

APPROVED
by HSE Directive
No. 6.18.1-01/2903-06
dated March 29, 2016

Regulations for Admitting Foreign Nationals and Stateless Persons, including Compatriots Living Abroad, under Educational Quotas Established by the Government of the Russian Federation for Foreign Nationals and Stateless Persons, to Higher Education Programmes, including Bachelor's, Specialist and Master's programmes, at National Research University Higher School of Economics in 2016

1. General Provisions, Terms and Definitions

1.1. These Regulations set forth the procedure for the admission of foreign nationals and stateless persons, including compatriots living abroad, under educational quotas established by the Government of the Russian Federation for foreign nationals and stateless persons, to higher education programmes, including Bachelor's, Specialist and Master's programmes, at National Research University Higher School of Economics (hereinafter, "Degree Programmes" and "HSE", respectively) in 2016.

1.2. These Regulations and related amendments shall be approved by a directive of the Rector of HSE.

1.3. The terms and definitions used herein shall have the following meanings:

1.3.1. "international applicants" or "applicants" refer to foreign nationals and stateless persons, including compatriots living abroad, holding degree certificates of general secondary, secondary vocational education, and/or diplomas, and seeking admission to HSE through its Quota Scheme;

1.3.2. admission through the Quota Scheme is conducted at HSE for the admission of international applicants within the educational quotas established by the Government of the Russian Federation (hereafter, the "Quota") for the studies of international applicants in the Russian Federation supported by subsidies from the federal budget granted to HSE by the Russian Government;

1.3.3. HSE's Quota Scheme Committee refers to a committee established every year by the Rector's directive in order to arrange admission of selected applicants through the Quota Scheme, as well as organise the distribution of Quotas among HSE's educational subdivisions;

1.3.4. "selection boards" of HSE Degree Programmes (hereinafter, "Selection Boards") refer to commissions, comprised of representatives from faculties/institutes/centres providing Degree Programmes, which have been created in order to oversee the admission of international applicants through the Quota. Selection Boards are subdivided into:

1.3.4.1. Selection Boards at the Bachelor's/Specialist level created for holding interviews in person or via remote access;

1.3.4.2. Selection Boards at the Master's level (hereinafter, "Master's Programmes");

Members of Selection Boards for Master's Programmes shall be approved by the dean of the faculty/academic supervisor of a specific Master's Programme.

Members of Selection Boards of Bachelor's/Specialist programmes shall be approved by the dean of a given faculty. The composition of field-specific Selection Boards, consisting of representatives of Selection Boards approved by faculty deans, shall be approved by the Director of International Admissions.

1.4. Admission through the Quota Scheme is conducted in order to attract motivated and capable international applicants willing to study in HSE's educational programmes.

1.5. Admission through the Quota Scheme requires proficiency in Russian and/or English, depending on the Degree Programme selected by the given international applicant.

1.6. HSE's Quota is open to foreign nationals and stateless persons, including compatriots living abroad, holding degree certificates and/or diplomas, received in the Russian Federation and/or abroad, and recognized pursuant to local and international conventions of the Russian Federation, applicable for recognizing and establishing the equivalence of foreign degree certificates and/or diplomas, who may study under HSE's Degree Programmes, regardless of their age, gender, nationality or race, as well as their place of permanent residence.

1.7. To ensure admission to a Bachelor's/Specialist programme through the Quota, an applicant may select:

1.7.1. the type of interview: in person or via remote access (in the format of a video-conference, or via Skype, etc.);

1.7.2. the venue for the interview on premises proposed in advance by HSE.

Procedures for interviews with applicants to Master's Programmes shall be determined by the Selection Boards of given programmes.

1.8. Organisational support for HSE's Quota Scheme shall be provided by the Office for Cooperation with CIS and Baltic Countries and International Admissions Office (hereinafter, "International Admissions").

International Admissions and the Office for Cooperation with CIS and Baltic Countries work closely with the Ministry of Education and Science of the Russian Federation, the Federal Migration Service, Federal Agency for CIS Affairs, Compatriots Living Abroad and International Humanitarian Cooperation (Rossotrudnichestvo), the respective international representative offices of Rossotrudnichestvo, and various national education authorities supervising admissions through the Quota.

1.9. Provisional distribution of Quotas among Degree Programmes shall be approved by a directive of the HSE Rector on the basis of respective proposals. Applicants seeking admission to higher education programmes delivered by HSE in conjunction with international educational institutions (hereinafter, the "Partner Organisations"), which also award diplomas issued by both educational institutions upon completion (hereinafter, "Double Degree Programmes"), shall be admitted under Quotas allocated to Degree Programmes by HSE.

1.10. Admissions, including enrolment of students, shall be handled by HSE's Admissions Office (hereinafter, the "Admissions Office").

1.11. Referrals to studies and visa references are issued by the Ministry of Education and Science of the Russian Federation in accordance with procedures established in Russian legislation.

2. Categories of International Applicants Eligible for Admission through HSE's Quota Scheme, along with Applicable Qualification Criteria

2.1. Applicants taking part in the admission process through HSE's Quota are divided into three categories:

2.1.1. applicants seeking admission to Bachelor's Programmes of at HSE;

2.1.2. applicants seeking admission to Specialist Programmes at HSE;

2.1.3. applicants seeking admission to Master's Programmes at HSE, including Double Degree Programmes.

2.2. The following qualification criteria shall be applied for admissions through the Quota:

2.2.1. participation in HSE competitions;

2.2.2. participation in international and national Olympiads/competitions;

2.2.3. results of interviews at the Selection Boards of respective HSE Degree Programmes;

2.2.4. successful completion of studies through Faculty of Pre-university Training for international students.

2.3. Selection Boards may develop additional qualification criteria:

2.3.1. for applicants of Russian-taught educational programmes at the Bachelor's, Specialist and Master's level;

2.3.2. for applicants of English-taught educational programmes at the Bachelor's and Master's level.

2.4. Those applicants, who applied to the Quota in the previous year, can take part in the current admission process through the Quota Scheme under the same terms as other applicants.

2.5. Winners or laureates of the International Competition of Youth (hereinafter, the "Olympiad") may be recommended for admission under the Quota (without an interview) to programmes at the Bachelor's/Specialist level related to the specific field of competition. The correlation between fields of competition and HSE Degree Programmes shall be approved as per a directive issued by the First Vice Rector in charge of HSE's international affairs.

2.6. The final decision on admitting an international applicant under the Quota shall be approved by the HSE Quota Scheme Committee.

3. Procedure Regulating the Formation and Functions of HSE's Quota Scheme Committee

3.1. The HSE Quota Scheme Committee is comprised of: the Vice Rector responsible for admissions to HSE Degree Programmes; the director responsible for cooperation with CIS, Central and Eastern Europe countries; the deputy First Vice Rector for international affairs; the heads of the Admissions Office, Office for Cooperation with CIS and Baltic Countries, and the Degree Programmes Development Office, respectively; representatives of HSE affiliated campuses; representatives of HSE faculties; members of the international commission of HSE Academic Council; representatives of the International Admissions Office; representatives of the Office of Doctoral and Postdoctoral Studies; and a representative of the Legal Office.

The chairperson, deputy chairperson, and executive secretary of the Quota Scheme Committee shall be appointed by the HSE Rector. Members of the Quota Scheme Committee shall be approved per a directive issued by the Rector.

3.2. The HSE Quota Scheme Committee shall exercise the following functions:

3.2.1. consider the results of (personal or remote) interviews held by Selection Boards, as well as the minutes prepared by such boards;

3.2.2. approve/reject applications for Quotas requested by international applicants, who meet the requirements of HSE bylaws and Russian legislation;

3.2.2. coordinate changes (if any) to lists of applicants recommended for admission to HSE Degree Programmes with the Selection Board of a given programme;

3.2.3. make decisions to replace international applicants who have refused to take a Quota position and offer such positions to international candidates on the waiting list;

3.2.4. ensure the transparency and timely publication of any information on the Quota process and related results on HSE's corporate website (portal);

3.2.5. make decisions with respect to the reallocation of target admission figures under the Quota;

3.2.6. execute other functions, as stipulated by these Regulations and/or other HSE bylaws.

3.3. Meetings of the HSE Quota Scheme Committee shall be valid if a meeting is attended by at least fifty (50) per cent of its total members (including video-conferences).

3.4. The HSE Quota Scheme Committee shall make decisions by a simple majority of votes cast by participating members through open voting.

3.5. Each member of the HSE Quota Scheme Committee shall be entitled to one vote, either "for" or "against", or may abstain from voting. The chairperson of the HSE Quota Scheme Committee may not abstain from voting. In case of a tie, the chairperson of the HSE Quota Scheme Committee may cast a vote. If the chairperson of the HSE Quota Scheme Committee is absent from the meeting, a casting vote in the case of a tie shall be granted to the deputy chairperson of the HSE Quota Scheme Committee.

3.6. As per a decision of the chairperson of the HSE Quota Scheme Committee, a meeting may be held in absentia, with the committee members voting via their corporate e-mail.

3.7. Decisions made in absentia shall be considered approved if more than half members of the HSE Quota Scheme Committee cast their votes via corporate e-mail.

3.8. If a majority of the HSE Quota Scheme Committee's members have abstained from voting on any particular item, the chairperson shall decide to put this item on the agenda of the next meeting and, together with committee members, shall determine a list of additional information and improvements for the working materials required for making final decision on such an item. Furthermore, the executive secretary of the HSE Quota Scheme Committee shall work to gather necessary additional information and finalize the submitted materials.

3.9. If a member is absent from personal meetings at least three (3) times in a row for no valid reason, the chairperson may propose that the HSE Quota Scheme Committee consider whether this member's further participation on the committee is necessary.

4. Provision of Information to International Applicants

4.1. Information support for admissions under the Quota shall be provided by the Office for Cooperation with CIS and Baltic Countries on HSE's corporate website (portal) at www.hse.ru/sng/kvota under the "Quota Scheme 2016" section and International Admissions at <http://www.hse.ru/admissions/financial-aid>.

4.2. The Office for Cooperation with CIS and Baltic Countries and International Admissions publish information on Degree Programmes (in Russian and English, respectively) on HSE's corporate website (portal), including Double Degree Programmes available through the Quota, as well as provide the requirements for such programmes and make registration forms available for international candidates.

4.3. A bilingual application form shall be published on the webpage (website) of the Office for Cooperation with CIS and Baltic Countries, as well as on the International Admissions website on HSE's corporate website (portal).

4.4. Enquiries on the part of international applicants received before the start of admissions campaigns by the HSE Admissions Office and/or Curriculum Support Units of respective Degree Programmes shall be routed by their officers to the Office for Cooperation with CIS and Baltic Countries and International Admissions, as follows:

4.4.1. enquiries from applicants to Russian-taught educational programmes at the Bachelor's, Specialist and Master's level are forwarded to the Office for Cooperation with CIS and Baltic Countries;

4.4.2. enquiries from applicants to English-taught educational programmes at the Bachelor's and Master's level are forwarded to International Admissions.

4.5. The list of documents specified in paragraph 5.16 hereof to be submitted by applicants, as recommended by the HSE Quota Scheme Committee for admission and approved by Directive No. 844 of the Ministry of Education and Science of the Russian Federation of July 28, 2014, shall be published in Russian on the website of the Office for Cooperation with CIS and Baltic Countries on HSE's corporate website (portal) at www.hse.ru/sng/kvota under the "Quote Scheme 2016" section, as well as the website of International Admissions on HSE's corporate website (portal) at <http://www.hse.ru/admissions>.

4.6. If international applicants enrolling in Double Degree Programmes take part in the Quota, the coordinator of a respective Double Degree Programme shall advise the HSE partner institution by e-mail regarding the procedure and timeline of HSE's Quota procedure, including the information specified paragraphs 4.1. – 4.4. hereof.

5. HSE's Quote Scheme Procedure

5.1. All international candidates must pass preliminary registration (except for cases stipulated in p. 5.2.) on HSE's corporate website (portal), depending on their chosen Degree Programme:

5.1.1. international applicants to Russian-taught educational programmes at the Bachelor's, Specialist and Master's level shall register at www.hse.ru/sng/kvota;

5.1.2. international applicants to English-taught educational programmes at the Bachelor's and Master's level may register at www.hse.ru/admissions/graduate-apply;

5.1.3. international applicants who have not passed preliminary registration (p. 5.1) must go through additional registration during the personal interviews in their own countries and Moscow.

5.2. Those candidates who have submitted applications through Rossotrudnichestvo's representative offices abroad and have not passed preliminary registration, as stipulated by p. 5.1., must also pass interviews with respective Selection Boards. If an international applicant submits an application to HSE through Rossotrudnichestvo without specifying their Degree Programme, International Admissions and/or Office for Cooperation with CIS and Baltic Countries shall forward an enquiry to the relevant country supervisor at the Ministry of Education and Science of the Russian Federation in order to clarify the programme for the purpose of further scheduling of the applicant's interview with a given Selection Board. If no information is provided regarding the applicant's Degree Programme, his/her file shall be forwarded to all Selection Boards in the field of study specified in the application. After the relevant Selection Boards provide their admission recommendations, the Quote Scheme Committee shall make its final decision.

5.3. The preliminary registration and initial application process shall be completed by May 1, 2016. The HSE Quota Scheme Committee may extend deadlines for preliminary registration no later than by May 15, 2016. Additional registration for international applicants (p.5.1.3.), who have not submitted their application in due time, is available within specified timeframe reserved for personal interviews.

5.4. For preliminary registration, applicants must fill in a form on HSE's corporate website (portal), as referred to in pp. 5.1.1 and 5.1.2. hereof. Registration forms may be completed in English and Russian.

5.5. International applicants seeking admission to Degree Programmes at the Bachelor's and Specialist level may choose up to three (3) Degree Programmes and specify them in order of priority. Lists of international applicants for admission to Degree Programmes at the Bachelor's and Specialist level shall be prepared pursuant to the priorities specified by applicants in their individual registration forms.

International applicants seeking admission to Degree Programmes at the Master's level may select up to two (2) programmes and specify them in order of priority.

5.6. Applications of international applicants shall be considered by Selection Boards in the order of priority specified in their registration forms.

5.7. The Office for Cooperation with CIS and Baltic Countries and International Admissions, respectively, shall collect applications submitted by international applicants seeking admission to Russian and English-taught Degree Programmes, as well as hold consultations with the heads of respective programmes of faculties (if necessary).

5.8. Applications shall be preliminarily examined by the Office for Cooperation with CIS and Baltic Countries, International Admissions and respective coordinators of Degree Programmes.

5.9. Based on selected applications for English-taught Master's programmes, International Admissions and coordinators of English-taught programmes shall prepare schedules, as well as suggest an interview format for international applicants.

5.9.1. Based on selected applications for Russian-taught programmes at the Bachelor's and Specialist level, the Office for Cooperation with CIS and Baltic Countries shall prepare interview schedules.

Information on the dates and locations of interviews for admission to Degree Programmes at the Bachelor's and Specialist level shall be published on HSE's corporate website (portal) at <https://www.hse.ru/sng> no later than ten (10) calendar days prior to a given interview date.

5.9.2. Interview schedules for admission to Master's programmes shall be prepared by Selection Boards for such programmes on an ongoing basis. Selection Boards of Master's programmes shall inform applicants of the time and date for interviews as per the contact information specified in their respective applications.

5.9.3. The Office for Cooperation with CIS and Baltic Countries and International Admissions provide organisational support to Selection Boards with respect to the submission of applications by international applicants.

5.10. The selection of international applicants shall be held from February 1, 2016 to June 1, 2016.

5.11. International applicants who have filled in registration forms via the Internet specified in pp.5.1.1 and 5.1.2 must pass interviews at Selection Board meetings.

5.12. Selection Boards have the following functions:

5.12.1. hold interviews with applicants for admission through HSE's Quota in person or remotely;

5.12.2. reach decisions regarding each applicant, based on the individual evaluations of each member of the Selection Board of the relevant HSE Degree Programme;

5.12.3. formulate their decisions in minutes, which are to be signed by the members of the Selection Board who interviewed the applicant (please see the attachment to these Regulations), with a list of applicants:

5.12.3.1. recommended for admission to a HSE Degree Programme within the established Quota;

5.12.3.2. recommended for being put on a waiting list in order of priority as established by the Selection Board;

5.12.3.3. not recommended for admission to a HSE Degree Programme within the established Quota;

5.12.4. prepare a separate minutes (attached hereto) on decisions of the Selection Board regarding applicants recommended for admission to the Preparatory Year Programme, which shall be signed by members of the Selection Board that conducted the interview, with a list of recommended applicants attached.

5.13. Minutes prepared by Selection Boards of respective HSE Degree Programmes shall be reviewed and approved by the HSE Quota Scheme Committee within 10 business days after the completion of interviews with applicants and submission of minutes prepared by such boards and signed by all members thereof.

5.14. Acceptance letters confirming admission to Degree Programmes shall be forwarded to applicants recommended by the HSE Quota Scheme Committee for admission to English-taught programmes (Bachelor's and Master's level) within five (5) business days after the date of the minutes compiled by the HSE Quota Scheme Committee.

5.15. The following information shall be published on HSE's corporate website (portal) at www.hse.ru/sng/kvota within five (5) business days after the date of the minutes of the HSE Quota Scheme Committee:

5.15.1. lists of applicants recommended for admission through HSE's Quota to Russian-taught Degree Programmes;

5.15.2. lists of applicants recommended for admission in the framework of admission campaigns within the period specified in HSE bylaws regulating admission procedures for respective Bachelor's, Specialist, and Master's programmes.

5.16. Applicants recommended for admission by the HSE Quota Scheme Committee must submit the following documents by July 1, 2016:

5.16.1. a completed original application form with a colour photograph attached, as well as a copy of the application form;

5.16.2. two (2) copies of academic and/or qualification certificates issued by an international institution specifying courses of study and grades (scores). If an international applicant does not have an academic and (or) qualification certificate owing to specific aspects of the study process in a foreign country where they studied, applicants must then present a certificate containing information on the most recent assessment issued to him/her by an educational institution where they studied. In such cases, academic records or transcripts, as well as any other document certifying the completed education of the required level, will be acceptable;

5.16.3. the original document and a copy thereof issued by a medical institution of the international applicant's country of residence, certifying that he/she has no medical contraindications incapacitating them for study in the Russian Federation;

5.16.4. the original document and a copy thereof issued by a medical institution of the international applicant's country of residence certifying that the applicant is HIV/AIDS negative;

5.16.5. copies of pages of the travel ID used by the international applicant to cross the border of the Russian Federation which is valid for at least 18 months after the student visa's date of entry (as well as clearly legible pages with details for issuing an invitation);

5.16.6. a commitment letter of the international applicant recommended for admission through HSE's Quota to provide a legalised diploma acknowledged in accordance with the procedures established by Russian legislation, these Regulations and/or HSE bylaws, by the date of their enrolment, but no later than October 31, 2016.

All documents shall be submitted with a notarised Russian translation.

5.17. Applicants must submit the documents specified in p. 5.16 hereof by post to Office 304, Bldg. 1, 8 Pokrovsky Boulevard, Moscow, Russia, 109028, as well as send scans of these documents by e-mail to sng@hse.ru.

5.18. If an applicant declines a place under the Quota Scheme, he/she must notify the Office for Cooperation with CIS and Baltic Countries and/or International Admissions in writing by July 1, 2016. Letters of refusal must be written in Russian or English and forwarded to sng@hse.ru or inter@hse.ru.

5.19. On any matters relating to HSE's Quota Scheme, applicants may consult:

– the Office for Cooperation with CIS and Baltic Countries by e-mail at sng@hse.ru;

– International Admissions by e-mail at inter@hse.ru.

6. HSE Admissions Committee Application Procedure for International Applicants

6.1. Prior to submitting documents to the HSE Admissions Committee, an international applicant, who has passed the interview process and has been recommended for admission, must e-mail a scanned copy of their degree certificate/diploma issued by a foreign educational institution to the Centre for Recognition of Foreign Credentials, pursuant to the Procedure for Recognizing Foreign Education and (or) Qualifications for the Purpose of Instructing and (or) Hiring Citizens

with Foreign Education and (or) Qualifications at National Research University Higher School of Economics (hereinafter, the “Centre for Recognition”).

6.2. After the international applicant has been cleared by the Centre for Recognition and advised by e-mail regarding a decision in their favour, the applicant shall personally submit all necessary documents to the HSE Admissions Committee by October 31, 2016.

6.3. If an applicant’s foreign credentials are not recognised in Russia pursuant to international treaties concluded with the Russian Federation regulating the recognition and acknowledgement of the equivalence of said foreign credentials, and if this foreign credentials were granted by foreign educational institutions not included in the official list established by the Government of the Russian Federation, the international applicant must present a confirmation of recognition of his/her foreign education and/or qualification by December 31, 2016. Furthermore, the international applicant shall handle this matter on their own through the Federal State Budget Institution - Main State Center for Education Evaluation.

6.4. A list of documents submitted by international applicants to the Admissions Committee is established by HSE bylaws regulating admissions to Degree Programmes.

6.5. Documents presented in a foreign language shall be accompanied by a notarised Russian translation. In addition, they shall be legalised in those cases stipulated by Russian legislation.