

SAPATTUU BILIM AGENCY FOR ACCREDITATION OF EDUCATIONAL ORGANISATIONS AND PROGRAMMES

REGULATION on the accreditation of educational institutions and primary, secondary and higher vocational education programmes

Bishkek 2020

Developed by the independent Agency for Accreditation of Educational Organisations and Programmes "Sapattuu Bilim" based on (SCP of 16 June 2017 No. 381) and SCP of 29 September 2015 No. 670, SCP of 22 January 2020 No. 18).

Approved by the General Meeting of the Founders of the Agency for Accreditation of Educational Institutions and Programmes "Sapattuu Bilim

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1. General provisions

1. This Regulation determines the objectives, principles, content, organization and procedure of independent quality assessment of educational institutions and educational programmes of primary, secondary and higher vocational education by the Agency for Accreditation of Educational Institutions and Programmes "Sapattuu Bilim" (hereinafter - Agency "Sapattuu Bilim").

2. The Regulation is developed on the basis of the regulatory framework for accreditation:

- Law of the Kyrgyz Republic "On Education";
- The procedure for accreditation of educational organisations implementing educational programmes of initial, secondary and higher vocational education, (PPKR of 16 June 2017, No. 381);

- Minimum Requirements for Accredited Educational Organisations of Primary, Secondary and Higher Vocational Education in the Kyrgyz Republic (PPKR, 29 September 2015, No. 670).

3. Accreditation of educational programmes is an external assessment and recognition of the quality of the implementation of basic vocational educational programmes, basic higher vocational education programmes and compliance with state standards and qualification frameworks.

Accreditation of educational programmes is carried out individually or programmes are divided into groups - clusters, for the effective and adequate assessment of which, related programmes (fields, specialities) are clearly defined.

Accreditation of educational institutions is the conduct of institutional accreditation and assessment of the quality of educational activities in general of an educational institution for compliance with certain criteria, standards and its status.

4. the main objectives of accreditation:

- promoting the quality of education and building a culture of quality in the educational organisation;

- establishing the significant achievements of the educational organisation and educational programmes that reflect the most progressive trends in global developments in education and science;

- The implementation of accessible, open, transparent and objective procedures for the accreditation of educational programmes and educational institutions;

- Independent evaluation of educational institutions and educational programmes for compliance with approved criteria and procedures (not lower than the requirements of State Educational Standards);

- informing society about the results of independent quality assessment of educational institutions and educational programmes, as well as about the availability of quality education;

- Promoting the recognition of educational documents and qualifications of the Kyrgyz Republic in the world educational space;

- Stimulating the development of educational organisations and improving educational programmes through continuous self-evaluation and improvement.

- granting the right to issue certificates of education to graduates.

5. Basic principles of accreditation:

- the independent and objective nature of the organisation of the accreditation system, ensuring the participation of non-governmental, not-for-profit organisations recognised in due course;

- Transparency and openness of information on the mechanisms, procedures and results of the evaluation of educational programmes and educational institutions;

- the use of scientifically based, standardised and technologically sound external evaluation tools and methodology;

- collegiality of decision-making and transparency of results;

- a limited time frame for granting the status of an accredited educational organisation (programme).

6. Accreditation of educational organisations and programmes is carried out on equal conditions and grounds, regardless of their departmental interests, organisational-legal forms and location.

7. The right to undergo accreditation shall be granted to the educational institutions which have a licence for educational activities, the annex to which reflects the programme(s) to be accredited.

The period of accreditation within one educational organisation/programme is at least 6 months.

The costs of organising and conducting the accreditation shall be borne by the educational organisation.

The educational institution has the right to be informed of the standards and criteria, procedures and deadlines for accreditation.

The educational organisation may refuse to undergo accreditation and withdraw the application prior to the external evaluation of the educational organisation or programme by the commission, and the amount paid for the accreditation is non-refundable.

8. The Sapattuu Bilim Agency may not accredit an educational organisation in cases where

- if the educational organisation is a sponsor or makes large donations to the Agency;
- if the Agency employs an employee who previously worked in an accredited educational organisation and three years have not passed since he/she left the educational organisation;
- if one of the employees of the Agency is the founder of an educational organisation or is related to the heads of the educational organisation.

9. In order to ensure the transparency of its activities, the Sapattuu Bilim Agency conducts an annual independent audit of its activities and prepares an annual report. The report on the results of the audit and the annual report on the activities of the Agency shall be published on the website of the Agency and sent to the National Accreditation Council (hereinafter - the Council) authorized by the state body in the field of education.

10. Sapattuu Bilim is subject to external evaluation once every five years by the National Accreditation Council, which evaluates the results of the agencies' accreditation services.

2. Accreditation procedure

1. Independent accreditation of an educational organisation (programmes) is conducted on the basis of an application for programme or institutional accreditation submitted to the Director of the Agency for Accreditation of Educational Organisations and Programmes "Sapattuu Bilim" (Appendix 1).

Copies of the application shall be enclosed:

- the certificate of state registration as a legal entity,
- The authorisation documents for the right to conduct educational activities (licence with annexes),
- A brief description of the activities of the educational organisation, indicating when it was last accredited.

2. The Sapattuu Bilim Agency shall, within 10 calendar days of registration of the application and documents, check for their completeness, correctness of the documents and completion of the application.

When the application and documents have been submitted in accordance with the requirements, a notification is sent to the educational organisation or its authorised representative that the application and documents have been accepted for consideration on the merits.

If the documents are incomplete, incorrectly formatted or filled in, the educational organisation or its authorised representative is notified of the inadequacy of the documents. If, two months after the notification, the educational organisation has not submitted the requested documents in a proper form, the Agency may refuse to accept the application and documents for consideration on the merits.

3. On the basis of the submitted application an Accreditation Agreement shall be concluded between the Sapattuu Bilim Agency and the educational organisation. The terms, stages, conditions and financial costs of accreditation shall be agreed with the educational organisation and determined by the agreement.

An educational organisation that has concluded an agreement with the Agency has the right to receive instructional materials on the accreditation procedure.

4. Sapattuu Bilim" Agency and educational organization shall decide on the beginning of accreditation procedure after signing an agreement between "Sapattuu Bilim" Agency and educational organization on conducting program or institutional (possibly simultaneously) accreditation. Authorised (responsible) persons for accreditation on behalf of the educational institution and the Agency are appointed. The organisation and conduct of accreditation is carried out in three stages (Appendix 2).

5. First stage of accreditation.

5.1 In the first stage, the Sapattuu Bilim Agency conducts a training workshop to explain the basic provisions, minimum requirements and procedures for accreditation, rules and procedures for self-evaluation of educational programmes and report writing.

5.2. The Sapattuu Bilim Agency together with the authorised (responsible) person of the educational organisation divide the programmes (directions, specialities) into clusters.

5.3. The Director of the Sapattuu Bilim Agency forms the expert commission and appoints the chairman and the referent for conducting accreditation in the educational organisation. The referent provides the necessary consultations to the chairperson and exercises general control over the activities of the expert commission.

The Expert Panel consists of 3-5 experts who are experts in the evaluation of the educational organisation or the declared fields of study programmes, including employers and student representatives. An international expert on accreditation of higher professional education (HPE) programmes must be appointed to the Expert Commission.

5.4. The educational organisation has the right to inspect the CVs of the members of the commission in advance in order to avoid conflicts of interest.

5.5. The composition of the commission and the deadlines shall be established by an order of the Sapattuu Bilim Agency, a copy of which shall be provided to the educational institution.

6. Second stage of accreditation.

6.1. The next stage of accreditation is the self-evaluation of educational programmes and report writing according to the established rules and requirements, which are described in the Guidelines for Accreditation and Report Writing of the Sapattuu Bilim Agency. It takes two to three months to complete the self-evaluation and submit the report.

6.2. The educational institution may engage representatives of the Agency to advise on the organisation of the self-evaluation of the programmes, the compilation of the report and its formatting. After the self-evaluation of educational programmes has been carried out, an initial report is submitted to the Agency for analysis of compliance with the established requirements.

6.3. Based on the self-evaluation report of the educational organisation/programmes, the Sapattuu Bilim Agency develops recommendations on the need to improve the self-evaluation report and makes a decision:

- on the external examination
- on refusal of accreditation and termination of the contract, due to failure to meet the standards and criteria and the impossibility of carrying out the accreditation procedure.

6.4. The final version of the self-evaluation report of the educational programme shall be submitted to the Sapattuu Bilim Agency no later than 10 days before the official visit of the expert commission to the educational institution for the purpose of preliminary review and examination by the expert.

7. The third stage of accreditation.

7.1. The last stage of accreditation consists of an official visit of the expert commission for evaluation of the educational organisation or educational programme in accordance with the

relevant order on the composition of the commission and the timing of accreditation (Appendix 3).

7.2. 10 days prior to the work of the expert commission, the Agency agrees with the educational institution on the programme and the conditions of accreditation, which takes place within 2-3 days.

7.3. The educational institution is obliged to provide premises for the work of the expert commission, to provide technical means for the work of each expert (computers, printer, internet access, etc. as specified in the contract).

7.4. For the expert evaluation of the educational organisation/programme and the work of the Commission, the educational institution prepares a schedule of visits to the material and technical base of the educational institution, the schedule of classes in the accredited programmes, lists of students/graduates, graduates, teachers, parents, representatives of production (employers), administration of the institution for the interviews.

7.5. Upon arrival at the educational institution, the expert commission shall familiarise itself with the institution and the material and technical basis provided for the implementation of the educational programme, as well as the conditions provided for students and the educational process, interview students, teachers and familiarise itself with the documents on site.

Interviews with students/graduates, teachers, parents and employers are held in private, without the presence of the administration and programme managers. During these meetings the relevance of the requirements of the educational institution to the educational programmes and the satisfaction of students, teachers and employers is ascertained and the necessary questions on the self-evaluation report of the educational programme are clarified. A final meeting is held with the management of the institution and the programme managers.

7.6. Upon completion of the external review, based on the analysis of the self-evaluation report, submitted documents and information, as well as interviews with representatives of professional communities, students/graduates, employees and management of the educational institution, the expert commission prepares a report on the results of the external review, containing the section "Conclusion of the external expert commission", which is a detailed collective conclusion of members of the expert commission on compliance or non-compliance of the accredited programme (cluster

At the end of the last day, the Chairperson of the Expert Committee will make a preliminary announcement of the results of the accreditation in the educational institution and which serve as the basis for the Accreditation Council's decision on accreditation.

The report on the results of the external evaluation is signed by the chairman of the expert commission and submitted to the Accreditation Council of the Sapattuu Bilim Agency and the educational organisation.

The decision of the Accreditation Council is formed by order and sent within five days to the educational institution or its representative.

3. Formation and operation of the expert commission

1. In order to conduct an external examination of an educational organisation or educational programmes (cluster of programmes), "Sapattuu Bilim" Agency shall form an expert commission from among experts who have received special training.

The Expert Commission consists of 3-5 independent experts, including foreign experts, as well as a representative of the professional community (employers) in the profile of graduates' training and a student representative who are qualified experts in the evaluation of educational programmes. The Expert Committee is accompanied by a referent from the staff of the Agency.

If an educational organisation undergoes accreditation of several educational programmes (clusters of programmes), depending on the training areas/specialities, expert commissions may be established for each educational programme or commission/commissions for evaluating the cluster/clusters of programmes.

2. the basic principles of the examiner's work are honesty, responsibility, integrity, objectivity and confidentiality in dealing with the documents submitted.

3. independent experts - representatives of the academic community on evaluation of an educational programme (cluster of programmes), including foreign experts, should be nominated by accrediting organisations, or public and professional bodies, organisations, unions, foundations, associations whose sphere of activities or interests are related to education and/or science, or specially trained experts by the agency itself.

The criteria for the selection of independent experts - representatives of the academic community are: length of service in higher education, science and industry; length of service in a managerial position; academic degree and title; activity profile relevant to the subject of the examination. These selection criteria are determined by the requirements of the Code of Ethics of the external expert for accreditation.

4. Independent experts representing the professional community (employers) should be nominated by professional organisations - key partners in the employment of graduates, relevant ministries (agencies), or employers' associations.

The criteria for the selection of independent experts - representatives of the professional community (employers) are: competence required to evaluate an educational programme (cluster of programmes); work experience in a managerial position in the profile relevant to the subject of the examination.

5. Independent experts - representatives of the student body (undergraduate, graduate and postgraduate students) should be nominated by external educational organisations or student organisations and unions.

The criteria for the selection of independent experts - representatives of the student body (undergraduate, graduate and postgraduate students) are: a positive recommendation from the management; good knowledge of the legal and regulatory framework in higher education; knowledge of the main provisions of the Bologna Process.

6. Each expert will sign an agreement with the Sapattuu Bilim Agency on participation in external evaluation and a statement on absence of conflict of interest with the educational organisation in which the evaluation is conducted and sign a statement of readiness for expert activities on accreditation with a commitment to perform their functions (Appendix 4).

The composition of the expert committee shall be agreed with the educational organisation. The educational organisation has the right to reject the nominated experts with justification.

7. the expert shall be personally responsible for the objectivity and reliability of the assessments, conclusions, the timeliness of the examination and the submission of the report on the results of the external examination.

Prior to the visit to the educational institution, the expert should analyse the self-assessment report for compliance with the accreditation standards and criteria approved by the Sapattuu Bilim Agency, identify missing evidence and inconsistencies when examining the fulfilment of the criteria, and formulate questions to examine them during the visit to the educational institution.

The expert writes part of the final report based on the results of the analysis of the self-evaluation report, observations of classes, interviews, examination of documentation and inspection of the educational institution. The assessor participates in writing the final report together with the other experts under the guidance of the chairman of the expert committee. In the final report, the evaluator will assess the quality of the self-evaluation report, indicate the strengths and weaknesses of the institution or the educational programme, assess compliance with the accreditation standards and criteria and, on that basis, make recommendations for the improvement of the programme or the institution

8. The expert has the right to request and receive additional materials, documents, information related to accreditation only through the referent, express and justify his/her opinion on the evaluation of the educational programme (cluster of programmes), participate in the discussion of the report on the results of external examination in the process of accreditation.

9. The work of the expert commission is organised by the chairman, who is appointed by order of the Director of the Sapattuu Bilim Agency. The chairman of the expert commission is responsible for the implementation of the external review programme and the preparation of the report on the results of the external review.

10. At the end of the visit, the chairman of the expert commission shall address the management of the educational organisation (faculty/institute) with an oral report on the results of the external examination, prepared on the basis of the agreed opinion of all members of the expert commission.

The oral report should contain the main conclusions reached by the expert commission based on the results of the external examination of the educational organisation and programme (cluster of programmes). The opinion of the expert commission is advisory and is not disclosed until it is approved at the next meeting of the Accreditation Council of the Sapattuu Bilim Agency.

4. Sapattuu Bilim Agency experts

1. An expert involved in the independent external evaluation of an educational institution or programme must receive training on the accreditation of the educational organisation or programmes **from** the Sapattuu Bilim Agency. The expert may receive periodic training at the Agency or other similar agencies as agreed. The assessor receives a full briefing on the accreditation process and a 2(3) day programme of visits to the organisation for external assessment.

2. The Sapattuu Bilim Agency expert should know

- the current requirements of the normative legal documents in the field of education and science governing the accreditation procedure;
- Methods and techniques for dealing with proprietary information and personal data;
- The standards and guidelines of the Sapattuu Bilim Agency for the relevant type of accreditation of educational organisations and programmes;
- ways of assessing compliance with the standards during the accreditation process, the educational organisations and/or educational programmes applied for accreditation with the Agency's standards as well as with state requirements;
- requirements for the content and design of the conclusions of the accreditation review committee as well as documents prepared in the course of the accreditation review procedure of the educational organisation and/or programme.

3. The Sapattuu Bilim Agency expert should be able to

- Analyse, systematise and summarise information;
- review the self-evaluation reports and reports of the educational institutions on institutional and programme accreditation;
- carry out the questionnaire and process the results;
- collect information through questioning, interviews and other methods of oral and written communication;
- assess a variety of resources;
- Draw up the commission's report and other examination documents using computer technology and information technology;
- to draw up and compile a report on the results of the visit of the external expert commission;
- interact with other experts, the accreditation body and educational organisations in the accreditation review process.
- To analyse the educational programmes of the educational organisation (including curricula, working curricula, disciplines (modules) and other materials that ensure the education and quality of training and spiritual and moral development of students, as well as programmes of educational and industrial practices, calendar curricula, methodological materials that ensure the implementation of the educational programme);

- establish whether the content of the training of students and graduates of an educational organisation complies (does not comply) with state educational standards and requirements;

4. The qualification level of the expert should meet the established requirements of the Agency "Sapattuu bilim" taking into account the changing requirements of the legislation of the Kyrgyz Republic in the field of education (including state educational standards and requirements), improvement of forms and methods of accreditation expertise, development of computer technology and information technology through advanced training, as well as through self-education.

The expert shall participate in seminars, conferences and other events organised by the Sapattuu Bilim Agency and/or other organisations.

5. A candidate wishing to become an expert should fill in an application form (Annex 5) on the website of the Sapattuu Bilim Agency and send the following documents (by e-mail to sapattuuibilim@mail.ru):

- a) a copy of an identity document;
- b) copies of documents on higher professional education, additional education and documents on an academic degree or academic title;
- c) a detailed CV (free-form) including all contacts;
- d) a copy of the foreign language test certificate IELTS, TOEFL, etc. (if available);
- e) other documents proving competence (e.g. recommendations from educational organisations, scientific association organisations, etc.);
- f) copies of certificates of expert or training seminars on accreditation of educational organisations and programmes;
- g) a completed application form.

5. Sapattuu Bilim Agency Desk Officer

1. The expert commission is accompanied by an assistant appointed from among the staff of the Agency, who is responsible for organising and carrying out the accreditation of the educational organisation and programmes and supervises the work of the expert commission in accordance with the normative documents.

2. The main functions and responsibilities of a referent:

- Providing experts with the necessary information materials and the self-evaluation report of the educational institutions in a timely manner;
- consulting educational organisations in preparing and carrying out programme and institutional accreditation;
- Visiting an educational organisation and accompanying an expert committee;
- coordinating the work of the expert committee and following the stages of the 2-3 day accreditation programme;
- assist the commission in evaluating and assessing the quality of the education programme;
- coordinate the work of the expert committee with the staff of the university;
- keeping minutes, records of the visit process of the expert committee to the educational organisation;
- requesting and compiling additional materials, at the request of the members of the expert committee, relating to the accredited programme;
- assisting the experts in writing the final accreditation report;
- participate in the preparation of the Accreditation Council meeting to make accreditation decisions;
- providing the members of the Accreditation Council with the necessary materials for making accreditation decisions in a timely manner;

- monitoring of the educational organisation on the implementation of the recommendations and observations of the expert commission, development of measures for improvement and adjustment of programmes.

3. The Referee has the right to suspend or withdraw an assessor from any stage of accreditation if there are gross violations of the accreditation programme, the code of ethics of the external assessor or other inconsistencies during the examination that may affect the reputation of the Agency.

6. Code of ethics of the external accreditation assessor

This code establishes the basic rules of conduct for each external examiner when carrying out an educational programme (organisation) review.

The activities of the external expert are carried out in accordance with the standards and criteria for accreditation of educational organisation and educational programmes, approved by the Accreditation Council of the Sapattuu Bilim Agency.

The assessor should have the competence required to assess the educational organisation and programme(s) and undergo specific training. Experts involved in the external evaluation of an educational programme(s) are required to adhere to high ethical standards: professionalism, honesty, impartiality and fairness.

Requirements for the examiner:

1. Professionalism.

The expert must be a specialist in the relevant subject area. The members of the external expert committee assume responsibility for ensuring the high quality of the evaluation of the educational organisation and programme (clusters) according to the standards and criteria of the Sapattuu Bilim Agency.

The expert shall build his/her relations with other external experts and employees of the accredited educational organisation on the basis of mutual respect, not to use statements and expressions belittling the honour and dignity of another expert, representatives of the educational organisation in respect of which the examination is conducted.

2. Resolving conflicts of interest

Before being included in the external expert commission, the expert must inform the Sapattuu Bilim Agency of the existence of circumstances preventing his/her participation in the work of the commission.

Circumstances preventing an assessor from participating in the evaluation of an educational organisation and programme (cluster of programmes) may be: current or former employment with this educational organisation, consultancy services for the accreditation process of the programme being evaluated, former or current negotiations for possible employment, training at this educational organisation, financial interests.

During the external evaluation of the educational organisation and programme (cluster of programmes), the members of the external expert commission should voluntarily remove themselves from meetings and decisions that could create a situation of conflict of interest, and report all conflicts of their personal interest with the interests of accreditation of the educational programme (cluster of programmes) that could affect the objectivity of the external evaluation procedure.

Members of the external examination panel should not accept monetary remuneration or other gifts from the educational organisation that could influence the outcome of the examination.

When carrying out an external examination of an educational organisation and programme (cluster of programmes), the examiner should not act in a way that exceeds his/her authority.

Prior to the external review procedure, commission members sign a statement confirming the absence of a conflict of interest and send it to the Sapattuu Bilim Agency.

3. Privacy

Confidentiality is an important operating principle. All information and documentation received by the assessor is confidential and should only be used for the accreditation of the educational organisation and programme (cluster of programmes).

The members of the external expert commission undertake to keep information confidential, the information received cannot be passed on to third parties, must not be disclosed without the consent of the educational organisation and the Sapattuu Bilim Agency.

Expert working papers are internal working documents and shall not be distributed. The content of the documents is the intellectual property of the Sapattuu Bilim Agency.

The grades contained in the working papers shall not be communicated to the representatives of the educational organisation.

7. Accreditation Council of the Sapattuu Bilim Agency

1. The Accreditation Council (hereinafter referred to as the Council) of the Sapattuu Bilim Agency is a permanent public collegial body, which is established to review materials and make decisions on the results of accreditation of educational organisations/programmes.

2. The Accreditation Council carries out its activities on the basis of normative legal acts of the Kyrgyz Republic, relevant documents of the "Sapattuu Bilim" Agency, international norms and procedures for quality assurance of vocational education and this Regulation.

3. The activity of the Accreditation Council is based on the principles of publicity, transparency, objectivity, responsibility and social partnership.

4. The work of the members of the Accreditation Council is compensated on the basis of employment agreements concluded between the Director of the Sapattuu Bilim Agency and the members of the Accreditation Council.

5. The work of the Accreditation Council is managed by the Chairman elected by the majority of votes of the members of the Accreditation Council and approved by the decision of the General Meeting of Founders of the Sapattuu Bilim Agency.

The Director of the Sapattuu Bilim Agency, whose competence includes preparing and holding meetings of the Accreditation Council, approving its agenda and ensuring the validity and objectivity of the decisions taken at the meetings, is a non-voting member of the Council.

The Chairman may delegate his/her powers regarding the work of the Accreditation Council to the Deputy Chairman, who is elected by the members of the Council by a simple majority of votes and approved by the decision of the General Meeting of the Founders of the Sapattuu Bilim Agency.

6. The Secretary of the Accreditation Council is appointed by order of the Director of the Sapattuu Bilim Agency from among its employees. The Chairman of the Accreditation Council determines the functions of the Secretary. The Secretary of the Accreditation Council performs the work of setting the agenda of the meetings, preparation of minutes and other instructions of the Chairman of the Accreditation Council.

7. The composition of the Accreditation Council shall be approved by the General Meeting of Founders for five years upon the proposal of the Director of the Sapattuu Bilim Agency, with at least 7 nominees (but no more than 15). For a student, the term of election as a member of the Accreditation Council is the period of his/her studies.

The Accreditation Council may be renewed by one third each year, but at least once every five years.

8. The Council may include representatives of the academic community of educational organizations of higher and secondary vocational education, representatives of student unions and administrations, public and professional bodies, organizations, unions, foundations, associations (including international), the sphere of activity or interests of which are related to education and (or) science in the relevant field of education.

Representatives of educational organisations must meet the following requirements:

- at least 7 years' experience in the education system;

- at least 3 years' experience in quality management in the education system;
- must not be employees of non-profit organisations wishing to be recognised as accreditation agencies or their close relatives.

Representatives of employers/professional associations of employers, professional associations in the field of education and other public organisations must meet the following requirements

- the period of activity of the organisation the candidate represents is at least 5 years;
- professional connections and work experience in the education system or in professional organisations in the education sector;
- at least 5 years' work experience in the organisation the candidate represents.

9. At least three months before the expiry of the term of office of the members of the Accreditation Council a new composition shall be formed, which shall be completed no later than the expiry of the term of office of the current composition of the Council. The new composition of the Council shall take office as of the day following the date of termination of the powers of the previous composition.

10. The same person may not serve on the Accreditation Council for more than two consecutive terms.

Each member of the Council can be dismissed at his/her own request by submitting a written application to the Chairman of the Accreditation Council of the Sapattuu Bilim Agency.

11. The powers of a member of the Accreditation Council may be terminated prematurely on the following grounds:

- systematic evasion of their duties, expressed in absenteeism from meetings of the Board without valid reasons for more than three consecutive times;
- A person is recognised by a court as legally incompetent or of diminished capacity.

In the event of early termination of the term of office of one or more members of the Council, the vacant posts shall be filled in the prescribed manner within a period of one month at the latest.

12. The Accreditation Council shall have the following obligations and rights:

12.1. review and approve standards and criteria for accreditation of educational organisations and educational programmes, additional professional requirements for the quality of educational programmes of professional education;

12.2 Receive and consider applications from institutions of higher and secondary vocational education for the accreditation of their vocational education programmes;

12.3. Approve the decision guidance documents and relevant regulations necessary for the implementation of the activities of the experts and the Sapattuu Bilim Agency's expert commission;

12.4. make decisions on accreditation or refusal of accreditation on the basis of consideration of materials of expert commissions and assessment of compliance of educational organisations and programmes with the state educational standards of HPE (SPE) and the approved standards and criteria for accreditation of the Sapattuu Bilim Agency;

12.5. Make proposals for the development and improvement of the activities of the Sapattuu Bilim Agency, as well as the promotion of quality assurance policies in the field of vocational education;

12.6. Review and approve conclusions of expert commissions on accreditation of educational programmes of professional education;

12.7. propose recommendations to the heads of educational institutions to improve the quality of the educational programmes that have undergone examination;

12.8 Recommend representatives from academia, NGOs, etc. to the expert committees, appoint chairpersons of the committees and referees;

12.9 To consider and decide on appeals against the work of the expert committees and the accreditation agency.

13. The Accreditation Council shall meet as necessary, but at least once a year. The Accreditation Council conducts its activities in a meeting format. On-line participation in absentia

(video conferencing, Skype) allowing remote participation of the members of the Accreditation Council is considered the same as physical presence at the meeting of the Accreditation Council.

The members of the Accreditation Council shall be notified of the venue and agenda of the next meeting at least two weeks before the scheduled date.

14. The chairman of the expert committee shall submit the opinion to the Accreditation Council and officially to the educational institution not later than 5 working days after the completion of the accreditation procedure and the preliminary hearing in the educational institution.

In the absence of the chairman of the committee, the rapporteur may be a member of the expert committee or a referent who has participated in the accreditation process.

15. The Accreditation Council is authorised to take decisions by a simple majority of votes of the Council members present at the meeting. The meeting of the Accreditation Council shall be competent if more than half of its members are present.

The meeting may be attended by the heads of the educational organisations, if necessary.

The Director of the Sapattuu Bilim Agency, a member of the Accreditation Council, may not participate in the decision-making vote.

16. The Accreditation Council decides on accreditation on the basis of the discussion of the final report of the expert committee if no written objections have been received from the accredited educational institution within two to three weeks from the receipt of the final report. Otherwise, the decision may be taken on the basis of the adjusted report of the expert panel or an appeal procedure is scheduled.

17. In case the performance of the duties of a member of the Accreditation Council may lead to a conflict of interest that may affect the completeness and objectivity of the decisions made, the Council member must declare this prior to the meeting and not participate in the voting. The member's declaration shall be recorded in the minutes of the Council meeting.

18. In case the school disagrees with the decision made in writing, the Accreditation Council sends the accreditation materials with arguments to the independent experts of the Appeals Board and reconsiders the accreditation case in the light of these experts' conclusions. The decision made is final and not subject to further review.

19. The Secretary of the Accreditation Council shall send electronic copies of the minutes of the meetings to all members of the Accreditation Council within three working days after the meeting.

20. The reports on the results of the accreditations are published on the Agency's website within 5 working days of the decision.

8. Taking a decision on accreditation

1. The Accreditation Council decides to issue the Certificate with attachment(s) to educational institutions for educational programmes that have successfully passed the independent accreditation procedure.

The regulatory basis for the decision is the Decisions of the Government of the Kyrgyz Republic No. 670 of 29 September 2015. No. 18 of January 22, 2020, the opinion of the expert commission on accreditation and the Decision Making Guidelines approved by the Accreditation Agency "Sapattuu bilim".

2. Based on the expert opinion on the educational organisation or programme, the Accreditation Council takes the following decisions no later than 25 working days after its receipt.

2.1. Upon a positive conclusion on the fulfilment of all Sapattuu Bilim Agency accreditation standards, the educational organisation or educational programmes are accredited for 5 years.

2.2. In case of non-fulfilment of two criteria of the standard for accreditation of educational organisations or educational programmes, the standard is considered not fulfilled. In case of failure to meet 1 standard the educational programme is subject to accreditation with observations (conditional accreditation) for a period of 3 years, and for a period of 1 year in case of non-

compliance with 2 accreditation standards, with requirements to eliminate the deficiencies identified.

A decision on conditional accreditation may not be taken more than twice.

2.3. In case of non-compliance with more than 2 accreditation standards, the educational organisation/programme is considered as not having undergone external examination and is subject to denial of accreditation.

2.4. Accreditation with remarks (conditional accreditation or denial of accreditation shall entail a licensing control by an authorised state body in the field of education.

3. In the case of accreditation with remarks (conditional accreditation) for a period of 3 or 1 year, refusal of accreditation, the educational organisation shall be re-accredited by the Sapattuu Bilim Agency not earlier than in one year.

At the end of the term (one or three years), the Sapattuu Bilim Agency's expert commission conducts an inspection in the post-accreditation period in order to rectify individual deficiencies with a field visit to the educational organisation.

4. Confirmation of rectification of observations and positive decision, the period of accreditation is extended to 5 years (in conjunction with the period of conditional accreditation).

If certain deficiencies have not been remedied within the prescribed period, the educational organisation or programme may be granted conditional accreditation again or refused renewal of accreditation.

5. Discussions of the experts' conclusions and decisions of the Accreditation Council on issuing the certificate on accreditation of educational organization or programmes are formalized by minutes signed by the Chairman and Secretary of the Council and are kept in the accreditation file of the Agency.

6. In case of refusal of accreditation, a written notification with justification is sent to the educational organisation. A repeated application for accreditation shall be considered on general grounds after at least one year from the date of the first application.

7. If accreditation is refused, it is possible to apply for accreditation after one year at the earliest. The amount paid for the accreditation is not refundable. The costs of re-accreditation shall be borne by the educational organisation.

8. If the Agency identifies gross violations in the work of an educational organisation (violation of licensing requirements, etc.), it is obliged to inform the MES of the facts in writing.

9. Accreditation document

1. Accredited educational organisations, including conditionally accredited ones, shall be issued a certificate of accreditation indicating the period of validity.

The Sapattuu Bilim Agency shall establish the form of the accreditation certificate and produce the forms by itself.

The form of the accreditation certificate and its annex are protected print products and must be kept and accounted for as a strictly controlled document.

2. In case of a positive decision, "Sapattuu Bilim" Agency prints a certificate with application(s) for programme (institutional) accreditation, signed by the Director and certified by the seal of "Sapattuu Bilim" Agency.

The original document is sent to the educational organisation and a copy is left with the Agency.

The accreditation certificate shall be issued and issued by the Sapattuu Bilim Agency within one month of the decision to issue it.

3. Not later than 10 working days from the date of the decision on accreditation of educational organization (programmes), the Agency "Sapattuu bilim" sends a disposition document to the MES KR for inclusion in the National Register. Data on the accredited programmes are published in the media.

4. The Agency "Sapattuu Bilim" maintains an electronic register of accredited educational organisations and programmes, which includes accredited educational programmes and posts them on its website, updating them once a quarter. On a quarterly basis a report on the maintenance of the register is submitted to the MES KR not later than the 15th day of the month following the reporting period.

5. The register of accredited educational organisations and programmes shall be compiled in chronological order with the date of decision, assignment of registration number and information in accordance with the requirements of paragraph 39 of PP No. 670 of 29 September 2015.

The register contains the following information: name of the Agency; full name, location of the organization that received the accreditation certificate; data of the certificate of state registration of the organization as a legal entity; taxpayer identification number - educational organization; date of the decision, certificate details, expiry date of the accreditation certificate; list of accredited educational programmes; basis and date of re-issue of the accreditation certificate; basis and date

6. The accredited educational organisation shall be obliged to notify the Agency in writing within one month with supporting documents on all changes in the name, location and contact details recorded with the KR justice authorities.

When an educational organisation re-registers, the certificate remains valid.

The accreditation certificate shall cease to be valid in cases where

- expiry of its validity;
- liquidation or any reorganisation of an educational organisation;
- the termination of the implementation by the educational organisation of the relevant programme (withdrawal or termination of the licence) for which the certificate has been issued.

7. In case of loss (damage) of the accreditation certificate, upon a written application of the educational organization, the Agency "Sapattuu Bilim", within a period not exceeding 15 working days from the date of registration of the application, shall decide on issuing a duplicate document. The duplicate of the accreditation certificate shall be issued with the mark "duplicate" in one copy. A copy of the duplicate of the accreditation certificate shall be kept in the accreditation file of the Agency.

8. The Agency "Sapattuu bilim" creates an accreditation file consisting of documents: applications for accreditation and attached documents of educational institutions, administrative acts of the Agency on accreditation or refusal, on renewal of accreditation certificates, copies of accreditation certificates with attachments, as well as on issuing a duplicate certificate of accreditation and attached documents, documents related to inspections shall be stored in the Agency.

The information on the register of accredited educational organisations and programmes is kept in the files of the Agency for fifteen years and then transferred to the archive in accordance with the established procedure.

10. Appeals Commission

1. The Accreditation Council establishes an Appeals Commission to consider complaints and disagreements of educational organisations with the experts or the conclusion of the Sapattuu Bilim Agency's expert commission.

2. The Director of the Sapattuu Bilim Agency proposes, and the Chairman of the Accreditation Council approves the members of the Appeals Commission, no later than three days after the registration of the application of the educational institution.

Representatives of the same expert commission of the accredited programmes or new experts of relevant fields and sciences from the database of the Sapattuu Bilim Agency, as well as, if necessary, representatives of the educational organisation can be included in the commission. The number of commission members is determined by the complexity, objectivity, comprehensiveness of the issue considered and the number of accredited programmes.

The members of the commission shall independently appoint the chairman and secretary of the commission.

3. In making its recommendations, the Appeals Commission shall consider only the written materials submitted by the educational organisation and the opinion of the expert or expert commission for the accreditation of the educational organisation and programmes.

4. In case of disagreement with the decision of an expert or expert commission, on refusal to accredit an educational organisation and programmes, the educational organisation shall submit a written application to the Director of the Sapattuu Bilim Agency.

The application must be submitted prior to the consideration of the accreditation of the educational organisation and programmes at the meeting of the Accreditation Council at least one week before the planned date of the meeting.

The application of the educational organisation should include reasoned explanations and additional information on controversial issues, indicating the reasons why a negative decision of the Accreditation Council, in the opinion of the educational organisation, would be unlawful due to non-compliance with the "Standards and Criteria for Accreditation of Educational Organisations and Programmes" of the Sapattuu Bilim Agency.

5. The meeting of the Appeals Commission shall take place "in private". Representatives of the educational organisation and the Sapattuu Bilim Agency may attend the meeting of the Appeals Commission if necessary.

The meetings of the commission shall be minuted. The decision of the commission shall be signed by all members of the Appeals Commission.

6. The decision made by the Appeals Commission shall be transmitted to the Accreditation Council prior to its meeting for the final review of the disputed accreditation of the educational organisation or programmes.

The decision of the Accreditation Council is the final decision of the Sapattuu Bilim Agency.

11. Post-accreditation monitoring of educational organisations and educational programmes

1. Post-accreditation monitoring is conducted to analyse the implementation of the recommendations and observations of the accredited educational organisation or programmes prescribed by the expert committee and approved by the Accreditation Council in accordance with the criteria of institutional/programme accreditation, regardless of the period for which the accreditation certificate is issued.

2. The procedure for organising and conducting Post-accreditation monitoring shall be as follows.

2.1. After receiving the accreditation order and the final conclusion of the expert commission, the educational organisation or programme develops measures to eliminate the specified observations and non-compliances for each criterion, specifying the responsible persons and deadlines for elimination.

The Quality Improvement and Improvement Action Plan within the framework of the commission's recommendations and observations is reviewed and approved by the collegial body of the institution and submitted to Sapattuu Bilim Agency within one month.

2.2. In case of a positive decision on conditional accreditation for a period of 3 or 1 year, the educational organisation or programme according to the planned timeframe carries out planned activities with remedial action with regard to the criteria and standards where the expert committee has indicated as non-compliance.

Implementation of the action plan is reflected in the Post-accreditation Monitoring Report on rectification of the expert commission's observations based on the results of independent accreditation of higher education programmes (SPE, NGO), as well as information on activities on implementation of the observations for the whole period from the date of accreditation certificate. In addition, the report includes all changes in specific criteria and standards, if indicated

as non-compliant with the requirements. Supporting documents and materials (orders, regulations, instructions, etc.) are attached to the report.

The report shall be submitted to the Sapattuu Bilim Agency three months before the expiry date of the certificate issued under conditional accreditation or two months before the intended date of attendance at the educational institution.

If the report is not submitted, the Agency has the right to decide to suspend or cancel the accreditation certificate.

2.3. In the case of accreditation for a period of 5 years, the educational organisation or programme only submits an action plan to address the observations of the expert commission approved by the management of the educational institution (if any). A visit to the educational institution is not envisaged.

3. The Sapattuu Bilim Agency reviews the submitted report, in case of conditional accreditation, within 30 calendar days and, if necessary, informs the accredited educational organisation about the need to make changes and/or additions.

4. The Sapattuu Bilim Agency has the right, if necessary, to engage experts, including members of the expert commission, who have accredited the educational organisation or programme.

5. After examining and analysing the post-accreditation monitoring materials submitted by the educational organisation, the Agency informs the educational institution about the experts' visit to the accredited educational organisation and/or programme to carry out the on-site verification procedure, agreeing on the dates and composition of the experts. The decision on the visit is taken by the Director of the Agency.

In the case of accreditation for a period of 3 or 1 year, a review of the remedial measures taken and the facts presented in the reports of the independent accreditation shall be carried out by the experts and the referent.

6. All costs associated with the Agency's post-accreditation monitoring visit to the educational institution shall be borne by the educational organisation.

7. In order to carry out the repeated visit to the educational institution, the Director of the Sapattuu Bilim Agency forms an expert group of 1-3 persons with the participation of an expert from the members of the expert commission who participated in the accreditation of the educational institution/programs. The expert group may be chaired by the Agency's referent who has previously participated in the accreditation of the programme subject to post-accreditation monitoring. The composition of the panel and the timeframe for the re-visit of the educational institution is approved by the Order.

The duration of the post-accreditation monitoring visit to an educational organisation by the Agency's experts is 1-2 days.

8. At the end of the visit, a report on the results of the post-accreditation monitoring visit to the accredited educational institution and/or programme (adequacy, compliance, results) is prepared by the experts within 5 working days and submitted to the Accreditation Council.

9. The Accreditation Council, having studied the report and additional materials of the post-accreditation monitoring, in case of positive decision on prolongation of the accreditation terms, shall issue an accreditation certificate for another two or four years. The procedure for production and issuance of the certificate is carried out in accordance with Paragraph 9.

10. In case the educational organisation fails to fulfil the recommendations and observations of the expert commission, the Sapattuu Bilim Agency has the right to take the following decisions:

- publish relevant information on the website;
- suspend the accreditation of an educational organisation and/or programme for a certain period of time. In this case, the educational institution shall correct the deficiencies within the specified period, after which the certificate shall be renewed. In case of repeated non-compliance, the accreditation certificate is withdrawn;
- revoke the accreditation of the educational organisation and/or programme by delisting from the Agency, informing the National Accreditation Council of the MoES, in order to be removed from the National Register.

11. The decision of the Accreditation Council shall be communicated to the educational organisation within 5 calendar days.

12. Accreditation standards and criteria for external quality assessment of educational organisations and educational programmes

The accreditation standards of the Sapattuu Bilim Agency were developed on the basis of the "Minimum requirements for accredited educational organisations of primary, secondary and higher vocational education of the KR" approved by Government Decree No. 525 of 4 October 2016.

12.1 Accreditation Standard 1

Standard 1. Vision, mission, strategy of the educational organisation.

The vision, mission, strategic goals and plans of an educational organisation reflect the identified interests, needs and expectations of stakeholders, as well as the country's intent and goals for education and sustainable development.

Criteria for the standard 1:

1.1. The educational organisation has a vision, mission and strategy, which are developed and agreed on the basis of an analysis of stakeholders' needs and expectations and in line with the country's sustainable development priorities.

1.2 The educational organisation has mechanisms for shaping and regularly reviewing the vision, mission, strategy and monitoring their implementation with stakeholder participation.

1.3. The education provider ensures that stakeholders are aware of the mission, strategy and processes for their formation and implementation.

1.4 The educational organisation has a specific strategy for the development of employment opportunities in cooperation with public authorities and other employers; and the profile of graduates of the educational organisation corresponds to the identified needs of the labour market.

1.5 The educational organisation's strategic plan identifies areas for improvement (results) based on an analysis of the internal and external state and actual data on the discrepancy between the educational organisation's goals and actual results.

Key documents: -*approved and published: mission and policy of the educational organisation in the field of quality assurance; -strategy and strategic plan; -operational plans of the educational organisation and its units; -documents reflecting the methodology of development of strategic and operational documents (protocols, decisions, resolutions, website, etc.).*

12.2 Accreditation Standard 2

Standard 2. Policies (objectives, development strategy) and procedures for quality assurance of the educational programme.

The institution (university, faculty, department) has an approved policy and agreed procedures for quality assurance, and standards for assessing the quality of programmes and qualifications awarded. The quality assurance policy, strategy and procedures are formally approved and publicly available.

Criteria for Standard 2:

2.1. The education provider has an accessible, clear and consistent set of policies and procedures that effectively inform staff and other stakeholders about the agreed principles, standards and processes implemented in key aspects of the education provider's work.

2.2. The educational organisation develops and implements a strategy for continuous quality improvement together with stakeholders.

2.3 The educational organisation has the infrastructure for an effective internal quality assurance system (appropriate structure, persons in charge, etc.).

2.4. The education provider regularly carries out internal quality audits and self-assessment activities and monitors compliance with policies, regulations and guidelines, approved national quality standards and other external requirements

The main documents are: - *Approved EP objectives*; - *Approved Regulation on internal quality assurance system*; - *Comparative analysis of EP objectives with the mission of the educational organisation and labour market needs*.

12.3 Accreditation Standard 3

Standard 3. Approval, monitoring and periodic assessment of programmes and qualifications awarded.

The education provider has mechanisms for developing, periodically reviewing, monitoring, assessing and improving educational programmes and qualifications awarded.

Criteria for Standard 3:

3.1. The development and periodic review of curricula and programmes of study shall be undertaken in accordance with the mission, educational objectives and learning outcomes with stakeholder participation.

3.2. The education provider conducts regular monitoring, analysis and evaluation of the results of the education programme, with the involvement of stakeholders and in order to improve the education programme.

3.3. Conduct a periodic assessment (once a year) of stakeholder expectations, needs and satisfaction in order to improve the education programme.

3.4. The education provider has procedures and responsible services (persons) for the periodic evaluation and improvement of the education programme, their learning objectives and outcomes.

3.5. The learning environment and support services meet the requirements of the National Core Curriculum and Learning Objectives and Learning Outcomes.

3.6. The educational organisation has mechanisms for making decisions on educational services, developing and reviewing educational programmes and their learning objectives and outcomes.

3.7. The results of monitoring and periodic evaluation are analysed and discussed with stakeholders and used to improve the performance of the educational organisation.

3.8. Existence of a mechanism that facilitates the implementation of improvement processes arising from the revision of the educational programme.

3.9. The education provider has a mechanism for informing stakeholders about the quality of the education programme.

3.10. Educational and methodological support meets the requirements of the State Standard and the objectives of the educational programme.

3.11. The qualifications to be awarded are clearly defined and explained to the parties concerned.

Key documents: - *expected learning outcomes of EP*; - *comparative analysis of EP learning outcomes and requirements of SES HPE KR*; - *approved Regulation on periodic assessment and monitoring of expected learning outcomes*; - *protocols on decisions taken to improve the educational programme in the process of its implementation*.

12.4 Accreditation Standard 4

Standard 4. Assessment of students' knowledge/competencies.

Students are assessed using consistent procedures based on published uniform assessment criteria and regulations.

Criteria for Standard 4:

4.1. The documents regulating the assessment of learning outcomes of applicants and students are developed in accordance with the requirements of the SES and the Minimum Requirements for an accredited educational institution and are published.

4.2. Objective procedures and clear criteria for assessment of learning outcomes are used in accordance with the educational objectives and planned learning goals. Qualified specialists (representatives of the academic community and practice), trained in assessment methods and criteria to ensure independence and objectivity, are involved in the assessment of learning outcomes.

4.3. Use of procedures for independent assessment of learning outcomes (e.g. OIIO - Open International Internet Olympiads).

4.4. Mechanisms and forms of informing stakeholders about the procedure, forms and criteria used for evaluation, as well as the results of the results evaluation.

4.5. The educational organisation analyses the results of the assessment and takes measures to eliminate shortcomings and improve the results of the educational organisation.

4.6. Response procedures have been developed and implemented to deal with student applications (complaints).

Key documents: - *Regulations on periodic assessment and monitoring of expected learning outcomes; - Regulations on the modular-rating learning system - curriculum; - characteristics of training modules, attestation tests (work programmes, syllabuses); - criteria for assessing students' progress (minutes of department meetings, Academic Council of the educational organisation); - academic process schedule and schedule of training modules and examinations.*

12.5 Accreditation Standard 5

Standard 5. Admission of learners, recognition of learning outcomes and graduation of learners.

Criteria for Standard 5:

5.1. The educational institution has approved admission rules and procedures for the selection of students, aligned with the mission of the educational institution and available to interested parties (on the website or other publications).

5.2. The institution has structures and procedures that govern the selection and admission, adaptation, development and graduation of students.

5.3. The educational institution employs impartial and objective procedures for the selection and admission of students, avoiding unreasonable barriers to entry for prospective students.

5.4. The institution shall provide appropriate mechanisms for the objective recognition of prior learning outcomes in order to achieve the expected learning outcomes and to facilitate academic mobility of learners.

5.5. The educational institution issues a document of education to the students who have completed an educational programme and achieved the expected learning outcomes, including the achieved learning outcomes as well as the content and qualifications of the education received and the evidence of completion.

Key documents: - *results of monitoring the assessment of admission requirements of SP; - results of monitoring the students of the first year of study of SP; - results of monitoring the study of SP students; - results of monitoring the study in different courses of SP; - results of monitoring the number of credits accumulated by the students, which allow them to pass to the next course of SP; - monitoring the study time of SP; - results of monitoring upon completion of SP education (final attestation). - monitoring and results of employment of graduates of EP; - monitoring of graduates in relation to the received education; - monitoring and results of employers' opinion poll in relation to graduates' training (at discretion). - Orders, regulations governing the monitoring procedures. - documents regulating the requirements for the staff involved in*

assessment of learning outcomes; - documents regulating the assessment procedures for SP; - documents reflecting the decision-making on the improvement of assessment procedures for SP.

12.6 Accreditation Standard 6

Standard 6. Guarantee the quality and competence of the teaching staff.

The education provider has policies and mechanisms in place in line with the mission to manage academic and support staff. These arrangements are known to academic staff and support staff and to all stakeholders.

Criteria for Standard 6:

6.1. The educational organisation has mechanisms in place to develop, review and improve the EE's human resource policies with stakeholder participation.

6.2 The educational organisation shall use transparent and objective criteria for the recruitment of teaching and educational support staff, promotions in accordance with the labour legislation of the Kyrgyz Republic.

6.3. The level of qualification of teachers (academic degree, academic title, industry awards, state awards, published textbooks and teaching aids) ensures the implementation of the mission of the educational organisation and meets the licensing requirements; Competence of teaching and educational support staff in the fields of knowledge covered by the educational programme (research and practice activities of teachers, RSCI) ensures the achievement of educational objectives and planned

6.4. The educational organisation has mechanisms and procedures for attracting teachers from other HEIs, including foreign HEIs, to implement the educational objectives and achieve the planned learning outcomes in accordance with the mission of the EI.

6.5. There are systems in place to assess and motivate the activities of teaching, support and service staff in the educational organisation.

6.6. The educational organisation has mechanisms for collecting, analysing, evaluating information on the results of human resources policies in order to improve them and mechanisms for informing stakeholders about these results.

6.7. The educational institution provides periodic professional development for teaching staff, academic support staff and service personnel.

6.8. The educational organisation ensures, on the basis of transparent and objective procedures, the participation of teachers in joint international projects, foreign internships.

6.9. The educational organisation has created conditions for teachers to develop and publish curricula, manuals, textbooks that meet the requirements of the state standard, contributing to the achievement of learning outcomes and improving the quality of the educational programme.

Key documents: *-approved documents reflecting the EP personnel policy; -employment agreements/contracts; -PSS and their characteristics; -support staff and their characteristics; -staff questionnaires (for self-assessment). - The following documents reflect the quality assessment system of teaching activities; - Documents confirming participation in international projects, grants, conferences (certificates) - Published textbooks, manuals, monographs; - Received patents, certificates; - Regulation on competitive selection of teaching staff, requirements and selection criteria (these mechanisms are available to stakeholders); - Professional development plans - Reports on professional development; - Analysis of the impact of professional development on the quality of training*

12.7 Accreditation Standard 7

Standard 7. Learning resources and provision for students.

The education provider ensures that the resources used to organise the learning process are sufficient and meet the requirements of the programme being implemented.

Criteria for Standard 7:

7.1. Provision of the educational programme with adequate material and technical facilities in accordance with the requirements of the curriculum.

7.2. The educational institution has agreements with enterprises to provide internships for students;

7.3. Modern library and information resources are available to students and the existing library collection covers academic needs.

7.4. The necessary conditions for independent study and research work of students are created, laboratories and libraries work in the necessary mode.

7.5. Developed social infrastructure to ensure that quality education is available to students of different abilities and age groups.

7.6. The educational organisation ensures stability and sufficiency of learning spaces.

7.7. The premises of the educational organisation comply with sanitary and hygienic norms, regulations and fire safety requirements, as well as occupational health and safety requirements in accordance with the legislation of the Kyrgyz Republic in the field of occupational health and safety.

7.8. The dormitories are provided with study, living and leisure facilities.

7.9. Appropriate facilities for catering (canteen or cafeteria) and for medical care in the health centre of the educational organisation are in place.

7.10. Students are provided with the necessary equipment, textbooks, manuals and other teaching and learning materials, including electronic materials, for the full implementation of the learning process.

7.11. Learners are provided with appropriate human resources (teachers, academic advisors, practicum supervisors, supervisors, dormitory staff, medical staff, psychologists, etc.) to support and encourage learners to achieve learning outcomes.

7.12. The existence of a system for student feedback on the assessment of the conditions and organisation of the educational process.

Key documents: *-List and characteristics of classrooms; -List and characteristics of classrooms for individual study; -Characteristics of electronic platforms and electronic resources, analysis of their use; -other resources and special initiatives. -Documents describing the system of social support for students (regulations, regulations, etc.); - Decisions on social support for students, including documents confirming belonging to socially vulnerable categories; - Information on the fund of educational, methodical and scientific literature; - Agreements on the organization of catering and medical care; - Results of student surveys on satisfaction with the organization of food and medical care; - Analysis of managerial decisions taken to improve the organization of food and medical care.*

12.8 Accreditation Standard 8

Standard 8. An information system to ensure the effective implementation of the educational programme.

The educational organisation collects, analyses and disseminates important information and uses it to effectively manage the curriculum and other activities.

Criteria for Standard 8:

8.1. The existence of mechanisms for the collection, analysis and dissemination of information necessary for the effective management of the education programme.

8.2. Integration with intra-university electronic resources, availability of comparative information on achievements of educational programme implementation against other educational programmes in this educational organisation and other educational organisations.

8.3. Availability and completeness of teaching and learning materials, electronic textbooks and teaching aids on the local network of the educational organisation.

8.4. The existence of an electronic document management system in the educational organisation.

8.5. Students have access to e-learning materials and e-attestation sheets.

Key documents: -all basic EP documents; -website; -internal local networks.

12.9. Accreditation standard 9

Standard 9. Public awareness.

The institution regularly publishes up-to-date, impartial and objective, quantitative and qualitative information on the programme and qualifications awarded.

Criteria for Standard 9:

9.1. Publishes full and truthful information about the education programme.

9.2. Publishes objective information on the employment and employability of graduates.

9.3. Publishes information on the quality and achievements of the education programme.

9.4. The educational institution shall collect, systematize, summarize and store the following information for planning and implementation of its educational objective: - information on contingent of students; - information on attendance and progress, student achievements and dropouts; - satisfaction of students, their parents with implementation and results of educational programmes; - results of participation in Olympiads, project competitions, sport competitions, etc.; - key indicators of effectiveness of educational organisation activity; -Presentation of the information about the activity of the educational organization to the public on a permanent basis, including - mission; - educational objectives; - expected learning outcomes; - forms and means of learning and teaching; - evaluation procedures; - results of nationwide testing and various studies in terms of educational achievements of students.

9.5. The educational organisation has a website, a corporate periodical.

9.6. Publication of the proceedings of student conferences and roundtables.

Key documents: -website; -periodical publication of the educational organisation; -media; -conference proceedings; -scientific publications (bulletins, newsletters).

12.10. Accreditation Standard 10

(with institutional accreditation)

Standard 10. Planning and management of financial resources

The education provider organises the management of financial resources in order to achieve the mission and objectives of the education provider. Mechanisms are in place to respond to financial challenges and contingencies in a timely manner in order to ensure the continued quality of education in the institution.

Criteria for Standard 10

10.1. The financial resources of the educational organisation are sufficient to ensure the quality of the educational organisation and support the level achieved. Financial sustainability is not achieved at the expense of educational quality;

10.2. Financial assistance to learners, teaching and support staff shall be provided in accordance with clearly stated goals and objectives. Students, teaching and support staff shall be provided with timely and complete information on all financial issues related to the relationship between students, teaching and support staff and the educational organization;

10.3. In its annual and strategic financial planning, the educational institution takes into account financial aid to students, teaching and support staff;

10.4. The educational organisation uses technology to ensure effective planning and financial management. The allocation of the budget of the educational organisation is based on the assessment and analysis of available material resources, current and planned needs;

10.5. The educational organisation has a qualified financial staff whose functional responsibilities are clearly defined in the organisational structure of the educational organisation;

10.6. The educational organisation guarantees openness and transparency in financial management, sound financial management, sound budgeting, internal controls and risk assessment mechanisms;

10.7. A substantial part of the educational organisation's financial resources is allocated to supporting educational and research activities and improving the infrastructure of the educational organisation. The educational organisation is steadily increasing its budget, which is necessary for the development of the educational organisations;

10.8. The education provider has internal and external mechanisms for assessing its financial status. The educational organisation undergoes financial audits on a regular basis;

10.9. The financial resources of an educational organisation contribute to the sustainable development of the educational organisation (salaries, costs of utilities, communication and other services, professional development costs for teachers and staff, development costs of the educational organisation).

***Basic documents:** financial management (structure), financial resource planning, budget and contract funds, income and expenditure, estimate documents, financial report, staff of financial workers their qualification; financial committee established, its goals and tasks defined, regulation elaborated; regulation on financial support of educational, research activities and improvement of infrastructure of educational organisation; opinion on annual financial audit.*

13. Glossary

Academic reputation - the perception in the public and professional community of the level of quality of educational services provided, as determined by the learning outcomes of graduates, the academic achievements of the teaching staff and the academic resources of the educational organisation;

A documented quality management system is a system for documenting the plans, processes, actions and results relating to the implementation of the educational organisation's quality assurance policy;

Stakeholders - state bodies, local authorities, students, their parents, the educational organisation, employers and social partners interested in high quality education;

The mission of an educational organisation is the basic mission statement that defines the status, operating principles, statements and intentions of the educational organisation, a set of key strategic goals derived from an objective assessment of its own potential;

educational objectives - the objectives to be achieved by an educational organisation in order to develop the professional competences of its graduates sufficient for successful activity in the respective specialty (profession);

The policy on quality assurance of education is a set of documents approved by the academic or pedagogical council of the educational organisation and planned periodic procedures (actions), the implementation of which leads to improvement of the quality of education;

learning outcomes - clear statements of what knowledge, skills and competencies the learner/student will possess after completing the learning process.

Expert - 1) a person who has official status and the necessary competence to perform expert work; 2) a qualified specialist in a particular field engaged for research, advice, opinions, findings, proposals, expertise.

Annex 1

**Director of the Sapattuu Bilim Agency for Accreditation of Educational
Institutions and Programmes**

,
P.Z. Bostonova

Statement

(full name of the educational organisation, telephone, fax, e-mail)

asks you to accredit the following educational programmes :

№	Full name of the educational programme(s)	The code of the educational programme(s)

Payment is guaranteed.

Name and surname of the manager Signature P.P.

Stages of accreditation

Activities	Accreditation agency	Educational organisation
Stage I - Preparatory		
1. Taking a decision on accreditation	The accreditation agency informs the educational organisation of the forthcoming accreditation process.	The educational organisation shall appoint a contact person and a self-evaluation commission.
2. Preliminary meetings between the Accreditation Agency and the educational organisation.	The accreditation agency informs the educational organisation about the objectives, progress and features of the process. Together with the representatives of the educational organisation, the open questions are discussed and the timetable is agreed upon. A contract is signed between the educational organisation and the Accreditation Agency.	
3. the educational organisation prepares a self-evaluation report.	The accreditation agency advises the educational organisation in the preparation of the self-evaluation report.	On the basis of the documents submitted by the Accreditation Agency, the educational organisation prepares a self-assessment report and sends it to the Accreditation Agency with the application.
4. study of the self-evaluation report.	The accreditation agency analyses the self-assessment report and initiates additions and clarifications if necessary.	The educational institution shall submit the self-evaluation report to the Accreditation Agency. If necessary, the educational organisation shall supplement the self-evaluation report taking into account the observations of the Accreditation Agency.
5. Determining the composition of the expert committee.	The Accreditation Agency forms an expert panel according to the fields of training of specialists in the accredited programmes for the external evaluation and appoints one of the experts to chair the panel.	
6. Consultation of the expert committee.	The accreditation agency explains the tasks to the experts, provides them with the necessary documents and sends them the self-evaluation report, instructs the experts, signs statements of objectivity, decides on working conditions, food and accommodation arrangements for the commission with the educational organisation.	
Stage II - Visiting an educational institution		
	The accreditation agency shall agree on the programme of the visit with the expert committee and the educational organisation	

7. Visit to an educational organisation.	The accreditation agency determines the interview times and which classes are to be attended. Identifies a member of staff to help conduct the interviews, process the results and keep records.	The educational organisation shall provide the following information to the Accreditation Agency upon approval: - timetable of classes, - designated room and equipment for the work of the expert commission, - lists of interviewees, - responsible person for the work with the expert commission.
Phase III - preparation of the final report		
8. Final report.	Based on the examination of the self-evaluation report and the results of the visit to the educational organisation, the Accreditation Agency employee and the chair of the expert committee write an objective and evidence-based report.	
9. Allowing the educational organisation to make its point of view known.	The accreditation agency sends the report of the expert committee to the educational organisation with the opportunity to give its opinion on it.	
10. Decision by the Accreditation Agency.	The Accreditation Council of the Agency decides on the accreditation of the educational organisation or programme on the basis of the report of the expert commission. The Council checks whether the standards and criteria of the Accreditation Agency have been properly applied by the expert commission. Finally, the Council informs the educational organisation and the expert commission of its decision.	The educational institution, having read the decision of the Accreditation Council, agrees with the decision; if it does not agree, it may appeal against the decision
11. an appeal against the decision.	If the educational organisation disagrees with the decision taken, the Accreditation Council will consider the complaint at its meeting and make a final decision.	The head of the educational organisation shall state the content and arguments of the disagreement in writing and submit it to the Accreditation Agency.

**Programme for a two-day visit
of the educational organisation for external evaluation**

Visiting time educational organisation	Event
First day	
8:00	Greeting and introduction of the expert committee by the referent. Clarification of organisational matters.
9:00	Bypassing an educational organisation
10:00	Interviews with trainees
11:00	Class attendance
	Working with documentation
12:00	Lunchtime
13:00	Expert Meeting
14:00	Interviews with parents
	Interviews with teachers
15:00	Interviews with alumni
16:00	Interviews with employers
17:00	Conclusion of the first day
Day two	
8:00	Working with documentation
9:00	Expert Meeting
10:00	Working with documentation
11:00	Work on the preliminary results of the external evaluation
12:00	Lunchtime
13:00	Working with documentation
14:00	Work on the preliminary results of the external evaluation
15:00	Work on the final report
16:00	Interview with the head of an educational organisation
17:00	Presentation of the preliminary results of the external evaluation to the administration of the educational organisation
18:00	Completing a visit to an educational institution

APPLICATION on readiness for expert accreditation activities

Me, _____

declare my willingness to participate as an expert in the accreditation work carried out by the Sapattuu Bilim Agency for Accreditation of Educational and Organisations and Programmes and am ready to carry out the following tasks:

- review the self-evaluation report of educational organisations and programmes and draw a preliminary conclusion (evaluations) from the review (within 2 pages);
- participate in:
 - to attend an educational organisation;
 - the deliberations of the expert group;
 - drafting the final report of the expert team (within 2 weeks of the study visit);
 - re-check the data in the case of comments from the Sapattuu Bilim Accreditation Agency or disagreement of the educational organisation with the conclusion;
 - The training and coaching provided by the Sapattuu Bilim Accreditation Agency;
 - fulfilment of the requirements imposed by the Sapattuu Bilim Accreditation Agency on the members of the expert panel.

I undertake to be responsible/responsible/objective in the accreditation process. There may be bias in the accreditation process if:

- the examiner has worked as a teacher/master (or in another capacity) in an accredited educational organisation for the last 2 years;
- is currently employed by an accredited educational organisation as a consultant, expert or in another capacity;
- the expert is in a conflict situation (court proceedings) with the educational organisation being accredited;
- the assessor has family or other close personal ties with any of the personnel of the educational organisation being accredited.

I have read the code of ethics approved by the Sapattuu Bilim Accreditation Agency and I undertake to adhere to the high ethical standards adopted by the agency: professionalism, honesty, impartiality and fairness.

I guarantee that I will handle the documents submitted as part of the accreditation process confidentially. I agree/agree that my name will be published in connection with the final examination. I understand that the credibility and prestige of accreditation of educational programmes and organisations of the Kyrgyz Republic is strengthened and destroyed depending on how the experts behave during accreditation and outside accreditation.

Name _____

signature date

You need to attach the application form here!!!!

Application form for training seminars

Your name (required)

Your number

Message