

**The Bylaws of the Accreditation Advisory Committee of the Academic Council
of the autonomous organization of education Nazarbayev University**

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Title: The Bylaws of the Accreditation Advisory Committee of the Academic Council of the autonomous organization of education Nazarbayev University

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Approving Authority: Academic Council

Section 1. Purpose and Application

1.1. The Bylaws of the Accreditation Advisory Committee (hereinafter - Committee) of the Academic Council (hereinafter - Bylaws) of the autonomous organization of education Nazarbayev University (hereinafter - University) establish the objectives, functions, governance principles, membership and procedures of the Committee, and rights and responsibilities of its members.

Section 2. Definitions

2.1. Not applicable.

Section 3. Main Provisions

3.1. Objectives

3.1.1. The Committee is a standing body of Academic Council of the University that advises it on the implementation of the University's strategy, including targets and strategic actions related to institutional accreditation and associated institutional initiatives.

3.1.2. The Committee provides leadership for the overall direction of, and support for, programme accreditation, and facilitates data and experience sharing across the University in matters relevant to accreditation and associated institutional initiatives.

3.2. Functions

3.2.1. In order to achieve the objectives, the Committee will:

1) provide advice and recommendations to Academic Council, and the University leadership, on the necessary institutional actions for compliance with the requirements of relevant accrediting bodies;

2) provide guidance and support for, and monitor the progress of, programme accreditation bids;

3) advise on, and support staff and faculty development needs related to accreditation and associated institutional initiatives;

4) inform, engage and involve the University community in accreditation and other relevant institutional processes;

5) implement other tasks and actions as instructed by Academic Council of the University.

3.2.2. The Committee will make reports on its activities to Academic Council, as necessary.

3.3. Governance Principles

3.3.1. The Committee is established by the decision of Academic Council.

3.4. Membership

3.4.1. The Committee shall consist of the following members:

- 1) the nominated Chair of the Committee, representing Academic Council;
- 2) one member representing the Office of the Provost;
- 3) one member appointed from each School, including CPS (Centre for Preparatory Studies);
- 4) one member representing the Faculty Senate;
- 5) students and other representatives, if required.

3.4.2. The Committee Members select a Deputy Chair and the Secretary of the Committee.

3.4.3. Members of the Committee, including its Chair, may be replaced at any time, if required.

3.4.4. In the event any Member of the Committee is unable to attend a meeting, he/she should designate a representative to appear in his/her stead.

3.4.5. Upon presentation by the Committee Chair, the Committee membership is approved by Academic Council.

3.5. Rights and Responsibilities of the Committee Members

3.5.1. The Committee Members are required to fulfill their duties, assignments, and responsibilities as assigned to them in order to carry forward the work of the Committee.

3.5.2. The Committee Members are to serve as a liaison and to disseminate information between the Committee and their Schools, University structural units and other organisations.

3.5.3. Members of the Committee have a right to suggest items for the Committee's consideration and have access to materials of the Committee.

3.6. Procedures

3.6.1. The Committee will meet at the call of the Chair or pursuant to the schedule established by the Committee.

3.6.2. Meetings of the Committee can be held remotely, by means of any combination of electronic communication and in-person participation.

3.6.3. Meetings will normally be open to all members of the University community. Closed sessions may only be attended by Members of the Committee.

3.6.4. The quorum of the Committee is fifty percent of the voting Members.

3.6.5. The Chair may vote in case of a tie vote.

3.6.6. The Chair may appoint ad hoc committees and/or call for special interest groups, as appropriate.

3.6.7. The Chair convenes meetings, organizes the Committee's work, and ensures the implementation of recommendations made by the Committee.

3.6.8. In case of the Chair's absence, the Chair's functions are carried out by the Committee's Deputy Chair.

3.6.9. The official procedural language of the Committee is English.

3.7. Records

3.7.1. The Secretary of the Committee will prepare and maintain written records of the Committee's activities, including minutes and agendas of all Committee meetings.

3.7.2. The minutes of meetings shall be signed by the Chair and the Secretary of the Committee in Kazakh and English.

3.7.3. The minutes of meetings are recorded according to the specified requirements for preparing minutes of the University.

Section 4. Waiver

4.1. Not applicable.

Section 5. Temporary Provision

5.1. Not applicable.

Section 6. Revision

6.1. These Bylaws shall be reviewed within three years after its approval and revised if necessary.

Section 7. Related Documents

7.1. Not applicable.