

KSE FACULTY HANDBOOK POLICIES AND PROCEDURES

Kyiv School of Economics

2019

INTRODUCTION

In a world of colliding economic, political, technological and nature-led forces, Ukraine in its current shape and form is not a sustainable player. For the country to survive and thrive, to be a value for the world and to itself in tackling some of the most serious challenges ever faced by humankind, Ukraine must nurture a very strong intellectual capacity. We exist to build the intellectual foundation for a strong and innovative economy of Ukraine.

We offer seven long-term (degree) programs, as well as several medium-term programs and trainings, where participants will be awarded by KSE certificates.

EXPECTATIONS

This Faculty Handbook provides guidelines toward the expectations that exist at KSE in the academic area. Its purpose is to help KSE Faculty familiarize themselves with the major KSE rules.

EDUCATIONAL PROCESS

General Requirements

Expectations toward Students

The following list of expectations, by no means all-inclusive, is intended to serve as a guide. This list is a part of the Honor Code, which all new students are supposed to familiarize themselves with. Students are encouraged to read through these expectations carefully because they must accept responsibility for planning their educational experience within the confines of the policies of KSE.

General Expectations of Students:

- Academic responsibility;
- Integrity of character;
- Ability to work constructively in a collegial environment and contribute to collective efforts;
- Compliance with the established policies and procedures of the institution;
- Ethical behavior in relation to fellow students, faculty, staff, in the use of institutional resources as well as in scholarly activities.

How the program runs: Class Schedule

At the moment there are 2 possible formats of studying: Regular and Modular.

Regular format means that students attend classes 2 regularly during the week and have classes during the day.

Modular format means that classes are conducted as planned in the schedule.

Each class is 1 hr 20 mins each with 10 minutes break in between and lunchtime.

Graduation Requirements

Students will be granted a master degree upon satisfactory fulfillment of the following requirements:

- Completion of all of the required courses and credit hours required for the degree.
- A min cumulative grade point average of 2.0 (Grade "C").

Students are responsible for satisfying the requirements for graduation and for observing the academic regulations of KSE.

A student is not eligible to graduate if he/she has an F grade that was not compensated with a higher grade. In the event of an F grade, the student has to take the same course again and pass it with a positive grade. A extra fee for re-taking the course needs to be paid.

Students who at the end of their studies get cumulative GPA of "A-" or higher qualify for a KSE Diploma with Honors.

Disenrollment

Student may be subject to the KSE's Faculty Meeting decision on disenrollment for the following reasons:

- For receiving 3 failing grades;
- For missing classes without proper reason and/ or documentation for the whole mini-term;
- For academic dishonesty, unethical behavior and violation of the set policies of the Kyiv School of Economics.

Student can also be disenrolled upon his/her personal request.

Classroom Management

- Students are supposed to attend classes on time and for the full period.
- Students are supposed to use Office Hours provided by their instructors. Meanwhile instructors should be open to students. They should not repeat all the lecture only for one student, but if a student does not understand some part of the material, they must explain it in a friendly manner during office hours.
- If an instructor does not hold regular office hours, it must be subject to consideration of the faculty.
- Students are supposed to provide appropriate notification if they are not able to attend classes.
- As world citizens, students are encouraged to be mindful of diversity. At KSE, we have students and teachers who are old and young, who are of different races, religious backgrounds, nationalities, genders, family backgrounds, ethnic groups, and who have different physical or learning abilities and disabilities.
- Students are encouraged to be prudent about the use of possibly offensive language, allusions, or humor in the classroom and in general. The university seeks to maintain an environment in which there is freedom of inquiry and expression but also freedom from discrimination and intimidation.

Disciplinary Actions

Students are subject to disciplinary actions for any of the following reasons:

- Dishonesty, such as cheating, plagiarism, or knowingly providing false information to KSE.
- Forgery, alteration, or misuse of KSE documents, records, or identification.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other KSE activities, including authorized activities on KSE premises.
- Physical abuse of any person or of property owned or controlled by KSE, or conduct which threatens or endangers the health or safety of any person.
- Theft of or damage to property of a member of KSE community, or of a campus visitor.
- Unauthorized entry into or use of KSE facilities.
- Violation of KSE policies or regulations.
- Use, possession, or distribution of illegal narcotics, and drinking or possession of alcoholic beverages.
- Disorderly conduct, including lewd, indecent or obscene conduct or expression on property owned or controlled by KSE.
- Failure to comply with directions of KSE officials acting in the performance of their duties.

Disciplinary action will be taken for any of the above mentioned points, expulsion is not excluded.

Classroom Policy and Student Responsibility

Students are expected to leave the classroom and its equipment in good order (e.g., blackboards clean, chairs arranged, electronic equipment shut off). Removing furniture from any classroom (even if it is intended for use in an alternate classroom) is not permitted.

University policy prohibits smoking in all classrooms. Smoking is specifically prohibited in all public classrooms, auditoriums, seminar rooms, elevators, and other designated public areas within buildings.

University policy prohibits the possession and consumption of alcoholic beverages, and the unlawful possession, use, or distribution of illicit drugs. Failure to adhere to these policies may result in consequences including suspension, or expulsion.

University policy prohibits staying at night after 23.00 at KSE premises.

Class Attendance

KSE MBA program seeks to uphold a dynamic classroom environment, where students are actively engaged in the learning process drawing knowledge from in-class instruction as well as from the shared knowledge of the class. Such a community's shared commitment to learning is facilitated by the mandatory class attendance. A student must be present at no less than 75% of all class meetings. If a student is present at less than 75% of class meetings, s/he will not be allowed to take the Final exam. The student may be allowed to take the Final exam only after an additional consultation with the course instructor.

Student Absence

The student is expected to notify the Customer Support Office and his or her instructor of the reason for absence as soon as possible. When the reason for the absence is known well in advance (for example, in cases of a business trip), the student must request permission from the instructor well in advance. Where the reason is not known well in advance (for example, in cases of illness or compelling circumstances beyond the student's control), the student must inform the instructor as soon as the reason develops, if that is feasible or, otherwise, as soon as possible after its development.

GRADING

Grade Distribution

A grade is a symbol used to impart information to students, and other relevant individuals and institutions with a legitimate need for that information. Grades are the instructor's best assessment of a student's performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills.

A rich variety of evaluation methods are used, from essays and tests to demonstrations and projects, not all of which lend themselves to numerical evaluations on a 100-point scale. How a numerical scale, if used, translates into letter grades is left up to the discretion of the individual teacher. The following descriptions of each letter grade:

- **A grade of "A" in a course** indicates exceptional mastery of the course's objectives in both knowledge and skills. While a grade of "A" may not symbolize perfection, it does indicate that the student has demonstrated consistently high standards of commitment, clarity, and application. Typically, the "A" grade further signifies a student's creativity, insight, and breadth of comprehension. Because we all bring to our academic work a variety of developed skills and abilities, as well as interests and talents, students should not expect to earn an "A" in every course they take.
- **A grade of "B" in a course** indicates solid mastery of the course's objectives in both knowledge and skills. Further, the "B" grade indicates a student's facility with analyzing course material and his/her clarity in expressing that facility although he/she may not demonstrate the depth and breadth

of comprehension that merits the "A" grade, regardless of the amount of time spent on a specific assignment.

- **A grade of "C" in a course** indicates competent mastery of the course's objectives in both knowledge and skills. A student who earns a "C" should feel reasonably confident about his/her ability to move on to the next course in a sequence within a discipline or about his facility with the course's objectives. For some students, a grade of "C" may represent significant intellectual growth; for others, only modest growth.
- **A grade of "F" in a course is NOT a pass grade for students.** It indicates insufficient mastery of the course's objectives in knowledge and skills.

Because the five grades described above still include a range of performance levels and because grades need to be seen, in part, as gauges to future achievement, teachers use the plus (+) and minus (-) to further refine their grades, indicating how close a student's performance comes to the adjacent levels.

At the KSE, the min passing grade in a course is "C".

Our grades	Points scale	100-points grading scale	Our grades
A+	100	100	A+
		99	A
		98	A
		97	A
A	96	Midpoint	A
		95	A
		94	A
		93	A
A-	92	92	A-
		91	A-
xxxxxxx x	xx	xxxxxxx	xxxxxxx x
		90	B+
B+	89	89	B+
		88	B+
		87	B
		86	B
		85	B
		84	B
B	83	Midpoint	B
		82	B
		81	B
		80	B
		79	B
		78	B-
B-	77	77	B-
		76	B-
xxxxxxx x	xx	xxxxxxx	xxxxxxx x
		75	C+
C+	74	74	C+

		73	C+
		72	C
		71	C
		70	C
		Midpoint	C
C	69	69	C
		68	C
		67	C
		66	C
		65	C-
C-	64	64	C-
		63	C-
		62	C-
		61	C-
		60	C-
xxxxxxx x	xx	xxxxxxx	xxxxxxx x
F		0-59	F

Specific Grading requirements:

- Final course grades should be uploaded to LMS, no later than one (1) week after the final class. After that the final grades are recorded in official gradebooks.
- All examinations will be designed to distinguish between knowledge levels of students.
- Grades are useful in helping students to plan their overall academic programs. Many of the choices students make about the courses should be influenced by performance in previous courses since that performance is a legitimate assessment of the student's readiness for subsequent courses.

Review of Examination Materials/Appeal Policy

Students have an opportunity to review papers, examinations and assignments after they have been graded by the professor/ instructor. In case of final examination, this review is to be in the presence of the instructor/ professor or the Customer Support Department staff. Students have a right to review within three days after the grades are communicated or assignments are distributed (day of posting is counted as a day). In the event a student requests an appeal of an examination or course grade, the appeal must be made in writing to the examining and grading faculty and the Head of the Customer Support Department within three days of the posting of the examination or course grades. An appeal must:

- Be in writing;
- Refer to a specific question or problem;
- Contain an argument on which the student bases his/her appeal.

The examining and grading faculty should respond to the appeal within five days. In the event that the appeal is resolved between the student and the examining and grading faculty, that fact will be made known to the Head of the Customer Support Department. In the event that the appeal is not resolved between the student and the examining and grading faculty, that fact will be made known to the Head of the Customer Support Department. An Appeal Committee of the Academic Director, KSE Director and a faculty member other than course instructor will have the final responsibility for resolution of the disputed appeal. In the event the Academic Director is not in Kyiv, he will designate a faculty member to represent him.

The Appeal Committee, in five days, from its creation makes the decision, either:

- Give/not to give the student opportunity to retake the examination in the defined time period (but not later than two weeks after the examination session ending);

- Check the work of the student to ensure the correctness of grading. If grade considered inaccurate, every member of the Appeal Committee grades the student's work and final grade considered as the mean of their grades.

The decision of the Appeal Committee is the ultimate result and can not be reconsidered.

Missed exams

All examinations must be taken as scheduled. A student who misses an exam with a valid excuse is responsible to contact the instructor within one week to schedule a time to take the exam. The missed Midterm exam is supposed to be taken no later than two weeks after the actual exam date. The missed Final exam is expected to be taken within two weeks after the end of the course.

No re-take of examinations to improve grades is allowed.

In no case should a student be given extra credit work to change a grade, because changing the grade for individual students may be unfair to other students in the class. Extra credit work is only acceptable if it is stated in the original course syllabus. Therefore, if retake of exams and quizzes are to be conducted, they must be allowed to all students.

Incompletes

An instructor may give an Incomplete ("I") grade to a student whose course work at the end of a course is missing any assignments which was the result of some unpredicted circumstances. The student is responsible for completing the workload. The student receives a grade for the course only after all the assignments have been submitted.

Student Workload

Students are supposed to be provided with the information as to the time that a student of average ability would be expected to put into a course in order to obtain a passing grade. This information is provided by a course instructor in the beginning of a course, during syllabus presentation. This also includes explanation of course assessments. Assessment requirements for each course are clearly defined in the course syllabus. Generally, students should be able to expect that the time and effort required for each assessable task reflect the contribution of that task to the final grade.

Academic Director must ensure that mechanisms for the monitoring of workloads are in place. This includes the checking of student evaluations in terms of workload expectations and the real time involved. Adjustments in course requirements are made if evidence is provided that the actual workload deviates significantly from the estimated workload.

The workload is assessed as a part of the Student Evaluation Survey that students fill in at the end of each course.

KNOWLEDGE ASSESSMENT

Completion of Course Assignments

All course assignments must be submitted on time. In case of submitting a late assignment, a grade deduction may take place. To avoid grade deduction, students are encouraged to email their completed assignments to the Customer Support Department/Instructor in case they do not plan to be present during the day of assignment submission.

Midterms/Finals/Quizzes

KSE suggests conducting a Midterm exam at the middle of the course and requires a Final examination at the end of the course. However, KSE also encourages instructors to prepare more graded assignments over the duration of the course. These include quizzes, projects, presentations, take-home assignments, etc. This will aid students to learn the course material better and will also aid in the final grading.

- All tests, exams and/or quizzes are supposed to be proctored. It is expected that instructors will proctor their own examinations, however if there is a need, please notify the Academic Office for the need of additional assistance.
- Examinations are supposed to objectively represent the material covered in the course and need to be graded and returned or posted in a timely matter.
- All examinations are supposed to be designed to distinguish between knowledge levels of students.
- Grade changes must be approved by the Customer Support Office, and processed officially. A completed grade change form must be submitted no later than the end of the second week following the assignment of the grade.

Final Examinations – Scheduling and Grading Policies

- The scheduling of final examinations is done by the course instructor in consultation with the Academic Office, and is usually completed by the last week of the course.
- The schedule will include the auditorium and time for all final examinations.
- Faculty can choose at their discretion how to conduct final examinations, i.e. material for final examination can be cumulative.
- Students who want to change a final examination time must receive approval from the course instructor.
- Final grades are usually provided to the Academic Office no later than two (2) weeks after the final class.

Types of Examination/Test Questions

As it has been stated earlier, to graduate from program, students must complete a full range of compulsory and core courses. Each course should have at least two major tests – midterm test and final test – as well as different assignments during the miniterm, such as quizzes, group presentations, and papers. The major purpose of **examinations** is to certify a student's achievement in a course. Each **examination** is **aligned** with the defined learning outcomes of each course and objectively measures of essential knowledge, skills and abilities of the students. Examinations utilized at KSE program generally are of the following types:

- Multiple choice questions (MCQs); a series of answers where only one of the offered answers is correct.
- True/false (T/F) questions; offer only two opposing answers. T/F questions can effectively diagnose a learner's level of understanding of complex concepts but can be subject to guesswork.
- Matching items: two lists of terms are provided and the learner is asked to match terms from one list with terms on another list.
- Short answer or structured response questions; formed similarly to MCQs but without the offered answers. Learners have to write an answer into the free space provided for it, emphasis is placed on assessing the ability of a learner to produce an appropriate response, not just identify the correct alternative. Learners must know the correct answer to complete structured response questions.
- Extended answers or essays; emphasis is on testing integration and development of hypotheses.
- Team presentations.

Academic Integrity

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

- **Plagiarism** — submitting all or a part of another's work as one's own in an academic exercise such as an examination, a computer program, or a written assignment.

- **Cheating** — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
- **Facilitating Academic Dishonesty** — helping another commit an act of dishonesty, such as disseminating information on upcoming exams.
- **Fabrication** — altering or transmitting, without authorization, academic information or records.

Principles of academic integrity require that every student:

- Properly acknowledge and cite all use of the ideas, words or results of others.
- Make sure that all work submitted as his/her work in an academic activity is produced without the aid of unsanctioned collaboration or unsanctioned materials.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

Compliance with these principles is necessary in order to insure that:

- Every student is given proper credits for her/his ideas, words, results and other academic accomplishments.
- All academic work done by a student is fairly evaluated and no student has an inappropriate advantage over others.
- The academic and ethical development of all students is fostered.
- The reputation of the University for integrity in teaching and research is maintained and enhanced.

Failure to adhere to these principles of academic integrity threatens both the reputation of KSE program and the value of the degree awarded to its students.

FACULTY RESOURCES AND RESPONSIBILITIES

Student-Faculty Relations

The Kyiv School of Economics fosters an atmosphere of mutual respect among students and faculty, and expects conduct worthy of such respect. KSE faculty tend to be open and informal in their relations with students, typically regarding their students as social equals and partners in the task of learning. Professors' expectations and evaluations regarding academic performance, however, are demanding and purely professional. Faculty also expect students to take initiative and participate actively in the classroom, interacting with the professor and with one another. Faculty have an obligation to make clear what they expect of students, to articulate the criteria for evaluation of performance, and to explain the reasons for the grades they give; however, final authority in grading rests with the faculty member, and students are expected to accept and respect that authority. Faculty will typically be generous with their time in helping students learn, but they are busy people and will not want to waste their time.

All KSE faculty hold regular office hours, and students are encouraged to use this opportunity to meet with faculty as an aid in mastering course material and to expand their understanding of the professional role of economists. Visiting faculty anticipate that office hours will be used by students to ask questions to help them better to understand the topics covered in lectures and home-works.

Teaching Evaluations

Teaching evaluations at KSE program are conducted each mini-term the week before the final exams. The purpose of such evaluation is to help the faculty and staff in deciding upon and implementing improvements to the course of study and instructor's performance. We expect all students to fill out the evaluation forms every

term. Evaluations are anonymous and faculty members can view the results only after grades have been recorded. Evaluations are not public and are confidential.

Moodle uploads policies

- All faculty upload materials to Moodle themselves.
- The course syllabus should be provided to relative content department and approved no later than one month before the beginning of the class. After that it should be uploaded to Moodle by the faculty.
- The course materials should be uploaded no later than one (1) week before classes start.
- Final course grades should be uploaded to Moodle, no later than one (1) week after the final class. After that the final grades are recorded in official gradebooks.
- If any reading materials or non-standard soft are needed, the request should be sent to relevant content department no later than 3 months before course start.

Course Syllabus

Each faculty member prepares a syllabus for each course the faculty member is teaching. A copy of the syllabus should be handed out to each student and time should be taken at the very beginning of the course to go over the syllabus content. A copy of the syllabus should also be filed in with the Academic office. KSE expects Faculty members to follow the syllabus template which is provided by the Academic Office. The syllabus should contain the following information:

- Course Information

The first items of information in a syllabus should provide course information: course title, meeting days and time, room, prerequisites if any, instructor information (full name, title (if applicable), office hours, contact address (phone or e-mail)).

- Course Synopsis and Learning Outcomes

A course synopsis should indicate the course objectives, briefly characterize the main topics covered, possible applications in real-life settings, identify any special instructional methods to be used, and comment on what background students should have in order to best appreciate the course content.

Learning outcomes include the knowledge and skills that the students must have developed and acquired thanks to the cause. This is what the students will have known after completing the course.

- Student Evaluation Methods

The syllabus should clearly explain the grading policies that will be followed during the course. It should include the criteria for assessing student performance including evaluation of their participation in class discussions, their work on knowledge management exercises, their papers and reports in terms of the quality of both written and verbal presentations, etc.

- Schedule of Assignments and Topics

The syllabus should include a calendar with dates of class meetings, topics covered during every class along with readings, exams and tests, papers and other learning assessment activities due on each date.

- Recommended Materials

The syllabus should provide the students with detailed information about the following:

- Textbook(s) - Include the title and author.
- Supplementary / recommended reading(s) – the syllabus should indicate whether the readings are required or only recommended, and whether the readings are on reserve in the library or available online.
- Internet resources. - Every topic is expected to list the sources used and which students can access and read. It is strongly advised that the class materials should be up-to-date. Old classical materials are supposed to be supplemented with new updated ones.
- Class Policies

- Attendance, lateness - the syllabus should include explanation about attendance policy and about lateness, if it is penalized.
- Class participation - if active participation is expected, and graded, the syllabus needs to indicate this issue.
- Missed exams or assignments - Syllabus should inform the students whether exams and assignments can be made up; statements regarding earning extra credit should also be included if that is an option.
- Submission and Return Policy – for homework and other graded assignments.
- Academic Dishonesty - KSE regards any form of academic dishonesty as academically unacceptable and therefore any such behavior must be penalized. KSE approaches cheating with a zero-tolerance policy.

Classroom Management

- Instructors are expected to meet classes on time and use the full class period
- Instructors are expected to check class rosters carefully and report discrepancies to the Customer Support Department as soon as possible.
- Instructors should have a syllabus for the course and distribute it at the beginning of the course.
- Instructors should follow the syllabus (especially grading procedures) unless you provide advance notice to the class.
- Instructors are expected to notify the students about regular office hours and the most preferred way of communication.
- Instructors are expected to submit final grades in a timely manner to the Customer Support Department. The submission deadline is one week after the final class.
- Instructors are expected to provide appropriate notification if they are going to be absent for any reasons.
- Instructors should take reasonable precautions to prevent academic dishonesty, and follow up on instances of it.
- Instructors should be prudent about the use of possibly offensive language, allusions, or humor in the classroom. KSE seeks to maintain an environment in which there is freedom of inquiry and expression but also freedom from discrimination and intimidation.

Academic Materials Provided by the Instructors to the Academic Office

Each faculty member is responsible for providing the following to the Academic Office:

- A copy of the course syllabus should be provided to Dr. Gvozdiov and Mr. Rybchynskyi no later than one week before the beginning of the class.
- A copy of all grade sheets after the midterm session should be provided to Mr. Rybchynskyi.
- A copy of final course grade sheets should be provided to Dr. Gvozdiov and Mr. Rybchynskyi no later than one week after the end of the course.
- Information on the textbooks used in class. The required reading materials need to be available in digital, internet or paper form for students to easily access them.

Continued Communication with Students

KSE program expects instructors to maintain continued communication with students during the course as well as after the course. The following is suggested as tools for that:

- Office Hours. During the course duration, each instructor is expected to have a set period of time (one hour a week) for students to communicate with him/her at KSE premises outside the course time.
- Feedback after the Final Exam. Each instructor is expected to provide students with detailed feedback after the Final Exam. This feedback may take the form of a graded Final exam with explanations of

strengths and weaknesses emailed to students; meeting students during office hours to discuss their exams or an additional class session.

Resources for Instructors

There are numerous resources available at KSE to assist instructors in their teaching as well as their professional development. They are as follows:

- Toastmaster club. This is a great opportunity for you to polish your English.
- Meeting with the Academic Department Director. Each instructor may schedule a meeting with the Academic Director each month to discuss the current issues of his/her teaching.