

Self-directed study (Homework)

Homework is divided into **graded** and **non-graded** parts. During the 1st and 2nd modules students will fulfil a graded home task – to develop a project. It should be developed within teams (2-3 students in the same seminar group).

Students define a framework, main goals, tasks, and desirable results for a project (in accordance with basic norms of logical reasoning and common sense). Basically, this project may be a draft of course paper (e.g. data collection and quantitative analysis), a business plan for a virtual company, a supplementary analytical dashboard for any practical tasks and projects related to student(s) current courses, internships etc.

The content of graded homework (project) is predefined by Course Content (see Annex 1). Each project should include:

- Brief overview (main goals, tasks, desirable results etc.) and teamwork distribution presented as MS Word document or a separate worksheet within project MS Excel workbook (max. volume ~2 000 symbols with spaces)
- Main part which reflects **each** seminar subjects (MS Excel functions and tools). In the main part students should apply MS Excel functions and tools to predefined goals and tasks to reach any valuable results within the overall framework of the project (e.g. hypothesis check, profit/loss balance, data visualization etc.). Main part should be submitted as MS Excel workbook.
- Conclusions that reflects project results presented as MS Word document or a separate worksheet within project MS Excel workbook (max. volume ~1 000 symbols with spaces)

Projects will be graded based on the following criteria:

Criteria	Grade
A well-structured, analytical presentation of homework that shows strong evidence and broad background knowledge. Students correctly used at least 3 functions/tools from each seminar . Results of the project are meaningful and valuable within the chosen framework of the project. Only minor logical errors and grammar mistakes found. Teamwork is balanced (each member of a team made a significant effort to fulfil results).	Passed (equals to 10)
Fails to demonstrate any appropriate knowledge and project structure. Regularly used less than 3 functions/tools from each seminar, some seminars missed, tools and functions regularly used incorrectly . No precise results or very unconvincing and irrelevant conclusions presented. Serious logical errors and grammar mistakes found. No information about teamwork or very imbalanced teamwork.	Not passed (equals to 0)

Students may have consultations about current progress with tutors (or study assistants by tutors' instruction) one week before and one week after tests 1, 2 and 3. If there was no consultations the project would be valued per se with no options to change anything in the final version.

Final versions of projects should be submitted to LMS within the deadlines provided by tutors.

All late deliveries would be automatically graded as «not passed» (0 points).

All group members get the same grades.

Self-study, which is not included into a course syllabus, but aimed at extending knowledge about the subject, is up to **the student's own initiative**. A tutor recommends relevant resources for self-study, defines relevant methods for self-study, tasks for self-study (in a form of practical exercises in MS Excel workbook) and a feedback (in a form of solved tasks in MS Excel workbook). These tasks may be used as **a tip** for preparation graded part of self-study.