



STEP-BY-STEP GUIDE
to APPLYING
FOR **SBB COURSES**

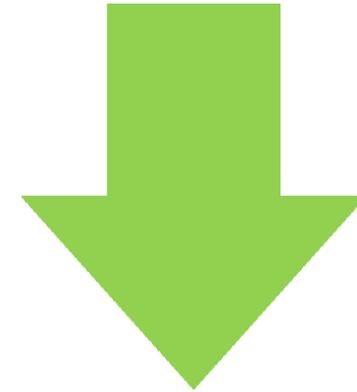


Step 1 Course website

Visit smolny.org.

Click on [Courses](#) in the top right corner and select the course you are interested in.

Under the course description, click [Apply](#).



Smolny Beyond Borders

A Liberal Arts Initiative

[News](#) [Courses](#) [Faculty](#) [About](#) [Archive](#) [Русский](#)

Faculty: Danila Raskov **Course Schedule:** Spring 2025 | Tue, Thu 16:00 – 17:20 CET (Berlin)

Spring 2025: February 10 — June 3
Subject: ECON
Course Level: 200
Number of Credits: 4 U.S. / 8 ECTS
Max Enrollment: 22
Schedule: Tue, Thu 16:00 – 17:20 CET (Berlin) | 10:00 – 11:20 AM EDT (New York)
Distribution Area: Social Analysis (SA)
Language of Instruction: English
Course Prerequisites: English B2 / Equivalent or higher

Having inherited the legacy of housekeeping arts, mercantilism, and politics, Political Economy as a discipline preceded modern economics. This course will address the intellectual history of the discipline understood in this evolutionary context, rather than analyse it as a political phenomenon from a contemporary perspective. It aims to introduce students to the origins of modernity, state, market, and democratic institutions, and to familiarize themselves with important politico-economic texts. It will also provide them with an arsenal of concepts and thematic discussions to foster understanding and critique of contemporary economic and political realities. The great geographical discoveries, the end of religious confrontation, and the development of trade and industry in Europe provoked a new way of thinking about relations in society and a new way of understanding human nature and the structure of political and economic systems. The political and economic thought of the 17th and 18th centuries actively conceptualized questions of natural law, political representation, and state governance practices. Relying on the history of ideas in Europe, including treatises of Bodin, Hobbes, Locke, Rousseau, and Montesquieu, along with texts of so-called mercantilists (Serra and Mun), cameralists (Schroeder and Justi), and contributors to more "classical" Political Economy (Smith, Mill, and Ricardo), we will engage in studying the archaeology of basic concepts in Economics, Sociology, and Politics and following the dialogue between different contributors to the field. Within the question of the dissemination, translation and reception of political-economic ideas, the texts of more peripheral authors such as Genovesi will be examined too. Finally, students will be offered alternative views of economic and political order for analysis and discussion, from Marx's critique of capitalism to utopian vision of More and Bacon. The course will conclude with a critical rethinking of the legacy of political economy, embedding it in public debate and in dialogue with contemporary vital economic issues.

Guidelines for the Statement of Purpose:

Craft a reflective statement of purpose explaining your interest in the Smolny Beyond Borders online course. The file should be saved with your name and course title as the filename and uploaded accordingly. Your statement's clarity and substance will significantly influence our selection. Convey your motivations and aspirations for this course succinctly but thoroughly. Kindly write your statement in the course's Language of Instruction.

Application Portal Instructions:

- 1) Use the Latin alphabet for all entries on the portal, including your name. If the Language of Instruction is Russian, you may use Cyrillic only within the Statement of Purpose file, and the title of the file should still be in English.
- 2) Refrain from using email addresses associated with Russian or Belarusian educational institutions.
- 3) While completing the "Required Information" section, ensure you fill in the "Province" field for your address.
- 4) Provide an address outside Russia or Belarus in both the "Required Information" and "Geographic Location Confirmation" sections of the "Online Course Application". This ensures we can send your transcript.
- 5) You must press the "Sign" button twice during the application.
- 6) If you hold a bachelor's degree, select "4th+" in the "Academic Year (online)" section.
- 7) Applicants either unaffiliated or affiliated with educational institutions in Russia and Belarus should list 'Smolny Beyond Borders' as their educational institution.
- 8) In the student ID section, enter 'SBB'.
- 9) Consider drafting your motivation letter ahead of time. Save it as a separate file with this format: LastName_FirstName_CourseTitle for a smoother application process.

[Apply](#)

Step 2 To apply for the course, click [Apply Now](#)



Please read before you continue:

*Before applying for this course please check the time zone. [Click here to check on time zones](#)



Dates / Deadlines:

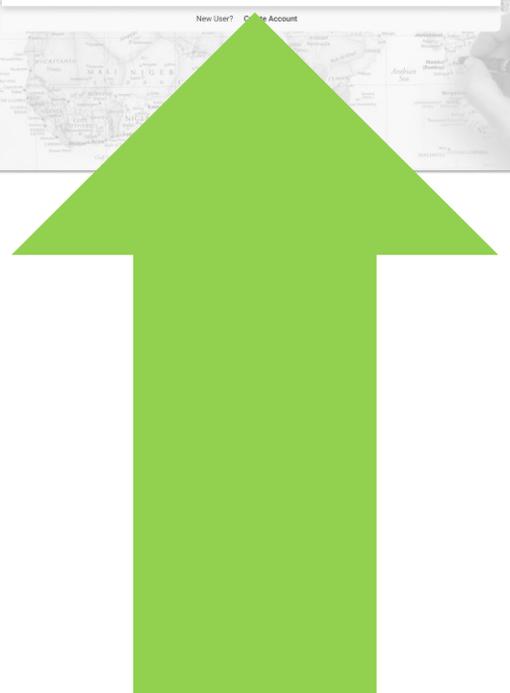
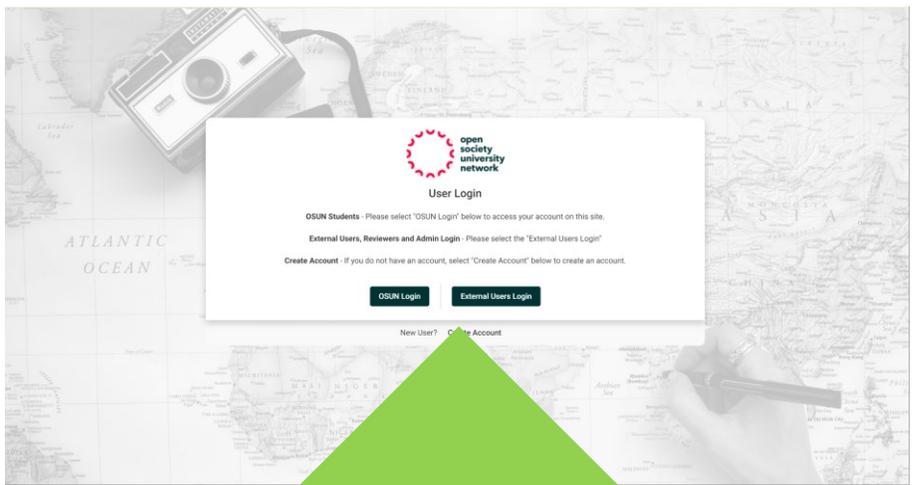
Term	Year	App Deadline	Decision Date	Start Date	End Date
Fall	2024	06-Sep-2024	Rolling admission	13-Sep-2024	27-Dec-2024



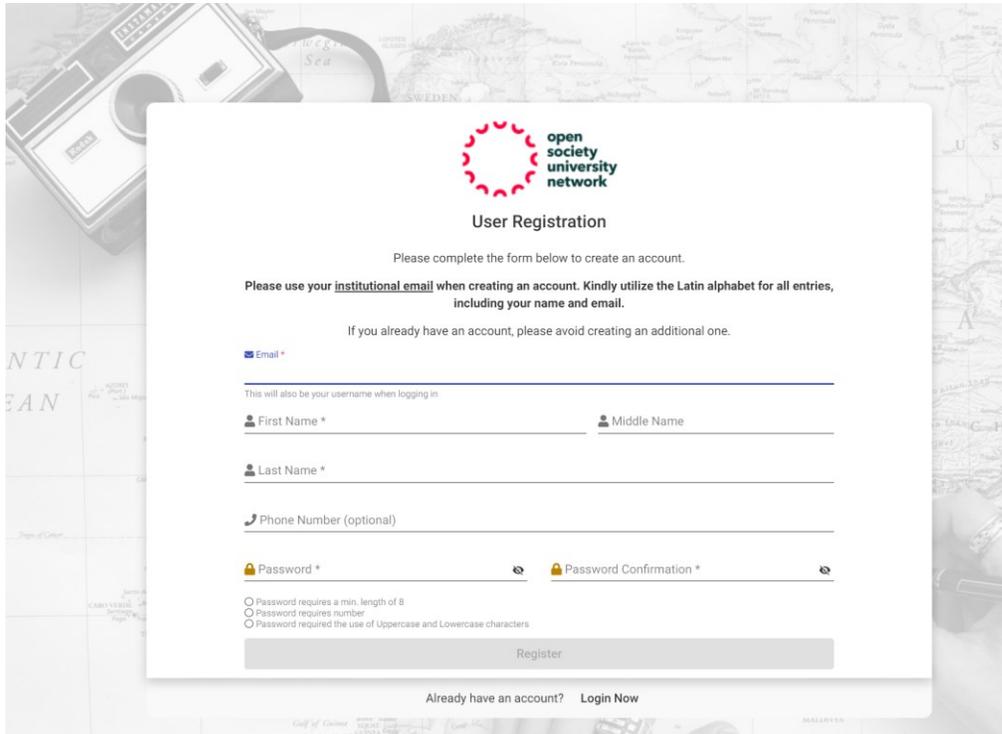
We use the osun.terradota.com portal for course registration.

The registration process might feel like a quest, but this guide will help you reach the coveted [Submit](#) and [Commit](#) buttons.

Step 3 If you haven't taken an SBB course before, click [Create Account](#).



Step 4 New users need to create an account



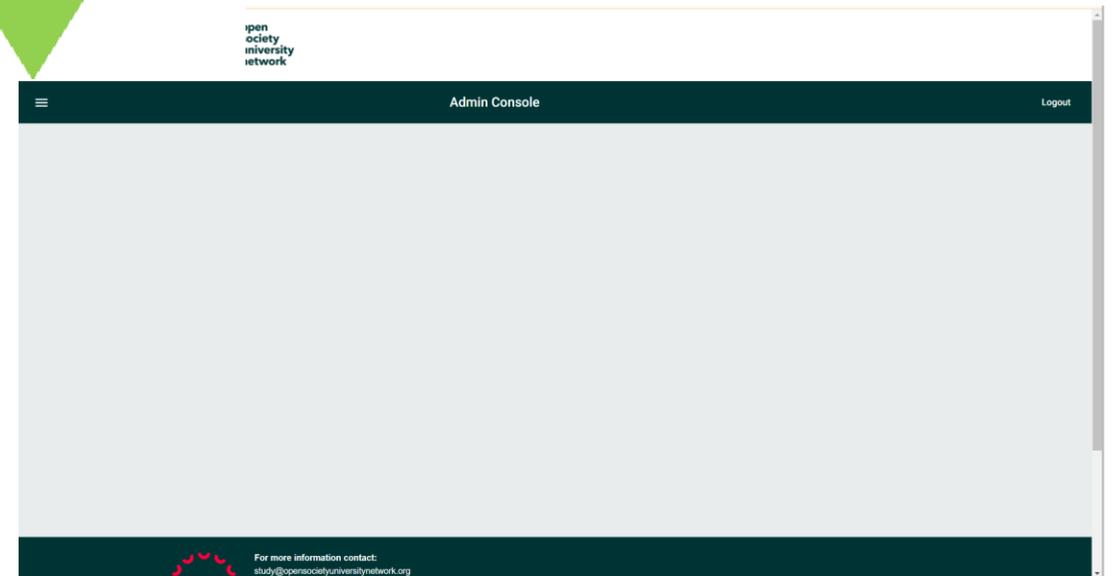
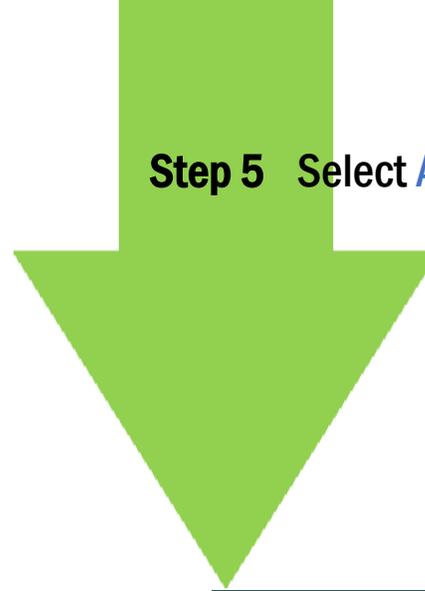
The screenshot shows the 'User Registration' form for the Open Society University Network. The form includes the following fields and instructions:

- Instructions:** "Please complete the form below to create an account. Please use your institutional email when creating an account. Kindly utilize the Latin alphabet for all entries, including your name and email. If you already have an account, please avoid creating an additional one."
- Email ***: A text input field with a note: "This will also be your username when logging in."
- First Name *** and **Middle Name**: Text input fields.
- Last Name ***: Text input field.
- Phone Number (optional)**: Text input field.
- Password *** and **Password Confirmation ***: Text input fields with toggle icons for visibility.
- Register**: A grey button at the bottom of the form.
- Already have an account? Login Now**: A link at the bottom of the form.



Please avoid using email addresses associated with Russian or Belarusian educational institutions.

Step 5 Select **Applicant** from the drop-down menu



The screenshot shows the 'Admin Console' interface for the Open Society University Network. The interface includes the following elements:

- Header:** "Admin Console" and "Logout" link.
- Footer:** "For more information contact: study@opensocietyuniversitynetwork.org" with the Open Society University Network logo.



Use the Latin alphabet when filling out the form.

Step 6 Complete the application form

Required information

Gender * ▼

Please select a gender.

Date of Birth * 📅

I hereby grant my voluntary and explicit consent to OSUN to manage my personal data provided in this application form for the purposes related to my current application, including for screening to ensure compliance with U.S. economic sanctions laws, to transfer my personal data to those parties who are directly involved in the selection of applications, and if accepted, to transfer my personal data to those parties who are directly involved in managing the program for which I am currently applying. I acknowledge and accept that failure to provide the requested personal data may result in my application not being processed by OSUN.

By registering in the OSUN student portal, you are joining the online OSUN community. You may receive via e-mail targeted announcements on opportunities related to your academic or program interests, occasional surveys, and communications from faculty or staff within the OSUN network who share your interests.

The Open Society University Network is committed to the protection of your personal information. View the OSUN Privacy Notice [here](#)™

Home Institution ▼

ID Number at Home Institution



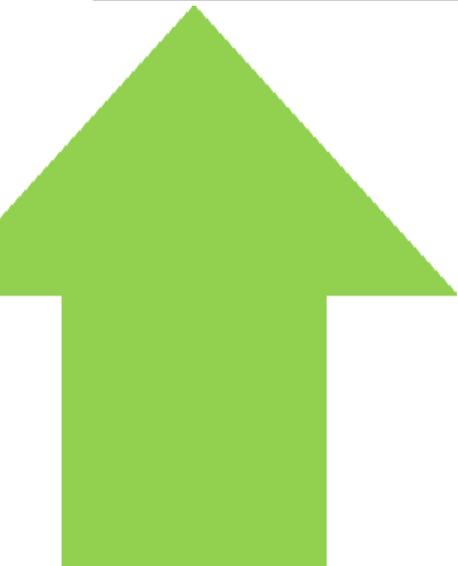
If you are a student of a Russian or Belarusian university, choose [Smolny Beyond Borders](#) as your [Home Institution](#).



Do not select [Other](#) as an option.



Non-Russian and non-Belarusian students can select their institution from the list provided.



Step 7 Continue filling out the application form

Applicant home

Study Field(s) at Home Institution

Nationality

Required addresses

Home Address

Address line 1

Address line 2

Address line 3

City State Zip code (or postal code)

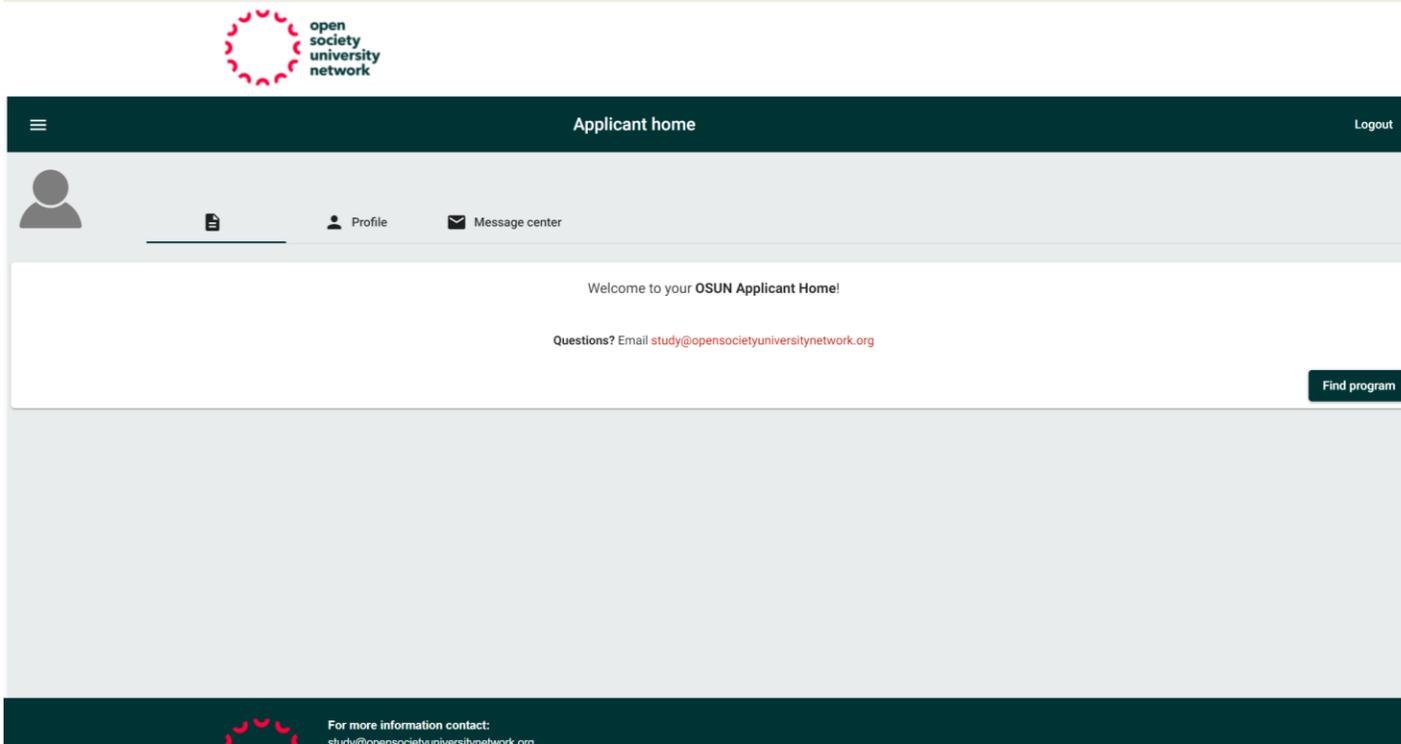
Province Country



All fields, including [Province/Province](#) in the address section, must be completed.

- 1 In the Required Information and Geographic Location Confirmation sections, enter a mailing address **outside Russia or Belarus**.
-  Do **not** enter **Russian or Belarusian** mailing addresses for security reasons.
- 2 If you do not wish to provide certain details, enter “[N/A](#)” or a dash.
- 3 Once completed, click [Update](#).

Step 8 Applicant Home



Congratulations!

You've completed the first stage.

Your personal account on the [Terradota](#) portal is now set up.



Yes, we know, it's not perfect!

Step 9 Apply for a course

- 1 Return to the selected course page on smolny.org.
- 2 Under the course description, click [Apply](#) again.
- 3 Review the time zone information and click [Apply Now](#) once more.
- 4 Select the semester Term (e.g. Spring 2025), then click [Continue](#).

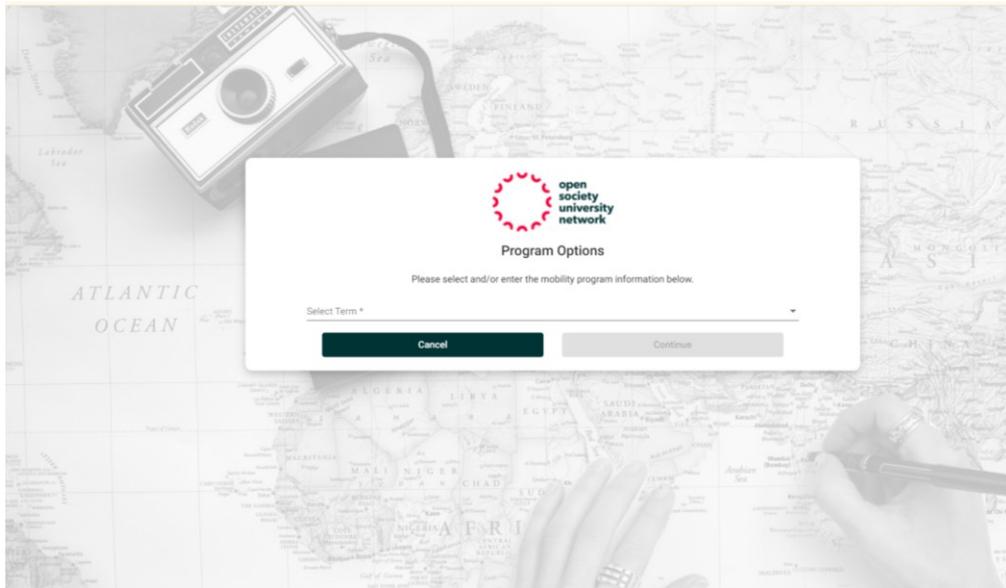
Please read before you continue:

*Before applying for this course please check the time zone. [Click here to check on time zones](#)

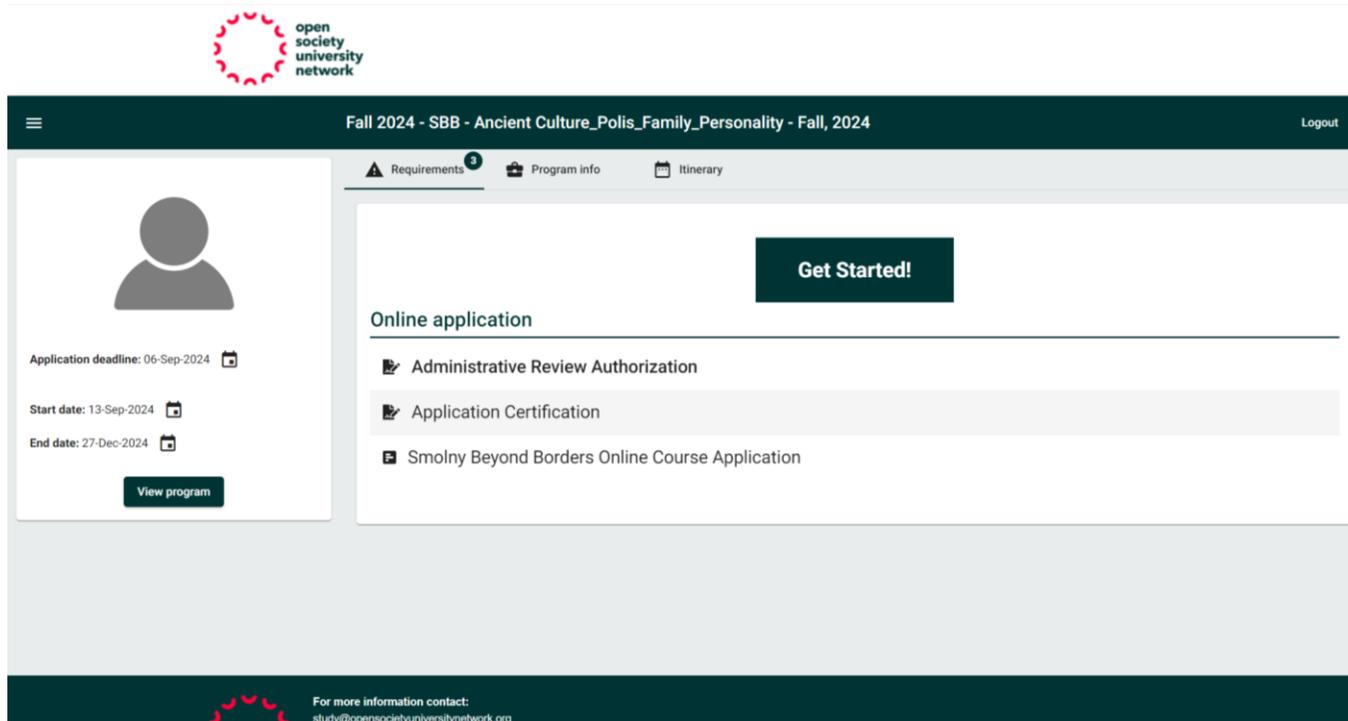
Apply Now

Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
Fall	2024	06-Sep-2024	Rolling admission	13-Sep-2024	27-Dec-2024



Step 10 Course Card



The screenshot shows a user interface for a course card. At the top left is the Open Society University Network logo. The header bar contains the course title 'Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality - Fall, 2024' and a 'Logout' link. Below the header, there are navigation tabs for 'Requirements' (with a notification badge), 'Program info', and 'Itinerary'. On the left side, there is a user profile icon, an 'Application deadline: 06-Sep-2024' with a calendar icon, a 'Start date: 13-Sep-2024' with a calendar icon, and an 'End date: 27-Dec-2024' with a calendar icon. A 'View program' button is located below these dates. In the center, there is a large 'Get Started!' button. Below this, the section 'Online application' is titled, followed by a list of application steps: 'Administrative Review Authorization', 'Application Certification', and 'Smolny Beyond Borders Online Course Application'. At the bottom, there is a footer with contact information: 'For more information contact: study@opensociety.universitynetwork.org'.



SBB = Smolny Beyond Borders

The course card displays key details like the start and end dates.

Step 11 Online application

Complete three documents in sequence:

1 Administrative Review Authorization

Click [Sign](#) to complete.

Online application

Administrative Review Authorization

I, _____, understand and agree that my participation in this online course is subject to an administrative review of my biographical information (name, date of birth, and citizenship). OSUN will use the requested data to ensure that OSUN member institutions are not entering into any relationship with an individual or entity listed on the **United States Office of Foreign Assets Control's (OFAC)** or **Specially Designated Nationals and Blocked Persons (SDN)** lists. If a positive match to a restricted list is confirmed, OSUN member institutions will be unable to enroll you in any of its programs.

Please sign below to consent to the use of this information for OSUN's administrative review process.

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

[Sign](#)

Application Certification

Smolny Beyond Borders Online Course Application

2 Application Certification

Click [Sign](#) to complete.

Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality - Fall, 2024 Logout

Requirements **Program info** **Itinerary**

1 of 3

Online application

Administrative Review Authorization

Application Certification

the following application certification:

_____, an applicant for the Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality program, Fall 2024, understand that my signature indicates that I have read and understood the terms of the application and certify that all information contained in my application and supporting materials are factually correct and honestly presented.

Note: All materials must be received by no later than the application deadline in order for your application to be considered complete. Incomplete applications will not be reviewed.

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

[Sign](#)

Beyond Borders Online Course Application

Requirements	Date Submitted
Administrative Review Authorization	03-Sep-24

Step 12 Online application (Continued)

Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality - Fall, 2024 Logout

Online application

- Administrative Review Authorization
- Application Certification
- Smolny Beyond Borders Online Course Application**

1) Use the Latin alphabet for all entries on the portal, including your name. If the Language of Instruction is Russian, you may use Cyrillic only within the Statement of Purpose file. 2) Refrain from using email addresses associated with Russian or Belarusian educational institutions. 3) If you hold a bachelor's degree, select "4th+" in the "Academic Year (online)" section. 4) Applicants either unaffiliated or affiliated with educational institutions in Russia and Belarus should list "Smolny Beyond Borders" as their educational institution. 5) In the student ID section, enter "SBB". 6) Consider drafting your motivation letter ahead of time. Save it as a separate file with this format: LastName_FirstName_CourseTitle [in Latin Alphabet] for a smoother application process. 7) By submitting the form, you agree that your letter of motivation may be used as part of an internal, anonymized study of potential Smolny Beyond Borders students. The research will be conducted strictly anonymously.

1) What is your current affiliation? (REQUIRED)

2) Academic Year (online) (REQUIRED)

What academic year will you be in while taking this OSUN online course?

3) Geographic Location Confirmation (REQUIRED)

Please write the city and country where you will be located while participating in this virtual course.

This course will have participants from various countries, so knowing the time zones of students will be helpful in creating meeting schedules and group work sessions.

4) Online Course Prerequisites

If this courses has a prerequisite(s), have you completed them? If yes, please include the course level and name. If you are applying for a course taught in a language other than English, and you are a native speaker, please list it.

5) Courses on what topics or from what instructors would you like to see in SBB?

6) What would you like to change in SBB? What things are lacking? What things you don't like?

0 / 4000

Fill out the actual application form

There are 20 questions here. Some of them are mandatory. In the rest we ask your opinion about the program "Smolny Beyond Borders". We realize that they may seem premature, but we would nevertheless appreciate your feedback.

1 What is your current affiliation?

2 Select [Academic Year \(online\)](#) from the drop-down menu.

If you have a bachelor's degree, select **4+**.

3 [Geographic Location Confirmation](#)

Write the city and country where you'll take the course (in Latin characters).

4 [Online Course Prerequisites](#)

In our case, this is usually the Russian or English language requirement if you are choosing an English language course.

For English courses, indicate your proficiency level if you're not a native speaker (no proof required).

For Russian courses, state if you're a native speaker.



Questions 5-19 help us understand our audience. Thank you! Feel free to answer them in English or Russian.

Step 13 Statement of purpose

Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality - Fall, 2024 Logout

16) Have you taken courses in other online Universities this year or in the past? (REQUIRED)
If you have taken courses in other online Universities, can you name them?
 Yes No

17) If you are planning on moving in the close future, to what region? (REQUIRED)

18) What are you planning to do in the close future? (REQUIRED)

19) Do you consider the possibility to continue your education at one of these Universities? (REQUIRED)
choose all the appropriate options

20) Statement of Purpose (REQUIRED)
Craft a reflective statement of purpose explaining your interest in the SimCity Beyond Borders online course. The file should be saved with your name and course title as the filename and uploaded accordingly. Your statement's clarity and substance will significantly influence our selection. Convey your motivations and aspirations for this course succinctly but thoroughly. Kindly write your statement in the course's Language of Instruction.

Drag/drop file here to upload or click to [Browse](#)

20 Upload your [Statement of Purpose](#).

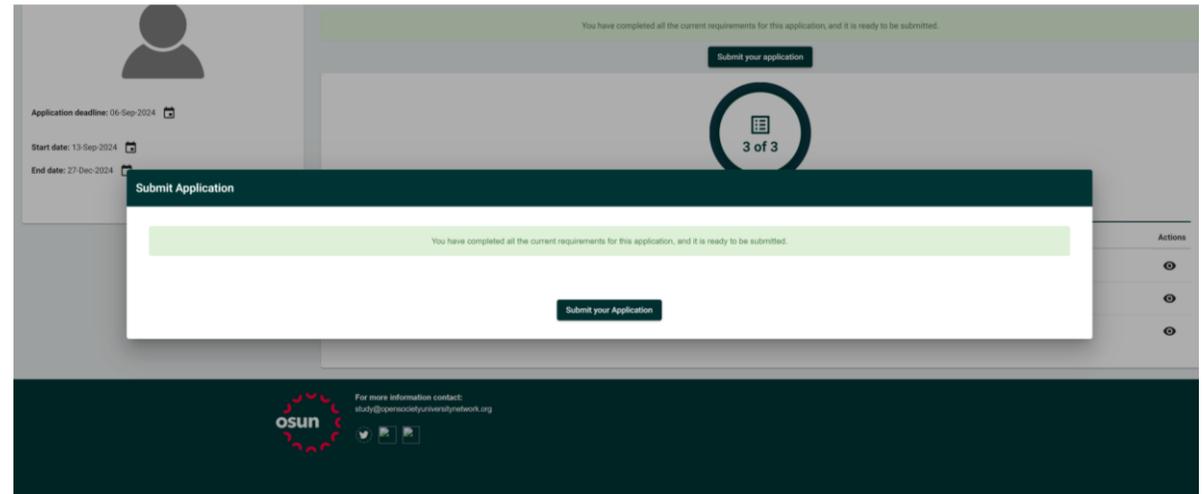


Use Latin characters in the file name: [LastName_FirstName_CourseTitle](#).

Kindly write your statement in the course's Language of Instruction.

Click [Done](#) after uploading.

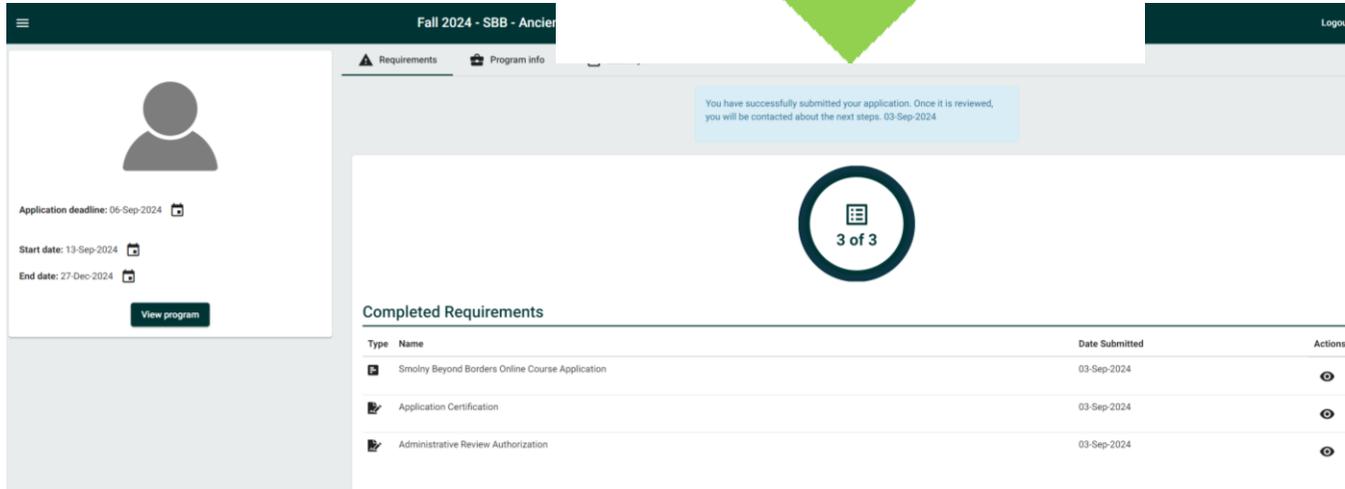
Yay! The application is complete.



Once the application is complete, [click Submit Your Application](#).

Step 14 That's it!

A blue box will confirm your successful submission.



The screenshot shows a web application interface for 'Fall 2024 - SBB - Ancient'. A large green arrow points down to a blue notification box that reads: 'You have successfully submitted your application. Once it is reviewed, you will be contacted about the next steps. 03-Sep-2024'. Below this, a circular progress indicator shows '3 of 3' completed requirements. A table titled 'Completed Requirements' lists the following items:

Type	Name	Date Submitted	Actions
📄	Smolny Beyond Borders Online Course Application	03-Sep-2024	👁
📄	Application Certification	03-Sep-2024	👁
📄	Administrative Review Authorization	03-Sep-2024	👁



After review, you'll receive notification of your application status via email study@opensocietyuniversity

😊 ACCEPTED

😐 WAITLIST

😞 NOT ACCEPTED

Application Activity: OSUN Open Society University Network Website

Open Society University Network - Application Activity

Dear [REDACTED]

Thank you for submitting your application for the online course - **Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality** OSUN Course Staff will now seek your home institution's approval to add you to this course. You will receive email notification when this process is complete.

Best,
OSUN Online Course Staff



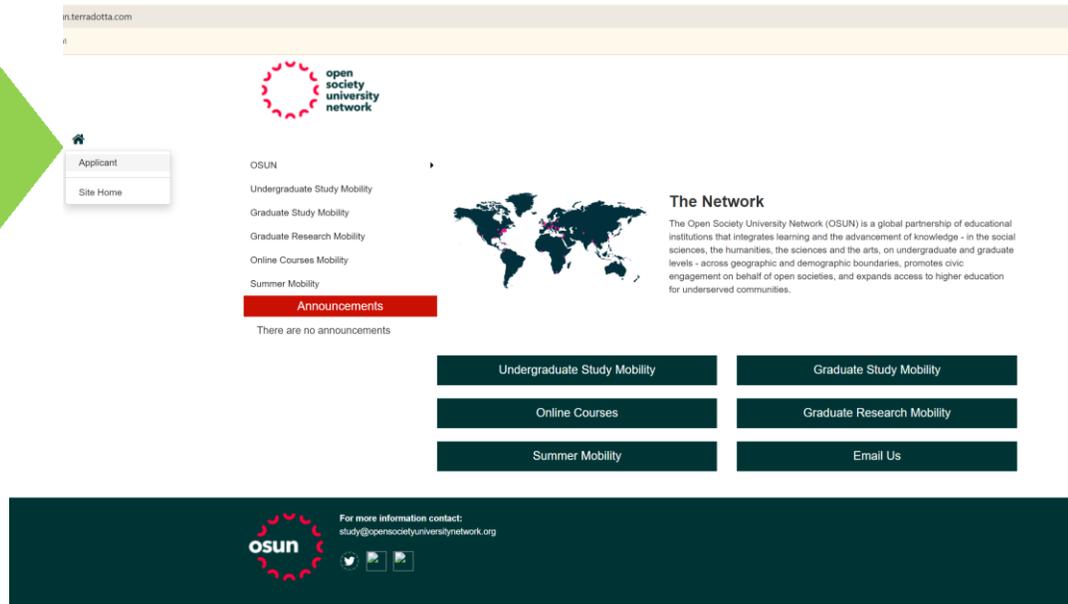
study@opensocietyuniversitynetwork.org | OSUN Website | OSUN Application Portal



Here is an example of a letter to a student accepted to a course.

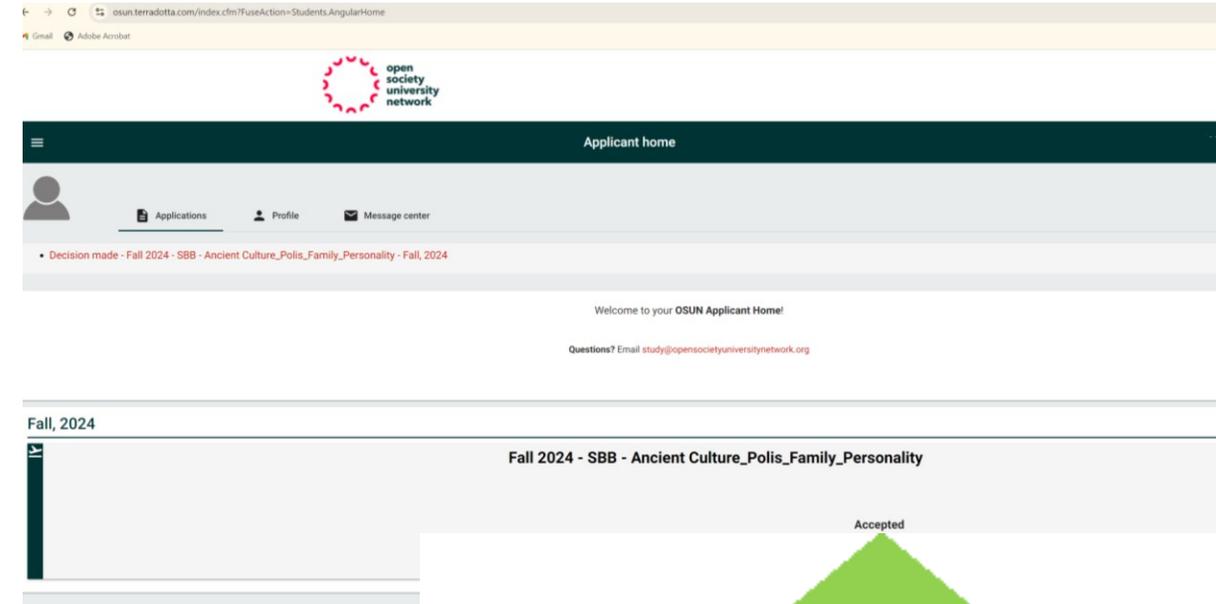
Step 15 What's next?

Log in to [Terradota](https://osun.terradata.com) at osun.terradata.com.



The screenshot shows the OSUN website homepage. At the top left, there is a home icon and a dropdown menu with 'Applicant' and 'Site Home' options. The main content area features the OSUN logo, a navigation menu with links for Undergraduate Study Mobility, Graduate Study Mobility, Graduate Research Mobility, Online Courses Mobility, and Summer Mobility. A world map is displayed next to the 'The Network' section, which describes OSUN as a global partnership of educational institutions. Below this, there are six buttons: Undergraduate Study Mobility, Graduate Study Mobility, Online Courses, Graduate Research Mobility, Summer Mobility, and Email Us. At the bottom, there is a footer with the OSUN logo, contact information, and social media icons.

Click on  in the upper right corner. In the drop down menu, click on [Applicant](#).



The screenshot shows the OSUN Applicant Home page. At the top, there is a navigation bar with 'Applicant home' and a user profile icon. Below this, there are links for 'Applications', 'Profile', and 'Message center'. A notification banner indicates a decision made for the Fall 2024 SBB - Ancient Culture_Polis_Family_Personality application. The main content area displays a welcome message and a link for questions. Below this, there is a section for 'Fall, 2024' with a table showing the application status for 'Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality' as 'Accepted'.

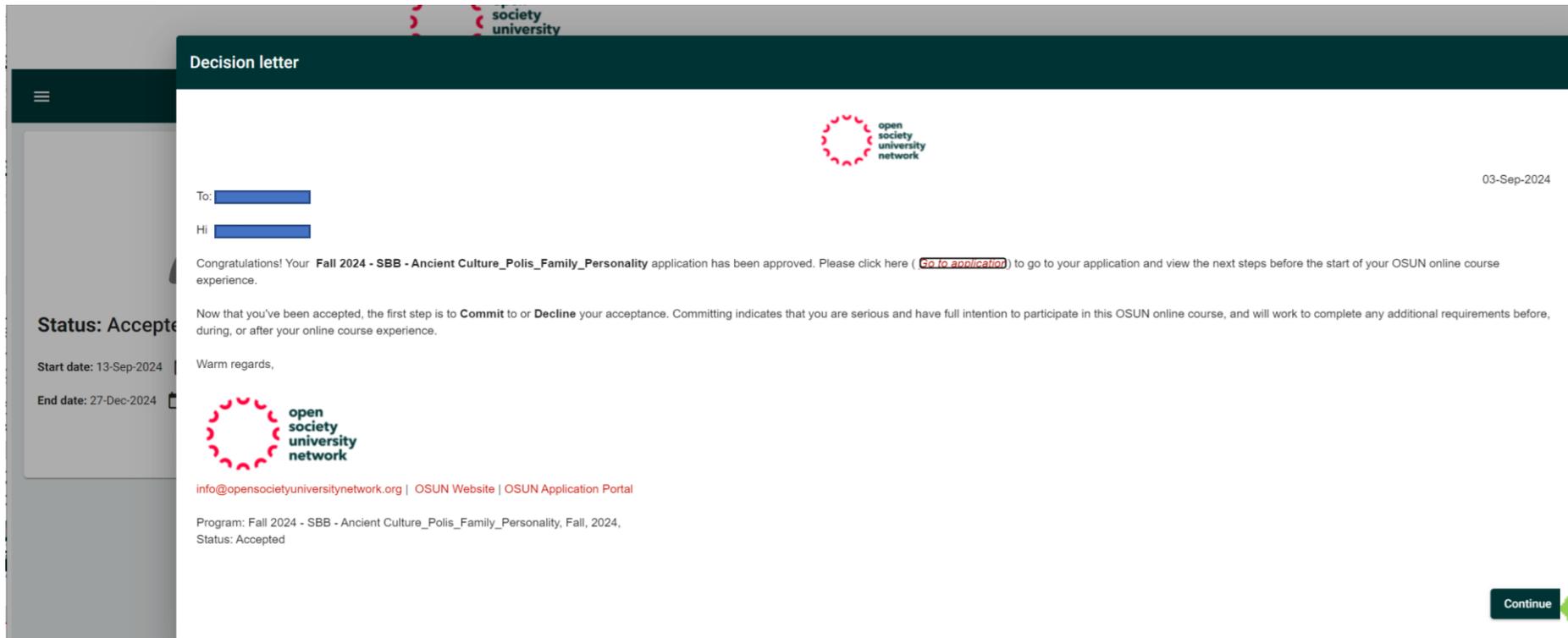
Go to [Applicant Home](#).

Here you can see your application status (e.g., [Accepted](#)).

Step 16 You've got mail!

Click the red [Decision made-Course Name](#) line and accept the congratulations!

Click [Continue](#) to proceed.



The screenshot shows an email interface with a dark green header bar containing the text "Decision letter". The email content includes the Open Society University Network logo, a date of "03-Sep-2024", and a "To:" field with a redacted name. The main body of the email contains the following text:

Hi [redacted]

Congratulations! Your **Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality** application has been approved. Please click here ([Go to application](#)) to go to your application and view the next steps before the start of your OSUN online course experience.

Now that you've been accepted, the first step is to **Commit** to or **Decline** your acceptance. Committing indicates that you are serious and have full intention to participate in this OSUN online course, and will work to complete any additional requirements before, during, or after your online course experience.

Warm regards,

 **open society university network**

info@opensocietyuniversitynetwork.org | [OSUN Website](#) | [OSUN Application Portal](#)

Program: Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality, Fall, 2024,
Status: Accepted

On the left side of the email interface, a sidebar is partially visible with the following information:

Status: Accepted

Start date: 13-Sep-2024

End date: 27-Dec-2024

At the bottom right of the email content area, there is a dark green button labeled "Continue".

Step 17 Commit or Not Commit?

If you're ready to commit to the course, click [Commit](#).

The screenshot shows the OSUN application portal for the Fall 2024 SBB - Ancient Culture_Polis_Family_Personality program. The user's status is 'Accepted'. The 'Online application' section is active, showing the 'Online Course Commitment Declaration' form. The form includes a 'Commit' button and a 'Decline' button. Below the form, there are links for 'Transcript Release Form' and 'Transcript Request Form'.

Under [Online Application](#), sign the [Course Commitment Declaration](#) and [Transcript Release Form](#).

The screenshot shows the OSUN application portal after the user has committed. The status is now 'Committed'. The 'Online application' section is still active, showing the 'Online Course Commitment Declaration' form with a 'Sign' button. Below the form, there are links for 'Transcript Release Form' and 'Transcript Request Form'. A 'Completed Requirements' section is visible at the bottom, showing 'Pre-decision requirements'.

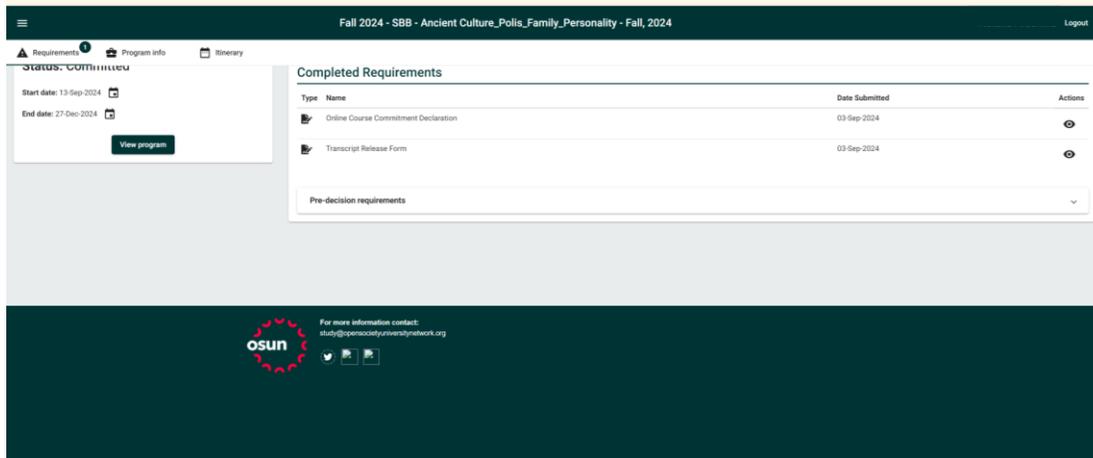
The screenshot shows the OSUN application portal after the user has completed the requirements. The 'Completed Requirements' section is expanded, showing a table with the following data:

Type	Name	Date Submitted	Actions
📄	Online Course Commitment Declaration	03-Sep-2024	👁️

Below the table, there is a 'Pre-decision requirements' section.

Step 18 Commit or Not Commit?

After signing, you'll see the [Completed Requirements](#) report, but that's not the end....

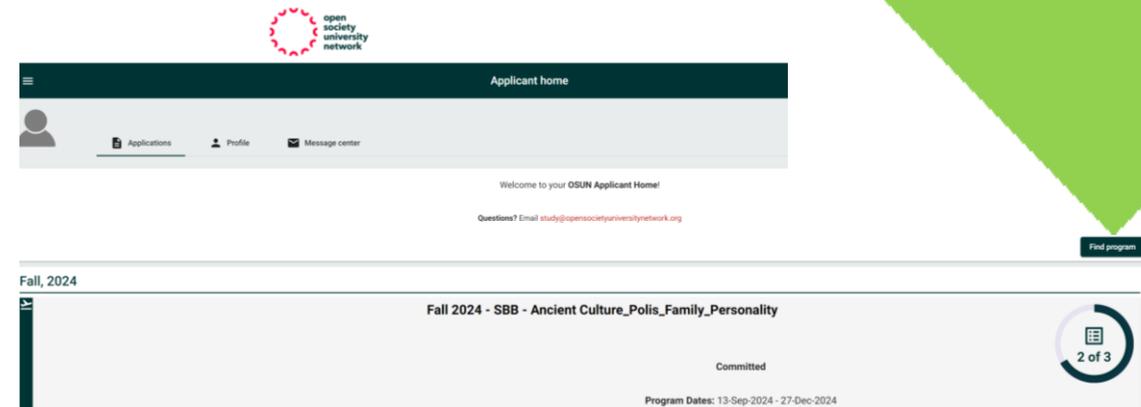


The screenshot shows a web interface for the OSUN program. At the top, it displays "Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality - Fall, 2024" and a "Logout" link. Below the header, there are navigation tabs for "Requirements", "Program Info", and "Itinerary". The "Requirements" tab is active, showing a status of "COMPLETED" and a "View program" button. The main content area is titled "Completed Requirements" and contains a table with the following data:

Type	Name	Date Submitted	Actions
📄	Online Course Commitment Declaration	03 Sep-2024	👁️
📄	Transcript Release Form	03 Sep-2024	👁️

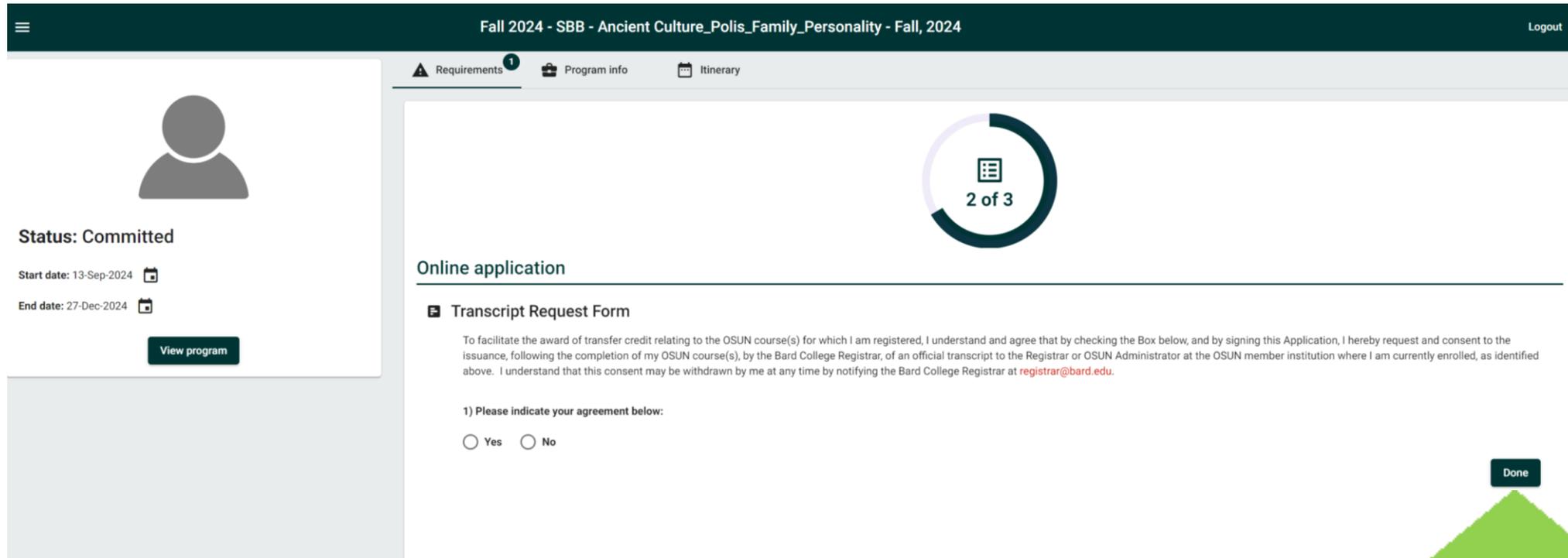
Below the table, there is a section for "Pre-decision requirements" with a dropdown arrow. At the bottom of the page, there is an OSUN logo and contact information: "For more information contact: study@opensocietyuniversitynetwork.org".

Now you need to return to the ~~start of the game~~ [Applicant Home](#) and click here:



The screenshot shows the OSUN Applicant Home page. At the top, there is the OSUN logo and the text "Applicant home". Below the header, there are navigation links for "Applications", "Profile", and "Message center". A welcome message reads "Welcome to your OSUN Applicant Home!" and a link for "Questions? Email study@opensocietyuniversitynetwork.org" is provided. A "Find program" button is located in the top right corner. The main content area displays "Fall, 2024" and "Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality". Below this, it shows the status "Committed" and "Program Dates: 13-Sep-2024 - 27-Dec-2024". In the bottom right corner, there is a circular progress indicator showing "2 of 3" steps completed.

Step 19 Transcript Request Form



The screenshot shows a web application interface for a transcript request form. At the top, a dark green header contains a menu icon, the text "Fall 2024 - SBB - Ancient Culture_Polis_Family_Personality - Fall, 2024", and a "Logout" link. Below the header, a navigation bar includes "Requirements" (with a notification badge), "Program info", and "Itinerary". On the left, a user profile section shows a grey silhouette icon, the status "Status: Committed", and dates: "Start date: 13-Sep-2024" and "End date: 27-Dec-2024", with a "View program" button. The main content area features a circular progress indicator showing "2 of 3" steps. The current step is "Online application", which includes a "Transcript Request Form" section. The form text reads: "To facilitate the award of transfer credit relating to the OSUN course(s) for which I am registered, I understand and agree that by checking the Box below, and by signing this Application, I hereby request and consent to the issuance, following the completion of my OSUN course(s), by the Bard College Registrar, of an official transcript to the Registrar or OSUN Administrator at the OSUN member institution where I am currently enrolled, as identified above. I understand that this consent may be withdrawn by me at any time by notifying the Bard College Registrar at registrar@bard.edu." Below this text, it says "1) Please indicate your agreement below:" followed by two radio buttons: "Yes" and "No". A "Done" button is located at the bottom right of the form area.



For students requiring a transcript, select [Yes](#) and click [Done](#).



Step 20 Transcript Request Form (Continued)

Submit Application

You have completed all the current requirements for this application, and it is ready to be submitted.

Submit your Application

Type	Name	Date Submitted	Actions
📄	Transcript Request Form	03-Sep-2024	👁
📄	Transcript Release Form	03-Sep-2024	👁
📄	Online Course Commitment Declaration	03-Sep-2024	👁

Pre-decision requirements



Once enrolled, you'll gain access to the course website on the LMS OSUN Brightspace:

<https://osun.brightspace.com> .

Log in using the email address you used for registration. No separate registration is needed.

Thank you. You have completed your online course application requirements. Best wishes for a successful experience. 03-Sep-2024

3 of 3

3 of 3 requirements complete

Type	Name	Date Submitted	Actions
📄	Transcript Request Form	03-Sep-2024	👁
📄	Transcript Release Form	03-Sep-2024	👁
📄	Online Course Commitment Declaration	03-Sep-2024	👁

Pre-decision requirements

OSUN
open
university
network

Welcome to OSUN Brightspace

Log in with your institutional email

LOG IN WITH OSUN ID SYSTEM

If you are not able to log in, contact:
OSUN Helpdesk

Powered by
D2L BRIGHTSPACE

Need help?

If you have any questions, feel free to contact us at:



helpdesk@smolny.org

<https://t.me/smolnybb>

<https://www.facebook.com/smolnybb>

<https://www.instagram.com/smolnybb/>

