**Syllabus for the Course “Health and Safety”**

Approved by

Vice Rector

\_\_\_\_\_\_\_\_\_\_\_\_S. Yu. Roshchin

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| Developer | Pavel Zdorovtsev, Candidate of Mathematical Sciences and Physics (PhD), Director, Student Development Office, pzdorovtsev@hse.ruAlena Makshanchikova, Project Head, Student Development Office, ayupetrova@hse.ru |
| Credit Units  | 1  |
| Contact Hours | 6  |
| Self-study Hours  | 32 |
| Year of study, Degree Programme | Year 1, Degree Programme “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “ |
| Format of Course Study | With the use of online course “Health and Safety” |

1. **Course Objectives, Prerequisites and Learning Outcomes**

The objectives for the course “Health and Safety” are to enable students to:

• master the basic concepts and methods for ensuring health and safety of a person;

• form a holistic understanding about security in social and student life;

• obtain practical skills for ensuring their safety in their life at the university and in the city (Moscow), as well as skills for maintaining their personal privacy and data protection, as well as psychological well-being;

• obtain knowledge and skills for ensuring safety that are necessary for social and professional activities.

This course belongs to the general block in Bachelor’s and Specialist degree programmes and is mandatory for students. The study of the given course is based on the following school courses:

* the basics of health and safety;
* social studies;
* standard information technology courses.

Format of the course: a combination of videos, practical classes, and independent study of materials by students.

1. **Contents of the Study Course**

Forms of Study:

cpl– on-campus practical classes;

onl – online lectures or other types of student work via online courses;

ssw – student self-study work.

***Contents of the Course Sections:***

**Theme 1: Structure of HSE University**

- History of the start of HSE University;

- History of the University motto and symbol;

- Structure of the University: who should I contact with questions?

- Student teaching quality assessment, survey of student life evaluation.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 2: University Values**

Declaration of the University values:

- Striving for truth;

- Collaboration and commitment to one another;

- Honesty and openness;

- Academic freedom and political neutrality;

- Professionalism, self-discipline and accountability;

- Community outreach and engagement;

- Online-course “HSE University Academic Values”.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 3: Study Process**

- Features of “safe” studies;

- Academic development at HSE University;

- International academic mobility;

- Student teaching quality assessment;

- Features of study in the faculty.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 4: Science for Students**

- Possibilities for the academic development of students;

- Laboratories and research and study groups: types and opportunities for students;

- Centre for Student Academic Development: projects and forms of interactions with students (NIRS,

Science Republic, HSE Science Battles, etc.)

- Project Fair.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 5: Extracurricular Life**

- Corporate culture and extracurricular life;

- Mingle!: Studlife;

- Student Initiative Support Centre;

- Career development;

- Adaptation programme from Curators.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 6: Information resources**

- Internet and computer classes at HSE University;

- Library information resources;

- Corporate information systems.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 7: Social Sphere**

- Scholarship and charity programmes;

- Scholarship card;

- Department of Military Training;

- Medical aid for students;

- Financial aid for students;

- Vouchers for winter and summer holidays;

- Psychological Counseling Centre.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 8: Student Safety in the City**

- General rules for emergency response.

- Fire safety.

- Safety in a man-made emergency.

- Anti-terrorist safety.

- Safe travel in the city.

- Healthy lifestyle habits: city offerings.

 -Occupational safety requirements: regulatory framework and recommendations.

Self-study work: independent study of additional materials on the HSE University website.

**Theme 9. Homework**

A description of homework, requirements for work, comments on completion and deadlines for

submission of homework.

Self-study work: independent study of additional materials on the HSE University website.

Adaptation programme with HSE Curators.

1. **Evaluation**

Evaluation process is carried out in an online format, e.g., homework is available to students via the LMS system in the section for the relevant course, while the results of the coursework are uploaded into the system in accordance with the set deadline.

***Homework is given as one of 3 variants:***

*Variant 1. “It is not for school, but for life that we study!”*

A detailed mind map of an individual extracurricular plan, both for academic and extracurricular life, must be created. The map should be sufficiently detailed and illustrate what you would really like to do in the coming years of study. To complete the assignment, it is recommended that you use the course materials presented in the LMS system, HSE University information resources, as well contact older students, instructors, and staff to find out their views on the opportunities in the academic and extracurricular spheres of HSE University.

*Variant 2. “Mingle!: STUDLIFE”*

It is necessary to attend 3 non-academic events of different topics and provide a photo report and an essay. The following description of student organizations in the [HSE Family portal](https://family.hse.ru/crowdfunding/) can be helpful: http://family.hse.ru/stud. On the <https://studlife.hse.ru/en> webpage, you can see the calendar of extracurricular events for September, choose the most interesting ones to visit, and register using the method proposed by the student organization.

In the essay, you should answer the following questions:

- Which events did you visit?

- What are your impressions of the events?

- Did you like the organization of the event?

-What strengths and weaknesses of the events can you highlight?

- What impression did the student organizers make?

- What would you advise the organizers if you were in their place?

- What event would you propose?

*Variant 3. “A walk around HSE University”*

As part of the assignment, you must visit any ten buildings of HSE University and find features and interesting places in each one of them (e.g., coworking spaces, cafes, reading rooms, spaces for work and relaxation. In your acquaintance of the “features” of each building, students who study there can help you.

You must submit a “diary” with an essay about your walk and photographs with you against a background of HSE University buildings.

In the course of the assignment, you will get to know HSE University better and in more detail, find out how it is organized, and learn where students of different faculties study. The task involves an independent search and the study and processing of information from different sources, including electronic resources of the University, which allows you to comprehensively assess the spaces in the various university administrative and academic buildings.

**Before the set deadline, please upload your file to the LMS system (**in the **“Projects”** section for this course)

***Important*:**

1. The homework variant shall be selected in the LMS system from September 3 to September 8, 2019 (by 11.00pm on September 8).
2. The completed homework must be uploaded no later than 11.00pm on October 6, 2019 in the LMS system. If the assignment is not uploaded on time, it is considered not completed.
3. The homework assessment is conducted from October 7 to October 20, 2019.
4. In addition, you can upload an overview of the completed assignment to the group [Studlife](https://vk.com/studlife_hse) (<https://vk.com/studlife_hse>) with the hashtag #hsestudlife using the “Suggest News” service.

Criteria for evaluating homework are as follows:

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| **Criteria for evaluation** | **Number of Points** | **Criteria for marking a student down** |
| Compliance with the requirements for the format of the assignment | 2 | Failure to meet one/several requirement(s) for the format of the assignment |
| The content of the work corresponds to the subject of the task, photo materials are present (if the requirement to attach photos was stated in the assignment)  | 5 | Student did not take into account the requirements for the assignment, student did not attach photos (if the requirement to attach photos was stated in the assignment)  |
| The style of the text, creative approach, and general cultural level of the completed work  | 3 | The work uses stereotypes, hackneyed words, incorrect citations  |

The exam is conducted in the form of computer testing (with the right to use accessible information resources). The test may include multiple-choice questions that have one or more correct answers or a correlation of correct answers. The test includes 40 questions from the video course materials and regulations posted on the portal. Testing is carried out in the faculty-based computer classes. The managers of the programme offices of the degree programmes shall be responsible for conducting the exam.

An appeal against results for the “Health and Safety” course is filed as per general rules. There is no special procedure for this course.

1. **Examples of Evaluation Materials**

**1. Where and how can a student become familiar with all his/her final grades for the courses:**

1. Grades are input by teachers in the grade books, which are kept by students and presented before each examination.
2. Grades are written by teachers in assessment record sheets only, which are then submitted to the programme office. Student grades can be viewed in the electronic grade book in his/her personal account in the e-learning environment Learning Management System (LMS).
3. Grades are written by teachers in assessment record sheets only, which are then submitted to the programme office. Therefore, a student can learn of his/her grades only in the respective programme office.

**2. Select from the list of statements those that do not meet the standards for the study process at HSE University:**

1. Courses from an additional field of study (minor) are not mandatory
2. A Bachelor’s student in Year 1 can transfer to another degree programme inside HSE University no earlier than after completion of Module 2 (1 semester) of the current programme
3. Only oral exams are conducted
4. The final score for a course that does have an exam is equal to the cumulative score.

**Exam Evaluation Criteria:**

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| **Points** | **Criteria** |
| 10 | 98 - 100 % correct answers  |
| 9 | 95 - 98 % correct answers |
| 8 | 80-94% correct answers |
| 7 | 70-79% correct answers |
| 6 | 60-69% correct answers |
| 5 | 50-59% correct answers |
| 4 | 40-49% correct answers |
| 3-1 | Less than 40% correct answers, each markdown reduces a score by 10%  |
| 0 | Student did not start on the test |

Blocking elements are not included.

1. **Reading**
	1. Reference List/Bibliography

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| --- | --- |
| **No.**  | **Title**1. Кривошеин Д.А.Муравей Л.А. Роева Н.Н. Экология и безопасность жизнедеятельности М.: ЮНИТИ-ДИАНА, 2000, c.447. /Krivoshein D.A., Muravei L. A., Roeva. N. N. Ecology and Life Safety M: UNITY-DIANA, 2000, p. 447.
2. Михайлов Л.А, Соломин В.П. Чрезвычайные ситуации природного, техногенного и социального характера и защита от них учебник для ВУЗОВ/Под ред. Михайлова Л.А.-СПб: Изд-во Питер, 2009, с.235. /Mikhailov L.A., Solomin V.P. Emergencies of a natural, technogenic and social character and protection against them textbook for institutes of higher education/Ed. Mikhailov L.A. –SPb: Publishing House Peter, 2009, p. 235.
3. Михайлов Л.А., Губанов В.М., Соломин В.П. Безопасность жизнедеятельности: учебник для студентов ВУЗОВ. М.: Изд-во Академия.2009, с.272. /Mikhailov L.A., Gubanov, V. M., Solomin V.P. Life safety: a textbook for university students. M: Publishing House Academy, 2009, p. 272.
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* 1. Further Reading

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| No.  | **Title**1. Абрамов В.В. Безопасность жизнедеятельности: Учебное пособие- СПб Изд-во: СПбГУП, 2006,с.254. /Abramov V.V. Life Safety: Textbook-SPb Publishing House: SPbGUP, 2006, p. 254.
2. Белов С.В., Девисилов В.А., Козьяков А.Ф. и др./Под ред.Белова С.В.- М.:Высш.шк.,2004, с.360 / Belov S. V., Devisilov V.A., Koziakov A.F., et al./Ed. Delov. S.V.-Higher school, 2004, p. 360.
3. Боголюбов С.А.Экологическое (природоресурсное) право М.: Юр.фирма «Контракт;Волтерс Клувер,2010 с.528 / Bogolyubov S. S. Ecological (natural resource) law M: Law firm “Contract: Volters Kluver, 2010, p. 528.
4. Клюев В.В. Диагностические технологии – залог безопасности //Экология и промышленность России, январь 2007. / Klyuev V.V. Diagnostic technologies are a guarantee of safety// Ecology and Industry of Russia, January 2007.
5. Платонов А.П.,ПлатоновВ.А. Основы общей и инженерной экологии Ростов н\Д:Феникс 2002,352 с. / Platonov A.P., Platonov V. A., Fundamentals of General and Engineering Ecology of Rostov n/D: Phoenix 2002, p. 352.
6. Плющиков В.Г., Довлетяров Э.А., Фоминых Ю.Г., Пожарная безопасность в быту. Учебно-методическое пособие. М. Изд-во Российского университета дружбы народов. 2006. / Plyushchikov V.G., Dovletyarov E.A., Fominykh Yu. G., Fire safety in everyday life. Teaching aid. M. Publishing House of the Peoples’ Friendship University of Russia. 2006.
7. Репин Ю.В., Шабунин Р.А, Середа В.А, Основы безопасности человека в экстремальных ситуациях. Пособие по курсу "Основы безопасности жизнедеятельности.: Алматы., 2004. / Repin Yu. V., Shabunin R. A., Sereda V. A., Fundamentals of human safety in extreme situations. Allowance for the course “Fundamentals of Life Safety”: Almaty, 2004.
8. Русак О.Н., Малаян К.Р., Занько И.Г.Безопасность жизнедеятельности: Учебное пособие- СПб Изд-во: СПбГУП, 2004,с.97-98. / Rusak, O. N., Malayan K. R., Zanko I.G. Life safety: Textbook – SPb Publishing House: SPbGUP, 2004, p. 97-98.
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5.3 E-resources and Bylaws:

1. “HSE Academic Handbook” on the HSE University portal: <https://www.hse.ru/studyspravka/>.
2. Order of the Ministry of the Russian Federation for Civil Defence, Emergencies, and Disaster Management No. 313, dated July 18, 2003. On approval of fire safety rules in the Russian Federation (PPB01-03).
3. Federal law No. 7-FZ dated January 10, 2002 “On Protecting the Environment”// SZ RF. 2002. No 2. Pg. 133 (as recently revised).
4. Federal law No. 68-FZ, dated December 21, 1994. “On protecting the population and the territories from natural and man-made emergencies”.

5.4. Course Supplies and Equipment

For practical and other classes, professional audio and video equipment, projectors (for lectures

or seminars), and other auxiliary materials are used. Course Supplies and equipment shall also

include Internet access for independent work of students in a computer class.

1. **Special Aspects of Organization of Studies for Students with Disabilities**

Students with disabilities (at per the request of the student), and/or in accordance with the individual rehabilitation programme for disabled persons, may be offered the following options to receive educational information with consideration to their individual psychophysical characteristics, including the use of adapted course video materials:

* + 1. *for those with visual impairments:* in the form of audio files (translation of the educational materials into an audio format); individual assignments and consultations.
		2. *for the hearing impaired:* in written form; video materials with subtitles; individual assignments and consultations.
		3. *for those with musculoskeletal impairments:* in the form of audio and video files.