**Methodology for joint assessment procedure performed by AKKORK and AIC**

# **Assessment criteria**

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| Criterion 1. Strategy, aims and programme management. Students’ participation in the programme management |
| Criterion 2. Structure and content of the programme |
| Criterion 3. Teaching and learning materials |
| Criterion 4. Techniques and methods of educational activity |
| Criterion 5. Teaching staff |
| Criterion 6. Material and technical and financial resources of the programme. Information resources |
| Criterion 7. Research work |
| Criterion 8. Demand for graduates of programme on federal and regional labour markets. Participation of employers in the implementation of the programme. Satisfaction with learning outcomes (of employers and graduates) |
| Criterion 9. Student services. Career guidance and applicants preparation |

# **Assessment scale**

Each criterion is assessed according to the following scale:

* Excellent – no deficiencies in meeting the set criterion have been identified;
* Good – minor deficiencies in meeting the set criterion have been identified;
* Average – deficiencies have been identified in meeting a criterion, but they can be eliminated within a short period of time;
* Poor – significant deficiencies have been identified, and they cannot be eliminated within a short period of time.
* n.r. - not relevant

Assessment of criterion is performed according to the guidelines provided below each criterion.

# **Structure of the self-evaluation report**

The structure of the self-evaluation report is the following:

1. Parameters of the study programme (Annex 1)
2. Self-evaluation report (Annex 2):
	1. Strategy, aims and programme management. Students’ participation in the programme management
	2. Structure and content of the programme
	3. Teaching and learning materials
	4. Techniques and methods of educational activity
	5. Teaching staff
	6. Material and technical and financial resources of the programme. Information resources
	7. Research work
	8. Demand for graduates of programme on federal and regional labour markets. Participation of employers in the implementation of the programme. Satisfaction with learning outcomes (of employers and graduates)
	9. Student services. Career guidance and applicants preparation
3. Annexes
	1. Development strategy of programme (if available) and reports on the implementation of development strategy
	2. Structural scheme of programme management
	3. Statistics on students about the last 3 years (enrolment, division by study years, drop-out, graduates)
	4. Data on the professors currently involved in the programme (Annex 3)
	5. Curriculum of the programme (structured by years of study and semesters; a separate curriculum for each study mode (if applicable))
	6. Course descriptions. Short descriptions in English. Please send full course descriptions in Russian as an Annex to the SER.
	7. Internship description. Please, explain what is the aim and learning outcomes of the internship, describe the way how internship is organised, its structure, how it is assessed as well as the tasks of all involved parties.
	8. Templates of questionnaires for students, employers and professors. Statistics about participation in surveys in the last 3 years
	9. List of internal documents that regulate study process, teaching staff, student participation and are relevant for implementation of study programme (with links)
	10. Document/-s regulating the formation of budget for study programme
	11. Mapping of the programme aims with the learning outcomes (competencies) of study courses (Annex 4)

Self-evaluation report is structured along the 9 criteria defined for the joint assessment procedure.

Each of the 9 criteria corresponds to a separate section in the self-evaluation report which is prepared as analysis rather than as a table with statements of compliance.

The self-evaluation report should not be divided in further sub-sections unless it is needed for the clarity of the report. The self-evaluation report is written in analytic language by providing statements, examples and comparisons.

The self-evaluation report is supplemented by the mandatory annexes defined in the structure of the self-evaluation report and other annexes.

The length of self-evaluation report should not exceed 50 pages.

# **Annex 1**

**Parameters of study programme**

|  |  |
| --- | --- |
| Name of the study programme |  |
| Name of the study programme in English |  |
| Type and level of the study programme | *Example: Professional Bachelor’s Study Programme* |
| Level of qualification to be acquired(National Qualifications Framework/European Qualification Framework) |  |
| Amount of the study programme (ECTS) |  |
| Form, type, and duration of the study programme (in case the duration cannot be measured in full years, specify the number of months ), as well as the language in which the study programme isimplemented |
| Full-time, intramural form | *Example:**4 years and 6 months* | *Example: Russian and English* |
| Full-time, extramural form |  |  |
| Full-time, extramural form (distance-learning) |  |  |
| Part-time, intramural form |  |  |
| Part-time, extramural form |  |  |
| Part-time, extramural form (distance-learning) |  |  |
| Place of implementation of the study programme |  |
| Director of the study programme | *Name, surname, degree* |
| Admission requirements |  |
| The degree, professional qualification to beawarded or the degree and professional qualification to be awarded |  |
| Aim of the study programme |  |
| Objectives of the study programme |  |
| Learning outcomes of the study programme tobe achieved |  |
| Final examination upon the completion of thestudy programme | *Example: examination or qualification work, etc.* |

# **Annex 2**

**Self-evaluation report**

* 1. Strategy, aims and programme management. Students’ participation in the programme management

*Under this section please describe and analyse:*

* *Economic and social grounds for establishing the study programme*
* *Aims of the study programme and their compliance with the strategic directions of the higher education institution*
* *Structure for programme management, including the involved parties/ individuals and their responsibilities*
* *Structure for student participation in programme management*
* *SWOT (strengths – weaknesses – opportunities – threats) analysis of the study programme*
* *System and procedures for admission of students, including the mechanisms for recognition of prior learning*
* *System for internal monitoring, development and review of study programme, including the system for receiving and using the feedback of stakeholders, the use of key-performance indicators (KPI)*
	1. Structure and content of the programme

*Under this section please describe and analyse:*

* *The general content of study programme, including the number of subjects, relation between compulsory and elective subjects*
* *The relevance of the content of study programme and compliance with the needs of labour market*
* *Interrelation of different study courses, the relation between the aims of study courses and the intended outcomes of study programme*

|  |  |  |
| --- | --- | --- |
| *Name of competence*  | *Name of discipline* | *Pre-requisites for study* |

* *The relation between the study courses and internship*
* *The topics of graduate qualification works*
	1. Teaching and learning materials

*Under this section please describe and analyse:*

* *Process for development and updating of teaching materials*
* *Relevance and quality of the available teaching materials*
* *Availability of methodical guides for all disciplines and all types of activities – internships, course projects, diploma projects*
	1. Techniques and methods of educational activity

*Under this section please describe and analyse:*

* *Process for development and principles for application of teaching methods*
* *Process for development and principles for application of student evaluation methods*
* *Academic integrity principles, including the use of plagiarism detection tools*
* *Implementation of student-centred approach in the learning and teaching process*
* *Application of e-learning approach*
* *Mobility of students*
	1. Teaching staff

*Under this section please describe and analyse:*

* *Procedures for attracting and/employing qualified teaching staff*
* *Compliance of the qualification of teaching staff with conditions for implementation of study programme*
* *Procedures for improving the qualification of teaching staff*
* *Ratio between the academic and research workload of teaching staff*
* *Mobility of teaching staff*
* *Cooperation of teaching staff in implementation of the study programme*
	1. Material and technical and financial resources of the programme. Information resources

*Under this section please describe and analyse:*

* *The availability, quality and sustainability of financial resources*
* *The availability, quality and sustainability of material and technical resources (premises, equipment etc.)*
* *The availability, quality and sustainability of methodological and informative resources (library, databases, online tools (Moodle) etc.)*
* *The use of information and communication technologies in implementation of the study programme*
* *The availability of public information on the study programme*
	1. Research work

*Under this section please describe and analyse:*

* *Directions of scientific research of teaching staff and students*
* *Scientific activities performed by teaching staff and students (publications, participation in scientific projects,*
* *Relation between research work and study process, including the description and assessment of the use of the outcomes in the study process*
	1. Demand for graduates of programme on federal and regional labour markets. Participation of employers in the implementation of the programme. Satisfaction with learning outcomes (of employers and graduates)

*Under this section please describe and analyse:*

* *Coherence of study programme’s goals with the labour market needs (regional, local)*
* *Statistics on employment of graduates, including the analysis of demand, workplace (field), average pay*
* *Mechanisms for involvement of employers in the management and development of study programme*
* *Outcomes of surveys for employers and the use of these outcomes for improvement of the content and quality of study programme*
* *Outcomes of surveys for graduates and the use of these outcomes for improvement of the content and quality of study programme*
	1. Student services. Career guidance and applicants preparation

*Under this section please describe and analyse:*

* *Support mechanisms available for students, including the support provided during the study process, as well as career and psychological support by specifying the support to be provided to specific student groups (for instance, students from abroad, part-time students, distance-learning students, students with special needs, etc.)*

# **Annex 3**

**Data on teaching staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name, surname** | **Degree and/or professional qualification** | **Position** | **Implemented study courses/ modules** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Annex 4**

**Mapping of study courses**

The mapping should be provided in a separate Excel document which is attached to the self-evaluation report.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Learning outcomes to be achieved in the study programme (1) | Learning outcomes to be achieved in the study programme (2) | Learning outcomes to be achieved in the study programme (3) | Learning outcomes to be achieved in the study programme (4) | ..... |
| Intended learning outcomes (1) of the study course A |  |  |  |  |  |
| Intended learning outcomes (1) of the study course B |  |  |  |  |  |
| Intended learning outcomes (1) of the study course C |  |  |  |  |  |
| Intended learning outcomes (1) of the study course D |  |  |  |  |  |
| ... |  |  |  |  |  |