Appendix to HSE Directive

No. 6.18.1-01/0812-07, dated

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APPROVED

by the Academic Council

of National Research University Higher School of Economics

Minutes No. 10, dated November 13, 2015,

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**REGULATIONS on**

**the Rating System for Comprehensive Evaluation of Student Performance in Bachelor’s, Specialist and Master’s Programmes**

**at National Research University Higher School of Economics**

1. General Provisions

1.1. The rating system for comprehensive evaluation of the academic performance of students enrolled in Bachelor’s, Specialist and Master’s degree programmes (hereafter, the “rating system”, “students”, respectively) is a comprehensive system for the gradual evaluation of students’ progress in a given degree programme as compared to their peers in similar circumstances.

1.2. These Regulations hereby specify a common approach for the rating system across all full-time degree programmes at National Research University Higher School of Economics (hereafter, “HSE”, or the “University”) and its affiliated regional campuses. Part-time and long-distance programmes shall have separate decisions made with respect to rating systems for comprehensive evaluations of student performance. Such decisions are to be formalized as per the directive of the relevant HSE head of a subdivision engaged in delivering part-time and long-distance programmes at HSE.

1.3. At the HSE International College of Economics and Finance, ratings are calculated and used in accordance with the Regulations on Performance Rating of HSE ICEF Students (Appendix 1).

2. Goals and Objectives of the Rating System

2.1. This rating system is aimed at comprehensive evaluations of the academic performance of students.

2.2. The rating system was designed with the following objectives:

2.2.1. enhancing students’ motivation with respect to mastering degree programmes through differential assessments of their academic efforts;

2.2.2 improving educational processes at HSE;

2.2.3 obtaining nuanced and comprehensive information on the quality and outcomes of the academic and individual achievements of students in order to reach managerial decisions in accordance with HSE’s internal bylaws.

3. Key Notions and Principles of the Rating System

3.1. The following definitions and principles are used for the rating system’s operations:

3.1.1. Student population refers to learners in the same year of study enrolled in the same or several degree programmes[[1]](#footnote-1), whose academic performance in a given period is subject to a comparative analysis.

3.1.2. A study period is the period of time spent by a student on studying courses (hereafter, “courses”) and/or dedicated to other kinds of study activities. In the context of these Regulations, a study period shall equal a semester (Module 1 and 2 or Module 3 and 4) or an academic year.

3.1.3 A credit-based rating score of students refers to the sum of examination grades (on a 10-point scale) for all courses in a given study period[[2]](#footnote-2), multiplied by their credit weights[[3]](#footnote-3), in accordance with a student’s individual curriculum.

3.1.4. A rating denotes a student’s place on a list of all credit-based rating scores of the student population sorted in descending order.

3.1.5. A normalization coefficient is calculated for each student as:

$NORM\_{j}= \frac{\max\_{j\in [1,k]}(\sum\_{i=1}^{n\_{j}}p\_{ij })}{\sum\_{i=1}^{n\_{j}}p\_{ij }}$,

whereby, *pij* –the credit weight attached to the *i*-th course in the curriculum of the *j*-th student, scheduled for an examination in the given period;

*nj* – the total number of exams in the *j*-th student’s individual curriculum during the relevant period;

*k* –total number of students.

If all learners in the student population take the same courses in a given period, the normalization coefficient shall be equal to “1”. If courses differ from student to student, their normalization coefficients will also differ, but this figure cannot be lower than “1”.

3.1.6. A normalized credit-based rating score is a credit-based rating score, which is multiplied by the normalization coefficient.

3.1.7. A normalized rating is a rating composed of normalized credit-based scores. It provides a comparison of the performance of students with different curricula and the varying total results of the credit weights for courses.

3.1.8. A rating before retakes is a rating based on examination results prior to the retakes of failed or missed (for a valid reason) assessments. Grades of students who, as an exception, were allowed to retake an examination before the retake period[[4]](#footnote-4) are included in the rating before retakes.

3.1.9. A rating after retakes is a rating based on examination results at the end of the retake period.

3.2. There are two student ratings used at HSE: a current rating and a cumulative rating.

3.2.1. A current rating reflects student performance in courses from his/her individual curriculum in a given study period. A current rating is a working indicator of a student’s performance at the end of the study period (or period of retakes).

3.2.2. A cumulative rating reflects student performance in all courses taken under a degree programme by the time of the rating’s calculation. This rating is a cumulative indicator that reflects student performance throughout the entire duration of one’s studies. Furthermore, cumulative ratings may not be normalized.

3.3. A current rating takes into account assessment results for mandatory and elective courses included in a student’s curriculum within the required number of credits stipulated in the curriculum for the given study period. Upon the completion of the second semester, the current rating of all first-year and second-year students of Bachelor’s and Specialist programmes must give due consideration to the assessment results of mandatory examinations in the English language with a credit weight equivalent to four (4) credits. Upon completion of the second semester, the current ratings of all final year students enrolled in Bachelor’s and Specialist programmes shall consider the assessment results of mandatory examinations held in the form of a defence of project proposals (draft thesis) in English with the credit weight equivalent to two (2) credits. A current rating does not take into account the assessment results obtained through University-wide optional courses provided at HSE. Any matters relating to the inclusion of performance results in optional courses financed by faculties in the current rating shall be decided by the dean of the faculty when the curriculum of the faculty’s optional courses has been put together. The current rating does not take into account the assessment results obtained with respect to additional projects.

3.4. A current rating is subdivided into a current rating before retakes and a current rating after retakes.

3.5. “0” grades are included in the calculations of credit-based rating scores, if they have been received for examinations/retakes missed by the student (for a valid reason or not).

3.6. A current rating may consider courses studied at another educational institution, provided they have been included in the student’s individual curriculum[[5]](#footnote-5).

3.7. “0” grades are included into calculations of current and cumulative ratings, if they are received for courses that are repeated by a student under an individual curriculum issued owing to his/her prior academic failure.

3.8. A cumulative rating takes into account the assessment results (and all retakes) for all courses studied, including electives and optional courses on top of the required number of credits stipulated in the given curriculum, as well as the results of final state certification, including thesis defence, by the time of the rating calculation. In addition, “0” grades are assigned if a student has missed examinations, whether for a valid reason or not.

3.9. A cumulative rating may take into account courses studied at other educational institutions, including academic seminars (summer and winter schools), upon a student’s request[[6]](#footnote-6), if they had not been previously included in his/her individual curriculum and had not been previously considered in the rating calculations.

3.10. Students who have been transferred from a different educational institution, or from a different programme offered by HSE, will have their rating determined as follows:

3.10.1 based on an evaluation/re-evaluation and transfer[[7]](#footnote-7) of courses previously studied that have the same number of credits as courses prescribed in the curriculum of the degree programme to which the student has been admitted or transferred;

3.10.2 the current rating does not consider the assessment results[[8]](#footnote-8) for courses not included in the curriculum of the degree programme to which a student has been admitted or transferred. At the same time, these results may be included in the cumulative rating upon his/her request, if the respective grades and credit weights are known.

4. Generating Ratings and Accessing Results

4.1. Ratings are generated through HSE’s comprehensive academic information system (ASAV), which contains data on all courses assigned to students, their status, the total number of credits, and grades received.

4.2. Programme offices/programme managers (hereafter, the “programme office”) shall draw up student curricula using ASAV, as described in Appendix 2 hereto.

4.3. Staff members of a degree programme office use special ASAV tools, as described in the ASAV guidelines, in order to generate all types of tables with the ratings of the student population for a given period.

4.4. To generate rating tables, ASAV automatically calculates credit-based rating scores for each student of the current population in a selected study period, based on the data stored in ASAV. ASAV thereby determines the normalization coefficient for each student. In turn, rating tables are sorted by credit-based rating score in descending order.

4.5. If several students have the same credit-based rating score, their individual ratings will be presented as an interval, or a range of places.

4.6. The grade point average of each student in a given study period is calculated upon the formation of his/her rating. A grade point average is the sum of all grades divided by the number of courses (with any missed assessments excluded).

4.7. A student rating is extracted from a table (Appendix 3) containing information on the year of study, name of the faculty/department/subdivision, degree programme, rating type, full names of students, grade book numbers, mode of tuition fee payment, assigned courses, their credits, received grades (including registered absences), credit-based rating scores, normalized credit-based rating scores, minimum grade, grade point average, a note on “Fail” and “Satisfactory” grades, and the student’s rating score.

4.8. Once the rating table is ready, staff members of the programme office must then verify the data. If any discrepancies are discovered, ASAV records must be corrected and a new rating table should be generated.

4.9. Rating lists are subject to the approval of the academic supervisors of degree programmes.

4.10. Once the rating lists are approved, the staff of the relevant programme office shall enter the “Rating Approved” caption in ASAV. The rating table is then uploaded to the ASAV archive, where it can be subsequently accessed.

4.11. So that students are kept informed of their (current/cumulative) rating scores, the programme office shall inform them via corporate e-mail when their ratings are ready and post rating lists on the bulletin boards and websites of degree programmes on HSE’s corporate website.

4.12. Students must be notified about their rating scores by the following deadlines:

4.12.1. current rating before retakes for Semester 1 – January 20;

4.12.2. current rating before retakes for Semester 2 – July 20;

4.12.3. current rating after retakes for Semester 1 – March 10;

4.12.4. current rating after retakes for Semester 2 - October 25;

4.12.5. cumulative rating – March 10 and October 25.

4.13. Students may file appeals to protest their announced rating results, should they uncover or identify any incorrect grades or wrong data in regards to any course in the curriculum. In such cases, an application addressed to the academic supervisor of the relevant degree programme, should be submitted to the manager of the degree programme within two (2) business days after the publication of rating lists. An appeal requests must be accompanied by supporting documents[[9]](#footnote-9).

4.14. If an appeal is filed, the programme office must review the relevant circumstances within two (2) business days and, if the claim is deemed justified, changes to the effect must be made in ASAV, and a new rating will be generated.

4.15. Rating lists generated and approved for a second time are to be posted on the websites and bulletin boards of the degree programmes and HSE’s corporate website (portal) within five (5) business days from the deadlines stipulated in Clause 4.12 hereof.

4.16. 4.16. If after retakes, some students adjust their positions in the current rating that was officially announced within the deadlines listed in clauses 4.12 and 4.15, the current rating before retakes, announced on time and approved by duly authorized HSE officials/bodies as per HSE bylaws, shall not be affected (hereafter, “approved decisions”). Decisions pertaining to students who fall under different HSE’s internal bylaws, as per the current ratings after retakes, are taken by duly authorized HSE officials/bodies on an individual basis.

4.17. If the ranges marked in the rating prevent the identification of the exact number of students who may be subject to individual approved decisions, the ranges may be further broken down based on the given grade point average.

5. Rating Calculation for Bachelor’s and Master’s Students with Credits Exceeding the Standard Quantity

5.1. To calculate current ratings for Bachelor’s and Master’s students who have more credits than prescribed under their working curriculum, the highest credit-based rating scores shall be automatically selected[[10]](#footnote-10).

5.2. The total number of credits for completed courses in a selection may differ from half of the annual number of credits by no more than 5% (either upwards or downwards).

5.3. Students who disagree with the automatically generated selection may contact the programme office of the faculty/department/subdivision within two (2) calendar days after the rating’s publication and submit a written request to consider different courses for the calculation of the rating. The programme office shall then implement the requested changes as specified in clauses 28-31 hereof.

5.4. A cumulative rating is based on all courses in the student’s curriculum, including those exceeding the standard 60 credits in a year.

6. Using the HSE Rating System

6.1. A normalized current rating before retakes is used as the basis for:

* + granting increased academic scholarships;
	+ granting discounts on tuition fees to students who study under paid service agreements (including a 100% discount);

6.2. A normalized current rating after retakes is used as the basis for granting discounts on tuition fees to students who study under paid service agreements (including 100% discounts).

6.3. A cumulative rating is used as the basis for granting undergraduate students/students of specialist programmes the right to study an additional foreign language during one (1) year of study at HSE.

6.4. The results of different types of rating evaluations for student performance may be used for the purposes stipulated in HSE’s internal bylaws, as well as regulations of its regional campuses.

1. Comparisons of academic achievements of students from several degree programmes at the same level within a given faculty may be authorized by the dean of the faculty / head of the subdivision offering degree programmes. Such decisions shall be formalized by a directive, accompanied by a list of groups of degree programmes, and individual ratings are calculated for each of them. [↑](#footnote-ref-1)
2. The credit weight of courses, or workload, expressed in academic credits, shall be fixed in the curriculum of degree programmes. The weight of one credit is also fixed in degree programme educational standards. [↑](#footnote-ref-2)
3. For instance, if the curriculum foresees 30 credits per semester, the maximum credit-based rating score is 300. [↑](#footnote-ref-3)
4. Pursuant to HSE’s Regulations on the Current Control and Interim Assessment of Student Performance [↑](#footnote-ref-4)
5. Procedures for transfer of academic results obtained while studying at other educational institutions and at seminars, as well as while attending summer and winter schools, are specified in the Regulations on International Academic Mobility of HSE Students. [↑](#footnote-ref-5)
6. See footnote 5. [↑](#footnote-ref-6)
7. Evaluation/re-evaluation of courses is conducted by the evaluation committee of a given degree programme to which the student has been transferred. [↑](#footnote-ref-7)
8. See footnote 5. [↑](#footnote-ref-8)
9. Information from the student’s personal LMS account, containing his/her course grades; teacher’s confirmation of a grade in an open format, etc. [↑](#footnote-ref-9)
10. Using the ASAV inventory for generating ratings [↑](#footnote-ref-10)