPROVED":
Director of ARQA
_____ **Kassymkhanov A.M.**

" ____ " _____ **2018**

QUALITY MANAGEMENT SYSTEM
(Machine translation)
REGULATION ON SUPREME EXPERT COUNCIL
QMS NA P 01-06-003-2018

Ex. № _____
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Astana-2018

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FOREWORD

1 DESIGNED BY Administration of the "ARQA" Independent agency for recognition and quality assurance in education
(name of the structural unit that developed the document)

2 APPROVED AND INTRODUCED by Decree of the Director of "ARQA"
(official approving the document)
dated September 11, 2018
(name, date and number of the approving organizational and administrative document)

3 DEVELOPERS:
(position, academic degree, academic title, full name)

(position, academic degree, academic title, full name)

4 DEADLINE FOR FIRST INSPECTION 2021
CHECK FREQUENCY 3 years

5 FIRST EDITION

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1 Normative references

This Regulation uses references to the following legislative and regulatory documents:

1. Law of the Republic of Kazakhstan "On technical regulation" dated November 9, 2004 No. 603-II ZRK;
2. Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III;
3. Decree of the President of the Republic of Kazakhstan dated February 1, 2010 No. 922 "On the Strategic Plan for the Development of the Republic of Kazakhstan until 2020";
4. The Standards and Guidelines for Quality Assurance in the EHEA (ESG) approved by the Ministerial Conference in Yerevan, May 14-15, 2015
5. MS ISO 9000:2015 "Quality management system. Basic provisions and vocabulary";
6. MS ISO 9001:2015 "Quality management system. Requirements";
7. ST RK ISO 9001:2016 "Quality management system. Requirements".

2 Definitions

The following terms and their definitions are used in this Regulation:

- Accreditation of educational organizations** of the procedure for recognizing by the accreditation body the compliance of educational services with the established standards (regulations) of accreditation in order to provide objective information about their quality and confirm the existence of effective mechanisms for improving it.
- Accreditation bodies** legal entities that develop standards (regulations) and carry out accreditation of educational organizations based on the standards (regulations) developed by them.
- Accreditation Council** a permanent consultative and advisory body of ARQA, created for collegial consideration and decision-making on accreditation or refusal of accreditation, as well as on the terms and conditions for accreditation of educational organizations and educational programs implemented by educational organizations, based on the current ARQA Accreditation Standards.
- External evaluation (visit)** visit of an expert group to an educational

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organization to assess compliance with the Standards for specialized accreditation of TVE organizations.

Institutional accreditation the process of assessing the quality of an educational organization by an accreditation body for compliance with the declared status and established standards of the accreditation body.

Post-accreditation monitoring the procedure carried out by the agency during the period of accreditation of the educational organization / educational programs.

Post-accreditation monitoring report a document containing an examination based on the results of an assessment of the activities of educational organizations / educational programs during the period of accreditation of an educational organization / educational programs.

Quality Assurance procedures aimed at ensuring that the results of education and training and related services meet the stated requirements of the consumer.

Educational program a single complex of the main characteristics of education, including the goals, results and content of education, the organization of the educational process, the ways and methods of their implementation, the criteria for assessing learning outcomes.

Reaccreditation process re-accreditation by an educational organization.

Standards (regulations) of accreditation documents of the accreditation body establishing the requirements for the accreditation procedure.

Specialized accreditation the process of assessing the quality of the educational program of an educational institution by the accreditation body for compliance with the declared status and established standards of the accreditation body.

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3 Designations and abbreviations

The following abbreviations apply in this Regulation:

ARQA	Independent agency for accreditation and examination of the quality of education "ARQA"
EHEA	European Higher Education Area
ESG	The Standards and Guidelines for Quality Assurance in the EHEA
AC	Accreditation Council
TVE	Technical and Vocational Education
EO	Organization of education
EP	Educational program

4 Scope

This Regulation presents the goals and objectives of the Supreme Expert Council of ARQA.

This Regulation can also be used to develop mechanisms for internal quality assurance of educational organizations and relevant internal regulatory documentation.

5 Responsibility and authority

5.1. This Regulation is approved by the Director of ARQA

5.2. Responsibility for the development and compliance of the provisions of this Regulation with the requirements of ST RK ISO 9001-2016 lies with the Quality Service (hereinafter referred to as QS).

5.3. Responsibility for bringing to the attention of the employees of the structural divisions of the approved Regulation lies with the head of the division;

5.4. A record of familiarization must be made in the "Familiarization Sheet" (Appendix B).

6 General provisions

6.1. The Supreme Expert Council is created to carry out an examination of the compliance of the recommendations of the expert committees with the requirements established by the Accreditation Council.

6.2. The Supreme Expert Council (hereinafter SEC) is guided in its activities by the Charter of the Institution, the standards of institutional and specialized accreditation of educational organizations implementing educational programs of technical and vocational education, higher and postgraduate education, this Regulation.

6.3. The structure, staffing of SEC is approved by the director.

7 Description

7.1. The main tasks of SEC

- conduct an examination of the compliance of the recommendations of the expert committees with the requirements established by the Accreditation Council;

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- prepare proposals to the Accreditation Council for decision-making on institutional and specialized accreditation of educational organizations

7.2. sec functions

- develop conclusions on the recommendations of expert committees based on an examination of their compliance with the established requirements;

- develop opinions on appeals filed against the recommendations of expert committees;

- develop submissions for return to the expert committees for revision insufficiently substantiated recommendations;

- participate in the preparation and consideration of proposals for improving the procedures for institutional and specialized accreditation of educational organizations;

- participate in the analysis and generalization of the experience of the Agency.

7.3. Rights and obligations of WEC members:

7.3.1. Rights of WEC members:

- participate in the discussion of conclusions on the recommendations of expert committees and vote;

- to express a dissenting opinion on issues discussed at the WEC meeting;

- prepare proposals for improving the procedures for institutional and specialized accreditation of educational organizations, analysis and generalization of the Agency's experience;

- receive monetary payment in the amount and in the manner prescribed by the director.

7.3.2. Responsibilities of WEC members:

- analyze the recommendations of expert committees and develop conclusions on their compliance with the established requirements;

- analyze appeals filed against the recommendations of expert committees and develop conclusions on their validity;

- to attend meetings of the EEC and report the developed conclusions.

7.4. SEC structure

7.4.1. The Supreme Expert Council consists of the chairman, deputy chairman, secretary and members of the SEC. The term of office of the SEC is established by the director in agreement with the Founder.

7.4.2. The change in the composition of the SEC is made by the director in agreement with the Founder.

The WEC consists of experienced scientists and practitioners who are actively involved in the work to improve the quality of education in the country.

7.4.3. The chairman, his deputy and the WEC secretary should not be employees of the same organization.

4.4 The Chairman of the Expert Council manages the work of the Expert Council.

7.5. Organization of work on the preparation of meetings of the expert council, control over the timely consideration of recommendations

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7.5.1. WEC meetings are held under the leadership of the Chairman of the WEC, and in his absence - the Deputy Chairman of the WEC, who is entrusted with such duties by the Director.

7.5.2. Recommendations and conclusions of the EEC are adopted by an open vote by a majority of at least two-thirds of the members of the council present at the meeting. In necessary cases or at the suggestion of one of the WEC members, a secret ballot is held.

7.5.3. The Chairman of the Accreditation Council has the right to attend the meeting of the Expert Council.

7.5.4. Members of the EEC who are members of external expert commissions on the recommendation under consideration, employees of the organization whose accreditation is being considered at the meeting cannot take part in the discussion of the conclusion and voting.

7.5.5. Recommendations and conclusions of the EEC are signed by the chairman of the meeting, a member of the expert council - speaker, the secretary of the EEC and no later than three days after the meeting are transferred to the director or a person authorized by him. The form of conclusion of the EEA is given in Appendix 1.

7.5.6. Recommendations and conclusions prepared by the WEC are presented at meetings of the Accreditation Council by the Chairman of the WEC or his deputy.

7.5.7. The workload of WEC members consists of the time for holding meetings and the time for preparing an opinion or recommendation. Accounting is carried out by the secretary of the EEC.

7.5.8. The Supreme Expert Council reports on its work to the Director.

Attachment 1.

Conclusion of the Supreme Expert Council

Astana No. ____ " ____ " _____

The Supreme Expert Council, having considered the recommendation of the expert _____ committee

1) notes: _____,

2) Recommends to the Accreditation Council:

Voting results:

“for” ____ members of the SEC, “against” ____ members of the SEC, “abstained” ____ members of the SEC,

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SEC Chairman _____

Speaker, SEC member _____

SEC Secretary _____

SEC member's dissenting opinion:

SEC member _____

8 Storage and distribution

8.1. The responsibility for the transfer of the approved Regulations (original) for storage in the UK lies with the developer.

8.2. Distribution of accounting copies of this Regulation is carried out by the IC.

8.3. The IC is responsible for keeping a copy of the Regulations.

9 How to make changes

9.1. Changes and (or) additions are made to the current Regulations in order to improve it.

9.2. Appeals of educational institutions, stakeholders for changes and (or) additions (hereinafter referred to as the appeal) are drawn up in an arbitrary form with justification for the need for such changes and (or) additions.

9.3. Appeals are sent to ARQA by e-mail: office@arqa.kz.

9.4. ARQA conducts an examination of applications for their validity and expediency.

9.5. Amendments and (or) additions to the Regulations are carried out by ARQA.

9.6. Changes and (or) additions to the current Regulations after the examination are approved by order of the ARQA director, which are issued in a new edition and posted on the website www.arqa.kz

9.7. Changes to the Regulations are made by an employee of the IC with a mandatory mark in the "Change Registration Sheet" (Appendix B).

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Annex A
(mandatory)

Approval sheet

Job title	FULL NAME.	the date	Signature

Annex B
(mandatory)

Reference list

Job title	FULL NAME.	the date	Signature

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Annex C
(mandatory)

Change Registration Sheet

re v. no .	Notifica tion No.	Number of sheets (pages)				Tot al she ets	Chan ge date	Full name, implement ation of changes	Chang er's signatu re
		mea s- us	replac ement nyh	ne w	annull ed- nyh				

Annex D
(mandatory)

Periodic Inspection Record Sheet

Check date	FULL NAME. the person who performed the check	Checker's signature	Wording of comments

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Annex E
(reference)

Bibliography

1. Law of the Republic of Kazakhstan "On technical regulation" dated November 9, 2004 No. 603-II ZRK;
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