



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

РАСПОРЯЖЕНИЕ

«18» июля 2019 г.

№ 0591

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

Е.А. Каменева

Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ - Задание

Готово Вложения Сервис Вид

Выполнить Создать подзадачу Действия

Сопроводить и закрыть Копировать ссылку Карточка

Схема маршрута Маршрут

Отправить задание Отправка

Вставить Вставить

Вырезать Копировать Удалить Буфер обмена

ABC Орфография Автоисправление Текст

Открыть карту

Права доступа Подписать Вложения

Перечень Предпросмотр Состояние

Тема: **Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ**

Инициатор: **Сергеева Наталья Ивановна**

Исполнитель: **Группа Распечатки Приказов** Срок:

Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ Состояние: в работе

Инициатор: Сергеева Наталья Ивановна
Маршрут: Универсальный ТМ проектов приказов

Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ Состояние: выполнено (Адресату с ЭП)

Исполнитель: Сергеева Наталья Ивановна [17.07.2019 12:25:35]:
Направить Адресату с ЭП

Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ Состояние: выполнено (Подписать)

Исполнитель: Приходько Лилия Васильевна
Приходько Лилия Васильевна [18.07.2019 10:19:38]:
Подписать

Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ Состояние: выполнено (В Группу распечатки приказов)

Исполнитель: Сергеева Наталья Ивановна
Сергеева Наталья Ивановна [18.07.2019 10:23:42]:
В группу распечатки приказов

ИД задания: 736358 ИД задания: 10510354 Дата изменения: 18.07.2019 11:05:43 Просмотр

Подпись документа "УМПП Распоряжение об использовании шаблонов при разработке образовательных программ на иностранном языке. Управление методического обеспечения образовательных программ"

Готово

Подписать Сертификат

Действия

Версия: 1

Сергеева Наталья Ивановна
Дата подписи: 17.07.2019 17:22:52

Приходько Лилия Васильевна
Дата подписи: 18.07.2019 10:19:37

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 code	Competence	Competence development indicators ¹	Learning outcomes (skills ² , and knowledge) and indicators that 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			
<i>Lectures</i>			
<i>Seminars, practicals</i>			
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 self-study

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*

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).

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

Faculty

academic year

Field of Study _____ Study Program _____
(Code and name) (Name)

[illegible]

[illegible]

Code and name of a block, module, subject		Department	Competence code	Per semester		Formative assessment (with semester indicated)		Total number of credits	Hours		Year 1 Student workload itemized per semester/work type				Year 2 Student workload itemized per semester/work type				Year 3 Student workload itemized per semester/work type				Year 4 Student workload itemized per semester/work type																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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* 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.

Code and name of a block, module, subject	Department	Competence code	Per semester	Formative assessment (with semester indicated)	Total number of credits	Hours	Year 1 Student workload itemized per semester/work type				Year 2 Student workload itemized per semester/work type				Year 3 Student workload itemized per semester/work type				Year 4 Student workload itemized per semester/work type						
			Examination Pass/fail examination Course paper Calculation/analyses Creative home assignment Test Essay Summary	Format ive assessment			Total	Incl.		Semester 1		Semester 2		Semester 3		Semester 4		Semester 5		Semester 6		Semester 7		Semester 8	
								Incl.	Incl.	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks								
																		Hours in class	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals

Developed by:

Approved by:

Name of institution:

(Job title of an employer's representative)

(signature)

(full name)

First Vice-Rector for Academic Affairs

(signature)

(full name)

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)

Protocol No. of _____ 20

Dean of the Faculty

(signature)

(full name)

Academic Supervisor of the Program

(signature)

(full name)

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

" " 20

Field of Study _____, Study Program _____ academic year
(code and name)

[illegible]

[illegible]

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

* For programs offered in line with the updated Financial University educational standards and federal higher education standards of the 2nd+ generation

The curriculum has been submitted by:

Master Program Academic Supervisor

(signature) (full name)

(Job title of an employer's representative)

(signature) (full name)

First Vice-Rector for Teaching

Dean of the Faculty

(signature) (full name)

(signature) (full name)

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 _____ / _____ Branch)

Protocol No. of 20