Independent
Agency for
Accreditation
Rating
REPUBLIC OF KAZAKHSTAN

STANDARDS

for institutional accreditation
of higher education institutions

Astana 2012

FOREWORD

1 ELABORATED AND SUBMITTED by the nonprofit establishment «Independent Agency for Accreditation and Rating».

2 AGREED by the Committee of Technical Regulation and Metrology of the Ministry of the Industry and Trade of the Republic Kazakhstan

3 APPROVED AND IMPLEMENTED by Order of the Director of the nonprofit establishment «Independent Agency for Accreditation and Rating» № 09-od from 26th of April 2012.

4 In the given standards provisions of the Law "On Education" of the Republic of Kazakhstan dated July 27, 2007 № 319-III (with amendments and addendums as of 02/13/2012) are implemented.

5 SECOND EDITION

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STANDARDS AND CRITERIA
FOR INSTITUTIONAL ACCREDITATION OF
HIGHER EDUCATION INSTITUTIONS

1. Field of application

1.1 These standards define the requirements for higher education institutions (HEI) and carrying out institutional accreditation of the HEI.

1.2 These standards are implemented for carrying out the procedures for institutional accreditation of HEIs regardless of their status, organizational and legal form, departmental affiliation and form of ownership.

1.3 These standards may also be used by the HEI for internal evaluation of its activity and elaboration of appropriate internal regulatory documents.

2. Normative references

In this standard references to the following normative documents are used:

2.1 State Program of Education Development in the Republic of Kazakhstan for 2011-2020. Decree of the President of the Republic of Kazakhstan dated December 7, 2010 № 1118.

2.2 Law of the Republic of Kazakhstan "On technical regulation" dated 9th of November, 2004 № 603-II LRK (with amendments and addendums as of 07/10/2012).

2.3 Law "On Education" of the Republic of Kazakhstan dated July 27, 2007 № 319-III (with amendments and addendums as of 02/13/2012).

2.4 Law of the Republic of Kazakhstan "On accreditation in the field of conformity assessment" dated July 5, 2008 № 61-IV.

2.5 State Compulsory Education Standard of RK (SCES of RK) 5.04.019-2011 "Higher education. Undergraduate. General provisions" approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan from June 17, 2011 № 261.

2.6 SCES of RK 5.04.033-2011 "Post-graduate education. Master's degree. General provisions" approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan from June 17, 2011 № 261.

2.7 SCES of RK 5.04.034 – 2011 "Post-graduate education. Doctorate. General provisions" approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan from June 17, 2011 № 261.

2.8 SCES of RK 5.03.004-2009 "Organization of education based on distance learning technology. General provisions" (Order of the Ministry of Education and Science of the Republic of Kazakhstan from June 04, 2009 № 266.

3. Terms and definitions

In the current standard terms and definitions are used in accordance with the laws of the Republic of Kazakhstan "On Education", "On technical regulation", SCES of RK 5.04.019-2011, SCES of RK 5.04.033-2011, SCES of RK 5.04.034.- 2011.

In addition to them in the current standards the following definitions are established:

3.1 *Accreditation of educational organization:* The accrediting body's recognition procedure of compliance of educational services to the established accreditation standards in order to provide objective information about their quality.

3.2 *Audit:* Systematic independent documented process for obtaining audit certificate (checking) and objective assessment in order to establish the degree of compliance with agreed criteria.

3.3 *Institutional accreditation:* Accreditation of the organization of technical and vocational education in general.

3.4 *Innovative education:* Unification of science, education and manufacture for the purpose of the training experts with the skills of scientific search and commercialization of research results.

3.5 *Information Resources:* Set of library fund, electronic educational materials and other available training and methodological support.

3.6 *Final state attestation:* Delivery of state examinations and defense of thesis (project).

3.7 *Final control:* Assessment of the students' knowledge during the interim attestation (examination session).

3.8 *Education Quality:* Compliance of knowledge level of graduates and students to the requirements of SCES and the additional requirements established by higher education institution.

3.9 *Educational Marketing Services:* Type of the HEI directed on the research of satisfaction needs and consumer demands, qualified to orient the production of educational services for expert training, which is in demand in market.

3.10 *Educational Monitoring Services:* Collection and analysis of data on the processes and procedures of the educational activity.

3.11 *Production activity:* Performance of scientific works according to the orders of production enterprises, organizations and companies, in the framework of economic agreements.

3.12 *Educational program:* Professional educational program of higher education aimed at training specialists with qualification and (or) the academic degree "Bachelor".

3.13 *Assessment rating:* Indicator of student's current progress, which is determined twice per semester during a landmark control.

3.14 *Assessment of admission rating:* Assessment of the student's ongoing work during the academic period, which is included to the final grade for the discipline.

3.15 *Customer:* A person or organization that receives a product or service (stu-

dents, their parents, employers, government).

3.16 *Interim attestation of students:* Procedure of carrying out the assessment of the level of mastering the discipline after the study in accordance with the curriculum.

3.17 *Procedure:* An established way of carrying out a process or activity.

3.18 *Process:* The set of interrelated or interacting activities that transform "inputs" to "outputs".

3.19 *Productivity:* The implementation degree of planned activities and achieve planned results.

3.20 *Landmark control:* Attestation of students during the semester with setting assessment rating (held twice a semester).

3.21 *Quality System:* The set of departments and officials in the organization that perform certain functions of quality management in accordance with established rules and accepted methods.

3.22 *Ongoing monitoring of students' progress:* Systematic review of students' knowledge, carried out in current classrooms according to the session schedule in accordance with the professional training program.

3.23 *Customer satisfaction:* Consumers' perception of the implementation extent of their requirements.

3.24 *Administrative documentation:* Documentation for planning, process management, application of different procedures, the provisions of subdivisions, job descriptions.

3.25 *Examination session:* The period of interim attestation of students in the HEI.

3.26 *Efficiency:* The ratio between the results achieved and the resources used.

4. Notations and abbreviations

In the current standard abbreviations are used in accordance with the laws of the Republic of Kazakhstan "On Education", "On technical regulation", SCES of RK 5.04.019-2011, SCES of RK 5.04.033-2011, SCES of RK 5.04.034.- 2011.

In the current standards the following notations and abbreviations are used:

HEI – higher education institution;

SCES – state compulsory education standard;

IAAR – Independent Agency for Accreditation and Rating;

RW – research work;

SRW – student's research work;

RPA – research and production activities;

TS – teaching staff;

QMS – quality management system;

TSS – teaching and support staff.

5. Procedure for carrying out the institutional accreditation. General provisions

5.1 The educational organization submits for institutional accreditation with a copy of state license and license supplements that ensure right of conduct of educational activity and a brief description of the university's activity.

5.2 The IAAR and the HEI make a decision on the beginning of procedure of institutional accreditation. Conclusion of agreement between the Agency and the educational organization about conduct of institutional accreditation and the granting of candidacy status for accreditation.

5.3 Management of the educational organization and the IAAR organize training of internal experts of the educational organization at the special seminars on theory, method and technology of institutional accreditation in order to clarify the criteria and procedures of institutional accreditation.

5.4 The educational organization carries out a self-evaluation according to the IAAR requirements and submits a self-evaluation report (in Kazakh, Russian and English languages) to the IAAR in the electronic version and 7 copies in paper form for each language.

5.5 Director of the IAAR forms an expert commission to carry out an audit of the educational organization. The expert commission consists of 7 (8) experts, comprising the representatives of the Kazakh academic community, employers, the representatives of students and an international expert.

5.6 Based on the self-evaluation report of educational organization the IAAR develops recommendations on necessity to re-elaborate the self-evaluation materials, or decides to carry out the external peer review, or due to noncompliance with criteria the IAAR reports about the failure to receive accreditation and takes decision on termination of the contract.

5.7 In case the decision on continuation of accrediting procedure is taken, the chair of the IAAR and the expert commission makes an agreement with the educational organization on the dates of conducting the institutional accreditation and the commission's work plan.

5.8 An on-site visit of the commission takes not less than 2-4 days. At the end of the visit the external expert commission prepares a detailed report on assessment of the educational organization, which serves as the basis for the decision on the specialized accreditation of the HEI by the Accreditation Council.

5.9 In case of positive decision the IAAR sends a certificate on institutional accreditation signed by the Director of the IAAR to the educational institution with an indication of validity period. Further, the decision on the accreditation of the HEI goes to the Ministry of Education and Science of the Republic of Kazakhstan for inclusion to the National Register 2 and takes place on the website of the IAAR.

5.10 In case of presence of some shortcomings accreditation is valid for one year. On expiry of the accreditation validity period the IAAR expert commission inspects the elimination of separate shortcomings with the on-site visit to the educational organiza-

tion. In case of positive decision the accreditation is extended to 5 years. If separate shortcomings weren't eliminated within the prescribed period, accreditation activity shall be suspended and the applicant organization is not entitled to apply for accreditation in the IAAR within one year from the moment of making decision on a recall of the HEI's accreditation.

5.11 Accreditation terms:

1 year – in case of compliance with criteria in general, but with having some gaps and opportunities for improvement;

5 years – in case of positive results, in case of extension of one-year accreditation or at full compliance with criteria.

5.12 In case of a negative decision, the educational organization has a right to appeal against the Accreditation Council's decision in accordance with the Guidelines for self-evaluation of the HEI, as well as with legislation of the Republic of Kazakhstan

6. Following procedures. General provisions

6.1 In case of failure to meet the requirements of the IAAR to the educational organization, the Accreditation Council may adopt the following resolutions:

- to temporarily suspend the accreditation of the HEI,

- to revoke the accreditation of the educational organization by exception from the list of National Register 2, which may result in revocation of all previously achieved results of accreditation and obligation to pass all phases of re-accreditation in case of applicant's expressed intention to be accredited again.

6.2 Post-accreditation monitoring of the educational organization's activities is carried out as follows:

	1 year	5 years
Provide an interim report	**Once a year**	**Biennial**

7. Standard «Vision, Mission and Strategy». Requirements

7. 1 General rules

7.1.1 Activity of higher education institution is defined by its mission displaying a place in the united educational space of Kazakhstan.

7.1.2. Activity of higher education institution must fully comply with the legislation of the Republic of Kazakhstan in the field of education.

7.1.3 Assessment of this standard is carried out on the basis of:

7.1.3.1 the analysis of operating missions and strategy, plans and monitoring system of their implementation;

7.1.3.2 the analysis of the formation mechanism and revision of the mission and strategy;

7.1.3.3 the analysis of information resources and processes of information dissemi-

nation about the mission and strategy;

7.1.3.4 the analysis of the resource provision mechanism and organizational structure designed to implement the mission and strategy;

7.1.3.5 the analysis of internal and external environment and the market analysis for determination of initial parameters of the mission and strategy;

7.1.3.6 the survey of information resources, the material and technical base of higher education institution;

7.1.3.7 interviews, questionnaires of teaching staff, staff and students of higher education institution, employers and other stakeholders.

7.2 Evaluation Criteria

7.2.1 The HEI demonstrates development of the mission, vision and strategy based on an analysis of the real positioning of the university and its focus on satisfaction of the needs of government, stakeholders and students.

7.2.2 The HEI should demonstrate the individuality and uniqueness of the mission and strategy, their consistency with national development priorities.

7.2.3 The HEI should ensure adequacy of mission, vision, strategy in relation to available resources (including financial, information, personnel structure, the material and technical base), to the market needs and educational policy of the Republic of Kazakhstan.

7.2.4 The HEI should attract the representatives of stakeholder groups, including students, academics and employers to the formation of the mission, vision, strategy.

7.2.5 The HEI demonstrates the transparency of the processes of formation of the mission, vision, strategy. The HEI provides the awareness of stakeholders on the content of the mission and strategy and processes of their formation.

7.2.6 The HEI should determine mechanisms of formation and regular review of the mission, vision, strategy, and monitoring of their implementation.

7.2.7 Vision, mission and strategy must be consistent with each other.

7.2.8 The HEI carries out processes of strategic, tactical and operational planning and resource allocation in line with the vision and mission.

7.2.9 The HEI should regularly collect, store and analyze information about their activities and conduct self-evaluation in all directions, based on the elaboration and implementation the processes of measurement and the analysis for assessing the success of realization of HEI's strategy through such indicators as "productivity" and "efficiency", develop and reconsider the vision, mission and strategy.

7.2.10 On the basis of strategy the HEI elaborates specifying documents on separate spheres of activity and processes (including: politicians, codes, realization plans, plans on activities, provisions, procedures, etc.).

7.2.11 The vision, mission and strategy undergo public discussion with representatives of all interested parties, on the basis of proposals and amendments to the project made by the Academic Council of the HEI or other authorized collegial body of the HEI.

7.2.12 An important factor is to ensure the representativeness of stakeholder group

delegates.

7.2.13 HEI's strategy consists of:

7.2.13.1 the evaluation of HEI's uniqueness in meeting the needs of stakeholders and market niches;

7.2.13.2 the perspective analysis of the market development of educational services;

7.2.13.3 the priorities of the HEI;

7.2.13.4 the analysis of a condition of HEI and success in implementing the strategy;

7.2.13.5 the risk analysis and mechanisms of their prevention;

7.2.13.6 the analysis of available resources and their sufficiency for realization of goals set.

8. Standard «Leadership and Management». Requirements

8.1 General rules

8.1.1 The HEI management system is aimed at realization of the vision, mission and strategy.

8.1.2 The quality assessment of the Leadership and Management is based on:

8.1.2.1 the analysis of protocols of collegial governing bodies, the orders of the rector, management reporting;

8.1.2.2 interviews and questionnaires of the staff and students of higher education institution, as well as stakeholders;

8.1.2.3 the analysis of compliance with professional qualification of senior management of the HEI and the distribution of duties.

8.2 Evaluation Criteria

8.2.1 HEI Management is expected to include:

8.2.1.1 the activity management through processes;

8.2.1.2. the mechanisms of planning, development and continuous improvement;

8.2.1.3. the risk assessment and identification the ways to reduce these risks;

8.2.1.4. monitoring, including creation of reporting processes, which allows to determine the dynamics in the activities and the implementation of plans;

8.2.1.5. the analysis of the revealed discrepancies, the implementation of the corrective and preventive actions;

8.2.1.6. the analysis of the effectiveness of change;

8.2.1.7. the assessment of productivity and efficiency of activity of divisions and their interaction.

8.2.2 The HEI should ensure that the organizational, functional and staff structure of the HEI are in compliance with the HEI's development strategy.

8.2.3 The HEI should demonstrate the existence of the principles of formation of organizational and functional structure.

8.2.4 The HEI should ensure the existence of documents on organizational structure and HEI management.

8.2.5 In HEI all major business processes should be documented.

8.2.6 The HEI should demonstrate an accurate designation of those responsible for business processes, a clear allocation of staff duties, and delimitation of responsibilities of collegial bodies.

8.2.7 The HEI should ensure the existence and effective operation of the system of informing and feedback focused on students, employees and stakeholders.

8.2.8 The HEI should demonstrate the existence of mechanism of communication with students, staff and other stakeholders, including the presence of deadlines for processing complaints, appeals and inquiries.

8.2.9 The HEI should establish the frequency, forms and methods of evaluation of the activities of the collegial bodies and structural units, and top management.

8.2.10 An important factor is the cooperation with other HEIs and an exchange of experience.

8.2.11 The HEI must make decisions that are justified and based on the facts.

8.2.12 The HEI should provide the management of the educational process through the governance of separate educational programs, including an assessment of their effectiveness, not just subdivisions.

8.2.13 The HEI should demonstrate the successful operation of internal quality assurance system within HEI, which includes designing, management and monitoring of business processes, their improvement, making decisions based on facts.

8.2.14 An important factor is the presence of a certified quality management system and its continuous improvement.

8.2.15 An important factor is the existence of information systems and databases, using the Internet for informing, the presence of portal and/or Internet site containing information reflecting the planning processes and the evaluation results of its effectiveness for students, staff and the public.

8.2.16 The HEI should provide evidence of transparency in HEI management system.

8.2.17 An important factor is the participation of representatives of interested parties (employers, faculty, and students) in the collective management bodies.

8.2.18 The HEI should demonstrate the presence and evidence of an intensive use in the processes of management the system for collection and analysis of statistics of HEI on the contingent of students and alumni, on resources, personnel, research and international activities and other areas.

8.2.19 An important factor is the HEI management based on research results of changes in internal and external environment.

8.2.20 The HEI should demonstrate mechanisms for resolving conflicts of interest and relationships, by means of the information availability on compliance/violations and the presence of a feedback system, consideration in the management, efficient operation of the disciplinary bodies and the motivational system.

8.2.21 The HEI should provide a measurement of the degree of satisfaction with the

needs of faculty, staff and students and to demonstrate evidence of removing short-comings found in the measurement process.

8.2.22 The HEI should demonstrate an evidence of openness and accessibility of management and administration for students, teaching staff, parents (blogs on the website of the educational organization, the official reception hours on personal matters, e-mail communications, etc.).

8.2.23 The HEI should demonstrate the existence of communication channel by which any interested person can give innovative proposals on the improvement of the HEI's activity to the university management and the governing bodies. The institution should demonstrate examples of the analysis of these proposals and the implementation of such proposals in the life of the HEI.

9. Standard «EDUCATIONAL PROGRAMS». Requirements

9.1 General rules

9.1.1 Implementation of an educational program is directed on the formation of professional competence of future experts, corresponding to the qualification framework of education levels and satisfaction of the market needs.

9.1.2 The HEI should define its own requirements for the various forms (full-time, evening, correspondence), levels (BA – MA – PhD) and technology (including remote).

9.1.3 Educational programs provide possibility for the construction of individual learning paths, taking into account the personal needs and abilities of students.

9.1.4 Quality assessment of educational programs is based on:

9.1.4.1 the analysis of curriculum, catalog of elective courses, working, teaching schedules, individual plans of programs for students, the internal normative documents regulating the implementation of educational programs;

9.1.4.2 the analysis of teaching methodology and the organization of independent student work;

9.1.4.3 interviews and questionnaires of the students, teaching staff and stakeholders;

9.1.4.4 the results of observation over carrying out lectures and seminars in higher education institution;

9.1.4.5 the analysis of methodology and results of observations over the conducting of assessment of students' knowledge.

9.2 Evaluation Criteria

9.2.1 The HEI should provide evidence of the participation of teaching staff and employers in the development and management of academic educational programs, ensuring their quality.

9.2.2 The HEI should determine the content, scope, logic of constructing individual educational trajectory of students, the influence of disciplines and professional prac-

tices on formation of professional competence of graduates.

9.2.3 The HEI should demonstrate a continuity of content of educational programs at different levels (bachelor's, master's, doctorate degrees, additional education), including the logic of academic interdependence of disciplines, sequence and continuity.

9.2.4 The HEI should demonstrate the influence of discipline on the formation of students' professional competence, skills and knowledge blocks designated in teaching and methodical complexes of disciplines, a clear definition of the logical sequence of discipline courses and reflection in the work study program of basic requirements for learning outcomes.

9.2.5 The HEI should demonstrate the logic and reasons for drafting of curriculum and teaching programs, in particular the reasons for including a particular discipline to the curriculum list, the reasons for assigning the status of post-or prerequisite, matching the names and content of the courses to the topical areas of study of science/society and etc.

9.2.6 The HEI should ensure that the content of academic disciplines is congruent with study level (bachelor's, master's, doctorate degrees) and offered learning outcomes.

9.2.7 The list and content of disciplines should be available for students. Disciplines should contain the most relevant results of research and other information of the teaching field. Disciplines should comprehensively cover all the issues, problems existing on the agenda of teaching field.

9.2.8 An important factor is a harmonization of content of educational programs with educational programs of the leading foreign and Kazakh HEIs.

9.2.9 In structure of the educational program should be envisaged different activities, the content of which should contribute to the development of students' professional competences taking into account their personal features.

9.2.10 The HEI must provide equal opportunities for students, regardless of the language of instruction on the formation of an individual educational program aimed at developing professional competence.

9.2.11 An important factor is updateability of educational programs, taking into account the interests of employers during the elaboration of educational programs designed to develop professional skills.

9.2.12 The HEI must provide an annual revision of the content of curriculum and teaching programs, taking into account changes of the market, the wishes of students and teachers and with the involvement in decision-making representatives of employers, students, teachers and stakeholders.

9.2.13 Teaching equipment and software used to master educational programs should be similarly used in the relevant sectors and meet the requirements of operational safety.

9.2.14 The HEI should demonstrate the effectiveness of regular analysis of sufficiency and modernity of the resources of available educational programs - classrooms, laboratories, computer hardware and software, financial resources, access to international databases of scientific research results, the system of professional practice and

employment, textbooks and materials, etc.

9.2.15 In order to implement educational programs the HEI should attract practitioners and identify the proportion of disciplines read by them.

9.2.16 The HEI should show the logic of their involvement in the carrying out courses.

9.2.17 The HEI must provide an objective assessment of knowledge and degree of development of students' professional competence, transparency and adequacy of tools and evaluation mechanisms.

9.2.18 The HEI must provide a mechanism for internal quality assessment and expertise of educational programs, as well as feedback for their improvement.

9.2.19 The HEI should provide accessibility to the maximum possible number of students a structured, organized information on the disciplines read – presentation materials, lecture notes, mandatory and additional literature, practical assignments, etc.

9.2.20 During implementation of the educational program monitoring of a student's independent work should be carried out and mechanisms of an adequate assessment of its results are created.

9.2.21 An important factor is the implementation and effectiveness of active learning and innovative teaching methods

9.2.22 An important factor is to have the possibility for continuing education in postgraduate and additional educational programs.

9.2.23 An important factor is the existence of joint educational programs with foreign HEIs and attracting Kazakh scientific research organizations to educational process.

9.2.24 An important factor is the mobility of students and faculty members (the ability to study within a certain time in other domestic and foreign HEIs, academic exchanges of teaching staff) and existence of a mechanism for the recognition of the results of academic mobility of students.

9.2.25 The HEI should ensure the existence and effective operation of the mechanism of objective, accurate and comprehensive assessment of the knowledge, skills and qualities acquired by students in the process of studying the course, as well as collective mechanism of the appeal and professional assessment appeal.

9.2.26 The HEI should ensure the existence and effective functioning of the individual support system and consulting of students on the educational process.

10. Standard «FACULTY AND TEACHING EFFICIENCY». Requirements

10.1 General rules

10.1.1 Personnel policy of formation and development of faculty:

10.1.1.1 defines the responsibility, duties and qualification requirements;

10.1.1.2 contains activities aimed at developing and raising of qualifications of faculty, administrative personnel and staff of the HEI;

10.1.1.3 considers possible risks;

10.1.1.4 regulates the organizational and functional structure of personnel management and its development, including the system of recruitment;

10.1.1.5 ensures that the qualification of faculty are in compliance with requirements of educational programs;

10.1.1.6 provides functioning of mechanisms of employees' motivation, adaptations of new employees, certifications and applications of disciplinary actions in relation to employees, procedures for dismissal of employees;

10.1.1.7 contains the principles of ethical behavior of staff.

10.1.2. Assessment of compliance to criteria of this standard is carried out on the basis of:

10.1.2.1. the analysis of documents that define the duties, rights, responsibilities, professional development and training, the system of motivation, adaptation, dismissal and other personnel matters;

10.1.2.2. interviews of faculty, staff and leadership;

10.1.2.3. the data on ethical behavior, corporate culture in higher educational institution.

10.2. Evaluation Criteria

10.2.1 The HEI should provide academic staff's compliance with the qualification requirements, the level and specificity of the educational program.

10.2.2 The HEI should demonstrate compliance of human resource capacity of faculty to strategy and specificity of educational programs.

10.2.3 The HEI should demonstrate a personnel selection based on the analysis of the needs of educational programs, the existence of recruitment system.

10.2.4 The HEI should demonstrate availability of information to the public on teaching staff, including faculty's directories, placing profiles on the HEI's web-site.

10.2.5 The HEI should demonstrate compliance with the principle of leadership accessibility and transparency of all personnel procedures.

10.2.6 The HEI should provide monitoring of faculty's activity, a systematic assessment of the professor's competence, a complex assessment of the quality of teaching.

10.2.7 The workload of teachers should include educational, methodical, scientific work (including the preparation of projects and applications), the organizational and

methodological (including the participation and organization of various events), improvement of a professional competence (qualification enhancing, including personal development and study of literature on the specialty), the activities in a professional environment (for example, participation in professional associations and consulting).

10.2.8 The HEI should demonstrate evidence of performance of all types of planned assignment by the teachers.

10.2.9 The HEI should provide the entirety and adequacy of the academic staff's individual work planning for all kinds of activity, monitoring of productivity and efficiency of individual plans.

10.2.10 The HEI should demonstrate the existence of system of qualification enhancing, professional and personal development of teaching and administrative staff.

10.2.11 The HEI should provide purposeful actions on the development of young teachers.

10.2.12 The HEI should provide top management training (rector, counselors, vice-rectors, deans, heads of structural units) according to the program of educational management.

10.2.13 The HEI should provide a system of incentives for professional and personal development of faculty and staff.

10.2.14 The HEI must ensure monitoring of faculty's satisfaction.

10.2.15 The HEI must demonstrate the involvement of faculty into practical activities in the field of specialization on permanent basis.

10.2.16 The HEI must demonstrate IT competency of faculty members, application of innovative methods and forms of education.

10.2.17 An important factor is involvement of experienced experts for teaching at the HEI in the relevant branch.

10.2.18 An important factor is the development of academic mobility, attracting the best foreign and domestic teachers, conducting joint research.

10.2.19 An important factor is the existence of double diploma programs, active application of information and communication technologies in educational process (on-line, e-portfolio, etc.).

10.2.20 An important factor is the attraction of the well-known scientists, public and political figures, and honored workers to the education process.

10.2.21 An important factor is the participation of teaching staff in the life of society (the role of faculty in the education system, in development of science, region, creating the cultural environment, participation in exhibitions, art competitions, charity programs, etc.).

11. Standard «STUDENTS». Requirements

11.1 General rules

11.1.1 The HEI should demonstrate a policy of forming of students' contingent. The HEI determines the order of students' contingent forming on the basis of:
- minimum requirements for entrants,
- maximum size of the group,
- forecasting the number of state grants,
- analysis of available material, technical, information resources, human resource capacity,
- analysis of social conditions for students, including the provision of hostel places.

11.1.2 The HEI creates a learning environment that contributes to the formation of professional competence and takes into account individual needs and abilities of students.

11.1.3 The HEI creates conditions for the effective promotion of student on individual learning path, including consulting advisors.

11.1.4 Assessment of this standard is based on:

11.1.4.1 the analysis of internal normative documents regulating the educational process;

11.1.4.2 the analysis of individual student plans, personal files, decrees;

11.1.4.3 the survey of study field, including information support of the education process;

11.1.4.4 questionnaires and interviews with students.

11.2 Evaluation Criteria

11.2.1 The HEI should demonstrate a policy of forming of students' contingent and the transparency of its procedures.

11.2.2 The HEI should ensure the representation of students in collegial governing body of the HEI.

11.2.3 The HEI should provide students with the possibility of performing practical training on a specialty and to monitor the satisfaction of students, enterprise managers – practice places and employers.

11.2.4 An important factor is to have the possibility of professional certification of students in the learning process.

11.2.5 An important factor is to attract students to scientific research.

11.2.6 An important factor is the possibility of external and internal mobility for students.

11.2.7 An important factor is existence of support programs for gifted students.

11.2.8 The HEI should make maximum efforts to ensure employment for graduates and maintain communication with alumni and create an alumni community.

11.2.9 An important factor is to monitor the employment and professional activities of graduates.

11.2.10 The HEI should provide an opportunity for students to have extracurricular pastime.

11.2.11 The HEI should provide an opportunity for students to communicate with each other – for example, via the Internet forum.

11.2.12 The HEI should establish a mechanism for monitoring of students' satisfaction with their HEI activity in general and the individual services in particular.

11.2.13 The HEI should demonstrate the functioning of the feedback system, including operative reporting of assessment results of students' knowledge.

12. Standard «RESEARCH ACTIVITIES». Requirements

12.1 General rules

12.1.1 The HEI is consistently engaged in the integration of science and education.

12.1.2 The HEI demonstrates sharing the results of research work of faculty members and students with the general public, including international, as well as their application in the framework of learning process.

12.1.3 Assessment of research work carried out on the basis of:

12.1.3.1 the analysis of HEI's plans of research work, individual plans of faculty members, planning of projects and programs;

12.1.3.2 the analysis of faculty and student publications;

12.1.3.3 the analysis of reliable facts, recognition of the results of research work of faculty and students;

12.1.3.4 the analysis of financial resources for implementation of research work;

12.1.3.5 the study of scientific infrastructure;

12.1.3.6 the survey access opportunities to information resources, including a database of scientific publications;

12.1.3.7 interviews, questionnaires of teaching staff and students and as well as interested parties.

12.2 Evaluation Criteria

12.2.1 The HEI should demonstrate compliance of the priorities of the research work to national policies in the sphere of education, science and innovation development.

12.2.2 The HEI should create conditions for the development of research teams, research laboratories, academic schools and workshops, involving students in research activities; ensuring the participation of teaching staff and students in academic conferences and competitions, employing leading scholars and practitioners.

12.2.3 The HEI should create conditions for the development of scientific potential of young scientists and students.

12.2.4 An important factor is the use of various forms of financing research activities – assets of various research funds, assets of the founders, assets of economic entities, assets of local budgets, assets of economic agreements, and international research grants.

12.2.5 The HEI should encourage scientific research activities, using various forms of motivation.

12.2.6 An important factor is to conduct joint research programs with foreign HEIs.

12.2.7 The HEI should ensure the implementation of research findings in the educational process.

12.2.8 An important factor is the participation of HEI in international, national and regional professional alliances, associations, etc., as well as in their activities.

12.2.9 The HEI should make available the results of research work, as well as collection, analysis and application of data about performed and ongoing research activities in the process of improvement of research activities.

12.2.10 An important factor is the implementation of innovative activities of educational organization and its monitoring.

12.2.11 The HEI should demonstrate the development and implementation of innovative proposals and the results of scientific research.

12.2.12 The HEI should provide mechanisms for the evaluation of research.

12.2.13 The HEI should provide the research process with all necessary resources, in the first place, with literature and information required for the development of research methodology tools.

12.2.14 The HEI should provide compliance of research activity to mission and strategy of the HEI.

12.2.15 The HEI should ensure the actuality of research themes, and their compliance with the latest developments and important issues in the international market and the global community.

12.2.16 The HEI must provide the evidence of active support for the development and implementation of interdisciplinary research.

13. Standard «FINANCES». Requirements

13.1 General rules

13.1.1 The HEI demonstrates the implementation degree of the principles of sustainability, efficiency, productivity, priority, transparency, accountability, authority delegation, separation and independence of the HEI funding system.

13.1.2 Assessment of financial stability is based on the analysis of financial accountability (accounting balance-sheet, income and expenditure report), as well as interviews with employees of the accounting service and financial analysis, unit managers of the HEI and stakeholders.

13.2 Evaluation Criteria

13.2.1 The HEI should demonstrate coherence of the development strategy and management of financial flows at the HEI.

13.2.2 The HEI should demonstrate the planning of the HEI budget, the existence of short and medium term plans based on design approach.

13.2.3 The HEI should demonstrate existence of formalized policy of financial management: report on cash flow, report on changes in own capital.

13.2.4 The HEI should demonstrate existence of the system of internal audit and the results of conducting regular external, independent audit.

13.2.5 The HEI should bring the evidence on financial stability and viability of the HEI.

13.2.6 The HEI has to form alternative scenarios of development based on the annual risk assessment.

13.2.7 The HEI should have a mechanism for assessing the adequacy of financial support of various activities of the HEI, including development strategy of the HEI, the development of educational programs, research projects.

13.2.8 The HEI shall ensure the transparency of budget allocation and its effectiveness.

13.2.9 The HEI should have an effective mechanism for financial reporting.

13.2.10 An important factor is the existence of units and project teams of the HEI's own funds and rights to dispose of them.

14. Standard «Material-Technical and Information Resources». Requirements

14.1 General rules

14.1.1 Continuous improvement of material-technical and information resources is a factor of ensuring quality assurance and guarantee of stable development of the HEI.

14.1.2 The learning environment of students, including material-technical and information resources should comply with the stated mission, strategy and educational programs implemented by the HEI.

14.1.3 The HEI creates the conditions for scientific research, the integration of science in education process, publishing the results of research work of staff and students.

14.1.4 The HEI should provide the creation of favorable conditions for studying and working within the HEI. The appropriate infrastructure development should be based on the results of monitoring of the satisfaction of students, faculty, employees and other stakeholders with the infrastructure in order of priority specified in the strategy of the HEI.

14.1.5 The quality assessment of material-technical and information resources is based on:

14.1.5.1 the correspondence analysis of the adequacy of library resources (book fund), the existence of high-speed communications, unified automated information systems, the system of information and public relations, training and laboratory equipment, software;

14.1.5.2 the survey of the HEI's material-technical and information resources, interviews and questionnaires of teaching staff and students and as well as interested parties.

4.2 Evaluation Criteria

14.2.1 The HEI should demonstrate HEI's infrastructure compliance with the specifics of its activities, including educational programs, distance learning and research. Classrooms, offices, laboratories, communication and computer equipments and other facilities must meet high requirements.

14.2.2 The HEI should assess the development dynamics of material-technical resources and information support, efficiency of use of assessment results for adjustment in planning and budget allocation.

14.2.3 The HEI should ensure the existence of indicators of the goals and objectives, which allows assessing the prospects of implementation and use of information and communication technologies.

14.2.4 In the HEI should be established learning environment, which includes:

14.2.4.1 technological support for students and faculty in accordance with the programs (such as online learning, simulations in the classroom) and the intellectual demands (databases, data analysis programs);

14.2.4.2 academic accessibility – students have access to personalized interactive resources (also available outside the classroom), learning materials and assignments, and as well as the possibility of experimental self-evaluation of students' knowledge through remote access to the HEI portal (website) is provided;

14.2.4.3 academic advising – have personalized interactive resources to help students plan and implement academic programs;

14.2.4.4 professional orientation – students have access to personalized interactive resources that provide assistance in choosing and achieving career paths;

14.2.4.5 required number of classrooms equipped with modern technical means of teaching: educational and research laboratories, modern teaching and training grounds, parks equipped with modern facility that is in correspondence with the educational programs implemented, the sanitary and epidemiological norms and requirements;

14.2.4.6 required number of computer classes, reading rooms, multimedia, language and science classrooms, the number of seats in them;

14.2.4.7 book fund, including fund of educational, methodical and scientific literature on general education, basic and major disciplines in print and electronic form, periodicals in the context of learning language;

14.2.4.8 scientific databases, electronic journals and their availability;

14.2.4.9 availability of electronic versions of published journals;

14.2.4.10 examination of the research results, final papers, dissertations on plagiarism;

14.2.4.11 free access to educational Internet resources, the functioning of free Wi-Fi throughout the HEI.

14.2.5 The HEI should ensure the existence of academic support for students, including giving students the information, reference and teaching materials needed for the learning of educational programs (guide, academic calendar, manual and etc.).

14.2.6 Educational materials, software tools, educational literature and additional resources, and equipment should be available to all students.

14.2.7 An important factor is the support of the educational program with information and communication technologies.

14.2.8 The HEI should demonstrate existence of the laboratory development programs.

14.2.9 An important factor is the existence in the HEI of a unified automated information system and its effectiveness.

14.2.10 The HEI should determine the degree of implementation of information technology in the learning process, monitor the use and development of innovative technologies by teaching staff, including ICT-based.

14.2.11 The HEI should demonstrate the presence of a web resource that reflects the mission, goals and objectives of the HEI, the efficiency of its use for improvement of the educational organization's activity, which has the following characteristics:

14.2.11.1 the presence of personal pages of teaching staff on the portal of the HEI;

14.2.11.2 the presence of adequate and objective information about the teaching staff in the HEI's portal (website);

14.2.11.3 the transparency of information on administration of complaints, including the placement of virtual complaint book for consumers on the HEI's portal (website);

14.2.11.4 the allocation on the HEI's portal (website) complete objective information on the activities of the HEI;

14.2.11.5 the allocation on the HEI's portal (website) external publications (citations, references,) on the implementation of the mission, goals and objectives;

14.2.11.6 the use of information networks to inform the public and stakeholders.

14.2.12 An important factor is to comply with copyright when placing teaching and methodological support in the public domain;

14.2.13 Questions of the effectiveness and appropriateness of ICT use are considered at meetings of the Scientific Council of the HEI and other collegial bodies.

14.2.14 An important factor is the creation of conditions for the mastery and use of information and communication technologies by the staff, teaching staff and students in the education process and activities of the HEI.

15. Procedure for amendments to the accreditation standards

15.1 Changes and additions made to the current accreditation standard in order to further improve it.

15. 2 Amendments to the Standard are carried out by the IAAR.

15.3 In case of the initiation of changes and additions to existing standards by the education organizations and other stakeholders, proposals and comments are forwarded to the IAAR.

15.4 The IAAR carries out an expertise of the received proposals and comments on their validity and expediency in the prescribed manner.

15.5. Amendments to the existing accreditation standard after their approval are asserted by the Order of the Director of the IAAR in the new edition with changes or in a form of booklet-insert to the existing standard.

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