# SUMMARY REPORT

on public accreditation of the cluster of study programmes

— «Public and Municipal Administration» (38.03.04, 38.04.04),
— «Personnel Management» (38.03.03, 38.04.03),
— «Management» (38.03.02, 38.04.02)

delivered by Povolzhsky Institute of Management - branch of the Russian Presidential Academy of National Economy and Public Administration

2019

While preparing this Summary Report we used information from the Self-Evaluation Report and the Report on the External Review of the cluster of study programmes «Public and Municipal Administration» (38.03.04, 38.04.04), «Personnel Management» (38.03.03, 38.04.03), «Management» (38.03.02, 38.04.02) delivered by Povolzhsky Institute of Management - branch of the Russian Presidential Academy of National Economy and Public Administration.

The presentation document for the use by the National Accreditation Board.

# **CONTENTS**

# GENERAL INFORMATION ON EDUCATIONAL INSTITUTION

| | |
|---|---|
| Full name of the educational institution | *Stolypin Povolzhsky Institute of Management - branch of the Federal State Budgetary Educational Institution of Higher Education «Russian Presidential Academy of National Economy and Public Administration»* |
| Founders | *Government of the Russian Federation* |
| Year of foundation | *1921 — Communist University*<br>*1928 — Lenin Lower Volga (Saratov) Communist University*<br>*1932 — Lenin Lower Volga Higher Communist Agricultural School*<br>*1946 — Saratov Regional Party School under Saratov Regional Party Committee of the All-Union Communist Party of the Soviet Union*<br>*1973 — Saratov Interregional Higher Party School*<br>*1991 — Povolzhsky Social and Political Institute*<br>*1991 — Povolzhsky Human Resources Centre under the RSFSR Department of Civil Service*<br>*1995 — Povolzhskaya Academy of Civil Service*<br>*2002 — Stolypin Povolzhskaya Academy of Civil Service*<br>*2010 — Stolypin Povolzhsky Institute of Management - branch of the Federal State Budgetary Educational institution of Higher Education «Russian Presidential Academy of National Economy and Public Administration»* |
| Location | *164, Moskovskaia Str., Saratov, 410012* |
| Rector | *Viktor Chepliaev, Candidate of Sociology, Associate Professor* |
| License | *Series 90Л01 №9904 reg. № 2787 of 07.12.2018 permanent* |
| State accreditaiton | *Certificate of State Accreditation Series 90A № 2921, reg. №2784 of 12.03.2018 valid till 12.03.2024* |
| Number of students | *5360*<br>*of whom:*<br>*2548 are full-time students*<br>*31 are part-time students*<br>*2781 study in absentia* |

# INFORMATION ABOUT THE STUDY PROGRAMMES UNDERGOING ACCREDITATION

| | |
|---|---|
| Educational programmes | *«Public and Municipal Administration» (38.03.04), «Public and Municipal Administration» (38.04.04), «Personnel Management» (38.03.03), «Personnel Management» (38.04.03), «Management» (38.03.02), «Management» (38.04.02)* |
| Level of training / Standard period of training | *Bachelor's Degree Programme / 4 years Master's Degree Programme / 2 years* |
| Structural subdivision (Head) | *Faculty of Second Degree (Tatiana Smolova, Candidate of Juridical Sciences, Associate Professor) Faculty of Public and Municipal Administration (Anna Belikova, Candidate of Philology, Associate Professor) Faculty of Economics and Management (Svetlana Rodionova, Candidate of Economics, Associate Professor) Faculty of Postgraduate and Master's Programmes (Ilia Konstantinov, Candidate of Economics)* |
| Graduate departments (and their respective heads) | *Department of Corporate Management (Aleksandr Fomenko, Doctor of Economics, Professor) Department of Public and Municipal Administration (Natalia Gegediush, Candidate of Sociology, Associate Professor) Department of Personnel Management (Natalia Moiseenko, Candidate of Psychology, Associate Professor)* |
| Dates of Review | *April 16-18, 2019* |
| Person responsible for accreditation from the HEI | *Viktoria Ufaeva, Head of the Office for Methodological Support and Education Quality Control* |

## SAMPLING RESULTS OF THE PROJECT "THE BEST STUDY PROGRAMMES OF INNOVATIVE RUSSIA"

| Indicators | 2019 |
|---|---|
| **Cluster of the study programmes «Public and Municipal Administration» (38.03.04, 38.04.04), «Personnel Management» (38.03.03, 38.04.03), «Management» (38.03.02, 38.04.02)** | |
| Number of the given programmes in the RF | 2059 |
| Number of higher educational institutions to offer the given programmes | 693 |
| Number of programmes – winners of the project (% from total number of these programmes offered in the RF) | 158 (7,7%) |
| **Saratov Region** | |
| Number of the given programmes offered in the region | 28 |
| Number of programmes – winners of the project (% from total number of these programmes offered in the region) | 2 (7,2%) |
| Number of higher educational institutions and branches in the region | 28 |
| Total number of programmes offered in the region | 362 |
| Total number of programmes – winners of the project (% from total number of these programmes offered in the region) | 51 (14%) |

## REFERENCE DATA ON STUDENT ENROLLMENT FOR PROGRAMME



- ■ Государственное и муниципальное управление (38.03.04)
- ■ Государственное и муниципальное управление (38.04.04)
- ■ Управление персоналом (38.03.03)
- ■ Управление персоналом (38.04.03)
- ■ Менеджмент (38.03.02)
- ■ Менеджмент (38.04.02)

# ACHIEVEMENTS OF THE STUDY PROGRAMMES

## Quality of implementing the study programme

The study programme fully corresponds to the requirements of the Federal State Educational Standards of Higher Education and Educational Standards of Russian Presidential Academy of National Economy and Public Administration as well as the requirements of professional standards (for example, 40.084 «Expert on Organizing the Supply Networks of Engineering Organizations», 40.033 «Expert on Strategic and Tactical Planning and Industrial Engineering», etc.).

## Provision of up–to-date education

The up-to-date content of education is ensured by employers' participation in the processes of update and delivery of the study programmes. Employers regularly carry out independent professional evaluation of learning outcomes and competences that is reflected in the reports on practical training, reviews of graduation works and letters of acknowledgment for training of highly qualified experts.

## Teaching staff

The academic degree holders' rate at the Institute is 81,25%. Most teachers have basic education in their field or have received Candidate's and/or Doctor's degree corresponding to the subjects they teach.

Some teachers have state awards and honorary titles.

The teaching staff is represented by teachers having education and (or) a degree corresponding to the profile of the subjects they teach (including degrees received abroad and recognized in the Russian Federation) and (or) an academic title (including titles received abroad and recognized in the Russian Federation).

Qualification of the teaching staff fully corresponds to the requirements. The teachers do research, provide consulting and methodological support to the activities of authorities, company management; they are independent experts, etc. N. Moiseenko, Candidate of Psychology, Associate Professor, Head of the Department of Personnel Management, is an expert in the final of the 1st national interuniversity championship «Young Professionals» (World Skills Russia), and a member of the National Union of HR Managers.

## Independent assessment of student learning outcomes

The students regularly take part in the procedures of independent quality evaluation and the Federal Internet Exam in Higher Education and show high results (the certificates are published on the official website of the Institute).

The results of graduation works are used in organizations that is proved by the certificates of implementation. For example, CJSC «Engels Pipe Plant» uses the mechanism of planning the number of the staff suggested by Y. Eretina; the Ministry of Natural Resources and Ecology

of the Saratov Region uses the model of efficiency and performance evaluation of civil servants suggested by I. Yakovleva; LLC «Henkel Rus» uses the technology of adaptation of company values suggested by V. Novokshonova.

Since 2017-2018 the students participate in professional olympiads– «Ia – Professional!», «Upravliay!». In 2017-2018 the graduates D. Kandeev and I. Sycheva were among the best; they got additional points for applying for master studies and were admitted on the programme 38.04.04 Public and Municipal Administration at Higher School of Economics (Moscow). In 2019 75 students went forward to a second stage of the competition «Ia – Professional».

## Research activity

The teachers and students do research. They participate in conferences, round tables, forums and grant competitions (for example, "The mechanism of state regulation of production diversification of agricultural products under the conditions of import substitution", sponsored by the Russian Foundation for Basic Research, S. Generalova, Professor; «The institutes and practices of cooperation of the authorities, expert community and non-governmental organizations in the Russian regions», sponsored by the Russian Foundation for Basic Research, I. Briantcev, Associate Professor). The students are involved in research groups; they participate in research events and prepare publications. The student research community works at the Institute; science theorists are chosen at the Faculties and in the groups, who inform and involve students in research activities. When preparing Master students, research activity is one of the key activities and is carried out during the whole process of training. Every year from 90% to 100% of Master students participate in research activities. All graduates have publications by the moment of defending graduation theses.

## Educational resources

The educational process is provided with all necessary textbooks and technical devices. Computer classes with an access to the Internet and up-to-date software, in particular, the programmes «1C Enterprise» are used in the educational process. Classrooms are provided with projection devices and multimedia equipment that is actively used in the educational process. All students have an access to all electronic library resources.

## Academic mobility

The students and teachers participate in the programmes of academic mobility (16 HEIs in 12 countries). For example, in 2015 M. Mokeev, Associate Professor, served internship at Northern Virginia Community College (NOVA) in the USA due to the Fulbright programme, and in 2017 he served a short-term internship at Wildau Institute of Technology (Germany).

## Employability of graduates

In 2014-2018 1515 Bachelor students and 254 Master students graduated; they are in stable demand on the labour market not only in the Saratov Region but in other Russian regions. The employability rate for the last 5 years is more than 75%.

# EXTERNAL REVIEW PANEL

**Aidar Aiupov** (Kazan)

Review Chair, Russian expert

> *Doctor of Economics, Professor, Department of Financial Markets and Financial Institutions, Institute of Management, Economics and Finance, Kazan Federal University*

A nominee of the Guild of Experts in Higher Education

**Elena Pleshakova** (Saint-Petersburg)

Deputy Review Chair, Russian expert

> *Doctor of Economics, Associate Professor, Professor, Department of Project and Quality Management, Saint Petersburg State University of Economics*

A nominee of the Guild of Experts in Higher Education

**Maksim Leonov** (Saratov)

Panel member, representative of professional community

> *Candidate of Juridical Sciences, Deputy Head for Cooperation with Public Authorities and Local Administration, Head of the Committee of Legal Support, Administration of the municipal unit «Saratov»*

A nominee of the Administration of the municipal unit «Saratov»

**Viktor Fedorov** (Saratov)

Panel member, representative of students

> *1st year Master student, field of study «Psychology for Special Needs», Saratov State University*

A nominee of Saratov State University

# INFORMATION ON THE LEADING TEACHERS OF THE EDUCATIONAL PROGRAMMES

**Oksana Andriuschenko**

*Candidate of Sociology, Associate Professor, Department of Personnel Management*

**Ekaterina Berezina**

*Candidate of Economics, Associate Professor, Department of Personnel Management*

**Elena Burmistrova**

*Candidate of Sociology, Associate Professor, Department of Corporate Management*

**Svetlana Generalova**

*Doctor of Economics, Associate Professor, Professor at the Department of Public and Municipal Administration*

**Olga Gerasimovich**

*Candidate of Sociology, Associate Professor, Department of Corporate Management*

**Kirill Dobrin**

*Candidate of Sociology, Associate Professor, Department of Corporate Management*

**Anna Ermolaeva**

*Doctor of History, Associate Professor, Professor at the Department of Public and Municipal Administration*

**Maria Zhverantceva**

*Candidate of Economics, Associate Professor, Department of Finance, Credit and Taxation*

**Elena Kurmakaeva**

*Candidate of Economics, Associate Professor, Department of Economics and Customs Affairs*

**Ekaterina Mamlina**

*Candidate of Sociology, Associate Professor, Department of Public and Municipal Administration*

**Elena Popchenko**

*Candidate of Economics, Associate Professor, Department of Corporate Management*

**Kamil Ramazanov**

*Candidate of Sociology, Associate Professor, Department of Public and Municipal Administration*

**Irina Surkova**

*Doctor of Sociology, Associate Professor, Professor at Department of Personnel Management*

**Petr Fedorov**

*Candidate of Sociology, Associate Professor Department of Personnel Management*

**Svetlana Fediunina**

*Doctor of Sociology, Associate Professor, Professor at the Department of Social Communication*

# COMPLIANCE OF THE EXTERNAL REVIEW OUTCOMES WITH THE STANDARDS

## STANDARD 1. Policy (goals, development strategy) and quality assurance procedures of a study programme

Compliance with the standard: **substantial compliance**

### Good practice:

Stakeholders regularly participate in education quality evaluation (students, graduates, employers, the public (represented by applicants, school students and their parents)).

The Regulations on the internal system of quality assurance contributing to quality improvement of educational services of the Institute are developed.

The internal accreditation of developing study programmes is carried out to provide quality assurance.

### Areas for improvement:

The documents on the internal system of quality assurance should be classified: while the Institute uses the Policy on internal quality assurance of the umbrella organization (RANEPA), it is recommended that the Institute should develop its own Policy on internal quality assurance in accordance with the development strategy of the Institute and provide compliance of the Institute strategy, policy and procedures of internal quality assurance with the strategy, policy and procedures of quality assurance of RANEPA.

The work with students and teachers on development and implementation of the policy and procedures of internal quality assurance should be enhanced.

## STANDARD 2. Design and approval of programmes

Compliance with the standard: **substantial compliance**

### Good practice:

Employers are involved in the process of development and update of the study programmes.

## Areas for improvement:

The regional peculiarities of development and requirements should be taken into account when developing and updating the study programmes; employers should participate in approval of curricula.

The requirements of the international educational environment (modern trends, new subjects) should be taken into account when updating the study programmes.

All stakeholders should be informed about the Institute's mission and strategy to make adjustments to the purpose (expected learning outcomes) of learning the study programmes.

## STANDARD 3. Student-centred learning and assessment

Compliance with the standard: **full compliance**

## Good practice:

A consistent and objective evaluation system corresponding to expected learning outcomes is developed. The evaluation is carried out on the basis of the published rules and criteria.

There is a documented system aimed at personalization of the educational process (conditions for people with disabilities are created).

The Institute has a system for collecting feedback from the students aimed at promotion of their participation in joint design of the educational process and its improvement.

A developed feedback system with students is used.

Regular participation in the procedures of independent evaluation of learning outcomes is in place.

The Conflict Commission considers appeals and settles arguments; representatives of students are members of the Commission.

The students can study according to individual learning paths.

## Areas for improvement:

The Institute should continue to collect feedback from students to design individual purposes of training, their achievements and introduce methods promoting students to actively participate in joint design of the educational process.

The Institute should introduce cross examination with participation of teachers from other RANEPA branches to evaluate learning outcomes.

## STANDARD 4. Student admission, support of academic achievements and graduation

Compliance with the standard: **full compliance**

### Good practice:

The admission procedures and rules are consistent and transparent and take into account individual achievements of applicants.

Career-guidance work is well organized (various career-oriented projects, for example, the project «Become a student right now», etc.).

Applicants come from various regions.

A system for support of academic progress and academic achievements is efficiently carried out.

A system for involving students in research is used in various forms.

A system for collection and analysis of information on academic achievements of students is in place.

The students can get the Diploma Supplement.

### Areas for improvement:

The Diploma Supplements should be given to students more often.

The student mobility programmes with other RANEPA branches and national and foreign universities should be developed; students should participate in grant projects and in projects conducted with foreign educational institutions.

## STANDARD 5. Teaching staff

Compliance with the standard: **substantial compliance**

### Good practice:

The teaching staff is the main asset of the Institute (qualification, practical experience, corporate spirit).

The teachers are highly qualified (most teachers have academic titles and degrees).

The procedures of teachers' recruitment are objective and transparent that helps to keep quality of teaching on a high level.

The teachers regularly improve their qualification (remote technologies, inclusive education, etc.).

The teachers undergo performance assessment; the ranking system is in place.

Innovative methods and technologies of teaching are used («hackathon», foresight-sessions with the participation of employers, workshops).

## Areas for improvement:

National and foreign teachers should be involved in the educational process.

The Institute management should promote teachers' participation in the academic mobility programmes and international projects.

The teaching staff should get more academic degrees and titles.

## STANDARD 6. Learning resources and student support

Compliance with the standard: **full compliance**

### Good practice:

The educational process is fully provided with material and technical resources in compliance with the requirements.

Feedback from students on training conditions is collected (Student Council).

The educational process is highly provided with the information and library resources (constant renewal).

The Institute has a developed system of students' social support providing availability of quality education for students with disabilities (ramps, specially equipped classrooms).

### Areas for improvement:

The methods of informing and involving students in the programmes of academic mobility should be extended.

The students should have a possibility to use foreign libraries on a regular basis.

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

Compliance with the standard: **full compliance**

### Good practice:

A unified information network and unified informational and educational environment for students and the Institute staff are created.

A system for collecting information on activities and achievements of students and teachers is created.

### Areas for improvement:

Employers should have a direct access to electronic portfolio of students.

The possibilities of conducting surveys of all stakeholders (students, teachers, employers, parents) in the unified information network of the Institute should be extended.

## STANDARD 8. Public information

Compliance with the standard: **full compliance**

### Good practice:

The official website of the Institute contains full, up-to-date and reliable information on all activities.

The section on graduates employability and cooperation with employers containing full information is available on the official website.

There are versions of the Institute website in foreign languages with information on the educational institution and programmes.

The projects «Zolotoi Kadrovyi Bank» and «Zolotoi Rabotodatel» are carried out.

### Areas for improvement:

The number of publications on Institute's activities, certain educational programmes, achievements of the teaching staff, students and graduates in regional, federal and international mass media should be increased.

The work with foreign professional associations should be enhanced by participating in various events (congresses, conferences, exhibitions) to increase integration and awareness on the international market.

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

Compliance with the standard: **full compliance**

### Good practice:

The monitoring and periodical assessment of the study programmes are carried out with involvement of all stakeholders (students, teachers, employers, graduates).

The procedures of monitoring, periodical evaluation and review of the study programmes as well as students' satisfaction with the educational services are developed.

The key partners on employability are involved in all stages of delivery of the study programmes: career-oriented work and employer-sponsored education, direct participation in the educational process (delivering lectures and conducting seminars), state final examination, and professional development.

### Areas for improvement:

The Institute should consistently cooperate with employers, for example, with the Government of the Saratov Region to be awarded the status of a key provider of services in the region.

The Institute should cooperate with more stakeholders (employers from neighbour regions) and hold regular meetings with employers on organization of practical training.

## STANDARD 10. Cyclical external quality assurance of study programmes

Compliance with the standard: **full compliance**

### Good practice:

The Institute successfully passed state accreditation in 2018.

The system of monitoring of the Institute's competitive ability and its representation on the educational market of the Saratov Region and neighbour regions is in place.

The roadmap for developing Master study programmes is approved.

Periodical assessment of the Institute's works by employers is carried out.

### Areas for improvement:

The Academy and its branches should be represented in international rankings.

The Institute should consider the possibility of getting international accreditation.

# DISTRIBUTION DIGRAM
# OF THE EXTERNAL REVIEW OUTCOMES
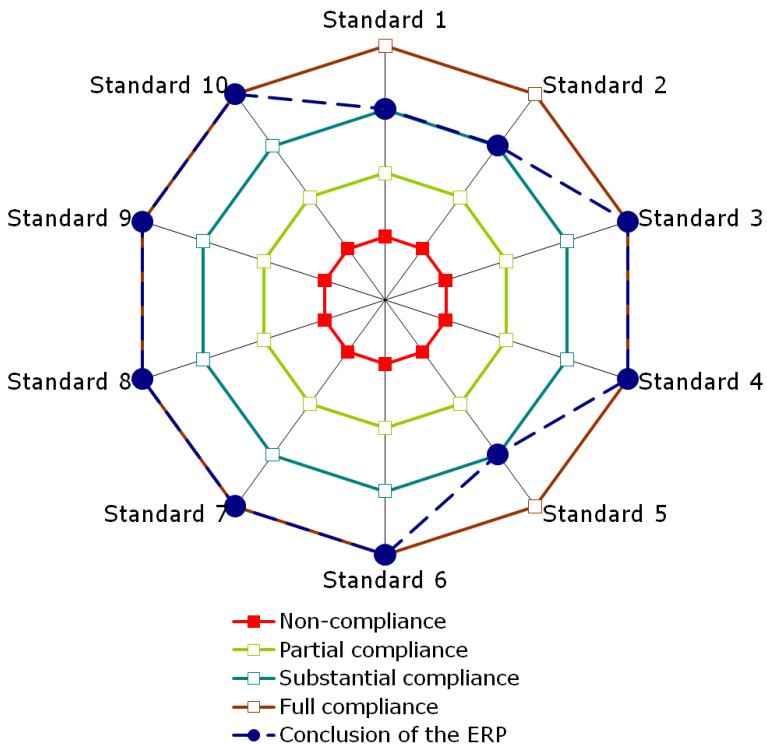


Standard 1.     Policy (goals, development strategy) and quality assurance procedures of a study programme
Standard 2.     Design and approval of programmes
Standard 3.     Student-centered learning and assessment
Standard 4.     Student admission, support of academic achievements and graduation
Standard 5.     Teaching staff
Standard 6.     Learning resources and student support
Standard 7.     Collection, analysis and use of information for managing the study programme
Standard 8.     Public information
Standard 9.     On-going monitoring and periodic review of programmes
Standard 10.    Cyclical external quality assurance of study programmes

## CONCLUSION OF THE EXTERNAL REVIEW PANEL

Based on the self-evaluation report analysis, documents and data submitted the External Review Panel has come to the conclusion that the cluster of study programmes «Public and Municipal Administration» (38.03.04, 38.04.04), «Personnel Management» (38.03.03, 38.04.03), «Management» (38.03.02, 38.04.02) **fully** complies with the standards and criteria of public accreditation of the National Centre for Public Accreditation.

The External Review Panel recommends that the National Accreditation Board accredit the cluster of study programmes «Public and Municipal Administration» (38.03.04, 38.04.04), «Personnel Management» (38.03.03, 38.04.03), «Management» (38.03.02, 38.04.02) delivered by Povolzhsky Institute of Management - branch of the Russian Presidential Academy of National Economy and Public Administration for the period of **six years**.

# SCHEDULE OF THE SITE VISIT OF THE EXTERNAL REVIEW PANEL

| Time | Activity | Participants | Venue |
|------|----------|--------------|-------|
| **April 16, Tuesday** | | | |
| 8.45 | Arrival at the Institute | | Building № 3 (23/25, Sobornaia Str.), Room 243 (2nd floor) |
| 09.00 — 10.30 | First meeting of the External Review Panel | | Building № 3 (23/25, Sobornaia Str.), Room 243 (2nd floor) |
| 10.30 — 11.30 | **Meeting of the ERP with the Institute administration and people responsible for accreditation** | Director, Deputy Directors, people responsible for accreditation, ERP | Building № 3 (23/25, Sobornaia Str.), Room 243 (2nd floor) |
| 11.30 — 12.30 | Tour of the Institute (visiting classrooms, library, etc.) | ERP | Transfer to Moskovskaia Str., visiting academic buildings, rooms and libraries |
| 12.30 — 13.30 | Lunch | | Building № 1 (164, Moskovskaia Str.), Dining Room |
| 13.30 — 14.00 | Internal meeting of the Panel | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 14.00 — 15.00 | **Meeting with Deans** | Faculty Deans, ERP | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 15.00 — 15.30 | Presentation of the electronic information educational environment | Director of the Centre of Distance Learning, ERP | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 15.30 — 16.00 | Work with documents | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 16.00 — 17.00 | **Meeting with Heads of Departments, supervisors of study programmes** | Heads of Departments, supervisors of study programmes, ERP | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 17.00 — 17.30 | Internal meeting of the Panel | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 17.30 — 18.30 | **Meeting with graduates** | Graduates, ERP | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 18.30 — 19.00 | Internal meeting of the Panel | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |

| April 17, Wednesday | | | |
|---|---|---|---|
| 9.45 | Arrival at the Institute | | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 10.00 — 11.00 | **Meeting with teachers** | Teachers, ERP | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 11.00 — 11.30 | Internal meeting of the Panel | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 11.30 — 12.30 | **Meeting with students** | Students, ERP | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 12.30 — 13.00 | Internal meeting of the Panel | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 13.00 — 14.00 | Lunch | | Building № 1 (164, Moskovskaia Str.), Dining Room |
| 14.00 — 16.30 | Work with documents/ attending classes (optional) | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 16.30 — 17.30 | **Meeting with representatives of professional community** | Employers, ERP | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 17.30 — 18.00 | Internal meeting of the Panel | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| April 18, Thursday | | | |
| 9.45 | Arrival at the Institute | | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 10.00 — 13.00 | Internal meeting of the Panel: discussion of preliminary results of the site visit, preparation of the oral report of the panel | ERP | Building № 1 (164, Moskovskaia Str.), Room 1227 |
| 13.00 — 14.00 | **Closing meeting of the External Review Panel with the representatives of the Institute** | ERP, Institute administration, Heads of the Graduate Departments, teachers, students | Building № 1 (164, Moskovskaia Str.), Room 1230 |
| 14.00 — 15.00 | Lunch | | Building № 1 (164, Moskovskaia Str.), Dining Room |
| | Departure | | |