

REGULATIONS on the National Accreditation Board

1. General provisions.

- 1.1. The present Regulations have been developed in accordance with the Civil Code of the RF Federal law of 12.01.1996 № 7-ФЗ "On non-profit organizations", the Statutes of the autonomous non-profit organization the *National Centre for Public Accreditation*. The Regulations is an internal document of the autonomous non-profit organization the *National Centre for Public Accreditation* (hereinafter NCPA).
- 1.2. The National Accreditation Board (hereinafter the Board) is a standing collegiate body of the autonomous non-profit organization the *National Centre for Public Accreditation*.
- 1.3. In its activities the Board is governed by the legislation of the Russian Federation, the Statutes of NCPA and the present Regulations approved by the General Meeting of the Founders of NCPA (hereinafter the General Meeting of the Founders).
- 1.4. The main principles of the Board's activities are competency, independence, objectivity, transparency and adherence to the norms of professional ethics.

2. Composition and formation procedure.

- 2.1. The Board is elected by the General Meeting of the Founders and is comprised of 20 to 30 members.
- 2.2. At least 1/3 of the Board is rotated once in 5 years. The rotation of the Board members takes place at the General Meeting of the Founders, which approves the new composition of the Board. The procedure of rotation is regulated by the Regulations on the National Accreditation Board
- 2.3. Representatives of Russian and foreign educational institutions, public and professional bodies, unions, foundations, associations (including international ones), whose activities and interests are connected with education and/or research, may be elected to the Board. The Board is formed with the consideration of the gender balance.
- 2.4. The procedure of nomination to the Board is organized by NCPA. The nominations are made by national and international educational institutions, public and professional bodies, unions, foundations, associations (including international ones), whose activities and interests are connected with education and/or research.
- 2.5. Nomination to the Board is made by bodies, organizations, unions, foundations and associations supporting the statutory goals of NCPA.
- 2.6. The Board is composed of representatives of the academic community, research community, student community, mass media, employers' associations and quality assurance bodies including international organizations.
- 2.7. Decisions of the General Meeting of Founders regarding the election and termination of powers of the Board members shall be adopted unanimously by the founders present at the meeting.

- 2.8 In case of rotation powers and authority of a Board member terminate in compliance with 2.2 of the present Regulations.
- 2.9 The Board members can resign voluntarily or they can be suspended from duty by the decision of the General Meeting of the Founders in the instances stipulated in 2.10 of the present Regulations.
- 2.10 The Board member is dismissed before their term ends due to the following circumstances:
- violation by the Board member of NCPA's Statutes;
 - a failure to adhere to ethical norms of behaviour;
 - consistent non-participation at the Board meetings and (or) in discussion of issues under review, including cases when the Board member misses three meetings successively without a reasonable excuse and in the case of absent vote.
- The following excuses can be considered as reasonable: illness, accident, business trip.
- 2.11 If a Board member wants to resign on a voluntary basis, their powers are terminated from the moment of the corresponding decision made by the General Meeting of the Founders.
- 2.12 Board members do not represent their organizations and act as independent experts.
- 2.13 There is no remuneration for serving on the Board.
- 2.14 The Board is composed of the Chairperson, Deputy Chairperson and Board members (hereinafter referred to as members of the Board).
- 2.15 The Chairperson and the Deputy Chairperson of the National Accreditation Board shall be elected by the members of the National Accreditation Board from among themselves by a simple majority vote of the total number of Board members.
- 2.16 The Chairperson supervises the work of the Board.
- 2.17 The responsibilities of the Chairperson include: conducting Board meetings, approving the agenda, ensuring justifiability and objectiveness of decisions made as a result of the meetings, summoning extraordinary Board meetings. The Chairperson signs minutes of the Board meetings and monitors the execution of decisions.
- 2.18 In case of the Chairperson's absence his/her functions are performed by the Deputy Chairperson.

3. Responsibilities of the Board

- 3.1 The following responsibilities fall within the competencies of the Board:
- consideration and decision-making on the outcomes of quality assurance procedures of study programmes (educational institutions):
 - consideration and approval of regulations on public accreditation of study programmes, processes, procedures and methodology of public accreditation, and the rights granted to the organization delivering the study programmes and (or) graduates who completed such programmes.
 - *making decisions on the accreditation periods for educational programs.*

4. Procedure, Board meetings

- 4.1 The Board carries out activities by conducting meetings and making decisions on the issues related to its competency.
- 4.2 Board meetings are convened as necessary but not less than once a year
- 4.3 In exceptional circumstances an extraordinary Board meeting can be convened on the decision of the Chair or his/her Deputy (in the absence of the Chair).
- 4.4 The decision of the Board can be made by absent vote.
- 4.5 The members of the Board are notified in writing about the forthcoming Board meeting not later than 10 days before the appointed date. The notification is carried out by means of e-mail.

The notification states:

- time and location of the meeting;
- issues under discussion.

The Board members are circulated all the materials relevant to the agenda.

- 4.6 Minutes of the Board meetings are taken by the Secretary. The Secretary of the Board is elected at a Board meeting by the majority of the members present at the meeting.
- 4.7 The Board meeting shall be deemed duly constituted if more than half of the Board members are present.
- 4.8 The decision of the Board is considered to be adopted if the majority of the Board members voted for it and whereby not less than 50 per cent of the Board members take part in the meeting.
- 4.9 When making a decision at the Board meeting each member shall have only one vote. Transfer of votes from one Board member to another is not permitted.
- 4.10 In the event of a tie the Chairperson shall have a casting vote.
- 4.11 The Board members must take part in the Board meetings.
- 4.12 In the event of conflict of interests which can affect the completeness and objectivity of decisions the Board member must make it known before the beginning of the meeting and he/she shall not participate in the voting. All declarations of the Board members are recorded in the minutes of the Board meetings.
- 4.13 The decisions of the Board are documented in the minutes which are signed by the Chairperson and the Secretary of the Board.
- 4.14 The decision of the Board on the accreditation of a study programme (cluster of programmes) shall be taken on a collegiate basis on the basis of considering the Summary Reports prepared by NCPA
- 4.15 The order of conducting the Board meetings, rules of accreditation decision-making and other issues of organizing and conducting the Board meetings shall be determined on a collegiate basis by the Board members and documented in the minutes.