Annex

APPROVED

by HSE University’s Directive,

No. \_\_\_\_\_\_\_\_\_, dated\_\_\_\_\_\_\_\_\_\_

**Regulations on Course Syllabi for Bachelor’s, Specialist, and Master’s Degree Programmes at National Research University Higher School of Economics**

**Terms and Abbreviations**

*Academic supervisor of a degree programme* – an HSE University’s academic staff member, who is responsible for updating, developing, implementing and monitoring the performance of a given degree programme.

*Degree programme academic council* – a joint body charged with overseeing a given degree programme. If the council is not available, such functions shall be the responsibility of the given programme’s academic supervisor.

*ACAB* – an accounting information system “Applicant. Student. Doctoral Student. Alumnus”, which stores information on programme curricula, individual curricula for students, lecturers’ teaching hours;

*Department* – subdivision, school, department, faculty, academic/scientific institute and other structural units at HSE University, whose staff members may participate as lecturers of various courses or research seminars as part of a given degree programme.

*Elective course* – a course included in an elective component of a given degree programme (with a description of the registration process).

*DPD* – Degree Programmes Department.

*Board/council/committee* – an HSE University’s/its subdivision’s body, charged with reaching decisions with respect to the implementation of degree programmes (e.g., Curriculum Development Committee, Academic Council, programme’s Academic Council, etc.).

*Minor* – a study module offered as part of a Bachelor’s programme, whereby students can obtain additional competencies in a field different from their degree programme’s main focus. Minors belong to the elective component of a degree programme and are delivered by way of having students select a range of courses, either interrelated or not (the latter is considered an open minor).

*MAGOLEGO* – a university-wide pool of special elective courses (selected from a university-wide pool of Master’s courses) for first-year Master’s students.

*Degree programme (hereinafter, “DP”)* – a collection of main educational parameters (i.e., volume, contents, expected academic outcomes, etc), organizational/educational terms and assessment formats, which are presented in the forms of a curriculum, academic calendar, syllabi of study courses and internships and other components, as well as assessment and methodological materials.

*An HSE University-wide Optional Course (hereinafter, an “HSE OC”)* – a special type of optional courses, which introduces a wide variety of contemporary research in various fields and which are offered to all interested HE University’s students, as well as to those not enrolled as degree students. Such HSE OCs are funded by HSE University, if they have been selected following a designated competition (refer to Section 6 of these Regulations for further information), or funded directly by an HSE University’s department;

*HSE University’s ES* – educational standards of higher education, independently developed by and approved for use at HSE University ;

*Regulations* – regulations on a course syllabus at HSE University;

*Post-requisites* – elements of a degree programme curricula (study courses, projects, term papers, other activities, thesis work, etc.,), which may be developed or delivered with the use of the outcomes of mastering a given course.

*Pre-requisites* – a list of learning outcomes and/or obtained competencies, which the student should have, or a list of courses, which the student should complete prior to starting a given course.

*Expected learning outcomes (hereinafter, “ELO”)* – quantifiable learning objectives, which are formulated using verbs in the active voice, representing various types of study activities;

*Syllabus* - working course syllabus.

*Employer* – party to educational relationship, either an individual or a legal entity, with an interest in the training of learners for future work placement.

*Syllabus developer* – individual (or group of individuals) developing a syllabus.

*HSE University’s website* – HSE University’s corporate website (portal).

*HSE University, or the University* – Federal State Autonomous Educational Institute of Higher Education National Research University Higher School of Economics.

*Programme office* *of a degree programme* – office providing support to study processes/manager of a degree programme;

*Study curriculum* *of a degree programme* (SC DP)– a collection of courses and other degree programme’s elements, indicating their preferred sequence for study by students of a specific year of in-take.

*Faculty* – an HSE University’s subdivision engaged in the provision of a degree programme that may include a department, which, nevertheless, may coincide with the faculty.

*LMS (Learning Management System)* – an HSE University’s online study support system.

*MOOC (Massive Open Online Courses)*- massive open online courses.

1. **General Provisions**
   1. These Regulations set out the requirements for the content, format and publication (hereinafter collectively referred to as the “requirements”), as well as the procedure for development, review, approval, updating, analysis and storage of syllabi at HSE University. Respective internship programmes shall be regulated by relevant HSE University’s internal bylaws.
   2. These Regulations shall be applicable to all Departments whose staff are engaged in the provision of courses (hereinafter, a “course”) offered as part of a given Bachelor’s, Specialist or Master’s programmes.
   3. A syllabus shall specify the content and structure of a course, its place and standing in the system of a student’s training, its study objectives and modes of its study, as well as assessment procedures. Furthermore, it shall specify the length, progression and forms for mastering course content, set of the ELOs, as well as be subject to updating at least once every 5 (five) years.
   4. Requirements, a syllabus’ format, timeframe and other terms as stated in these Regulations may be adjusted by Departments and/or Faculties with respect to the study courses taught by them. Decisions on such additions (hereinafter, the “special requirements”) shall be made by a Department board/Faculty council. If such special requirements to a syllabus are approved by a given Department/Faculty, they shall be published with open access on the HSE University’s website on the Department’s/Faculty’s webpage and shall be implemented by all relevant Department/Faculty staff members. Special requirements for a given syllabus, as approved by a Department/Faculty, cannot be in contradiction to these Regulations.
   5. A syllabus shall be developed as per the HSE University’s ES and the SC DP.
   6. Lecturers providing instruction for a course should strictly follow the same syllabus.
   7. If a given course is part of the curriculum of a joint degree programme, which is provided by one of HSE University’s academic partners, the course’s curriculum, which has been developed and approved by the partner itself (as per its own internal bylaws) may be used; the title page of the syllabus must indicate this.
2. **Requirements for the Syllabus’ Content and Structure**

2.1. The contents of a given syllabus should meet the following requirements:

* + 1. academic character and relevance, that is, it shall include, whenever applicable, not only established academic concepts and theories, but also the latest research materials relating to the field studied;
    2. the progression and logical flow of the student’s study of academic materials;
    3. the methodological grounds and justifiable variation in the formats selected by the developer for learner’s study activities, with due consideration of combination of contact and independent study hours and the overall workload;
    4. practical relevance of the materials studied;
    5. correlation of the ELOs with teaching and evaluation methods;
    6. adherence of the set objectives of the course, its ELO, content, volume and difficulty of the proposed study materials to the stated educational results of the degree programme, whose curriculum includes a given course.
  1. A given syllabus must feature the following components (Annex 1):
     1. **general information, including:**
        1. name of the course;
        2. name of the syllabus developer indicating his/her position and the name of the department where he/she works;
        3. degree programme[[1]](#footnote-1), under which a course or its type (for minors, MALOGELO and HSE OC) is being offered;
        4. *information on the course credit value, total contact and independent study hours; format and/or technologies to be used for studies (by use of MOOC and blended learning formats, or eLearning and formats via LMS, other formats and technologies, etc.);*
        5. *the date of the syllabus’ approval by the degree programme’s academic council or by the Department (depending on the type of the course[[2]](#footnote-2));*
     2. **objectives, learning outcomes and pre-requisites:**
        1. objectives of a course may be described as mastering the scope of the given subject, in-depth study thereof, and its relevance for a student;
        2. a course’s ELO, which are attained by students in the course of their studies, shall be stated relying on verbs in the active voice[[3]](#footnote-3) to describe the academic activities therein. When determining ELO, a syllabus developer should place particular emphasis on the possibility of measuring each learning outcome through the use of the proposed assessment formats, as well as align ELO with the learning outcomes and/or competencies specified in the degree programme under which the course is being provided[[4]](#footnote-4);
        3. place of the given course in a curriculum (indicating the pre-requisites and post-requisites, or else indicating none are available for said course);
     3. **course contents:** 
        1. a list of its key topics/sections (including their short descriptions), the main formats of study work for students (including assessment components) in their order of provision;
        2. for courses, which have already been planned out for a degree programme’s curriculum and included in class schedule, should also indicate: students’ total contact and independent study hours for each topic/section. If the course has been planned for study over several academic periods, its contents should be broken down by such study periods (years of study, modules, etc.);
        3. a syllabus may vary in terms of course content, due to different levels of education and/or different academic objectives across groups of students. In such cases, a given syllabus may follow a module format, whereby the number and content of modules may be in line with the number of options for the provision of the course. Modules under a syllabus may have, for instance, a varying ratio in terms of contact and independent study hours;
        4. with respect to certain topics/blocks, this section may include a recommended bibliography (reading list) and other information at the discretion of the syllabus developer;
     4. **assessment:** 
        1. descriptions of the features for organizing ongoing assessments and interim examinations for a given course, the rules (or formula) for grading interim exams, criteria for ongoing assessments, whether blocking elements are present, or those that may not be subject to retakes. If a given syllabus foresees blocking components up to an examination period, a procedure for retakes on each component shall be indicated. Furthermore, the retake process (first and second) should be specified, including the outline of examination materials for retakes;
        2. the developer of the given syllabus should make sure this section strictly follows HSE University’s Regulations for Interim and Ongoing Evaluations of Students. If the syllabus foresses several interim examinations under a given course, the method for determining a final grade shall be included, which, in turn, should appear on the degree document (graduate’s qualification);
     5. **examples of assessment materials** – examples of assessment materials for blocking components of assessment (as per p. 3) and exams should be provided (options for demonstration), or links should be provided to an e-resource with access thereto. At the discretion of the developer or the Department, this section may include examples of assessment materials for other elements of the assessment process;
     6. **resources:**
        1. a list of recommended primary and secondary literature, which should include sources available through the HSE University’s Library’s e-resources; if access to such materials is unavailable, this list should be checked with the Library with due consideration of the availability of books from the list indicated in the HSE University’s ES;
        2. software, professional databases, information reference systems, or e-resources (electronic educational resources), which are necessary to master a given course and carry out independent study; such resources should be provided in line with the HSE University’s ES;
        3. material and technical support to the provision of the course (as per the HSE University’s ES);
     7. **organization of studies for persons with limited mobility and disabilities** - key characteristics of said requirements shall be filled in as per the established procedure. The developer may use the text, as offered in Annex 1, or specify this with due consideration of the features of the course;
     8. **additional information –** at the discretion of the developer, this section of the syllabus may feature other elements, including methodological recommendations for students and lecturers, description of training technologies applied, a list of questions for students’ self-assessment of quality of learning.
  2. Requirements for syllabi by types of courses:
     1. courses offered through a “blended learning” format, the “course content” section of the syllabus should provide a description of the course sections that use MOOC, its name, as well as provide the name of its developer (the University or an individual), the online platform where it is disseminated;

The assessment formula for interim examinations shall indicate the conversion of weights of grades received by a student from online courses to be included into the course results.

Procedure for approving a syllabus, implemented in a blended format, is in line with general practice for approving syllabi for courses of this particular type;

2.3.2. for courses that are entirely provided online (either on Coursera or another platform), a standard syllabus format might not be applicable, but it should specify a hyperlink to the course’s webpage on the correct educational platform, a description of the rules for transfer of grades received from participation in the course to a final grade on a 10-point scale, the contact(s) of the relevant manager of the degree programme, which includes the course, as well as, preferably, pre-requisites and post-requisites for said course;

* + 1. a syllabus for a given course, provided in a foreign language, must be developed as per Annex 2;
  1. for every syllabus, the relevant developer must draw up an abstract, which should include a short description of the course, thus giving students an understanding of new skills and knowledge which they will attain from their studies. This should also include a list of the ongoing and interim assessment formats.

1. **Requirements for Syllabus Development** 
   1. The syllabus development process includes the following steps:
      1. **development of a draft plan to be included in the SC DP** – at this stage, the syllabus developer should develop, as per the request of one of the degree programmes or in a proactive manner, a detailed abstract or preliminary version of the syllabus, which should provide all necessary information to degree programme’s academic supervisors and/or members of the council charged with approving the implementation of HSE OC or minors, and MAGOLEGO courses, in order to reach decisions on the inclusion of a course in the SC DP or lists for student selection;
      2. **development of a full version of syllabus:**
         1. after reaching a decision on the implementation of a given course, a full version of its syllabus shall be drawn up on the basis of the core requirements with respect to its content and structure;
         2. a developed syllabus shall be submitted for review to the relevant Department’s technical expert (refer to Section 4 of these Regulations).
      3. **correction of a syllabus as per submitted comments –** shall be made if any amendments are suggested at any stage of a syllabus’ review and approval process, including the notes from students who have taken the course. Features commented on can be removed or refused with the developer stating his/her reasons for such refusal;
      4. **updating a syllabus:**
         1. updates to a syllabus, as with its adjustments, are made at the initiative of its developer, as well as the academic supervisor/council of the given degree programme, which includes the course in its curriculum (e.g., based on students’ review of the course and its delivery);
         2. changes to an approved syllabus may include updates of its formal parts (year of its delivery, HSE University’s subdivision, degree programme in which the course may be included, etc.), as well as adjustment of its content (expected learning outcomes, topics, sections, formats and technologies utilized, ongoing assessment and interim examination procedures, procedures for evaluations, et c.). Updates to a syllabus shall not entail its repeat approval prior to the expiration of its term, if such changes only affect up to 30% of the text therein. If such changes affect over 30% of the text, the syllabus should be approved as a new curriculum;
         3. For the development of the syllabus at the drafting stage, the Department shall appoint a syllabus’ developer (this may be an individual or a working group, which may include representatives of potential employers, if need be). The syllabus may also be developed by an HSE University’s staff member as per his/her initiative (this is especially relevant to faculty electives, MAGOLEGO courses and HSE OC), following the initiative’s approval on the part of the relevant subdivision head at which the staff member works.
2. **Review and Approval of Syllabi**
   1. The key participants in review and approval of a syllabus are:
      1. ***syllabus developer*** *–* who shall present the syllabus for review and approval, as well as correct and update it, when necessary;
      2. ***technical expert*** – a Department staff member, who shall decide whether the syllabus proposed for approval is in line with standards and requirements set for syllabi at HSE University; he/she shall upload the syllabus (including its updated versions) and/or its abstract to ACAB, or shall oversee its upload to a special module in LMS;
      3. ***Department –*** following the procedure established by the Department and in a team effort determines syllabus’ adherence to the requirements of these Regulations as well as guiding principles for developing a syllabus established in the Department, including: syllabus content, its academic relevance, difficulty level, pre-requisites, post-requisites, etc; it shall be responsible for the syllabus’ quality along with its developer;
      4. ***academic supervisor and academic council of a degree programme*** - shall determine the adherence of the contents and ELO of the course to the objectives, goals and planned results of the study on and/or competencies of a degree programme, as well as approve the syllabus included in the SC DP (for minors, MAGOLEGO and HSE OC, this shall be the purview of the special committee of the CDC or the Rector). If necessary, they commission development of syllabi for the courses under a given degree programme, which may not have been proposed by Departments through АСАВ;
      5. ***special panel under the CDC*** – shall review disputes and conflicts related to syllabus’ quality and its adherence to methodological criteria for study courses under the SC DP within its set field of responsibilities.
   2. A syllabus review and approval process shall include the following steps:
      1. **control**: a technical check for a syllabus’ adherence with HSE University’s formal requirements for syllabi (shall be carried out by a respective Department’s staff member);
      2. **review**:
         1. review of syllabi for courses from a faculty-wide pool, as well as one and/or several degree programmes in regards to its adherence to content and methodological requirements, conducted by the Department as a collegiate body representing the professional educational community;
         2. additional (non mandatory) components of this stage may be approval of the syllabus by key employers;
      3. **approval** – a decision on the syllabus’ adherence to the contents (or elements) of a degree programme, of which the given course is a part;
         1. courses from a faculty-wide pool, as well as one and/or several degree programmes are approved by the academic council(s) of a degree programme(s);
         2. courses of a university-wide pool shall be approved by a Department;

At HSE University’s regional campuses, the staff members involved and a list of review and approval stages for a given syllabus may differ; changes (while maintaining the general purpose of each stage) shall be put in place as per internal bylaws of HSE University’s s regional campuses;

* 1. The timeframe for the stages for checking and approving syllabi shall be set by the appropriate Department. The approval stage cannot take more than 10 (ten) working days from the date of the presentation of a reviewed syllabus to the proper subdivision.

1. **Requirements for Storing, Updating and Making Syllabi Accessible**
   1. A syllabus shall be stored electronically. A link to the e-version of the syllabus shall be placed in the ACAB system and published on HSE University’s portal in the “Study Courses” database, as well as part on the homepages of respective degree programmes in the “Documents” section. Notes on the syllabus’ review and approval (i.e., the HSE University’s unit, which reviewed and approved the syllabus, and the relevant dates thereof), shall be stored electronically. This electronically stored information shall be overseen by a relevant Department staff member.
   2. A hard (paper) copy of the syllabus’ full text shall be presented to authorized legal entities or individuals upon request (e.g., during licensing, accreditation, audits, etc.). In such cases, the hard copy of a given syllabus shall be printed out by a degree programme’s manager. This hard copy must be certified as per HSE University’s established procedure.
   3. Course syllabi under double degree programmes may be placed within the ACAB system either its original version from the partner institution or an abstract with a link to it on the website of the academic partner delivering the course.
   4. A syllabus abstract shall be uploaded into the ACAB system when curricula for the upcoming academic year are being developed and made accessible to students electronically in the course of drawing up individual curricula through LMS. The full version of the syllabus shall be made public on the HSE University’s portal not later than 5 (five) days prior to the commencement of the module featuring the given course.

Annex 1

**to Regulations on Course Syllabi**

**for Bachelor’s, Specialist, and Master’s Programmes**

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

*generic form*

**Course Syllabus for “Name”**

Approved by the Academic Council of \_\_\_\_\_ Degree Programme[[5]](#footnote-5) Minutes No. , dated \_\_\_ 20\_\_\_\_

|  |  |
| --- | --- |
| Developer | Full name, position, subdivision |
| No. of credits |  |
| Contact hours |  |
| Independent study (hours) |  |
| Year of study, degree programme |  |
| Study format | Use of on-line courses/No use of on-line courses/other |

1. **Objectives, Results of the Course Study and Pre-requisites**

A course’s objective(s) should briefly indicate the scope of the given subject, intensity of its study and its relevance for students.

When determining study outcomes, the syllabus’ developer should focus on the learning outcomes and/or competencies set out in the degree programme under which the course is offered.

Furthermore, the location of the course shall be included in the curriculum (along with pre-requisites and post-requisites), as well as its format (necessary for blended learning formats).

1. **Course Contents**

A syllabus developer may provide detailed information about course topics in a table, or place its topics (course sections) separately, he/she may choose to avoid arranging information in a table and provide a breakdown of contact and self-study work in detail instead.

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic (course section)** | **Total hrs[[6]](#footnote-6)** | **Expected learning outcomes (ELO) to be assessed** | **Assessment formats** |
| LC |  |  |
| SM |
| onl/sw |
| Topic 1. … |  | E.g., solves equations with one unknown | E.g., a 60-minute writing task |
|  |
|  |
| Topic 2. … |  | E.g., compares two concepts | E.g., an essay up to 4,000 words |
|  |
|  |
| **Hours for types of classes:** |  |
|  |
|  |
| **Total hours** |  |

Course formats:

LC – lectures;

SM - seminars/practical courses/ laboratory work;

Onl. –online lectures and other Internet courses;

SW – student independent work.

***Course section contents:***

*Topic 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Topic 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. **Assessments**

A description of the features of ongoing and interim assessment under a course shall be provided, as well as the rules (or formula) for determining grades for interim exams, the criteria for ongoing assessment of elements, whether any blocking or non-retakeable elements are present. If the syllabus includes blocking elements prior to the examination period, the procedure for retaking each element should be indicated. Furthermore, any particular aspects of retakes (first and/or second) should be described including the thematic composition of the examination materials for retakes.

The syllabus developer must put together this section in strict adherence to the Regulations for Ongoing and Interim Assessment of Students at HSE University. If the syllabus foresees several interim assessments for the course, the method for deciding a final grade should be specified, as it will be indicated in a degree diploma (qualification).

1. **Examples of Assessment Materials**

With respect to blocking elements for control (as per p. 3) and examinations, examples (demonstration versions) of assessment materials should be provided, or links to the e-resources where they may be accessed. Furthermore, examples (demonstration versions) of assessment materials for other formats of control can be provided.

If blocking elements are not foreseen in a syllabus, the phrase “blocking elements are not present” shall be included.

1. **Resources**
   1. Key recommended reading

|  |  |
| --- | --- |
| **№p/p** | **Name** |
|  |  |

* 1. Recommended further reading

|  |  |
| --- | --- |
| **№p/p** | **Name** |
|  |  |

* 1. Software

|  |  |  |
| --- | --- | --- |
| **№p/p** | **Name** | **Terms for access/downloading** |
|  |  | *E.g., from HSE University’s internal network (agreement)/open license contract* |

* 1. Professional databases, information reference systems, e-resources (eLearning resources)

|  |  |  |
| --- | --- | --- |
| **№p/p** | **Name** | **Terms for access/downloading** |
|  |  | *E.g., from HSE University’s internal network* |

* 1. Supplies and technical support for the course

1. **Organization of Studies for Persons with Limited Mobility and Disabilities**

If necessary, learners with limited mobility or a disability (as per his/her application), as well as per his/her individual rehabilitation programme, may be offered the following options for receiving learning information with due consideration of his/her individual psycho-physical needs (e.g., via eLearning studies or distance technologies):

* + 1. *for persons with impaired vision*: enhanced fonts in hard copy documents; e-documents; audio files (transfer of study materials to an audio-format); hard copy documents with the use of Braille; individual consultation with a facilitated communicator; individual assignments and mentoring;
    2. *for persons with hearing impairments*: in hard copy; e-documents; video materials with subtitles; individual consultation with a facilitated communicator; individual assignments and mentoring;
    3. *for persons with a muscular-skeleton disorder*: in hard copy; e-documents; audio-files, individual assignments and mentoring.

1. **Additional Information**

As per the request of its developer, a syllabus may include other content-related information, including methodological recommendations for both students and lecturers, as well as a description of educational technologies that may be used.

Annex 2

Syllabus

Title of Course

(N ECTS)

Author, lecturer (e-mail, webpage)

Department of\_\_\_\_\_\_\_\_\_

Meeting Minutes No. \_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_

1. **Course Description**
   * 1. **Pre-requisites**
     2. **Abstract**
2. **Learning Objectives**
3. **Learning Outcomes**
4. **Course Plan**
5. **Reading List**
   * 1. **Required**
     2. **Optional**
6. **Grading System**
7. **Examination Type**
8. **Methods of Instruction**
9. **Special Equipment and Software Support (if required)**

1. Information italicized as per p. 2.2.1 of p. 2.2 may be left out, if the given course has yet to be included in a degree programme curriculum. If a course is intended for study under a degree programme curriculum, this information should be specified by the syllabus developer with respect to the format and technologies to be used; all other positions should be synchronized with information from the degree programme curriculum and minutes of the respective academic council or Department. The respective programme office or a Department’s technical specialist shall be responsible for synchronizing such information. [↑](#footnote-ref-1)
2. Further information is provided in Section 4 of these Regulations [↑](#footnote-ref-2)
3. E.g., deciding, analyzing, carrying out, making a comparison, etc., [↑](#footnote-ref-3)
4. List of educational outcomes and competencies attained after pursuing the degree programme is set out in the HSE University’s ES and the degree programme’s passport, published in the “Documents” section of the degree programme’s homepage on HSE University’s corporate website (portal). [↑](#footnote-ref-4)
5. *For syllabi from the university-wide pool – head of Department* [↑](#footnote-ref-5)
6. Leave blank for syllabi, which are not part of a degree programme curriculum and not planned for a schedule [↑](#footnote-ref-6)