

**Substantive Change Report**  
by National Centre for Public Accreditation (NCPA)

Register Committee

Ref. RC/C14

Ver. 1.0

Date 01/11/2016

Page 1 / 2

Decision of: 01/11/2016

Report received on: 30/03/2016

Agency registered since: 2015-11-17

Last external review report: 06/2014

Registered until: 30/06/2019

Absented themselves from  
decision-making:

Attachments:

1. [Substantive Change Report](#)
2. [Clarification request of 14/07/2016](#)
3. [NCPA response of 21/07/2016](#)

The Register Committee considered the report of NCPA in response to the Register Committee's flags (referred to by the agency as "*recommendations*") of 30 March 2016.

The Register Committee underlined that it does not issue "*recommendations*" to agencies, which would not be within its remit.

The report was considered as far as it relates to issues that constitute a substantive change and in relation to the Register Committee's request to NCPA (see approval decision of 17 November 2015) to report on substantive changes once the revision of its standards and procedures are completed and the new versions published.

The Register Committee took note of the following aspects of the report in relation to the ESG:

- *Development of new provision for obligatory follow-up procedure and implementation of follow-up procedures (ESG 2.3 Implementing processes; NCPA report, ESG 2005: standard 2.6)*

The Register Committee took note of NCPA's provision for obligatory follow-up procedures, which request reviewed institutions to prepare a report on corrective actions.

- *New Regulations on the rotation of members of the National Accreditation Board (ESG 3.3 Independence and ESG 3.6 Internal quality assurance and professional conduct; NCPA report, ESG 2005: standard 3.6)*

The Register Committee took note of the renewed composition of the National Accreditation Board.

- *Updated Regulation on the National Accreditation Board (article 4.9) and newly adopted Code of Ethics (article 6)*

The Register Committee considered the information provided as to how NCPA addressed the independence of its Board, the possible conflict of interest and third party influence in its decision-making.

- **The Renewal and publication of new guidelines (ESG 2.5: Criteria for outcomes; NCPA report, ESG 2005: standard 2.5)**

While NCPA submitted a number of its guidelines and methodologies to EQAR, annexed to its report of 30/03/2016, the Register Committee noted that not all of them were renewed, according to their date of issue or published online (they could be made available on request).

As the documentation was not submitted in English, it could not be taken into consideration and it was therefore not clear whether NCPA has renewed and published all its guidelines. The Register Committee sought further clarifications in this respect (attached: request of 14/07/2016).

In its response letter, NCPA explained (attached: response of 21/07/2016) that it has published and revised the following documents to ESG 2015:

- *Regulations on Public (international and joint) Accreditation of Study Programmes (clusters of programmes)\**
- *Guidelines for External Reviews of Study Programmes\**
- *Methodological Recommendations for External Evaluation of Study Programmes*
- *Guidelines for Self Evaluation of Educational Programmes*

The Register Committee confirmed the publication of the revised documents on NCPA's website.

Referring to the first two documents (\*) NCPA provided a summary on the specific changes that were addressed by the agency in relation to ESG 2015.

The Register Committee took note of the revised procedures and the explanation on how they address the ESG 2015, and underlined that the next external review of NCPA should consider these revisions in detail.

The Register Committee noted that NCPA is expected to provide a summary to EQAR on the changes in relation to ESG 2015 in the latter two documents even if these documents are not readily available in English.

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Page 2 / 2

## REPORT ON IMPLEMENTATION OF THE REGISTER COMMITTEE'S RECOMMENDATIONS

REGISTER COMMITTEE'S RECOMMENDATIONS	NCPA's representation
<b>ESG 2.6: Follow-up procedures</b>	
Register Committee recommended that NCPA should ensure that the follow-up procedures should be consistently implemented, in particular in cases where the institution might not re-apply for accreditation	<p>The Regulations on Public (International and Joint) Accreditation of Study Programmes (clusters of programmes) in Part 8 «Follow up» (8.3; 8.5) makes provision for obligatory follow-up procedure which involves writing the report by the institution on corrective actions within the stated period indicated in the accreditation decision.</p> <p>The link: <a href="http://ncpa.ru/images/pdf/poloj_eng_2016.pdf">http://ncpa.ru/images/pdf/poloj_eng_2016.pdf</a></p>
Following the end of the Board's mandate in 2016, NCPA announced that they would replace one third of the current members, including the members who are rectors or presidents. While NCPA clarified how the Board is composed, the next external review of NCPA should cover the nomination and selection process for Board members	<p>In accordance with the new Regulations on the National Accreditation Board in January 2016 1/3 of the Board members were rotated.</p> <p>The list of the new Board can be found at <a href="http://ncpa.ru/index.php?option=com_content&amp;view=article&amp;id=228&amp;Itemid=371&amp;lang=en">http://ncpa.ru/index.php?option=com_content&amp;view=article&amp;id=228&amp;Itemid=371&amp;lang=en</a></p> <p>Attached files:</p> <ol style="list-style-type: none"> <li>1. Regulations on the National Accreditation Board</li> <li>2. Regulations. Standards and Criteria. Code of Ethics (Part 4 – The National Accreditation Board)</li> </ol>
<b>ESG 3.6: Independence</b>	
The Register Committee concurred with the conclusion of the panel that NCPA should formalise, in a 'code of ethics', the independence of the NAB from higher education institutions or other stakeholders.	<p>The Regulation on the National Accreditation Board and Code of Ethics for the National Accreditation Board members address the issues of independence of the National Accreditation Board.</p> <p>Attached files:</p> <ol style="list-style-type: none"> <li>1. Code of Ethics for members of the National Accreditation Board</li> <li>2. Regulations on the National Accreditation Board</li> </ol>

### ESG 3.7: External QA criteria and processes used by the agency

The Register Committee was unable to find the published guidelines for the external reviews of educational programmes, the guidelines for the self-evaluation of educational programmes and the guidelines for the preparation of a report on the results of corrective actions.

Renewed documents are available at [http://ncpa.ru/index.php?option=com\\_content&view=article&id=137&Itemid=359&lang=en](http://ncpa.ru/index.php?option=com_content&view=article&id=137&Itemid=359&lang=en)

Attached files:

1. Regulations. Standards and Criteria. Code of Ethics
2. Guidelines on external reviews of educational programmes
3. Guidelines for self evaluation of educational programs
4. Methodological recommendations for external reviews (in Russian)
5. Guidelines for preparation of a report on the results of corrective actions
6. Standards and Criteria for Public Accreditation of Educational Programmes of Further Professional Education
7. Guidelines for External Reviews of Educational Programmes of Further Professional Education

The Register Committee also noted that NCPA only published on its website the accreditation advice provided by the experts (p. 16), but not the final accreditation decisions taken by the National Accreditation Board.

The final accreditation decision taken by the NAB is recorded in the Minutes of the National Accreditation Board's meetings and the accredited programmes are entered into the Register of accredited programmes.

The link to the Register:

[http://ncpa.ru/index.php?option=com\\_content&view=article&id=174&Itemid=367&lang=en](http://ncpa.ru/index.php?option=com_content&view=article&id=174&Itemid=367&lang=en)

The links to the Minutes of the National Accreditation Board's meetings are available in English on the links:

[http://ncpa.ru/images/pdf/sovet2016/protocol\\_21\\_01\\_2016\\_en.pdf](http://ncpa.ru/images/pdf/sovet2016/protocol_21_01_2016_en.pdf)

[http://ncpa.ru/images/pdf/sovet2015/resolution\\_25\\_06\\_2015.pdf](http://ncpa.ru/images/pdf/sovet2015/resolution_25_06_2015.pdf)

available in Russian on the links:

[http://ncpa.ru/images/pdf/sovet2015/protocol\\_30\\_01\\_2015.pdf](http://ncpa.ru/images/pdf/sovet2015/protocol_30_01_2015.pdf)

[http://ncpa.ru/images/pdf/sovet2014/protocol\\_27\\_06\\_14.pdf](http://ncpa.ru/images/pdf/sovet2014/protocol_27_06_14.pdf)

– by email –

Brussels, 14/07/2016

## Substantive Change Report – Clarification Request

Dear Ms Motova,

We wish to thank you for the report on the implementation of the Register Committee's flags (referred to by the agency as "*recommendations*") sent on 30/03/2016. We wish to remind you that it is not within the Register Committee's remit to issue recommendations to agencies. Issues "flagged" in decisions should in principle be addressed at the next external review of the agency. At the same time, registered agencies are requested to report substantive changes (see Chapter §9. of the [Guide for Applicants and Registered Agencies](#)), irrespective of whether these changes are related to a flag or not.

We are therefore considering the report as far as it relates to issues that constitute a substantive change. In accordance with EQAR's Policy on Transition to the Revised ESG, the substantive changes are being considered based on the 2015 version of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015).

Your report is currently being reviewed by two rapporteurs before it is brought to the attention of the entire EQAR Register Committee. The rapporteurs have considered the following aspects of the report in relation to the ESG:

- *Development of new provision for obligatory follow-up procedure and implementation of follow-up procedures (ESG 2.3).*
- *New Regulations on the rotation of members of the National Accreditation Board (ESG 3.3).*
- *The Renewal and publication of new guidelines (ESG 2.5).*

In order to prepare the consideration by the Committee, we would be obliged if you could clarify the following queries related to NCPA's *renewal and publication of new guidelines*:

1. In your report, you mentioned that NCPA has renewed and published its guidelines and provided a link to where the guidelines can be found. According to NCPA's website (Russian

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and English version) these documents are not published but only made available on request.

Please clarify whether this is indeed the case.

2. While NCPA submitted a number of guidelines and methodology to EQAR, annexed to its report of 30/03/2016, we note that not all of them were renewed, according to their date of issue.

We kindly ask you to clarify which are the guidelines and methodology that were revised by NCPA in relation to ESG 2015.

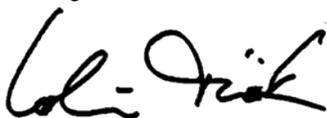
Please note that EQAR can only process documentation submitted in the English language, and thus it can not consider any documents written in Russian. We therefore kindly ask you to summarize the changes referring for each of the renewed guidelines and/or methodology to the following aspects (see part C of [EQAR's Substantive Change Report](#)):

- i. purposes and development of the activity, involvement of stakeholders (ESG 2.2)
- ii. criteria used, how they were developed, measures implemented to ensure consistency, how ESG 1.1 – 1.10 are reflected in the criteria (ESG 2.1 & 2.5)
- iii. review team composition, selection, appointment and training of reviewers (ESG 2.4)
- iv. site visits (ESG 2.3)
- v. publication of reports (ESG 2.6)
- vi. follow-up (ESG 2.3)
- vii. appeals system (ESG 2.7)
- viii. embedding in thematic analyses and internal quality assurance of the agency (ESG 3.4 & 3.6)

In order to expedite proceedings we kindly ask you for a reply **by 8 August 2016**. Please inform us if any difficulties arise in meeting this deadline. Please also note that this request and your response will be published together with the final decision on your Report.

I shall be at your disposal if you have any further questions or inquiries.

Kind regards,



Colin Tück  
(Director)

**Analysis of changes in the *REGULATIONS on public (international and joint) accreditation of study programmes (clusters of programmes) (2016) and Guidelines for External Reviews of Study Programmes (2016) in connection with ESG 2015***

- i. purposes and development of the activity, involvement of stakeholders (ESG 2.2)**  
No changes
- ii. criteria used, how they were developed, measures implemented to ensure consistency, how ESG 1.1-1.10 are reflected in the criteria (ESG 2.1&2.5)**

NCPA' renewed ***REGULATIONS on public (international and joint) accreditation of study programmes (clusters of programmes) and Guidelines for External Reviews of Study Programmes*** fully incorporated Standards and Guidelines of the revised ESG (2015). Also NCPA' s criteria have been revised in line with the changes brought about by the introduction ESG (2015).

Below is a summary of the changes in NCPA's criteria referring to each standard:

**Standard 1: Policy (mission, vision) and procedures for quality assurance**

The new document emphasized *availability of a documented inner quality assurance system providing continuous enhancement of quality in accordance with the developmental strategy of the educational institution*

In addition, *participation of all stakeholders (administration, teaching staff, students, employers, employer associations, branch ministries and departments – key partners in employment of graduates)* is considered as an important factor in developing and implementing a quality assurance policy.

**Standard 2. Design and approval of programmes**

The procedures for *design of programmes, their approval and revision (including expected learning outcomes) with the account of the development of science and industry* is included as one of the criteria

The point that the *programms should be referenced the requirements of professional standards (if available), of labour market, of national qualification framework descriptors* is made clear.

**Standard 3. Student-centred learning, teaching and assessment**

This is a new Standard in ESG 2015 and it was introduced in the NCPA's document as well. The criteria with regard to this Standard are:

- *Consideration of needs of diverse groups of students and a possibility to create individual learning paths*
- *Use of methods encouraging students to take an active part in creating the learning process*
- *Use of clearly defined criteria and objective assessment procedures of learning outcomes/ competences of students corresponding to the expected learning outcomes, goals of the study programme and their purpose (diagnostic, formative or summative assessment)*
- *Information about the study programme, criteria and procedures for assessment of learning outcomes/competencies, about examinations, tests and other types of control.*
- *Use of procedures of independent assessment of learning outcomes*
- *Availability and effectiveness of appeals procedure and procedures for dealing with students complaints*

**Standard 4. Student admission, support of academic achievements and graduation**

Criteria with regard to Standard 4 are newly introduced and involve

- *Systematic career guidance work targeted at the recruiting and selection of applicants should be in place*
- *Availability and effectiveness of rules and regulations for admission, transfer of students from other educational institutions, recognition of qualifications, periods of study and prior learning*
- *Systematic work to support students' progression*
- *Recognition of higher education qualifications obtained in the RF and abroad (Diploma Supplement)*
- *Participation of students in mobility programmes*

#### **Standard 5. Teaching staff**

Compared to the old document the set of new criteria concerning the teaching staff is wider (5 to 9). *Research activity of the teaching staff and implementation of research results in the academic process, use of innovative teaching methods and advanced technologies* are taken into consideration. A criterion of *availability and use of clear, transparent and objective criteria for hiring staff, assignment to positions, promotion, and dismissal* was introduced;

The criterion about the availability of a system for *career development and professional advancement for teachers* emphasizes regular and systematic work in this area as opposed to *periodic professional development in the old version of Guidelines*.

#### **Standard 6. Learning resources and student support**

The criteria with regard to this standard have remained similar. A new criterion was added: *Availability of accessible information about opportunities for student mobility and its support system*.

#### **Standard 7. Collection, analysis and use of information for managing the study programme**

##### **Standard 8. Public information**

Standards 7 and 8 incorporated information previously contained in Standard 7.

Compared to the previous version the following criteria were added:

- *Participation of students and staff of the educational institution in collecting and analyzing information for managing the study programme.*
- *Effective use of the official website of the study programme for its quality enhancement*
- *Integration in the environment, interaction of the educational institution with different professional associations and other organization including those from abroad*

#### **Standard 9. On-going monitoring and periodic review of programmes**

This standard was formerly covered in the previous version under 1.2. and in essence remained the same. A new criterion of *Effectiveness of procedures for monitoring and periodic review of a study programme (enhancement of programmes)* has been added.

#### **Standard 10. Cyclical external quality assurance of study programmes**

The changes compared to Standard 2 of the previous version emphasize the importance of cyclical external quality assurance and follow-up procedures:

- *Availability of a corrective actions programme to follow up the results of external evaluation of study programmes*
- *Consideration of the results of previous procedures of external evaluation when conducting subsequent external procedures*

##### **iii. review team composition, selection, appointment and training of reviewers (ESG 2.4)**

No change. The external evaluation panel consists of 5 members. It is composed of highly qualified specialists in the sphere of evaluation of educational programmes including international experts, representatives of employers and students.

##### **iv. site visit (ESG 2.3)**

No change

v. **publication of reports (ESG 2.7)**

No change

vi. **follow up (ESG 2.3)**

Follow up procedures have been added to the new **REGULATIONS on Public (international and joint) Accreditation of Study Programmes (clusters of programmes)** and are described **in section 8. Follow up, p. 8-9**

vii. **appeals system**

Compared to the old version the regulations on the Appeals procedure emphasize the independence of the Appeals Committee. *In case of a breach of the accreditation procedure the educational institution has a right to apply about its disagreement with the accreditation decision (denial of accreditation) on the study programme; or with the dates and conditions of accreditation to the independent Appeals Committee.*

viii. **embedding in thematic analyses and internal quality assurance of the agency (ESG 3.4&3.6)**

No change