

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

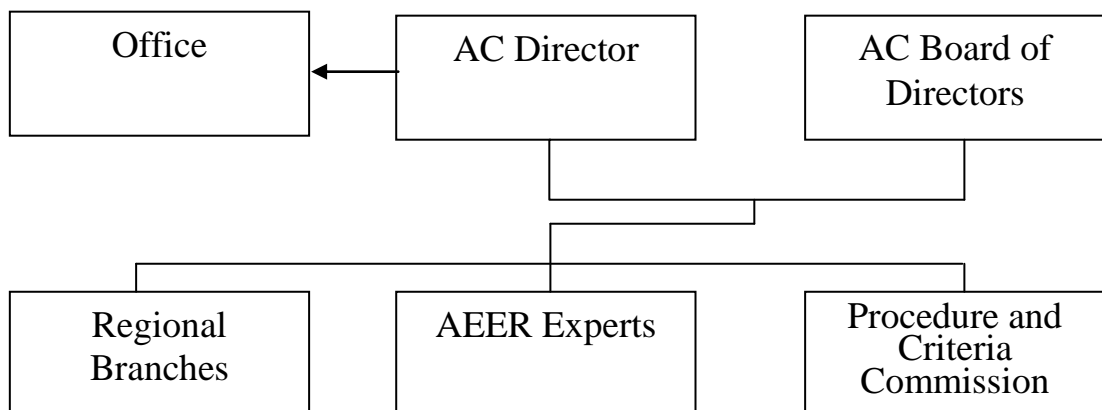
I. General Provisions

The Accreditation Centre (Centre) is the body of the Association for Engineering Education of Russia(AEER) responsible for public professional accreditation (further accreditation) of educational programs in the field of engineering and technology. The Director is in charge of the Centre and is assigned by the AEER Administrative Board consisting of leading experts in the field of engineering education recognized throughout the engineering educational community.

II. Functions of the AC Staff *

- To accept and examine the HEI applications for accreditation of educational programs in engineering;
- To direct to HEI the current version of Accreditation Criteria and Self-Study Guidelines;
- To prepare materials for audit on the basis of Program Self-Study Materials and decision making on program accreditation;
- To form the Evaluation Teams and organize their visits to HEIs;
- To organize the work of the Evaluation Teams in HEI, securing their compliance with the accreditation rules and procedures;
- To analyze the Evaluation Team reports and HEI remarks;
- To present on the AEER AB session the accreditation results and the original Evaluation Team report without distortions.**

III. AC Structure



IV. AC Panel:

IV.A. AC Board of Directors

IV.A.1. AC Board of Directors members

- The AC Board of Directors is composed of the leading specialists in engineering and technology representing different HEIs throughout Russia. The AC Board of Directors consists of four persons: the AC Director, the Deputy Director, two Members of AC Board of Directors. The AEER Administrative Board elects the AC Board of Directors.

IV.A.2. Functions of AC Board of Directors

- Collegial analysis of HEI's application for accreditation. Members of the AC Board of Directors do not have voting rights in cases when the issue concerns original examination/rejection of HEI's educational program subject to the field of interest and shall leave the meeting room in order to avoid conflict of interest and to ensure open and fair discussion of application.
- The AC Director presents programs at the meeting of the AEER Accreditation Board and responds to questions of the Accreditation Board members. 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. The Director of the AEER Accreditation Center is a member of the Accreditation Board by virtue of his/her position.

IV.B. The AC Office is a distributed structure with the headquarters in Moscow and branches in Tomsk and Novosibirsk. The office manages current AC operation.

IV.C. The Procedure and Criteria Commission is established following the order of the AC Director and includes three members.

IV.C.1. Members of the AC Procedure and Criteria Commission

The Procedure and Criteria Commission is made up of the AEER leading experts representing various HEIs of Russia. The Commission includes the Chair and two members.

IV.C.2. Functions of the AC Procedure and Criteria Commission

- Development and enhancement of criteria and procedures for educational programs accreditation.

- Preparation of guiding and organizational materials followed by their submission for the Accreditation Board approval.
- Preparation of learning materials for seminars for experts and consulting seminars for HEIs.

IV.D. Regional AEER branches are the elements of the AC distributed structure and include either full-time AEER staff or contractually employed staff of other organizations.

IV.D.1. The AEER regional branches perform all the AEER activities in the respective regions, namely:

- compile and maintain the regional database of experts and consultants;
- involve educational programs into accreditation;
- engage consultants from the regional database in rendering consulting services;
- provide HEIs applying for accreditation with all relevant materials;
- perform audit-related work.

IV.E. AC Evaluation Team

IV.E.1. Evaluation Team composition

The AC establishes Evaluation Team to audit educational program of a HEI. The Evaluation Team includes minimum three program evaluators specializing in engineering programs assessment and one representative from industry. In case of accrediting a number of programs at one HEI, several Evaluation Teams might be formed for assessing individual educational programs or a number of programs might be assessed by a Team/Teams.

IV.E.2. Functions of Evaluation Team

- to analyze self-study materials on a program subject to accreditation submitted by a HEI;
- to evaluate an educational program during the audit;
- to hold meetings with HEI's leaders, teaching staff, students/graduates, employers and industrial representatives when running an audit;

- to prepare a final report on audit findings, put forth recommendations and make a conclusion on whether the program under accreditation adheres to the accreditation criteria.

V. Management cycle of accreditation in AEER

HEI	Accreditation stages	AC Board of Directors	AC Staff	ET Chair	ET Members	AEER Accountant	AB AEER	Appeal Commission	AEER Administrative Board
Plans accreditation of EP	1. HEI's application planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			Coordinates
Contacts with AC AEER	2. Involvement of HEI's applications	<input type="checkbox"/>	<input checked="" type="checkbox"/>						Sometimes participates
Holds liaisons	3. Costs evaluation (people, time, transport price formation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>						Sometimes participates
Fills in an application form for AC AEER	4. Call for bids. Contract execution concerning consulting activities and accreditation	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		Coordinates
Pays	5. Invoice documents		<input type="checkbox"/>			<input checked="" type="checkbox"/>			Ignores this stage
Holds self-inspection of EP	6. EP consulting	<input checked="" type="checkbox"/>	<input type="checkbox"/>						Ignores this stage
Waits	7. Sorting of applications and concession of priority	<input type="checkbox"/>	<input checked="" type="checkbox"/>						Ignores this stage
Waits	8. Calendar planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Ignores this stage
Hosts expert commission	9. Performance of the accreditation contract			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Ignores this stage
Handles appeal against "Not-to-accredit" recommendation provided by ET	10. Procedure of appeal			<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	Coordinates
Waits	11. Decision on accreditation	<input type="checkbox"/>					<input checked="" type="checkbox"/>		Coordinates
Waits	12. Decision conformation on accreditation, certificate issuing	<input type="checkbox"/>							Coordinates

Organizes corrective actions	13. Post-accreditation activity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ignores this stage
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Leading part

Supporting part

AC – AEER Accreditation Center, AB – AEER Accreditation Board, AppCom – Appeal Commission of AEER, ET – Evaluation Team. AEER Administrative Board coordinates the accreditation process according to the CHARTER of the AEER, item 5.8.

VI. Application processing

VI.A. The institution submits a written application for program accreditation to the Director of the AEER Accreditation Center (AC AEER). In the application the institution must indicate the title and the code of the program to be accredited. If the institution seeks accreditation for several programs, the title and the code of each program must be clearly indicated. The request is subject to initial analysis if the title of the qualification contains the words “engineer”, “technique”, “technology”. The analysis of the request is done collegially by the AEER AC Board of Directors. The members of the AC Board of Directors do not have a right to vote on the questions of initial screening of the HEI’s application that is in their sphere of interest. To avoid the perceived conflict of interest and to ensure the open and fair discussion of the application these members of the Board are leaving the meeting room during the session.

The request can be denied on the following reasons:

- Incorrect filling in of the request form.
- The program is not included in the state list educational programs.
- The program is not included to the list of engineering qualifications of the Russian Federation Ministry of Labor.
- The HEI lacks the federal license and state accreditation.
- The information about the educational program is not available on the HEI’s web-site.

The HEI has the right to consider the remarks and repeat the request. In case of disagreement with the AEER AC Board of Directors decision on the denial of the initial request concerning accreditation of education program, HEI appeal in writing to the Appeal Commission of the AEER. 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”).

VI.B. In order to avoid any possible conflict of interests, administrative support of the accreditation process of the program is carried out by the AC

*Approved by the AEER Administrative Board
on December 29, 2011*

employees of one of the AC AEER branches (in Moscow, Novosibirsk, Tomsk) which field of interests does not touch upon the HEI that sent the application.

VII. Accountability

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

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* Employees of the Accreditation Center can be both corporate AEER employees and those employed under the contract and who work full-time in other organizations.

** Employees of the Accreditation Center organize and perform technical work and do not participate in the process of Evaluation Team decision-making.