
Appendix No.1
to Order by RIOU Rector 50/2020-Y
“On Academic Bylaws”
of 29 May, 2020

RIOU Rector

_____ L.S. Belousov

RULES
FOR RIOU FURTHER PROFESSIONAL EDUCATION PROGRAMME
“MASTER OF SPORT ADMINISTRATION” (MSA)
(FULL-TIME VERSION)

I. TERMS AND ABBREVIATIONS

Academic failure – absence, upon expiry of the deadlines set by the Programme timeline and the present Rules, of satisfactory results in final assessment held at the end of each unit.

GQP – Graduate Qualification Paper.

IPJ – Individual Performance Journal – a document reflecting the student’s academic progress based on continuous and final assessment on units.

Module – a set of units united by common content.

MSA Programme – Master of Sport Administration further professional education programme.

MSA curriculum – a document defining the units taught, the total number of hours allocated to each unit and the number of RIOU credits awarded.

Plagiarism - violation of intellectual property rights (authors’ rights, neighbouring rights, etc.), including false assumption of authorship and falsification of research data and results. Plagiarism occurs when a student copies someone else’s ideas and language, or includes paraphrased arguments/conclusions formulated by other scholars in their own work, without giving credit to the original source. Plagiarism includes unacknowledged quotation and unattributed borrowing. Unacknowledged quotation is copying another person’s words and ideas without acknowledgment. Unattributed borrowing is failure to credit another person’s work (ideas/research findings) when paraphrasing from that work.

Programme timeline – a schedule setting out the planned sequence of units, as well as their start and end dates, within an academic year.

RIOU – Autonomous Non-Profit Organisation of Further Professional Education “Russian International Olympic University”.

RIOU campus – non-residential building located at: Ordzhonikidze Street 11, Central District, Sochi, Krasnodar Region, Russia.

RIOU credit – a standard unit of measure of students’ study load covering all academic activities (classwork, independent work and internships). A RIOU credit equals thirty-two hours of academic work.

Timetable – a schedule designating the times of classes during the day, week and semester.

Unit – a course of the MSA programme devoted to one or several topics in one or several subject areas within the MSA curriculum.

II. GENERAL PROVISIONS

2.1. The present Rules apply to the English and Russian language versions of the “Master of Sport Administration” (MSA) full-time course of further professional training, and shall be viewed as a RIOU local regulation. The Rules are binding for all MSA students.

2.2. The MSA Programme culminates in the “Master of Sport Administration” qualification conferred upon students on successful completion of the MSA curriculum and achievement of sixty RIOU credits.

2.3. Under the present Rules, the qualifier “successful” (in relation to the completion of various course requirements) is used when:

- a student receives a grade not below “satisfactory” in a graded assessment event;

- a student meets all evaluation criteria in those programme components that set specific requirements to the amount of work to be completed, procedures used, and other requirements stipulated by the present Rules and other documents mentioned therein.

III.PROGRAMME STRUCTURE

3.1. The MSA Programme includes three semesters. The starting dates are determined by the order of the RIOU Rector. The first and the second semesters are designed for classroom and independent work, research, practical and other assignments, including internship placements (hereinafter “internships”). In the third semester, students write their GQPs and take part in the defence process.

In case of epidemiological risks and/or presence of a threat to the health of MSA students, classroom sessions in any of the semesters, as well as the defence of graduate qualification papers, may be replaced with online classes/defence process, on Rector’s order.

3.2. Training on the MSA Programme is supported by the NEO LMS. Students will be provided with a username and password to access the system during the first week of study.

3.3. Training on the MSA programme is based on a six-day week – from Monday to Saturday. Classes are held in accordance with an approved timetable. They normally start at 9 a.m. and finish by 6:30 p.m. Each class lasts two academic hours made up of 45 minutes.

3.4. The timetable for the semesters is developed by the Administrator of the MSA Programme based on the course timeline and unit syllabi, and is posted on the NEO LMS no later than three days before the start of semester.

3.5. To meet the MSA curriculum requirements, students must attend no less than 90 percent of classes in each unit, unless in-class sessions are replaced with distance learning.

3.6. The required internship hours are included into the timetable. Students’ internships are governed by the RIOU Regulations on the Internship Programme for MSA students and the internship syllabus.

3.7. Successful completion of internships and the related final assessment leads to the award of four RIOU credits. Academic failures connected with internships must be made up as stipulated in the RIOU Regulations on the Internship Programme.

If the internships cannot be undertaken for whatever reason, including those connected with restrictions imposed by authorities on groups or work of the host organisations etc., internships may be shortened or cancelled. In this case, credits assigned to internships will be awarded for other learning activities within the course curriculum and timeline.

3.8. For classroom sessions and internships, MSA students may be divided into subgroups.

3.9. The RIOU Rector appoints an Administrator for each language version of the MSA Programme. The Administrator’s duties include:

- 3.9.1. tracking student attendance in classes;
- 3.9.2. keeping students’ IPJs, including on the NEO LMS;
- 3.9.3. supervising course delivery;
- 3.9.4. ensuring that students receive the required textbooks and manuals in due time;
- 3.9.5. posting other teaching materials on the NEO LMS;
- 3.9.6. tracking academic failures of students and reporting them to the RIOU

Administrative Commission;

3.9.7. informing students about changes made to the timetable;

3.9.8. monitoring students' compliance with the deadlines set for the preparation and submission of their GQP.

3.9.9. Collecting information on students' satisfaction with the content of units and the quality of teaching.

3.10. The Administrator's instructions are binding for all MSA students.

IV.ACADEMIC PERFORMANCE CONTROL

4.1. Academic performance control includes the continuous and final assessment of MSA students.

4.2. Assessment procedures for internships are set out in the RIOU Regulations on the Internship Programme for the MSA students.

4.3. The continuous assessment of MSA students is carried out by a faculty member through written or other types of assignments completed by students within a designated time period.

4.4. The final assessment is held upon completion of each unit. The form of final evaluation (pass/fail exam, graded exam, presentation, essay, test, etc.) is determined by the faculty members. Final assessment is conducted using the NEO LMS.

4.5. When completing written assignments (essays, presentations) required for the continuous or final assessment, students must acknowledge authors of the sources used in their work. Ideas or conclusions presented without reference to another author must be the result of the student's own effort. The share of quotations/citations in a student's written work must not exceed 30%.

4.6. False assumption of authorship (plagiarism) in any kind of coursework writing is not accepted. If plagiarism is detected, both the written assignment and the student's overall performance in the unit will be graded as unsatisfactory.

4.7. If plagiarism is detected after the student has successfully passed a continuous or final assessment event, the relevant decision of the Administrative Commission will be reversed, and the student will be allowed one attempt to make up the resulting academic failure. In this event, the final grade for the relevant unit cannot exceed 5 (five) points.

Faculty members responsible for assessment events must check students' work for plagiarism using the NEO LMS and other tools.

4.8. Each final assessment event is marked on the basis of a 10-point scale, and the final grade is entered into the scholastic record and the NEO LMS.

Grades 1 and 2 are unsatisfactory. Students receiving an unsatisfactory grade are considered to have an academic failure.

Grades 3, 4, and 5 are satisfactory.

Grades 6, 7 and 8 are good.

Grades 9 and 10 are excellent.

4.9. Academic failures must be made up before the end of the semester in which the relevant unit was taught. Final results are entered by the teacher into the scholastic record and the NEO LMS.

4.10. Students cannot take more than two make-up attempts per failed unit.

4.11. If a student fails to attend a unit for more than 10% of the timetabled hours, has three or more academic failures in a semester, or fails to make up a failure before the end of semester, he/she shall be expelled from RIOU. A different decision may be made by the RIOU Administrative Commission.

4.12. The MSA timetable does not designate class-free days for preparation for final assessment on units.

4.13. MSA students must attend final assessment events at the scheduled time. If a student arrives late, without a good cause, the time allocated for the final assessment will not be changed.

4.14. Successful completion of final assessment on all units of the first and second semesters leads to the award of forty RIOU credits.

V. GRADUATE QUALIFICATION PAPER

5.1. MSA students must defend their GQP as a compulsory element of the end-of-course assessment, which cannot be replaced by any other form of evaluation. Candidates must attend the defence process in person, unless otherwise provided by Rector's order due to reasons beyond control.

5.2. A GQP is a student's final research project on the basis of which the RIOU Examination Board decides upon conferring the "Master of Sport Administration" qualification and issuing a diploma of professional retraining "Master of Sport Administration" (hereinafter - MSA Diploma, or MSA Diploma with Honours in cases stipulated by the present Rules).

5.3. Students are admitted to the defence process of their GQP based on the decision of the RIOU Administrative Commission, subject to the successful completion of the curriculum of the first and second semesters (including the internship) and achievement of not less than forty-four RIOU credits (including the internships, if these are organised, in accordance with the course curriculum and timeline).

5.4. A GQP is the result of independent study conducted by an MSA student in the third semester under the guidance of a supervisor, and in accordance with the Handbook for the Preparation of GQPs.

5.5. While preparing a GQP, students must avoid violations of intellectual property rights (authors' rights, neighbouring rights, etc.), including false assumption of authorship (plagiarism) and falsification of research data and results.

In writing their GQP, students must adhere to the principles of academic integrity, in particular by fully acknowledging (giving credit to the author and the source) all the materials taken from other scholars' works. Ideas or conclusions presented without reference to another author must be the result of the student's own research. The share of quotations/citations in the content of a student's GQP must not exceed 30%.

Scientific advisors check the students' work for plagiarism using different means, including the NEO LMS. Results of plagiarism tests must be indicated in the advisor's report on the student's GQP.

5.6. If a student misses the deadline for the submission of the GQP, he/she shall not be allowed to take part in the defence process. A GQP is considered to be submitted when its electronic version has been uploaded to the NEO LSM.

5.7. If any instance of plagiarism is discovered in the submitted GQP, it will not be accepted for examination, and the student will be expelled from RIOU.

5.8. Evaluation of GQPs is carried out by the Examination Board appointed by the Rector. The Examination Board includes faculty members, other RIOU employees or invited specialists.

5.9. The results of the defence of GQPs are assessed on the basis of a 10-point scale and are entered into the minutes of the meeting of the Examination Board.

Grades 1 and 2 are unsatisfactory.

Grades 3, 4 and 5 are satisfactory.

Grades 6, 7 and 8 are good.

Grades 9 and 10 are excellent.

5.10. Students are awarded an MSA Diploma upon completion of all the requirements of the curriculum in the first and second semesters, including the internship, and successful defence of the GQP. In other cases students are issued a certificate confirming the student's participation in the course (if these are organised).

5.11. An MSA Diploma can be issued with honours, if a student has an excellent grade for the GQP and only excellent or good grades for the units and internship. Good grades should not exceed 25% of the total number.

5.12. Successful defence of the GQP leads to the award of sixteen RIOU credits.

If the scope of work assigned to GQP increases due to the cancellation or reduced period of internships (for example, owing to restrictions imposed as a result of a virus outbreak), the number of credits awarded for the successful defence of GQP will increase by the number of credits that were initially assigned to internships.

5.13. In the case of an unsatisfactory grade, non-admittance to the defence process or failed attendance, the student is considered to have an academic failure, and a repeat defence is scheduled for the next exam period in summer or winter, unless a different decision is made by the RIOU Administrative Commission. Only one repeat attempt is allowed (except for cases specified by Rector's order).

5.14. Decisions of the Examination Board on GQP defence cannot be appealed.

5.15. Defended GQPs are transferred to the MSA Administrator and stored at the RIOU Information and Resource Centre.

VI.MAINTENANCE OF ORDER ON RIOU PROPERTY

6.1. On RIOU property students are prohibited from:

6.1.1. performing actions that may obstruct the training process, including the use of mobile phones at lectures and other classes;

6.1.2. performing actions causing damage to the property of RIOU and other parties;

6.1.3. smoking (except in specially designated areas);

6.1.4. being in a state of alcohol, drug or other intoxication, consuming alcohol and gambling;

6.1.5. wearing swimwear or outdoor clothes;

6.1.6. using pyrotechnic devices and performing other actions that violate the Fire Safety Regulations.

6.2. On RIOU premises food should be consumed in specially designated areas.

6.3. Students access RIOU premises by using electronic cards that are issued on the first day of study at the latest. Students must not transfer their electronic access cards to other people.

6.4. Violations of the present Rules shall be reviewed by the RIOU Administrative Commission, and may lead to expulsion from RIOU.