

CENTRAL ASIAN ASSOCIATION FOR ACCREDITATION OF EDUCATION
CAA AE

Approved by the
Accreditation Council



ACCREDITATION PROCEDURE
EDUCATIONAL PROGRAMS AT THE CENTRAL ASIAN
ASSOCIATION FOR ACCREDITATION OF EDUCATION

Almaty, 2024



THE PROCEDURE FOR THE ACCREDITATION OF EDUCATIONAL PROGRAMS IN THE CENTRAL ASIAN ASSOCIATION FOR EDUCATION ACCREDITATION (CAAAE)

1. The Accreditation Center conducts three types of specialized accreditation: conceptual, primary and re-accreditation. Conceptual accreditation is provided for educational programs for which the university has received a license and for which there are no students. In this case, the accreditation center checks the compliance of all necessary documents with its standards. The conceptual accreditation procedure does not differ from other types of specialized accreditation. According to the conceptual accreditation, a certificate is issued for only one year. After a year, the university can re-accredit the educational program, but in this case, specialized accreditation is called primary. Primary accreditation is carried out if students attend classes according to the educational program. There are two variants of primary accreditation of an educational program: in the first case, students study under the educational program, but there are no graduates. In this case, the accreditation center issues a certificate for three years. In the second case, students are enrolled in the educational program and there was a graduation. In this case, the certificate is issued for five years. If a university intends to accredit an educational program that has previously been accredited, then this type of specialized accreditation is called repeated. If the educational program is re-accredited by the same agency, the certificate can be issued for 6-7 years.

2. The university submits an application for the accreditation of an educational program addressed to the President of the CAAAE. The name and code of the educational program are indicated in the application. If the university plans to accredit several programs, then the name and code for each program are indicated. The application is subject to initial review, for compliance with the classifier of specialties. The application is reviewed by the CAAAE management. If the management does not come to a common solution, the issue is sent to the Accreditation Council. Members of the Accreditation Council do not have the right to vote, in cases where the issue of initial consideration / rejection of an application for educational programs of a higher educational institution within their sphere of interest is being considered, and in order to avoid possible conflicts of interest and to ensure an open and honest discussion of the application, they leave the meeting room.

The application may be rejected for the following reasons:

- Incorrect filling of the application form.
- The absence of an educational program in the list of the classifier of specialties.
- The university does not have a License from the Committee for Supervision of Education and Science of the Republic of Kazakhstan.
- Lack of information about the educational program on the university's website.

The university has the right to take into account the comments and resend the application. In case of disagreement with the decision of the Accreditation Council to reject the application, the university must submit a written application to the CAAAE Appeal Commission. This statement should include an indication of the reasons why the negative decision of the CAAAE Accreditation Council was, in the opinion of the university, unlawful (due to factual errors or inconsistencies with the current CAAAE document).

3 The process of accreditation of educational programs is considered to have begun from the moment of registration of the application for specialized accreditation and continues until the relevant decision is made by the accreditation body. The total duration of specialized accreditation can last from 6 to 12 months. By agreement of the parties, this period may be changed. The President of the CAAAE decides on the commencement of the accreditation procedure. The CAAAE concludes an agreement with the university on the accreditation of the educational program(s) of the university (1 month). In order to avoid possible conflicts of



interest, administrative support for the program accreditation process is provided by CAAAE staff, whose area of interest does not include the university that submitted the application.

1. The CAAAE AC sends the university the current version of the accreditation criteria and guidelines for conducting self-examination.

2. If necessary, the CAAAE will send a group of staff to clarify the main provisions of the standards and the accreditation procedure.

3. The university conducts self-examination in accordance with the requirements of the CAAAE and sends a self-examination report to the CAAAE Administrative Center (two to three months are given for the preparation of a self-examination report by agreement of the parties, depending on the number of educational programs).

4. If necessary, the CAAAE Administrative Center sends a preliminary audit to verify the data available in the self-report and additional recommendations for improving the self-report.

5. The CAAAE Administrative Center forms an expert commission to conduct an audit of the educational program of this university. The expert commission consists of at least 3 expert auditors who are candidates of sciences or doctors of sciences, doctors of philosophy (PhD) or doctors in the field, have experience in the field of institutional and specialized accreditation or in the field of training specialists of an accredited educational organization, specialists in evaluating educational programs, 1 foreign representative, 1 representative of industry/employers, 1 student representative. If several programs are accredited at a given university, depending on the fields of study/specialties, expert commissions may be created for each educational program or a commission/commissions to evaluate several programs.

6. The University shall inform the CAAAE AC in writing about the withdrawal of individual members of the commission or about the agreement to accept an expert commission in this composition.

7. Based on the materials of the self-examination of the program, the CAAAE AC decides to continue accreditation and conduct an audit, either on the need to finalize the self-examination documents, or on non-compliance with the criteria and the impossibility of program accreditation (a maximum of 2 months is given to study the report and make a decision). In the latter case, a written opinion is sent to the university.

8. If a decision is made to continue accreditation, the chairman of the expert commission and the CAAAE AC will coordinate with the university the timing of the audit and the work plan of the commission at the university. Additional time is also given to adjust the self-examination report (up to 1 month).

9. The visit of the expert commission to the university lasts at least 2 days. At the end of the visit, the chairman of the commission and the head of the university sign the Audit Protocol.

10. Based on a comprehensive analysis of the audit results and self-examination materials, the expert commission prepares a draft report on the evaluation of the educational program, which is a detailed conclusion on the compliance or non-compliance of the accredited program with the accreditation criteria and includes a special opinion of the commission members, if it differs from the general conclusion (2-3 weeks).

11. The report on the evaluation of the educational program prepared by the CAAAE Administrative Center is sent to the university no later than three weeks after the end of the audit. Within two weeks after receiving the report, the university may send comments on the report or on violations of the audit procedure to the CAAAE Administrative Center.

12. The CAAAE AC submits the educational program evaluation report and the university's comments, if any, to the Accreditation Council, which makes a decision on accreditation or non-accreditation of educational programs (1-2 months). The accreditation body does not give a positive opinion on the external quality assessment if the educational organization has not established and does not operate an internal quality assurance system.

13. The decision of the Accreditation Council is approved by the President of the CAAAE. The certificate of public and professional accreditation of the educational program,



signed by the President of the CAAAE, is sent to the university. Accredited programs are entered into the CAAAE registry, published in the media and on the website of the CAAAE AC. Data on accredited programs are reported to the Ministry of Education and Science of the Republic of Kazakhstan (ten working days). The accreditation body posts reports and decisions in the Unified Information System of Education based on the results of institutional and specialized accreditation, including decisions on postponement and extension of accreditation periods taken during the state of emergency in the territory of the Republic of Kazakhstan within three working days from the date of the decision on accreditation. Submission of an annual report on the main results of activities to the Republican Accreditation Council.



GUIDELINES FOR EVALUATING ENGINEERING AND NATURAL SCIENCE EDUCATIONAL PROGRAMS

Stage 1. Preparing for the visit

Preparations for the visit begin after the university has submitted a self-examination report to the AC and an expert commission has been formed. The tasks of the expert commission at this stage:

1. Conduct a significant part of the assessment of the educational program before the visit, based on the information provided by the university in the materials of the self-examination.
2. Develop a plan for additional assessment procedures during the visit and request the necessary additional information, which the university will have to provide before and/or during the visit of the expert commission. Since the commission's task is to assess the degree of compliance with the CAAAE standards, the plan should provide an assessment of compliance with those CAAAE requirements that were not sufficiently reflected in the self-examination materials.

Participants:

1. Members of the expert commission;
2. Representatives of the university responsible for conducting accreditation;
3. AC CAAAE.

Step 1. Study of self-examination materials

1. The CAAAE AC confirms receipt of the materials on self-examination and transmits the necessary copies to the members of the expert commission.
2. Experts review the materials of the self-examination, contact the chairman and provide their opinion on the completeness of the materials and the compliance of educational programs with the standards of the CAAAE. The members of the expert commission give their conclusions and send it to the chairman of the commission and to the CAAAI.
3. The decision to continue the accreditation procedure or to refuse to continue it is made by the CAAAE Accreditation Council on the basis of expert opinions. The reason for the refusal is the inconsistency of the submitted program with the standards of the CAAAE, as well as the insufficiency of materials for conducting an audit and the need to repeat the self-examination procedure. If the Accreditation Council decides to refuse the audit, the CAAAE AC sends the university a written opinion on the need to finalize the self-examination documents and/or non-compliance with the standards and the impossibility of accreditation of the submitted university programs at the present time.

Step 2. Approval of the visit program

1. For a more efficient use of time when drawing up a program of meetings with teaching staff, students, employers, graduates and visits to laboratories, classrooms, departments, members of the commission may be divided.

It is the responsibility of the Chairman of the expert commission to develop a work plan for the commission at the university. The draft plan is being developed based on the study of self-examination materials and consultations with experts. When drawing up the work plan of the commission at the university, the AT CAAAE draws attention to:

- ensuring the degree of compliance with all the requirements of the CAAAE standards for the accredited program.
- compliance of acquired skills and competencies provided for by the OP with the requirements of the CAAAE.
- preparation of a list of materials provided by the university during the visit to clarify and/or supplement the self-examination materials, if necessary.
- the productivity of meetings with university representatives in order to verify or obtain information that is missing from the self-examination.
- for the objectivity of the expert opinion,



it is necessary to request applications for the diploma of students of the latest graduation in the accredited program.

2. Chairman of the Expert Commission:

- requests additional information from the university, specifying the time frame for its provision;
- coordinates the dates of the experts' visit with the university;
- coordinates with each member of the expert commission a preliminary work plan at the university;
- coordinates with the university the work plan of the expert commission during the visit to the university, informs the university of the dates and time of arrival and departure of experts.

3. Experts:

- prepare the necessary documents for work;
- determine the dates of the visit to the university with the chairman.

4. The university provides:

- a room equipped with a computer with Internet access, a printer and a telephone;
- documents prepared for the commission, including self-examination materials, educational and methodological documentation, samples of student papers, term papers and graduation projects, etc.

Stage 2. University visit

The visit to the university begins with a meeting of the members of the expert commission for a preliminary discussion of the plan of the external visit and ends after the members of the commission have carried out all necessary activities in accordance with the approved work plan. Tasks of the expert commission:

1. To carry out a qualitative and quantitative assessment of the conditions that were not reflected in the written documentation;
2. Analysis of the conformity of materials prepared by the university for accreditation of the OP;
3. The employer should assess the graduates' readiness for professional activity and the compliance of their training with the modern requirements of potential consumers;
4. The student representative should analyze the university's existing student support system.;
5. Evaluate the strengths and weaknesses of the university.

Participants:

1. University representatives: university management, faculty, departments, teaching staff, graduates, employers, support staff;
2. Students enrolled in this program;
3. Members of the expert commission. The audit of the educational program includes meetings of the members of the expert commission:
 - with students;
 - with the teaching staff;
 - with the university administration;
 - with the leadership of the faculty and departments;
 - with representatives of employers;
 - with graduates of accredited programs.

Meetings with representatives of different groups are held separately. At the beginning of the external visit, the members of the expert commission:

- exchange opinions on the compliance of the accredited program with the CAAAE standards based on the materials of the university's self-examination;
- they are discussing the tasks to be solved during the visit;
- specify the meetings and events that need to be held during the evaluation process, and their order;



- discuss issues related to the interaction of the commission members.

Chairman:

- adjusts the commission's work plan in accordance with the discussion;
- defines the duties of the representative of employers and students during the audit, as well as the meetings and events in which they participate.

Representative of the CAAAE Administrative Center:

- contributes relevant information to the draft report on the compliance of self-examination materials with CAAAE standards.

The main part:

- Meeting and interviewing experts with the university management and those responsible for accreditation, the dean of the faculty, the head of the department, teaching staff, students, employers, graduates of the educational program, which is submitted for accreditation in the CAAAI. The work of experts is carried out in accordance with the approved work plan.

- Discussion of the program's compliance with CAAAE standards, and preparation of a draft expert opinion.

- Preparation of a draft report on the evaluation of the educational program, which is a detailed conclusion on the compliance or non-compliance of the accredited program with accreditation standards and includes the opinions of the members of the expert commission, if they differ from the general conclusion.

- The Chairman of the commission prepares the Protocol on the external visit.

- At the final meeting of the expert commission with the university management and those responsible for accreditation, the preliminary results of the visit are discussed. The Chairman of the Commission reads out the text of the Commission's Message.

- The rector of the university and the chairman of the commission sign two copies of the Protocol. One copy of the Protocol remains at the university, the other is handed over to the representative of the CAAAE Administrative Center.

- The expert opinion of each expert is signed individually by the members of the commission and handed over to the representative of the CAAAE AC. The final draft of the report is signed by all members of the expert commission and submitted to the representative of the CAAAE Administrative Center.

The main structure of the report: General description of the university and the program. This section contains:

-information about how long the training of specialists in this program has been going on;

-information about recruitment for this program and the number of graduates;

-License number for conducting educational activities;

-data on the structure of the university, the number of implemented programs.

The main part. It contains detailed conclusions on the compliance/non-compliance of the accredited program with the CAAAE standards, indicating the strengths, weaknesses or shortcomings of the program in relation to each standard. Experts should give one of the possible final estimates for each standard.:

- "corresponds",

- "corresponds with recommendations",

- "corresponds with comments",

- "does not correspond".

For each of the final grades, "consistent with recommendations", "consistent with comments" is necessary:

-point out the weaknesses or shortcomings of the program;

-provide recommendations on how to eliminate weaknesses and/or shortcomings and note whether the university has a system of measures aimed at eliminating them.



The overall assessment of the degree of compliance with the standard is made as a result of the expert commission's discussion of the assessments given by each expert. If the expert commission has not reached a consensus on the assessment of a particular standard, the expert opinions should be indicated separately with the note "Dissenting opinion".

Conclusion.

If the main part of the report highlights weaknesses or shortcomings and provides recommendations for their elimination, then the conclusion should specify the time frame within which the comments should be taken into account and the reporting forms of the university (corrective action plan, interim report) confirming their implementation.

The following are the recommendations of the commission regarding an acceptable accreditation decision. The following options for accreditation solutions are possible:

To be accredited for a full term (5 years):

- in case of full compliance of the program with the requirements of each criterion, if the assessment "meets" is given for all criteria. At the same time, the expert commission may make suggestions for improving some parameters of the educational program.

To accredit for a part-time period (3 years):

- if an educational program is accredited without graduates;
- in the case when one or more standards are rated "compliant with recommendations", and recommendations are made to eliminate weaknesses.

To accredit for a shorter period (1 year):

- in the case of conceptual accreditation of the educational program;
- if one or more standards are rated "compliant with comments", but improvements can be achieved within a reasonable period of time (no more than 1 year).

At the same time, the expert commission provides a description of the detected systemic deficiencies. To refrain from accreditation: if at least one criterion is not fully met, i.e. if the assessment "does not meet" is given.

Stage 3. Program Evaluation Report

1. On the basis of the draft report prepared by the expert commission, the CAAAE Administrative Center prepares a Report on the evaluation of the educational program. The report is coordinated with each member of the commission.

2. The report on the evaluation of the educational program prepared by the CAAAE Administrative Center is sent to the university to correct inaccuracies, if any, in the report.

3. The report on the evaluation of the educational program, signed by the President of the CAAAE, is sent to the university no later than three weeks after the end of the audit. Within two weeks after receiving the report, the university may send comments on the report or on violations of the audit procedure to the CAAAE Administrative Center.

4. The CAAAE convenes the Accreditation Council to make a decision.

5. The Accreditation Council makes a decision based on a self-assessment report, an audit report by a team of external experts, and an educational program evaluation report. The Accreditation Council makes a decision on the accreditation or non-accreditation of the educational program.