

APPROVED
by the Academic Council
of National Research University Higher School
of Economics
Minutes No. 06 dated May 27, 2016

REGULATIONS on the Teaching Assistants Project

1. GENERAL PROVISIONS

1.1. The Teaching Assistants Project (hereinafter, the “Project”) has been launched at National Research University Higher School of Economics (hereinafter, “HSE”, or the “University”) in order to develop a pool of teacher candidates. The Project’s major objectives are as follows:

- 1.1.1. ensuring quality teaching;
- 1.1.2. identifying the most talented and gifted HSE students and getting them involved in teaching at the University;
- 1.1.3. reducing the teaching workload of the University’s instructors, thus allowing them more time for research work;
- 1.1.4. involving HSE students in project activities or teaching practice;
- 1.1.5. creating and testing innovative methods for HSE’s educational processes.

1.2. The following terms and definitions shall be used with respect to these Regulations:

1.2.1. A “teaching assistant” is an HSE student, selected by an HSE instructor as an assistant for implementing any kind of educational activities at the University within the framework of the educational process, including the teaching of courses (hereinafter, the “Course”), in accordance with requirements set forth in these Regulations.

1.2.2. “Faculty” may refer to a HSE faculty, an affiliated campus of the University, or a subdivision that is not part of a HSE faculty, which has teaching positions in their staffing table and delivers programmes of higher education, and also receives no funds from the HSE budget allocated to faculties for academic development initiatives (hereinafter, the “Fund for Academic Development”, or “FAD”).

1.2.3. A “department” is a HSE subdivision, which has teaching positions in their staffing table and is part of a HSE faculty or any associated subdivision of the University.

1.3. Teaching assistants are paid for their work from the FAD. Teaching assistants recruited by HSE subdivisions with teaching positions in their staffing table, which are not part of the University’s faculties,¹ can be paid for their work from the fund allocated for initiatives coordinated by the vice-rector responsible for HSE degree programmes. Furthermore, teaching assistants recruited at HSE’s affiliated campuses are paid for their work from individual campus budgets.

2. PROJECT ELIGIBILITY CRITERIA

2.1. The Project is being implemented on the basis of the voluntary participation of instructors and teaching assistants.

2.2. The head of a given faculty shall appoint an employee for coordinating the application process and selecting teaching assistants recommended by the faculty’s instructors,

¹ Heads of such subdivisions act as commissions, pursuant to these Regulations, and may request the vice-rector responsible for HSE degree programmes of higher education to allocate funds for recruiting teaching assistants.

as well as the process for signing service agreements with teaching assistants and any reporting associated with such agreements (hereinafter, the “Coordinator”).

2.3. Faculties may set rules for the Project’s implementation at their own discretion, which must be observed by instructors, as well as eligibility criteria for teaching assistants (hereinafter, the “Rules”), in the part that is not mandatory, pursuant to these Regulations. The Rules shall be approved by the given faculty’s academic council. In the absence of an academic council, the Rules shall be approved by head of the faculty.

2.4. The Rules may:

2.4.1. set forth the maximum allowed number of teaching assistants, invited by a single instructor;

2.4.2. permit or prohibit the faculty to invite graduate students of another faculty as teaching assistants;

2.4.3. define the form for recruiting of students (on a paid basis or free of charge) as teaching assistants, as well as their total remuneration should they be invited to work on a paid basis;

2.4.4. define the procedure and deadlines for reviewing applications for teaching assistant positions, and making subsequent decisions;

2.4.5. provide or deny any instructor of the faculty the opportunity to apply for a teaching assistant position, or provide this opportunity only to instructors who meet the eligibility criteria set forth in the Rules;

2.4.6. require that an instructor’s application be approved by the head of their department, if necessary;

2.4.7. define the powers granted to the commission responsible for support of the faculty’s educational initiatives (hereinafter, the “Commission”) with respect to the approval or rejection of applications;

2.4.8. define the Coordinator’s authorities;

2.4.9. define the criteria for selecting teaching assistants, including their academic performance and year of studies;

2.4.10. define the list of assignments that may be carried out by teaching assistants invited to assist instructors in the faculty;

2.4.11. determine other terms and procedures.

2.5. HSE students who meet eligibility criteria set forth by the Rules may work as teaching assistants.

3. APPLICATION PROCEDURE

3.1. In order to take part in the Project, an instructor should fill in an application form on their personal page on HSE corporate website (portal), specifying their own personal details and the recommended candidate, as well as information on the Course requiring the teaching assistant’s involvement.

3.2. Instructors can apply to take part in the Project twice during a calendar year. Initial and final dates for sending an application shall be set forth by the Rules.

3.3. If the Course continues into the following academic year, a new application for recruiting a teaching assistant should be filed within the deadlines set out in the Rules.

3.4. After the instructors fill in the application form on their personal page, it is then submitted to the Coordinator for review. The Coordinator reviews the details of the candidate for the teaching assistant position to make sure they meet the criteria set out in the Rules.

3.5. If a candidate’s details are in line with the requirements of the Rules, the Coordinator shall make a note on the technical approval of the application on the HSE corporate website (portal). Otherwise, the Coordinator must make a note that the application has been rejected.

3.6. The Coordinator submits a list of technically approved applications for the Commission’s consideration.

3.7. Teaching assistants shall be assigned to an instructor upon the Commission's decision.

3.8. The Rules may provide for another application procedure and the approach for decision-making. If the procedure, as provided in the Rules, differs from that which is described in paragraphs 3.1 – 3.7 hereof, the Coordinator shall be responsible for updating information on instructors and teaching assistants in the database of HSE corporate website (portal), which has been developed using data provided in applications filled in on personal webpages. The database is used for HSE statistics and also provides details on teaching assistants and their supervisors on the webpages (websites) of respective faculties, degree programmes and departments.

4. ORGANISATION OF INSTRUCTORS' PROJECT WORK

4.1. As part of their work in the Project, instructors shall organise the work performed by teaching assistants, including:

- 4.1.1. defining tasks to be performed by a teaching assistant during the Project;
- 4.1.2. defining and recommending the forms of the assistant's work;
- 4.1.3. monitoring the individual performance of the teaching assistant;
- 4.1.4. monitoring the status of assignments fulfilled by the teaching assistant;

4.2. The instructor shall be responsible for:

- 4.2.1. the quality of study materials prepared by the teaching assistant;
- 4.2.2. providing methodological support for the teaching assistant's work;

4.2.3. timely submission of reporting materials to be presented to the Coordinator by the teaching assistant.

4.3. The instructor may replace the nominated teaching assistant if the latter is unable to fulfil their job duties. The newly nominated teaching assistant shall be required to comply with the Rules. In the event of the teaching assistant's replacement, the instructor shall inform the Coordinator thereof, specifying the date when a new teaching assistant should be recruited. The Coordinator shall then update the database of teaching assistants on the HSE corporate website (portal).

5. ORGANISATION OF TEACHING ASSISTANTS' PROJECT WORK

5.1. The teaching assistant shall be required to duly carry out the instructor's assignments, as specified in the Rules, and submit activity reports to the Coordinator.

5.2. The indicative list of assignments that may be specified in the Rules include:

5.2.1. assisting the instructor in class and providing students with consultation on the Course;

5.2.2. assisting the instructor with checking results of ongoing student performance assessments with respect to the Course;

5.2.3. assisting the instructor with preparations for classes (e.g., developing case studies, business games, tests, trainings, computer simulations, and other didactic forms);

5.2.4. monitoring the contents of the webpage (website) on the Course, including publishing materials for classwork and preparing quizzes;

5.2.5. assisting the instructor with preparing topics and assignments for ongoing and interim student performance assessments with respect to the Course;

5.2.6. assisting the instructor in the preparation of handout materials and assignments for student homework;

5.2.7. visiting classes of other instructors in order to get acquainted with their teaching methods;

5.2.8. keeping records of completed assignments.

5.3. Under the instructor's supervision, the teaching assistant shall master the skills required for:

5.3.1. organising individual and group consultations on the Course;

5.3.2. participating in discussions and analyzing assignments, business games, moderations in small groups at seminars, etc.,

5.3.3. reviewing and providing methodological analysis of written works, formulating substantiated opinions, and giving grades;

5.3.4. preparing methodological and didactic materials, as requested by the instructor;

5.3.5. using technical and electronic means of instruction.

5.4. The teaching assistant may not:

5.4.1. in the instructor's absence, teach students in the classroom;

5.4.2. if the teaching assistant faces any difficulty (if any) with mastering their HSE degree programme in full, their work in this position may not serve as a valid excuse;

5.4.3. use any study materials, which were made available to the teaching assistant during the period of their work in this capacity, in private lessons with students, if such activities are unrelated to the duties of the assistant.

5.5. Teaching assistants can be paid from the FAD of a given faculty², where the instructor who has engaged this assistant works. The teaching assistant's work may be counted as part of a degree programme³ in credits.

5.6. If a teaching assistant is engaged free of charge, an agreement shall be signed with the assistant in order to define a set of assignments that he/she shall agree to perform free of charge, as well as the deadlines and obligations to observe the Rules and these Regulations. A template form for such agreements shall be developed by the relevant faculty.

5.7. If a teaching assistant's work is remunerated, their relations with the University shall be defined through an independent contractor agreement (hereinafter, the "Agreement").

5.8. The Coordinator shall oversee the procedure for concluding contracts and agreements with teaching assistants.

5.9. The Coordinator shall submit a hardcopy version of the Agreement prepared in two copies and the prescribed format established at HSE, signed by the teaching assistant and their supervisor, for review to the HR Office. Then, the Agreement shall be signed by head of the relevant faculty.

5.10. The following documents shall be attached to the Agreement:

- a passport copy (including the page with the stamp of registration at the place of residence);

- a copy of a tax registration certificate;

- a copy of a state pension insurance certificate (or the HR Office may arrange for the issuance of the pension insurance certificate upon the request of the teaching assistant).

5.11. The services carried out by a teaching assistant, as provided under the Agreement, shall be paid on the basis of a delivery and acceptance certificate, as well as the teaching assistant's report, as per the specification to the Agreement, along with a description of the scope of work attached. The report and delivery and acceptance certificate shall be prepared and signed by the teaching assistant in two copies.

5.12. Decisions on the termination of any contract or the Agreement on the part of the University shall be made by head of the involved faculty.

5.13. Contractual relations with the teaching assistant or the Agreement shall be terminated from the date of their dismissal from HSE on any grounds.

6. COORDINATOR'S AUTHORITIES

6.1. The Coordinator shall perform the duties described in the Rules.

6.2. The indicative list of duties that may be delegated to the Coordinator include:

6.2.1. providing consultations to instructors with respect to filling in applications, and eligibility criteria for candidates proposed as teaching assistants;

6.2.2. reviewing information on HSE students, nominated by instructors as candidates to teaching assistant positions for their compliance with the Rules;

² If no FAD is available, teaching assistants can be paid from the centralized budget, pursuant to the procedure specified in paragraph 1.3 hereof.

³ A teaching assistant's work can be counted as an internship or project work.

6.2.3. providing consultations to teaching assistants with respect to filling in details of the Agreement, delivery and acceptance certificates, and preparing reports;

6.2.4. informing instructors who have submitted applications for hiring teaching assistants and heads of departments when an application is approved or rejected (via HSE corporate website (portal));

6.2.5. providing information for reports on the performance of teaching assistants to the Studies Administration Office within established deadlines (for campuses - to the Teaching and Learning Office of the given campus).

6.2.6. coordinating processes related to the Project's implementation at the University, including links with other HSE subdivisions.

7. FINAL PROVISIONS

HSE students receiving the support of a teaching assistant may inform the instructor of any violations committed by the assistant against the Rules and other HSE bylaws.