

Approved  
by the Order of  
the Ministry of Education and Science of  
the Russian Federation of  
November 9, 2016 N 1385

**LIST OF DOCUMENTS AND MATERIALS NECESSARY FOR CARRYING OUT EXTERNAL  
REVIEW WITH A SITE-VISIT (WITHOUT A SITE-VISIT) TO AN ORGANIZATION PROVIDING  
EDUCATIONAL ACTIVITIES, OR ITS BRAIN ON BASIC STUDY PROGRAMMS FOR  
BACHELOR'S, SPECIALIST'S AND MASTER'S LEVELS**

1. Basic study program of higher education (for Bachelor's, Specialist's and Master's programs) (hereafter - study program), including the general characteristics of study program, curriculum, training delivery times, the syllabuses of disciplines (modules), practical programs, assessment and teaching materials, as well as other components included in study program by decision of an organization providing educational activities.
  2. Training schedule.
  3. Timetable of intermediate and state final certification of students (if available)
  4. Individual education plans for students (if available).
  5. Documents containing information on the individual recording of students' learning outcomes of study program provided by local regulatory acts of an organization providing educational activities.
  6. Documents and materials on outcomes of students' scientific research (patents, certificates, articles in the scientific journals, exhibitions diplomas, participation in competitions) (if available).
  7. Students' reporting on practices, assessment materials and certification results on practices (if available).
  8. Final qualifying theses (if available).
  9. Minutes of meetings of the state examination committee (if available).
  10. Scientific advisers' responses on final qualifying works devoted to students' activities during the preparation for a final qualifying work (if available).
  11. Reviews on final qualifying works for Specialist's and Master's programs (if available).
  12. Documents provided for by a local regulatory act of the organization providing educational activities, establishing the procedure and form for conducting final certification for study programs that do not have state accreditation (if available).
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13. Agreements on organization and holding of practices concluded between an organization providing educational activities and organizations engaged in activities in the field corresponding to study program (if available).

14. Agreements on study programs delivered by means of joint mode (if available).

15. Staffing table (staff <1>), copies of labor contracts (service contracts) with teachers, work record books, documents on education and (or) qualification <2>

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<1> In the organizations providing educational activities, implementing study programs containing information constituting a state secret, and administered by the Federal Security Service of the Russian Federation, the Federal Protection Service of the Russian Federation, and the Ministry of Defense of the Russian Federation.

<2> For foreign educational organizations providing educational activities outside the territory of the Russian Federation, - subject to availability

16. Individual work plans of scientific and pedagogical staff.

17. Documents confirming the presence (or right to use) in the organization delivering educational activities of an electronic library system (electronic library) and electronic information and educational environment meeting the requirements of federal state educational standards of higher education (hereinafter - FSES).

18. Documents confirming the presence of material and technical base meeting the FSES requirements and providing training of all types for disciplinary and interdisciplinary training, practical and research work of students provided for by the curriculum in the organization carrying out educational activities.

19. Agreements on the establishment of laboratories carrying out scientific (research) and (or) scientific and technical activities in an educational organization delivering study programs of higher education, scientific organizations and other organizations engaged in scientific (research) activities (if available).

20. Agreements on the creation of departments carrying out educational activities by organizations delivering study programs of higher education in scientific organizations and other organizations engaged in scientific (research) activities, (if available).

21. Agreements on the creation of departments and other structural units providing practical students' training on the basis of other organizations carrying out activities in the field corresponding study program by an educational institution of higher education (if available).

22. Documents confirming the implementation of study programs requiring a special procedure for the implementation of FSES with the use of information constituting a state secret (if available).

23. Documents confirming public accreditation of the organization carrying out educational

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activities in Russian, foreign and international organizations and the professional and public accreditation of study programs implemented by an organization carrying out educational activities (if available).

24. Results of an independent assessment of students' training quality (if available).

25. Local regulations on the main issues of the organization and implementation of educational activities, including those that regulate:

the procedure for the development and approval of study programs;

the procedure for organizing mastering of elective disciplines (if available);

the organization of educational activities on study programs with a combination of various forms of training, using the joint mode of their implementation, with accelerated learning;

the procedure for monitoring of current learning achievements;

the procedure for conducting of intermediate students' certification;

storage of information of students' learning outcomes on study programs as well as students' encouraging on paper and (or) electronic media in the archives;

the procedure of assessing students' learning outcomes, courses, disciplines (modules), practice, additional study programs in other organizations delivering educational activities by the organization providing educational activities;

the implementation of study programs containing information constituting a state secret (if available);

the peculiarities of state exam and protection of final qualification work using e-learning, distance learning technologies;

the procedure for accelerated learning according to the individual plan of a student having a secondary vocational or higher education, and (or) studying according to study program of secondary vocational education or according to the study program of higher education, and (or) having the abilities and (or) the level of development allowing to master the program in a shorter time compared to the period of obtaining higher education on study program established by the organization carrying out educational activities in accordance with the Federal State Educational Standard;

organization of practice;

establishing the minimum amount of students' contact work with a teacher, as well as the maximum amount of lecture and seminar types of classes when organizing the educational process according on study program;

the procedure and conditions for enrolling externs in an organization carrying out educational activities (including the procedure for establishing the dates for which externs are enrolled, and the terms for passing the intermediate and (or) state final certification);

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the use of e-learning, distance learning technologies in implementation of study programs, including the implementation of study programs using exclusively e-learning, distance learning technologies;

the order and scope of physical education training (physical training) for Bachelor's and (or) Specialist's programs for mixed attendance and part-time forms of education, when implementing study program using exclusively e-learning and distance learning technologies, as well as mastering study program for students with disabilities and special health needs;

the procedure and form for conducting final certification for study programs that do not have state accreditation.

26. Executive directive:

on persons' admission for training on study program in the organization providing educational activities,

on training according to an individual curriculum, including accelerated learning, within study program mastered by students (if available);

on the transfer of students to receive education in another specialty or field of study, in another form of training (if available);

on enrollment as an externe in an organization carrying out educational activities for taking intermediate and state final certification on a state-accredited study program for persons mastering the corresponding study program in the form of self-education (if FSES is allowed to receive education on the appropriate study program in the form of self-education), and also for persons have studied on the corresponding study program without state accreditation (if available);

on sending students to practice (if available);

on students' admission to the state final certification (if available);

on the composition of state examination committee (if available);

on approval of topics for students' final qualification works and the appointment of heads for final qualification works (if available);

on the expulsion of students on study program from an organization providing educational activities.

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