

APPROVED
by HSE Academic Council
Minutes No.26 dated June 24, 2011

Regulations for Planning and Organizing Elective and Optional Courses

1. General Provisions

1.1. The Regulations for Planning and Organizing Elective and Optional Courses (hereafter, the Regulations) constitute a bylaw of the National Research University Higher School of Economics (hereafter, HSE). The Regulations govern the process of planning and including elective¹ and optional courses into working curricula of the HSE faculties (except for paid programmes at undergraduate and master's level).

1.2. The Regulations are intended to facilitate planning and organization of elective and optional courses for HSE students.

2. Inclusion of Elective Courses into Working Curricula

2.1. The number of elective courses depends on whether students are distributed evenly among the elective courses offered and whether the requirements for the minimum number of students per one course specified herein are met, irrespective of the selection means available to students.

2.2. Maximum number of elective courses is calculated using the following formula²:

$$\text{Max number of courses} = \left[\frac{(\text{number of students}) \times (\text{number of courses elected per student})}{\text{Min number of students on a course}} \right]$$

Example:

There are 24 students on the given master's programme. 24 credits must be earned for the first two modules (first semester). Each course equals to 4 credits, and each student must select 6 courses. Minimum number of students that must choose the given course is 10. Accordingly, the maximum number of elective courses is 14 [(24 X 6 / 10)].

3. Approval of Curricula and their Publication on the Corporate Portal

3.1. Working curricula approved by the First Vice Rector for Academic Affairs and uploaded to the special module of the ASAV comprehensive academic information system will be automatically published on the HSE corporate portal (website) by June 01.

3.2. Syllabuses of elective and optional courses are posted on the HSE corporate portal (website) by June 15.

3.3. Publication of course syllabuses on the HSE corporate portal (website) is governed by an HSE bylaw.

¹ For the purposes of these Regulations, research seminars are regarded as elective courses.

² This rule does not apply to courses from working curricula of other faculties and master's programmes.



4. Registration for Elective and Optional Courses and Student Responsibility

4.1. Students must sign up for elective and optional courses for the next academic year before June 30 of the ongoing academic year (except for Year 1 students of undergraduate, specialist and master's programmes). Faculties, departments and independent departments may organize presentations delivered by faculty members of such elective and optional courses. Presentations may be held for students of other faculties and departments as well.

4.2. All students must register for elective and optional courses, even those facing academic failure.

4.3. Year 1 students of undergraduate, specialist and master's programmes must sign up for elective and optional courses by September 20 of the ongoing academic year.

4.4. Students who fail to register for elective courses by the deadline will be distributed into such courses by the dean of the faculty/head of the department or head of the master's programme.

4.5. Clauses 4.1-4.4 do not apply to open optional courses that are not included into working curricula.

4.6. To confirm their registration for elective and optional courses, students must sign either the request for the specific elective/optional course or the curriculum listing all courses scheduled for this academic year. Students must submit the signed requests or curriculum to the study office of their faculty/department by the deadlines stipulated in clauses 4.1 and 4.3.

4.7. Students may also register through the information system used at their faculty/department/master's programme, provided that such system allows for identification. In this case, students transfer the proposed curricula to the study office via the information system. The study office will then notify students whether the proposed curricula are approved or not.

4.8. If an elective or optional course is cancelled or interferes with the timetable, students may decline the course altogether (if it is optional) or select another one (be it optional or elective) by submitting a request to the study office of the faculty/department.

4.9. The dean of the faculty/head of the department may remove an elective or optional course from the curriculum on other grounds (apart from those listed in Clause 4.7) based on the student's justified request along with supporting documents, if any.

5. Delivering Elective and Optional Courses

5.1. An elective or optional course may be delivered on undergraduate and specialist programmes if at least 15 students sign up for it. If a faculty opens concentrations with a smaller number of students, courses offered on these concentrations must be joined with courses from other concentrations³.

5.2. An elective or optional course may be delivered on master's programmes if at least 10 students sign up for it.

If there are fewer than 20 students on the master's programme, the minimum number of students on one elective or optional course is 8.

An elective or optional course taught in a foreign language may be delivered at master's programmes if at least 7 students sign up for it.

5.3. The minimum number of students stipulated in clauses 5.1 and 5.2 may include students from other programmes or faculties who sign up for the given course and include it into their individual curricula.

³ Except for courses in country studies at the Faculty of World Economy and International Affairs, where the minimum number of students is 5.



5.4. A research seminar may be held on a master's programme if at least 5 students sign up for it.

5.5. An adaptation course for master's programmes⁴ may be delivered as a separate course if at least 5 students register for it. If the number of students is smaller, they will be assigned to already existing courses delivered on undergraduate programmes.

5.6. An open optional course offered in addition to working curricula may be delivered if at least 20 students register for it.

5.7. Following discussions with faculty members delivering the courses, deans of faculties/ heads of departments or heads of master's programmes may establish the maximum number of students for each course, depending on each faculty member's capabilities and logistical restrictions. In this case, selection criteria for the course will be posted on the website of the faculty/department or master's programme prior to the course's start date. These criteria may include the following:

- Student's concentration at the department offering this course;
- Results of entrance exams in the given field of study;
- Cumulative rating.

5.8. If an elective or optional course is cancelled because not enough students have signed up for it or because no students meet the criteria as per Clause 5.7, students may choose another course and have their individual curricula adjusted accordingly.

6. Removing Courses from the Working Curricula

6.1. Once the registration period is over, the courses that were not selected (excluding courses for Year 1 students of undergraduate, specialist and master's programmes) are entered in an appendix to the approved working curriculum and signed by the (First) Vice Rector for Academic Affairs by July 10. These courses will be removed from the working curriculum (except for cases stipulated in Clause 7.1).

7. Funding Crucial Courses

7.1. At the discretion of the dean of the faculty/head of the department/head of the master's programme, a course may be declared crucial for the given programme. If not enough students register for such crucial course, it may be delivered as an optional course (on top of the required number of credits but included into the cumulative rating). Faculty members teaching such courses are paid out of the budget of the faculty/ department/ master's programme.

8. Calculation of Teaching Loads

8.1. Individual teaching loads of faculty members and the overall teaching load of each department include courses from the working curriculum, adjusted following student registration for the courses. Individual teaching loads of faculty members and the overall teaching load of each department must be adjusted and finalized by September 25.

8.2. Open optional courses in history delivered by the Department of World History are an exception to the provision described above. These courses may be reflected in individual teaching loads of faculty members in accordance with the number of contact hours and number of students who attended the course regularly and were admitted to final examination. This number is calculated as the number of students who've signed up for this course multiplied by the mean dropout rate for optional courses in history for the preceding academic year.

⁴ An adaptation course is elective for HSE alumni who've graduated from the given field of study and mandatory for all other students.

