**On Key Features in the Organization and Implementation of the Learning Process with the Use of Distance Technologies in the First Semester of the 2020/2021 Academic Year**

For the purpose of reducing the risks of the spread of COVID-19 and other infectious diseases among students and staff at HSE University after the close of distance implementation of degree programmes,

I hereby order that:

1. The heads of HSE University subdivisions, whose staff take part in the provision of degree programmes, from September 1, 2020 and until further notice, shall follow the following requirements, when organizing the learning process:
	1. not to allow the conduct of classes in the same premises at HSE University with over 50 persons present: for Master’s programmes – for all courses; for Bachelor’s and Specialist programmes – for Year 2 and upper-level years (hereinafter, “ classes for cohorts”);
	2. when holding classes for cohorts, utilize distance technologies, while looking to primarily maintain contact work between students and lecturers during scheduled classes, as per a set timetable;
	3. allow the organization of the first class for a given cohort in HSE University classrooms for any course;
	4. hold classes for all-university courses under minors, MAGOLEGO and open optional courses only with the application of distance technologies, regardless of the total number of students, with the possible organization of an initial class in an HSE University classroom;
	5. courses, which were planned to be implemented with the use of distance technologies, must be reflected in the e-timetabling system (hereinafter, the “RUZ”), indicating respective tags, specialized classrooms (<https://www.hse.ru/studyspravka/spez_aud>) and links to planned live streams and platforms, using the following options:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of class** | **Location of the lecturer** | **Location of students** | **Live stream** |
| Synchronous | Lecturer is in the classroom | Students are in the classroom | N/A |
| Lecturer is in the classroom | Students are the classroom/several classrooms or online | Link to live stream |
| Lecturer is online | Students are in the classroom/several classrooms | Link to live stream |
| Lecturer is online | Students are online | Link to live stream |
| Asynchronous | - | - |  Link to platform  |

* 1. when planning timetables for degree programmes, not to schedule back-to-back classes of courses, which are available for online learning, and face-to-face classes taught in HSE University’s classrooms;
	2. for courses, implemented with the application of distance technologies, meet an obligatory requirement to record electronically via LMS the process of the provision of support for learning processes via LMS, as per the Standard for a Course in LMS (see Annex 1);
	3. restrict the conduct of classes with the practical training in places where large crowds may gather outside of the HSE University’s campus;
	4. transfer results, received by students at sports clubs at organizations, which implement respective CPD programmes, towards the ‘Physical Education’ course, or use distance technologies for organizing PT classes;
	5. organize work among lecturers so as to adjust evaluation systems for courses, implemented remotely, in a way that it shall be possible to tally up the results of interim assessments without the use of proctoring, unless the absence of proctoring affects the quality of interim assessment processes;
	6. plan the provision of online consultations on the part of lecturers, with the obligatory publishing of information about time and technology for consultations on lecturers’ personal webpages on the HSE University’s corporate site (portal) by way of reserving the time slot for the consultation in RUZ;
	7. deny access to the University’s facilities and buildings for external learners, who have registered for open optional courses or other University’s courses; organize their instruction with the application of distance technologies.
1. Lecturers shall :
	1. allow to suspend the conduct of classes if there are any students present in a classroom who do not use personal protection equipment (i.e., masks, respirators) or if their masks/respirators do not protect their respiratory organs, with the grounds for cutting a class short explained;
	2. during foreign language classes, students may be allowed to take their face coverings off for a brief period while giving their answers to lecturers’ questions provided that lecturers need to watch students’ articulation for the evaluation of answers provided;
	3. when implementing courses in an asynchronous format, consultations for students must be planned and provided with the use of chat, forums, the exchange of messages in respective courses’ pages via LMS, which are available to students across time zones; such consultations must be planned to take place at least one time every six contact hours, as specified in respective working curricula;
2. Managers of degree programmes shall:
	1. organize the operation of Programme Offices so as to students’ face-to-face contacts between one another and/or with Programme Offices’ staff members in office rooms are kept to the minimum by using all available opportunities for distance work with students;
	2. hold orientation and induction sessions with first-year students remotely;
	3. ensure that students are properly notified and follow requirements established by HSE University’s directive No. 6.18.1-01/2108-12 “On Imposing Requirements for the 2020/2021 Academic Year at HSE University in Moscow Owing to the Risk of the Spread of COVID-2019”, dated August 21, 2020, with the purpose of enhancing social responsibility on the part of students;
	4. assign duplicate students’ corporate e-mails only by way of completing verifications of said students (visual identification upon the presentation of an ID).
3. Up until August 31, 2020, Directors of HSE University’s regional campuses must issue directives, governing the special aspects of the organization and implementation of learning processes with the application of distance technologies in Semester 1 of the 2020/2021 academic year, with due consideration given to the specific situation in the cities, where respective campuses are located.
4. I shall personally oversee the execution of this directive.

Vice Rector S.Y. Roshchin

Приложение 1

**Стандарт учебной дисциплины в LMS**

На сайте дисциплины в LMS необходимо размещать:

* Программу учебной дисциплины или ссылку на программу, оформленную в соответствии с Положением о программе учебной дисциплины образовательных программ высшего образования – программ бакалавриата, специалитета, магистратуры НИУ ВШЭ
* Ссылку на трансляции лекции (при наличии)
* Указание на платформу проведения онлайн-занятий и способ присоединения к занятию (при наличии)
* Ссылка на архив видеозаписей (обязательно, когда есть студенты в других часовых поясах, которым предоставлен дистанционный ИУП)
* Темы занятий
* Задания, которые необходимо выполнить к каждому из занятий (при наличии)
* Формулировки заданий к синхронным и асинхронным элементам контроля или демонстрационные варианты
* Инструкции по входу в сторонние системы (при использовании сторонних систем)
* Инструкции по запуску систем прокторинга (при проведении элементов контроля с прокторингом)