

ADDENDUM to the Guidelines for Evaluation of Educational Programs in Engineering and Technology

This Addendum to *the Guidelines for Evaluation of Educational Programs in Engineering and Technology* (hereinafter referred to as the Guidelines) contains recommendations for conducting an accreditation audit of an educational program in a remote format, i.e. online.

Online audit of an educational program implies an audit aimed at assessing the compliance of the educational program with the AEER accreditation criteria and conducted with the use of Internet technologies. Such an audit holds video conferences and interviews between the AEER evaluation team, Higher Education Institution representatives and stakeholders of the educational program, carries out virtual online visits to the Higher Education Institution laboratories, libraries and specialized enterprises, as well as provides access to electronic resources and documents of the Higher Education Institution, necessary for the evaluation team in accordance with the accreditation audit procedure.

Online audit of the educational program may be conducted in case:

1. Circumstances preventing the on-site accreditation audit occur.

Such circumstances may include, for example, the imposition by the Government of the Russian Federation of restrictions on the activities of Higher Education Institutions and the secondments of their staff during quarantine and self-isolation periods, or any other circumstances of a similar nature that do not allow the evaluation team to visit the Higher Education Institution. Changing the format of the accreditation audit of the educational program to the Online audit in such cases allows AEER not to violate the Work schedule of accreditation and conduct the audit in compliance with and maintaining the procedure and criteria of AEER professional international accreditation.

2. Higher Education Institutions submit an educational program for reaccreditation.

If the educational program was previously accredited by AEER, the reaccreditation procedure includes an audit either in person (visit of the AEER evaluation team to the Higher Education Institution) or online. The audit format is approved by agreement between AEER and the Higher Education Institution.

EVALUATION PROCEDURE

The main stages and regulations of the educational program evaluation procedure (see the Guidelines, Evaluation Procedure) are implemented in the same way regardless of the accreditation audit format. However, in case the Online audit technology is applied, the specifics of this format should be taken into account when forming the composition of the evaluation team, as well as at the stage of preparing and conducting the audit itself.

The following are the Online audit recommendations, which need to be followed with due consideration additionally to the main recommendations for accreditation audits identified in the Guidelines.

1. If necessary, depending on the number of educational programs submitted by the Higher Education Institution for accreditation, the composition of the evaluation team should be expanded as well as include an additional representative of the AEER Accreditation Centre (AC) to ensure the coordination of all stages of the audit, including parallel video conference interviews according to the international accreditation procedure.
2. Representatives of the Higher Education Institution who are responsible for the accreditation should create a virtual workroom on one of the services on the Internet and place in it links to electronic resources and all documentation that the evaluation team needs for assessing the educational program according to the accreditation procedure.
3. After the audit, the Higher Education Institution may have, if needed, two or three extra working days to place in the virtual room additional documentation that could not be placed during the audit, but which is additionally required by the evaluation team for qualitative and quantitative assessment of whether the educational program complies with the AEER accreditation criteria.
4. Video conferences should be held to conduct meetings of the evaluation team with the Higher Education Institution administration, persons responsible for the accreditation of the educational program and representatives of the necessary administrative departments, as well as to interview key stakeholders of the educational program (students, faculty, graduates, employers).
5. To conduct video conferences, it is necessary to make sure in advance that the equipment, including the Internet connection, is in good working conditions, both on the part of the evaluation team and AC, and on the part

of the Higher Education Institution. This will minimize time losses related to connecting to video conferences during the Online audit.

6. Make sure that all members of the evaluation team, AC representatives and Higher Education Institution representatives have the required technical means, access to the Internet and have received the necessary instructions and recommendations for the use of Internet technologies by which the Online audit will be conducted.
7. In case there is no possibility to hold on-site meetings of the evaluation team members to exchange opinions on the compliance of the educational program under accreditation with the AEER criteria, to consider the objectives of particular audit events, to discuss the audit results, etc., these meetings should be implemented in the format of video conferences.
8. Visit to laboratories as well as the demonstration of the operation of the relevant equipment and software involved in the implementation of the educational program should be performed in the format of a virtual online visit.

In case the Higher Education Institution representatives do not have physical access to the necessary laboratories of the university during the audit days (for example, in the situation of quarantine measures) to provide video communication with the experts from in there, the Higher Education Institution should make a written report with a detailed description of how the laboratory data, equipment and software are used in the educational process of the educational program under accreditation, what tasks of the educational program they solve, how they contribute to the achievement of learning outcomes, the formation of the necessary competences and generally impact the quality of the program.

In addition to the report, if possible when preparing for the audit, the Higher Education Institution can prepare a photo and video presentation of laboratories, relevant equipment and software with a demonstration of their operation and functionality explanations.

9. Experts' visit to the Higher Education Institution library is carried out through the virtual online visit accompanied by interviewing the library representative. The virtual online visit should be organized in such a way that the evaluation team has the opportunity to assess the sufficiency of respective information resources, conditions for students' independent work

and other characteristics that affect the quality of the educational program under accreditation in accordance with the AEER accreditation criteria.

If the virtual online visit is impossible to conduct within the audit days, the evaluation team should hold a video conference to interview the representative of the Higher Education Institution library.

The virtual room should contain the necessary links and documentation to confirm that the educational program under accreditation is equipped with the library resources.

10. Visit of the evaluation team to the specialized enterprise can also be implemented in the format of a virtual online visit and interviews with representatives of the enterprise. In case when such online visit is impossible, the procedure of the Online accreditation audit maybe limited to the interview with employers as representatives of key stakeholders of the educational program.
11. An example of the Online Audit Agenda (Plan of activities) for the evaluation team is provided in Annex 1 of this Addendum. The content of the Agenda(Plan of activities) reflects key elements of the Online audit, which are mandatory within the educational program assessment for compliance with AEER accreditation criteria. Minor modifications and adaptations to the particular situation at the Higher Education Institution are allowed, taking into account the specifics of the restrictive circumstances and the recommendations outlined above.

AGREED BY
Rector

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ONLINE AUDIT AGENDA
for the Evaluation Team of the Accreditation Center of
the Association for Engineering Education of Russia

Higher Education Institution:

Educational programs:

Person responsible for accreditation:

Full name, position

Tel., e-mail:

Evaluation team:

AEERAC representative:

Representative from industry:

Virtual room for additional materials: link

Date	Time	Activity	Place	Responsible person from AEER	Responsible person from the Higher Education Institution
Day 0	17.00-18.30	Evaluation team meeting	(videoconferencelink)		
Day 1	09.00 – 09.45	Evaluation team meeting with the administration of the Higher Education Institution, dean, head of department and the persons responsible for accreditation arrangements	(videoconferencelink)		
	10.00 - 10.45	Virtual online visits to classrooms and laboratories providing the learning process for the educational program under accreditation / interviews with the heads of the laboratories	(videoconferencelink)		
	11.00 - 11.45	Virtual online visit to the library/ interview with a library representative	(videoconferencelink)		
	12.00 - 13.00	Documentation analysis of the educational program under accreditation / evaluation of the compliance with the criteria	Virtual work room (cloud storage link)		
	13.00 - 14.00	Lunch			
	14.00 - 14.45	Meeting of the evaluation team members with the representative of the department responsible for graduates' employment and further career development	(videoconferencelink)		
	15.00 - 15.45	Meeting of the evaluation team members with the representative of the department responsible for international cooperation and academic mobility	(videoconferencelink)		
	16.00 - 16.45	Meeting of the evaluation team members with the representative of the department responsible for quality management	(videoconferencelink)		
	17.00 - 19.00	Evaluation team meeting, discussion, completing work sheets	(videoconferencelink)		
Day 2	09.00 - 09.45	Meeting of the evaluation team with faculty of the educational program under accreditation	(videoconferencelink)		
	10.00 - 10.45	Meeting of the evaluation team with students of the educational program under accreditation	(videoconferencelink)		
	11.0 - 11.45	Meeting of the evaluation team with graduates of the educational program under accreditation	(videoconferencelink)		

Date	Time	Activity	Place	Responsible person from AEER	Responsible person from the Higher Education Institution
	12.00 - 12.45	Meeting of the evaluation team with employers of the educational program under accreditation	(videoconferenc elink)		
	13.00 - 14.00	Lunch			
	14.00 - 15.00	Evaluation team discussion of the results of the meetings	(videoconferenc elink)		
	15.00 - 17.00	Program documentation analysis	Virtual work room (cloud storage link)		
	17.00 - 19.00	Evaluation team meeting, discussion, completing work sheets	(videoconferenc elink)		
Day 3	09.00 - 13.00	Program documentation analysis, completing work sheets, discussion of the audit results, preparation of minutes on evaluation team work.	Virtual work room (cloud storage link)/(video conference link)		
	09.00 - 13.00	Additional virtual online meetings and interviews with the Higher Education Institution representatives (if required)	(videoconferenc elink)		
	13.00 - 14.00	Lunch			
	14.00 - 14.45	Program documentation analysis, completing work sheets. discussion of the audit results, preparation of minutes on evaluation team work	Virtual work room (cloud storage link)/(video conference link)		
	15.00 - 15.45	Final meeting with the administration of the Higher Education Institution, dean, head of department and the persons responsible for accreditation arrangements	(videoconferenc elink)		

Chairman of AEER AC evaluation team