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by the Order of the Ministry of Education
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Procedure
for the work of the experts and/or representatives of the expert
organizations included in the expert panel carrying out the
accreditation external review

(Registered in the Ministry of Justice of Russia on 07.12.2016 No. 44606)

1. This procedure shall establish the rules of work of experts and (or) representatives of expert organizations, included in the expert panels carrying out the accreditation external review of educational activities in the basic study programs (except for study programs of preschool education), as well as professional study programs that contain information constituting state secret, including professional study programs in information security, carried out in educational organizations, organizations engaged in training, their branches, as well as individual entrepreneurs, except for individual entrepreneurs directly engaged in educational activities (hereinafter - the organization). It is based on the principles of objectivity and responsibility of experts and (or) representatives of expert organizations for the quality of its conduct.

2. Involvement of experts and (or) representatives of expert organizations to carry out an accreditation external review of educational activities in the basic study programs implemented in the organization shall be done on the basis of an executive order of the Federal Service for Supervision in Education and Science or the executive authority of the Russian Federation constituent entities exercising the powers transferred by the Russian Federation in the sphere of education (hereinafter - the accreditation body), on carrying out an accreditation external review and a civil law contract concluded with them

The executive order of the accreditation body shall determine the composition of experts and/or representatives of expert organizations (hereinafter - expert panel, members of expert panel).

3. The accreditation external review shall be carried out with the expert panel's visit to the organization, or without the site visit in cases specified in

paragraphs 34 and 35 of the Regulations on state accreditation of educational activities, approved by the Government of the Russian Federation of November 18, 2013 N 1039 (hereinafter - Regulations).

4. When carrying out an external review of study programs of higher education implemented by educational standards independently approved by organizations specified in Part 10 of Article 11 of the Federal Law of December 29, 2012 N 273-FL "On Education in the Russian Federation" (hereinafter - the Federal Law), the external review of the content of students' training shall not be conducted.

5. The accreditation external review with a site visit shall be conducted by the expert panel at the address specified in the supplement (s) to the license for educational activities.

5.1. When conducting the external review with the expert panel's site visit, the accreditation body shall provide the expert panel with the copies of documents and materials received from the organization specified in subparagraphs "d" - "h" of paragraph 8 and subparagraphs "b" and "c" of paragraph 9 of the Regulations (during the external review of study programs implemented by private educational organizations with religious organizations as their founders of which are, including theological educational organizations).

When carrying out the external review, the expert panel shall also use:

documents and materials published by the organization or its branch on the official website on the information and telecommunication network "Internet" (hereinafter - the official website, the Internet) (if any);

documents and materials received from the organization on the expert panel's request in accordance with the list established by the Ministry of Education and Science of the Russian Federation on paper and (or) in electronic form.

5.2 The expert panel shall use workplaces provided by the organization with access to the Internet, they shall be separate isolated room(s) ensuring the safety of documents, equipped with necessary furniture and other organizational and technical aids necessary for work, including means of communication, personal computers with access to electronic legal reference systems.

5.3. When conducting the external review of study programs implemented exclusively with the use of e-learning, distance learning technologies, the expert panel shall be provided with access to the electronic information and educational environment to analyze the students' achievements and determine the opportunities for the students to master the study programs in full, regardless of their location.

5.4. In case of the external review of the study programs implemented using a network form:

a) in the case the study programmes of an educational organization with which an agreement on the network form of study programmes implementation has been concluded, are state-accredited, the accreditation body shall take into account the results of the previous state accreditation, and the external review is conducted for the study programmes implemented by the organization carrying out educational activities independently;

b) in the case the study programmes of an educational organization with which an agreement on the network form of study programmes implementation has been concluded, are not state-accredited, the accreditation body takes into account the students' results obtained during the mastering of study programmes in the organization, participating in the implementation of study programmes in a network form.

6. The accreditation external review without the site visit to the organization shall be conducted at the accreditation body location.

6.1. In case the accreditation external review is carried out without the site visit, the expert panel shall use the conditions necessary for the work provided by the accreditation body (separate isolated room ensuring the safety of documents, equipped with necessary furniture, personal computers with access to electronic reference legal systems, access to the Internet and other organizational and technical aids necessary for work, including means of communication).

6.2 In case of the external review without site visit, the accreditation body shall provide the expert panel with the documents and materials received from the organization in electronic form upon the accreditation body's request in accordance with the list approved by the Ministry of Education and Science of the Russian Federation, and specified in subparagraphs "d" - "h" of paragraph 8 and subparagraphs "b" and "c" of paragraph 9 of the Regulations (when conducting the state accreditation of educational activities in study programs implemented by private educational organizations with religious organizations as founders, including theological educational organizations) and in subparagraphs "a"-“j” of Paragraph 12 of the Regulations (when conducting the state accreditation of educational activities in study programs implemented by a diplomatic mission or an embassy of the Russian Federation, or Russian Federation missions under the jurisdiction of international (transnational, intergovernmental) organizations with specialized educational subdivisions).

7. When conducting an accreditation external review with the site visit, members of the expert panel shall work in accordance with the working time schedule established by the internal work order regulations of the organization. If necessary, working hours can run counter to these regulations and shall be agreed with the head of the expert panel and the management of the organization where the external review is conducted.

When conducting external review without the site visit, members of the expert panel shall work in accordance with the working time schedule established by the internal work order regulations of the accreditation body. If necessary, working hours can run counter to these regulations and shall be agreed with the head of the expert panel and the accreditation body.

8. The organization shall provide a member of the expert panel with documents and materials necessary for the accreditation expert examination within two hours after his/her arrival to the organization. In case the documents and materials are not provided, it shall be registered by the expert panel member in the report on the external review and brought to the expert panel head's attention.

When conducting the external review without the site visit, the fact of non-provision of documents and materials by the organization to the accreditation body shall be registered by the member of the expert panel in the report on the external review and brought to the expert panel head's attention.

9. The information on non-provision of documents and (or) materials by the organization shall be registered in the conclusion specified in the 10th abstract of paragraph 13 of this Procedure.

10. When conducting the accreditation external review, a member of the expert panel shall:

cooperate with the accreditation body, receive and analyze the assignment for the external review;

show his/her identification documents to the organization's head or its other official representative;

study and analyze the documents and materials specified in paragraphs 5.1 and 6.2 of this Procedure;

analyze the documents and materials posted by the organization on its official website (if any);

carry out the external review of the study programmes assigned to him/her in the executive order of the accreditation body and the civil law contract concluded with him/her;

prepare a report on the external review in the form approved by the Ministry of Education and Science of the Russian Federation.

11. When the expert panel carries out the external review with a site visit and the professional study programs under expert examination contain information classified as state secret, in addition to the functions specified in paragraph 10 of this Procedure, an expert panel member shall submit a certificate of admission to the information classified as state secret and the executive order on the external review to the head or other official of the organization. Both the documents shall be drawn up in the appropriate form and executed at the place of the expert panel member's primary employment.

Reports on the external review and the expert panel conclusion drawn up on the results of the external review (hereinafter referred to as the expert panel conclusion), with regard to professional study programs containing information classified as state secret, should not contain information classified as state secret.

12. The head of the expert panel shall be appointed from among the members of the expert panel specified in the accreditation body's executive order act on the accreditation external review and shall be responsible for organization and coordination of work during the external review.

13. Upon the receipt of the accreditation body's executive order on the accreditation external review, in addition to the functions specified in paragraphs 10 and 11 of this Procedure within the framework of organization and coordination of the works on carrying out the external review, the head of the expert panel shall perform the following functions:

provide the head of the organization with a copy of the accreditation body's executive order on conducting the accreditation external review, and in case of changes in the executive order, also with a copy of the executive order on the changes in the executive order (when conducting the accreditation external review with a site visit);

cooperate with the accreditation body, receive and analyze the assignment for the accreditation external review in terms of its organization and conduct;

receive documents and materials specified in paragraphs 5.1 and 6.2 of this Procedure;

contact the head of the organization or the accreditation body to clarify the working hours of the organization or the accreditation body;

draw up the schedule of the accreditation external review taking into account the working schedule of the organization or accreditation body and the dates of the beginning and end of the accreditation external review established in the accreditation body's executive order;

inform the members of the expert panel and the head of the organization or the accreditation body about the schedule of the external review;

make a written request from the organization for documents and materials specified in paragraphs 5.1 and 6.2 of this Procedure, and take them as per list of contents (when conducting the external review with the site visit);

hand over the documents and materials received from the organization or the accreditation body specified in paragraphs 5.1 and 6.2 of this Procedure to members of the expert panel

review the reports of the expert panel members to prepare the expert panel conclusion in the form established by the Ministry of Education and Science of the Russian Federation;

draw up the expert panel conclusion the upon completion of the external review and send this conclusion with the attached reports on the external review to the accreditation body within 3 working days after the end of the external review, and also send an electronic copy of the scanned conclusion to the e-mail address of the accreditation body within 1 working day from signing the expert panel conclusion (in case of conducting the external review with a site visit).

14. When conducting the accreditation external review of each study program, the expert panel shall:

determine the compliance of the content of students' training (curriculum, schedule, working programs of disciplines (modules), programs of practices, evaluation tools, methodological materials) and conditions of students' training with the requirements of federal state educational standards (hereinafter - FSES);

determine of the quality of students' training, evaluate the degree of students' achievement of the study program learning outcomes and (or) planned results of training in a discipline (module), practice.

15. The report on the external review shall be drawn up by the member(s) of the expert panel separately for each study program under accreditation external review conducted by this expert and certified by his/her/their signature(s).

It is not allowed to include several study programmes in one external review report.

16. Each conclusion made by the expert panel member that the content or quality of students' training in the study program of the organization does not meet the FSES requirements, registered in the report on the external review, shall be confirmed by copies of documents, indicating such non-compliances and certified by the organization.

17. The conclusion about the non-compliance of the content and quality of students' training to the FSES requirements shall be made in the case of at least one non-compliance with the FSES requirements.

18. By signing the external review report, the member of the expert panel shall guarantee its proper execution and reliability of the information in it.

19. Upon completion of the accreditation external review, members of the expert panel shall submit the external review reports to the head of the expert panel and send an electronic copy of the scanned reports to the e-mail address of the accreditation body within 1 working day from the date of this report submission to the head of the expert panel, who shall prepare the expert panel conclusion.