



НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ
УНИВЕРСИТЕТ

Degree Programmes Office
Office of the Registrar

STUDY PROCESS ORGANIZATION AT HSE UNIVERSITY

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- Key points about study processes at HSE University
- Special aspects of distance learning at HSE University
- Degree programme documents
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KEY POINTS ABOUT STUDY PROCESSES AT HSE UNIVERSITY



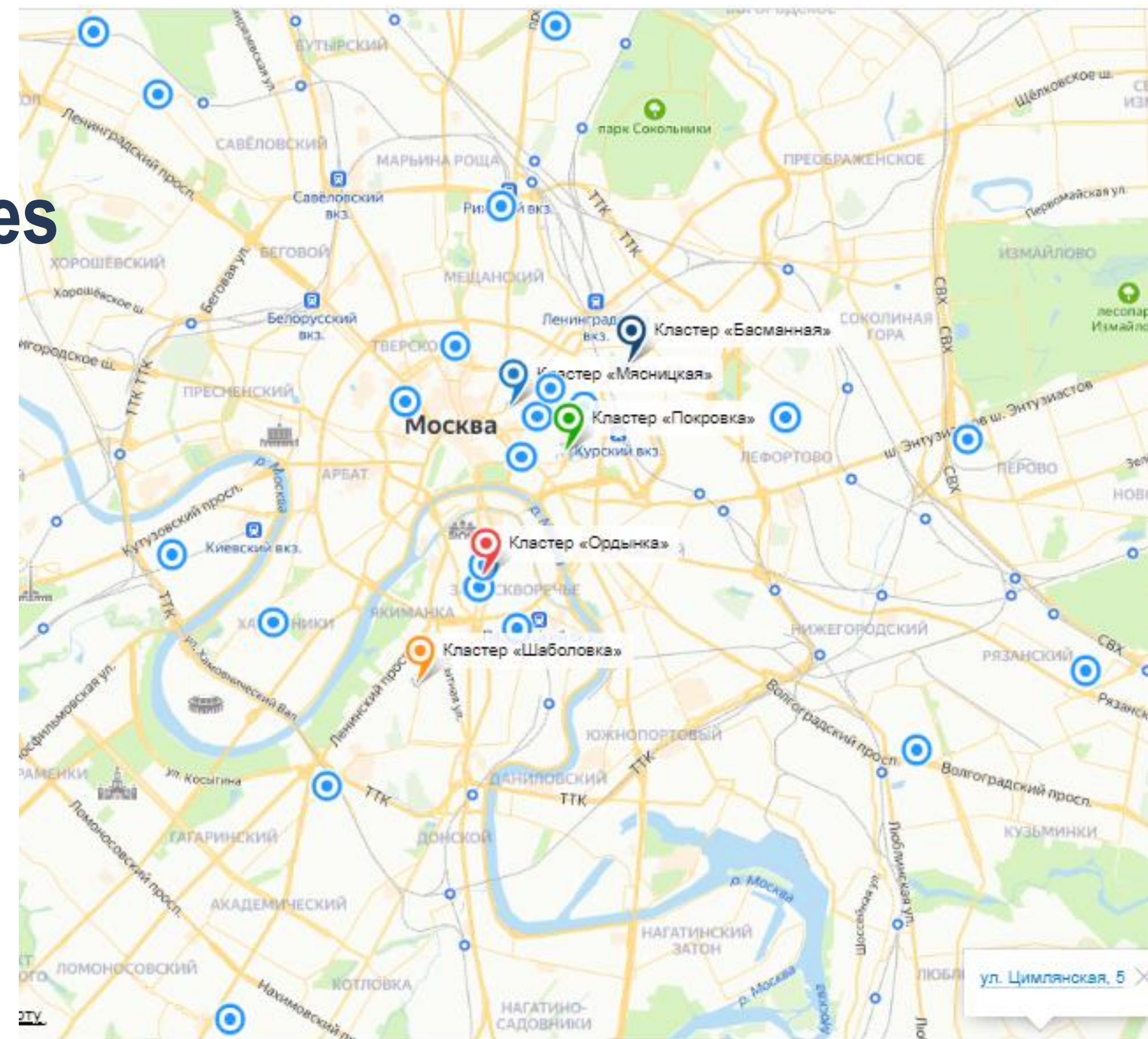
Types of classes

- Lectures
- Seminars
- Practical classes
- Laboratory classes
- Consultations
- Projects
- Term papers



Types of courses

- Core courses
- Elective courses
- Open optional courses





KEY FEATURES OF THE STUDY PROCESS AT HSE UNIVERSITY

Modules

- *the academic year is divided into 4 modules (8-12 study weeks each)*

Examination periods

- *each module finishes with an examination week (or a two-week examination period), when examinations are held. There is no separate period set for exam preparation; in a 7-day period, students may be assigned to take 7 examinations, but no more than 1 per day;*

Examinations

- *to tally the results under a course, examinations may be held during an examination period; examinations are generally held in writing (note: certain courses may not feature examinations);*

Retakes

- *retakes are allowed after Module 2 (in January-February) and after Module 4 (September-October); students have the right to two attempts for retakes: first – during the period of retakes under the same terms; second – during the period of retakes administered by designated committees.*

A 10-point grading scale

- *all evaluations are made on a 10-point scale, convertible into a 5-point scale officially used in Russia and into scales in use at European institutions*

Ratings

- *students' academic success can be compared by using ratings, which can be current or cumulative*

WHAT ARE MODULES AND INDIVIDUAL CURRICULA?



Modules

The academic year at HSE University is divided into modules. In each academic year, studies are divided up into four modules running for two months each and four examination periods, respectively. This helps us plan out studies more precisely and reduce the total number of examinations per examination period.

Individual Curricula

HSE University's in-depth system of instruction allows students to select individual educational trajectories, which offer them the opportunity to gain knowledge in the areas both interesting and important to them. Every programme offered at HSE University features both obligatory courses and elective courses. In addition to the core and elective parts of a programme, there are also open optional courses, which can be included in students' individual curricula.





ACADEMIC CALENDAR

Modules	Studies	Examination Period
Module 1	September 1 – October 18	October 19 — October 25
Module 2	October 26 – December 20	December 21 – December 31
Winter Break	January 01 – January 10	
Module 3	January 11 – March 28	March 29 — April 4
Module 4	April 05 – June 20	June 21 — June 30
Spring Break	May 1 – May 08	
Summer Break	July 1 – August 31	
Total:	40 study weeks (including 35 contact weeks)	

The schedule is approved for each year; it sets the timeframes for modules and examination periods



TIME SLOTS FOR CLASSES

Class 1	09:30-10:50
Class 2	11:10-12:30
Class 3	13:00-14:20
Class 4	14:40-16:00
Class 5	16:20-17:40
Class 6	18:10-19:30
Class 7	19:40-21:00



There's no bell

TIMETABLE

All timetables for classes and exams at HSE University are only generated in electronic format.

You can view it at:

- 1) On your programme's website through [hse.ru](https://www.hse.ru/en/education/), in the section *Timetable*:

[\(https://www.hse.ru/en/\)](https://www.hse.ru/en/) ➡

<https://www.hse.ru/en/education/> ➡

Choose your programme ➡ Timetable

на странице образовательной программы (ОП)
Путь: [hse.ru](https://www.hse.ru/) ➡ [Образование](#) ➡ Выбрать свою программу ➡ Расписание

The screenshot shows the website for the Bachelor's program «Юриспруденция». The navigation menu includes «Главное», «Абитуриентам», «Студентам», and «Выпускникам». A calendar at the top allows selecting a period, with the dates 1-6 of October 2018 highlighted in blue. Below the calendar, the title «Расписание занятий» is displayed, along with the text «Это расписание действует с 1 октября до 6 октября». There are two dropdown menus: «Курс» (set to «1 курс») and «группа» (set to «БЮР181»). Below these, a grid shows the schedule for days Пн, 1 through Сб, 6. The first row (09:00) includes seminars on «История государства и права зарубежных стран», «Юридическое мышление и логика», and «Информационные технологии в деятельности юриста». The second row (10:30) includes lectures on «Конституционное право», «Теория государства и права», and a seminar on «Философия».

Выбрать интересующий период

Выбрать курс и группу

TIMETABLE

2) Via a special app on the website <https://ruz.hse.ru/ruz/main> (the schedule can be filtered here both by groups and specific students to see an individual's schedule)

На сайте <http://ruz.hse.ru>

Выбрать вкладку: «Расписание» – отобразятся занятия на конкретную дату
«Занятия» – отобразится расписание на заданный период
«Загруженность аудиторий» - информация по аудиторному фонду

Можно выбрать язык отображения

Можно выбрать вид отображения

Выбрать группу или ФИО студента (индивидуальное расписание)

Выбрать интересующую дату/ период

Можно сделать выгрузку и установить свои фильтры:

Можно осуществить поиск по любому из разделов выгрузки

Дата	Начало	Окончание	Дисциплина	Тип	Здание	Аудитория	Преподаватель	Группа	Подгруппа
19.09.2018	13:40	15:00	Структура и функции рассказа, или что такое нарративный дискурс (рус)	Лекция	М. Гнездиковский пер., д. 4	306	Проф. Бергельсон Мира Борисовна		
19.09.2018	15:10	16:30	Структура и функции рассказа, или что такое нарративный дискурс (рус)	Лекция	М. Гнездиковский пер., д. 4	306	Проф. Бергельсон Мира Борисовна		
21.09.2018	10:30	11:50	Английский язык (рус)	Практическое занятие	Хитровский пер., д. 2/8, корп. 5	408	Преп. Ахмедова Субана Ризван Кызы		
21.09.2018	12:10	13:30	Английский язык (рус)	Практическое занятие	Хитровский пер., д. 2/8, корп. 5	409	Преп. Хавронич Алина Алексеевна		
21.09.2018	13:40	15:00	Экономика (рус)	Лекция	Хитровский пер., д. 2/8, корп. 5	500	Доц. Каменев Иван Георгиевич		
24.09.2018	10:30	11:50	Экономика (рус)	Семинар	Хитровский пер., д. 2/8, корп. 5	410	Доц. Каменев Иван Георгиевич		
24.09.2018	12:10	13:30	Экономика (рус)	Семинар	Хитровский пер., д. 2/8, корп. 5	410	Доц. Каменев Иван Георгиевич		

На данном сайте все внесенные изменения в расписание отображаются мгновенно!
Вы можете также формировать свое индивидуальное расписание (удобно для курсов по выбору и других сборных дисциплин)

TIMETABLE

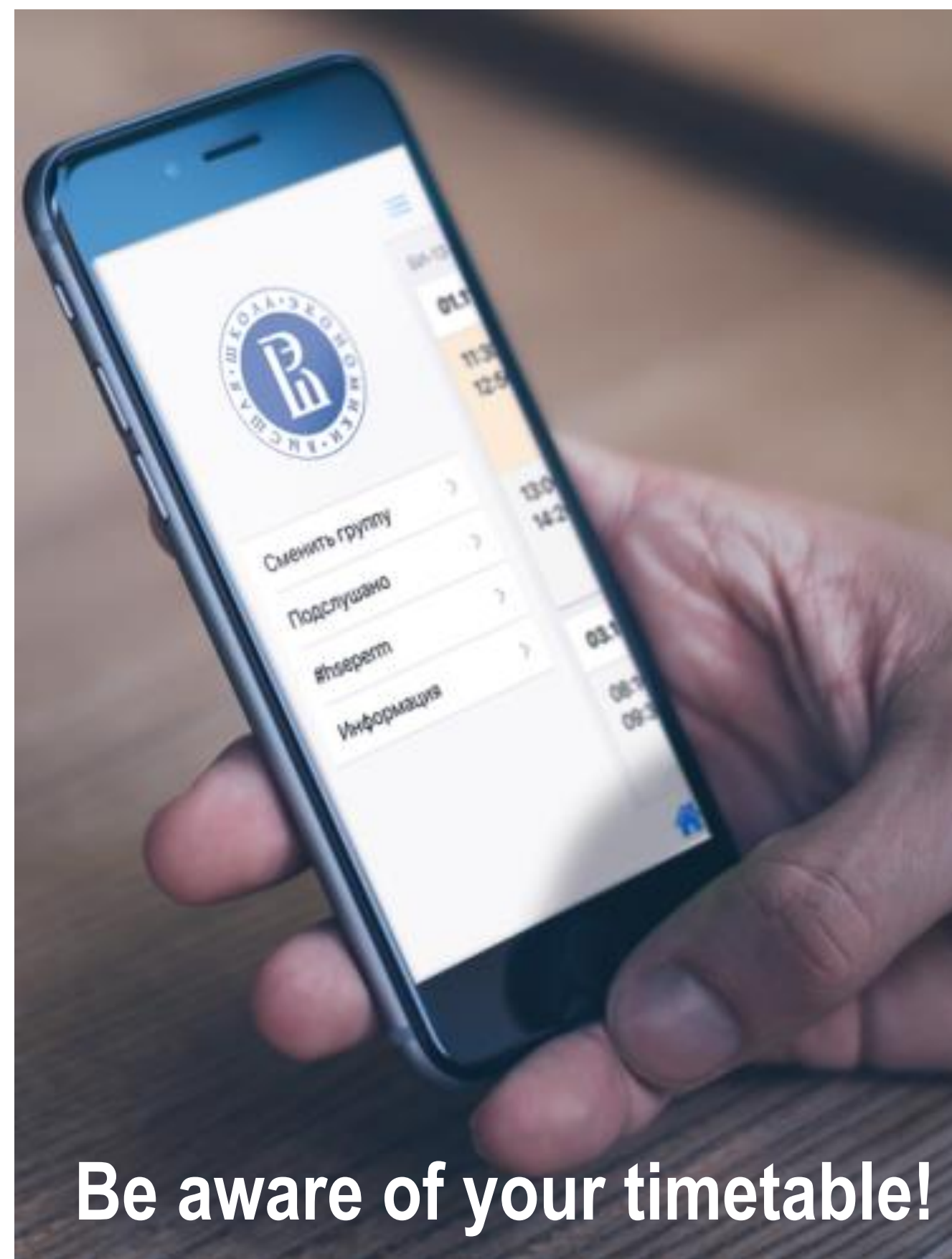
3) Via HSE University's mobile app

App Store Preview

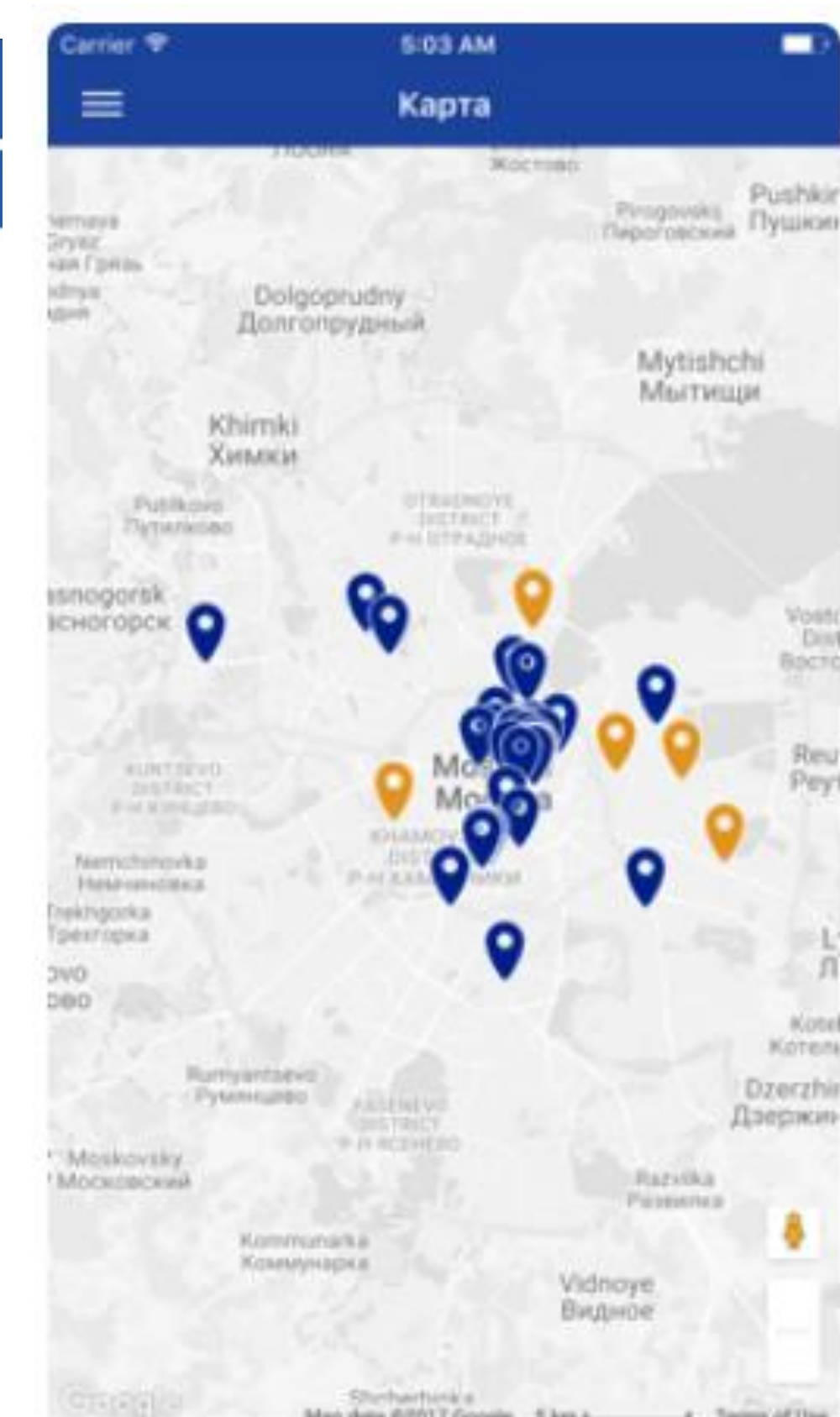
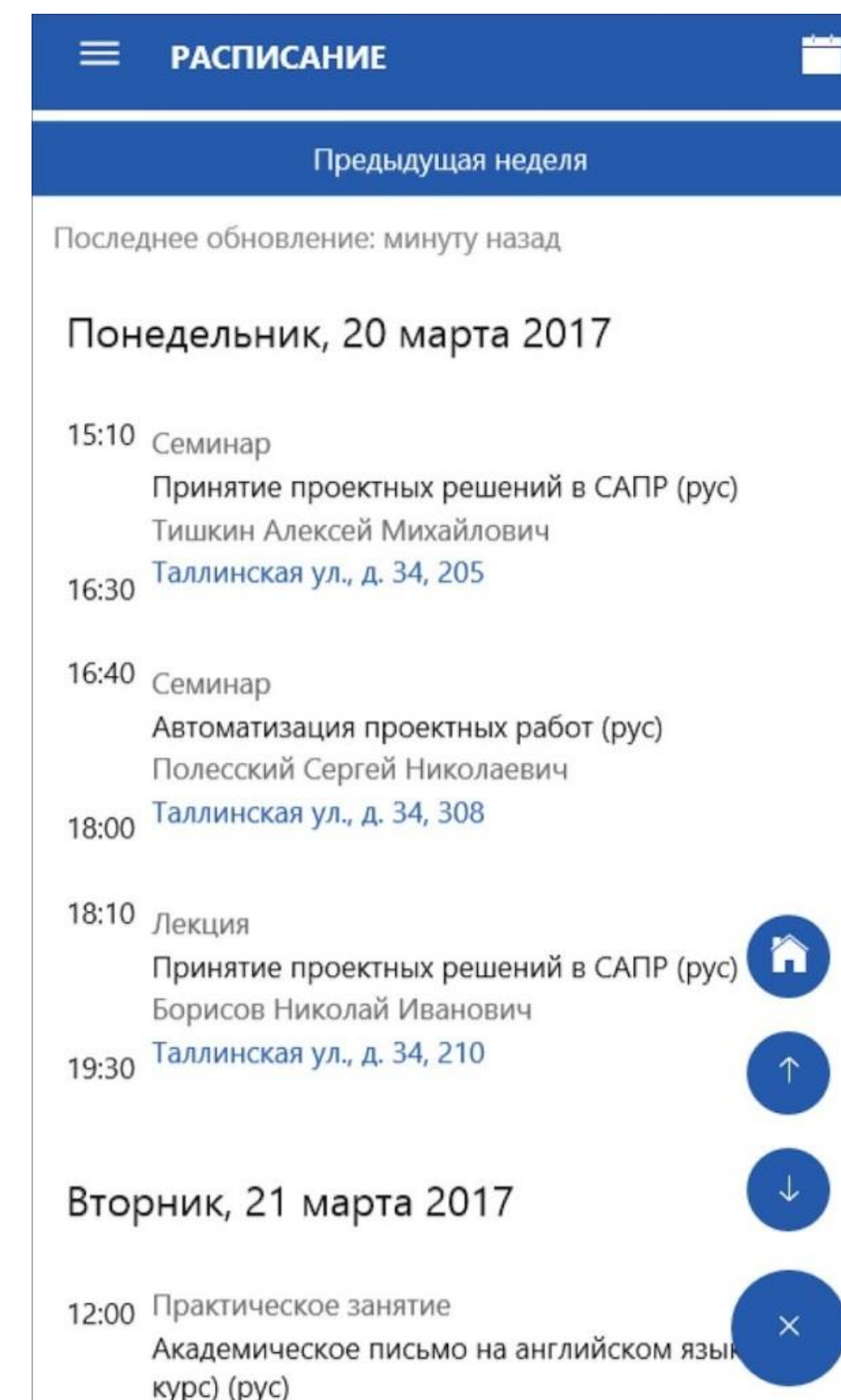
This app is available only on the App Store.



HSE App 4+
Matvey Kavtorov
★★★★★ 4.8, 3.5K Ratings
Free



Be aware of your timetable!



TIMETABLE

Types of classes and how they are displayed in the timetable

Offline classes

(usual classes in a classroom with a teacher)

! Classroom numbers and building address are indicated

Семинар
История государства и права зарубежных стран (рус)
ассист. Сопова Анастасия Петровна
ауд. 520
Б. Трехсвятительский пер., д. 3

Synchronous online classes

(online lessons, both students and teachers are not in the classroom)

! A link to the online session is indicated. It will start at the time specified in the timetable.

29.04.2020 Ср 10:30 - 11:50
Онтология и теория познания (рус)
Лекция
online (М на выезде (ONLINE))
Поток: IS19-БФС17 ...
проф. Порус Владимир Натанович
Трансляция в Zoom

! If both a classroom and the link to the broadcast are displayed in the timetable, it means that the teacher will be conducting the lesson in the classroom with a simultaneous online broadcast

Asynchronous classes

(online lessons, both students and teachers are not in the classroom)

! There is a link to the portal, where the lecture is posted. It can be viewed at a convenient time.

29.04.2020 Ср 10:30 - 11:50
Онтология и теория познания (рус)
Лекция
online (М на выезде (ONLINE))
Поток: IS19-БФС17 ...
проф. Порус Владимир Натанович
lms.hse.ru



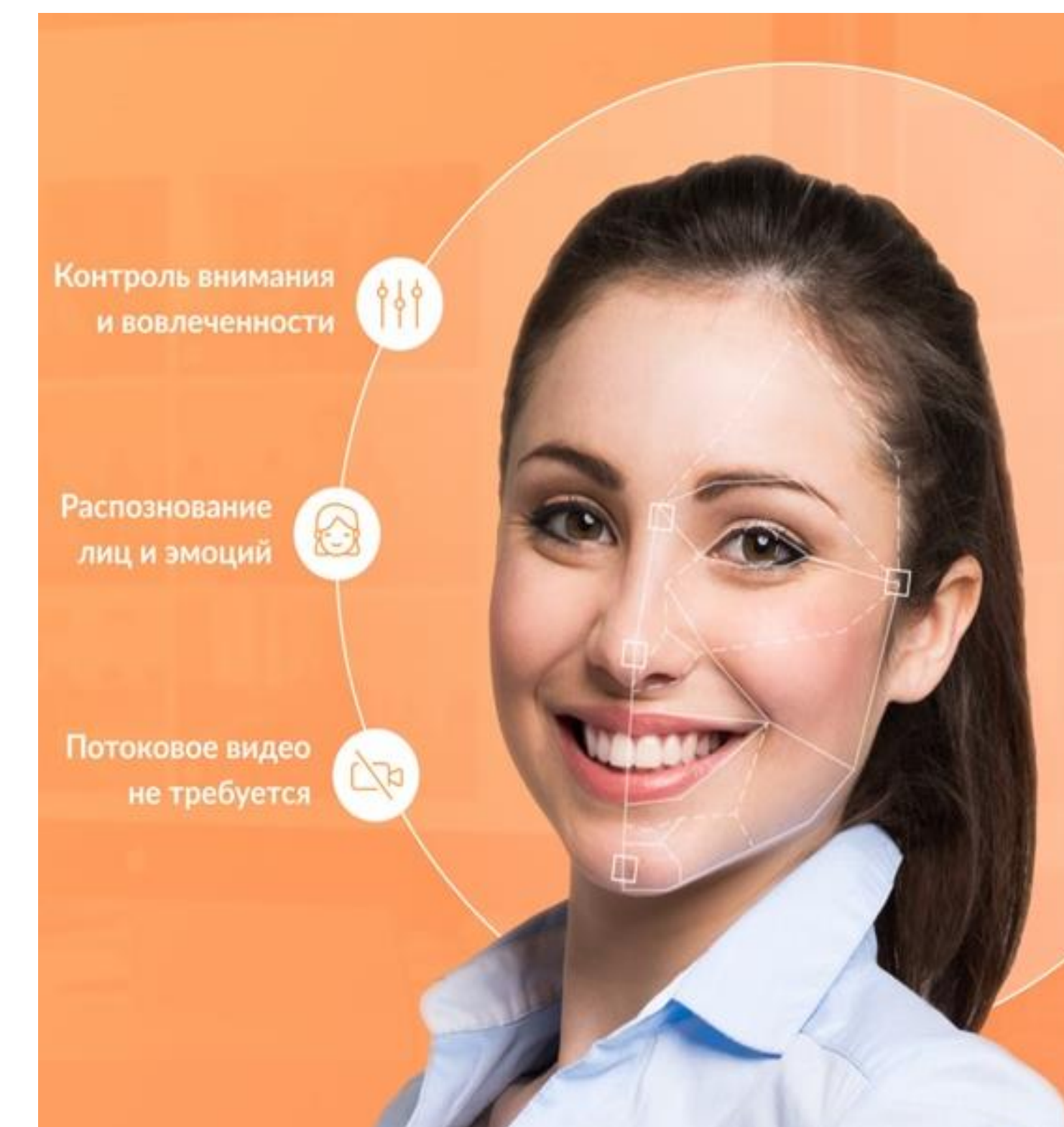
WHAT IS A CREDIT?

- the workload for each element of an individual curriculum (courses, internships, term papers, thesis works, projects, etc.), working curriculum or programme curriculum, shall be evaluated in credits – credit units;
- the credit load indicates the difficulty and amount of learning necessary for a given subject;
- this information is included in the programme's curriculum;
- there is a minimum amount of credits assigned to a programme that a student should acquire during their studies, and this shall be established as per the educational standard;
- the minimum amount of annual full-time learning under a Bachelor's and Specialist programme is worth 60 credits;
- the minimum amount of learning under an entire Bachelor's programme is 240 credits; history, asian studies and law students must acquire 300 credits over a 5-year period (this is the same for Specialist students); the minimum credit load for Master's students comes to 120 credits;
- one credit stands for 38 academic hours;
- for the entire period of studies, students may acquire more credits than the minimum requirement, but no less than necessary, in order to complete their programme and receive a diploma.

DISTANCE TECHNOLOGIES AND PROCTORING SESSIONS

HSE University is not just an institution of higher learning, but also a research university and a flagship institution of advanced learning in Russia. In addition to HSE University's in-house programmes and methods, our institution is keen to continue its development and combine the latest technologies with its own methods, while also putting them into effect in line with our educational standards. The implementation of distance technologies for courses is one of our major projects. The methods and technological framework for distance learning and instruction are carefully developed and tested, whereby we can maintain a high level of instruction while also effectively enhancing the individualization of learners' academic trajectories with a reliance on our own resources. .

More information on the use of distance technologies can be found here:
https://www.hse.ru/studyspravka/distance_students_instr





PROCTORING

- Parts of courses under your curriculum will be held entirely or partially online;
- This not only includes lectures, but also evaluations, either tests or examinations, which may be held using distance formats. Several examinations are subject to proctoring – a system for monitoring students' fulfillment of assignments so as to exclude possibilities of cheating or copying. Such violations may be established by a teacher or proctor present (e.g., by using video monitoring of the testing process);
- Copying and other types of [academic misconduct](#) shall result in disciplinary sanction (including dismissal).

GRADING SYSTEM

Оценки

В Вышке принята
10-балльная шкала
оценивания знаний

**A 10-point grading
scale is used at
HSE University**

Зачетная книжка

у нас
электронная

**We also use
electronic grade
books**

Вышка относится
к своим студентам,
как к взрослым людям.
Никто не будет отнимать
Вас в журнале :)

**HSE University treats
students as responsible
adults: attendance is not
taken**

A 10-POINT GRADING SCALE AND CONVERTING IT INTO OTHER SCALES

ECTS Grading Scheme		10-point Scale	5-point Scale
A +	Excellent	10	Excellent
A	Very good	9	Excellent
A –	Very good	8	Excellent
B +	Good	7	Good
B –	Good	6	Good
C +	Satisfactory	5	Satisfactory
C –	Satisfactory	4	Satisfactory
F	Fail	3	Fail
F	Fail	2	Fail
F	Fail	1	Fail

Grades on all scales are included in the Diploma Supplement, which is issued to all graduates

Grades on a 5-point scale are recorded in the degree certificate



WHAT DOES YOUR GRADE CONSIST OF?

- The fundamental principle for assessing student learning outcomes is the cumulative interim assessment: the grade of the course depends on the student's constant efforts, which are identified through each of the assignments.
- During the course, the student accumulates their final grade, receiving marks for:
 - ✓ homework;
 - ✓ essays;
 - ✓ projects;
 - ✓ in-class assignments;
 - ✓ speaking in seminars;
 - ✓ other activities.
- The final grade of the course is called “interim grade”, and the final one is given at the Final State Certification, during the defense of the thesis or at the state examination.



FORMULAS FOR GRADES IN COURSE SYLLABI

- Formulas for calculating interim grades must be reflected in course syllabi.
- Methods for rounding up weighted sums, as well as weights, number and tentative content of all assessment activities, shall be described in course syllabus.
- If a course does not end in an exam, this must be indicated in course syllabi.
- Teachers or departments shall be responsible for respective course syllabi; a responsible party must be specified in course syllabi.
- If you fail to find anything in a course syllabus (formulas, rules, evaluation criteria, etc.), or you identify provisions that contradict to normative requirements, ask your teacher about these parameters WELL IN ADVANCE of the assessment activities.
- If the teacher does not get back to you on your queries, contact the department head and the programme's manager.
- The teacher may slightly modify assessment criteria, but he/she nevertheless must notify students about this before the start of assessment processes (e.g., electronically).

Cumulative Grade System

ONGOING ASSESSMENT

INTERIM ASSESSMENT

Regular and systematic assessment of the progress a student makes through the course and the performance of other academic tasks, which include several elements of assessment.

Calculation of the interim / final mark for the course, the result of which depends on the marks for all assessment elements.

ASSIGNMENTS

Laboratory assignment

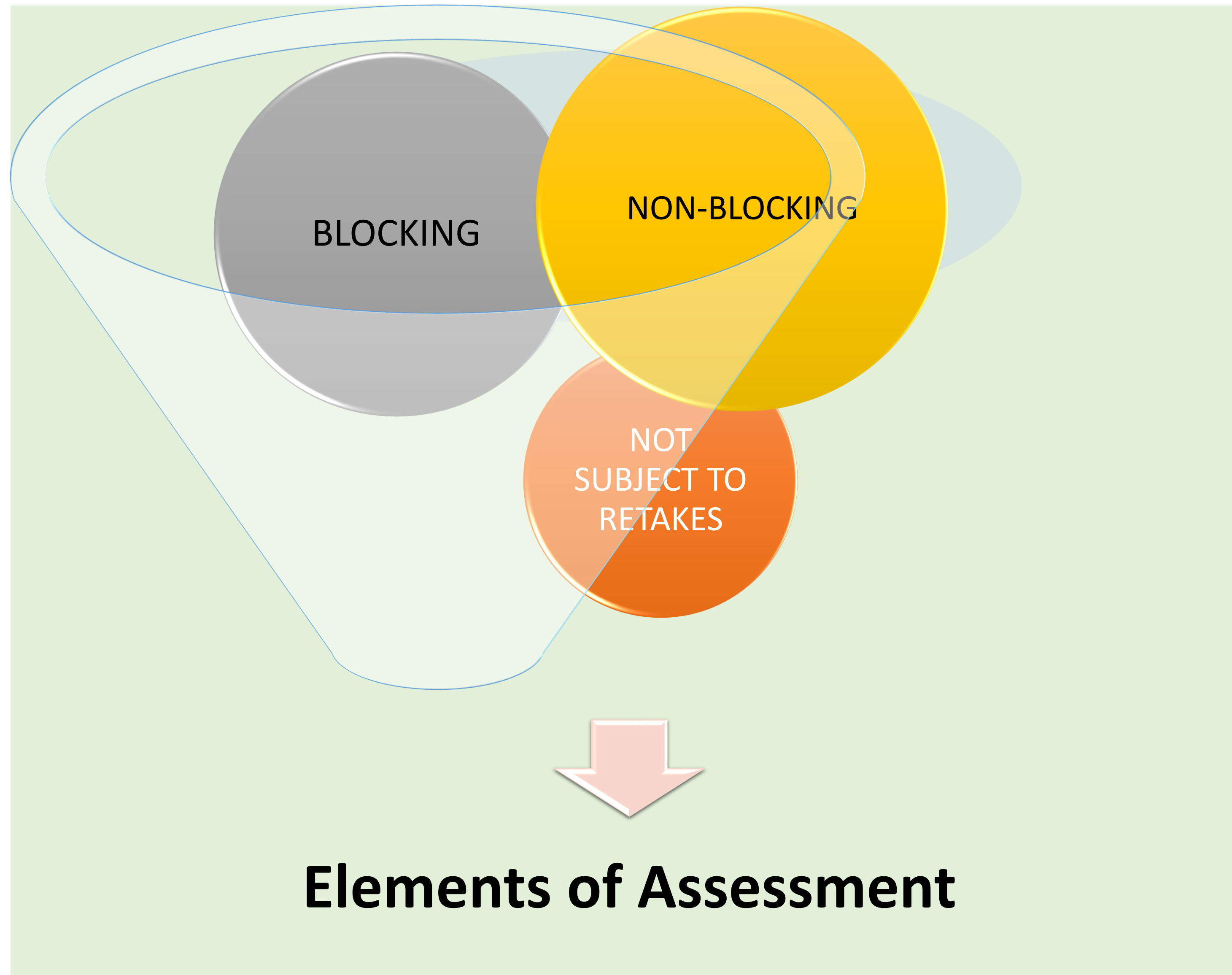
In-class assignment

Graded Examination

Seminar activities

and other assignments, as indicated in a syllabus

Assessment Elements



- If an assessment element weighs at least 30% of the interim assessment grade, then a student who missed it for a valid reason is offered the opportunity to retake this element of assessment.

Elements of assessment:

BLOCKING ELEMENT OF ASSESSMENT



In case of failing grade with blocking element of assessment an interim grade / the result of a part of the formula for calculating interim grade is equated to the grade with blocking element of assessment (until the student has a positive grade with blocking element of assessment)

ELEMENT OF ASSESSMENT HAS A WEIGHT OF AT LEAST 30%



Syllabus must include opportunity for retaking of such element of assessment (for students who missed it for a valid excuse)

NON RETAKING ELEMENT OF ASSESSMENT



~~Non reteaching elements of assessment are not allowed for retaking~~
(participation in a discussion or a seminar, solving a case at certain moment, etc.)

EXAMINATION



This is a final element of assessment which can be:

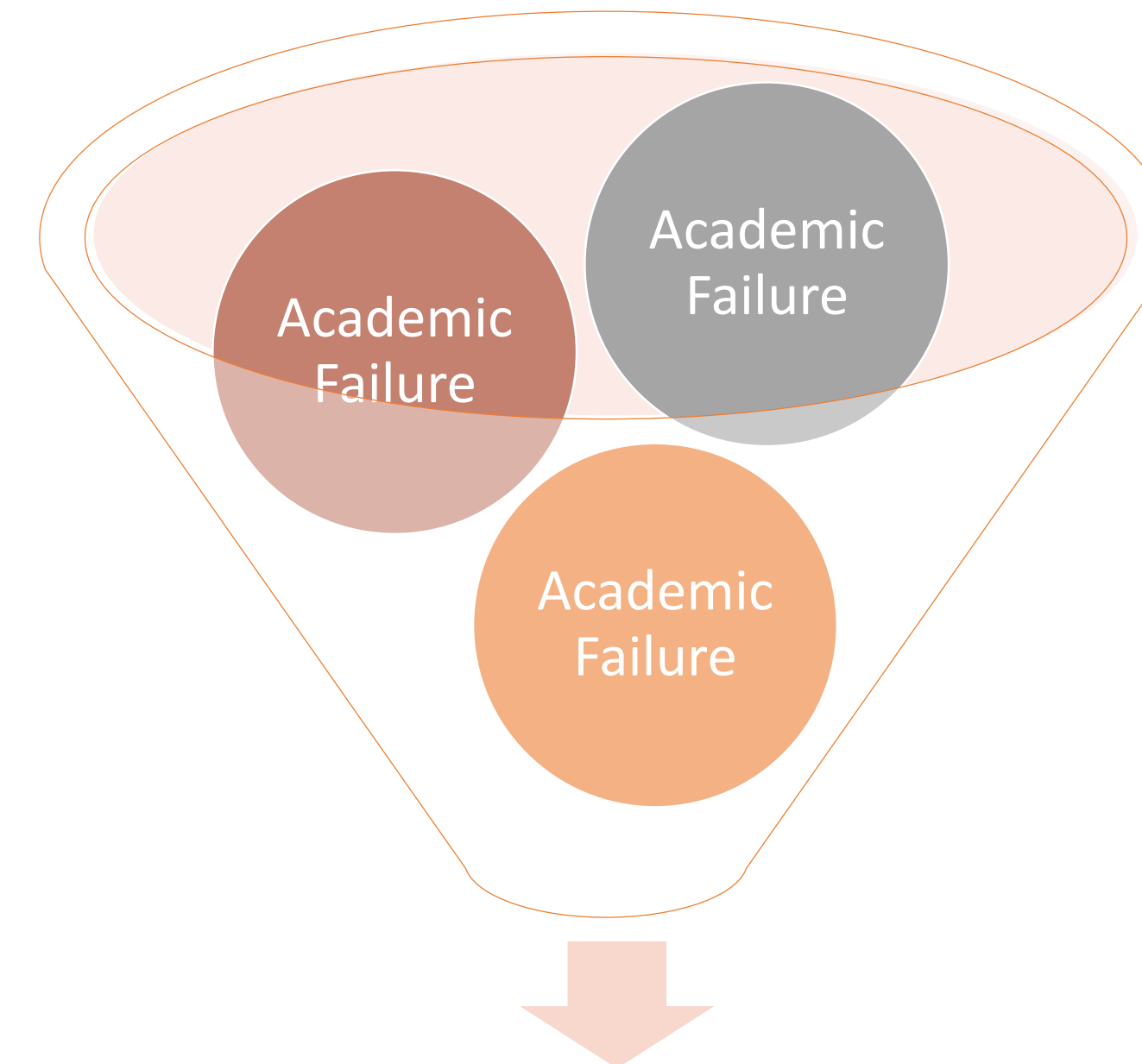
- Non reteaching elements of assessment are not allowed for retaking (participation in a discussion or a seminar, solving a case at certain moment, etc.)
- Is taking in a session period or during 10 days before beginning of a session period
- Is taking basically in written form

Academic Failures and Their Consequences

You have an outstanding academic failure, if

- You have received an interim grade below 4 points on a 10-point scale for any syllabus element:
 - for a course (mandatory, elective or optional course);
 - for a term paper;
 - for an internship;
 - for a research seminar;
 - for a project;
- You failed to turn in your term paper by a set deadline without a valid excuse;
- You have not selected a topic for your term paper or thesis on time

You are not allowed to retake an examination if you have:



You have three and more academic failures on various courses



RATINGS

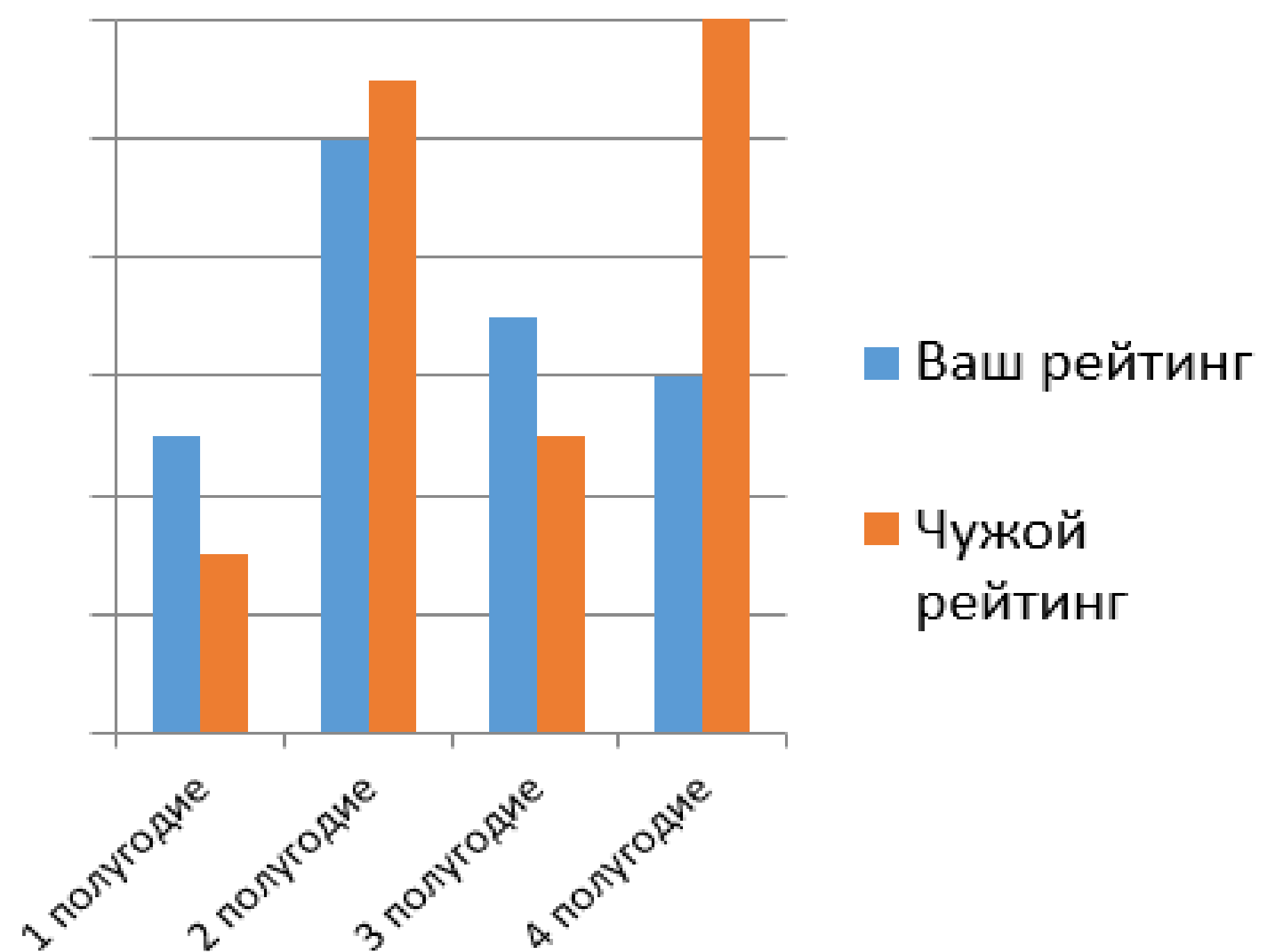
- Student ratings are generated two times a year and show where a student is among his/her fellow students in terms of academic performance.
- Ratings allow teachers to gain differentiated and versatile information about the quality and effectiveness of instruction, as well as identify the personal educational achievements of students, including for the purposes of making managerial decisions on the part of the University's administration.



RATINGS

- Current rating is published four times a year:
 - ✓ Before retakes for the first semester – 20 January;
 - ✓ after retakes for the first semester – 5 March;
 - ✓ before retakes for the second semester– 15 July;
 - ✓ after retakes for the second semester– 25 October.
- Current rating before retakes takes into account the grades as they were awarded during the examination period. For students, receiving unsatisfactory grades, 'zeroes' for respective curriculum elements shall be considered.
- Current rating after retakes shall be calculated using the grades, received for retakes.
- Cumulative rating shall be determined after retakes on March 10 and October 30.
- Bachelor's and Specialist programmes use normalized current ratings.

TYPES OF RATINGS

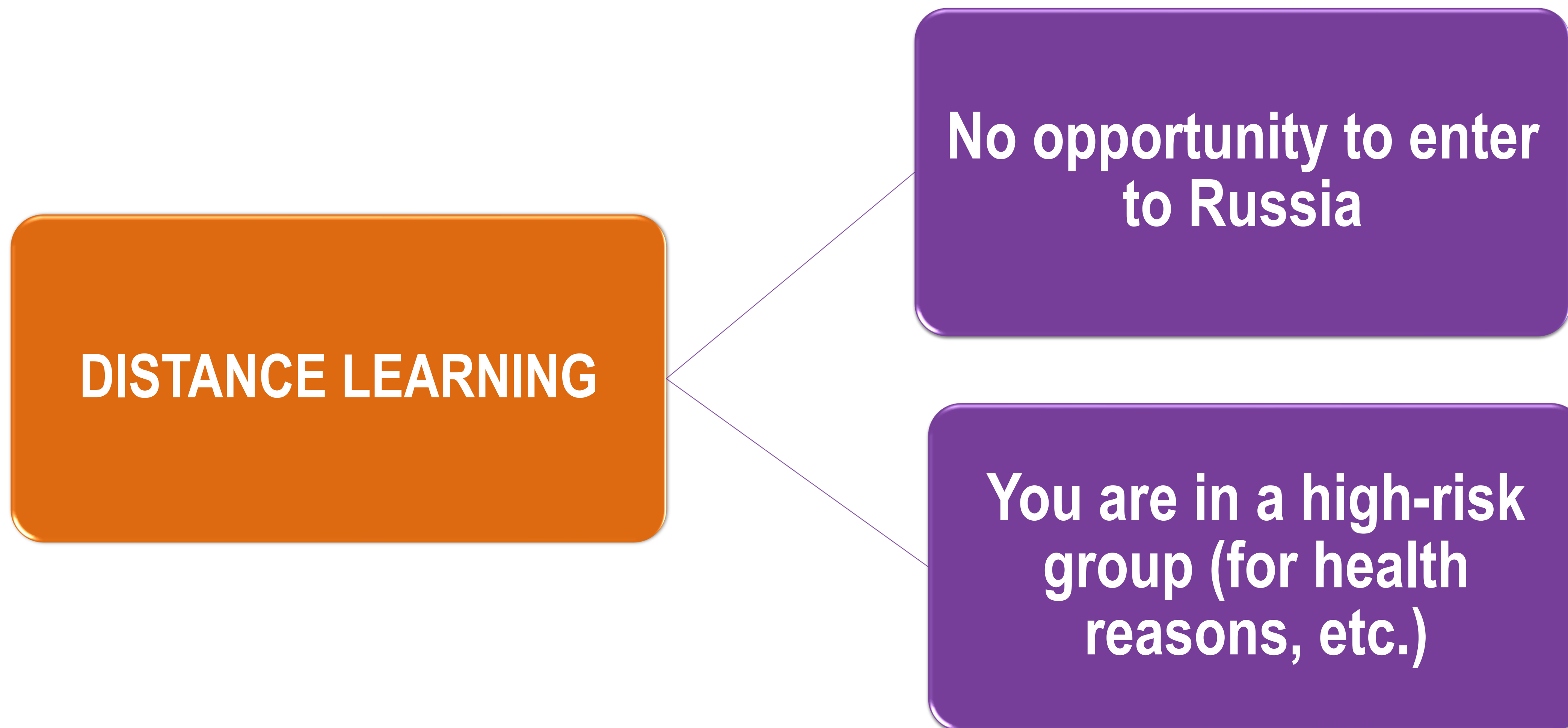


Текущий – позволяет сравнить образовательные результаты, полученные вами в течение полугодия (два учебных модуля или один семестр). Это оперативный показатель вашей успеваемости. Он каждый раз новый и в него включаются результаты по дисциплинам последнего полугодия



Кумулятивный – накопительная величина, оценивающая все ваши достижения, включая проактивность, с начала обучения в НИУ ВШЭ на данном уровне обучения

DISTANCE LEARNING





PROCEDURE: FILE AN APPLICATION

File an application for distance learning

Free form
addressed to
the Academic
Supervisor

Explain
reasons

Send an application to your Programme Manager

to the Programme
Manager's
corporate e-mail

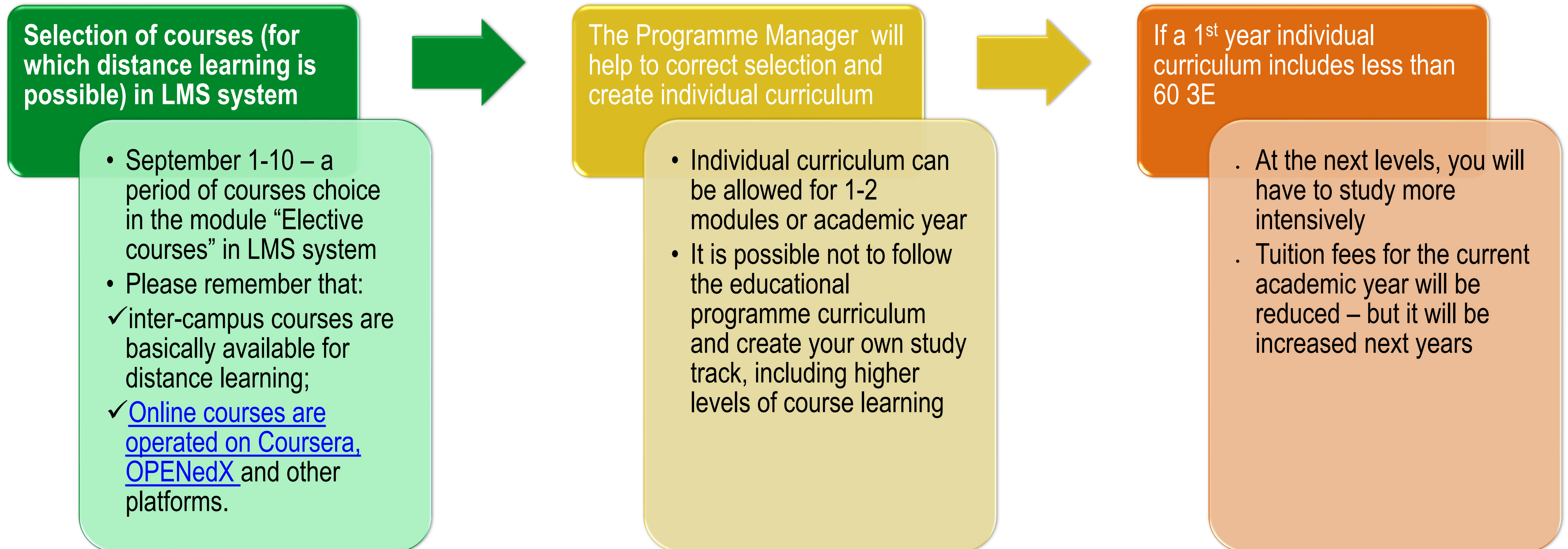
Attach supporting
documents (if
applicable)

The Programme Manager will forward the application
to the Academic Supervisor for a final decision

The Academic Supervisor
reaches a decision about
distance learning

Substantiated refusal is possible

PROCEDURE: CREATE AN INDIVIDUAL CURRICULUM





ORGANIZATION OF DISTANCE LEARNING

- Student Guide [What to do if you have no opportunity to study offline?](#)
- **IMPORTANT:** An individual curriculum can be allowed after an international student makes a payment for their 1st semester.
- Students with a poor level of Russian / English proficiency can be offered an individual curriculum, including an additional preparatory year, which is provided at the students' expenses and include study in Russian or English only (if you need to choose this option you must inform your study office within 1st week after the academic year starts).

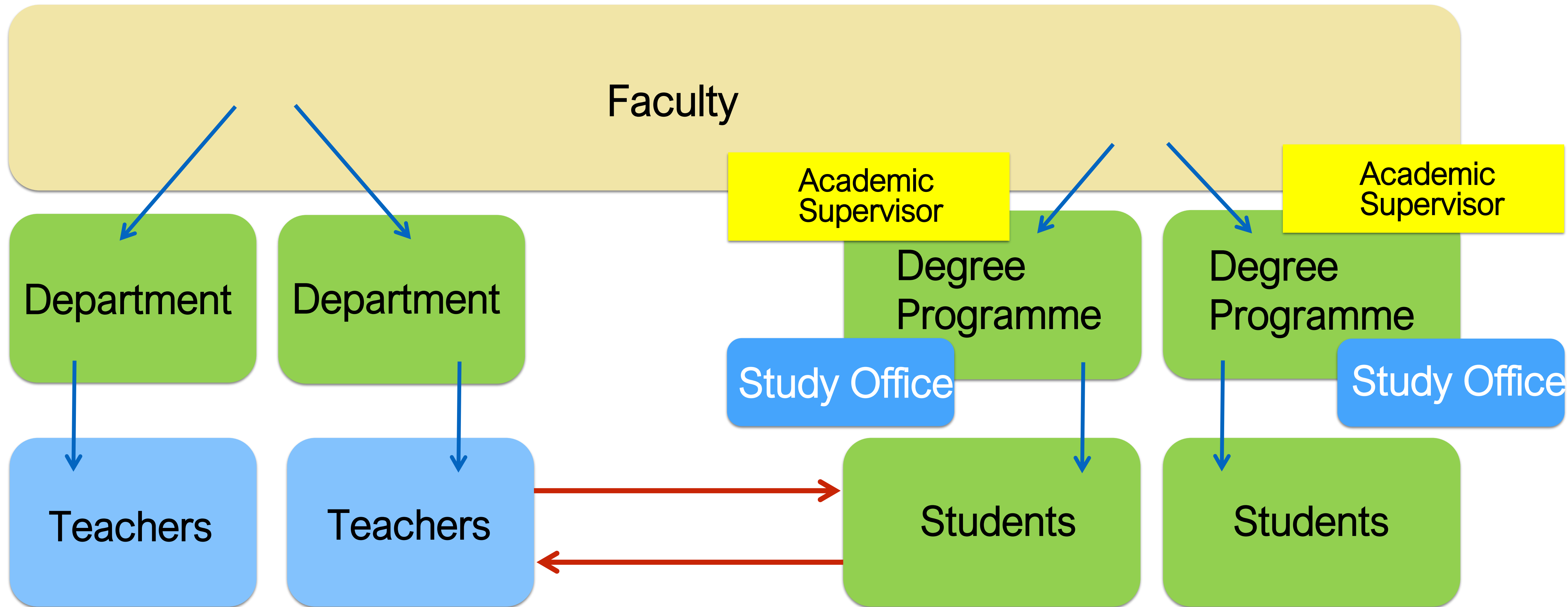


STUDY ASSISTANTS

- International students (in Year 1), as well as disabled students, are eligible for assistance from study assistants.
- Study assistants refer to students of degree programmes, who voluntarily provide support in regards to study processes, namely, consultations on courses; they also explain rules and policies in place at the University; provide orientations about the University's infrastructure, etc.
- A student may receive support from a study assistant by contacting their programme office.



DEGREE PROGRAMME DOCUMENTS





DEGREE PROGRAMME DOCUMENTS

[HSE University educational standards](#)

HSE University has its own educational standards, which demand heightened adherence on the part of students and teachers. An educational standard is a document, which reflects holistic image of your degree programme.

[Curriculum](#)

is developed on the basis of educational standards for each new students' admission. This document can help you to understand what and to what extent a you need to study every academic year.

[Working curriculum](#)

is formed on the basis of the curriculum for every academic year and every student course, and includes information about the assignment of courses and other curriculum elements by modules, along with information about performance assessment methods and courses available for facultative or selective studies.

[Syllabus](#)

details each course's working curriculum and content, as well as includes information about the grading framework, literature lists, and examples of tasks. You can find particular course syllabi in the Courses database.



FEEDBACK MECHANISMS

- If a student needs to solve a problem as soon as possible, they can always contact their academic supervisor or programme manager, as well as the student council of their faculty.
- [Feedback Hotline](#) - one more type of feedback – it can be used in cases where a personal appeal is impossible.
- [Student Teaching Quality Assessment](#) – a key feedback mechanism for the study process. Each module, four times a year, students evaluate their courses when teaching ends. It is possible to comment on their courses, as well as the whole study process. **Participation in Student Teaching Quality Assessments is mandatory for students! Refusal to participate is a violation of the [Student Internal Regulations of HSE University](#).**

