Appendix

 APPROVED as per

HSE University Directive No. 6.18.1-01/2603-11, dated March 26, 2020

**Methodological Recommendations for Organizing Joint Activities of Learners and Teaching Staff from March 28 until April 5, 2020**

With a view to the implementation of the recommendations of the President of the Russian Federation to remain at home and undertake measures to prevent the spread of the novel coronavirus, and with respect to the implementation of Order of the President of the Russian Federation No. 206 “On the Announcement of Non-Working Days in the Russian Federation”, dated March 25, 2020, and Directive of the Ministry of Science and Higher Education of the Russian Federation No. 484 “On Measures to Implement Order of the President of the Russian Federation No. 206 ‘On the Announcement of Non-Working Days in the Russian Federation dated March 25, 2020’”, dated March 25, 2020, whereby holidays shall be assigned to learners from March 28 until April 5, 2020, and, furthermore, bearing in mind the necessity of keeping communications between teaching staff (hereinafter, “teachers”) and students during the period of mandatory isolation and making sure students do not fall behind in their pursuit of studies under respective educational programmes,

we hereby recommend that the following rules guide the organization of contact between students and teachers of HSE University and the efforts on the part of the administration of respective subdivisions during the announced holidays:

1. **For Teachers:**

а) do not go to one’s workplace at HSE University (as possible);

b) not hold regular lessons (lectures, seminars, research seminars, etc.), including via distance technologies between March 28 and April 5, 2020;

c) not engage in any activities related to interim evaluations or ongoing testing of students in any year of study; such activities must be reschedules to a later date;

d) inform students via course sites in LMS about the options for receiving consultations with respect to studies under courses, study assignments, and thesis/qualification works; teachers must specify the proposed method of communication (at a specific time or throughout the whole week), as well as the means for distance communications to be used for consultations and joint activity;

e) methodological materials should be drawn up for continuing distance instruction of students, from April 6, 2020 and going forward.

1. **For students:**

а) continue independent studies at home without coming to HSE University’s campuses;

b) use available options to contact teachers (as deemed necessary) via long-distance consultations, as determined by the latter;

1. **For heads of HSE University subdivisions engaged in the provision of educational programmes:**

а) ensure that teachers and students are informed about these recommendations;

b) inform students about options to engage in consultations; inform teachers that they must engage in consultations with students (upon the latter’s request).