

APPROVED

by Academic Council

of the National Research University

Higher School of Economics

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**Regulations on the Rating System for Comprehensive Evaluation of Student Performance**



## 1. General Provisions

1.1. These Regulations have been developed in accordance with the Decree No.2654 of the Russian Ministry of Education “*Guidelines for Development of Rating Systems for Comprehensive Evaluation of University Students*” dated July 11, 2002, Decree No.40 of the Russian Ministry of Education “*On Applying Bologna Accord to Higher Professional Education in the Russian Federation*” dated February 15, 2005, Charter of the federal state autonomous educational institution for higher professional education National Research University Higher School of Economics (hereafter, HSE), *HSE Regulations for Interim and Ongoing Assessment*, *Regulations on International Academic Mobility of HSE Students*, and other HSE bylaws.

1.2. The rating system for comprehensive evaluation of student (attendee) performance (hereafter, the rating system) is a comprehensive system for gradual evaluation of student (attendee) progress on a degree programme as compared to other students in the same circumstances.

1.3. These Regulations provide for a common approach to the rating system across all faculties, departments and other subdivisions delivering degree programmes at HSE and its regional campuses.

1.4. At the HSE International College of Economics and Finance, the rating is calculated and used in accordance with the *Regulations on Performance Rating of HSE ICEF Students* (Appendix 1). The rating is calculated so as to suit an international double-degree programme.

1.5. For HSE students on preparatory, postgraduate and continuing education programmes, the rating system is governed by different HSE bylaws.

## 2. Goals and Objectives of the Rating System

2.1. The rating system is aimed at comprehensive evaluation of academic performance of students or attendees (hereafter, students).

2.2. The rating system has the following objectives:

- 2.2.1. Increase student motivation for steady energetic progress on degree programmes by differential assessment of their academic efforts;
- 2.2.2. Improve the educational process at HSE;
- 2.2.3. Obtain nuanced and comprehensive information on quality and outcomes of education and on individual achievements of students to be rewarded.

## 3. Key Notions and Principles of the Rating System

3.1. The following definitions are employed for the rating system:



- 3.1.1. Student population comprises students of the same year of study on the same faculty or degree programme (undergraduate or master's)<sup>1</sup> whose academic performance in the given period is being compared.
- 3.1.2. Study period is a period of time spent studying the courses. As a rule, a study period equals to a semester (Module 1 and 2 or Module 3 and 4) or an academic year.
- 3.1.3. Credit-based rating score of students refers to the sum of examination grades (on a 10-point scale) for all courses in the given study period<sup>2</sup> multiplied by their credit weights<sup>3</sup>.
- 3.1.4. Rating denotes the student's place in the list of all credit-based rating scores of the student population sorted in a descending order.
- 3.1.5. Normalization coefficient is the relation of the maximum sum of credit weights of all courses for the student population to the sum of credit weights of all courses undertaken by the student in the given period. If all students in the student population have the same courses in the given period, the normalization coefficient is equal to 1. If courses differ from student to student, their normalization coefficients will also differ but cannot be lower than 1. A normalized credit-based rating score is a credit-based rating score multiplied by the normalization coefficient.
- 3.1.6. Normalized rating is a rating composed of normalized credit-based scores. It provides for comparing performance of students with different curricula and different sums of credit weights for courses. Comparison is the more accurate the less variation there is among normalization coefficients.
- 3.1.7. Rating before retakes is a rating based on examination results prior to retakes of failed or missed (for a valid reason) assessments. Grades of students who, as an exception, were allowed to retake an examination before the retake period<sup>4</sup> are included into the rating before retakes.
- 3.1.8. Rating after retakes is a rating based on examination results at the end of the (main and additional) retake period.
- 3.2. There are two student ratings at HSE: current rating and cumulative rating.
  - 3.2.1. Current rating reflects student performance in courses from the fixed working/individual curriculum for the study period within the number of credits (academic hours) needed for advancement on the degree programme in the given study period. Current rating is a working indicator calculated for a study period.

<sup>1</sup> Comparison of academic achievements of students from one specific programme (undergraduate or master's) within the faculty may be authorised by the dean of the faculty/ head of the department/ head of the subdivision implementing degree programmes, subject to prior approval by the Vice Rector for Academic Affairs.

<sup>2</sup> For instance, if the curriculum provides for 30 credits per semester, the maximum credit-based rating score is 300.

<sup>3</sup> Composition of courses and their credit weights are stipulated in the corresponding working/individual curriculum.

<sup>4</sup> Such exceptions are described in the HSE Regulations for Interim and Ongoing Assessment.



- 3.2.2. Cumulative rating reflects student performance in all courses studied on the degree programme by the time of rating calculation. Cumulative rating is a cumulative indicator reflecting student performance throughout the entire studies duration. Cumulative rating cannot be normalized.
- 3.2.3. Current rating takes into account assessment results for mandatory and elective courses included into the student's curriculum within the required number of credits stipulated in the curriculum for the given study period.
- 3.2.4. Current rating is subdivided into current rating before retakes and current rating after retakes.
- 3.2.5. "0" grades are included into calculation of the credit-based rating score, if they are received for examinations/retakes missed by the student, whether for a valid reason or not.
- 3.2.6. Current rating may take into account courses studied in a different educational institution, provided they are included in the student's individual curriculum<sup>5</sup>.
- 3.2.7. "0" grades are included into calculation of the current and cumulative rating, if they are received for courses repeated by the student under an individual curriculum issued because of academic failure.
- 3.2.8. Cumulative rating takes into account assessment results (and all retakes) for all studied courses, including additional courses, electives and optional courses on top of the required number of credits stipulated in the curriculum, and results of the final state certification, including thesis defence, by the time of rating calculation. Missed assessments are counted as "0" grades.
- 3.2.9. Cumulative rating may take into account courses studied in other educational institutions, including academic seminars (summer and winter schools), upon the student's request<sup>6</sup>.
- 3.2.10. Students who got admitted to the second and subsequent years of study at HSE, transferred from a different educational institution or from a different programme implemented at HSE will have their rating determined as follows:
- 3.2.10.1. Based on the evaluation/re-evaluation and transfer<sup>7</sup> of previously studied courses that have the same number of credits as courses prescribed by the curriculum of the degree programme to which the student is admitted or transferred;

<sup>5</sup> Procedures for transfer of academic results obtained in other educational institutions and at seminars are stipulated in the *Regulations on International Academic Mobility of HSE Students*.

<sup>6</sup> See footnote 5.

<sup>7</sup> Evaluation/re-evaluation and transfer of courses is conducted by an evaluation committee of the faculty/department/subdivision to which the student is admitted/transferred.



3.2.10.2. Current rating does not take into account evaluation results<sup>8</sup> for courses not included into the curriculum of the degree programme to which the student is admitted or transferred; however, such results may be included into the cumulative rating upon the student's request, if the respective grades and credit weights are known.

#### 4. Rating Generation and Access to its Results

- 4.1. Rating is generated through the ASAV system<sup>9</sup> containing data on all courses assigned to the students, their status, number of credits, and grades received.
- 4.2. Study offices draw up student curricula using ASAV as described in Appendix 2 hereto.
- 4.3. Staff of the faculty/department/subdivision implementing degree programmes use special ASAV tools (as described in the guidelines for ASAV) to generate all types of tables with ratings of the student population for the given period.
- 4.4. To generate rating tables, ASAV automatically calculates credit-based rating scores for each student of the given population in the selected study period, based on data stored in ASAV. ASAV determines normalization coefficient for each student. Rating tables are sorted by credit-based rating score in a descending order.
- 4.5. If several students have the same credit-based rating score, their rating is represented as an interval, or a range of places.
- 4.6. Grade point average of each student in the selected study period is calculated upon rating formation. Grade point average is a sum of all grades divided by the number of courses, any missed assessments excluded.
- 4.7. Student rating is extracted from a table (Appendix 3) containing information on the year of study, name of the faculty/department/subdivision, degree programme, rating type, full names of students, grade book numbers, tuition fee payment mode, assigned courses, their credits, received grades (including registered absences), credit-based rating scores, normalized credit-based rating scores, minimum grade, grade point average, note on “*Fail*” and “*Satisfactory*” grades, and the student's rating score.
- 4.8. Once the rating table is generated, the study office of the faculty /department /subdivision must review the table to ensure it is correct. If any discrepancies are discovered, ASAV records must be corrected and a new rating table generated.
- 4.9. Rating lists are subject to approval by the dean/head of the department or HSE subdivision delivering degree programmes.

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<sup>8</sup> See footnote 7.

<sup>9</sup> ASAV is a comprehensive academic information system.



4.10. Once rating lists are approved, staff of the study office of the faculty/department/subdivision enters the *Rating Approved* caption in ASAV, and the rating table is then uploaded to the ASAV archive where it can be accessed subsequently.

4.11. To inform students of their (current/cumulative) rating scores, the study office shall post rating lists (complete rating tables with grades for all courses) on the websites and bulletin boards of the faculty/department/subdivision.

4.12. Students must be notified of their rating scores by the following deadlines:

- Current rating before retakes for semester 1 – January 20;
- Current rating before retakes for semester 2 – July 20;
- Current rating after retakes for semester 1 – March 10;
- Current rating after retakes for semester 2 - October 25;
- Cumulative rating – March 10 and October 25.

4.13. Students may appeal against the announced rating results, if they discover any incorrect grades or wrong data on any course from the curriculum. An appeal request addressed to the dean/head of the department/ head of the subdivision is submitted to the study office within 2 business days after publication of the rating lists. An appeal requests must be accompanied by supporting documents<sup>10</sup>.

4.14. If an appeal is lodged, the study office of the faculty/department/subdivision must review the circumstances within 2 business days and, if the claim is deemed justified, changes to the effect are made in ASAV, and a new rating is generated.

4.15. Rating lists generated and approved once again are posted on the websites and bulletin boards of the faculty/department/subdivision within 5 business days from the deadlines stipulated in Clause 4.12.

4.16. If after retakes some students change their positions in the current rating announced officially within the deadlines listed in clauses 4.12 and 4.15, the current rating before retakes announced on time and approved by duly authorised HSE officials/bodies as per HSE bylaws shall not be affected. Decisions regarding students falling under different HSE bylaws as per the current rating after retakes are taken by duly authorised HSE officials/bodies separately.

4.17. If ranges marked in the rating prevent determining the exact number of students who may be subject to separate resolutions of the duly authorised HSE officials/bodies as per HSE bylaws, ranges may be further subdivided based on the grade point average.

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<sup>10</sup> Copy of the grade book, working/individual curriculum, etc.



## 5. Rating Calculation for Undergraduate and Master's Students with Credits Exceeding the Standard Number

- 5.1. To calculate current rating for undergraduate and master's students who have more credits than prescribed by the working curriculum, highest credit-based rating scores are selected automatically<sup>11</sup>.
- 5.2. Number of credits for completed courses in the selection may differ from half the annual number of credits by no more than 5% (upwards or downwards).
- 5.3. Students who disagree with the selection generated automatically may contact the study office of the faculty/department/subdivision within 2 calendar days after rating publication and submit a written request to take different courses for rating calculation. The study office shall then make the requested changes as described in clauses 4.13-4.15.
- 5.4. Cumulative rating takes into account all courses from the student's curriculum, including those exceeding the standard.
- 5.5. Supervisor of the master's programme/dean of the faculty/ head of the department may resolve to use non-normalized rating for master's students. Students must be notified of this decision (via website or bulletin boards) during the first week of their studies.
- 5.6. If a non-normalized rating is used for master's programmes, and the student has fewer credits, calculation shall be based on this number to discourage students from leaving most of their study load to the second semester.

## 6. Purpose of the HSE Rating System

- 6.1. Normalized current rating before retakes is used as the basis for
- 6.1.1. Granting state academic scholarships<sup>12</sup> to state-funded students;
  - 6.1.2. Student transfer to a state-funded place<sup>13</sup>;
  - 6.1.3. Granting increased academic scholarships<sup>14</sup>;
  - 6.1.4. Granting tuition fee discounts to fee-paying students studying on a contractual basis<sup>15</sup>;
- 6.2. Normalized current rating after retakes is used for granting tuition fee discounts to fee-paying students studying on a contractual basis<sup>16</sup>;
- 6.3. Different ratings of student performance may be used for the following purposes:
- 6.3.1. Identifying best HSE students;

<sup>11</sup> Using ASAV inventory for rating generation

<sup>12</sup> Pursuant to *Regulations on Increased Academic Scholarships for HSE Students*

<sup>13</sup> Pursuant to *Procedures for Student Transfer from a Fee-Paying Place to a State-Funded Place*

<sup>14</sup> Pursuant to *Regulations on Increased Academic Scholarships for HSE Students*

<sup>15</sup> Pursuant to *Regulations on Tuition Fee Discounts for Students Studying on Fee-Paying Places on a Contractual Basis*

<sup>16</sup> Pursuant to *Regulations on Tuition Fee Discounts for Students Studying on Fee-Paying Places on a Contractual Basis*



- 6.3.2. Providing grants for study or internships at foreign universities;
- 6.3.3. Granting personal and other scholarships;
- 6.3.4. Selecting students for optional and elective courses with limited number of places;
- 6.3.5. Providing alumni with letters of recommendation for their employers;
- 6.3.6. Rewarding students;
- 6.3.7. Other purposes defined by executive bodies of the HSE, faculty or regional campus.

