

Appendix 1
to HSE Directive No. 6.18.1-01/1908-01
dated August 19, 2014

APPROVED

by HSE Academic Council

Minutes No.05 dated June 27, 2014

**GUIDELINES FOR TRANSFER OF STUDENTS OF THE NATIONAL
RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS AND
STUDENTS OF OTHER EDUCATIONAL INSTITUTIONS TO THE NATIONAL
RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS**

Moscow, 2014

Table of Contents

1. General Provisions3
2. Student Transfer to HSE/within HSE4
3. Technical Features of Student Transfer to HSE/within HSE.....7
4. Transfer of HSE Students to Different Educational Institutions.....9

1. General Provisions

1.1. These Guidelines stipulate the procedures and conditions for transfer of students of the National Research University Higher School of Economics, including its regional campuses (hereafter, HSE) and students of other higher education institutions (hereafter, educational institution) to HSE.

1.2. These Guidelines have been designed as a consolidated set of requirements for transferring students from one higher education programme to another within the same level of study (bachelor's, specialist or master's).

1.3. These Guidelines regulate

- 1.3.1. transfer of students of other educational institutions to HSE;
- 1.3.2. transfer of HSE students from one degree programme to another;
- 1.3.3. transfer of HSE students to other educational institutions.

1.4. The following terms and abbreviations are used throughout this document:

- faculty – HSE subdivision implementing degree programmes;
- Programme Office – curriculum support unit responsible for coordination of processes related to studying on the given degree programme;
- Programme Coordinator – head of the Programme Office, or programme manager responsible for coordination of processes related to studying on the given degree programme;
- continuing education subdivision – HSE subdivision for continuing professional education; it offers degree programmes for students who have already completed higher or vocational education in the respective field of study;
- certificate of attendance – a standard HSE document issued to students who failed or missed the final state certification, and to students who completed only part of the programme and/or were dismissed from the educational institution;
- certificate of education and/or qualifications - documents confirming the attained level of higher education (academic transcript; certificate of attendance; grade book copy; transcripts from foreign higher education institutions; international certificates confirming the degree of proficiency in foreign languages and/or other subjects; certificates confirming courses studied in distance learning mode on international online platforms etc.; certificates of education and qualification (vocational diploma, bachelor's/specialist/master's degree certificate);
- evaluation committee – a body established at the faculty/continuing education subdivision for one or several degree programmes in order to perform duties listed in Clause 2.8 of the *Regulations for Evaluation Committees of Higher Education Programmes and Evaluation Procedures*;
- evaluation – review and analysis of certificate of education and/or qualifications, and/or carrying out evaluation procedures;
- state-funded places – places financed by federal subsidies for the state assignment;



- fee-paying places – places financed by individuals and/or legal entities under agreements for paid educational services concluded upon admission;
- Academic Council of a degree programme – a body comprising HSE academic staff, employers, alumni, field-specific experts from other educational institutions, including foreign ones, vested with the authority to decide on the content and implementation guidelines of the given degree programme;
- Academic Supervisor of a degree programme – HSE academic staff member responsible for development, implementation and quality of the given degree programme;
- IC – individual curriculum;
- Coordinating Vice Rector – a vice rector coordinating academic affairs as per HSE allocation of duties;
- Coordinating Supervisor – a supervisor coordinating activities of continuing education subdivisions as per HSE allocation of duties;
- ASAV – comprehensive academic information system used at HSE;
- SDOU – HSE document management system.

2. Student Transfer to HSE/within HSE

2.1. Year 1 HSE students of bachelors or specialist level of study can transfer from one degree programme to another only after studying on the initial degree programme for at least two modules (one semester).

2.2. Students undertaking higher education for the first time are not eligible for transfer to continuing education subdivisions, apart from those who already completed vocational training.

2.3. Students may be transferred to

- a) state-funded places
- b) fee-paying places.

2.4. The following categories can only transfer to a fee-paying place:

- fee-paying students of HSE, HSE regional campuses and other educational institutions;
- state-funded HSE students who have up to two failed courses that are mandatory on the programme to which they want to transfer;
- students transferring to the International College of Economics and Finance (hereafter, ICEF). Students who transfer to ICEF must be admitted to the external programme of the London University with one of the concentrations offered by ICEF.



2.5. The number of vacant state-funded places at a degree programme is the difference between state-funded places¹ for the first year of study on this degree programme and the actual number of state-funded students of the corresponding year of study on this degree programme. If there are no vacant state-funded places, only transfer to a fee-paying place is possible.

2.6. Transfer is carried out in accordance with the requirements and terms of implementation of the degree programme (as per the federal state educational standard (FSSES) or HSE educational standard (HSE ES) to which the student is transferring.

2.7. Student transfer to HSE is initiated by the Programme Coordinator, once the student has submitted a request² to the corresponding programme office (continuing education subdivision).

2.8. Academic Council or, if not applicable, the Academic Supervisor of a degree programme determines the criteria for scope and content of the certificates of education and/or qualifications that must be met to eliminate the need for an evaluation committee involvement (hereafter, the Criteria). These Criteria must be communicated to the Programme Coordinator. Appendix 4 contains a provisional list of the Criteria.

2.9. The Programme Coordinator reviews the documents listed in Clause 3.2.1 submitted by the student who's requested to transfer to HSE. If the submitted certificates of education and/or qualifications meet the Criteria, the Programme Coordinator independently conducts evaluation and transfers the courses previously completed by the student. In all other cases, the evaluation is conducted by an evaluation committee.

2.10. The year of study to which the student can be transferred is determined on the basis of federal requirements for the annual programme load of students studying under IC (up to 75 credits; for accelerated studies – excluding study loads for courses (modules) transferred as per the submitted education documents and certificates of education and qualification).

2.11. Year of study and/or module is generally determined by an evaluation committee. If the involvement of an evaluation committee is waived, it is determined by the Programme Coordinator on the basis of evaluation results and revealed academic differences in courses to be undertaken at HSE.

2.12. If there are not enough places on the given year of study of the given degree programme to transfer all the students who submitted their transfer requests, the an evaluation committee assesses students on a competitive basis, selects the most qualified, compiles a rating and forwards the corresponding admission recommendations to the Programme Office.

2.13. Competitive selection for transfer to state-funded places has the following (descending) order of preference:

¹ Number of state-funded places for each year of admission is stipulated by a directive on admission quotas for the corresponding year issued by the Ministry of Education and Science of the Russian Federation.

² Template transfer requests are presented in Appendices 1-3.



- (1) Fee-paying HSE students who are eligible for transfer to a state-funded place as per the *Procedures and Conditions of Transfer from Fee-Paying to State-Funded Studies for Students Studying on Vocational and Higher Education Programmes* approved by the directive No.433 of the Ministry of Education and Science of the Russian Federation dated June 6, 2013.
- (2) HSE students studying at HSE regional campuses in the same field of study to which they transfer within HSE, but on different degree programmes.
- (3) Students who previously studied at HSE in the field of study different from that to which they transfer upon reinstatement at HSE.
- (4) Students of other educational institutions but the same field of study to which they transfer at HSE.
- (5) Students of other educational institutions in the field of study different from that to which they transfer at HSE.

2.14. The student who has submitted the transfer request reviews the transfer terms (year of study, state-funded or fee-paying place, evaluation results) and decides whether to proceed with the transfer or recall the transfer request.

2.15. Once the student has agreed to proceed with the transfer to the given education programme on the terms offered (year of study, state-funded or fee-paying place, evaluation results), the Programme Coordinator draws up an IC for the period up to the end of the current academic year¹ and discusses it with the student. At the student's request, some courses that are to be repeated may be transferred to IC for the subsequent study periods. An IC approved and signed by the student and Programme Coordinator (head of the continuing education subdivision) constitutes an annex to the transfer directive. For students transferring to fee-paying places, an IC serves as the basis for calculation of the cost of educational services when drawing up the agreement for paid educational services.

2.16. Evaluation, competitive selection (if applicable), drawing up an IC and notifying the student that the draft IC is ready and up for approval must all be completed within 10 business days from receiving the transfer request by the Programme Office (continuing education subdivision). Programme Coordinator (head of the continuing education subdivision) is responsible for notifying the student that the draft IC is ready and up for approval in a timely manner². Draft IC must be approved by the student within 7 business days from receiving such notification. If the student fails to meet this deadline, his/her transfer may be denied.

2.17. The decision to transfer/enrol by transfer to degree programmes offered by faculties is up to the Coordinating Vice Rector. The decision to transfer/enrol by transfer to education programmes offered by continuing education subdivisions is up to the Coordinating Supervisor.

2.18. A draft directive on transfer/enrolment by transfer is generated in the SDOU

¹ For students of continuing education subdivisions, an IC is drawn up for the entire studies period.

² Using contact details indicated in the student's request



- by offices of the programmes to which the students are transferred/enrolled by transfer, for degree programmes implemented by faculties;
- by continuing education subdivisions to which the students are transferred/enrolled by transfer, for education programmes implemented by continuing education programmes;
- within 5 business days from the Programme Office receiving an IC signed by the student (for state-funded places);
 - within 3 business days after the agreement for paid educational services is signed by the parties (for fee-paying places); the agreement for paid educational services is concluded, once the Programme Office (continuing education subdivision) has all the student evaluation documents (including an IC, if applicable) as per the *Regulations for Evaluation Committees of Higher Education Programmes, and Evaluation Procedures*.

2.19. A directive on transfer/enrolment by transfer is drawn up based on the following documents:

- request;
- evaluation committee’s conclusion (or an evaluation statement, if the evaluation committee was not involved);
- duly approved IC;
- duly signed agreement for paid educational services (for transfer/enrolment by transfer to fee-paying places).

2.20. A directive on student transfer to a different education programme within HSE must be approved in SDOU by the head of the faculty/continuing education subdivision from which the student is transferring.

3. Technical Features of Student Transfer to HSE/within HSE

3.1. For student transfer from one degree programme to another within HSE, including regional campuses, in addition to the procedures described in Section 2, the following points should be considered:

- 3.1.1. Once the student’s request for transfer from one programme to another (Appendix 1) is received, the Programme Office (continuing education subdivision) from which the student is transferring uses ASAV to forward data on the curriculum and grades earned to the Programme Office (continuing education subdivision) to which the student is transferring.
- 3.1.2. Once the transfer directive is registered, the Programme Office (continuing education subdivision) from which the student is transferring uses ASAV to transfer the student from one programme to another. The Programme Office (continuing education subdivision) to which the student has transferred assigns an IC to the student using ASAV.



3.1.3. A copy of the transfer directive (an abstract from the directive) is added to the student's personal file. The personal file is forwarded to the Programme Office (continuing education subdivision) to which the student has transferred, and a corresponding delivery and acceptance certificate is drawn up (Appendix 5).

3.1.4. Student ID cards of HSE students transferring to a different degree programme will be corrected as appropriate, signed by the head of the faculty (coordinating supervisor) and stamped with the HSE stamp.

3.2. For student transfer to HSE (including regional campuses) from a different educational institution, in addition to the procedures described in Section 2, the following points should be considered:

3.2.1. The student transferring to HSE from a different educational institution must provide to the Programme Office (continuing education subdivision) the following documents:

- Request for transfer to HSE (Appendix 2);
- Original and copy of the document confirming identity and citizenship;
- Original certificate of attendance (the format of which is determined by the educational institution independently) and original or certified copy of the grade book¹ (if grade books are used by the educational institution from which the student is transferring to HSE);
- Original certificate of higher or vocational education, for students transferring to programmes implemented by continuing education subdivisions;
- 3 photos 3x4;
- Certificate confirming current student status, specifying the type of place (state-funded/fee-paying).

3.2.2. If the Coordinating Vice Rector/Coordinating Supervisor approves the transfer, the Programme Office (continuing education subdivision) provides the student with a certificate confirming that HSE agrees to admit the transferring student (certificate of a standard format approved by the Ministry of Education and Science of the Russian Federation).

3.2.3. The student submits this certificate to the educational institution where he/she is currently studying, along with a written request for dismissal due to transfer to HSE.

3.2.4. The student submits originals of the certificate of education and qualifications and certificate of attendance, and an agreement for paid educational services (in case of transfer to a fee-paying place) is concluded.

¹ A copy of the grade book is made, after which the grade book is returned to the student



The Programme Office (continuing education subdivision) then draws up a directive on student transfer to HSE from a different educational institution and, once the directive is registered, enters data into the ASAV. As an exception, head of the faculty/ continuing education subdivision may let the student start classes before receiving the required documents, at the latter's personal request. In this case, the firm deadline for document submission must be determined, and it can be no later than one month from the date of request submission.

3.2.5. The Programme Office (continuing education subdivision) creates and registers a new personal file for the student; it shall include the transfer request, certificate of attendance, certificate of education and qualification, transfer directive or abstract, evaluation documents (evaluation exams and interviews sheets, evaluation protocol, minutes from the evaluation committee meeting) and agreement for paid educational services, in case of transfer to a fee-paying place.

3.2.6. Students transferring to HSE receive their student ID card from the Programme Office (continuing education subdivision).

4. Transfer of HSE Students to Different Educational Institutions

4.1. HSE students transferring to a different educational institution must submit to the Programme Office (continuing education subdivision) the following documents:

- Request for dismissal from HSE due to transfer to a different educational institution (Appendix 3), for a certificate of attendance¹ and for certificate of education based on which the student was initially admitted to HSE;
- Standard certificate from the educational institution confirming that it agrees to accept the transferring student.

4.2. The head of the faculty/continuing education subdivision signs the student's request for dismissal from HSE due to transfer on the basis of the documents submitted.

4.3. The final decision on dismissing the student due to transfer is up to the Coordinating Vice Rector/Coordinating Supervisor.

4.4. If the Coordinating Vice Rector/Coordinating Supervisor approves dismissal due to transfer, the Programme Office (continuing education subdivision) shall draw up a directive on student dismissal due to transfer. Once the directive is registered, the Programme Office (continuing education subdivision) proceeds with student dismissal via ASAV.

4.5. Tuition fees are refunded to students transferring from fee-paying places (if applicable) in accordance with the *Procedures for Calculating Tuition Fees Payable by HSE Students with Modified Educational Trajectories*.

¹The Programme Office verifies if student data entered into ASAV are correct to subsequently issue a certificate of attendance.



4.6. Students who get dismissed from HSE due to transfer may request a certificate of attendance. The certificate is issued by the Student Support Unit of the Studies Administration Office. Before the dismissal directive, a request may be submitted via Learning Management System (LMS); after dismissal, a request may be submitted via HSE corporate portal (website).

4.7. The student completes the Pre-Departure Checklist, submits it to the Programme Office (continuing education subdivision) along with the student ID card and ID badge and collects the education certificates based on which he/she was admitted to HSE.

4.8. The transfer request, transfer certificate from a different educational institution, directive (abstract) on dismissal due to transfer signed by the student, pre-departure checklist and student ID card are stored in the student's personal file.

