

APPROVED
by HSE Directive
No. 6.18.1-01/2106-04,
dated June 21, 2016

**Regulations for Providing HSE Staff with Access to
Publications via Elsevier's SciVal Analytical System**

1. These Regulations shall set forth the procedure to be followed by employees of National Research University Higher School of Economics (hereafter, "HSE", or the "University") in order to obtain access to information on publications of HSE staff, whose Scopus ID has been indicated on their personal pages on HSE's corporate website (portal), (hereafter, "researchers") in Elsevier's SciVal analytical system.

2. Elsevier's SciVal analytical system (hereafter, "SciVal") allows users to obtain information on the publication activities of a researcher/groups of researchers on the basis of the Scopus database (a citation database of peer-reviewed literature.) At HSE, this system may be accessed via all personal computers at *scival.com*. For more details about SciVal, please follow this link: <https://scientometrics.hse.ru/scival>.

3. The HSE Scientometrics Centre (hereafter, the "HSE SC") enters researchers' Scopus ID data in the SciVal system. An employee of the HSE SC, designated by its director, in order to enter researchers' Scopus ID in the SciVal system (hereafter, the "designated employee of the HSE SC") shall update information on researchers in the system every month.

4. Access to the SciVal system may be provided to employees of HSE's subdivisions, including the University's regional campuses. Access refers to the technical option of using the profiles of HSE researchers/groups of researchers entered by the designated employee of the HSE SC into the SciVal system.

5. Through the SciVal system, all researchers are referenced by their subdivision group. Access is only provided to the group of the relevant subdivision and/or researchers in this group.

6. Access is provided to the following employees of HSE subdivisions: heads and deputy heads of subdivisions in charge of academic work, and employees designated by subdivision heads (hereafter, “designated employee of a subdivision”).

7. In order to obtain access:

7.1. The head, deputy head and designated employee of a subdivision must register via the SciVal system. An HSE corporate e-mail must be used for registration;

7.2. The head, deputy head and designated employee of a given subdivision must familiarize themselves with these Regulations against the written acknowledgement of receipt on the part of the designated employee of the HSE EC (refer to Annex No. 1 hereto);

7.3. The subdivision head shall submit an application for access by corporate e-mail to the Director of the HSE SC (refer to Annex No.2 hereto). The designated employee of the HSE SC shall provide access within 5 (five) working days upon receipt of an application and after familiarizing the persons specified in p. 7.2 hereof with these Regulations;

7.4. As soon as access is provided, an e-mail message shall be forwarded to the corporate mail address of the subdivision head, deputy head and designated employee from noreply@scival.com, with a link for the activation of available options.

8. If any mistakes or inaccurate details are uncovered in the list of researchers and references to respective groups, the designated employee of the relevant subdivision shall send a message via corporate mail to the HSE SC in order to reconcile the relevant details and eliminate any mistakes.

9. All information in regards to HSE researchers/ groups of researchers downloaded by the HSE SC into the SciVal system shall be intended for internal use only within the University and must not be disclosed or used for any purposes other than those foreseen in these Regulations. Any information stored in the SciVal system must not be made publicly available.

10. The head, deputy head and designated employee of the relevant subdivision are liable for any re-directing of access.

11. If the persons specified in paragraph 6 hereof use access in violation of established procedure, the designated employee of the HSE SC shall then cancel their access to the group of the relevant subdivision and/or researchers.

12. Pursuant to established procedure, access to the SciVal system may be granted to other persons who are not specified in paragraph 6 hereof, as per a decision of the Vice Rector in charge of the HSE SC's activities.

Annex No. 2
to Regulations for Providing
Access to the List of HSE Staff via
Elsevier's SciVal Analytical System

Template Form of an Access Application

Attention of: isterligov@hse.ru

Re: "Access to SciVal _<name of a subdivision>"

Please provide access to the following staff:

Full name	Position	E-mail