



AUTONOMOUS NON-PROFIT ORGANISATION
OF FURTHER PROFESSIONAL TRAINING
«RUSSIAN INTERNATIONAL OLYMPIC UNIVERSITY»



RULES
for
MASTER OF SPORT ADMINISTRATION
further professional training programme
(full-time version)



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1. KEY TERMS AND ABBREVIATIONS

Academic failure – a student’s failure to produce satisfactory academic results or complete the assignments (failure to submit interim or end-of-course assessment tests or assignments without a valid reason), as required by the curriculum, in one or several subjects of a course module.

Artificial Intelligence (AI) – a software technology (software technology platform) able to imitate human cognitive functions (including problem-solving without a predetermined algorithm) and perform specific tasks producing results comparable to those obtained through human intellectual activity.

Course timeline – a timeline defining the start and end dates of units, as well as their sequence.

Curriculum – a document defining the units taught and the total number of hours allocated to each unit.

End-of-course assessment – final assignments that students must do to successfully complete the course.

End-of-Course Assessment Regulations – a document setting forth the end-of-course assessment requirements and process.

Examination Board – a group of RIOU faculty members and invited experts appointed by the RIOU Rector’s order to administer the students’ end-of-course assessment.

Generated text – a text created with the assistance of various software or computer algorithms. Under RIOU regulations, any content detected by an antiplagiarism tool is considered to be generated, regardless of whether the text was generated using certain rules and templates, or by training AI on big data.

GQP – Graduate Qualification Paper (project) which a student must prepare and defend before the Examination Board.

Handbook for the Preparation and Defence of GQPs – a document setting out the requirements regarding the preparation, writing and defence of a student’s Graduate Qualification Paper (GQP).

Interim assessment – tests or assignments that students must complete at the end of a unit or module.

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 and a common timeline.

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

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.

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

RIOU campus– RIOU’s 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.

Supervisor – RIOU faculty member/expert who offers guidance to a student in writing their GQP.

Timetable – a RIOU’s official document designating the time, location and sequence of classes.

Unacknowledged quotations (matches) – copying texts, graphic or other materials from another person’s work without giving credit to the author.

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

2. GENERAL PROVISIONS

2.1. The present Rules apply to the English and Russian language versions of the 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, including the defence process) 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.

2.4. An online mode of classroom instruction may be introduced by the RIOU Rector’s decision, if the epidemiological situation in the country, or the Krasnodar region, worsens, or if the federal or regional authorities impose restrictions to protect the citizens’ safety and health.



3. MSA PROGRAMME MANAGEMENT

3.1. The overall management of the MSA programme is carried out by the Programme Director. The Programme Director is appointed by the RIOU Rector from among the RIOU Vice-Rectors.

3.2. The Programme Director's responsibilities include:

- MSA programme overall design;
- developing the programme syllabus and structure;
- defining the themes and topics of individual academic units;
- determining the interim assessment methods;
- determining the end-of-course assessment methods and procedure;
- coordination of the learning process with the MSA instructors, as well as forming the Examination Board.

3.3. The day-to-day administration of the MSA course is implemented by the MSA Administrator, appointed by the RIOU Rector.

3.4. The MSA Administrator's duties include:

- tracking student attendance in classes;
- keeping students' IPJs, including in electronic form using an LMS;
- ensuring that students receive the required textbooks and manuals in due time;
- posting teaching materials from unit instructors on the LMS;
- tracking academic failures of students and reporting them to the RIOU Administrative Commission;
- informing students about changes made to the timetable;
- collecting the students' feedback regarding their satisfaction with the content of units and quality of teaching.

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

4. MSA PROGRAMME STRUCTURE

4.1. 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.

In case of a deteriorating epidemiological situation and/or in the presence of threats to the students' health, the RIOU Rector may issue an order to hold classroom sessions in any of the semesters, as well as the GQP defence sessions, in an online mode.

4.2. Training on the MSA Programme is supported by a Language Management System. Students will be provided with a username and password to access the system during the first week of



study.

4.3. 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 7:00 p.m. Each class lasts two academic hours of 45 minutes each.

4.4. 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 LMS no later than three days before the start of semester.

4.5. To complete the MSA curriculum, students must attend in person not less than 90 percent of classes in each unit, in accordance with the timetable, unless in-person classes are replaced with online sessions.

4.6. 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.

4.7. 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 internships cannot be organised for a certain reason, including restrictions imposed by government authorities on the work of internship host organisations, restrictions on gatherings or any other aspect of public life, internship placements may be reduced in time or completely cancelled. The internship-related credits will then be awarded for other kinds of academic activities stipulated by the MSA curriculum and timeline.

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

5. ACADEMIC PERFORMANCE CONTROL

5.1. Academic performance control includes continuous and final assessment methods.

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

5.3. Continuous assessment of students is carried out by faculty members through written or other types of assignments completed by students within a designated time period.

5.4. 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 relevant faculty member. Final assessment is conducted using the LMS.

5.5. When completing written assignments (essays, presentations) required for continuous or final assessment, students must acknowledge authors and 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%.

5.6. False assumption of authorship (plagiarism) in completing any kind of written assignment required for continuous or final assessment is not accepted. Students must also comply



with Clause 6.5 of Section 6 (End-of-Course Assessment). If plagiarism is detected, both the written assignment and the student's overall performance in the unit will be graded as unsatisfactory.

Plagiarism check is conducted by the faculty member (university employee) responsible for the relevant assessment event, using the LMS and other tools.

5.7. 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 LMS.

Grades 1 and 2 are unsatisfactory. A student receiving an unsatisfactory grade is 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.

5.8. 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 LMS.

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

5.10. If a student fails to attend more than 10% of the timetabled hours of a unit, 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.

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

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

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

6. END-OF-COURSE ASSESSMENT

6.1. MSA students must defend their Graduate Qualification Papers (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 stipulated by a Rector's administrative order.

6.2. 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 an MSA Diploma with Honours in cases described in the present Rules).

6.3. 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 MSA curriculum (including the internship, if any, as required by the MSA curriculum and timeline).



6.4. A GQP is the result of a completed independent study (or project) conducted by an MSA student under the guidance of a RIOU supervisor, and in accordance with the Handbook for the Preparation and Defence of GQPs.

6.5. Students cannot submit GQPs that represent a text fully generated by a computer technology, including Artificial Intelligence (hereinafter – AI).

6.6. Students must sign the Informed Consent stating their agreement with the general principles regarding the evaluation of a Graduate Qualification Paper (GQP) by a RIOU student written with the assistance of modern information technologies, including AI.

6.7. 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.

6.8. 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 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%.

6.9. Before GQP submission, the initial check for plagiarism or AI generated content is conducted by the student's supervisor, who may use a variety of tools including the LMS. The supervisor then prepares a report on the results of plagiarism and AI content check. The report will be sent to the student, who will be given an opportunity to make corrections to the GQP text based on the supervisor's recommendations.

6.10. Students must submit the corrected version of their GQP before the specified deadline. Results of the final plagiarism and AI content check will be reflected in the supervisor's final report, which will also include the supervisor's recommendation on whether the student can, or cannot, be admitted to the defence process.

6.11. If a student misses the GQP submission deadline, he/she will 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 LSM.

6.12. If any instance of plagiarism or AI generated content is detected in the submitted GQP, the Administrative Commission will ban the work from examination, and the student will be expelled from RIOU.

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

6.14. The results of GQP defence 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.



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

6.16. An MSA Diploma may be issued with honours, if the 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.

6.17. Successful defence of the GQP leads to the award of at least sixteen RIOU credits. If the amount of workload associated with GQP writing increases due to the cancellation or reduced period of internships (for example, as a result of restrictions imposed during epidemics), credits normally awarded for an internship will be added to the GQP credits.

6.18. In the case of an unsatisfactory grade, non-admittance to the defence process or failed attendance (except as maybe otherwise stipulated by a Rector's administrative order), 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

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

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

7. MAINTENANCE OF ORDER ON RIOU PROPERTY AND OTHER RULES

7.1. When on RIOU property, students are prohibited from:

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

7.1.2. performing actions causing damage to the property of RIOU and third parties;

7.1.3. smoking (except in specially designated areas);

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

7.1.5. wearing swimwear or outdoor clothes;

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

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

7.3. 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.

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