

Федеральное государственное образовательное бюджетное учреждение высшего образования «Финансовый университет при Правительстве Российской Федерации» (Финансовый университет)

РАСПОРЯЖЕНИЕ

«<u>18</u>» шоле 201<u>9</u>г.

<u>№ 0591</u>

Москва

Об использовании шаблонов элементов образовательной программы на иностранном языке

С целью формирования методического обеспечения международных образовательных программ и программ, реализуемых на иностранном языке, на основании решения Ученого совета Финансового университета (протокол от 28.05.2019 № 36) о б я з ы в а ю :

1. Руководителей учебно-научных департаментов и заведующих кафедрами использовать шаблоны элементов образовательной программы при разработке образовательных программ бакалавриата и магистратуры, реализуемых на иностранном языке, согласно приложениям № 1 – 4.

2. Контроль исполнения распоряжения возложить на начальника Управления методического обеспечения образовательных программ Сергееву Н.И.

Проректор по развитию образовательных программ

Maun

Е.А. Каменева

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Согласование проекта приказа о "ЭМПП"	Иправление методического обеспечения образовательных программ			Состояние: выполнено (Адресату с ЭП)	умпттраложение 4 к распоряжению, Упровлен УМПП реестр рассылки,
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Приходько Лилия Васильевна (18.07.2619 10:19: Подписать.	16] :				***
С Согласование проекта приказа о "УМПП" Истолнитель: Сергоева Наталья Изановна	управление методического обеспечения образовательных програмы			Состояние: выполнено (В группу распечатки приказов)	
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Призодько Лилия Васильевна Дата подписи: 18.07.2019 10.19:37

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Приложение № 1 к распоряжению Финуниверситета от «<u>/8</u> » <u>07</u> 2019 № <u>0591</u>

Шаблон структуры и содержания рабочей программы дисциплины

Syllabus

1. Name of a subject

2. Mapping of learning outcomes (list of competences), with the relevant indicators described and subject learning outcomes indicated

The section lists the graduates' coded competencies that are to be developed during the learning process, indicators that show their development (generalized descriptions of specific actions performed by the graduate that clarify and reveal the competence content), learning outcomes (knowledge, skills) with indicators of competence development (in the form of a table):

Table 1

Competence	Compatance	Commetence	I
Competence	Competence	Competence	Learning outcomes (skills ² , and
code		development	knowledge) and indicators that
		indicators ¹	show competence development

If the subject is part of various programs' curricula, the section lists program names and includes a list of competences indicated in the relevant curricula.

3. Place of the subject in the curriculum

The section describes what place is occupied by the subject in the program curriculum.

4. Workload in credits and academic hours, with class work (lectures and seminars) and self-study indicated

The data are presented in the form of a table.

¹ To be filled in when the updated Financial University educational standards and federal state educational standards of higher education "3++" are implemented.

 $^{^{2}}$ Skills are described when the Financial University educational standards of the 1st generation and federal state educational standards of higher education "3+" are implemented.

			Table 2
Type of work	Total (in credits and hours)	Semester (Module)1 (in hours)	Semester (Module)2 (in hours)
Overall workload			
Class work			
Lectures			
Seminars, practicals			
Self study			
Formative assessment		×.	
Summative assessment			

5. Subject content (with the thematic components indicated). This subsection lists the academic subject itemized thematic content in the form of a text. The text volume should not exceed 3 pages.

6. List of teaching and methodological materials needed for the students selfstudy

6.1. List of questions for student self-study and types of out-of-class activities

The section lists types of out-of-class activities that correspond to items in the subject content description.

There is a list of questions the students should answer while working independently.

Table 3

Itemized subject content	Questions the students should answer within the self-study process	Types of out-of-class activities
1.		

6.2. List of questions/assignments/topics for students' preparation to formative assessment

The section may include the following:

Templates of questions the students need to answer when preparing for a test; templates of assignments that might be found in tests;

Templates of questions the students need to answer when preparing for performing an analysis or making a calculation;

Templates of topics for essays, summaries, creative home assignments;

Templates of questions the students need to answer when preparing for business games, roundtable discussion sessions, debates (based on a certain topic and relevant recommendations) conducted during a seminar; a list of assignments that should be done by a team of students when preparing for a co-authored work presentation.

Other types of assessment.

7. Mandatory and optional reading list

Legal regulations. The list of legal regulations adopted at the international and federal

levels, including international treaties ratified by the Russian Federation, Constitution of the Russian Federation, codes, laws of the Russian Federation, federal laws, decrees of the President of Russia, resolutions of the Government of Russia, etc. The list should not exceed 10 entries.

Mandatory reading list. The list should not exceed 3 entries. Optional reading list (compiled from the items available in the library). The list should not exceed 5 entries.

The reading list includes printed items and items in e-format available in the Financial University Library and Information Center. The academic subject specification bearing a stamp of the Library and Information Center is submitted to the Teaching Methodology Department. If the list of items in the Library and Information Center is amended, the staff members independently update the list of items available following a prescribed procedure.

8. List of IT resources, incl. the list of software, information and reference systems (as appropriate).

8.1. Software:

1. Windows, Microsoft Office software;

2. ESET Endpoint Security antivirus software; etc.

8.2. Databases and information and reference systems E.g.

1. Garant information and reference system;

2. Consultant Plus legal information system;

3. http://ru.wikipedia.org/wiki/Wiki e-encyclopedia;

4. http://www.skrin.ru/ database; etc.

8.3. Certified software/hardware used for information protection

If no such software/hardware is used, there is a special mark.

Title page template

(full name of education institution/branch)

(name of department/teaching department)

(full name of author/authors)

(subject name)

SYLLABUS

Level of Study: Bachelor's Degree / Master's Degree / Postgraduate Degree *to be chosen*

Field of Study: *to be defined*

Study Program: *to be defined*

Приложение № 2 к распоряжению Финуниверситета от «<u>18</u> » <u>07</u> 2019 № <u>0591</u>

Шаблон для оформления общей характеристики программы

Program Description Requirements

A program description includes the following:

- 1. Program name, level of study, field of study
- 2. Certificates issued by international/national accreditation agencies, international recognition certificates, professional certificates (if any).
- 3. Program partners (if any).
- 4. Goals and objectives of a bachelor/master degree program.
- 5. Standard period of study, standard workload.
- 6. Program-specific fields of professional activity that program graduates can be engaged in; types of activities and problems that graduates can resolve in the workplace; types of workplace where the graduates can work.
- 7. Requirements related to learning outcomes achieved by bachelor/master program graduates (universal/general professional/sector-specific competences, professional standards) (if any); job description and level of qualification (as appropriate); professional competences of bachelor/master programs for a certain study program (if any), indicators showing achievement of a competence (if any);
- 8. Personnel that should be engaged in the learning process when the bachelor/master degree program is offered, incl. a program academic supervisor, share of instructors who have an academic title, share of practitioners engaged in the learning process, and the foreign instructors engaged (if any).

Шаблон учебного плана для программ бакалавриата (очная форма) Bachelor Degree Program Curriculum (face-to-face mode)

7

Приложение № 3 к распоряжению Финуниверситета от "<u>|8" 07 2019</u> № <u>059/</u>

Approved by: Rector of Financial University _____M.A. Eskindarov "_____ 20 ____



Face-to-face mode

Co	le and name of a block, module, subject				Per nester	asse	Forma ssmer semes indica	nt (wit ster	th			Hours	s		5	Stude	ent wor semest	Year kloa er/w	d iten	nized p ype	per		Stude	ent wo	orkload	Yea d itemi tyj	zed p	er sen	nester/v	vork	Stude	ent wor	kload it	Year temize type	ed per	semes	iter/w	vork	Stude	ent w	orkloa	d item	ear 4 mized type	per se	emeste	r/work
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B.1.	Block 1. Subjects (modules)																																													01
B1.1	Core part/ compulsory part																						A SALE AND				Sec. Sec.						204020								10000					
B.1.1.1.	Module of social, arts and humanities disciplines																																			_					-	-				
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				Examination Desc/fail examination	Course paper	Calculation/analytics Creative home assignment	Test Essav	Summary		Total Hours in class	rours in class lectures	Seminars, practicals	Self-study	Under the set of the s	ectures	Seminars, practicals	Self-study	Hours in class per week Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Seminars, practicals	Self-study	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Seminars, practicals	Self-study	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Seminars, practicals	Calf and.	Self-study Hours in class ner week	Lectures	1.5	Self-study	
B.1.1.	² Module of mathematics and computer science (data module)															<u></u>		<u> </u>	<u>s</u>	S) <u> </u>			S		-					S	S									
B.1.1.	³ Module of subjects for general training in the field																																												
B.1.1.4.	Module of subjects that is common for all programs that reflects the university field of specialization*	1																																											
B.1.2.	Variational component/ Part compiled by the learning process participants																																												-
B.1.2.1	Module of subjects that is common for all programs that reflects the university field of specialization **																						,												×										

				Per	as	Forma sessme seme indica	ent (with ester	h		Н	lours				ent wo semes		d item		er	Stu	dent w	orkload	Yea l itemiz typ	zed per	r seme	ster/wo	ork	Studer	ıt wor	kload it	Year emize type	d per se	emester	/work	Stud	ent w	orkload	Yea d itemi typ	ized per	· seme	ester/w	ork
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		_		Examination Pass/fail examination	Course paper Calculation/analytics	Creative home assignment Test	Essay Summary	(IBITITIO	Total	Hours in class	Lectures Seminars, practicals	Self-study	Credits	Hours in class per week Lectures	Seminars, practicals	Self-study	Hours in class per week	Seminars, practicals	Self-study	Credits	Hours in class per week Lectures	Seminars, practicals	Self-study 500 100 100 100 100 100 100 100 100 100	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week Lectures	Seminars, practicals	Self-study	Hours in class per week	Seminars, practicals	Self-study	Credits	Hours in class per week	Seminars, practicals	Self-study	Hours in class per week	Lectures	Seminars, practicals	Self-study
B.1.2.	Concentration-specific module																								_				1			I				H			H			
B.1.2.3	Module of electives that help acquire in-depth knowledge of the concentration-specific subject																																									
	Total for theoretical training																																									
B.2.	Block 2. Practical training periods and research work/ Practical training period incl. research work																																									
	Research work***									•																		·														
B.2.2.1.	Types of practical training period																																									_

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				Examination Pass/fail examination	Course paper	Creative home assignment	Test	Summary		Total	Hours in class	Lectures	Seminars, practicals	Self-study Credits	Hours in class per week	lectures	Seminars, practicals	Self-study	Hours in class per week	Lectures Seminare practicale	ocininais, practicais	Self-study	Hours in class per week	Lectures	Seminars, practicals	Self-study	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Hours in class per week	Lectures	seminars, practicals	Self-study	Credits Hours in class nor work	Hours in class per week Lectures	Seminars, practicals	Self-study	Hours in class per week	Lectures	Seminars, practicals	Colf-study
B.2.3.	On-the-job practical training period, incl. pre-graduation training period/ On-the-job practical training period										4	1			H	1	0.	03			5 0			1	0	S			S	S	0	4		S	S	<u> </u>		<u>n</u>	S			S		<u>, </u>		S	
B.2.3.1.	Types of practical training periods																																														
B.3	Block 3. State final examination ****																										5004 5380																				
B.3.1.	Preparation for state final examination and state final examination																																														
B.3.2.	Praparation of the final graduation paper and final graduation paper																																														
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B.4 FTD	Electives in physical training and sports Optionals																																									in the se					

For programs offered in line with the updated Financial University educational standards and federal higher education standards of the 3rd++ generation ** For programs offered in line with the federal higher education standards of the 3rd+ generation ***For programs offered in line with the Financial University educational standards

****The list of competences developed and checked during the state final examination is included into the state final examination description.

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Code and name of a block, module, subject			Per semester	asse	Formativ ssment (semester ndicated	with			Hou	rs		s	t work	ear 1 load ite r/work		l per		Stude	nt wor		Year itemiz type	ed per	semes	iter/wo	rk	Stude	nt work	load ite	l'ear 3 emized type		mester/	/work	Stud	lent wo	orkloa	Yea d itemiz typ	zed per	semeste	r/work
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			Examination Pass/fail examination	Course paper Calculation/analytics	Creative home assignment Test Feeav	Summary		Total Hours in class	Lectures	Seminars, practicals	Self-study	Creatts Hours in class per week	Seminars, practicals	Self-study Hours in class per week	S	Seminars, practicals	Self-study	Hours in class per week		Seminars, practicals	Self-study	Hours in class per week	e l	Seminars, practicals	Self-study		Hours in class per week Lectures	Seminars, practicals	×	Hours in class per week Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Seminars, practicals		Hours in class per week	Lectures Seminars, practicals	Self-study

Developed by:

Approved by: Name of institution: Dean of the Faculty (signature) (full name) (Job title of an employer's representative) (signature) (full name) First Vice-Rector for Academic Affairs Academic Supervisor of the Porgram (signature) (full name) (full name) (signature) Vice-Rector for Educational Program Development (signature) (full name) Head of Teaching and Methodology Department (signature) (full name)

Approved by the Academic Council:

(of the Faculty of ____/ Branch)

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Protocol No. of _____ 20

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Приложение № 4 к распоряжению Финуниверситета от "/8_" <u>0</u> 7___2019 №__059/

Шаблон учебного плана для программ магистратуры (очная форма обучения)

12

Master Degree Program Curriculum (face-to-face mode)

Curriculum

Faculty

Approved by:

Rector of Financial University

M.A. Eskindarov

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				Examination	Pass/fail examination	Creative home assignment		tummary	Total	Total workload	Total	Lectures	Seminars, practicals	elf-study		lours in class per week	Lectures Seminars, practicals	Self-study	lours in class per week	ectures	eminars, practicals	ell-study ours in class per week	Lectures	eminars, practicals	Self-study	Hours in class per week	ectures minare mactivale	Self-study	четные единицы	Hours in class per week	Lectures	entinars, practicals	Self-study	Hours in class per week Lectures	minars, practicals	If-s	Hours in class per week	sctures	Seminars, practicals	Self-study	ours in class per week	Lectures	Seminars, practicals Self-study	urs in class per week	Lectures	minars, practicals	Self-study
B1.	Block 1. Subjects (modules)			-							-		8	x		Ξ.		s	Ŧ	-	s s	<u>л</u> н		Se	S	H	2 3	s v	a a	Ŧ	2	š	š :	ž 1	Se	- S	Ť	L L	Se	Se	H	e Le	Se Se	H		Se	Se
B1.1.	Core part/ compulsory part			1		1		1				+	+	+			+	-		+		-	+	-		+	-	+	+	$\left \right $	+	+	+	-	+	+	+	+	+	+	+	_	-	+	-		+
B.1.1.1.	Module of subjects for general training																																							-				+		1	
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B.1.1.2.	Module of subjects for general training in the field																																														
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B.1.1.3	Module of subjects that is common for all programs that reflects the university field of specialization*																																														
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				Examination	Pass/fail examination	Creative home assignment Test	Essay	Summary	Total	Total workload	Total	Lectures	Seminars, practicals	Self-study	Credits Hours in class per week	Lectures	Seminars, practicals	Self-study Hours in class ner week	Lectures	Seminars, pracutal s	Self-study	Hours in class per week Lectures	Seminars, practicals		Hours in class per week Lectures	Seminars, practicals		зачетные единицы	Hours in class per week Lectures	Seminars, practicals	Self-study	Hours in class per week	Lectures Seminars practicals	Self-study	Hours in class per week	Lectures	Seminars, practicals	Self-study Hours in class per week	Lectures	Seminars, practicals	Self-study	Hours in class per week	Lectures Seminars practicals	Self-study
B.1.2	Variational component/ Part compiled by the learning process participants																																											
B.1.2.	Module of subjects that is common for all programs that reflects the university field of specialization **																																											
B.1.2.2	Concentration-specific module					-																														_	-					_	-	
B.1.2.3	Module of electives that help acquire in-depth knowledge of the concentration-specific subject																																										-	
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	Total for theoretical training				_								_					-			_								-				-			_	_	+				_	+	+
B.2.	Block 2. Practical training periods and research work/ Practical training period incl. research work																																											
B.2.1.	Research work* **																											1										\square					+	
B.2.2.	Practical training period																																				1						+	
B.2.2.1	Types of practical training periods																																		T	1	1	1			1	+	+	+
B.2.3.	On-the-job practical training period, incl. pre-graduation training period/ On-the-job practical training period																																											

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	Code and name of a block, module, subject	Department	npetenc							-			-		1	weeks		T	weeks		Τ.	weeks	+	1	weeks	-	-	1	weeks		1	weeks		Т	wee		+		weeks		-		weeks
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B 2.3.1	Types of practical training periods																																										
B.3.	Block 3. State final examination****																																			T							
B.3.1.	Preparation for state final examination and state final examination																																			T	T						
B.3.2	Preparation of the final graduation paper and final graduation paper																																										
	Total																																										
FTD	Optionals										_		_		_					_	-					_	-		_	_				_	_	_	_				_	_	
****The list* For progra	seminar within the research work (module of competences developed and checked du ms offered in line with the updated Financ Approved by:	ring the state fir	nal examina	tion is	include	ed into t	he state	final e	xaminait	on descrij	otion.														tion star	ndards	of the 1	3rd+ ge			iculum	has b	been su	bmitte	ad by:			<u> </u>		l			
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