Regulations
on the Competition of Concept Proposals for Establishing an Institute of Digital Education at the Moscow City University

1. General provisions

1.1. These Regulations on the Competition of Concept Proposals for Establishing an Institute of Digital Education (hereinafter — "Competition" and "IDE", respectively) at Moscow City University (hereinafter — "MCU" and "University") set forth the goals and objectives of the Competition, as well as the procedures related to its arrangement and implementation.

1.2. These Regulations have been developed in line with the instructions adopted at the joint meeting of MCU Board of Trustees and Supervisory Board (Minutes No. 1 as of October 30, 2017), and the decisions proposed by the MCU Academic Council (Minutes No. 3 as of November 21, 2017), based on the Presidential Decree No. 203 "On the 2017–2030 Strategy for the Development of an Information Society in the Russian Federation" as of May 9, 2017, and the Resolution of the Government of the Russian Federation No. 1632-r "On the Approval of the Program 'Digital Economy of the Russian Federation" as of July 28, 2017.

1.3. Information on the Competition shall be made publicly available through the MCU official website (https://www.mgpu.ru/), as well as through information resources of MCU partners.

1.4. The Competition shall be held from December 18, 2017 to February 15, 2018.

1.5. The University's academic units, faculty, researchers and representatives of other organizations may take part in the Competition.

1.6. Participants may draw up proposals individually or as a team. There is no set limit as to the number of members on the team taking part in the Competition.

2. Goals and Objectives

2.1. The key goal of the Competition is to find the best conceptual framework for establishing an Institute of Digital Education at MCU.

2.2. The Competition objectives include the following:

2.2.1. to analyse all concepts proposed by the participants and outline key directions for further enhancement of the University structure in view of the main provisions and top priority areas established in the program "Digital Economy of the Russian Federation" adopted by the Russian Government and the Federal Target Program of Education Development of the Russian Federation for 2016-2020;

2.2.2. based on the assessment of the efficiency of MCU academic institutes, to draw up a project framework and roadmap for transforming low-performance academic units into new subdivisions relying on the crosscutting concept of placing a major focus on high-quality and efficient digital education;

2.2.3. stimulate and support interdisciplinary research with respect to the modernization of digital economy at the University.

3. Competition Review Panel: Composition and Procedures

3.1. A review panel (hereinafter - "RP" or "panel") shall be established for holding the Competition.

Only candidates who do not and cannot have any conflict of interest which could adversely affect the decisions made by the panel may join the RP.

The RP composition shall include:
- a Chairperson;
- a Deputy Chairperson;
- a Secretary;
- RP members who are also members of the MCU Board of Trustees, Supervisory Board and Academic Council;
- external experts who meet at least two (2) eligibility criteria specified in Annex 3 hereto.

MCU Rector shall be designated as the RP Chairperson and must take part in the RP operations.

3.2. The panel may not include more than 15 members.

3.3. Should the Chairperson be unable to attend the RP meeting during the second stage of the Competition, Deputy Chairperson or another individual duly authorized by the Chairperson (if both the Chairperson and his/her deputy are absent) shall assume the responsibilities of the Chairperson.

3.4. The RP Secretary shall be charged with administrative functions related to the panel operations.

3.5. The list of RP members shall be established by the Rector's directive.

3.6. The review panel shall be responsible for the following as per the timeline specified herein:
- approving the list of participants (based on the results of the acceptance of proposals);
- performing a preliminary expert review of proposals (first stage of Competition) and drawing up a shortlist of candidates;
- evaluating shortlisted concepts during the proposals oral defence (second stage of the Competition) and choosing the winner;
- formulating recommendations for further adjustments to the winning proposal and its respective roadmap of transformation and setting the deadlines for implementing such adjustments;
- putting forth candidates for the position of IDE Director and making suggestions as to his/her salary, which cannot be lower than 2.5 x average salary payable to MCU faculty members[1].

3.7. Members of the review panel shall assess proposals on a 5-10 point scale as per the criteria established in Annex 2 hereto both at the stage of expert review of proposals and during the oral defence.

3.8. The proposal that was assigned the highest score at the oral defence will be declared as the winner of the Competition, provided that the RP recognizes it as such. Should several projects get equal scores at the oral defence, the panel shall hold a meeting

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[1] For reference: average faculty salary at the University comes to 115,600 roubles (average value for 11 months of 2017).

to establish the winner. The winning proposal will be determined by a majority vote during an open voting of RP members attending the meeting.

3.9.   In the event of a tie, the Chairperson (or another individual acting on his/her behalf) shall have a casting vote.

3.10. All RP decisions shall be fixed in minutes and approved by signature of the Chairperson.

3.11. During the selection of candidates, RP does not have to inform the proposal author about the results of expert review, if such author opted to withdraw from the Competition.

4. Competition Timeline and Stages

4.1. The Competition procedure includes two stages: expert review and oral defence.

4.2. At the first stage, the IDE proposals are submitted, registered and subsequently reviewed by experts. As a result, a shortlist of candidates who shall be taking part in the second stage is drawn up.

Proposals, which shall be subject to review at the first stage, are accepted from December 18, 2017 to January 19, 2018.

All Competition proposals must be prepared and formatted in line with the requirements set forth in Annex 1 to these Regulations, and sent by email to komarovrv@mgpu.ru (please include "Regulations on the Competition of Concept Proposals for Establishing an Institute of Digital Education at the Moscow City University"/«Конкурс концепций создания института цифрового образования ГАОУ ВО МГПУ» in the subject line). In his/her email the author must confirm his/her consent for subsequent processing of personal data.

The expert review procedure, which includes proposals examination and assessment, shall be held between January 22 and January 31, 2018. The list of assessment criteria for proposals is given in Annex 2 hereto.

As a result of the expert review, up to three (3) best IDE concept proposals that were assigned the highest maximum score shall be selected for participation in the second stage. The first-stage winners shall be determined on January 31, 2018. Successful candidates shall be informed by the RP Secretary by phone and by email, as listed in their proposals.

4.3. The date for holding the second stage of Competition (oral defence) shall be set on January 31, 2018, once the shortlisted candidates are officially announced.

4.4. The second stage shall be held between February 1 and February 15, 2018. These dates may be changed, if necessary, based on MCU Rector's directive and upon approval of the RP.

4.5. The second stage shall include public presentation and defence of proposals in front of the review panel.

The following time limits are set for public presentation of proposals: presentation and defence - up to 10 minutes, answers to questions posed by the panel - up to 40 minutes.

4.6. The results shall be summarized and the winner shall be established on the same day when the public defence is held.

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Annex 1
to Regulations on the Competition
of Concept Proposals for Establishing
an Institute of Digital Education
at the Moscow City University

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Guidelines for Preparing and Formatting Proposals Submitted for Competition of Concept Proposals for Establishing an Institute of Digital Education at the Moscow City University

To take part in the Competition, candidates must submit a proposal, which should include:

− information on the candidate wishing to take part in the Competition (in the body of the email);

− concept proposal for establishing an Institute of Digital Education at MCU (a separate file attached to the email).

Information on the candidate
(in case of proposal prepared by more than one person, please provide details of all authors)
Full name
Place of work and position
Mobile phone number
E-mail

Concept proposal for establishing IDE at MCU
The proposal description cannot exceed 10 pages but may be supplemented by attachments (roadmap, diagrams, charts and any other substantial information, which is vital for proper understanding of the given concept). The concept may be presented in free format.

Technical requirements to formatting
The proposal must be presented in .docx (MS Word) format. Font - Times New Roman. Font size - 14. Spacing - 1.0. Alignment - justified. Page layout - A4. Indent - 1.25.

Assessment Criteria for Proposals Submitted for the Competition of Concept Proposals for Establishing IDE at MCU

No.	Criteria	Max. score
1	Whether or not the proposal relies on top priority interdisciplinary research principles in terms of modernization of digital economy and renewal of system of education	10
2	Integrated educational, research and innovative capacity of the proposal	10
3	Whether or not the proposal includes detailed mechanisms for ensuring the competitive development of IDE in the context of other similar institutions	10
4	Whether or not the proposal is in line with the provisions of the program "Digital Economy of the Russian Federation" adopted by the Russian Government and the Federal Target Program of Education Development of the Russian Federation for 2016-2020	7
5	Whether or not the proposal includes suggestions related to reorganization of MCU academic institutes of higher education with low-performance rates, as well as the quality of such suggestions	7
6	Whether or not the proposal contains a clear and full presentation of possible links between IDE and the Moscow Online School Project and mechanisms for further development of the latter	6
7	Whether or not the proposal contains a detailed description of the links and possible areas of cooperation between IDE and the Educational Center Sirius (Sochi)	6
8	Justification of resources required for concept implementation; whether or not the volume of required resources is adequate in terms of overall funding available at MCU	5
9	Whether or not the proposed concept is applicable to the existing MCU units and new units which may be established in the future	5
10	Clear presentation of concepts with respect to prospective development of new educational technologies	5

Annex 3
to Regulations on the Competition
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Eligibility Criteria for External Experts Joining the Review Panel of the Competition of Concept Proposals for Establishing IDE at MCU

1. Documented experience (expert status) in expert review of digital project proposals submitted to reputable project competitions (examples: Grant Competition for the Development of Civil Society held by the Presidential Grant Foundation, #EdCrunch Award OOC, Innovations in Education competition, Map of Innovation Leaders in Education contest, etc.).

2. Publications related to digital education.

3. Registered intellectual property / completed projects centred around the topic of digital education (including start-ups).

4. Success at competitions/contests in digitalization of education (first-prize or another winner).

5. Administrative experience in terms of coordination of an academic unit (institute, department, smaller department ('cathedra'), etc.) in charge of a digital education program.

6. Recommendations provided by at least two (2) current members of the review panel.

External candidates must meet at least two (2) eligibility criteria to join the review panel.