



## **CODE OF ETHICS OF A MEMBER OF THE ACCREDITATION COUNCIL**

### **1. General provisions**

The Code of Ethics of a member of the Accreditation Council (hereinafter - the Code) establishes the basic standards of conduct for a member of the Accreditation Council in accordance with generally accepted moral and ethical standards.

Participation in the work of the Accreditation Council is an expression of special trust on the part of educational organizations of the Republic of Kazakhstan and NGO

"Independent Agency for Quality Assurance in Education" (hereinafter - IQAA), and it makes high demands on the morality and moral and ethical image of the members of the Accreditation Council.

The credibility of the decisions made by the IQAA Accreditation Council depends on the competence of the members of the Accreditation Council. This competence is based on demonstrating:

- personal qualities;
- the ability to fulfill their duties, applying the knowledge and skills acquired during study, work in educational institutions.

Members of the Accreditation Council maintain and improve their competence through continuous professional development.

### **2. Personal qualities**

A member of the Accreditation Council must have personal qualities that allow him/her to act in accordance with the principles of IQAA.

A member of the Accreditation Council must be:

- independent, i.e. express a personal opinion regarding the accreditation of an educational organization;
- decent, i.e. truthful, sincere, honest, restrained and prudent;
- open, i.e. perceiving alternative ideas or point of view;
- observant, i.e. actively get acquainted with the people around him/her and their activities;
- versatile, i.e. be ready to adapt to different situations;
- persistent, goal-oriented;
- decisive, i.e. make timely decisions based on logical considerations and analysis;
- confident, i.e. be able to act independently, at the same time to effectively cooperate with others;
- diplomatic, i.e. able to tactfully interact with people.

### **3. Responsibilities of the Accreditation Council members**

A member of the Accreditation Council must be prepared to:

- understand the relevant principles and results of accreditation of educational organizations;
- adherence to the agreed task of the Accreditation Council and the IQAA deadlines;
- a thorough study of the materials and reports of the external review panel submitted for institutional and/or program accreditation;
- an effective planning and organization of his/her work;
- set priorities and orientation at significant points;
- a tactful interaction with other members of the Accreditation Council on the issue of decision-making;
- maintain the confidentiality of the information received.

In their activities on making decisions regarding the accreditation of educational organizations, members of the Accreditation Council must:

- 1) make every effort for a highly professional work, apply optimal and economical ways to solve the assigned tasks;
- 2) resist manifestations of corruption;
- 3) not to allow interference in their activities and lobbying the interests of individual subjects;
- 4) not to allow the use of official information for mercenary and other personal purposes;
- 5) contribute to the creation of a stable and positive moral and psychological environment in the team by their attitude to business and personal behavior;
- 6) resist actions that hinder the proper performance of their duties;
- 7) prevent and suppress the facts of violation of the norms of official ethics by other members of the Accreditation Council.

### **4. Rights of the Accreditation Council members**

A member of the Accreditation Council has the right to:

- 1) submit, in accordance with the established procedure, proposals or suggestions for improving the system for assessing the activities of educational organizations of the Republic of Kazakhstan and the procedure for their accreditation;
- 2) request and receive from the Agency's management documents, materials and information necessary to fulfill the tasks facing the member of the Accreditation Council; obtain verbal and written explanations from the relevant officials working for IQAA;
- 3) receive clarifications from the coordinator who conducted the external audit of the educational organization in question and/or other IQAA employees on issues related to the performance of their duties.

### **5. Conflict of interest**

In order to avoid a conflict of interest, a member of the Accreditation Council cannot be present when a decision is made if he/she is associated with the

educational organization in question:

- leaves the room during the discussion;
- does not take part in voting.

**6. The chairman (deputy) of the Accreditation Council must:**

- 1) serve as an example of high professionalism, competence, tact for the members of the Accreditation Council;
- 2) not to admit unreasonable accusations, facts of rudeness, tactlessness on the part of other members of the Accreditation Council in relation to the members of the Accreditation Council as part of their duties;
- 3) not to force the members of the Accreditation Council to commit illegal actions that are incompatible with generally accepted moral and ethical standards.

**7. Public speeches on the activities of the Accreditation Council** are carried out by its chairman (deputy) or an authorized chairman, a member of the Accreditation Council.

**8. Members of the Accreditation Council should not** publicly express their opinion on the accreditation of educational organizations if it:

1. discloses information that is not allowed to be made public;
2. contains unethical statements about anyone;
3. undermines the credibility of the Accreditation Council in particular and the Agency in general.

**9. In case of unfounded public accusations of a member of the Accreditation Council** of lobbying someone's interests and/or corruption, he/she must take measures to refute these accusations.

**10. In case of using the materials of the Agency by a member of the Accreditation Council for other purposes and causing non-material and material damage**, the Agency has the right to sue him/her for compensation for damage.

**11. Compliance with this Code** is the official duty of a member of the Accreditation Council.

**12. In case of violation of the requirements** provided for by this Code, IQAA has the right to consider the issue of excluding a member from the Accreditation Council.