

"AGREED"

Collective meeting of the Agency for  
Accreditation of Educational Programs and  
Organizations  
Minutes No. 67-1 dated 05.09.2024

"APPROVED"

Director of the Agency for Accreditation of  
Educational Programs and Organizations  
B. I. Ismailov  
Order No. 2/0101 dated 05.09.2024



## **Regulations on internal monitoring of the activities of the Agency for Accreditation of Educational Programs and Organizations**

### **I. General provisions**

- 1.1. This document is a local regulatory act of the Agency for Accreditation of Educational Programs and Organizations (hereinafter referred to as the Agency) and establishes the procedure for organizing and conducting internal monitoring.
- 1.2. The content of this Regulation has been developed in accordance with the AAEPO Charter.
- 1.3. The Agency's internal monitoring is conducted annually.
- 1.4. The Agency's internal monitoring tasks include the following aspects:
  1. Constant updating of the regulatory legal acts of accreditation
  2. Improving the quality of accreditation
  3. Human resource development
  4. Development of international cooperation
  5. Improvement of standards and criteria of accreditation
  6. Support for scientific research activities
  7. Formation of a competitive educational environment

### **II. Organization and conduct of internal monitoring**

- 2.1. Internal monitoring is conducted annually at the end of the academic year.
- 2.2. An expert commission consisting of three Agency employees and an external expert is established by order of the Director to organize internal monitoring. Each member of the commission scores points (on a five-point scale) according to the performance indicators of the employees, as a result of which the total score is calculated.
- 2.3. Based on the results of the monitoring of the activities of the accreditation agency, employees who have made a significant contribution to improving the quality of accreditation processes will be rewarded in the form of commendations, awards and other incentive measures aimed at motivation and professional development.
- 2.4. Based on the results of internal monitoring, the Commission should provide recommendations for improving the Agency's activities.
- 2.5. The results of internal monitoring are announced at the Agency's collective Meeting.
- 2.6. Within one month after reviewing the results of internal monitoring at the Collective Meeting, appropriate adjustments are made to the Agency's work plan.

### **III. Conditions of the review competition during internal monitoring**

3.1. All Agency employees take part in the review competition.

3.2. To evaluate the Agency's activities, criteria and indicators are developed, which are evaluated according to a five-point system.

### **IV. Summarizing the results of internal monitoring**

4.1. The results of the internal monitoring are summarized within ten working days according to the work schedule of the expert commission.

4.2. The members of the expert commission evaluate the material according to the criteria specified above.

4.3. The agency's employees have the right to be present at the work of the expert commission, to get acquainted with the results of the expert assessment.

4.4. Based on the results of internal monitoring, the winners of the first, second and third places are determined. The members of the expert commission reserve the right to determine additional nominations in certain areas of work.