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in Education and Science of the Russian Federation  
(Rosobrnadzor)

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APPROVED

by Order

of the Federal Service of Supervision  
in Education and Science

**STATUTES**  
**OF THE FEDERAL STATE BUDGETARY INSTITUTION**  
**“THE NATIONAL ACCREDITATION AGENCY”**  
(new edition)

Moscow, 2020

## **I. GENERAL PROVISIONS**

1.1. The federal state budgetary institution “The National Accreditation Agency” (further – the Agency) is a non-commercial organisation in the form of a federal state budgetary institution.

The Agency was established by the Russian Federation State Committee for higher education by Order № 570 of 18 April 1995 as a state institution under the name “The Research and Information Centre for State Accreditation of Goskomvuz of Russia (The State Committee for Higher Education)”.

“The Research and Information Centre for State Accreditation of Goskomvuz of Russia” was renamed “The Research and Information Centre for State Accreditation of the Ministry of General and Professional Education of the Russian Federation” by Order № 324 of 10 February 1999 of the Ministry of Education of the Russian Federation. The Research and Information Centre for State Accreditation of the Ministry of General and Professional Education of the Russian Federation was renamed the state institution “The Research and Information Centre for State Accreditation of the Ministry of General and Professional Education of the Russian Federation” by Order № 1151 of 19 April, 2000 of the Ministry of General and Professional Education of the Russian Federation. The state institution “The Research and Information Centre for State Accreditation of the Ministry of General and Professional Education of the Russian Federation” was renamed the state institution “The Information and Methodological Centre of the Ministry of Education of the Russian Federation” by Order № 1010 of 25 March, 2002 of the Ministry of Education of the Russian Federation.

In accordance with the Instruction №1749-p of 31 December, 2004 by the Government of the Russian Federation the state institution “The Information and Methodological Centre of the Ministry of Education of the Russian Federation” was transferred under the jurisdiction of the Federal Service of Supervision in Education and Science (further - Rosobrnadzor). The state institution “The Information

and Methodological Centre of the Ministry of Education of the Russian Federation” was renamed the federal state institution “The National Accreditation Agency in the sphere of education” by Order № 464 of 04 March 2005 by Rosobrnadzor.

The federal state institution “The National Accreditation Agency in the sphere of education” was renamed the federal state budgetary institution “The National Accreditation Agency in the sphere of education” by Order № 1342 of 30 May, 2011 by Rosobrnadzor.

1.2. The founder and owner of the property of the Agency shall be the Russian Federation. The powers and authorities of the founder of the Agency shall be exercised by Rosobrnadzor.

1.3. The Agency is a non-profit organisation. Making profit is not its main activity but the Agency has the right to carry out other types of non-core activities, only to the extent serving to achieve the purposes the Agency was created for and corresponding to these purposes.

1.4. The activity of the Agency is regulated by the Constitution of the Russian Federation, federal constitutional laws, federal laws, decrees and instructions of the President of the Russian Federation, resolutions and instructions of the Government of the Russian Federation, normative legal acts of the Federal Service for supervision in the sphere of education (Rosobrnadzor), by other federal executive authorities and the present Statutes.

1.5. The Agency, within legally defined limits, owns and uses the property assigned to it by the right of operational management, in accordance with the goals of its activities, the purpose of this property and, unless otherwise provided by law, disposes this property with the consent of the owner of this property.

1.6. The Agency is a legal entity; it has an independent balance sheet, a seal with the State Emblem of the Russian Federation with its full name, stamps, letterheads and other seals with its name and other details of the legal entity.

The Agency opens personal accounts in the territorial offices of the Federal Treasury intended for accounting operations with funds of subsidies provided to

the Agency for financial support of the state assignment, as well as funds received from income-generating activities.

1.7. The Agency has civil rights in accordance with the objectives of the Statutes hereof and on its own behalf may get and exercise property and personal non-property rights, perform duties, be the claimant and the respondent in court, as well as in arbitration and arbitral tribunal.

1.8. The Agency participates in the activities for the implementation of the Bologna Declaration in terms of quality assurance.

1.9. The full official name of the Agency in Russian shall be the federal state budgetary institution “The National Accreditation Agency in the Sphere of Education”.

The acronym shall be FSBI “Rosakkredagentstvo”.

The name of the Agency in English shall be “National Accreditation Agency (NAA)”.

1.10. The location of the Agency (legal address): 33 Shabolovka Str., Moscow, 115162, Russian Federation

1.11. The Agency has a branch in Yoshkar-Ola.

The full name of the branch is the Branch of the federal state budgetary institution “National Accreditation Agency” in Yoshkar-Ola.

The acronym of the Branch is the Branch of the FSBI “Posakkredagentstvo” in Yoshkar-Ola.

The location of the branch is 3 Lenin St., Yoshkar-Ola, Republic of Mari El, 424000, Russian Federation.

The Branch in Yoshkar-Ola is a detached structural division of the Agency located outside the territory of the Agency’s residency that performs all its functions or part of them including the functions of the Agency’s representation.

1.12. Changing the type of Agency shall not be a reorganization of it. When changing the type of the Agency, its constituent documents are amended accordingly.

Changing the type of the Agency in order to create a state-owned, autonomous institution should be carried out in the manner prescribed by the legislation of the Russian Federation.

1.13. The Agency shall carry out government measures for mobilization training and civil defence in accordance with the legislation of the Russian Federation.

1.14. The Agency provides, in the established manner, protection of information constituting state, commercial, official and other law protected secret.

## **II. GOALS, OBJECTIVES AND TYPES OF THE AGENCY'S ACTIVITY**

2.1. The goals of the Agency's activity are to assist Rosobrnadzor in executing its powers for:

2.1.1. State accreditation of educational activities;

2.1.2. Formation and maintenance of information resources.

2.1.3. Interaction with government bodies of foreign states and international organizations in the established field of activity;

2.2. The subject of the activity of the Agency is to assist Rosobrnadzor in executing its powers by organizational and technical, technological, information and methodological as well as analytical support.

2.3. In conformity with its goals, the Agency carries out organizational, technical, technological and information-analytical support of:

2.3.1. peer review procedure during state accreditation procedure of educational activities;

2.3.2. Procedure of certification of experts and (or) expert organizations for conducting peer review during state accreditation procedure of educational activities;

2.3.3. quality assessment of students' training conducted during evaluation of their learning outcomes in study programs declared for state accreditation;

2.3.4. preparation and updating of methodological and other documents on the analysis of the content and quality of students' training in organizations involved in educational activities, as well as assessment tools and mechanisms for learning outcomes' evaluation;

2.3.5. organizational and technical support for the collection, processing and storage of accountability and (or) other documented information in relation to educational organizations involved in licensing and state accreditation procedures of educational activities;

2.3.6. monitoring research in the education system of the Russian Federation to ensure the powers executed by Rosobrnadzor;

2.3.7. technical support and maintenance of data systems as well as the components of information and telecommunications infrastructure related to the execution of Rosobrnadzor powers in licensing and state accreditation procedures of educational activities;

2.3.8. organizational, technical, information and analytical support for activities related to interaction with foreign and international organizations in the sphere of quality assurance of education, assessing the quality of students' training and accreditation of educational organizations.

2.4. In order to achieve the goals established by the Statutes hereof, the Agency, in agreement with Rosobrnadzor, is entitled to perform the following other types of activity only to the extent that it serves to achieve the goals of the Agency and is in line with those goals:

2.4.1. to carry out state accreditation procedures of educational activities in accordance with the international law;

2.4.2. to implement educational activities on further professional programs;

2.4.3. to develop and disseminate software, create, design and maintain databases and other information resources in the sphere of education of the Russian Federation; to grant rights for the developed software and databases usage on the terms of a simple (non-exclusive) license;

2.4.4. to implement project and research work;

2.4.5. to organize and hold conferences, seminars and other meetings in the sphere of education in the Russian Federation, to participate in international conferences and seminars outside the territory of the Russian Federation;

2.4.6. to monitor students' training quality in organizations involved in educational activities as well as other studies in the sphere of education.

2.5. The right of the Agency to carry out the stipulated by the present Statutes types of activity requiring a special permit (a license), arises from the moment of receiving such permission (a license) or during the term specified in it and terminates after the expiry of the permit (license) validity.

2.6. The Agency is entitled to provide services (work) related to the Agency's core activities for citizens and legal entities for a fee and on the same terms and conditions when providing (performing) the same services (work), beyond the established state assignment for providing state services (work) to legal entities and individuals (hereinafter referred to as the state assignment), as well as in cases determined by federal laws. The procedure for determining this fee is set out in the regulatory legal act of Rosobrnadzor.

2.7. The Agency shall not be entitled to exercise other types of activities not covered by the present Statute.

### **III. THE MANAGEMENT OF THE AGENCY'S ACTIVITY**

3.1. In relation to the Agency Rosobrnadzor shall carry out the following functions and powers of the founder:

3.1.1. approval of the Agency's Statutes, as well as amendments introduced to it;

3.1.2. appointment and dismissal of the Director of the Agency;

3.1.3. conclusion and termination of the labour contract with the Director of the Agency;

3.1.4. formation and approval of the state assignment in accordance with the main activities provided by the Agency's Statutes;

3.1.5. determination of types and list of Agency's particularly valuable movable property assigned to the Agency or obtained by the Agency at the expense allocated by Rosobrnadzor (hereinafter - particularly valuable movable property);

3.1.6. preliminary approval of significant transactions made by the Agency;

3.1.7. adoption of a decision on approval of transactions with the participation of the Agency determined in accordance with the criteria established by the legislation of the Russian Federation;

3.1.8. determination of the procedure for compiling and approving a report on the results of the Agency's activities and on the use of property assigned to it in accordance with general requirements established by the legislation of the Russian Federation;

3.1.9. coordination of the disposal of particularly valuable movable property assigned to the Agency by the founder or acquired by the Agency at the expense of funds allocated by the founder for the acquisition of such property;

3.1.10. the implementation of financial support for the implementation of state assignment;

3.1.11. determining the procedure for drafting and approving the plan of the Agency's financial and economic activities in accordance with the requirements established by the authorized federal executive body;

3.1.12. approval of provisions on procurement of goods, construction or services;

3.1.13. coordination of the disposal of the Agency's immovable property in accordance with the law requirements, including leasing it under contracts, the standard conditions of which are approved by the authorized federal executive body;

3.1.14. monitoring the Agency's activities in accordance with the legislation of the Russian Federation;

3.1.15. establishing the procedure for determining fees for individuals and legal entities for services (work) related to the main Agency's activities, provided

by it in excess of the established state task, as well as in cases established by federal laws, within the framework of the established state task;

3.1.16. implementation of other functions and powers of the founder established by federal laws and regulatory legal acts of the President of the Russian Federation or the Government of the Russian Federation.

3.2. The daily management of the Agency is carried out by the single executive represented by the director.

3.3. The Director shall be appointed and dismissed by the Order of Rosobrnadzor.

3.4. The labour contract with the Director shall be concluded for the term of no more than five years.

3.5. The Director of the Agency shall be accountable in his activity to Rosobrnadzor and shall carry out his functions in conformity with the legislation of the Russian Federation, the Statutes of the Agency, legal and administrative acts of Rosobrnadzor and the labour contract.

3.6. The Director shall be personally responsible for:

3.6.1. not fulfilling the purposes of the Agency's activity provided in this Statute, untimely submission of the Agency's reports, not executing of the work plan for financially-economic activity;

3.6.2. non-performance or inappropriate performance of the obligations provided by the legislation of the Russian Federation and the labour contract;

3.6.3. violating of labour discipline and safe working conditions;

3.6.4. interfering and non-purpose use of the property assigned to the Agency, alienation or encumbrance of the property assigned to the Agency, or the property acquired by the Agency on the funds from the federal budget or state non-budgetary funds of the Russian Federation;

3.6.5. non-purpose use of grants provided to the Agency for financial support of the execution of the state task;

3.6.6. acceptance of monetary obligations over granted subsidies provided to the Agency for the financial support of the execution of the state task and funds received from income-generating activities;

3.6.7. other violations of the legislation requirements of the Russian Federation.

3.7. According to the legislation of the Russian Federation and the present Statutes the Director of the Agency shall:

3.7.1. organize the financial and economic activities of the Agency;

3.7.2. manage the daily activity of the Agency;

3.7.3. represent the Agency in relations with all natural and legal entities, including the state governmental and local self-governing authorities, without the letter of attorney;

3.7.4. open and close up personal account according to established procedure in the local body of the Federal Exchequer for the records on the grant funds provided to the Agency for reimbursement of standard costs associated with the state services delivered by the Agency in accordance with the state task, and on the funds received from the profit-making activities;

3.7.5. manage the property of the Agency in accordance with the legislation of the Russian Federation and the present Statutes;

3.7.6. conduct any transactions stipulated by the legislation of the Russian Federation and the present Statutes;

3.7.7. make decisions on claims, actions against individuals and legal entities;

3.7.8. approve the organizational structure and staff schedule of the Agency;

3.7.9. submit for the approval by Rosobrnadzor a business plan of the Agency for the calendar year

3.7.10. approve the plan for financial and economic activities, the implementation report;

3.7.11. appoint and dismiss the employees of the Agency, concludes and terminates labor contracts with them;

3.7.12. approve the duties and work plans for the Deputy Directors of the Agency, the duties of the employees of the Agency in accordance with the labor legislation of the Russian Federation and the staffing of the Agency;

3.7.13. issue orders, decrees and instructions binding for the employees of the Agency;

3.7.14. set salaries (position salaries), the size of bonuses, additional payments and premiums to the employees of the Agency;

3.7.15. determine independently or instructs the created commission to determine the nature and amount of information constituting official and commercial secrets, in agreement with Rosobrnadzor;

3.7.16. bear responsibility for the safety of documents from the Agency's activities (administrative, financial, economic, personnel and others), and in the event of liquidation of the Agency, ensures the transfer of archival documents for state storage, as appropriate;

3.7.17. solve other issues of managing the current activities of the Agency.

3.8. The Chief Accountant is appointed to the post and dismissed from the post by the order of the Director of the Agency in agreement with Rosobrnadzor.

3.9. The labor contract with the Chief Accountant is concluded for the term of no more than five years.

3.10. Relations between the Agency and its employees are established and regulated according to the labor legislation of the Russian Federation, local regulatory acts of the Agency, the present Statute.

3.11. The employees of the Agency are entitled to social and health insurance, as well as social security in the order and on conditions stipulated by the legislation of the Russian Federation.

#### **IV. PROPERTY AND FINANCIAL SUPPORT OF THE AGENCY'S ACTIVITY**

4.1. The property of the Agency is federal property and assigned to it on the basis of operational management.

4.2. The powers of the owner in relation to the Agency's property shall exercised by the federal executive body authorized to manage federal property within the limits and in the order determined by federal legislation and acts of the Government of the Russian Federation.

4.3. The Agency shall be liable for all property that it has on the right of effective management, both as the owner of the property assigned to the Agency and as the property received from the profit-making activity, with the exception of especially valuable movable property assigned to the Agency by the owner of this property or acquired Agency at the expense of funds allocated by the owner of the property, as well as real estate. The owner of the Agency's property shall not be liable for the obligations of the Agency, unless otherwise provided by the legislation of the Russian Federation.

4.4. The financial sources of the Agency activities are:

- a) grants allocated to the Agency for financial support of implementation of the state task;
- b) funds from profit-making activities;
- c) other sources not prohibited by the legislation of the Russian Federation.

4.5. The property acquired at the expense of the federal budget and income from profit-making activities shall be federal property, be assigned to the Agency on the basis of effective management and be used in accordance with the goals of the Agency's main activity and the purpose of the property.

4.6. Major transaction may be made by the Agency only with the prior consent of Rosobrnadzor.

Major transaction is recognized as a transaction (or several interrelated transactions) associated with the management of cash funds, alienation of other property (of which under federal law the Agency has the right to dispose on its own), as well as with the transfer of such property for use or bail on the condition that the price of such transaction or the value of the alienated or transferred property exceeds 10 percent of the book value of the assets of the Agency determined according to its financial statements for the last reporting date.

The major transaction made without the prior consent of the Rosobrnadzor may be declared invalid on the claim of the Agency or Rosobrnadzor, if it is proved that the other party of the transaction knew or should have known about the absence of the prior consent of Rosobrnadzor.

The Director of the Agency shall be liable to the Agency in the amount of damages caused to the Agency as a result of a major transaction made without the prior consent of Rosobrnadzor, regardless of whether the transaction was declared invalid.

4.7. The Agency is not entitled to dispose without the consent of the owner of particularly movable valuables assigned to it by the owner or acquired by the Agency from the funds allocated to it by the owner for the purchase of such property, as well as real estate.

Particularly movable valuables are understood as movable property, without which the implementation of the statutory activity by the Agency will be made significantly difficult. The procedure for classifying the property as particularly movable valuables is established by the Government of the Russian Federation. Rosobrnadzor determines the types of such property.

The Agency shall have the right to dispose of the rest of the property being under effective management, unless otherwise provided for by the legislation of the Russian Federation, the provisions of the present Statutes.

The Agency shall have no right to place cash deposits in credit organizations, as well as to make security transactions unless otherwise provided for by the federal law.

The Agency shall ensure the implementation of its obligations at the expense of grants allocated to the Agency on financial support for carrying out the state task based on the plan of financial and economic activity.

4.8. The Agency shall approve the plan of financial and economic activity independently.

The plan of financial and economic activity of the Agency sets forth all revenues of the Agency derived from state non-budgetary funds of the Russian

Federation, from the profit-making activity, other income obtained from the use of the federal property assigned to the Agency on the right of effective management, and other activities.

4.9. The Agency expends the funds allocated to it on financial support for carrying out of state task and the funds received from the profit-making activity as consistent with the plan of financial and economic activity.

4.10. The Agency resolves issues related to the conclusion of agreements, determination of obligations and conditions that do not contradict the legislation of the Russian Federation and presented Statute.

4.11. Conclusion and payment of contracts fulfilled by the Agency at the expense of the funds received from the profit-making activity is carried out within the framework of the approved plan of financial and economic activity.

4.12. The Agency independently shall determine the amount of funds and directions of using the proceeds, received from the profit-making activity, including those directed to consumption, as consistent with the plan of financial and economic activity.

The disposition of property acquired by the Agency at the expense of funds received from the profit-making activity shall be established in accordance with the legislation of the Russian Federation.

4.13. Withdrawal of core funds and other property of the Agency received from the profit-making activity shall be allowed in cases provided for by the legislation of the Russian Federation.

4.14. The Agency is obligated to submit, in accordance with established procedure, information on property to the Federal Executive Body maintaining a Register of Federal Property.

4.15. The system of remuneration of the Agency's staff including the set salaries (position salaries), wage rates, compensation and incentive payments, is established by a collective agreement, local regulatory acts of the Agency in accordance with labor legislation and other legal acts of the Russian Federation.

4.16. In accordance with the activities and for achieving the objectives set forth by the presented Statutes the Agency shall have the right to:

enter into contracts with legal entities, individuals and sole proprietors in performing the work and providing services necessary to carry out the other types of activity representing the interests of the Agency in court, Russian and international organizations;

insure the property of the Agency in Russian insurance companies and societies at the expense of the funds received from the profit-making activity;

acquire and rent at the expense of funds received from income-generating activities, immovable and, in the cases established by the legislation of the Russian Federation, movable property by agreement with Rosobrnadzor.

4.17. The Agency shall be required to pay obligatory payments for budgetary institutions in accordance with the procedure and amounts established by the legislation of the Russian Federation.

## **V. ACCOUNTING, REPORTING AND CONTROL OVER THE ACTIVITIES OF THE AGENCY**

5.1. Rosobrnadzor shall exercise general control and coordination of the Agency's activities.

5.2. The Agency shall be required to maintain book-keeping, provide accounting, tax and statistical reporting in accordance with the legislation of the Russian Federation.

5.3. The Agency shall submit information about its activities to state statistics bodies, tax authorities, other bodies and to individuals in accordance with the legislation of the Russian Federation and the present Statute.

5.4. The Agency's statistical reporting forms, addresses, time limits and procedure for their submission shall be established by state statistics bodies.

5.5. The Agency officials shall bear disciplinary, administrative and criminal liability for distortion of state reporting established by the legislation of the Russian Federation.

## **VI. REORGANISATION AND LIQUIDATION OF THE AGENCY**

6.1. Reorganization (merger, consolidation, division, separation) and liquidation of the Agency shall be performed in accordance with the legislation of the Russian Federation.

6.2. Decision on the reorganization of the Agency shall be made and the reorganization procedure, unless otherwise provided for by the act of the Government of the Russian Federation shall be performed in the order established by the Government of the Russian Federation.

6.3. In case of the reorganization of the Agency, its Statue, if necessary, shall be amended accordingly, including the successors of the Agency, which shall be reported to the body performing state registration of legal entities in order to make the necessary changes to the Unified State Register of Legal Entities.

6.4. Decision on liquidation of the Agency shall be made and the liquidation procedure shall be performed in the order established by the Government of the Russian Federation.

6.5. The real estate of the Agency, remaining after satisfaction of creditors' requirements, as well as the real estate which, in accordance with the legislation of the Russian Federation may not be levied for the obligations of the Agency, is handed over by the liquidation committee to the federal executive authority carrying out the functions of managing federal property.

The movable property of the Agency remaining after satisfaction of creditors' requirements, as well as the movable property which, in accordance with legislation of the Russian Federation may not be levied for the obligations of the Agency, is handed over by the liquidation committee to the federal executive

authority carrying out the functions and powers of developing the state policy and normative legal regulation in the established field of activity.

6.6. In case of the reorganization of the Agency, documents (administrative, financial, economic, personnel, etc.) shall be transferred in accordance with the established rules to the successor organization. In case of liquidation of the Agency and the absence of the successor organization, documents of permanent records shall be transferred to state storage as appropriate, other documents, including personnel, shall be transferred to the authorized bodies in the sphere of archiving and paperwork.

The preparation and transfer of these documents shall be carried out at the expense of the Agency in accordance with the legislation of the Russian Federation.

6.7. The liquidation of the Agency is considered completed, and the Agency ceased to exist after making a record of this in the Unified State Register of Legal Entities.

## **VII. FINAL PROVISIONS**

7.1. Additions and amendments to the present Statutes shall be made in the order stipulated by the legislation of the Russian Federation, and shall be approved by the order of Rosobrnadzor.

7.2. Amendments and additions to the present Statutes shall come into force for third parties from the moment of their state registration and in the cases established by the law shall come into force from the moment of the notice about such changes given to the body carrying out the state registration of legal entities.