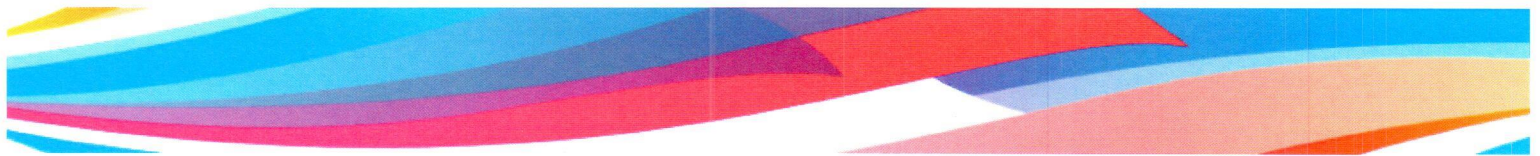




NATIONAL CENTRE  
FOR PUBLIC ACCREDITATION

# **GUIDELINES**

## FOR PREPARATION OF A REPORT ON THE RESULTS OF CORRECTIVE ACTIONS



## CONTENTS

CONTENTS .....	2
INTRODUCTION .....	3
1. GENERAL PROVISIONS .....	3
2. CONTENTS OF THE REPORT .....	3
3. KEY PRINCIPLES OF THE REPORT PREPARATION .....	4
4. STRUCTURE OF THE REPORT .....	4
5. RECOMMENDATIONS FOR THE CONTENTS OF THE REPORT AND THE REPORT STRUCTURE .....	4
6. REQUIREMENTS FOR THE REPORT .....	6
ANNEXES .....	7

## INTRODUCTION

According to the Regulations<sup>1</sup> in case of professional and public accreditation (hereafter – accreditation) of an educational programme (a cluster of programmes) for an incomplete period (less than 6 years) after this period an educational institution has the right to present to the NCPA a report on the results of corrective actions in accordance with the recommendations of the external review panel, on the basis of which at the regular meeting of the National Accreditation Board a decision can be made either on the prolongation of the accreditation period or on the additional site visit of 1-2 experts for an external review.

The follow-up procedure is voluntary and includes the development of corrective actions, taking into account the recommendations and comments of the external review panel, the implementation of these recommendations and the evaluation of the outcomes with the preparation of a report on the results of corrective actions.

The purpose of the follow-up procedure is to improve the quality of an educational programme (a cluster of programmes) which is accredited for an incomplete period (less than 6 years) to the level recommended by the external review panel.

These guidelines are designed for the preparation of a Report on the results of corrective actions.

### 1. GENERAL PROVISIONS

The Report on the results of corrective actions is developed by an internal expert committee of an educational institution, consisting of persons responsible for accreditation, heads of structural divisions (department, faculty, institute, centre, etc.), educational programmes (clusters of programmes) which are accredited for an incomplete period (less than 6 years). The Report is approved by the head of an educational institution.

The Report on the results of corrective actions is submitted to the NCPA for consideration at a regular meeting of the National Accreditation Board, which makes a decision (positive or negative) either on the prolongation of the accreditation period or on the additional site visit of 1-2 experts for an external review.

### 2. CONTENTS OF THE REPORT

The Report on the results of corrective actions should include an introduction; general information on the educational institution and the educational programme (cluster of programmes), accredited for an incomplete period; recommendations of

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<sup>1</sup> Regulations on public accreditation of educational programmes (clusters of programmes) of higher education, secondary vocational education and further professional education (Approved at the meeting of the National Accreditation Board, March 1, 2013 (rev.30.09.2013)).

the external review panel; corrective actions for implementing the mentioned recommendations; results of corrective actions with their evaluation; links to the documentary evidence; conclusions.

Most of the information should be presented in a tabular form. Documentary evidence may be presented in annexes.

### 3. KEY PRINCIPLES OF THE REPORT PREPARATION

1. Structuring.
2. Readability.
3. Analyticity.
4. Criticism.
5. Conclusiveness.

### 4. STRUCTURE OF THE REPORT

The contents of the Report should be presented in accordance with the following structure.

#### CONTENTS

Introduction

1. General information
  - 1.1. Information on the educational institution
  - 1.2. Information on the educational programme (cluster of programmes)
2. Detailed description of the corrective actions

Conclusions

Annexes

### 5. RECOMMENDATIONS FOR THE CONTENTS OF THE REPORT AND THE REPORT STRUCTURE

#### **Introduction**

This section should contain the legal basis and terms of the follow-up procedure; the purpose of the follow-up procedure; general description of the implemented corrective actions (e.g. "the objectives and development strategy of the educational programmes are consistent with the objectives and development strategy of the educational institution"); outcomes of the discussion of the Report on the results of corrective actions at the level of appropriate structural divisions of the educational institution in the form of a decision about the readiness of the educational programme (cluster of programmes), accredited for an incomplete period, for consideration at the regular meeting of the National Accreditation Board.

#### **1. General information**

This section includes two subsections containing general information on the educational institution and the educational programme (cluster of programmes).

## **1.2. Information on the educational institution**

This subsection should contain general information on the educational institution by way of completed Form 1 (annex A).

## **1.3. Information on the educational programme (cluster of programmes)**

This subsection should contain general information on the educational programme (cluster of programmes) by way of completed Form 2 (annex B).

## **2. Detailed description of corrective actions**

This section should contain detailed description of corrective actions by way of completed Form 3 (Annex C).

Requirements for completing the form "Detailed description of corrective actions":

In column 2 "Recommendations of the external review panel" the particular recommendations of the external review panel, defined in the section "Recommendations of the ERP" of the Report on the external evaluation, should be given in the same order.

In column 3 "Corrective actions" the corrective actions of the educational institution and the means (technological methods) of performing these actions, aimed at the implementation of the external review panel recommendations, which can improve the quality of the educational programme (cluster of programmes), accredited for an incomplete period (less than 6 years) to the recommended level, should be given.

In column 4 "Completion period" the completion period of corrective actions implementation (in the "year" format) should be given.

In column 5 "Results" the particular results of corrective actions (e.g. "the objectives and development strategy of the educational programmes are consistent with the objectives and development strategy of the educational institution") should be given.

Column 6 "Evaluation of the results" should contain a comparison of the results of corrective actions implementation with the targets of corrective actions (defined in the recommendations), or the degree of recommendations implementation with their justification.

In column 7 "Confirmation of corrective actions implementation" links to policy documents, orders, instructions, regulations and other documents that confirm the implementation of particular corrective actions should be given.

## **Conclusions**

This section should contain general findings and a conclusion on the results of the aftereffect procedure, giving the educational institution the ground to present to the NCPA the Report on the results of corrective actions. After their consideration at

a regular meeting of the National Accreditation Board a decision on accreditation period prolongation can be made.

### **Annexes**

In the annexes copies of the confirmation documents can be presented.

## **6. REQUIREMENTS FOR THE REPORT**

The Report on the results of corrective actions **should be prepared in Russian and English in a hard copy and in electronic form** unless other conditions were previously specified.

The Report should be presented on behalf of the head of the educational institution, or the structural division which delivers the evaluated programme of higher professional education, and should be certified by the signature of the head of the educational institution.

It is recommended that the document should be made in MS Word format. The page format – A4; page margins: upper, lower and right – 2 cm, left – 3 cm, right – 1.5 cm. Font – Verdana. Font size – 11; vertical line spacing – 1,5.

Full justification, left indent – 1,25 cm.

Title of the section – all letters in capitals, font size 11, left justification, without indent; title of subsection – bold, font size 11, left justification, without indent.

Tables: font - Verdana; font size - 9; vertical line spacing – 1.

Example of the design of the cover page of the Report on the results of corrective actions is presented in Annex D.

## ANNEXES

## ANNEX A

### Form 1 General information on the educational institution

Full name of the educational institution	
Founders	
Current state accreditation status:	
Type	
Category	
Location	
Rector	
License <sup>2</sup>	
State accreditation <sup>3</sup>	
Number of students <sup>4</sup>	

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<sup>2</sup> This line shows the outcoming data of the License to educational activity conducting

<sup>3</sup> This line shows the outcoming data of the Certificate of state accreditation

<sup>4</sup> This line shows the number of students trained in the educational institution at the time of the Report presentation.



## ANNEX B

### Form 2 General information on the educational programme (cluster of programmes)

Educational programmes <sup>5</sup>	
Level of training / Period of training	
Structural division (head)	
Major departments (heads of the major departments)	
Person responsible for undergoing professional and public accreditation of educational programme	
Date of the site visit of the external review panel to educational institution <sup>6</sup>	
Professional and public accreditation <sup>7</sup>	

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<sup>5</sup> This line shows the exact names and codes of the programmes accredited for the incomplete period according to the National Classification of Specialties on Education (if available).

<sup>6</sup> This line shows the period (dates) of the site visit of the external review panel to educational institution.

<sup>7</sup> This line shows the outcoming data of the Certificate of professional and public accreditation including the accreditation period.

ANNEX C

Form 3. Detailed description of corrective actions

Recommendation number	Recommendations of the external review panel	Corrective actions	Completion period	Results	Evaluation of the results (level of completion)	Confirmation of corrective actions implementation
1	2 To develop a more effective system for motivation of teachers and students to participate in international academic mobility, which includes searching for foreign partners <sup>8</sup>	3 5 bilateral contracts are signed Centralized information on grants and scholarships for studies and training abroad is provided, preparation of applications is supported Free English courses for teachers are organized ... ... ...	4 2013-2014	5 The system for motivation of teachers and students to participate in international academic mobility is developed. 5 foreign citizens are being trained on the programmes accredited for an incomplete period	6 Not fully completed. The system for motivation of teachers and students to participate in international academic mobility is not efficient. It is connected with the high incidence of crime and the high level of terrorist threat in the region.	7 Bilateral contracts with... Cooperation agreements with... Section of the official website "grants and scholarships for studies and training abroad" ( <a href="http://...">http://...</a> ) Order of the rector No... dated ... on the organization of free English courses
2						
...						

<sup>8</sup> The recommendation is specified as an example. All coincidences are random.

ANNEX D

[NAME OF THE HEI]

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[NAME OF THE FACULTY]  
[NAME OF THE MAJOR DEPARTMENT]

APPROVED

Rector (name of the HEI)

\_\_\_\_\_Name

*(signature)*

" \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_

Stamp

R E P O R T

ON THE RESULTS OF CORRECTIVE ACTIONS

Dean of the faculty (faculty name)

Name

Head of the department (department name)

Name

(City, year)