

## SAS Teaching and Learning Policy: Changed and updated for Q3 2021-22

### Grading Sheets

The SAS Education Office creates grading sheets for all SAS courses. Access to each sheet is normally restricted to the course coordinator, course instructors, and the Education Office.

#### Entering Attendance

Attendance must be reported on the grading sheets weekly, and by no later than 23:59 on the Sunday after the week's teaching.

Symbol Key for noting attendance:

(Leave blank) = Student present for class (can also be marked as P)
O - student absent
M - make-up task assigned
MC - make-up task was completed

#### Entering Grades

Professors enter your grade for each assignment in the green fields of the grading sheet. Decimal grades with up to 2 digits after the decimal points (that is, both 4.2 and 6.28) are allowed as both partial and final grades; for some purposes the grades will be rounded to the closest natural number. If an assignment grade has received a penalty (for being late, for example), professors should deduct this before entering the grade on the sheet.

SAS Education Office expects professors to **send grades and feedback to students within a week of the assignment's submission date**. All grades should be shared individually only, and through official channels to the students (either in person, via Canvas, or via email). If a student does not receive a grade and feedback within a week from the submission date, they are advised to email the Associate Director for Education ([d.kontowski@utmn.ru](mailto:d.kontowski@utmn.ru)).

### Lateness, Absences, and Deadline Extensions

#### Lateness

SAS believes that professionalism can be required from all parties of an educational process, and does not support showing up late to scheduled classes. **A student knowing they will need to come late to a class must email the instructor** (a teacher scheduled to teach a class on that

day) **at least two hours in advance**. A student who failed to receive permission from an instructor or who shows up 5 minutes late to a class should be refused entry to a class and marked as absent.

### Absences

SAS believes that its courses are much more than just delivery of information; that interactive teaching and student participation are necessary for a learning success. For those reasons:

1. Unless otherwise specified in the syllabus, a **student who knows they will miss a class for whatever reason must inform the instructor at least two hours in advance of the scheduled start time of the class**. A student who fails to do so will have their final grade downgraded by 1.0 for every class meeting missed - and marked as such in the 'attendance penalty' of the grading sheet.
2. A student who informed the instructor ahead and **misses a single class meeting in each quarter-long course will not face adverse consequences** for that incident and does not have to explain their reasons to anyone.
3. A student missing the second and any subsequent meeting of a class can ask the course instructor for **a make-up assignment** in the email announcing their absence.
  - a. The content of a make-up assignment is up to the teacher, but in principle it might include a mandatory consultation in the box or completing an extra assignment. One larger make up assignment can cover multiple absences.
  - b. The make-up assignment must be completed before the deadline set by the teacher.
  - c. A teacher must decide whether the submitted make-up assignment deserves a pass or should the class be treated as missed with a consequence (explained in point one).
  - d. A teacher has a right to refuse to give a make-up assignment but they have to provide their reasons to do so. A student who was refused a make-up assignment on grounds they find not legitimate can appeal to the ADE by forwarding written correspondence with the teacher on that matter. If the conflict is not resolved after the decision by ADE, the student can appeal to the TC.
4. A student who **misses 30% of class meetings, for whatever reason, cannot receive a passing grade for the course**, regardless of the grade for assessment breakdown specified in the syllabus. Exceptions to this rule can only be granted by the Associate Director of Education in case of proven, serious health issues of which there was an advance notification.

### Assignment extensions

Assignments submitted late must be downgraded by one full grade for each 24-hour- period after the deadline. For example, a 7-grade assignment submitted 2 minutes after a deadline

should receive a 6; the same assignment submitted three days late should receive a 4. A teacher has the right to decide what to do in case a student misses an in-class assessment, including the right to give a zero for that assignment.

As all due dates for assignments are stated in the syllabus, the pressure of other university work or extracurricular activities are not enough to justify an extension. In justified circumstances (when ill health, death of a loved one, or personal difficulties of a serious nature prevent completion of an assignment), a student might ask an instructor for an extension of the assignment deadline. **This permission can only be granted if a student notified the teacher at least 12 hours before the deadline.** A teacher has the right to refuse to grant an extension. Any extensions must be notified in the grading sheet via the comment function.

Note: SAS does not permit “extra credit”. All graded assignments must be listed in the syllabus.

### Grading

SAS is an educational institution striving for the highest standards in teaching and learning. SAS uses the grading scale of 1-10. Here is a rough guide to how these numbers compare to international grading schemes and to the official Russian 2-5 scale:

SAS Round Grade	SAS Decimal Grade	Meaning	US Grades	US 100-pt scale	US 4-pt GPA	UK Degree Class	UK 100-pt scale	Russian 5-pt scale
10	9.5-10	Perfection	A+	100	4.0	First Class Honours	70-100	5 Excellent
9	8.5-9.49	Excellent	A to A +	95-99				
8	7.5-8.49	Very good	A- to A	90-94	3.0	Second Class Honours	50-69	
7	6.5-7.49	Good	B to B+	85-89				
6	5.5-6.49	Satisfactory	B- to B	80 -84	2.0	Third Class Honours	40-49	4 Good
5	4.5-5.49	Sufficient	C to C+	73-79				
4	3.5-4.49	Barely sufficient	D to C-	60-72	1.0	Ordinary/ Unclassified	35-39	3 Satis- factory
0-3	Below 3.5	Fail			0	Fail	Below 35	2 Unsatis- factory

Note that grades 0–3 are failing grades, and that 9–10 are reserved for work of exceptional standard and should be awarded sparingly.

Do note that it is up to a professor to decide what % of the learning outcomes a student must master to receive a passing grade (3.50 or higher) or a pass in a pass/fail course.

### The 7-Rule

SAS operates with a grading curve system, in place to prevent grade inflation and to ensure standardization. Ordinarily, the average grade for each class should be at or around 7.

At the point of submitting the final grades, professors have a choice of two rules for grading in their course:

7-Average: The average grade should fall within the range of 6.50-7.49.

7-Median: The number of rounded grades above 7 and the number below 7 should not differ by more than 1.

Either variation of the 7-Rule can apply to all assignments individually, or only to final grades. The chosen variants of the 7-rule must be marked in the grading sheet.

The grades of failing students and of students marked as no longer attending classes are not calculated in applying the 7-Rule.

### Exceptions to the 7-Rule

Some core courses are automatically exempt from the 7-Rule; this information is included in the syllabus. If students have performed exceptionally above or below usual standards, professors may also apply to the Teaching Council for a 7-Rule exemption. The Teaching Council will usually announce a deadline for these applications, typically a week before the end of each quarter. Contact: [sas.tc@utmn.ru](mailto:sas.tc@utmn.ru)

### Communicating Grades to Students

Final grades and final assignment grades should only be communicated through the grading sheet (see below). Professors should not communicate final grades to students; final grades must be confirmed by the Education Office. If in doubt, please contact [sas\\_education@utmn.ru](mailto:sas_education@utmn.ru).

### Final grades

It is essential that the professors submit all final grades by the time specified in the grading sheet, usually at the end of the eighth week of the quarter. This extremely tight turnaround is a result of wider university regulations and cannot be adjusted. As a result, faculty are recommended to set final deadlines that allow them sufficient time to complete all grading by the end of the quarter.

Since the precise grades are used for SAS-wide ranking of all students, final grades should be given with decimals (e.g. 7.43), if at all possible.

### Appealing Final Grades

All students have the right to appeal their interim and final grades to the Teaching Council. This procedure is regulated [separately](#). A grade communicated by the Education Office can only be changed by the decision of the Teaching Council.

### Exams

If a student fails a course, or wants to improve their grade, they are entitled by Russian federal law to take an additional exam. The format of an exam is prescribed by SAS and described in the syllabus of each course. Students having questions about the exams should turn to the Education Office ([sas\\_education@utmn.ru](mailto:sas_education@utmn.ru)).

## **Academic Integrity / Plagiarism**

Students are expected to comply with the SAS Academic Integrity Document (see English version [here](#), or the Russian version [here](#)). The use of any translation applications (Google Translate etc.) is highly discouraged. Students are required to cite any sources employed in written assignments using the citation style listed in the syllabus. **All written assignments must be run by Professors through Antiplagiat.**

Professors who have concerns about possible violations of this policy must email the Associate Director for Education ([d.kontowski@utmn.ru](mailto:d.kontowski@utmn.ru)) and follow the shared procedures. SAS stores records of any proven violations of Academic Integrity, regardless of the date of discovery.

## **Schedule and Delivery Matters**

### Class Schedules

All classes are scheduled by the Education Office, and any planned changes must be agreed one month in advance. If a professor cannot make a planned meeting for their class, they must notify the Head of Education ([sas\\_education@utmn.ru](mailto:sas_education@utmn.ru)) immediately and agree on a time for which the class will be rescheduled. Class format (e.g., Online or Offline) cannot be changed without prior approval by the Head of Education.

### Professor in a Box

Every professor and visiting faculty at SAS has a weekly Professor in the Box slot during the quarter. All students are encouraged to visit any professor, regardless if they are attending their courses. The Box might be used for general academic advice, questions about coursework, majors, graduate destinations, make up assignments, etc.

The Box is located in room #212 at SAS, and also runs synchronously online. Instructors unable to be in Tyumen meet with the students online.

Each professor has a single slot once a week, scheduled by the Education Office to not clash with other classes of a professor and maximise the number of students who might want to attend this slot. Box slots are scheduled according to the same process as classes and visible to each professor in their Moodle. The general schedule with links can be found [here](#), any changes are reflected in the [Online Schedule](#).

## **Course Materials and Assignments**

### Canvas

Each course should have its own page on the Canvas platform. You may register [here](#). Each instructor is responsible for creating their own course pages, in co-taught courses, course coordinators are responsible for creating the Canvas page. Professors can find a guide for doing this [here](#). Once you have set up the page, please “invite” your students (using the emails from your grading sheet), “invite” the Education Office as a “TA” ([sas\\_education@utmn.com](mailto:sas_education@utmn.com)), and “publish” the course.

Professors are required to post the approved syllabus and all readings at least a week before their classes start, and further resources (links, assignments etc.) at least before the start of each week.

### Course Assignments

All electronic assignments should be created and submitted via Canvas.

Professors should submit electronic copies of assignments to the folder and/or hard copies of assignments to the Education Office by 23:59 on the last teaching day of the quarter.

### Use of Social Media

In principle, students cannot be asked to use their private social media accounts for teaching and learning purposes. If a professor considers use of social media inevitable for their teaching they have to state it in the syllabus prior to the beginning of the course and they should acquire the consent of the students for using their private social media accounts for class-related purposes. Students should have the chance to use social media accounts, other than their private ones, that have been created for the course

It is the responsibility of the course instructor to make sure that all students have access to social media; in case some students do not have access to social media, the instructor should devise alternative assignments.

The social media should be used for educational purposes only that are immediately related to the material taught in the course.

## Course evaluations

Official student course evaluations take place around the end of the quarter. In order to ensure a high response rate, professors are encouraged to set aside some time during the last class meeting to allow students to fill in course evaluations.

Professors are advised to follow the Education Office instructions concerning communication of any grades to students during that period. Evaluations are all anonymous and relate to a series of questions set by the Associate Director for Education, who will share the summative report with students and instructors for the quarter. All instructors have access to the raw data and comments submitted to each class they delivered or taught into.

## Online Learning

Online delivery of a class is only allowed with an approval of the Education Office. In such cases, professors are responsible to arrange a link allowing students an uninterrupted delivery of the class and share it with the students. The instructor should join the link at least 5 minutes before the class starts, maintain a strong and reliable internet connection (audio + video) and plan for a backup device, if possible, in case connection fails.

The following guidelines apply to all online classes.

- Synchronous Delivery
  - Professors may not replace scheduled synchronous online class meetings with any other time / format without prior approval from the Head of Education Office.
- Platform-Agnosticism
  - SAS does not prescribe a particular platform for synchronous communication. Professors may use Zoom, Teams, or any other platform of their choice.
- Fit-for-Purpose
  - Professors may choose the tools and policies they feel are necessary to run their classes under the complex circumstances. For example, professors may require their own camera policy.

Online teaching should be conducted in professional conditions, and both professors and students should be appropriately attired, and in a location conducive to conducting / attending a class.

A teacher has a right to require cameras on for all the students. All students must attend the class from their own device or a university computer.

All regular policies concerning attendance and absences apply for online classes. It is a student's responsibility to maintain a reliable connection to an online class.

Only students who cannot enter the country, or study abroad according to the approved plan, and who made arrangements with course coordinator and Associate Director for Education at least a week before the quarter starts, might be allowed to study an offline class online only for as long as they cannot enter the country (or are in quarantine). All other students cannot attend an offline class online.

If professors have unreliable connection issues, students should report this to the professor, and if no improvement is made, to the Head of Education. If the professor does not come online or send a message to clarify the situation within 10 minutes after the official starting time, students are advised that class is cancelled, and the Head of Education Office should be notified. Missed classes will be rescheduled, with updated class times shared via Canvas and Moodle.

#### Assessment in Online Classes

Given the lack of reliable proctoring solutions, professors are encouraged to adjust the level of difficulty or replace tests with other types of formative assessments, such as end of term projects or team presentations. Any written sections of online tests will be run through Antiplagiat and checked for plagiarism.

As there is no equitable way to assess participation, professors are advised to remove standalone participation grades from their syllabi.

Online assignments will be “open book,” meaning students can look at course reading materials and notes while answering the questions. Academic Integrity rules still apply, however. That means: Their answers should be entirely their own work; and they should not use Google Translate to translate long passages of Russian into English.