

Коммерциялық емес мекеме
«Білім беруді және
денсаулық сақтауды сапамен
қамту бойынша Еуразиялық
орталығы»



Некоммерческое Учреждение
«Евразийский Центр
Аккредитации и обеспечения
качества образования и
здравоохранения»

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**Non-governmental non-profit organization " Eurasian Centre for Accreditation and
Quality Assurance in Higher Education and Healthcare "**

**REGULATION
ON THE PLANNING AND ADMINISTRATION DEPARTMENT**

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Document validity:	Status: Active	Revision: _____
From December 23, 2025		Ex. No. _____
until December 22, 2030		Copy No. _____
Extended until _____	Outdated	(original signature of the person responsible for document management when sending out the document)

Almaty - 2030

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1. GENERAL PROVISIONS

- 1.1. The Planning and Administration Department, hereinafter referred to as the "Department", is an independent structural subdivision of the Non-Commercial ECAQA "Eurasian Centre for Accreditation and Quality Assurance in Higher Education and Health Care", hereinafter referred to as the "ECAQA".
- 1.2. The department was created by order of the Director General (Minutes No. 7 dated September 7, 2017) and operates on the basis of the Charter of the ECAQA and these Regulations.
- 1.3. The liquidation of the Department is carried out in accordance with the order of the Director General with the distribution of his individual functions between other structural divisions of the ECAQA and the implementation of the appropriate procedures for transferring employees of the division to another job or reducing the staff in accordance with the current labour legislation.
- 1.4. The department is not a legal entity.
- 1.5. The department can have its own symbols and stamps.
- 1.6. In carrying out their activities, the employees of the Department are guided by:
 - The Charter of the ECAQA;
 - Labour agreement of the Director General of the ECAQA;
 - Internal Labour Regulations of the ECAQA;
 - legislative and other regulatory legal acts of the Republic of Kazakhstan, applicable standards, international norms, regulatory documents and methodological materials on issues related to the field of activity of the ECAQA;
 - approved internal regulatory documents of the ECAQA (regulations, instructions, rules, standards, and others);
 - decisions of the Accreditation Board of the ECAQA;
 - orders and orders of the Director General of the ECAQA;
 - by this Regulation.

2. STRUCTURE OF THE DEPARTMENT

- 2.1. The department is a structural subdivision of the ECAQA;
- 2.2. The department does not have its own structure.
- 2.3. The department has a staff approved by the order of the Director General of the ECAQA.
- 2.4. The change in the staff and size of the Department is made by order of the Director General of the ECAQA, depending on the volume of production activities of the ECAQA, if necessary, the appropriate procedures for staffing, changing or reducing the staff in accordance with the current labour legislation, and making the appropriate changes to this Regulation.
- 2.5. The staff of the Department annually at the beginning of the calendar year is coordinated and approved by the order of the Director General of the ECAQA.
- 2.6. The department includes: head of department, leading specialist, accountant, lawyer, manager. The composition may vary depending on the volume of work performed by the department and is approved in the staffing table.
- 2.7. Appointment, qualifications, job duties, rights and responsibilities of the head of the Department and each job category that is part of the Department, are determined by the relevant job descriptions.

3. GOVERNANCE, ACCOUNTABILITY AND INTERACTION

- 3.1. The direct management of the department is carried out by an employee whose position is defined as the "head of the department", who is appointed and dismissed by order of the Director General or other authorized official of the ECAQA in the manner prescribed by the current labour legislation and internal regulations of the ECAQA.
- 3.2. The direct head of the Department is the Director General of the ECAQA.
- 3.3. The department in its work is accountable to:
 - The Director General - on all issues related to the activities of the Department;
 - Advisor - on strategic planning, financing of training events, international activities and other issues within the competence of the Advisor.
- 3.4. In carrying out its activities, the department is in cooperation with:

- Head of International Cooperation and Public Relations Department - on financing international activities;
 - The head of the accreditation and monitoring department - on the management and financing of activities included in the tasks of the Department, fulfilment of obligations under agreements for accreditation and agreements for the provision of paid services by accreditation experts;
 - Head of IT - on information support of the Department's activities;
 - Scientific consultant - on the implementation of the strategic and operational plan;
 - Expert Board - on the financing of expert assessment and development of methodological materials for accreditation;
 - By the Accreditation Council - on organizing a meeting of the Accreditation Council;
 - Complaints Commission - on complaints that have arisen in the process of external peer review within the framework of accreditation or in relation to employees of the Department.
- 3.5. The instructions and orders of the superior manager, issued by him within his competence, are binding on the employees of the Department.
- 3.6. The Director General is the first head of the ECAQA, carries out general management of the ECAQA and coordinates the activities of all its structural divisions.
- 3.7. Orders, orders and instructions of the Director General take precedence over orders and instructions of any other officials of the ECAQA and are binding on all structural divisions and employees of the ECAQA.
- 3.8. Internal reporting forms and formats for providing information (data), the procedure and frequency of their submission are approved by the Director General and are mandatory for all structural divisions and employees of the ECAQA.

4. GOALS AND OBJECTIVES OF THE DEPARTMENT

- 4.1. The main goal of the Department is the practical, organizational and methodological support of the accreditation process and post-accreditation monitoring of educational institutions and educational programmes.
- 4.2. The main tasks of the Department are:
- Coordination of Strategic planning and reporting issues;
 - Coordination of the implementation of the personnel policy of the ECAQA;
 - Budget planning of the ECAQA;
 - Economic analysis of all types of activities;
 - Regulation of financial relations in order to use them most efficiently;
 - Justification of the need for financial resources, material and labour resources related to the activities of the ECAQA;
 - Interaction with Customers of the ECAQA on management and financing issues and documenting this process;
 - Financial support for the activities of the ECAQA.

5. DEPARTMENT FUNCTIONS

- 5.1. As part of the implementation of the goals and objectives, the Department implements the following main functions and activities:
- Development and updating of the organizational structure;
 - Development and introduction of the Strategic Development Plan of the ECAQA;
 - Development of the annual work plan of the ECAQA;
 - Monitoring the implementation of the strategic and annual work plan of the ECAQA;
 - Registration of orders of the ECAQA;
 - Formation of the staffing table;
 - Record keeping on HR and human resource development;
 - Registration for work and dismissal of employees of the ECAQA in accordance with the Labour Code of the Republic of Kazakhstan;
 - Checking the staffing table and submitting it to the Director General for approval;
 - Drawing up agreements (Contracts) for accreditation;

- Drawing up contracts for the provision of paid services by experts;
- Drawing up acts of work performed, invoices, reconciliation acts;
- Drawing up invoices for the provision of services;
- Timely and reasonable budget planning of the ECAQA;
- Formation and provision of a draft consolidated budget design in the context of the functional and economic classification of expenses;
- Carrying out work on the approval of budget estimates;
- Analysis of the reasonableness of prices for works and services provided by the ECAQA;
- Organization of long-term and current planning of indicators of the ECAQA's income;
- Monitoring income receipts, studying the dynamics and structure of income within the competence of the department;
- Registration of accredited educational institutions and educational programmes in the Register of EHEA of the Ministry of Science and Higher Education of the Republic of Kazakhstan;
- Providing assistance to structural divisions on issues within the competence of the department;
- Development of regulations on paid services, on remuneration of employees;
- Control over the targeted and effective use of funds;
- Providing financial statements to tax authorities;
- Providing statistical, industry and operational information related to the competence of the department;
- Development of regulations and preparation of orders for the payment of bonuses, allowances and material assistance to employees of the ECAQA;
- Analysis of wages by categories of workers;
- Exercise, in the prescribed manner, control over the correctness of calculation, completeness and timeliness of payment, accrual, accounting, collection and decision-making on the return (offset) of overpaid (charged) payments, penalties and fines on them, in accordance with the functions provided for by the budget legislation of the Republic of Kazakhstan;
- Implementation of social and tax payments to the budget;
- Interaction with Customers of the ECAQA on management and financing issues and documenting this process;
- Financial support for the work of external expert commissions for accreditation;
- Financial support for training events, participation of employees of the ECAQA in republican and international events;
- Participation in the preparation of comprehensive programmes, in the preparation of strategic and annual plans for the activities of the ECAQA;
- Participation in the activities of the ECAQA.

5.2. The Department also implements other functions determined by the current legislation, internal regulations and organizational and administrative acts of the Administration of the ECAQA, directly related to the implementation of the goals and objectives set for the Department.

5.3. The department implements its functions through the administration of the Department.

5.4. To carry out its functions, the department has the right:

- 1) Request and receive, in accordance with the established procedure, from the structural divisions of the ECAQA documents and other materials necessary for the work of the department;
- 2) Engage, by agreement, for the exercise of their powers, specialists from other departments of the ECAQA, independent experts.
- 3) Represent on behalf of the ECAQA at the international, republican, regional and local levels.

5.5. The order of interaction of the Department with other structural divisions of the ECAQA is determined by internal regulatory documents and organizational and administrative acts of the administration of the ECAQA.

6. INFORMATION SUPPLY OF THE DEPARTMENT

6.1. The Department uses the following documentation:

- 1) Organizational structure;
- 2) Charter;

- 3) Quality Assurance Programme;
- 4) Orders and instructions of the Director General of the ECAQA;
- 5) Strategic development plan of the ECAQA;
- 6) Annual work plan of the ECAQA;
- 7) ECAQA Reports;
- 8) Budget planning;
- 9) Financial statements;
- 10) Staffing table;
- 11) Employee employment contracts;
- 12) Personal files of employees;
- 13) Accreditation Contracts with educational organizations;
- 14) Acts of performed services to agreements on accreditation with educational organizations;
- 15) Reimbursable services contracts with experts;
- 16) Acts of services performed to contracts for the provision of paid services with experts;
- 17) Agreements / Memorandums of cooperation with republican partners (professional associations, educational organizations, medical organizations, etc.);
- 18) Protocol of the meeting of the Accreditation Board;
- 19) Expert Board meeting minutes
- 20) Correspondence with organizations;
- 21) Forms of statements, certificates, reports.

6.2. The procedure for storing, issuing and sending documentation and other information is determined by the Regulations on the management of the records of the ECAQA.

7. FINAL PROVISIONS

- 7.1. This provision is part of the organizational support for work with personnel at the ECAQA.
- 7.2. This Regulation presents the main norms governing the legal position of the Department in the general structure of the ECAQA and the scope of its activities, which can be changed, clarified or supplemented in the process of production and economic activities of the ECAQA by internal regulatory documents and organizational and administrative acts of the administration of the ECAQA, issued in the prescribed manner.
- 7.3. The function of monitoring the execution and timely updating of this regulation is assigned to the head of the Department, who ensures that it is communicated to the subordinate employees and interested officials of the ECAQA.
- 7.4. Changes and additions to this regulation are made by drawing up a regulation on the Department in a new edition or by drawing up changes (additions) in the form of appendices to this regulation on the basis of an order of the Director General or another authorized official of the ECAQA, and are brought to the attention of the employees of the Department and interested officials of the ECAQA.
- 7.5. This provision comes into force from the date of its approval and is valid until it is cancelled in accordance with the established procedure by the Director General or other authorized official of the ECAQA.
- 7.6. In the event of the abolition of the Department or approval of the regulations on the Department in a new edition, this provision becomes null and void.

Change registration sheet

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