

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



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

APPROVED BY



Sarsenbaeva S.S.
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Sarsenbaeva S.S.

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

**REGULATIONS
ON THE DEPARTMENT OF INFORMATION TECHNOLOGY**

<i>Position</i>	<i>Signature</i>	<i>FULL NAME.</i>
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1. GENERAL PROVISIONS

- 1.1. The Department of Information Technology, hereinafter referred to as the “Department”, is an independent structural subdivision of the Non-Profit ECAQA “Eurasian Center for Accreditation and Quality Assurance in 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 Departments of the ECAQA and the implementation of the appropriate procedures for transferring employees of the Department 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 Council 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: the head of the department, managers. 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 issues within the competence of the Scientific Consultant.
- 3.4. In carrying out its activities, the Department is in cooperation with:
 - Head of the International Cooperation Department - for information support of international activities, public relations;

- The head of the accreditation and monitoring Department - on the issues of IT support for events included in the tasks of the Department
 - The head of the planning and administration Department - on the issues of IT and information support of the Department's activities, coordinating the cost estimate for software development and equipment installation;
 - Scientific consultant - on issues of IT support for the activities of the ECAQA and informing the public about the activities of the ECAQA;
 - 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 Information and technical support of the accreditation process, document and office management, website support
- 4.2. The main tasks of the Department are:
- Creation of an automation system for management, production and accounting activities (hereinafter - the information system) of the ECAQA on the basis of modern technological solutions using advanced methods of optimizing business processes;
 - Development of the information system of the ECAQA in accordance with the changing internal needs, the introduction of technological platforms of new generations. Software implementation and maintenance;
 - Bringing the operated automated accounting systems of the ECAQA in accordance with the ongoing changes in the current legislation of the Republic of Kazakhstan;
 - Maintaining the official website of the ECAQA and pages on social networks;

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 of info-communication infrastructure;
 - Determination of the needs of the ECAQA in the automation of certain aspects of management, production and accounting activities;
 - Creation, maintenance and development of an information and analytical network that ensures the functioning of the ECAQA;
 - Ensuring the protection of information and communication systems and information resources;
 - Study, implementation, maintenance of new information technologies;
 - Administration of the corporate network, telephone networks of the ECAQA;
 - Control over the execution of regulatory documents in the field of information technology;
 - Maintenance of the ECAQA's website (design, content, regularity of information updates);
 - Development and maintenance of information resource activity - Register of accredited educational organizations and educational programmes;
 - Information support of pages on social networks of the ECAQA (Facebook, Twitter, Instagram, etc.);
 - Photo support of the activities of the ECAQA;
 - Organization of work on diagnostics, maintenance, repair of computer equipment;

- Effective IT support for the departments of the ECAQA;
- Ensuring security of ECAQA's information resources and website;
- Implementation of comprehensive protection of information at all stages of technological cycles of its creation, transfer to a carrier, processing and transmission in accordance with a single concept of information security;
- Representation of the public interests of the ECAQA with external counterparties;
- Performing representative functions when interacting with the media, public and commercial organizations, as well as individuals;
- Information support of the activities of the ECAQA;
- 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 the ECAQA on behalf of the Director General 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) Orders and instructions of the Director general of the ECAQA;
- 3) Strategic development plan of the ECAQA;
- 4) Annual work plan of the ECAQA;
- 5) Correspondence with organizations;
- 6) Safety documents.

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

[illegible]

REFERENCE LIST

WITH REGULATIONS ON THE DEPARTMENT OF INFORMATION TECHNOLOGIES

Full name	POSITION	THE DATE	SIGNATURE
	Head of department		
	Manager		
	Manager		
	Accountant		
	Lawyer		