



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



Перелитка Предпросмотр Состояние

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

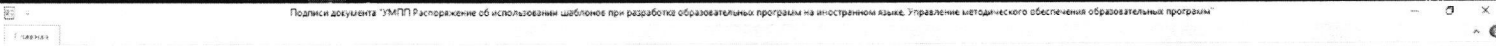
Инициатор: **Сергеева Наталья Ивановна**

Исполнитель: **Группа Распечатки Приказов** Срок: \_\_\_\_\_

- Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ**  
 Инициатор: Сергеева Наталья Ивановна  
 Маршрут: Универсальный ТМ проектов приказов  
 Состояние: в работе
- Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ**  
 Исполнитель: Сергеева Наталья Ивановна  
 Сергеева Наталья Ивановна [17.07.2019 17:25:35]:  
 Направить Адресату с ЭП  
 Состояние: выполнено (Адресату с ЭП)
- Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ**  
 Исполнитель: Приходько Лилия Васильевна  
 Приходько Лилия Васильевна [18.07.2019 10:19:38]:  
 Подписать  
 Состояние: выполнено (Подписать)
- Согласование проекта приказа о "УМПП" Управление методического обеспечения образовательных программ**  
 Исполнитель: Сергеева Наталья Ивановна  
 Сергеева Наталья Ивановна [18.07.2019 10:29:42]:  
 В группу распечатки приказов  
 Состояние: выполнено (В Группу распечатки приказов)

- Вложения:
- УМПП Распоряжение об использовании шаблонов при...
  - УМПП Приложение 1 к распоряжению. Управление м...
  - УМПП Приложение 2 к распоряжению. Управление м...
  - УМПП Приложение 3 к распоряжению. Управление м...
  - УМПП Приложение 4 к распоряжению. Управление м...
  - УМПП реестр рассылок, Управление методического о...

ID задания: 738358 ID документа: 10510354 Дата изменения: 18.07.2019 11:05:43 Пресмотр



- 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 <sup>1</sup>	Learning outcomes (skills <sup>2</sup> , 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.

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

<sup>2</sup> Skills are described when the Financial University educational standards of the 1<sup>st</sup> 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)
<b>Overall workload</b>			
<b>Class work</b>			
<i>Lectures</i>			
<i>Seminars, practicals</i>			
<b>Self study</b>			
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

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(full name of education institution/branch)

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(name of department/teaching department)

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(full name of author/authors)

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(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).









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																
						Incl.		Semester 1		Semester 2		Semester 3		Semester 4		Semester 5		Semester 6		Semester 7		Semester 8														
						Incl.		weeks		weeks		weeks		weeks		weeks		weeks		weeks		weeks														
						Examination	Pass/fail examination	Course paper	Calculation/analyses	Creative home assignment	Test	Essay	Summary	Total	Hours in class	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures
B.2.3.																																				
B.2.3.1.																																				
B.3																																				
B.3.1.																																				
B.3.2.																																				
					240			60					60					60						60												
B.4 FTD																																				

\* 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													
						Incl.	Incl.	Semester 1		Semester 2		Semester 3		Semester 4		Semester 5		Semester 6		Semester 7		Semester 8											
								weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks												
Examination	Pass/fail examination	Course paper	Calculation/analyses	Creative home assignment	Test	Essay	Summary	Total	Hours in class	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits	Hours in class per week	Lectures	Seminars, practicals	Self-study	Credits

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

Developed by:

Dean of the Faculty

(signature)

(full name)

Academic Supervisor of the Program

(signature)

(full name)





Code and name of a block, module, subject	Department	Competence code	Formative assessment in modules	Formative assessment (with module indicated)	Number of credits	Hours	Year 1 Hours in class per module	Year 2 Hours in class per module																																																
			Examination	Pass/fail examination		Creative home assignment	Test	Essay	Summary	Total	Total workload	Work in class				Module 1				Module 2				Module 3				Module 4				Module 5				Module 6				Module 7				Module 8				Module 9								
														weeks																																										
														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	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.2.3.1	Types of practical training periods																																																							
<b>B.3.</b>	<b>Block 3. State final examination****</b>																																																							
B.3.1.	Preparation for state final examination and state final examination																																																							
B.3.2.	Preparation of the final graduation paper and final graduation paper																																																							
	<b>Total</b>																																																							
FTD	Optionals																																																							

\*\*\* Research seminar within the research work (module 1 to 8), excl. the time allocated for the practical training, with pass/fail examinations in modules 2, 4, 6 and 8: 2 hours per each week in the period when the research work is performed.

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

Approved by:

(Name of institution)

(Job title of an employer's representative)

(signature) (full name)

First Vice-Rector for Teaching

(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

The curriculum has been submitted by:

Master Program Academic Supervisor

(signature) (full name)

Dean of the Faculty

(signature) (full name)