Annex

to HSE University’s Directive

No. 6.18.1-01/0807-03 July 8, 2019

APPROVED by

by HSE University Academic Council

Minutes No. 9, dated June 21, 2019

**Regulations**

**on the Rating System for Comprehensive Evaluation of Student Performance in Bachelor’s, Specialist and Master’s Programmes**

**at National Research University Higher School of Economics**

# General Provisions

* 1. These Regulations on the Rating System for Comprehensive Evaluations of Student Performance in Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics (hereinafter, “HSE University”, the “Regulations”, and “educational programme”, respectively), hereby set out an unified approach to the application of the Rating System for educational programmes pursued by students at HSE University and its regional campuses.
	2. Part-time and extra-mural educational programmes make their own decisions regarding the rating systems for comprehensive evaluations of student performance. Such decisions shall be formalised by directive of the head of the relevant HSE University subdivision, engaged in delivering part-time and extra-mural programmes at HSE University.
	3. At the HSE International College of Economics and Finance, a rating shall be calculated and used in accordance with the Regulations on Performance Rating of HSE ICEF Students (Annex 1 hereto).
	4. These Regulations and any amendments hereto shall be approved by HSE University’s Academic Council and be enacted as per a directive of the University’s Rector.
	5. A link to these Regulations can be found in the Student Rating section on HSE University website (portal) at: <https://www.hse.ru/studyspravka/rate>.

# Goals and Objectives of the Rating System

* 1. The rating system is aimed at comprehensive evaluations of students’ academic performance.
	2. This rating aims to assess student performance via the following:
		1. increasing motivation of students for mastering educational programmes by differential assessments of their academic efforts;
		2. improving educational processing at HSE University;
		3. obtaining nuanced and comprehensive information on the quality and outcomes of educational processes and individual achievements of students in order to make managerial decisions in accordance with HSE bylaws.
		4. Identifying grounds for granting students tuition discounts as per procedures set out in HSE bylaws (hereinafter, “tuition discounts”):

# Key Notions and Principles in regards to the Rating System

* 1. The following terms and abbreviations are used herein:
		1. the rating system for comprehensive evaluation of student performance under Bachelor’s, Specialist and Master’s programmes (hereafter, the “rating system”) is a comprehensive system for gradual evaluation of student progress under an educational programme as compared to other students in the same circumstances;
		2. student cohort comprises students in the same year of study on the same or several programmes[[1]](#footnote-1), whose academic performance in the given period is being compared;
		3. study period is a period of time spent by the student on studying the courses (hereafter, “courses”) and/or dedicated to other kinds of study work. In the context of these Regulations, a study period equals a semester (Module 1 and 2, or Module 3 and 4) or an academic year;
		4. credit-based rating score of students refers to the sum of examination grades (on a 10-point scale) for all courses in a given study period[[2]](#footnote-2), multiplied by their credit weights[[3]](#footnote-3), in accordance with the student’s individual curriculum.
		5. rating denotes a student’s place in the list of all credit-based rating scores of the student cohort sorted in a descending order.
		6. normalization coefficient (hereinafter, “*NORMj”*) is calculated for each student as:

$NORM\_{j}= \frac{\max\_{j\in [1,k]}(\sum\_{i=1}^{n\_{j}}p\_{ij })}{\sum\_{i=1}^{n\_{j}}p\_{ij }}$,

whereby

pij – is the credit weight attached to the i-th course in the curriculum of the *j*-th student, scheduled for examination in the given period;

nj – the number of exams in the j-th student’s individual curriculum for the given period;

k – the total number of students;

i – number of courses in an individual curriculum;

j –number of students.

If all students in the cohort 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.

* + 1. a normalized credit-based rating score is a credit-based rating score multiplied by the normalization coefficient.
		2. a normalized rating is a rating composed of normalized credit-based scores. It helps to compare the performance of students with different curricula and different sums of the credit weights for respective courses.
		3. the rating before retakes is a rating based on examination results prior to retakes of failed or missed (for a valid reason) assessments. The grades of students who, as an exception, were allowed to retake an examination before the retake period[[4]](#footnote-4) shall be included in the rating before retakes;
		4. rating after retakes is a rating based on examination results at the end of the (main and additional) retake period;
		5. student’s percentile – a result indicating the proportion (in a percentage) of students from the entire cohort who have performed better than the learner under consideration;
		6. average grade – results, indicating the average arithmetic grade for all courses taken during a given period; a grade point average is the sum of all grades divided by the number of courses; any missed assessments shall be excluded.
		7. grade point average (hereinafter, “GPA”) – the result indicating the average arithmetic grade for all students, whereby total credits under a given course serve as a weighted ratio;
	1. There are 2 (two) student ratings at HSE University:
		1. the current rating reflects student performance for courses from the individual curriculum in the given study period. The current rating is a working indicator of student performance at the end of the study period (or period of retakes);
		2. the cumulative rating reflects student performance in all courses studied on an educational programme by the time of the rating’s calculation. The cumulative rating is a cumulative indicator reflecting student performance throughout the entire the duration of studies. The cumulative rating may not be normalized.
	2. The current rating takes into account the assessment results for mandatory and elective courses included into a student’s curriculum within the required number of credits, as stipulated in the curriculum for the given study period. Upon completion of the second semester, the current rating for all first-year and second-year students in undergraduate and specialist programmes takes into account the assessment results for the mandatory examination in the English language with a credit weight equivalent to 4 credits. After the second half of the year, the current rating all students in the graduating year of the given Bachelors/specialist programme shall consider the results for their obligatory exanimation/defense of their project proposal in English, with a credit weight of 2 (two). However, this rating does not consider a student’s results for University-wide electives. Any matters relating to issues such as performance results for elective courses financed by faculties in the current rating shall be decided by the dean of the faculty when the curriculum of the faculty’s elective courses is hereby elaborated. This rating does not consider grades for optional projects.
	3. The current rating is subdivided into the current rating before retakes and the current rating after retakes.
	4. “0” grades shall be included into the calculation of the credit-based rating score, if they have been received for examinations/retakes missed by the student, whether for a valid reason or not.
	5. The current rating may take into account courses studied at different educational institutions, provided they are included in the student’s individual curriculum[[5]](#footnote-5).
	6. “0” grades shall be included into the calculation of the current and cumulative rating, should they have been received for courses repeated by the student under an individual curriculum and have been issued owing to academic failure.
	7. The cumulative rating takes into account assessment results (and those for 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 the rating’s calculation. As such, “0” grades shall be assigned if the student missed examinations, whether for a valid reason or not.
	8. The cumulative rating may take into account courses studied at other educational institutions, including academic seminars (summer and winter schools), upon the student’s request[[6]](#footnote-6), if they were not included in his/her individual curriculum and had not been taken into account in prior rating calculations.
	9. Students who were transferred from a different educational institution or from a different programme offered at HSE University shall have their rating determined as follows:
		1. based on the evaluation/re-evaluation and transfer[[7]](#footnote-7) of previously studied courses, which have the same number of credits as courses prescribed by the curriculum of the educational programme to which the student has been admitted or transferred;
		2. The current rating does not take into the account evaluation results[[8]](#footnote-8) for courses not included into the curriculum of the educational programme to which the student is admitted or transferred; however, such results may be included into the cumulative rating upon his/her request, if the respective grades and credit weights are known.

# Rating Generation and Access to Results

* 1. The rating shall be generated through HSE University’s integrated information system “Applicant. Student. Doctoral Student. Alumnus” (ASAV), which contains data on all courses assigned to students, their status, number of credits, and grades received.
	2. In order to ensure the correct calculation of the rating, the relevant programme office/manager of the educational programme (hereinafter, “programme office”) shall compile data through HSE University’s records system, as per the rules stated in Annex 2 to these Regulations.
	3. The rating shall be calculated in a special LMS module (hereinafter, “LMS”) for a specific period for the entire student cohort, as per data received from the ASAV system. At the same time, with respect to each student in this cohort for the given academic period, credit/rating grades shall be considered, while the standard ratio and standard credit/rating grade will be determined. In order to draw up the rating, the data shall be sorted based on the credit/rating grades in descending order.
	4. Courses and other components under a given educational programme, with a “pass” grade shall be given a “10”, while those with a “fail” grade shall be given a “0”.
	5. If several students have the same credit-based rating score, their rating shall be represented as an interval, or a range of places. The cumulative rating for credit/rating grades shall be determined in an analogous fashion.
	6. The following are considered when drawing up the rating:
1. grade point average of each student in the selected study period is calculated upon rating formation. The average can be used for further ranking of students should they have the same result under the rating for the same programme;
2. a GPA result, which may be used as an additional criteria for ranking students; the final result shall be included in the Diploma Supplement as per the Regulations on the Diploma Supplement to a Degree Certificate of National Research University Higher School of Economics;
3. The percentile for each student in the same year of a given educational programme; in order to determine the percentile, a student’s rating shall be drawn up as per p. 4.3 of these Regulations, whereby the total student cohort shall be the equivalent of the year of a given educational programme (hereinafter, “student’s rating among yearly cohort”)[[9]](#footnote-9). The student’s percentile shall be equivalent to the different quotient of the student’s rating vis-à-vis students in the same year and unit with respect to the total student cohort in the same year under the educational programme (reprinted as a percentage).
	1. The Degree Programmes Office is responsible for calculating ratings and other indicators, as specified in these Regulations. This shall be carried out centrally with the application of the LMS automatic algorithms.
	2. Students must be notified of their rating scores by the following deadlines:
		1. current rating before retakes for Semester 1 – January 15;
		2. current rating before retakes for Semester 2 – July 10;
		3. current rating after retakes for Semester 1 – March 1;
		4. current rating after retakes for Semester 2 - October 20;
		5. cumulative rating – March 5 and October 25.
	3. Detailed information about assigned courses, their workload (in credits), grades received (e.g., notes on absences), credit/rating assessments, standard ratios, standard rating results and algorithms for calculating student ratings shall be maintained in LMS in each student’s personal electronic file. Teachers, academic supervisors of educational programmes and programme office staff may access information on all HSE University’s students via LMS through the “Student Electronic File” service.
	4. If a student uncovers an inaccurate grade or incorrect information with respect to 1 (one) of the courses in the curriculum, he/she shall retain the right to contest the rating result, by submitting a request addressed to the academic supervisor of the given educational programme. The student must submit the request to the programme office within 2 (two) working days from the date when the information is filed in his/her profile in LMS.

An appeal request must be accompanied by supporting documents[[10]](#footnote-10).

* 1. If an appeal is lodged, the programme office must review the circumstances within 3 (three) business days and, if the claim is deemed justified, changes to the effect shall be made in ASAV, and a new rating will be generated[[11]](#footnote-11).
	2. Rating lists shall be automatically registered in the module for calculating ratings no later than the dates stated below:
		1. current rating before retakes for Semester 1 – January 20;
		2. current rating before retakes for Semester 2 – July 15;
		3. current rating after retakes for Semester 1 – March 5;
		4. current rating after retakes for Semester 2 - October 25;
		5. cumulative rating – March 10 and October 30.
	3. The set rating lists shall be electronically stored in LMS as at the determined date.
	4. Should mistakes be uncovered after the date when the ratings are set, the academic supervisor/manager of the educational programme shall forward a memo to the Vice Rector in charge of academic activities, explaining the reasons why the student rating must be recalculated, followed by the publication of the updated version on the homepage of the programme on HSE University website (portal).
	5. Upon approval, the rating lists shall be automatically published on the homepages of respective educational programmes on HSE University website (portal).
	6. The following information is subject to publication: student’s last name, first name, middle name/patronymic, educational programme, year, academic year, rating number, average grade, minimal grade, GDA, and percentile. On the basis of information published on the homepages of educational programmes on HSE University website (portal), users will be able to track changes in a student’s rating according to specific periods.
	7. As per p. 4.1.4 of these Regulations, the publication of the rating prior to retakes shall be done after the retake period. The recalculation of this rating prior to retakes for students, who have successfully eliminating their academic failure prior to when the rating is published shall not be implemented, and all decisions based on the results of current ratings prior to retakes cannot be revoked. Decisions regarding students falling under different HSE bylaws as per the current rating after retakes shall be taken by duly authorized HSE University officials/bodies on an individual basis.
	8. If ranges marked in the rating prevent the determination of the exact number of students who may be subject to separate approved decisions, ranges may be further subdivided based on the grade point average.

#  Rating Calculation for Undergraduate and Master’s Students with Credits Exceeding the Standard Amount

* 1. To calculate the current rating for undergraduate and Master’s students, who have more credits than prescribed by the working curriculum, the highest credit-based rating scores shall be selected automatically[[12]](#footnote-12).
	2. The number of credits for completed courses in the selection may differ from half the annual number of credits by no more than 5% (either upwards or downwards).
	3. Students who disagree with the selection generated automatically may contact the programme office of the relevant faculty/department/subdivision within 2 (two) calendar days after rating publication and submit a written request to take different courses for rating calculation. The relevant programme office shall introduce changes to a student’s individual curriculum as per Annex 2 to these Regulations. After this process, the results shall be recalculated.
	4. The cumulative rating takes into account all courses from the student’s curriculum, including those exceeding the standard 60 credits for a year.

#  Purpose of the HSE University Rating System

* 1. The normalized current rating before retakes is used as the basis for:
	2. granting increased academic scholarships;
	3. granting discounts on tuition fees to students who study under paid educational service agreements, including a 100% discounts.
	4. The normalized current rating after retakes is used as the basis for granting discounts on tuition fees to students who study under paid service agreements, including 100% discounts.
	5. The results of different types of rating evaluations of student performance may be used for those purposes stipulated in HSE bylaws and regulations for HSE University’s regional campuses.
1. Comparison of academic achievements of students from various educational programmes of the same level within a given faculty may be authorised by the dean of the faculty / head of the subdivision engaged in the implementation of programmes of higher education. Such decision shall be formalised by the directive accompanied by a list of groups of educational programmes, while individual ratings are calculated for each of them. [↑](#footnote-ref-1)
2. The credit weight of courses, or workload, expressed in credits (credit units), shall be fixed in the curriculum of the educational programme. The credit weight is fixed in educational standards of the educational programme. [↑](#footnote-ref-2)
3. For instance, if the curriculum provides for 30 credits per semester, the maximum credit-based rating score is 300. [↑](#footnote-ref-3)
4. In line with the relevant bylaw, which establishes the procedure to organize interim tests and ongoing assessment of student performance at HSE University; [↑](#footnote-ref-4)
5. 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 University Students. [↑](#footnote-ref-5)
6. See footnote 5. [↑](#footnote-ref-6)
7. The evaluation/re-evaluation of courses is conducted to the evaluation commission of the educational programme to which the student is transferred. [↑](#footnote-ref-7)
8. See footnote 5. [↑](#footnote-ref-8)
9. A student’s rating among other learners in the same year may coincide with the current rating as long as the student cohort includes learners in the same year of the same educational programme. [↑](#footnote-ref-9)
10. Information from the student’s personal LMS account, containing respective course grades; the teacher’s confirmation of a grade in a free format, etc. [↑](#footnote-ref-10)
11. Once rating information is included in a student’s LMS file prior to the publication of information on the homepages of the respective educational programmes on HSE University website (portal), changes from the ASAV system shall be automatically inputted, after which, the ratings shall be recalculated. [↑](#footnote-ref-11)
12. Using LMS inventory for rating generation [↑](#footnote-ref-12)