Annex

APPROVED

by Directive

No. 6.18.1-01/1104-14, dated April 11, 2018

**Procedure for**

**Drawing Up an Official Assignment to Prepare a Video Course**

* 1. This Procedure represents a bylaw of National Research University Higher School of Economics (hereafter, the “Procedure”, the “University”, or “HSE”, respectively) and thereby sets forth the algorithm for drawing up an official assignment for preparing short video clips, which shall serve as parts of an online course (hereafter, a “video course”), which shall be subsequently presented to HSE’s faculty members (hereafter, “lecturers”). The period of time necessary for recording video clips, pursuant to an official assignment, shall be included in the working time schedule of the OneButton studio (hereafter, the “Studio”).
	2. An official assignment shall be drafted by the head of the given faculty member’s subdivision, as per the template published on HSE’s corporate website (portal) at <https://legal.hse.ru/rndip/formi>.
	3. When preparing an official assignment, the relevant subdivision head must check the Studio’s working hours, which shall be provided by the HSE eLearning Office upon request submitted via e-mail to mozerova@hse.ru. In turn, the subdivision head shall coordinate the schedule for the video recording with the relevant lecturer, as well as fill in Annex 1 to the official assignment. All video clips for a given course must be recorded within 6 (six) consecutive months. The actual recording period shall be calculated based on the assumption that 120 minutes of the studio work shall be required for recording one academic hour of video course.
	4. In order to arrange a recording as per an official assignment and book a time slot in the Studio’s schedule, the relevant subdivision head shall submit a draft of the official assignment and Annex 1 thereto via the SDOU system to the head of the eLearning Office, using the “Official Memo” tool. A draft of the official assignment along with Annex 1 shall be attached to the official memo filed through the SDOU system. The memorandum must contain a request to confirm whether or not a video course can be recorded within the timeframe specified in Annex 1 to the official assignment.
	5. If a video course can be recorded at a particular time, as indicated in Annex 1 to an official assignment, the head of the eLearning Office shall confirm this in the SDOU system. In such cases, the relevant subdivision’s head must sign the official assignment and present it to the responsible lecturer.

The lecturer shall then submit a copy of the signed official assignment to the head of the eLearning Office. Thereupon, the eLearning Office’s head confirms the final dates and time slots for recording sessions at the Studio.

* 1. If no time slot is available for recording a video course due to the Studio’s busy schedule, the head of the eLearning Office shall decline the official memo through the SDOU system. In such cases, the subdivision head shall either repeat the steps specified in pp. 1.2 - 1.5 hereof, or cancel the official assignment.
	2. The booking of time slots for recording a video course at the Studio, as per Annex 1 to the official assignment, shall be deemed to be finalized only after the head of the eLearning Office receives a copy of the signed official assignment, and the lecturer is presented with a confirmation, pursuant to p. 1.5 hereof. The dates and time slots for recording a video course shall otherwise be deemed open and can be later reserved for other staff members.
	3. If the time booked at the Studio appears to be insufficient for recording all pieces of a given video course, the head of the relevant subdivision shall submit an official memorandum to the head of the eLearning Office, with a request for additional time with details and explanations provided. In case of a favourable decision, the eLearning Office shall allocate additional time, as per an approved official memorandum.
	4. As soon as a video course is recorded, the relevant faculty members must inform the eLearning Office and the Unit for Legal Support of Research and Intellectual Property (under the Legal Support Office, LSO) via e-mail at:
		1. mozerova@hse.ru (eLearning Office); and
		2. LegalDept@hse.ru (LSO).
	5. Pursuant to p. 1.8 hereof, the following documents shall be attached to the faculty member’s letter:
		1. a scanned copy of the signed official assignment;
		2. a statement of intellectual property rights, which is available on HSE’s corporate website (portal) at https://legal.hse.ru/rndip/formi.
	6. The eLearning Office shall review the information provided by HSE faculty members and add it to its records. As soon as a faculty member submits all necessary information with respect to the completed video course to the LSO, the latter shall review documents for completeness and accuracy, as well as establish the legal integrity of the new video course. If necessary, faculty may be requested to provide additional documents, materials or information.

On the basis of this review, a decision shall be made as to whether or not a video course should be referred to a category of protectable intellectual property as an intangible asset.

* 1. The relevant lecturer shall not be entitled to any remuneration for the creation of a video course as per an official assignment.