

Procedures for Populating and Updating Personal Profiles of Faculty Members, Researchers, Administrative, Educational Support, Operations and Maintenance Staff on the corporate portal (website) of the National Research University Higher School of Economics

1. This document has been developed to put forth the procedures for populating and updating personal profiles of faculty members, researchers, administrative, educational support, operations and maintenance staff on the corporate portal (website) of the National Research University Higher School of Economics (hereafter, the HSE corporate portal) and for the HSE management to monitor compliance of HSE employees with their obligations.
2. HSE employees (except for operations staff who are not in senior positions) shall have personal profiles in *Faculty and Staff* section (<http://www.hse.ru/org/persons/>) on the HSE corporate portal. It shall be populated as prescribed by the *Standard for Formatting and Populating Staff Profiles on the Corporate Portal (website) of the National Research University Higher School of Economics* (hereafter, the Standard) and updated regularly.
 - 2.1 HSE employees shall provide the relevant HSE subdivisions with information to be added to HSE databases and uploaded to their staff profiles as per the Standard within 10 working days from such information becoming available.
 - 2.2 HSE employees shall update information on their staff profiles as per the Standard within 10 working days from such information becoming available.
3. HSE employees are responsible for keeping their personal profiles up to date. If information uploaded to their profiles from HSE databases is incorrect, they shall notify the subdivision designee responsible for supervising and advising employees on matters of updating their staff profiles on HSE corporate portal (hereafter, the subdivision designee) and, if necessary, submit the documents requested by the HSE subdivision responsible for the relevant database. Contact details of subdivision designees are published on the HSE corporate portal: portal.hse.ru/help/managers.
4. HSE employees should contact the Online Media Unit via email (portal@hse.ru), if they have no login and password to edit their staff profiles on their own. The Online Media Unit shall provide access to the personal profile within 1 working day.
5. These Procedures and any amendments hereto are enacted by the Rector's directive.

