

Regulations on the Accreditation Board
of the Association for Engineering Education of Russia

I. General Provisions

The Accreditation Board (Board) is the working body of the Association for Engineering Education of Russia (AEER) responsible for providing methodological support and making decisions on professional accreditation of educational programs.

II. Duties

1. The Board makes decision on accreditation / non-accreditation of educational programs based on the analysis of the reports of evaluation teams, which is then approved by the AEER Administrative Board.
2. The Board approves the criteria and procedure for accreditation of educational programs and other working documentation elaborated by the Methodical Commission of the AEER Accreditation Center (AC).
3. The Board considers applications from HEIs in case of their disagreement with the AEER AC decision on the denial of the initial request concerning professional accreditation of educational program.
4. The Board makes proposals on development and improvement of the AEER Accreditation Center activity.

III. The Board Members

1. The Board is headed by the Chairman appointed by the AEER Administrative Board among leading experts recognized in the engineering education community. The Chairman is elected for a period of three years, with the possibility of extending the term of office for no more than one three-year term.
2. The Chairman submits for the approval of the AEER Administrative Board the list of candidates among leading specialists in engineering and technology representing different groups to become the Accreditation Board members, in particular, one third each of representatives from the industry and employer's organizations, academics as well as scientific societies. The Director of the AEER AC becomes a member of the Board in accordance with his/her position.
3. The number of Board members is no less than 11 and no more than 17 people, including the Board Chairman and the Director of the AEER AC.
4. The Board composition is rotated by one third once every three years.
5. The member may be removed from the Board at his/her own request or

expelled due to non-participation in the work of the Accreditation Board and non-attendance of more than three consecutive meetings of the Board without reasonable excuse. In the event that a Board member is removed from the Board earlier than after three years, the Chairman is entitled to nominate a new Board member. The decisions on admission of new members are made by simple majority of votes and then approved by the AEER Administrative Board.

6. The newly appointed Chairman of the Board shall submit for the approval of the AEER Administrative Board proposals for updating the Board composition by one third.

IV. The Board Meetings

1. The Board meets at least once every calendar year. An extraordinary Board meeting can be convened whenever necessary either by proposal of the Chairman or by the request of at least one third of the Board members. The Board meetings can be held in in-person and/or online formats (via videoconferencing).
2. The Board members should receive a notice of the venue and preliminary agenda of the next meeting not later than one month before the date of the meeting and familiarize themselves with the key documents proposed for consideration at the Board meeting not later than 5 days before the date of the meeting.
3. The Board meeting will have a quorum when two-thirds of its members are represented directly (either remotely via videoconferencing) or by proxy. Each Board member can represent by proxy the interests no more than three other members.

V. Decision-making process

1. The AC Director presents the reports of evaluation teams at the meeting of the Accreditation Board and responds to the questions of the Board members. The decisions on accreditation / non-accreditation of educational programs are made by the two-third majority of votes upon review of the reports presented by the HEI, the evaluation team and the Accreditation Center. In the event that the AEER AC Director has a conflict of interest during the process, responsibilities of the AC Director shall reside with the AC Deputy Director.
2. The HEIs whose programs are under evaluation of the AEER Accreditation Center have the right to send their representatives to the Board meeting if the issue on accreditation of their educational programs is reviewed. The HEIs should receive a notice of the date and venue of the next Board meeting not later than one month before the date of the meeting.
3. The Chairman and Board members have no voting rights if there is a conflict of interests to avoid it and to ensure the open and fair discussion

they leave the meeting room. The AEER AC Director is not a voting member of the AEER Accreditation Board and he/she does not participate in the AEER AB decision-making process regarding the recommendations on educational programs.

4. The decisions on approval of working documentation are made by simple majority of votes.
5. In case of disagreement with the AEER AC decision on the denial of the initial request concerning accreditation of educational program, HEI should appeal in writing to the Chairman of the AEER Accreditation Board. The appellation should contain the reasons why the negative decision of the AEER AC is wrong (due to the factual mistakes or due to incompliance to the document "Criteria and Procedure of Accreditation"). The Chairman upon receiving the appellation appoints three or more Board members as members of the Appeal Commission. The Appeal Commission, when formulating its recommendations, reviews only the written documentation submitted by the HEI and the AEER AC. The meeting of the Appeal Commission takes place "behind closed doors". Representatives of the HEI and the AEER AC are unable to attend this meeting. The decision rendered by the Appeal Commission is the final decision of the AEER. In the event that the Chairman of Accreditation Board has a conflict of interest during the process, responsibilities of the Chairman shall reside with other Board member, ensuring he/she does not have any conflict of interest.

VI. Accountability

The Accreditation Board submits the annual report on its activities to the AEER Administrative Board.