

REPORT
OF THE EXTERNAL EXPERT COMMISSION ON THE RESULTS OF THE
EVALUATION OF THE EDUCATIONAL PROGRAMME IN THE SPECIALTY
0512000 "TRANSLATION (BY TYPE)" QUALIFICATION "GUIDE
TRANSLATOR" OF THE INSTITUTION "INTERNATIONAL COLLEGE OF
BUSINESS AND COMMUNICATIONS" FOR COMPLIANCE WITH THE
STANDARDS OF SPECIALIZED ACCREDITATION OF ORGANIZATIONS OF
TECHNICAL AND PROFESSIONAL EDUCATION

period of external expert evaluation: 19.01.-21.01.2021

1. Composition of the External Expert (Evaluation) Commission

In accordance with ECAQA Order No. 01 dated January 11, 2021, an External Expert Commission was formed to conduct an external assessment from January 19 to January 21, 2021 within the framework of the institutional and specialized accreditation of the International College of Business and Communications Institution (hereinafter referred to as the college) in the following composition:



Chairman, academic expert - Baekesheva Aigul Sharapievnna, Candidate of Economic Sciences, Chairman of the Association of Educational Experts "InterSarap", expert consultant of educational organizations on the organization of the educational process and preparation for accreditation;



Foreign expert- Elena Vladimirovna Zamiralova, Candidate of Economic Sciences, Director of the Institute of Distance Learning, Institute of Additional Education, Siberian State University of Science and Technology named after Academician M.F. Reshetnev ", an expert on accreditation of the Certification Association "Russian Register", an expert on state accreditation;



National Academic Expert - Zhakenova Karlygash Amanbekovna, candidate of sociological sciences, director of the college NEI "Kazakh-Russian Higher Medical College";



National Academic Expert - Bukenbaev Adilzhan Nurlanovich, master of "Pedagogical education", teacher of special disciplines of the Department of Foreign Languages of the KGKP "Kostanay Pedagogical College" of the Education Department of the Akimat of Kostanay region;



Expert - Representative employers - Alexander Saveliev, a leading business sales coach in Kazakhstan. Expert in negotiations and building sales departments. Founder of the Closed Business Club of entrepreneurs in the RK "RichBRO";



Expert - student representative - Satybaldin Amir Timurovich, 3rd year student in the specialty "Computers and Software" of the Educational Institution "Central Asian Technical and Economic College";



ECAQA Observer - Umarova Makpal Aldibekovna, head of the accreditation and monitoring department of the NEI "Eurasian Center for Accreditation and Quality Assurance in Higher Education and Health Care".

The work of the EEC was carried out in accordance with the Regulations on the EEC (Order of the ECAQA Director General No. 4 dated February 13, 2017).

The EEC report contains an assessment of the educational programme in the specialty "Translation (by type)" qualification "Guide-translator" of the Institution "International College of Business and Communications" for compliance with the Standards of specialized accreditation of technical and vocational education organizations (hereinafter - Accreditation Standards), recommendations of the EEC on further improving this college programme.

2. General part of the final report of the EEC

2.1 Introducing the International College of Business and Communications Institution and an educational programme in the specialty "Translation (by type)" qualification "Guide-translator"

The college has been carrying out educational activities since September 2009 on the basis of a state license of the AA-5 series for No. 0102462 and annexes to the AA-5 license No. 0095964 issued by the Department of Economy and Budget Planning of Almaty on the basis of order No. 95-n / 1 dated July 07, 2009 year, valid for an indefinite period.

Legal address: 050063, Republic of Kazakhstan, Almaty city, microdistrict Zhetysu-2, building 16 A. There are premises at the address Auezovsky district, microdistrict Zhetysu-2, building 16 A.

In accordance with the re-registration of the Institution "College of Law, Economics and Nanotechnology" on 09.07.2014 to the Institution "International College of Business and Communications" (Certificate of state re-registration of a legal entity, registration number No. 7864-1910-02-UE of the Ministry of Justice of the Republic of Kazakhstan) was approved by the decision of the founder Charter dated June 14, 2016.

According to the Charter Institutions "International College of Business and Communications", approved by the Protocol of the General Meeting of Participants of June 14, 2016, the highest body in the college is the Pedagogical Council.

The organizational structure of management was approved by the meeting of the Pedagogical Council on September 7, 2018, the last changes were made in September 2020.

The college is managed by the Director General Iksanov Serik Shapkhatoovich...

The college has a Council of Deputy Directors, which includes deputies for: educational work, educational and production work, international relations, scientific and innovative work, educational work, information technology and administrative and economic work.

The organizational structure includes one subject-cycle commission, the head of the department, the department of career guidance, the college methodologist.

The educational process is carried out in accordance with the Law of the Republic of Kazakhstan "On Education", State Compulsory Education Standards of the Republic of Kazakhstan and Model Curricula approved by the Ministry of Education and Science of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan, the Law "On Social Partnership in the Republic of Kazakhstan" and other regulatory and instructional materials.

In December 2014, the college passed state certification.

The license for 7 educational programmes was issued on 11.12.2014 (No. KZ37LAA00003803) and includes the following: 1) 0516000 "Finance" (by industry); 2) 0515000-Management (by industry and application); 3) 0201000 - Jurisprudence; 4) 0512000 - Translation (by type); 5) 130600-Radio electronics and communications (by type); 6) 1304000- Computer equipment and software (by type); 7) 1305000 - Information systems (by fields of application).

The total contingent of students for 2015-2020 in accordance with the statistical report 2-NK for the educational programme **0512000 Translation (by type) was 79 people.**

In accordance with the requirements of the Ministry of Education and Science of the Republic of Kazakhstan No. 338 dated July 13, 2009 "On Approval of the Typical Qualification Characteristics of the Positions of Teaching Staff and Equated Persons", a qualified teaching staff with sufficient

potential and the ability to solve modern training problems qualified specialists, qualitatively and quantitatively staffed for the implementation of educational programmes in the available specialties.

2.2 Information on previous accreditation

To date, the College has not been institutionalized or specialized accreditation. Agreement No. 14 on the preparation and conduct of institutional and specialized (programme) accreditation with the accreditation body - NEI "ECAQA" was concluded on August 19, 2020.

2.3 Analysis of the self-assessment report of the educational programme in the specialty "Translation (by type)" qualification "Guide-translator" of the Institution "International College of Business and Communications" for compliance with the Standards of specialized accreditation of organizations of technical and vocational education

The self-assessment report of the educational programme in the specialty "Translation (by type)" qualification "Guide-translator" is presented on 121 pages, including applications on 16 pages.

The report is characterized by the completeness of responses to all 10 accreditation standards, structuredness based on the recommendations of the ECAQA Self-Assessment Guidelines, and the internal consistency of information provided by the accredited college. The report is accompanied by an accompanying a letter signed by the director Iksanov Serik Shapkhatovich, confirming the accuracy of the information and data contained in the report.

The specialized self-assessment of the college was carried out on the basis of the order on the formation of the composition of the internal self-assessment commission No. 24-OD dated 09/01/2020.

The report contains a list of 10 members of the internal self-assessment commission, indicating the responsibility of each employee, information about the representative of the organization responsible for the institutional self-assessment - Svetlana Omurzakovna Serikpaeva - deputy director of the college. The chairman of the working group on preparation for institutional accreditation is the director of the college Iksanov S.Sh.

The working group for the preparation of the self-assessment report has done some work: the key aspects of the implementation of the educational programme were analyzed, the necessary information was collected in accordance with the accreditation standards; a thorough analysis, updating and addition of methodological and educational materials was carried out, their content is reflected in the report. There are links to regulations, model rules, regulations, teaching documents, website pages www.icb.kz

The content of the Self-Assessment Report is structured in accordance with the ECAQA Accreditation Standards and includes a description of the strengths, areas for improvement for each of the 10 standards. Description of the implementation of the educational programme fairly complete and updated software the number of students, teachers, administration, information on selection and admission, learning outcomes, knowledge and skills assessment results, material and technical base, contractual obligations with partners, financial information, plans for development and improvement, etc.

Conclusion on each of the 10 accreditation standards includes a description of strengths and areas for improvement.

The report is written in a competent language, the wording for each standard is clear and understandable, the tables contain references in the text and are consecutively numbered.

Thus, the self-assessment report of the educational programme in the specialty "Translation (by type)" qualification "Guide-translator" of the college contains objective, detailed, structured information on all types of activities in accordance with the ECAQA accreditation standards.

3. External expert evaluation

3.1 Description of the visit of the external expert committee

External expert work on the evaluation of the educational programme in the specialty "Translation (by type)" of the college was organized in accordance with the Guidelines for the external

evaluation of educational institutions and educational programmes of ECAQA (approved by the order of the Director General of the NEI "Eurasian Center for Accreditation and Quality Assurance in Higher Education and Health care "No. 5 of February 17, 2017) and according to the programme of the external visit, approved on January 8, 2021 by the Director General of ECAQA Sarsenbayeva S.S. and agreed with the Director General of the college Iksanov S.Sh.

To obtain objective information on the expert assessment of the college, the members of the EEC used the following methods: interviews with management and administrative staff, observation, study of the website, interviews with students of the educational programme, interviewing teachers, questioning teachers and students, reviewing resources in the context of fulfilling accreditation standards, study of educational and methodological documents for the educational programme "Translation Studies (by type)".

On the part of the college staff, the presence of all persons indicated in the visit programme and according to the lists of interview sites is ensured (Appendix 1).

The first day of the visit 01/19/2021.

On the first day of his visit to the ICBiC, the chairman of the EEC distributed responsibilities between the members of the EEC. Further, the meeting and interviews of the EEC members with the management of the college, in particular with the director of the college Iksanov Serik Shapkhovich, took place. The interviews with the college management touched upon the issues of strategy, tactics, planning, financing, prospects for the development of the college. With career guidance manager Muduarova Larisa Mukhambetkaliyevna, on the rules and conditions for admitting students to college. For educational and methodological activities (planning, procedures for reviewing and approving documentation, control of execution, monitoring quality) with Medeova Firuza Erkinovna, Deputy Director for Academic Affairs, and Beksultanova Kuralai Beldibayevna, Deputy Director for Educational and Industrial Practice. For scientific, methodological and educational activities. With Ibraimova Moldir Erganatovna - deputy director for educational work, Baigonusov Erbol Modanovich - teacher-organizer on BMT. For international cooperation with Aitimova Diana Akserikovna - Deputy Director for International Relations. On the organization and implementation of educational activities, a meeting was held with the chairman of the cyclic commission Elena Grigorievna Bondarenko and the teacher of special disciplines Turalbay Tattigul Turganbaevna. And also, a meeting was held with representatives of support services: Bizhanov Nurzhan Nurbolovich - financial director, Toktasynova Guldana Serikbaygyzy - chief accountant, Mamutbekova Zhanar Madyarkhanovna - head of the personnel department, Seytkhaziev Dosymkhan Sherekhanovich - deputy director for IT.

In the afternoon, a visual inspection of the college's material and technical base (classroom, laboratories, classroom equipment, IT equipment, computer labs, resource review) was carried out, after which the documents requested during the interview and examination were examined. At the end of the day, the results of the external assessment were summed up, the results of the standards validation and the verification of the data of the self-assessment reports were discussed.

Second day of visit 20.01.2021

The second day of the visit began with a meeting of the members of the External Expert Commission and the planning of the second day of the visit. Then the commission met with college teachers (the interview dealt with the educational process at the college, teaching and assessment methods, professional development, etc.). After the interview, I attended an online lesson on the "Management" programme on the topic "Modern principles of management", teacher Elena Grigorievna Bondarenko, and a lesson on the "Translation Studies" programme on the topic "Advertising translation", teacher Krykbaeva Arailym Dauletqhanovna. Then the EEC members started interviewing students, employers, international partners and alumni. The day ended with the study of documents, summing up the results of the external assessment, discussion of the results of validation of standards and verification of the data of self-assessment reports,

Third day of visit January 21, 2021

On January 21, a meeting of EEC members was held on the results of an external assessment of the educational programme in the specialty "Translation (by type)" for compliance with accreditation standards. A final discussion of the results of external assessment, study of documents, results of interviews, questionnaires was held. The members of the EEC started to design the final report of the EEC.

A meeting of the EEC members was held. EEC members made generalizations of the assessment results college educational programme. The members of EEC carried out an assessment of the college's conformity according to the "Quality Profile and Criteria for External Evaluation of an Educational Programme in Translation Studies (by Type)" developed by ECAQA for compliance with the ECAQA Accreditation Standards. The above document was individually completed by each member of the EEC. No comments were made by the EEC members.

Recommendations for improving the implementation of the educational programme for the college were discussed. A draft report and a recommendation for improvement were prepared. The Chair conducted a final open vote on college recommendations and a final vote on recommendations for the ECAQA Accreditation Board.

The programme and schedule of the external expert assessment of the EEC has been completed in full. On the part of the college staff, the participation of all persons indicated in the programme is ensured.

3.2 Results of the survey of key stakeholders

An observer from ECAQA in the period 19-20.01.2021 conducted an online survey of college students and teachers on the resource <https://webanketa.com/...>

Student survey results:

In total, the proposed questionnaire contains 22 questions, including an assessment of satisfaction with training and organization resources. The total number of students on the list is 53. The total number of respondents is 53.

Findings: according to the results of the survey, in these cases, the majority (50-80%) of students report their full or partial satisfaction, based on which it can be argued that, according to these criteria, educational programmes at the International College of Business and Communication meet the expectations of students and, thus, fulfill your task. Only 1 aspect of education is comparatively inadequate. As the obtained data show, to the question "Are you currently engaged in a scientific circle or participate in a scientific project?" only 22.64% answered positively, and only 13.21% of students plan to start. In total, 64.1% of students are not involved in scientific activities.

Teacher survey results:

In total, the proposed questionnaire contains 17 questions, including an assessment of satisfaction with the organization of labor and resources of the organization of education. The total number of teachers on the list is 22. The total number of respondents is 22.

Findings: according to the results of the survey, the majority (59.09%) of the respondents have more than 10 years of teaching experience, 86.6% are full-time teachers, 36.36% of the participants teach in the educational programme "Translation Studies". In general, the overwhelming majority of respondents (70-95%) give positive feedback on the organization of education. Teachers demonstrate an average degree of satisfaction when answering the statement "I am satisfied with the salary," 18.18% of the participants disagree with this statement, 9.09% - more NO than YES, and 4.55% did not answer this question at all.

3.3 Conclusions from external expert evaluation

As part of an external expert evaluation of the educational programme in the specialty "Translation (by type)" of the college for compliance with the ECAQA Accreditation Standards by members EECs are carefully studied and evaluated the main indicators relevant to this programme.

The information obtained by external experts during the study of the self-assessment report, preparation of a written review with recommendations for improvement, interviews with management, employees of departments, study of documentation, during interviews with 9 administrative workers, interviews with 34 students, 17 teachers, 7 employers, and questioning 53 students, 22 teachers, including 3 part-time workers. All information received was compared with the data of the self-assessment report, which made it possible to ensure the accuracy and validation of the information provided by the college and supporting documents for compliance with the above-mentioned ECAQA Accreditation Standards.

During the external expert evaluation, the members of the EEC studied 49 documents (Appendix 2) and videos on learning resources, which made it possible to identify the correspondence educational programme in the specialty "Translation (by type)" accreditation standards...

Recommendations for improving the educational programme, developed by the EEC based on the results of the expert evaluation, were presented at a meeting with the management on January 21, 2021.

Thus, the external assessment and the visit of the EEC members made it possible to verify and validate the data of the self-assessment report. educational programme college in full.

For the work of EEC, comfortable conditions were created, access to all necessary information and material resources was organized. The commission notes the high level of corporate culture of the college, the high degree of openness of the team in providing information to members of the EEC.

4. Analysis for compliance with the accreditation standards of the educational programme in the specialty "Translation (by type)" qualification "Guide-translator" of the Institution "International College of Business and Communications" and an overview of the strengths for each standard

Standard 1: MISSION AND POLICY OF EDUCATIONAL ORGANIZATION FOR QUALITY ASSURANCE

The expert commission received convincing data that the educational organization (hereinafter-EO) has a developed and approved mission and vision, in the development of which all departments of the EO participated, has a programme for the strategic development of the college from 2017 to 2022, reflecting the missions, and tasks have been clearly defined, factors and resources to ensure high-quality training of specialists in EP 0512000 Translation Studies. The college is staffed with engineering and teaching staff. The college implements a policy of ensuring the quality of education and an anti-corruption strategy approved by the director of the college.

Strengths:

- 1) The educational organization has a developed and approved mission.
- 2) The college is staffed with engineering and teaching staff.
- 3) College developed anti-corruption action plan in accordance with the Action Plan of the Department of Education of Almaty...

Conclusions of the EEC on the criteria. Out of 10 standards conform: fully - 1, significantly - 3, partially - 5, do not correspond - 0.

Standard 1: completed

Recommendations for improvement identified during the external visit:

- 1) The college needs to improve the effectiveness of the implementation of the Quality Policy, which will require building a holistic internal quality assurance system.
- 2) Introduce an anti-plagiarism system into the learning process to check the creative and coursework of students for borrowings, citation and preservation of the originality of the text.

Standard 2: EDUCATIONAL PROGRAMME

The educational programme (hereinafter-EP) in the specialty 0512000 Translation Studies (by type) was developed in the college in accordance with the mission, goals and expected aggregate

results. The educational programme meets the theoretical and practice-oriented requirements for basic and professional competencies. The implementation of the educational programme is ensured by a sufficient material and technical base and a high potential of the teaching staff.

The effectiveness of achieving the goals of the EP is systematically assessed through monitoring student progress, the results of professional practice, the quality of defense of work on course design, final certification exams, as well as the degree of student satisfaction with the quality and learning conditions.

The content of the educational process in specialties is determined on the basis of the State educational standards of secondary vocational education, working curricula. The volume of the study load for the blocks of disciplines of the curriculum corresponds to the requirements of the State Educational Standard of Education for the number of hours of theoretical and practical training.

Strengths:

1) Educational planning documentation: working curriculum and working plans, individual curricula correspond to the objectives, the content of the EP to achieve the expected learning outcomes.

2) Working curricula for EP are drawn up in a logical sequence of studying disciplines by sections, disciplines by semester are determined taking into account the distribution of student's academic work.

3) To implement the goals of the EP, the college has a sufficient material and technical base.

Conclusions of the EEC on the criteria. Out of 12 standards conform: completely - 7, significantly - 2, partially - 3, do not correspond - 0.

Standard 2: completed

Recommendations for improvement identified during the external visit:

1) Ensure the involvement of different categories of stakeholders in the process of developing and improving the EP.

2) To update the learning outcomes for EP, coordinate the content of the work programmes of disciplines with representatives of employers and social partners.

Standard 3: STUDENT-CENTERED LEARNING AND STUDENT'S VALUATION

An increase in the innovative potential of the college as the ability of educational participants to carry out innovative activities can be traced through the organization and conduct of various methodological and educational activities. The college has a programme of work with students through curatorial and educational work, the work of subject-cycle commissions, the Committee on Youth Affairs.

As it became known as a result of interviews with teachers of special disciplines and attending open classes, students are considered an integral part of the process of improving educational activities. Teachers ensure the active participation of students in educational activities through the use of various teaching methods and technologies, including methods of active learning: simulation (business, role-playing, didactic games; simulation exercises, simulation trainings, situation analysis), a reverse lesson, minute paper to obtain feedback as well as critical thinking strategies. Assessment of the success of students in the classroom is implemented by means of the hierarchy of thought processes in Bloom's taxonomy.

In general, the college has a favorable psychological and moral atmosphere in relation to student-teacher. The college is conducting targeted educational work in the direction

Strengths:

1) When planning and organizing the educational process, such characteristics as individuality, the desire for self-development, personal and professional growth, and the independence of students are taken into account.

2) The educational organization conducts training with due attention to various groups of students, including persons with disabilities and from socially vulnerable groups of the population.

3) The college has a system of providing discounts, based on the "Regulations on the system of payment and discounts for tuition," approved by the college, which are considered by the council of deputy directors.

Conclusions of the EEC on the criteria Out of 12 standards conform: fully - 8, significantly - 3, partially - 1, do not correspond - 0.

Standard 3: completed

Recommendations for improvement identified during the external visit:

- 1) Continue improving the organization of the educational process to introduce the principles of student-centered learning and assess the results of all training.
- 2) Establish procedures for responding to student complaints and a system for appealing assessment results.

Standard 4: STUDENTS, ADMISSION POLICY AND QUALIFICATIONS

The college uses and applies all the necessary resources to solve problems in accordance with the mission of EO - training competitive, efficiently - trained specialists in the field of management and organizational activities of enterprises, who are able to use and own economic methods and management functions. All the activities of the team are aimed at creating conditions for the training of a demanded and competitive specialist in the labor market.

The policy of admission of applicants for the educational programme 0512000 - Translation (by type) is carried out on a commercial basis. The college admits children with disabilities, from large families, children with disabilities, children under guardianship. Work on vocational guidance in schools of the region and district is carried out according to the approved plan of the managerial department of vocational guidance work of the college.

The college adheres to the academic rules of transfer, restoration, provision of academic leave to students in accordance with the "Rules for the transfer and restoration of students by types of educational organization", approved by the Ministry of Education and Science of the Republic of Kazakhstan dated January 20, 2015 No. 19, and orders of the director of the college.

Intermediate and final certification for the accredited EP is organized in accordance with the Standard Rules for the current monitoring of progress, intermediate and final certification of students in organizations of technical and vocational, post-secondary education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan. In accordance with paragraph 3, for the final certification of students in educational organizations, an attestation examination commission is created by order of the director of the college. The composition of the attestation examination commission is formed from the number of qualified specialists of enterprises, teachers of special disciplines, in the ratio of 75% from representatives of employers and 25% from representatives of the organization of technical and professional, post-secondary education.

Strengths:

1) EO has a policy and implements the practice of transferring students from other programmes and educational organizations.

2) EO has a student support programme that addresses social, financial and personal needs, and allocates resources to support students.

3) The College promotes and supports student activities and student organizations, including the provision of technical and financial support.

Conclusions of the EEC on the criteria. Out of 13 standards conform: fully - 11, significantly - 0, partially - 2, do not correspond - 0

Standard 4: completed

Recommendations for improvement identified during the external visit:

1) Consider broad coverage of events, achievements of the educational process of both teachers and students in the media in order to implement career guidance work.

Standard 5: ACADEMIC STAFF / FACULTY

In general, the college has a rational and effective system for the selection and placement of teaching staff and support personnel. The organization of the educational process in the college is provided by a qualified professional pedagogical staff with a higher education corresponding to the profile of EP 0512000 Translation Studies (by type), systematically raising their qualifications through advanced training courses, participation in conferences and seminars. The educational organization has a policy of selection and admission of employees in accordance with the legislation of the country and licensing requirements for educational activities.

An analysis of the needs of engineering and pedagogical workers and employees in advanced training is carried out annually, the results of which are taken into account when drawing up a prospective certification schedule.

All work of the college personnel department is carried out in accordance with the procedures regulated by internal documents: orders for core activities, orders for personnel, orders for personnel activities. It should be noted that college teachers are focused on self-development and self-realization of their own professional activities.

Strengths:

1) In order to provide pedagogical and methodological support, the newly hired teacher and young specialist are annually assigned mentors from among experienced teachers.

2) The School of Young Teachers functions as 1 of the forms of improving the skills of novice teachers

Conclusions of the EEC on the criteria. Out of 8 standards conform: completely - 4, significantly - 2, partially - 2, do not correspond - 0.

Standard 5: completed

Recommendations for improvement identified during the external visit:

1) Develop mechanisms to stimulate the research and scientific-methodical work of teachers.

2) Continue work to increase publication in methodological and scientific journals to generalize and disseminate their pedagogical experience.

Standard 6: LEARNING RESOURCES AND SUPPORT OF STUDENTS

Some work is being done in the college to create conditions to ensure a full-fledged educational process. The indicators of the material and technical equipment of the educational process are sufficiently consistent with the goals and objectives of the EO. Material resources are the means for the development of the modern educational process, and are also means that contribute to the modernization of TVE. Much attention is paid to the strengthening and development of the material and technical base. Equipping and strengthening the college with technical, information technology resources meet the development of modern educational requirements.

Strengths:

1) The College has a Club of Young Scientists, the purpose of which is to form the skills of speaking and defending scientific works, expanding the methods of scientific research, public discussion of master's and doctoral dissertations.

2) In connection with the transition to DOT, the college digitized the bulk of the educational and methodological literature for convenient use by students.

3) The educational institution has a sufficient material and technical base (classroom fund, educational equipment, library, practice bases, etc.), which allows to ensure adequate implementation of the educational programme for students to acquire theoretical knowledge and practical skills in the chosen specialty.

Conclusions of the EEC on the criteria. Out of 13 standards conform: fully - 5, significantly - 6, partially - 2, do not comply - 0

Standard 6: completed

Recommendations for improvement identified during the external visit:

1) Continue work on improving the material and technical base in order to successfully implement EP 0512000 Translation Studies.

2) Systematically update the list of compulsory and additional educational literature in special disciplines.

Standard 7: INFORMATION AND ACTIVITY MANAGEMENT

The management system at the International College of Business and Communications according to EP 0512000 Translation Studies (by type) is aimed at the implementation of the mission of 4 C: student, service, status, synergy, reflected in the mission of the EP of the Comprehensive Approach to the preparation of professionally oriented specialists in the field of translation and intercultural communication with fundamental linguistic training”, work plans with the definition of strategic objectives and goals.

The Pedagogical Council is a collegial advisory body of the college, which includes all teachers who are directly involved in the educational process. The meetings of the pedagogical council are held once every two months. At the meetings, issues of implementation of state educational standards of TVE, the state of educational work, including the results of intermediate and final certification of students, are considered; the quality of the organization of educational and methodological work; the activities of teachers to introduce new pedagogical technologies into the educational process; results of work of structural divisions; new normative documents operating in the TVE system are being discussed. The meetings of the pedagogical council are reflected in the protocol, the decisions and methods of their implementation are noted at the next meeting.

The general management of the college is carried out by the director. The director, acting on the basis of the Charter of the College, organizes the management of the educational institution, coordinates the efforts of the teaching staff aimed at the joint achievement of the set goals and objectives, establishes the interaction of the team members, stimulates positive relations in the team.

The educational part is the organizational, coordinating, controlling structural unit of the college.

There is 1 cycle commission in the college. The chairman of the cyclic methodological commission organizes the work in accordance with the Regulations on the cyclic commission.

All faculty, students and staff participate in the college management system. Teachers participate in the collegial management of the college through the pedagogical council, the work of the SCC. Students participate in management through the Committee on Youth Affairs, work in the assets of groups.

Strengths:

1) The organizational structure of the college allows the team to optimally solve the tasks for the further development of EP 0512000 Translation Studies (by type) on the basis of discussion and analysis of data on educational and other indicators.

Conclusions of the EEC on the criteria. Out of 7 standards conform: fully - 2, significantly - 2, partially - 3, do not comply - 0

Standard 7: completed

Recommendations for improvement identified during the external visit:

1) Develop an Academic college policy for systematic and effective management of the educational process.

Standard 8: PUBLIC INFORMATION

In the college, according to the strategy of providing educational services and its further development, the following events are regularly held: analytical questioning among students about the quality of career guidance work, the reasons for choosing a college and their future profession; booklets and brochures have been prepared containing information on activities, specialties and conditions for accepting documents at the college; videos about college are created and used.

Strengths:

1) A variety of forms of delivering information to applicants.

2) Posts covering major college events and promotions are duplicated on Instagram and Facebook.

Conclusions of the EEC on the criteria. Out of 2 standards conform: fully - 0, significantly - 0, partially - 2, do not comply - 0

Standard 8: completed

Recommendations for improvement identified during the external visit:

- 1) Increase the level of transparency of the college's activities by informing the public and partners by posting relevant information on the college's website.

Standard 9: MONITORING AND EVALUATION OF EDUCATIONAL PROGRAMME

The International College of Business and Communication monitors and evaluates the level of implementation and assimilation of students in the specialty 0512000 - Translation (by type) of the educational programme through a feedback system, analysis of the dynamics of progress from admission to graduation, monitoring of the employment of graduates.

Assessment of the quality of the implementation of the educational programme is carried out through the analysis of the results of control and independent work, test assignments, discussion of the topics of term papers, exam tickets.

The college has developed a mechanism for monitoring the effectiveness of the implementation of the educational programme for 0512000 Translation Studies (by type), which ensures monitoring of the implementation of the curriculum and assigned tasks at all levels of structural units.

The main methods of monitoring the implementation of the educational process are: observation; attending and analyzing classes and extracurricular activities; analysis of teaching and methodological and didactic materials of the teacher, independent work of students; carrying out and analysis of SIW and administrative control works; examination of planning and reporting documentation; verification and analysis of all types of educational documentation (journals of theoretical and practical training, additional classes, student transcripts, etc.); questioning.

Strengths:

1) EO has a system for monitoring the quality of the educational programme, including feedback from teachers and students, has a policy that is aimed at using appropriate resources in order to effectively implement the EP.

Conclusions of the EEC on the criteria. Out of 6 standards conform: completely - 0, significantly - 3, partially - 3, do not correspond - 0.

Standard 9: completed

Recommendations for improvement identified during the external visit:

- 1) Strengthen control measures for the compliance of the content of the teaching materials with the requirements of the College Regulations on the teaching materials.
- 2) Use the possibilities of academic freedom of the teacher in the development of control and measuring materials (that is, when assessing, use not only tests).

Standard 10: PROCEDURES OF EXTERNAL QUALITY ASSURANCE AND STEADY IMPROVEMENT

The institution "International College of Business and Communications" carries out its activities in accordance with internal and external regulations governing all the main activities of the educational institution. The mission and strategic directions of the college are used for planning in all areas of activity, setting goals and objectives at all levels, and specific activities are identified for each area of the strategic plan.

To ensure the educational process of the specialty 0512000 - Translation (by type), the college has all the necessary educational and material assets, they comply with the established norms and rules. The material and technical base of the college is good, it provides the educational process with everything necessary, maintains the state of the building and the territory at the proper level.

Strengths:

- 1) The activities of the college as a whole are determined by its mission.
- 2) The college implements its activities on the basis of both internal and external regulatory documents.
- 3) In the ICBiC, when developing a system of anti-corruption measures, they adhere to certain principles and measures.

Conclusions of the EEC on the criteria. Out of 6 standards conform: completely - 1, significantly - 4, partially - 1, do not correspond - 0.

Standard 9: completed

Recommendations for improvement identified during the external visit:

- 1) Develop and implement a personnel management programme that systematically reflects the processes of assessment, incentives, labor motivation, career trajectories of teachers and employees.

Thus, all 10 accreditation standards have been met, no inconsistencies in the fulfillment of the criteria of each of the basic accreditation standards in the process of analyzing the self-assessment report and carrying out the examination as part of the tasks of the external expert evaluation programme were found.

5. Recommendations for improving the implementation of the educational programme in the specialty 0512000 - Translation (by type) Institutions "International College of Business and Communications":

1. The college needs to improve the effectiveness of the implementation of the Quality Policy, which will require building a holistic internal quality assurance system.
2. Introduce an anti-plagiarism system into the learning process to check the creative and coursework of students for borrowings, citation and preservation of the originality of the text.
3. Ensure the involvement of different categories of stakeholders in the process of developing and improving the educational programme.
4. To update the learning outcomes of the educational programme, systematically coordinate the content of the work programmes of the disciplines with representatives of employers and social partners.
5. Develop mechanisms to stimulate the research and scientific-methodical work of teachers.
6. Systematically update the list of compulsory and additional educational literature in special disciplines.
7. Develop an Academic College Policy for the systematic and effective management of the educational process.
8. Increase the level of transparency of the college's activities by informing the public and partners by posting relevant information on the college's website.
9. Strengthen control measures for the compliance of the content of educational and methodological complexes (EMC) of the discipline with the requirements of the College Regulations on the EMC.
10. Use the possibilities of academic freedom of the teacher in the development of control and measurement materials (that is, when assessing, use not only tests).
11. Develop and implement a personnel management programme that systematically reflects the processes of assessment, incentives, labor motivation, career trajectories of teachers and employees.

6. Recommendation to the ECAQA Accreditation Council

The EEC members came to a unanimous opinion to recommend the Accreditation Council to accredit the educational programme in the specialty 0512000 - Translation studies (by type) Institutions "International College of Business and Communications", conforming to the Standards of specialized accreditation of organizations of technical and professional ECAQA education for a period of 3 years.

Chairman, academic expert - Baekesheva Aigul Sharapievna

Foreign expert - Elena Vladimirovna Zamiralova

National Academic Expert - Zhakenova Karlygash Amanbekovna

National Academic Expert - Bukenbaev Adilzhan Nurlanovich

Expert - Representative employers - Alexander Saveliev

Expert - student representative - Satybaldin Amir Timurovich

ECAQA Observer - Umarova Makpal Aldibekovna

Председатель, академический эксперт – Баекешева Айгуль Шарapieвна



Зарубежный эксперт – Замиралова Елена Владимировна



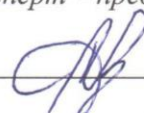
Национальный академический эксперт – Жакенова Карлыгаш Аманбековна



Национальный академический эксперт – Букенбаев Адильжан Нурланович



Эксперт – представитель работодателей – Александр Савельев



Эксперт – представитель студентов – Сатыбалдин Амир Тимурович



Наблюдатель от ЕЦА – Умарова Макпал Альдибековна



Quality profile and criteria for external evaluation of the educational programme in the specialty 0512000 - Translation studies (by type) of the Institutions "International College of Business and Communications" for compliance with the Standards of institutional accreditation of technical and professional organizations

Standard	Criteria for evaluation	Number of standards = BS * / SU	Evaluation			
			Totally coincides	Significantly corresponds	Partially compliant	Does not match
1.	Mission and policy of educational organization for quality assurance	9 = 9BS 1SU	1	3	5	-
2.	Educational programme	12 = 7BS 5SU	7	2	3	-
3.	Student-centered learning and student's valuation	12 = 8BS 4SU	8	3	1	-
4.	Students, admission policy and qualifications	13 = 10BS 3SU	11	-	2	-
5.	Academic staff/Faculty	8 = 5BS 3SU	4	2	2	-
6.	Learning resources and support of students	13 = 9BS 4SU	5	6	2	-
7.	Information and activity management	7 = 3BS 4SU	2	2	3	-
8.	Public Information	2 = 2BS 0SU	-	-	2	-
9.	Monitoring and evaluation of educational programme	6 = 5BS 1SU	-	3	3	-
10.	Procedures of external quality assurance and steady improvement	6 = 3BS 3SU	1	4	1	-
	Total:	88	39	25	24	-

List of documents requested by members of the EEC during the period of the external expert assessment of the educational programme

No.	Names of documents	amount	Date approved
1.	Structure of the International College of Business and Communications Institution	1	
2.	Working curricula	2	
3.	Training Session Schedules	1	
4.	Calendar-thematic plans	2	
5.	Lesson plans (flow charts of lessons)		
6.	Code of Academic Integrity for Faculty, Staff and Students	1	
7.	International College of Business and Communication Student Code of Honor	1	09/01/2020
8.	Educational-methodical complexes of disciplines	2	
9.	Typical curricula for technical and vocational education (specialty: 0512000 Translation, qualification: 0512023 Guide-translator)	1	
10.	Working curriculum of technical and vocational education (specialty: 0512000 Translation studies, qualification: 0512023 Guide-translator)	1	
11.	Extract from the work plan for 2018-2019, 2019-2020 academic year (specialty: 0512000 Translation studies, qualification: 0512023 Guide-translator)	1	
12.	Personal files of students	2	
13.	Control and diagnostic materials. Criteria for assessing the knowledge, skills and competencies of a student for the course theory and practice of translation (on a 5-point scale)	1	
14.	Rules of pedagogical ethics	1	September 28, 2020
15.	Admission rules for training at the Institution "International College of Business and Communications" for the 2020-2021 academic year	1	
16.	List of ICBiC employees for the 2016-2017 and 2017-2018 academic years	1	
17.	Student guidebook (2020)	1	
18.	Methodical instructions for the implementation and defense of thesis	1	
19.	Thesis: Diploma work in the specialty 0512000 - "Translation" on the topic "Features of translation of realities". Muratkyzy Madina. Dec 2019 Thesis in the specialty 0512000 - "Translation" on the topic "Difficulties in translating a book on composition by Andrew Lumis. Peculiarities of Translation of Drawing Aids". Beysembay Akzel Temirkyzy. Dec 2019	2	

20.	Job descriptions of employees (2020). Job description of a methodologist	1	01.09.2016
21.	Arrivals and Departures	1	
22.	Information and information on employment and employment of graduates for 2018, 2019, 2020		
23.	Standard rules for the activities of the methodological (educational, methodological, scientific and methodological) council and the procedure for its election	1	
24.	Library annual report	1	
25.	Library annual work plan	1	
26.	Cooperation agreements	8	
27.	Register of a standard contract for professional practice. The list of enterprises (organizations) as bases for professional practice (by type) of students for the 2018-2019 academic year	1	
28.	Register (electronic) of contracts for professional practice (by type) of students, 2018-2019 academic year	1	
29.	Work plan of the Deputy Director for Academic Affairs for the 2018-2019 academic year	1	31.08.2018
30.	Methodist work plan for 2018-2019 and 2020-2021 academic year	1	
31.	Work plan of the scientific and methodological council of the ICBiC for the 2018-2019 academic year	1	08/31/2018
32.	Regulation on the Council for the Prevention of Offenses of Students of the International College of Business and Communication	1	09/02/2019
33.	Regulations on the School of Young Teachers	1	August 29, 2018
34.	Regulations on the educational and methodological complex	1	28.08.2018
35.	Internal Rules of Procedure for International College of Business and Communication Staff	1	September 05, 2017
36.	House Rules for Students at the International College of Business and Communication	1	09/01/2020
37.	Internal labor regulations	1	01 September 2020
38.	Rules and conditions for the certification of teaching staff and persons equated to them holding positions in educational organizations that implement educational programmes for preschool, primary, basic secondary, general secondary, technical and vocational, post-secondary education	1	January 27, 2016 No. 83
39.	Order No. 12-OD on the establishment of the final certification commission	1	April 27, 2020
40.	Order No. 67-OD "On Approval of the Code of Academic Integrity of Teaching Staff, Staff and Students"	1	
41.	Order No. 583 "On approval of the rules for the organization and implementation of educational and	1	November 29, 2007

	methodological work"		
42.	Protocol No. 1 of the Pedagogical Council	1	September 01, 2017
43.	Protocol of the Scientific and Methodological Council 2019-2020 academic year. 1) Protocol No. 1 dated August 29, 2019 of the meeting of the Scientific and Methodological Council; 2) Protocol No. 1 dated August 31, 2018 of the meeting of the Scientific and Methodological Council; 3) Protocol No. 2 dated October 22, 2018 of the meeting of the Scientific and Methodological Council.	3	
44.	Report on scientific and innovative activities of the ICBiC for the 2018-2019 and for the 2019-2020 academic year	2	
45.	Quality management system (international standard ISO 9001). Job description of the methodologist of the college QMS DI ICBiC P 02/2	1	03.09.2018
46.	Quality management system (international standard ISO 9001). Regulations on the pedagogical council of the QMS ICBiC P 01/1	1	
47.	Cooperation agreement between the Professional College of the Kyrgyz National University named after J. Balasagyn and the International College of Business and Communications	1	12.12.2019
48.	Anti-Corruption Strategy of the International College of Business and Communication	1	31.08.2018
49.	Plan of scientific seminars of the club of young scientists for the 2019-2020 academic year	1	29.08.2019