

## **Regulation for the Master’s Degree Programme “Governance of Science, Technology and Innovation” at the National Research University “Higher School of Economics”**

### **Moscow, Russian Federation**

In accordance with decision of the NRU HSE Scientific Council of 6.12.2013, and decision of the Education and Teaching Methods Council of 20.11.2013 to establish the Master’s degree programme “Governance Science, Technology and Innovation”, the following Regulation for the Master Programme is approved:

### **Chapter 1. General provisions**

#### *Part 1: General*

#### 1. Subject and scope

- (1) This Regulation describes admission procedures to and studies at the Institute for Statistical Studies and Economics of Knowledge (ISSEK NRU HSE) Master’s degree programme “Governance of Science, Technology and Innovation” (Programme), its curriculum, rules for examination, performance assessment, and higher education diploma award.

#### 2. Higher education diploma

- (1) Graduates of the Programme are awarded official diploma with a supplement certifying their qualification as:  
«Магистр по направлению подготовки «Менеджмент»»
- (2) Each graduate also receives a European supplement to the diploma in English, certifying their academic title of:  
«Master, Management: Governance of Science, Technology and Innovation»

#### 3. Legal basis

- (1) This Regulation for the National Research University “Higher School of Economics” Master’s degree programme “Governance of Science, Technology and Innovation” (Regulation) is based on the stipulations set out in the National Research University “Higher School of Economics” (NRU HSE, HSE) official regulations.
- (2) The term “programme deadlines” used in the Regulation comprises all studies-related deadlines established by the NRU HSE official regulations, failure to meet which results in sanctions established by the aforementioned regulations.

4. Course Catalogue
  - (1) Course units of the Master's degree programme are listed in the Programme's Basic Curriculum.
  - (2) The Basic Curriculum of the Programme includes course units listed in the NRU HSE ISSEK Course Catalogue. All course units in the Basic Curriculum will be included in the NRU HSE ISSEK Course Catalogue.
5. Language of instruction
  - (1) Course units and the corresponding performance assessments are conducted in English.
  - (2) Communication between students and instructors and study office is conducted in English.
6. Admission to course units
  - (1) Course unit attendance may be subject to particular admission requirements.
  - (2) These are determined and approved by relevant NRU HSE departments or by the partner university offering the course unit, and described in course units' programmes.

#### *Part 2: Credit system*

7. Policy
  - (1) NRU HSE employs a credit system which is in line with the European Credit Transfer System (ECTS). The Master's degree programme also adopts this credit system.
8. Credits
  - (1) Credits describe the average time expenditure in academic hours required to accrue a study attainment. Specific requirements are set by relevant education standards; generally a student is able to obtain 60 credits per academic year. Credits are awarded for classroom studies, homework, and participation in performance assessment.
9. Basis for calculation
  - (1) The workload is designed in such a way that full-time students may obtain an average of 60 credits per academic year. This workload comprises all study-related activities required to obtain credits.
  - (2) 1 credit allocated equals 38 academic hours of work, including classroom work and self-study.
10. Allocation of credits
  - (1) The number of credits allocated upon completion of each course unit is indicated in the curriculum and in the course programme.
  - (1) Credits are issued for satisfactory performance. Performance is considered satisfactory if it has been awarded a grade of at least 4. Partial issue of credits is not permitted.
  - (2) NRU HSE ISSEK may sign framework agreements with partner universities in Russia or abroad (Partner Universities) to include courses offered by these universities in the Programme.
  - (3) Decisions on recognising credits issued to students at Partner Universities are made by the Master Programme Examination, Assessment and Quality Assurance Council.

- (4) The partner universities and NRU HSE ISSEK may sign framework agreements on participation in the Programme which are listed in a separate annex to this Regulation.

11. Students' performance

- (1) Performance is assessed on a 10 point scale adopted by the HSE, with 1 – fail, 2 – fail, 3 – fail, 4 – satisfactory, 5 –satisfactory, 6 – good, 7 –good, 8 – very good, 9 – very good, 10 – excellent.
- (2) Procedures for assessing students' performance are set in NRU HSE regulations.

12. Recording, checking, registration

- (1) NRU HSE ISSEK records, checks and registers the credits acquired.
- (2) NRU HSE ISSEK stores credit-related documents after the students' graduation or their leaving the programme for other reason.

## **Chapter 2. Content, structure and scope of the Master's degree programme**

### *Part 1. Content, structure and scope*

13. Programme content

- (1) The Master's degree programme "Governance of Science, Technology and Innovation" builds upon a successfully completed undergraduate foundation. Students of the programme acquire interdisciplinary skills in the areas listed in sentence 2.

(2) Skill areas

- a) Methodologies for Scientific Research;
- b) Economics of Innovation;
- c) Strategies for Science, Technology and Innovation;
- d) Science, Technology and Innovation Policy;
- e) Measurement of Science, Technology and Innovation;
- f) Strategic Long-term Planning and Foresight.

14. Commencement of the programme

- (1) Students may commence the Master's degree programme from the beginning of the first module of the academic year.

15. Scope, duration, limits on duration of studies

- (1) 120 credits are required to obtain a Master's degree.
- (2) The normal duration of the degree programme is two years.
- (3) Conditions for extending the normal duration of studies are described in the NRU HSE Charter and in the Regulation on Interim Attestation and Current Performance Assessment of NRU HSE Students.

16. Structure of the Programme, study procedures

- (1) The Master's degree programme is structured according to the skill areas listed in 13 (2), each of which involves several course units (core courses).
- (2) To ensure mastery of the required core skills, students must normally complete core courses in all skill areas. In addition, they deepen knowledge in one subject area (specialisation) via an individually compiled specialisation programme which is

composed by each student in consultation with their tutor and/or the Academic Supervisor.

- (3) Details regarding attendance of core courses and the individual specialisation programme, including the tutoring system, are provided in course outlines for each course.
- (4) Massive Open Online Courses (MOOCS) are compulsory in the first and second year of study
- (5) Adaptive courses can be offered complementary to build and maintain general management competences to students who don't have relevant knowledge. Adaptive courses earn no credits and are not included in the grade of the programme.

#### 17. Transferring from other programmes

- (1) Rules and procedures for transferring from other universities' programmes, and for recognition of credits earned at other universities, are described in the NRU HSE Rules for Students' Transfer and in the Regulation on NRU HSE Students' International Academic Mobility.

#### 18. Student exchanges (participation in Academic Mobility)

- (1) Procedures and rules for the Programme's students' participation in academic mobility are described in the Regulation on NRU HSE Students' International Academic Mobility.
- (2) During the Programme students may study at Partner Universities; credits they acquire will be recognised.
- (3) The total number of credits acquired during student exchange programmes at Partner Universities may not exceed 30.
- (4) The following credits acquired at Partner Universities will not be counted towards the Master's degree:
  - a) Credits from course units which are not included in the Programme curriculum.
  - b) Credits from the Master's thesis, if the thesis was not jointly supervised by an NRU HSE teacher and a professor at the Partner University.
- c) Prior to entering a student exchange programme but not later than 3 weeks from its beginning, the student composes, in consultation with the tutor and/or the Academic Supervisor, a written individual study plan specifying the number of credits they expect to earn at the host university (mobility credits). The individual study plan must be approved by the Academic Supervisor.
- d) Recognition of mobility credits is approved by the Academic Supervisor. On students' requests, the extra (insufficient) amount credits may be specified on a separate page of the academic record.

#### 19. Student exchanges (incoming students)

- (1) Incoming students from universities with which cooperation agreements have been signed (Partner Universities) can enrol in the NRU HSE ISSEK Programme. Partner Universities are responsible to ensure that students meet relevant admission requirements. Details are specified in the Annex.
- (2) Incoming students from universities which do not fall under (1) can be enrolled in the NRU HSE ISSEK Programme if they meet admission requirements specified in (26).

## *Part 2. Fields of study and grouping by category*

### 20. Grouping by category

- (1) To obtain a Master's degree, satisfactory study achievements are required in the following categories.
  - a) Core courses
  - b) Elective courses
  - c) Massive Open Online Course
  - d) Research seminars
  - e) Term Paper
  - f) Project Seminar and Project
  - g) Internship
  - h) Master thesis

### 21. Overview of categories

- (1) Course categories cover all skill areas listed in 13 (2) and are of central importance in preparing the ground for selecting in-depth elective courses. All this must be covered by course programmes.
- (2) Elective Courses extend and deepen the knowledge imparted in the core courses of the Master's degree programme. Details regarding attendance and performance assessment for electives are provided in the course outlines. Each student must choose and successfully complete at least 6 electives.
- (3) MOOCs are equally treated as elective courses. Each student has to take one MOOC in each year of study. Students need to provide MOOCs certificates or similar evidence. Following successful completion of the MOOC oral examination is held at NRU HSE.
- (4) Research seminars deepen students' knowledge on current subject related issues. They serve as a platform for students to discuss various academic issues within the scope of the programme. Students prepare presentations and essays, and discuss their academic works progress. Academic works include term papers in the first year and master thesis in the second year.
- (5) Project Seminar and Project extend and deepen knowledge imparted in the core courses and elective courses with practical application of knowledge. Details regarding attendance and performance assessment are provided in the course outline.
- (6) Term Papers prepare students for scientific work and the Master Thesis.
- (7) The knowledge and experience gained during the internship through the student's own practical work and through observation form an important extension of the programme. Students negotiate their internship programmes with the prospective employer. The Programme approves the agreements and assures that internship positions are in accordance with the Master's degree programme curriculum. Further details are given in 33.
- (8) The Master's thesis is a compulsory element of the degree programme. With the Master thesis students demonstrate their ability to produce independent, structured scientific work. Further details are given in 34.

## *Part 3. Skill areas, individual specialisation programme*

### 22. Skill areas, core courses

- (1) The skill areas listed in 13 (2) each comprise several course units (core courses). NRU HSE ISSEK allocates core courses to the individual skill areas according to course

programmes. Details regarding the content of the skill areas are provided in the Study Guide to the NRU HSE ISSEK Master's degree programme.

23. Individual specialisation programme

- (1) During the Master's degree programme, specialised knowledge must be acquired in one specific subject area (the specialisation).

*Part 4. Admission to the Master's degree programme*

24. Prerequisites for admission

- (1) Admission to the degree programme requires a university Bachelor's degree comprising at least 240 ECTS credits, or an equivalent university degree in any qualifying discipline.
- (2) Details of the academic and language prerequisites for admission (profile of requirements) are provided in the Appendix.
- (3) Details of the application procedure are published at the programme website annually.

### **Chapter 3 Performance assessments and issuing of the Master's degree**

25. Types of performance assessment

- (1) The degree programme mainly employs the following types of performance assessment:
  - a. Examinations
  - b. Written reports and assignments
  - c. Talks, presentations and essays
  - d. Project reports and results
- (2) Performance at examinations is graded.
- (3) Written reports, essays, presentations and project reports are subject of plagiarism check (written assignments in the following).
  - a. If the written assignment is found more than 30 per cent plagiarism the work is graded failed.
  - b. If the written assignment is found more than 20 per cent but less than 30 per cent plagiarism the assessor undertakes additional checking.

26. Registering performance assessment results

- (1) The following applies to registration of performance assessment results at the Programme:
  - a. If the performance assessments in question are end-of-module examinations or session examinations, registration is governed by the NRU HSE rules.
  - b. Registration of interim performance assessment results is handled directly by the respective lecturer.
- (2) If the performance assessments concerned are those of another university, registration is subject to the rules of that university.

27. Absence, interruption, abandonment, late submission or non-submission

- (1) The following rules apply in case of absence from, interruption or abandonment of, and late submission or non-submission of performance assessments:
  - a. For performance assessments at NRU HSE, the rules of NRU HSE apply.
  - b. For performance assessments at other universities, the rules of the relevant university apply.

#### 28. Issuing of results, cases of disagreement

- (1) Students are informed periodically about their performance assessment results via their “personal offices” at LMS NRU HSE, “Student’s Electronic Record Book” folder.
- (2) On students’ requests they may be issued academic records (in Russian or in English). Requests should be submitted electronically via the form on the Programme’s website.

#### 29. Unethical behaviour

- (1) Procedures for dealing with unethical behaviour in the context of performance assessments are described in the NRU HSE Charter and internal regulations.

#### 30. Core courses, electives, adaptive courses, project seminar, project, term paper

- (1) Every course unit in the categories ‘core courses’, ‘electives’, ‘adaptive courses’ and ‘Term Paper’ is subject to a performance assessment.
- (2) If the course unit is offered by NRU HSE ISSEK, the respective mode of each performance assessment is listed in the Course Catalogue.
- (3) If the course unit is offered by another university, that university determines the performance assessment mode for said course unit.
- (4) A performance assessment is passed if it is awarded a grade of at least 4.

#### 31. Research seminars

- (1) Students’ participation at research seminar is subject to interim performance assessment and final performance assessment.
- (2) Performance assessment procedures are described in the research seminar’s course outline.

#### 32. Internship

- (1) Internship is undertaken in an organisation and lasts at least ten weeks, if not stipulated otherwise in HSE general internship regulations. It may be completed in the Russian Federation or abroad.
- (2) It is the student’s responsibility to obtain confirmation of completed internship from the respective organisation.
- (3) The internship is evaluated on a 10-point scale, subject to the confirmation mentioned in sentence 2 above.
- (4) Further details are set out in the separate appendix.

#### 33. Term Paper

- (1) Mandatory Term Paper is designed to train students’ competences in analysing and structuring specific problems, to develop students’ capabilities in structured writing and verbal presentation, and in creative thinking.
- (2) Students define and agree a topic for their Term Paper with their supervisor. Term paper results in a written text.

- (3) The written text is assessed by the supervisor and a second examiner nominated by the Academic Supervisor.
- (4) Term paper concludes with an oral defence of the written text. Admission to defence requires that the written work is graded at least as “passed”. The oral defence is assessed by the supervisor and the second examiner.
- (5) The grade for term paper is calculated as the weighted sum of the grades for the written text and the oral defence.
- (6) Procedural details and Term Paper assessment are further regulated in a separate Master Thesis / Term Paper guidelines published at the programmes website.

#### 34. Master’s thesis

- (1) Students are only permitted to commence the Master’s thesis if:
  - a. the Master degree programme has been successfully completed;
  - b. any additional requirements for admission to the degree programme have been met;
  - c. the internship according to (33) has been completed and the corresponding credits acquired.
- (2) The Master’s thesis project is supervised by the supervisor and normally covers a theme from the selected specialisation. It may be conducted at NRU HSE ISSEK or at an external organisation.
- (3) The length of time allowed for completion of the Master’s thesis is six months (calendar months). This period may be extended on the grounds and according to the procedures described in the NRU HSE Regulation on Final Official Attestation of Graduates.
- (4) The supervisor defines the topic to be addressed.
- (5) The Master’s thesis is passed if it is awarded a grade of at least 4.
- (6) A failed Master’s thesis may be repeated if profound reason is provided.
- (7) If a student fails to submit the Master Thesis on time scheduled by the Programme the student has to submit an application to the Academic Supervisor stating the reason with the respective documents attached. The Academic Supervisor together with the Examination and Quality Assurance Council decides about the application. The decision taken is final. Student is expelled upon university initiative if he fails.
- (8) If it is repeated, a new theme must be addressed. The repetition may be conducted with a new supervisor.
- (9) Procedural details and Master Thesis assessment are further regulated in a separate Master Thesis / Term Paper guidelines published at the programmes website.

#### 35. Credits by category

- (1) At least 90 of the required 120 credits must be acquired at NRU HSE ISSEK. Exceptions are listed in 18 (mobility credits).
- (2) Credits acquired by completing course units at other programmes cannot be counted again for this Master’s degree programme.
- (3) Study achievements accrued prior to the Master’s degree programme may not be counted towards the Master’s degree, with the following exceptions:
  - a. Credits acquired at NRU HSE may be recognised in the categories ‘Core courses’ or ‘Electives’ if these credits have not already been counted towards a degree,

and if the student in question remained matriculated at NRU HSE between acquiring said credits and commencing the Master's degree programme.

- b. Credits for internships or the equivalent may be recognised in the category 'internship'.

#### 36. Course-specific performance assessment

- (1) The final grade for a course is calculated as a weighted sum of cumulative interim grade and exam grade. The cumulative interim grade comprises all course-related interim grades (for homework, essays, projects, tests, presentations at seminars, etc.).
- (2) The course teacher will describe the procedure for calculation of cumulative interim grades in the course programme. Grades for various course elements may have different weights.
- (3) The course programme will also specify the weights of cumulative interim grade and exam grade.
- (4) The final grade is specified in the evaluation formula in the course outline. Each component of the evaluation formula has to be graded 4 (passed) at least.

#### 37. Degree certificate

- (1) Diploma is issued to students who have successfully completed the Master's degree programme and passed the final official attestation, on the basis of the decision by the State Attestation Commission to award the graduate the degree and issue an appropriate official certificate.

### **Chapter 4: Final clauses**

#### 38. Failed exams, repeated examinations, exclusion for failure to pass exams

- (1) Students are considered as having failed to perform satisfactorily if their final grade for interim/final course examination is below 4 (out of 10), or if they have failed to attend the exam without a legitimate reason.
- (2) Students are allowed to make further attempts to pass failed exams. NRU HSE central regulations apply.
- (3) Students who have three or more unsatisfactory course grades at the same time are not allowed any further attempts to pass relevant exams, and are expelled from the Programme immediately after receiving the third unsatisfactory grade. For more details, refer to the NRU HSE Regulation on Students' Interim Attestation and Current Performance Evaluation.

#### 39. Delivery of Programme

- (1) The Programme is delivered offline for core courses.
- (2) For profound reason the Programme can be delivered online.
- (3) Elective courses are delivered online. Online delivery is specified in Appendix 12.

40. Entry into effect

- (4) This Programme Regulation enters into effect at the beginning of the Academic Year 2020/2021. It applies to all students who enter the Programme from that date onwards and who are enrolled in the Programme from enrolment year 2019/20.
- (5) This Programme Regulation cancel and replace any previous regulation.

## List of Appendixes

- Appendix 1 Organization of the Programme
- Appendix 2 Examinations and Assessments regulations
- Appendix 3 Guidelines for Internships on the Master Programme in Governance of Science, Technology and Innovation
- Appendix 4 Unethical behaviour policy – Plagiarism and Cheating
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- Appendix 6 Details of the language prerequisites for admission
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- Appendix 8 Details of the academic prerequisites for admission
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# Appendix 1

## Organization of the Programme

### 1 Programme

- (1) The Programme involves all educational elements which result in the academic degree. The term “Programme” is used throughout all documents defining the procedures in the course of the Master Programme if not specified otherwise explicitly.

### 2 Module

- (1) A Module is a time unit of the academic year at NRU HSE. The academic year is split in 4 modules. The dates of modules are set by NRU HSE every year.
- (2) Module dates fixed by NRU HSE are binding for the programme.
- (3) Examinations are taken at the end of each module according to NRU HSE schedule.

### 3 Courses

- (1) Courses are an integrated part of the programme. Courses are composed of lectures and seminars on a specified umbrella topic.
- (2) Courses in the Programme are mutually exclusive and collectively exhaustive. Programme courses consist of lectures which cover specific topics.
- (3) Seminars accompany lectures. Seminars are devoted to special topics. Seminars include introductory lectures given by dedicated experts with respective academic qualifications and students’ work.
- (4) Students prepare scientific works on the topic of the seminar. This work can result in essays and / or presentations given by students.
- (5) The seminar work is conducted by students with regular supervision by a dedicated faculty member.
- (6) Seminars and lectures make equal shares of the course in terms of academic hours and of grades given.
- (7) The general examination rules for grades apply. Course Directors decide about the type of examinations for lectures and the type of deliverable for seminars.
- (8) The examination procedure for lectures and seminars is determined and communicated in the course description.

### 4 Academic Supervisor

- (1) The Academic Supervisor is responsible for the programme development, approving courses and course descriptions, settling disputes and acting as a key contact point for students.

- (2) The Academic Supervisor is in charge of the outreach of the programme, and of approving course descriptions and managing visiting scholars throughout the programme.
- (3) In addition the Academic Supervisor organizes systematic evaluations of courses to be completed by students (at mid-term of each course, e.g. after half of the class hours has been given, and after the course is finished).
- (4) The Academic Supervisor will initiate corrective action in the event that the course evaluations require such.
- (5) Further duties of the Academic Supervisor are described in respective NRU HSE documents.

## 5 Course Director

- (1) The course director is responsible for preparing the description, design and general management of courses, invitations of visiting scholars, seminars and examinations.
- (2) Course directors are appointed for core courses, elective courses, project seminar and research seminar.
- (3) Course directors are faculty members holding academic degree of PhD or equivalent.

## 6 Programme Manager

- (1) The Programme Manager is responsible for all organizational and administrative matters related to the programme.
- (2) The Programme Manager works under the supervision of the Academic Supervisor.

## 7 Academic Council

- (1) The Academic Council is established to regularly validate that the Programme and its Courses meet the highest quality standards.
- (2) The Academic Supervisor appoints the chair of the Academic Council.
- (3) The Academic Supervisor informs the Academic Council regularly about:
  - a. the composition of courses – course descriptions prepared by course directors
  - b. the assessment of courses
  - c. further development initiatives
- (4) The Academic Council:
  - a. advises on the courses and proposes adjustments and refinements;
  - b. advises on the strategic orientation of the programme especially with regard to international cooperation and double degree agreements;
  - c. advises on the selection of Master Theses for publication in either a Working Paper Series or the Master Thesis Series;
  - d. develops educational standards of programme, or participates in the development of a common standard in the direction of training, implemented in several separate educational programmes;
  - e. approves the programme structure and the content of basic and detailed curricula for each year of student recruitment.
  - f. solicits the Academic Supervisor to replace teachers in case of unsatisfactory results of monitoring the quality of teaching.

- g. approves the list of recommended educational measures for students studying in other Russian and foreign universities, both internally and remotely, through the participation of domestic students in remote and academic mobility.
- (5) Members of the Academic Council are persons with established reputations in the fields covered by the programme.

## 8 Internship Council

- (1) The Internship Council is responsible for all matters with regard to internships of students. The Internship Council approves the internship plan prepared by students and the appointment of a qualified specialist as the students' supervisor during the internship.
- (2) The Internship Council is the contact point for resolving problems during internships.
- (3) The Internship Council approves the internship report and issues a standard internship report template which has to be used by students to prepare internship reports. The completion of internships is approved by the internship council.
- (4) The Internship Council involves the Academic Supervisor and two course directors.
  - a. Course directors are appointed as members of the internship council for the duration of the Master Programme at a maximum for 2 years.
  - b. The Internship Council members are appointed by the Academic Supervisor.
  - c. Each Internship Council Member has one single vote.
- (5) Council decisions require a single majority of votes. The council is chaired by one course director.

## 9 Examination, Assessment and Quality Assurance Council

- (1) The Examination, Assessment and Quality Assurance Council steers and monitors that rules for examinations and students' performance assessment are followed thoroughly.
- (2) The Examination, Assessment and Quality Assurance Council is responsible for deciding in case of disputes between students and examiners.
- (3) The Examination, Assessment and Quality Assurance Council is responsible for all matters with regard to quality management of the Programme. The council issues standard guidelines for quality management. The Council formulates recommendations for quality improvement of the Programme.
- (4) The Examination, Assessment and Quality Assurance Council involves the Academic Supervisor and 2 course directors.
  - a. The course director delegates are appointed by the Academic Supervisor.
  - b. The council can invite additional guest or guest members for specified tasks. In doing so the approval of the Academic Council Chairman is required.
- (5) Each Examination, Assessment and Quality Assurance Council member has one single vote. Council decisions require a single majority of votes.
- (6) The council is chaired by one course director.

## 10 Student Assembly and Student Council

- (1) Students enrolled in the programme hold one annual assembly.
- (2) The annual assembly involves all students enrolled in the Programme regardless of year of enrolment and year of study. Each student enrolled in the programme has one vote. Decisions by the Student Assembly require a single majority vote.
- (3) The student assembly has the right to invite the Alumni Association to its meetings. The Alumni Association has an advisory function.
- (4) The Students Assembly elects a Students Council.
  - a. The Student Council represents the interest of students in the programme.
  - b. The Student Council involves 1 student for each group of students; in other words, 20 students in one group elect one delegate. The delegates represent the students' interest.
  - c. Members of the Student Council are invited to meetings of the Internship Council, the Examination, Assessment and Quality Assurance Council and the Academic Council.
  - d. Student Council delegates to the Internship Council, the Examination, Assessment and Quality Assurance Council and the Academic Council have voting rights.
- (5) Student Council members report to the student assembly.
- (6) The Student Council gives itself a statute which is approved by the student assembly. Students organize Student Assembly and Student Council in their own responsibility. The Programme assists students in such only after students request support.

## Appendix 2

### Examinations and Assessments regulations

#### 1 Written Examinations

- (1) Written examinations are essential for core courses. Written examination are prepared and assessed by the responsible course director.
- (2) The course director decides about the form of the written examination.
  - a. Written examinations can be taken in form of multiple choice tests, in the form of essays on a specified topic or in the form of questions and answers where the student is free to formulate the answer in their own words or another written form suggested by the course director.
  - b. Written examinations last 60 minutes for courses requiring 114 academic hours work (3 ECTS), 75 minutes for courses requiring 228 academic hours (6 ECTS) and 120 minutes for courses requiring 342 academic hours work (9 ECTS).
- (3) Written examinations in the form of question and answer are assessed by the course director.
- (4) In disputable cases a second faculty member is appointed by the Academic Supervisor for assessment.
- (5) Written examinations in form of multiple choice tests are assessed by the course director or another faculty member nominated by the course director. Multiple choice tests are developed by the course director and reviewed by an independent faculty member.

#### 2 Oral Examinations

- (1) Oral examinations can be taken as an individual oral examination or as a collective oral examination.
- (2) For collective oral examination students are examined in one group.
  - a. For individual oral examinations the examination lasts 20 minutes for courses requiring 114 academic hours work, 30 minutes for courses requiring 228 academic hours and 45 minutes for courses requiring 342 academic hours work.
  - b. For collective oral examinations the examination lasts 30 minutes for courses requiring 114 academic hours work, 45 minutes for courses requiring 228 academic hours and 60 minutes for courses requiring 342 academic hours work.
- (3) The examination is taken by the course director.
- (4) The examination might be taken by the Course Director together with a second faculty member in selected cases.
  - a. The second faculty member has to be approved by the Examination, Assessment and Quality Assurance Council.
  - b. Both examiners have equal rights.
  - c. The final grade assigned to student is calculated as the sum of the weighted grades assigned by each examiner.

### 3 Master Thesis

- (1) The prerequisites for entering the preparation of the Master thesis are defined in the regulation of the Programme. By writing the Master thesis, students show their ability to independently produce a coherent and scientific piece of work.
- (2) The Master thesis is the final work of a student.
  - a. The Master thesis qualifies for obtaining the degree.
  - b. To qualify for admission to the Master thesis students have to prove that credits from core courses, elective courses, research seminar and internship have successfully been obtained.
  - c. The Master thesis involves the written thesis and an oral defence.
- (3) Before starting the Master thesis the Examination, Assessment and Quality Assurance Council confirms in writing that the preconditions for the Master thesis are fulfilled. The Programme Manager sends a copy of the confirmation to the student. The confirmation can be sent by written letter or email letter.
- (4) The Master thesis is supervised by the supervisor who is member of the Programme faculty and normally deals with a topic taken from the field of specialization (internal supervisor). It can be carried out at NRU HSE, at a firm, in a government institution, in an international organization or in a special university.
- (5) The written thesis is assessed by a faculty member and a qualified external reviewer.
  - a. In case the written thesis is prepared at NRU HSE ISSEK the internal supervisor or another programme faculty member can be appointed as reviewer of the thesis. The external reviewer is approved and appointed by the Academic Supervisor.
  - b. The grade for the written thesis is agreed upon between the programme faculty member and the external reviewer.
  - c. In case the programme faculty member and the external reviewer don't achieve consensus upon the grade a third review is prepared by an external reviewer.
  - d. Students are informed about the grade of their thesis but not about the grades given by reviewers separately.
  - e. In case of preparing the written thesis at a firm, in a government institution, in an international organization or in a special university a second supervisor from the organization in which the written thesis is prepared is assigned (external supervisor). The NRU HSE ISSEK supervisor and the external supervisor jointly perform supervision of the thesis preparation, prepare independent assessments of the written thesis and give the grades jointly. The internal supervisor and the external supervisor have equal rights and equal votes for assigning grades to the thesis. The grade of the written thesis is calculated as the sum of the equally weighted grades by the internal supervisor and the external supervisor.
  - f. The written thesis should be approximately 60 pages text including references but not including annex documents. It has to be prepared using the standard template for Master theses issued by the Examination, Assessment and Quality Assurance Council.
  - g. The written thesis has to be prepared in module 3 and 4 of the second year of study over a period of 6 months.
  - h. Upon request the Academic Supervisor can extend the duration of work for compelling reasons. Upon request the Examination, Assessment and Quality Assurance Council can allow a second extension for compelling reasons.
- (6) The written thesis is passed if it achieves at least a grade of 4.

- (7) A written thesis considered failed can be repeated once under the supervision of another supervisor. If the written thesis is repeated another topic has to be chosen and approved. Repetition of the written thesis is allowed once for compelling reasons. If the repeated written thesis is considered failed, it cannot be repeated and the student is not considered to fulfil the requirements for obtaining the degree.
- (8) The oral defence is conducted within four weeks after submission and approval of the written thesis. It requires that the written thesis is graded “pass” at least.
  - a. The defence is public.
  - b. The defence is video recorded.
  - c. The defence is considered passed if it achieves at least a grade of 4.
  - d. A defence considered failed can be repeated once. If it is repeated, another topic is given by the examination committee. The new topic has to be in the field of the written thesis topic. Repetition of the defence is allowed only once. If the repeated defence is considered failed it cannot be repeated and the student is not considered to fulfil requirements for obtaining the degree.
  - e. A defence committee is appointed according to NRU HSE regulations.
  - f. The written thesis and the defence are examined jointly in one grade.
- (9) The defence is held in the framework of state examination.
- (10) Further regulations are specified in the Master Thesis and Term Paper guidelines published at the programme website.

#### 4 Term Paper

- (1) By writing the Term Paper, students show their ability to independently produce a coherent and scientific piece of work.
- (2) The Term Paper is essential part of 1<sup>st</sup> study year. The Term Paper involves the written thesis and an oral defence.
- (3) The Term Paper is supervised by the supervisor who is member of the Programme faculty and normally deals with a topic taken from the field of specialization (internal supervisor). It can be carried out at NRU HSE, at a firm, in a government institution, in an international organization or in a special university.
  - a. In case the written Term Paper is prepared at NRU HSE ISSEK the supervisor will propose a second examiner of the written thesis who is member of the Programme Faculty. The second examiner is approved and appointed by the Examination, Assessment and Quality Assurance Council. The grade for the written thesis is calculated as the equally weighted sum of both examiners’ assessments.
  - b. In case of preparing the written Term Paper at a firm, in a government institution, in an international organization or in a special university a second supervisor from the organization in which the written Term Paper is prepared is assigned (external supervisor). The NRU HSE ISSEK supervisor and the external supervisor jointly perform supervision of the thesis preparation, prepare independent assessments of the written Term Paper and give the grades jointly. The internal supervisor and the external supervisor have equal rights and equal votes for assigning grades to the thesis. The grade of the written Term Paper is calculated as the sum of the equally weighted grades by the internal supervisor and the external supervisor.

- c. The written Term Paper should be approximately 40 pages text including references but not including annex documents.
  - d. The written Term Paper has to be prepared in the first year of study over a period of 6 months. It has to be prepared using the standard template for Term Paper issued by the Examination, Assessment and Quality Assurance Council.
  - e. Upon request the Academic Supervisor can extend the duration of work for compelling reasons. Upon request the Examination, Assessment and Quality Assurance Council can allow a second extension for compelling reasons.
- (4) The written Term Paper is passed if it achieves at least a grade of 4.
- (5) A written Term Paper considered failed can be repeated once under the supervision of another supervisor. If the written Term Paper is repeated another topic has to be chosen and approved. Repetition of the written Term Paper is allowed once for compelling reasons. If the repeated written Term Paper is considered failed, it cannot be repeated and the student is not considered to fulfil the requirements for obtaining the degree.
- (6) The oral defence is conducted within four weeks after submission and approval of the Term Paper. Defence of the Term Paper requires that the written Term Paper is graded "pass" at least.
- a. The defence is public. The defence is publicly announced one week in advance.
  - b. In case the written Term Paper is prepared at NRU HSE ISSEK, the supervisor will propose a second examiner of the defence who is a member of the Programme Faculty. The second examiner is approved and appointed by the Examination, Assessment and Quality Assurance Council.
  - c. The grade for the defence is calculated as the equally weighted sum of both examiners' assessments.
  - d. The defence is considered passed if it achieves at least a grade of 4.
  - e. A defence considered failed can be repeated once. If the defence is repeated, another topic is given by the examiners. The new topic has to be in the field of the written Term Paper topic. Repetition of the defence is allowed only once. If the repeated defence is considered failed it cannot be repeated and the student is not considered to fulfil requirements for obtaining the degree.
- (7) The Term Paper accounts for 6 credits.
- a. The written Term Paper and the defence are examined separately.
  - b. Grades are awarded to the written Term Paper and defence.
  - c. The Term Paper grade is calculated as the sum of the equally weighted grades of the written thesis and the defence.
- (8) Further regulations are specified in the Master Thesis and Term Paper guidelines published at the programme website.

## 5 Seminar Essays

- (1) Seminars deepen the students' knowledge on specified topics. Seminars intend to qualify students to solve problems on a topic given by the course director or proposed by the student.
- (2) An essay is one form of final work for a seminar. By writing the essays, students develop the ability to independently produce a coherent and scientific piece of work.
  - a. The essay qualifies the student to obtain the grades for a seminar.
  - b. The essay involves the written essay and an oral presentation of the essay.

- (3) The essay can be prepared by an individual student or by groups of student. The number of student in a group should not exceed 3 students.
- (4) The essay is supervised by the course director or a faculty member appointed for holding the seminar and deals with a topic taken from the field of the course. It can be carried out at NRU HSE, at a firm, in a government institution, in an international organization or in a special university.
- (5) Topics of essays are not published. The essay is assessed by the course director or a faculty member appointed by the course director (internal supervisor).
- (6) In case of preparing the essay at a firm, in a government institution, in an international organization or in a special university a second supervisor from the organization in which the essay is prepared is assigned (external supervisor). The ISSEK supervisor and the external supervisor jointly perform supervision of the essay preparation, prepare independent assessments of the essay and give the grades jointly. The internal supervisor and the external supervisor have equal rights and equal votes for assigning grades to the essay. The grade of the essay is calculated as the sum of the equally weighted grades by the internal supervisor and the external supervisor.
- (7) The essay should be approximately 15 pages text including references but not including annex documents. It has to be prepared within the timeframe set by the supervisor and use the standard template for Master Thesis and Term Papers issued by the Examination, Assessment and Quality Assurance Council.
  - a. Upon request the Course Director can extend the duration of work for compelling reasons once. A second extension of the duration of work is not possible.
- (8) The essay is passed if graded at least 4.
  - a. An essay considered failed can be repeated once under the supervision of the course director or another faculty member appointed by the course director. If the essay is repeated another topic has to be chosen and approved. If the repeated essay is considered failed it cannot be repeated and the student is not considered to have fulfilled requirements for obtaining the credits for the seminar.
  - b. Admission to presentation of the essay is possible only if the essay was passed.
- (9) The presentation is conducted within two weeks after submission and approval of the essay. The presentation is not public.
  - a. If the presentation is given by a group of students the group of students has to be the same as the one which prepared the essay. The students forming the group of students decide about the format of presentation.
  - b. The presentation is assessed by the supervisor. The presentation is considered passed if graded at least 4.
  - c. A presentation considered failed can be repeated once. If the presentation is repeated, another topic is given by the examiners. The new topic has to be in the field of the essay topic. Repetition of the presentation is allowed only once. If the repeated presentation is considered failed it cannot be repeated.
- (10) The essay and the presentation are examined separately. Grades are awarded to the essay and the presentation. The seminar grade is calculated as the sum of the equally weighted grades of the essay and the presentation.
- (11) If the essay and the presentation are performed by a group of students each student obtains the same grade.

## 6 Presentations

- (1) Presentations are a possible form of work during the seminars. By preparing presentations, students develop their ability to independently produce a coherent and scientific piece of work. A presentation is one form of final work for a seminar.
  - a. The presentation qualifies the students to obtain the grades for a seminar.
  - b. The presentation involves the written presentation using standard office presentation software and an oral presentation.
  - c. The presentation can be prepared by an individual student or by groups of student. The number of students in a group should not exceed 5 students.
- (2) The presentation preparation is supervised by the course director and deals with a topic taken from the field of the seminar. It can be carried out at NRU HSE, at a firm, in a government institution, in an international organization or in a special university.
- (3) Topics of presentations are not published. The presentation is assessed by the course director or a faculty member appointed by the course director (internal supervisor).
- (4) In case the presentation is prepared in a firm, in a government institution, in an international organization or in a special university a second supervisor from the organization in which the presentation is prepared is assigned (external supervisor).
  - a. The internal supervisor and the external supervisor jointly perform supervision of the presentation preparation, prepare independent assessments of the presentation and give the grades jointly.
  - b. The internal supervisor and the external supervisor have equal rights and equal votes for assigning grades to the presentation.
  - c. The grade of the presentation is calculated as the sum of the equally weighted grades by the internal supervisor and the external supervisor.
- (5) The written presentation should be approximately 10 slides. It has to be prepared within the timeframe set by the supervisor.
  - a. Upon request the Course Director can extend the duration of work for compelling reasons once.
  - b. A second extension of the duration of work is not possible.
- (6) The presentation is assessed by the supervisor. The presentation is passed if graded at least 4.
- (7) A presentation considered failed can be repeated once under the supervision of the course director or another faculty member appointed by the course director.
  - a. If the presentation is repeated another topic has to be chosen and approved.
  - b. If the repeated presentation is considered failed it cannot be repeated and the student / the group of students is not considered to fulfil the requirements for obtaining the credits for the seminar.
- (8) The presentation is conducted within the duration of the seminar. The presentation is not public.
- (9) The seminar grade follows the evaluation formula provided in the course outline.

## Appendix 3

### Guidelines for Internships on the Master Programme in Governance of Science, Technology and Innovation

#### 1 Introduction and Aims of the Internship

- 1) Knowledge and experience acquired by students through their own practical work and by observing others supplements their studies at the NRU HSE and prepares them for their subsequent professional work. The Master's programme in Governance of Science, Technology and Innovation includes a ten-week internship.
- 2) The internship is intended to fulfil the following aims. The student:
  - a. experiences the organisation as a socio-technical system embedded in its own particular surroundings;
  - b. gets acquainted with key operational functions and their respective interaction;
  - c. supplements the knowledge gained at the NRU HSE through practical experience and applies this knowledge;
  - d. experiences the mentality and manner of thinking of employees in different disciplines and at different levels of the hierarchy ;
  - e. gains insight into the wide variety of problems prevailing in the industrial, economic, political, administrative and academic world;
  - f. gains insight into the practical challenges facing the organization which require scientific work to overcome them.

#### 2 Basic principles governing internships

- 1) Internships are to be performed in a company, a public organisation (a government or international organisation) or an academic institution following consultation with the student's tutor and the Internship Council.
- 2) The internship can take place in the Russian Federation or abroad. The conditions and regulations outlined in 3) apply for all types of internships regardless where the internship is completed.
- 3) Duration of internship
  - a. Internships last 10 weeks with 40 working hours per week. Internships have to involve a minimum of 400 working hours in total
  - b. These ten weeks do not need to be completed all at once.
  - c. The internship may be spilt in 2 or 3 sections. The major share of the internship has to be performed in full time work. The minor share(s) of internship can be performed in part time agreement with the organization.
  - d. The majority share of the internship placement should be not less than 4 weeks.
- 4) The internship has to match with competences trained in the programme.
- 5) A student is assigned to HSE Internship Supervisor who is to help with the internship plan and check the report. The HSE Supervisor recommends the grade for the internship for Internship Council Approval.
- 6) Arrangement of internships

- a. It is student's responsibility to look for an internship organization.
  - b. Students contact organizations that interest them and discuss the specific deployment options.
  - c. The Programme is available to advise students and companies, public organizations and research institutions on internship-related issues.
  - d. Regulations of Russian labour law apply for interns. Interns are employed 40 working hours per week.
  - e. Students conclude an agreement with the organizations. This agreement includes an internship plan which includes at least: a description, in keywords, of the areas (project groups, work teams, departments) in which the students are employed; a description of the students' assignments; a time schedule for the assignments to be completed in the course of the internship; person(s) supervising the students.
  - f. The internship plan must be approved by the Internship Council before the start of the internship.
  - g. Remuneration for internship wages as well as travel and board/lodging costs are to be agreed on by the student and organization providing the internship.
  - h. Students are insured against occupational and non-occupational accidents by the internship organization for the duration of their internship. Students are responsible for their own health insurance.
- 7) Completion of the internship
- a. The students are assigned specific tasks within projects or departments.
  - b. During their internship, the students are integrated in project groups or work teams.
  - c. The students receive competent specialist supervision in the organisation.
  - d. The Internship Council approves the appointment of a qualified specialist as the student's supervisor from HSE during the internship.
  - e. The Internship Council is available should problems or questions arise.
- 8) Internship report
- a. Students have to prepare an internship report after completing the internship. The report has to summarize the tasks the student had to fulfil and the major achievements of the student. The report should also contain a brief assessment of the internship job, the supervisor activities and the internship organization.
  - b. The internship report has to be prepared for the total internship for internships lasting 10 weeks.
  - c. In cases the internship was split in sections (according to 3.3c) a summary internship report covering all sections has to be prepared. The internship report includes a summary of the internship and chapters dedicated to the respective section.
  - d. The internship report has to be short and precise:
    - i. not exceeding 3 pages for internships done in 10 weeks.
    - ii. include a 1 page summary for internships done in multiple sections and 2 pages internship report for each section.
  - e. Students have to use the standard internship report template issued by the Internship Council for their internship reports.
  - f. The Internship Council approves the internship report.
- 9) Students receive a certificate from the organization confirming that they have completed the internship. A copy of this has to be submitted to the Programme Manager and the Internship Council.

- 10) The completion of an internship is a precondition for admission to the Master thesis. The following documents must be submitted to the Internship Council as the basis for this recognition:
- a. Internship Application
  - b. HSE University – Organization Contract
  - c. Internship Timeline (as an Annex to the abovementioned Contract)
  - d. Internship Plan
  - e. Internship Report
  - f. Supervisor’s Report (from the Internship Organization)
- Templates for all documents are attached to the internship syllabus published in LMS and at the programme website.
- 11) The internship report is recognized by the Internship Council.
- 12) The internship is graded on a 10 grade scale
- a. The final grade for the Internship is introduced in the ten-scale grading system in the end of Module 3.
  - b. With all the documents properly filled and submitted Internship Council confirms the grade. If there is any doubt about the Internship results oral defense is organized.
  - c. Students who did not complete the Internship Program for valid reason may be directed to re-take Internship again in their free time alongside their studies. If the previously approved Internship became impossible, the Programs refers the student to a different internship place, and the approvals of the new Internship Application and Program and of the new internship dates are required.
  - d. Students who did not start the Internship without valid reason, as well as students who have received “fail” during the presentation of their Internship results (Internship defense), acquire an academic deficit.
  - e. Assessment Criteria and Total Grade Formula are introduced in the Internship Program
- 13) Exceptions to Points 3c, 3d, 3e and 6 may be approved by the Internship Council upon submission of a substantiated request.

## Appendix 4

### Unethical behaviour policy – Plagiarism and Cheating

#### 1 Basic principles of unethical behaviour

- 1) Plagiarism is copying other authors' writings without due acknowledgment of the source, regardless of the source as long as the source is publicly available or the author of the copied writing can prove that the writing was done by her / him at an earlier time and the plagiarising author was not legally entitled to use this writing.
  - a. Copying includes material from books or articles available in libraries (both public and private libraries) but which are clearly indicated as published material.
  - b. This also includes material taken from the internet without indicating the reference in the form of the title of the material, author and date accessed.
- 2) Plagiarism occurs when the student submits a work, essay, thesis or presentation in written form which uses written work of others which has been published before.
  - a. If the use of the written work by others is not indicated by the author in his work the student's work is considered plagiarism.
  - b. If the author does not indicate the reference of the written work in his own work a single time and the copied work is limited to sentences, then the work is not considered plagiarism but superficial treatment of work.
  - c. If this behaviour repeats several times in the student's work this work is considered plagiarism. If the author uses identical pages in his presentation without stating the reference then the presentation is considered plagiarism.
  - d. Permission by the original author to use his written work must be in written form.
- 3) Plagiarism means when words or ideas are not attributed to a specified accessible source.
  - a. This includes the specification of information or ideas which were communicated to the author during interviews or in discussions.
  - b. A reference needs to be made to the occasion the idea was articulated or information given as long as the occasion can be considered a formally agreed one.
  - c. Typically, ideas or information collected on such occasions are documented in transcripts. The use of ideas or words which have their origin in informal discussions does not fall under this category. In such cases, it is in the author's responsibility and judgment to include an acknowledgement.
- 4) Plagiarism also occurs when citations within quotation marks are given and / or portions of another author's work are referenced at one occasion in the authors work but more of the other author's work is used without quotation marks and attribution in other parts of the author's work.
- 5) Plagiarism occurs if the author takes a work or portions of a work which another student has submitted as coursework in the same course or in another course or another year under the Programme. Also it is considered plagiarism if a student

submits a work or portions of his work as his original work in two or more different courses as coursework.

- a. When using works that have been gathered by other authors, the author needs to attribute clearly that the collection and interpretation of the other work was done by another author.
- 6) Cheating occurs when a student uses materials which were not approved for examinations or any kind of test, engages third parties in preparing homework such as essays and presentations, or is found guilty of copying test results from third parties in a room during examination time.

## 2 Consequences of unethical behaviour

- 1) Students who are found to cheat or plagiarize fail the respective examination. Their work is graded 'failed'. Students are given the opportunity to repeat the examination or work once.
- 2) Information on papers, which include less than 80% original content, is forwarded to a paper's academic supervisor. The academic supervisor decides about grading the paper.
- 3) Students found cheating or plagiarizing will be given an official reprimand and violated twice – recommended for expulsion.
- 4) Students found cheating and / or plagiarising repeatedly will be excluded from the programme.
- 5) General regulations for repeating examinations apply. The Examination, Assessment and Quality Assurance Council is in charge of final decisions.

## Appendix 5

### Guidelines for Quality Management and Student Feedback

- 1) Quality Management and Student Feedback is an essential part the Programme.
- 2) The Programme Quality is ensured by regular consultation with the Academic Council. Consultation is conducted 5 months in advance of the start of the academic year. If the Academic Council finds the Programme or portions of the Programme not in line with a high quality Programme, the Programme is adjusted taking due account of the recommendations by the Academic Council.
- 3) Students are the most important sources of information about the Programme. Students are involved in assuring a continuous high level of quality.
- 4) For assuring quality of educational activities within the Programme, the Examination, Assessment and Quality Assurance Council issues a standardized teaching evaluation form.
- 5) Teaching activities of courses which form part of the Programme are regularly evaluated.
  - a. Courses are evaluated by students.
  - b. Evaluation by students is anonymous.
  - c. Two evaluations are done for each course.
  - d. The first evaluation is done in the first half of the course but not later than after 10 academic hours of classroom work.
  - e. The second evaluation is done after completion of the course. The evaluation result is kept classified by the Examination, Assessment and Quality Assurance Council until the grades for course participants are calculated to assure objective assessment of all examinations.
- 6) If the first evaluation shows evidence of unsatisfactory quality, the course director will be required to take immediate action to improve the course quality.
  - a. The course director develops measures to improve course quality.
  - b. The Examination, Assessment and Quality Assurance Council approves these measures.
  - c. The Examination, Assessment and Quality Assurance Council monitors the implementation of quality measures.
- 7) If the final course quality assessment shows unsatisfactory evaluation results the course director and faculty involved are put on probation.
  - a. A course which has been evaluated as unsatisfactory has to be redesigned.
  - b. Teaching faculty on probation who receive a second unsatisfactory evaluation are excluded from further teaching.

## Appendix 6

### Details of the language prerequisites for admission

- 1) The teaching language is English. All examinations stipulated in the Guidelines are held in English language. All further regulations refer to the English language as Language.
- 2) By submitting application documents to the programme, the student is assumed to possess sufficient knowledge of the English language.
- 3) An interview with applicants to the programme is included in the application procedure. The interview is held in the English. The interview compensates official language tests.
- 4) Students enrolled in the programme are found to be capable of the teaching language. Any dispute arising from a claimed lack of language competences are obsolete.
- 5) Potential disputes under (4) include but are not limited to:
  - a. The quality of teaching;
  - b. The quality of supervision;
  - c. The assessment of examinations;
  - d. The use of printed materials and electronic devices in examinations
- 6) NRU HSE ISSEK admission committee may enrol students in the programme with deficiencies in the language at the time of application and assessment of applications. NRU HSE ISSEK has the right to impose conditions on the decision of enrolment. Conditions include but are not limited to:
  - a. Students have to take responsibility for organizing their language training.
  - b. Language training organized by students should be professional training.
  - c. The Examination, Assessment and Quality Assurance Council reserves the right to request written approval of the student's initiative by a certified professional body relating to language training without prior notice within 2 working days.
  - d. Students are advised to obtain approval of their language training initiative by a certified professional body.
  - e. If a student fails to providing evidence to the Examination, Assessment and Quality Assurance Council, the Examination, Assessment and Quality Assurance Council gives a written warning to the student.
  - f. In case of warning by the Examination, Assessment and Quality Assurance Council the student is placed on a watch list.
  - g. If a second warning on whatever issue arises the student is not entitled anymore to be enrolled in the programme.
  - h. If a student initiates a dispute about grading of his performance due to his language skills, this dispute will be resolved by the Examination, Assessment and Quality Assurance Council.

## Appendix 7

### Details of the admission procedure

- 1) Students have to apply personally to the programme.
- 2) Application to the programme has to be in writing. For submission of the application NRU HSE regulations apply.
- 3) It is the student's responsibility to assure that the application is delivered to NRU HSE no later than the date communicated on the NRU HSE homepage.
- 4) Application to the programme has to include:
  - a. Motivation letter
  - b. Curriculum vitae
  - c. Copy of diplomas obtained
- 5) NRU HSE ISSEK appoints a selection committee to review and assess applications. The members of the selection committee are not made public. Appointment of this selection committee member is made by the Academic Supervisor.
- 6) The assessment criteria are made publicly available on the programme website.
- 7) The selection committee invites applicants to personal interviews.
- 8) Neither the selection committee nor individual members can be asked to disclose reasons for admission to interviews or rejection of applicants from interviews.
- 9) Personal interviews are taken with the applicants.
  - a. Personal interviews typically take 30 minutes.
  - b. Additionally, the applicant might be required to prepare a written response to a question or topic given by the selection committee.
- 10) The applicant is interviewed by at least 2 (two) faculty members.
- 11) In reasoned cases where the travel distance to the place of the programme exceeds the normal commuting time, the interview may be held using digital technology. It is the responsibility of NRU HSE ISSEK to determine the technical means of the interview.
- 12) Interviews done remotely from NRU HSE location are comparable to interviews at NRU HSE location.
  - a. Interviewees are always requested to use video-cam equipment.
  - b. Interviews without picture transmission of the interviewee are not considered.
  - c. Admission council members may request the interviewee to prove no other person is in the room.
  - d. The admission council reserves the right to record and stored remote interviews for two weeks.
  - e. Complaints against remote interviews can be made within 2 weeks only.
  - f. The NRU HSE ISSEK stored transcripts of the remote interview are binding.

## Appendix 8

### Details of the academic prerequisites for admission

- 1) Applicants are required to hold academic degree prior application.
- 2) Applicants holding degrees which follow standards other than ECTS are requested to submit approval of equivalency of their degrees.
- 3) In case previous degrees of the applicant have a reasonable overlap with the core courses of the programme the applicant will not be enrolled in the programme.
- 4) Applicants who do not possess an academic degree at the time of submitting application to the programme may submit a provisional certificate issued by a certified higher education institution stating the programme and courses the student is attending. The final degree has to be submitted at the latest on the day the programme starts.
- 5) Applicants may wish to include references and letters of recommendation in their application. References and letters of recommendations have to include the name of the issuer. It is the applicant's responsibility to assure that the issuer of a reference or a letter of recommendation is willing to be contacted by the selection committee.

## Appendix 9

### Details of Faculty Members and Faculty Review

- 1) Faculty members hold PhD titles or equivalent.
- 2) Faculty members are
  - a. Members of NRU HSE
  - b. Invited scholars from other universities, firms or organizations which have been approved by the Academic Supervisor.
- 3) Faculty members undergo a standard peer review.
  - a. Courses descriptions developed by course directors are reviewed by the Academic Council Chairman.
  - b. Only reviewed and approved course descriptions are included in the overall course programme of the Master Programme.
  - c. Faculty giving lectures and seminars are peer reviewed by other faculty members during lectures and seminar with no prior notice.
  - d. Peer Reviews are documented in a standard review form issued by the Academic Council.
  - e. A 10 grade rating scale is applied for faculty review. The review is passed if at least 4 grades are given to the faculty member.
  - f. If a faculty member doesn't pass the review it's replaced immediately.
  - g. If the grade is less than 7 the faculty member has to improve education style used.

## Appendix 10

### Appeal System

- 1) Students have the right to file complaints if:
  - a. they feel mistreated in their performance assessment stipulated in the programme regulations' chapter 3 and appendix 2.
  - b. they find evidence that faculty is not meeting the quality standards set in the programme outline.
  - c. if a faculty member receives a quality feedback which requires immediate measures by the faculty member as stipulated in Appendix 5.
  - d. Students find that decisions which fall under Appendix 3, Guidelines for Internships on the Master Programme in Governance of Science, Technology and Innovation are not found in line with the regulations stipulated in Appendix 3.
  - e. and Appendix 4, Unethical Behaviour Policy – Plagiarism and Cheating are not found in line with the regulations stipulated in Appendix 4.
- 2) Appeal should be filed to  
the Academic Supervisor The Academic Supervisor will consult the Examination, Assessment and Quality Assurance Council.

# Appendix 11

## Examination Regulation

### 1 Written examinations

- 1) Written examination is held at NRU HSE facilities.
- 2) Students are allowed using personal writing equipment only.
- 3) Printed dictionaries are allowed for use by students.
- 4) All belongings of students have to be deposited elsewhere in the room.
- 5) Students are not allowed to leave the room before the examination is declared finished by the supervising faculty member.
- 6) During the examination period students remain at their place. Leaving the assigned place without prior consent by the supervising faculty member leads to assessment of the examination paper as 'failed'.
- 7) Students are not allowed to talk and exchange written messages during examinations. In doing so and being caught by the supervising faculty member the examination paper is not assessed and grade 'failed'.
- 8) Faculty member(s) taking the written examination can announce core themes for the written examination in advance. Announcing core themes to students is no obligation for examiners.

### 2 Oral examinations

- 1) Oral examination is held at NRU HSE facilities.
- 2) Oral examination is held as individual or group examination by a faculty member or a team of faculty members.
- 3) Faculty member(s) taking the oral examination might ask direct questions to students in the examination of request an adequate response on statements by the students.
- 4) Faculty member(s) taking the examination are responsible to involve all students in the examination during group examinations.
- 5) Oral examinations cover themes included in the respective course and written in the course outline.
- 6) Faculty member(s) taking the oral examination can announce core themes for the oral examination in advance. Announcing core themes to students is no obligation for examiners.

## Appendix 12

### Online Teaching Regulations

#### 1 Lectures and seminars

- 9) All courses follow the same structure as in offline mode. Course sessions are shown in the HSE timetable indicating platform used and registration information. Attending sessions online according to timetable is required.
- 10) In cases when profound reasons are explained by the student course director may provide alternative solution to attend the online session.
- 11) Interactive elements of lectures and seminars are integral part of online teaching.
- 12) The Program uses platforms allowing interaction between teachers and students.
- 13) Teachers conduct lectures and seminars from a quiet location and ensure no distraction during the teaching hours. Teachers assure camera and microphone are switched on during instructions.
- 14) The student chooses a place which enables them to follow lectures instructions. The student ensures a reliable internet connection and suitable equipment. Suitable equipment allows the student to switch on cameras during teaching sessions.
- 15) During online teaching sessions the student have to ensure that they are able to follow the teachers' instructions and participate in discussions using microphone without additional external noise being transmitted.
- 16) Online sessions are recorded. Session recordings are uploaded to LMS and made accessible for a specified and announced period.

#### 2 Examinations and assignments

- 1) Examinations are held online.
- 2) The Programme identifies the platform for examination. The platform is announced to students in advance.
- 3) The Programme opens the platform at least 30 minutes before the examination begins.
- 4) The student is requested to log in to the platform reasonably in advance of the examination and check all technical requirements are fulfilled.
- 5) During examinations cameras have to be switched on at all time.
- 6) The student has to report technical problems as they occur and no later than 15 minutes after the examination finishes. Technical problems have to be reported by email to the Course Director and the Study Office.
- 7) Specific regulations for online examinations are prepared by Course Directors in line with Programme regulations and HSE regulations.
- 8) Assignments are typically given during lectures and seminars. Teachers provide clear instructions about completion of assignments and handing over assignments. The student has to follow these instructions.

#### 3 Technical requirements

- 1) The Programme is responsible for providing a suitable software used for online teaching.
- 2) The software enables lecturing and interactive teaching.
- 3) The student is responsible for obtaining technical equipment required to follow teachers' instructions. Technical equipment includes a computer, a working camera, and microphone.
- 4) The student is responsible to establish reliable internet connections.
- 5) Further technical requirements are specified at HSE corporate website [https://elearning.hse.ru/en/online\\_courses\\_at\\_hse](https://elearning.hse.ru/en/online_courses_at_hse)