APPROVED by HSE University Directive No.\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_

**Temporary Regulations for Faculty Competitions to Create Project Groups at**

**National Research University Higher School of Economics**

1. **General Provisions**
   1. The Temporary Regulations for Faculty Competitions to Create Project Groups at National Research University Higher School of Economics specify the procedures for the holding, the timeframe and sources of financing for faculty competitions to set up project groups at National Research University Higher School of Economics (hereinafter, the “Regulations”, the “Competition”, and “HSE University”, respectively).
   2. The Competition shall be held for the purpose of organizing project activities for staff members and learners at the faculty level in accordance with the objectives of HSE University’s Development Programme for the period until 2030 (hereinafter, the “Development Programme”), approved in its entirety by HSE University Academic Council, Minutes No. 01, dated January 24, 2020, as well as for the purposes of the effective use of additional funds allocated to departments and schools for academic research and the support of student initiatives, as per the decision of the HSE University Academic Council, Minutes No. 16, dated December 20, 2019.
   3. The whole of these Regulations shall be in effect until December 31, 2020, while the portion concerning project assessments shall run until December 31, 2021.
   4. These Regulations, as well as amendments thereto, shall be approved and enacted by an HSE University directive.
   5. The Competition is not a tender for the procurement of goods, works and services for the needs of HSE University, and thus shall not be affected by the provisions of Federal Law No. 223-FZ “On Procurement, Works and Services by Respective Legal Entities”, dated July 18, 2011, and Federal Law No. 44-FZ “On the Contract System for the Procurement of Goods, Works and Services for Meeting State and Municipal Requirements”, dated April 5, 2013, as well as Chapter 57 of the Civil Code of the Russian Federation.
2. **General Conditions of the Competition**
   1. The Competition shall be held by HSE University faculties, however it shall be organized as an all-university event with common baseline criteria, which may be expanded as per the specifications of a given faculty. Within the scope of the Competition, a single admission of applications shall be held, which is followed by the organization of competition procedures at faculties. General coordination of competition procedures with respect to projects developed by staff shall be ensured by HSE Innovation and Enterprise Office, and by learners – Centre for Student Academic Development.
   2. Applications shall be submitted to the Competition to create project groups. A project group is a team of academic staff members (hereinafter, “academic staff”), other staff and/or leaners involving at least 5 (five) permanent participants, brought together by a common topic and engaged in a full cycle of project activities up to the point when a verifiable result is attained. Project groups may have mixed membership, including both staff and learners.
   3. A project group shall be organized upon the initiative of participants themselves and not become a University subdivision.
   4. Different types of projects may be proposed by project groups, for instance, carrying out fundamental or applied research, project-based learning activities, art projects, educational projects, publishing projects, educational projects, outreach projects, social activism projects, etc., as specified by faculties with due consideration of specifics of their activity or field.
   5. The Competition may be open to all HSE University subdivisions, staff members and learners. A project group may include staff and learners from any faculty. The head of a project group must be a staff member or learner at the faculty where an application has been submitted.
   6. Staff from subdivisions not operating under a faculty may take part in the Competition on an equal footing. They may submit applications to the faculties which focus on the subject area considered most relevant.
   7. Institutes and other non-faculty subdivisions shall have the right to organize their own Competitions with financing projects from their own or raised funds. The provisions of these Regulations shall apply to such competitions.
   8. Upon submission of applications, proposals may be made as to the inclusion of external specialists in project groups with proposals for their subsequent full-time or part-time employment at a given faculty or subdivision if vacancies are open or on the basis of independent contractor agreements. External specialists shall be hired as per established procedure at HSE University, by the recommendation of relevant councils within a general limit on academic positions at faculties.
   9. By involving in the Competition, its participants acknowledge the rules for the Competition, stated in these Regulations.
   10. If a participant acts in violation of these Regulations, or if misconduct or inappropriate behavior is identified within the context of the Competition, HSE University shall have the right to bar this participant from the Competition.
3. **Procedures for Reviewing Applications**
   1. Two types of applications shall be accepted – to set up project groups with staff members (may involve learners) and project groups with learners (undergraduate and graduate students).
   2. All proposed projects should be original and not duplicate ongoing projects, which are already supported through centralized University’s programmes or through outside financing.
   3. Project groups involving staff members shall be organized for a period of up to 2 (two) years from the start of the project activities with an option to extend this time frame later on. In turn, project groups involving learners shall be organized for a period of up to 1 (one) year from the start of project activities with an option for further prolongation.
   4. Each staff member or student may submit 1 (one) application for the development of a project group acting as its head. The submission of a subsequent application as a project leader may only be possible upon the project’s completion. Participation in other project groups in any capacity but a project leader is not restricted.
   5. All applications from staff members for the creation of project groups shall be reviewed by a faculty Research committee, guided by the University’s internal bylaws.
   6. All applications for the creation of project groups with learners shall be reviewed by faculty committees supporting educational initiatives (hereinafter, “faculty educational committees”), acting in accordance with the University’s internal bylaws.
   7. An application may be only submitted to 1 (one) faculty. Interdisciplinary applications may be reviewed, with proper consent, by the committees of 2 (two) or more faculties upon the initiative of 1 (one) of those committees.
   8. The assessment criteria for applications shall be developed by relevant committees with due consideration of the specifics of the faculty in question and approved by the academic councils of respective faculties, or, if there is no academic council, by faculty deans.
   9. When reviewing applications, research and educational committees of faculties may engage internal and external experts in the process of assessing applications, who shall participate on condition of anonymity.
4. **General Criteria for Applications**
   1. All applications shall be electronically submitted as per the templates attached as the annexes to these Regulations, through the Competition homepage on the HSE University portal with subsequent transfer of applications to relevant faculties.
   2. Staff members should include the following points in applications:
      1. target (base) faculty/department/school;
      2. type of project (e.g., fundamental research, applied research, project-based study groups, educational projects, art projects, publishing projects, outreach projects, social activism projects, etc.);
      3. topic of project work;
      4. head of project group with a short CV;
      5. the personnel composition of group participants indicating their positions and main places of work, including staff of the relevant department/school, staff from other departments/schools and faculties, external participants to be hired on a full- or part-time basis;
      6. personnel composition of students and doctoral students brought in to work full time in a project group, e.g., students of the relevant department/school, learners from other departments/schools and other faculties;
      7. number of leaners working in a project group periodically;
      8. character of planned activities (short descriptions);
      9. nature of and intervals between taught or planned regular seminars, workshops and other regular events;
      10. applications to organize student internships and expeditions under working curricula (if applicable);
      11. available works (works earlier developed, verifiable results obtained);
      12. expected verifiable results of project group’s work (broken down by year);
      13. a condensed estimate of project expenses, broken down by year (or by quarters, if the project runs for less than a year);
      14. amount and characteristics of raised external resources (e.g., grants, external commissions etc.), either available or planned (if applicable);
      15. institutional partners (if applicable), features of joint activities with partners;
      16. other parameters, related to specific activities.
   3. Applications from learners should include the following points:
      1. target (base) faculty/department/school:
      2. topic of project work;
      3. type of project (e.g., fundamental research, applied research, project-based study groups, art projects, educational projects, outreach projects, social activism projects, etc.) ;
      4. head of project group with a short CV;
      5. personnel composition of group participants indicating their degree programme and year of study, including students and doctoral students of the relevant department/school, learners from other departments/schools and other faculties to be hired on a full- or part-time basis;
      6. type of planned activities (short description);
      7. nature of and intervals between implemented and planned regular seminars, workshops, and other regular events;
      8. available works (earlier implemented works, previously obtained verifiable results);
      9. expected verifiable work results;
      10. condensed budget of project expenditures (with a breakdown by quarters, if the project runs for under a year);
      11. amount and characteristics of raised external resources (grants and external commissions), either available or to be raised (if applicable);
      12. institutional partners (if applicable), nature of joint activities with partners;
      13. other parameters, reflecting the specifics of activities.
   4. These requirements shall be general for HSE University and may be supplemented by those put forward by faculties, with allowances made for special features of activities pursued by a given faculty.
5. **Procedures for Financing Applications**
   1. Decisions for the creation and financing the activities of a project group shall be made on the basis of a review of applications held by the faculty research and educational committees and approved by a directive issued by the relevant faculty dean.
   2. Key sources of financing for project groups may include:
      1. resources from a faculty’s own funds, earmarked primarily to support research and student initiatives as per the decision of the HSE University Academic Council, Minutes No. 16, dated December 20, 2019;
      2. resources from a faculty’s academic development funds;
      3. funds raised by faculties from other sources;
      4. funds raised by project groups.
   3. Upon a decision to go forward with the creation of a project group, research and educational committees may reach a decision on the basic or special financing for a project group’s operations.
   4. Basic financing shall ensure a one-time allocation of the minimum amount necessary for organizing and administrating the given project. Special financing, in turn, may include regular payments to cover the project group’s costs in accordance with its approved budget.
   5. The amount of basic and special financing shall be decided by the relevant faculty’s academic council or, if there is no council, faculty deans.
   6. After decisions are made at the faculty level, respective applications from HSE University staff members may be reviewed by a special University Committee for Assessing Projects (hereinafter, the “University Committee”), formed as per a directive from the HSE University Rector.
   7. The University Committee shall act on their own initiative, relying on a pool of applications accepted via the University’s portal, without additional submission of applications. It shall review applications, which are considered the most promising in terms of the University’s development. Decisions may be made for the allocation of additional funding from the University’s central budget within respective limits specified in HSE University’s Financial plan.
   8. After a decision has been made at the faculty level, respective applications from HSE University learners may be reviewed by the Board of the Student Initiative Support Fund (hereinafter the “Fund’s Board”) and the competition committees of the Centre for Student Academic Development.
   9. The Fund’s Board and Centre for Student Academic Development shall proceed on an initiative basis, relying on a pool of applications, received through the HSE University portal, without making additional applications. They shall review applications, which are seen as the most promising in terms of the University’s development, and they may make a decision on the allocation of additional financing from the funds which are held by these bodies, as per the University’s Financial plan.
   10. Decisions of the committees shall be brought to the attention of the heads of project groups within 7 (seven) working days after they are made.
6. **Timeframe for Holding Competitions**

* 1. Collection of competition applications shall be carried out on an ongoing basis throughout the year, with several rounds to take place, when Competition results are tallied. The total number of possible rounds and timeframes for their implementation shall be decided at the University level, as per the directive of the HSE University Rector.
  2. The first round of the Competition shall be organized in the period from April until June 2020, including:
     1. announcement of the Competition terms – by April 30, 2020;
     2. collection of applications from heads of project groups – by June 2020;
     3. reviews of applications and reaching a decision at the faculty level - by June 20, 2020;
     4. reviews of applications and reaching a decision at the University level – by June 30, 2020.

1. **Review of Reports on Project Group Activities**
2. Each project group, which has received financial support, regardless of the funding source, shall submit a report on its activities by the end of the year of the project’s implementation to the committee (or committees) at the faculty and/or university level, which have taken a decision to finance the project group. If the timeframe for implementing the project is under a 1 (one) year, the report shall be submitted by the time the project is completed. Reporting materials may not include the results generated within the framework of other projects, carried out within the framework of centralized University’s programmes or financed with raised funds.
3. Project groups with staff members shall present interim reports after the first year of their activities and final reports after the second year of working on a project. Project groups with learners shall only submit final reports. The report templates and assessment criteria for reports shall be developed by relevant committees with due consideration of a faculty’s specific field and approved by faculties’ academic councils, or if there is no council, faculty deans.
   1. Based on reviews of reports, committees may make the following decisions:
      1. on approval, revision or rejection of reports;
      2. on prolonging, suspending or terminating financing (when assessing interim reports);
      3. on changing the type of financing from a basic to special type or from a special type to a basic type (when assessing interim reports);
      4. on continuing or terminating financial support to project groups, provided that final reports have been assessed positively (and if an application for extension has been received).
   2. The University Committee and Fund’s Board shall review summary reports of the research and educational committees of respective faculties in regard to the results of each Competition round, as well as summary reports of these committees in regard to meeting the stated goals by project groups.
   3. Originals of committees’ meeting minutes and other Competition materials shall be stored by the relevant HSE University subdivision, which coordinates Competition procedures in line with p. 2.1 of these Regulations, for a period of 5 (five) years. The head of the relevant subdivision shall be responsible for the safe-keeping of this documentation. Upon expiration of the five-year period, minutes and other Competition materials shall be added on a list of transferred documents and transferred to the HSE Administration and General Services Office, as per the procedure established at HSE University.