

Appendix
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APPROVED
by HSE Academic Council
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**PROCEDURES FOR DEVELOPMENT, REVISION AND APPROVAL OF
COURSE SYLLABUSES**

Moscow, 2013

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1. SCOPE AND PURPOSE

These Procedures govern the development, revision, approval and update of course syllabuses at the National Research University Higher School of Economics.

The Procedures are binding upon all departments and other subdivisions implementing education programmes at the university, including its regional campuses.

The following employees of the National Research University Higher School of Economics must study this document and comply with it at work:

1. Head/Deputy Head of the Curriculum Development Office;
2. Head of the Curriculum Support Unit/ Head of the Curriculum Support Unit at a regional campus;
3. Deputy Head of the Curriculum Support Unit/ Deputy Head of the Curriculum Support Unit at a regional campus;
4. Department Head;
5. The faculty: instructors, assistant professors, associate professors, professors;
6. Dean of a faculty / head of a faculty division /head of a subdivision delivering education programmes;
7. Deputy Director of a regional campus;
8. Employees responsible for course syllabuses at a faculty/ faculty division/ subdivision delivering education programmes/ department;
9. Chair of the Curriculum Development Council;
10. Secretary of the Curriculum Development Council;
11. Chair of a field-specific professional panel under the Curriculum Development Council;
12. Secretary of a field-specific professional panel under the Curriculum Development Council;
13. Chair of the Academic Council of a faculty/subdivision implementing education programmes.
14. Academic Secretary of the Academic Council of a faculty/subdivision implementing education programmes.



2. NORMATIVE REFERENCES

These Procedures are based on the following regulatory documents:

1. Law of the Russian Federation No. 3266-1 “*On Education*” dated July 10, 1992 (as amended on November 12, 2012);
2. Federal Law No.125-FZ “*On Higher and Continuing Professional Education*” dated August 22, 1996 (as amended on December 03, 2011);
3. State educational standards of higher education established by the Ministry of Education of the Russian Federation;
4. Federal state educational standards of higher education;
5. *List of Standard Documents Generated by State Committees, Ministries, Offices and other Agencies, Organizations and Enterprises, along with their Retention Periods* (approved by the Main Archives Office of the USSR on August 15, 1988) (as amended on July 31, 2007);
6. Charter of the federal state autonomous educational institution for higher professional education National Research University Higher School of Economics (approved by Resolution of the Government of the Russian Federation No.1109 “*On Establishment of the federal state autonomous educational institution for higher professional education National Research University Higher School of Economics*” dated December 23, 2010);
7. HSE bylaws governing publication of course syllabuses on the HSE corporate portal (website).



3. TERMS, DEFINITIONS AND ABBREVIATIONS

The following terms, definitions and abbreviations are used throughout this document:

ASAV – comprehensive academic information system;

Teaching Assistant – a teacher or an employee of a department/subdivision delivering education programmes who helps the developer in preparing the course syllabus;

Basic curriculum – a document that is developed through ASAV for each field of study under key educational standards of higher education, and remains valid for the entire duration of studies;

HE SES – state educational standards of higher education;

Department – an HSE subdivision that carries out teaching, planning and research activities in different fields of study and courses, provides pastoral support to students and trains academic staff;

Collective body – an agency of HSE/ HSE subdivision authorised to make decisions on matters associated with implementation of education programmes (for instance, Curriculum Development Council, Academic Council, Council of an education programme, etc.);

CS module – a module of the LMS designed to handle course syllabuses at HSE;

CDO – HSE Curriculum Development Office;

HSE – National Research University Higher School of Economics;

CSU – Curriculum Support Unit under the HSE Curriculum Development Office;

HSE ES – educational standard adopted by HSE;

Subdivision – an educational subdivision (faculty / faculty's division / subdivision that delivers education programmes and is not subdivided into departments; independent department and joint department);

CDC professional panel – a field-specific professional panel under the HSE Curriculum Development Council;

CS approval process – process starting from creation of a course syllabus by a developer and ending in its approval by a subdivision or collective body;

CS – a course syllabus;

CS for the future – a syllabus for the course that is not included into the working curriculum and is not “additional”; it is drawn up by the developer intending to include it into the working curriculum or deliver it as an open optional course in the future;

Developer – a faculty member developing a CS;

Reviewer – an HSE faculty member appointed by the subdivision or collective body to oversee one of the stages in CS approval and review the CS;

Working curriculum – a document that is built upon the basic curriculum and developed through ASAV for each academic year, each field of study and each degree programme. Working curricula help to determine how many faculty members are needed to support educational process at departments and subdivisions implementing education programmes, based on the standard number of faculty members and students;

LMS – a platform for online support and management of the educational process;

Course – a unit included into the list of courses in ASAV that can be used as a building block for basic and working curricula;



SAO – HSE Studies Administration Office;

Partner institution – an educational institution that has signed a partnership agreement with HSE;

HE FSES – federal state educational standards of higher education;

Regional campus – a detached branch of HSE;

CS development pattern – description of the CS development process, adjusted for any special features of the given course.



4. GENERAL PROVISIONS

A course syllabus is a document defining the content and structure of a course, its place in the overall system of undergraduate, specialist or master's training, its purpose and learning modes.

A course syllabus delineates the scope, sequence and means of grasping its constituent elements, and puts forth the target competencies.

All courses that are taught must have a syllabus. The requirement regarding provision of syllabuses and teaching and learning materials for education programmes is stipulated in the Federal Law No.125-FZ "*On Higher and Continuing Professional Education*".

A course syllabus is developed or updated by the faculty of the department/subdivision responsible for the course. The procedures for development and approval of course syllabuses established at HSE ensure the following:

1. Course syllabuses are reviewed by the department/subdivision;
2. Course syllabuses are published openly on the HSE corporate portal (website) before students finalize their individual curricula (provided that the course is included into the working curriculum) or by the start of the module in which this course is taught as per the working curriculum;
3. After their expiration, course syllabuses are updated or withdrawn from use.



5. DEVELOPMENT AND APPROVAL OF COURSE SYLLABUSES

Course syllabuses are developed and approved through the CS module in LMS. All the parties involved in approval of course syllabuses have a personal account in the CS module in LMS.

5.1. Approval Process for Syllabuses of Courses Included into the Working Curriculum as Mandatory

For courses included into the working curriculum as **mandatory** (and indicated as such in ASAV), syllabuses are developed and approved in the following stages:

	Stage	Objective	Stamp
1	Review by an authorised representative of the department /subdivision	Check if the course syllabus under review meets formal standards and requirements established at HSE (including the relevance to the working curriculum, if necessary)	Reviewed
2	Review by the department /subdivision	Check if the content, degree of complexity, prerequisites, outcomes, etc. of the course syllabus under review meet the requirements established at HSE	Approved
3	Review by a collective body	Check if the course syllabus under review meets academic requirements established at HSE, including requirements to target competencies, place of the course in the overall programme, etc. (a review must be drawn up)	Endorsed
4	Approval by a representative of the subdivision	Confirm that the course syllabus meets all the applicable requirements, and authorise it as an HSE bylaw	Authorised
5	Registration by a collective body	Integrate the approved course syllabus into the HSE bylaws framework	Registered

Line of responsibility for each stage is stipulated by these Procedures (Appendix 2) and bylaws of HSE regional campuses. The number of sequence of stages may be changed (if the objectives of each stage remain the same); changes must be reflected in the bylaws of HSE and its regional campuses.

5.2. Approval Process for Syllabuses of Courses Included into the Working Curriculum as Elective

For courses included into the working curriculum as **elective, optional or adaptation** (and indicated as such in ASAV), syllabuses are developed and approved in the following stages:



	Stage	Objective	Stamp
1	Review by an authorised representative of the department /subdivision	Check if the course syllabus under review meets formal standards and requirements established at HSE (including the relevance to the working curriculum, if necessary)	Reviewed
2	Review by the department /subdivision	Check if the content, degree of complexity, prerequisites, outcomes, etc. of the course syllabus under review meet the requirements established at HSE	Approved
3	Approval by a representative/agency of the programme/subdivision	Confirm that the course syllabus meets all the applicable requirements, and authorise it as an HSE bylaw	Authorised
4	Registration by a collective body	Integrate the approved course syllabus into the HSE bylaws framework	Registered

In order to ensure that syllabuses for elective courses included into the working curriculum meet all the applicable requirements, their approval may comprise one more stage during which they are reviewed by some collective body (Academic Council of a faculty or education programme, etc.). The decision on whether to add this additional stage to the approval process is up to the head of the subdivision.

Line of responsibility for each stage is stipulated by these Procedures (Appendix 2) and bylaws of HSE regional campuses. The number or sequence of stages may be changed (if the objectives of each stage remain the same); changes must be reflected in the bylaws of HSE and its regional campuses.

5.3. Approval Process for Syllabuses of Courses Included into the Working Curriculum as Open Optional

For open optional courses governed by a special directive on arranging and delivering open optional courses, syllabuses are developed and approved in the following stages:

	Stage	Objective	Stamp
1	Review by a representative of the Curriculum Development Office	Check if the course syllabus under review meets formal, teaching and learning standards and requirements established at HSE for open optional courses	Reviewed
2	Approval by the First Vice Rector	Confirm that the course syllabus meets all the applicable requirements, and authorise it as an HSE bylaw	Authorised



3	Review by an expert/reviewer (if necessary)	Check if the content, degree of complexity, etc. of the course syllabus under review meets requirements established at HSE for open optional courses	Approved
4	Registration by a representative of the Curriculum Development Office/ regional campus	Integrate the approved course syllabus into the HSE bylaws framework through a directive	

Line of responsibility for each stage is stipulated by these Procedures.

5.4. Additional Requirements to the Approval Process

If the subdivision has no collective body, its duties described herein may be assumed by the head of the subdivision.

Syllabuses of **courses assigned to several departments/subdivisions in the working curriculum** (interdepartmental courses) must be developed jointly by all departments/subdivisions involved (Appendix 1). Each department/subdivision must appoint a representative for this purpose. A syllabus of an interdepartmental course must be finalized by representatives of all departments/subdivisions involved and approved by these departments/ subdivisions.

Syllabuses of **courses assigned to several HSE campuses in the working curriculum** must be developed jointly by all departments/subdivisions of HSE campuses listed in the working curriculum (Appendix 1). Each department/subdivision of an HSE campus must appoint a representative for this purpose. A syllabus must be finalized by representatives of all departments/subdivisions involved and approved by these departments/ subdivisions of HSE campuses. After the corresponding departments/subdivisions of HSE campuses approve the CS, it must be approved by the HSE campus that has initiated its development.

If a **course is taught by an international faculty member**, the head of the department/subdivision may appoint an assistant from the department/subdivision to help the faculty member prepare and/or adjust the course syllabus, if necessary.

Syllabuses of **courses taught in a foreign language** may be presented as follows:

Table 4

	Foreign language	Russian
Option 1	In full	In full
Option 2	In full	Title page (Appendix 4 - template title page of a course syllabus; Appendix 3 – template abstract)
Option 3	Title page (Appendix 4 - template title page of a course syllabus; Appendix 3 – template abstract)	In full



Other options are also possible if approved by the Head of the CSU under CDO. The developer must fill in the appropriate template in the CS module of LMS, depending on the option selected.

At the discretion of the head of the department/subdivision and the developer, **courses of the same name included into working curricula of several fields of study**, delivered by a single subdivision and having a common content can have a common syllabus. Such a syllabus may also state special provisions for different fields of study in terms of the course delivery.

5.5. Publication of Course Syllabuses on the HSE Corporate Portal (Website)

Up-to-date course syllabuses are published in the general course database on the HSE corporate portal (website) <http://www.hse.ru/edu/courses/index.html> (hereafter, the portal), depending on their status recorded in the CS module of LMS.

Possible statuses of a course syllabus in the CS Module of LMS and on the portal:

1. A new syllabus that is not up for an approval – marked in the CS module as *Draft* and not published on the portal
2. A course syllabus that has been submitted for approval – marked in the CS module as *Developed* and not published on the portal
3. A course syllabus that has been approved by an appointed representative of the department/subdivision – published on the portal with *Reviewed* status
4. A course syllabus that has been approved by the department/subdivision - published on the portal with *Approved by the department/subdivision* status
5. A course syllabus that has been approved by the collective body - published on the portal with *Approved* (by a professional panel, Curriculum Development Council, etc.) status
6. A course syllabus that has been fully approved - published on the portal with *Authorised* (by the dean/deputy dean/ head of the programme, etc.) status
7. A course syllabus that has been registered – marked in the CS module as *Registered* and not published on the portal.

If a course syllabus is returned to its developer(s) for revision at any stage of the approval process, it retains the status gained at the previous stage.

For double degree programmes, the course database may include either original syllabuses from the partner institution or abstracts and links to such syllabuses published on the partner's website.

The course database contains a list of all courses from the working curriculum taught in the current academic year, as well as courses from the working curriculum that were taught earlier.

5.6. Publication of Compilations of Approved Syllabuses

A compilation of approved syllabuses may be printed at the request of the department signed by its head and approved by the Academic Council of the corresponding faculty. A compilation must comprise syllabuses for one field of study.



5.7. Frequency of Course Database Updates

Courses from the working curriculum, and their properties are updated in the course database by the Office of Online Media Resources as follows:

- On a scheduled basis – once a year in May, to reflect the approved working curricula for the upcoming academic year;¹
- For verification – each week throughout September of the ongoing year, to reflect the newly approved working curricula for this academic year;
- At the CDO's request – to reflect changes introduced to the working curriculum for the current academic year and effective during this academic year.²

5.8. Monitoring Preparation of Course Syllabuses and their Changes

An employee responsible for coordination of course syllabuses at the department/subdivision must monitor changes in the course database introduced on the basis of changes in the working curricula, in order to coordinate and supervise timely preparation or revision of course syllabuses.

Once the courses and their properties are updated in the database, the employee responsible for coordination of course syllabuses at the department/subdivision indicates to which faculty members of the department/subdivision the course is assigned for the academic year, based on the Form 1 – *Calculation of the Department's Teaching Load* (or individual teaching plans of faculty members). The courses from the working curriculum whose syllabuses must be developed/updated are visible from personal profiles of the respective faculty members in the CS module of LMS.

¹ The Office of Online Resources initiates the annual update of the course database, and the update is carried out automatically.

²Working curricula with courses whose syllabuses have been changed.



6. STORAGE OF COURSE SYLLABUSES

Procedures for approval of syllabuses through the CS module in LMS at HSE (except its regional campuses) (general scenario) are presented in diagrams (Appendix 1): 1- Approval Process for Syllabuses of Courses Included into the Working Curriculum as **Mandatory**; 2 - Approval Process for Syllabuses of Courses Included into the Working Curriculum as **Elective**; 3 - Approval Process for Syllabuses of Courses Included into the Working Curriculum as **Open Optional**. At regional campuses, these procedures are stipulated in the relevant bylaws.

A *CS Status Log* in the CS module of LMS stores information on the status of the course syllabus and all its changes throughout the entire duration of its existence.

The CS module of LMS stores all versions of each course syllabus; the retention period is determined on the basis of the list of standard documents and their retention periods.

The LMS database stores syllabuses that have been approved through the CS module in LMS, and syllabuses that are currently being updated, approved or revised in the course of approval. Up-to-date syllabuses are transferred for storage to the course database on the portal.

7. PERIOD OF VALIDITY AND GROUNDS FOR UPDATE AND RE-APPROVAL OF COURSE SYLLABUSES

Unless a course syllabus is up for re-approval after it expires, its period of validity depends on the status of the course in the working curriculum:

1. For **mandatory courses** – 3 years;
2. For **elective, adaptation or optional courses** – 2 years;
3. For **open optional courses** – 1 year.

Syllabuses of **open optional courses** are valid for one academic year and must be updated before the start of the next academic year.

As the period of validity expires, the course syllabus is either revised and sent for approval following the applicable procedures for the given course status, or taken out of use and marked as “*CS was effective on (DD.MM.YYYY)*”.

A syllabus may be up for re-approval before its period of validity expires on the following grounds:

1. The title of the course is changed;
2. The course is transferred to a different department(s)/subdivision(s)¹;
3. Properties of the course have changed compared to those recorded in the ASAV list of courses earlier;
4. The developer has changed at least 30% of the course syllabus¹.

¹ Except when there is a technical error in the working curriculum



Changing the syllabus in regard to evaluation criteria for student performance is not allowed, once the course from the working curriculum has already started. Such changes may only be introduced before the course starts or after it has ended.

Diagram 6 (Appendix 1) reflects the re-approval process for syllabuses whose period of validity has not expired yet (general scenario).

8. DEVELOPMENT OR UPDATE OF COURSE SYLLABUSES

Diagram 4 (Appendix 1) depicts the process of development or update of a course syllabus.

8.1. Development or Update of a Course Syllabus by a Developer

A course syllabus is developed by the department/subdivision responsible for the course as per the working curriculum. The actual developer of a course syllabus is a faculty member to whom the course is assigned by the department/subdivision.

Development or update of a course syllabus comprises the following:

1. Analysis of data in the relevant professional domain;
2. Analysis of requirements to degree programmes² (and courses, if necessary) put forth by HE SES, HE FSES and HSE ES;
3. Analysis of HSE bylaws, informational, teaching, learning and physical resources of the department/subdivision;
4. Analysis of core and additional literature available at HSE libraries³;
5. Analysis of teaching and learning materials for courses from the working curriculum and preparation of a plan for their development and publication;
6. Analysis of student examination results (if it was held) in the given working course;
7. Development or update of a course syllabus in accordance with the current templates and requirements.

8.2. Duration of Each Stage in the Process of Development and Approval of a Course Syllabus

This section puts forth deadlines for each stage of development, revision and approval of a course syllabus. If any of the dates stated herein falls on a weekend or bank holiday, the stage must be completed by the next working day after it.

¹ The percentage of changes between the two CS versions is calculated using the *Compare* feature.

² Requirements to learning outcomes of a course.

³ If the library doesn't have the necessary literature (or doesn't have enough copies), the department/subdivision submits a request for its purchase or develops course notes.



Table 5

Stage	Duration
Creation of a course syllabus as a <i>CS for the future</i>	The entire academic year. A CS for the future is agreed on with the developer(s) and a representative of the department/subdivision individually.
Assignment of a faculty member to the course from the working curriculum	2 working days after the working curriculum is established
Creation of the syllabus for the course from the working curriculum	10 working days after a developer is assigned to the course
Submission of the syllabus for approval	10 working days after a developer is assigned to the course
Review of the syllabus by an employee of the department/subdivision responsible for course syllabuses	10 working days
Revision of the syllabus by its developer (following a review by a representative of the department/subdivision)	10 working days
Review of the syllabus by the department/subdivision	At least once every 20 working days
Revision of the syllabus by its developer (following a review by the department/subdivision)	14 working days
Review of the syllabus by a collective body	At least once every 20 working days
Preparation of a review of the syllabus ¹	10 working days
Revision of the syllabus by its developer (following a review by a collective body)	5 working days
Approval of the syllabus	4 times a year, before the module when the course is taught
Revision of the syllabus by its developer (upon approval)	7 working days
Registration of the syllabus	Within 14 working days after approval
Publication or update of the version and status of the syllabus in the course database on the portal	At least once every 30 days

¹ A review is prepared when the course syllabus is being considered by a collective body.



