**Master program accreditation**

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| **Partner(s)/Country:****Kazakhstan** |
| **Accreditation body/authority:**Accreditation body - a legal entity (non-profit organization) that conducts institutional and (or) specialized accreditation of educational organizations based on standards (regulations) developed by it. |
| **Estimated duration of the accreditation process:**The accreditation procedure of the educational program is carried out by the University on the basis of standards and criteria of specialized (program) accreditation agency during the period from 4 to 6 months to 1 academic year and covers all aspects of the educational program.Standards for accreditation of higher education programs are developed by the Agency in accordance with the Law of the Republic of Kazakhstan "On education", European standards and guidelines for quality assurance of higher education (ESG) and international practice on accreditation of higher education programs.Accreditation standards for higher education programs are based on generally recognized key concepts: the responsibility of higher education institutions for providing quality education, considering and protecting the interests of society, stakeholders and, first of all, of students in obtaining quality educational services, compliance of higher education programs with social and professional competencies, meeting the educational needs of individuals and society in obtaining a profession. |
| **Application calendar/deadlines:**The application can be submitted at any time. |
| **Required documents:**1) The University's accreditation plan for the academic year, which contains a list of educational programs2) Requests to different Agencies for receiving price quotation3) Price quotation from Agencies and selection of Agency4) Application for accreditation with a summary of the University's activities and copies of the General license and license for the educational program5) Accreditation contract between the Agency and the University6) Self-assessment report of the educational program |
| **Detailed description of the accreditation process (steps, requirement, criteria to be met, etc.):**Independent accreditation is carried out by accreditation bodies included in the national registry. The accreditation procedure is financed by the higher educational institution.The accreditation process includes the following steps:**1st step:*** submission by the educational organization of an application for accreditationto the Agency with a summary of the University's activities and copies of the General license and license for the educational program;
* signing of an accreditation contract between the Agency and the educational organization. The contract specifies the rights and obligations of the parties, the cost of the procedure, the terms of accreditation, including the stages of the process;
* appointment of a coordinator, preliminary visit to the University; conducting training seminars for working groups of the University to prepare a self-assessment report and conduct the accreditation procedure;
* a self-assessment by an educational institution, Preparation of a self-assessment report in accordance with the Agency's standards and criteria;
* submission of the first draft of the self-assessment report and technical expertise. The results of the examination are sent to the university, if necessary, the self-assessment report is finalized by the university;
* submission of the final self-assessment report and its attachments to the Agency;
* preliminary audit during institutional accreditation.

**2nd step:** * The Agency forms a competent group of experts (auditors), which includes representatives of educational institutions of Kazakhstan, an employer, student and international expert; the group is formed in parallel during the examination of the self-assessment report;
* The agency informs the university about the composition of the external audit team. If the university suspects that any of the auditors has a conflict of interest, the university has the right to apply to the Agency to replace the expert (auditor), attaching a written reasoned explanation;
* he coordinator sends self-assessment materials and methodology in the weeks to the members of the expert group to prepare for the external audit;
* the coordinator conducts a preliminary webinar for the expert group in order to train experts and discuss organizational audit issues, and before the visit to the University - a briefing;
* external audit at the university (1 - 3 days). An external audit is carried out in order to assess the reliability of the information provided in the self-assessment report, the actual state of affairs in the educational organization;
* the expert group prepares a report on external evaluation (indicating comments, recommendations for improvement, good practice), which is sent to the coordinator;
* The coordinator of the Agency sends the received report of the expert group on the assessment of the university's activities to the educational organization to eliminate factual inaccuracies, if they exist;
* if necessary, a complaint procedure is available to universities.

**3rd step:*** based on the self-assessment report and the external audit report, the Agency's coordinator issues opinions, which is coordinated with the expert council, and prepares a presentation for the Accreditation Council;
* holding a meeting of The Agency's Accreditation Council and making a decision on the accreditation of the University / educational program. The accreditation Council makes its own decisions based on the self-assessment report and external audit report, presentation and conclusion. However, taking into account the opinions of members of the Accreditation Council, additional information about the specific program and the evidence base for the University, the assessment may be changed.
* informing the University and members of the expert group that conducted the external audit about the decision on accreditation;
* if necessary, the appeal procedure is available to higher education institutions;
* publication of the external audit report, presentation and accreditation results on the Agency's website. Inclusion of an accredited university / educational program in the Agency's register on the website;
* obtaining a certificate of accreditation;
* sending information to the Ministry of education and science of the Republic of Kazakhstan for inclusion of an accredited University / educational program in the relevant national register;
* implementation of post-accreditation monitoring by the Agency.
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| **Are there any requirements specific to your institution?**There are no special requirements |