

## **Procedures for Regular Mandatory Teaching Quality Assessment at the National Research University Higher School of Economics Performed by HSE Students to Assess the Organisation of the Study Process and Teaching Quality on Their Courses**

### **1. General Provisions**

1.1. These Regulations set forth the procedure for regular mandatory Teaching Quality Assessment (TQA) at the National Research University Higher School of Economics (HSE), when HSE students of Bachelor's, specialist and Master's level programmes of all study modes<sup>1</sup> take part in the survey on a mandatory basis.

These Regulations and amendments thereto shall be enacted by the HSE Rector's directive.

1.2. The Teaching Quality Assessment is performed by HSE students to assess the contents, organisation and teaching quality of courses included in their individual curricula.

1.3. The Teaching Quality Assessment is aimed at improving the quality of educational services offered by HSE. It is intended for:

1.3.1. encouraging students' involvement in upgrading the quality of courses and teachers' performance;

1.3.2. getting information on the quality of degree programmes of higher education;

1.3.3. getting information on the teachers' performance;

1.3.4. improving the quality of planning and organisation of the study process.

1.4. In accordance with HSE Internal Regulations, students' participation in the Teaching Quality Assessment is mandatory.

1.5. The Teaching Quality Assessment is conducted on a quarterly basis during the academic year when students fill in the TQA form for the current module (hereafter, the Assessment form).

1.6. The Assessment form is designed:

1.6.1. on the basis of information which is stored in the comprehensive academic information system (ASAV) and in the timetable planning system (RUZ). HSE degree programmes' coordinators update the information on students' individual curricula and teachers' workload for each module during the academic year in the ASAV and RUZ systems;

1.6.2. for assessment of each course, in which students have an examination in current module in accordance with the curriculum of a degree programme of higher education; for assessment of teaching quality for different types of classes included in the curriculum: lectures, seminars, practical classes.

1.6.3. using the standard survey form (in attachment);

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<sup>1</sup> Except for ICEF degree programmes and the HSE/NES Programme in Economics, where the Teaching Quality Assessment is regulated by other HSE by-laws.

- 1.6.4. with due consideration for confidentiality of each student's opinion;
- 1.6.5. bearing in mind that each student's participation in the survey should be properly acknowledged.

## **2. Teaching Quality Assessment Procedure**

2.1. Three weeks prior to the examination period, specified in the academic calendar for current academic year, the Office of Information Technology (hereafter, IT Office) publishes an Assessment form for each module and makes it available to each HSE student in the Learning Management System (LMS).

2.2. Within two working days after the Assessment form was made available to students in LMS, HSE Centre for Institutional Monitoring (CIM) informs students via corporate e-mail that the Teaching Quality Assessment for the current module has commenced. During the Teaching Quality Assessment period, the Centre for Institutional Monitoring shall send two additional reminders to students encouraging them to take part in the Teaching Quality Assessment survey.

2.3. HSE degree programmes' coordinators shall take steps to additionally raise the students' awareness of the Teaching Quality Assessment survey during the entire Teaching Quality Assessment period in the current module.

2.4. To take part in the Teaching Quality Assessment for the current module, students have to log into their personal profile in LMS and fill in the Assessment form three weeks prior to the examination period, specified in the academic calendar for current academic year.

2.5. If the student is unwilling to express their opinion regarding the courses or teaching quality, "Not sure" option should be selected in all sections of the Assessment form.

2.6. If the student did not take part in the Teaching Quality Assessment, the following disciplinary measures may be applied:

2.6.1. warning - if the student has failed to take part in the Teaching Quality Assessment for the first time during the current academic year;

2.6.2. reprimand - if the student has failed to take part in the Teaching Quality Assessment for the second time during the current academic year;

2.6.3. dismissal - if the student has failed to take part in the Teaching Quality Assessment for the third time during the current academic year;

2.7. HSE Internal Regulations stipulate the timeframe and procedures for applying disciplinary measures.

2.8. Dean of the Faculty<sup>2</sup> is entitled to make a decision on whether or not the student has had valid reasons to ignore the Teaching Quality Assessment, based on the student's written explanation accompanied by supporting documents.

2.9. The IT Office shall restrict access to Assessment form in LMS on the first day of the examination period of each module, specified in the academic calendar for the current academic year.

2.10. The IT Office shall provide the source data on students' assessments stored in LMS and the Teaching Quality Assessment results to the Centre for Institutional Monitoring within 10 working days following completion of the Teaching Quality Assessment in the current module. The results are presented as a summary, and for each characteristic,

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<sup>2</sup> For external degree programmes - head of a subdivision responsible for this degree programme.

assessed for each teacher and each course, an arithmetic mean value of all scores given by students is provided, as well as the standard deviation and the number of respondents.

2.11. Within 10 working days following the receipt of source data and Teaching Quality Assessment results from the IT Office, the Centre for Institutional Monitoring shall:

2.11.1 prepare the lists of students who had failed to take part in the Teaching Quality Assessment and provide this information to the deans of faculties<sup>3</sup>;

2.11.2. prepare summaries of the Teaching Quality Assessment results in electronic form;

2.11.3. make the Teaching Quality Assessment available to teachers through their personal profiles on HSE corporate portal (web-site).

2.12. In order to inform all interested parties, the Centre for Institutional Monitoring shall send a summary of the Teaching Quality Assessment results by corporate e-mail to the Rector, First Vice Rector for academic affairs, Vice Rector in charge of HSE degree programmes of higher education, deans of HSE faculties, degree programmes' coordinators, degree programmes' academic supervisors, heads of departments/schools under HSE faculties. The Teaching Quality Assessment results may be provided to other HSE staff members and students at their written request submitted by corporate e-mail to the Director of the Centre for Institutional Monitoring in a free format (but specifying the reason for requesting this information).

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<sup>3</sup> For degree programmes that do not belong to any faculty - heads of subdivisions responsible for these degree programmes.

Appendix  
 Procedures for Regular Mandatory Teaching Quality Assessment  
 at the National Research University Higher School of Economics  
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**Teaching Quality Assessment Form<sup>4</sup>**

[Course name]

*Each parameter can be evaluated on a 5-score scale ranging from 1 (the lowest level of assessment) to 5 (the highest level of assessment).*

	1	2	3	4	5	Not sure
Practical value of the course for your future career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Practical value of the course for broadening your horizons and diversified personal development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Novelty of knowledge gained in this course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Difficulty of the course for its successful completion, ranging from 1 (very easy) to 5 (extremely difficult)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any comments or suggestions regarding this course  
 (optional)

[Text]

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<sup>4</sup> Additional or alternative criteria may be applied for assessment of some courses (for example, research seminars)

