Annex

to HSE Directive

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dated July 07, 2017

APPROVED

by HSE Academic Council

Minutes No. 07, dated June 23, 2017

**Guidelines for**

**Transfer of Students Enrolled in Bachelor’s, Specialist and Master’s Programmes at**

**National Research University** **Higher School of Economics and Students Enrolled in Bachelor’s, Specialist and Master’s Programmes at Other Educational Institutions to National Research University Higher School of Economics**

Moscow, 2017

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# General Provisions

* 1. These Guidelines set forth the procedures and conditions for transfer of students of National Research University Higher School of Economics, including HSE’s regional affiliated campuses (hereafter, the “University”, or “HSE”), as well as students of other higher education institutions (hereafter, “educational institutions”) to HSE.
	2. These Guidelines set forth the requirements for transferring students within respective levels of study: from programmes at the Bachelor’s level to programmes at the Bachelor’s and Specialist level; from programmes at the Specialist level to programmes at the Specialist and Bachelor’s level; between programmes at the Master’s level (hereafter, “degree programmes/educational programmes”), irrespective of the mode of study.
	3. These Guidelines regulate:

		1. transfer of students from other educational institutions, including international institutions, to HSE;
		2. transfer of HSE students from one degree programme to another;
		3. transfer of HSE students to other educational institutions.
	4. Students pursuing a first-cycle degree for the first time are not eligible for transfer to educational programmes that are only intended for persons who have already completed higher or secondary professional education in a respective field of study.
	5. The following terms and abbreviations are used throughout this document:
		1. HE FSES – federal state educational standards of higher education;
		2. HSE ES – independent educational standards of higher education adopted by HSE.
		3. A faculty refers to any HSE subdivision implementing and providing degree programmes;
		4. An academic council of a faculty is a council or another collective governing body thereof vested with the authority to decide on procedures for and the implementation of study processes at the faculty (in the absence of an academic council);
		5. A programme office is a curriculum support unit or a coordinator responsible for administrating processes related to studies within a given degree programme;
		6. A programme coordinator is the head of a programme office or a manager of a given degree programme, who is responsible for coordinating processes related to studies within a given degree programme offered by an HSE faculty;
		7. A previous educational institution refers to the educational institution where a transferring student is currently enrolled;
		8. A transfer request a document, which must be personally submitted by a student in order to request enrolment at HSE in the form of a transfer from a previous educational institution, or an application submitted by a HSE student with a request for transfer from one degree programme to another programme.
		9. A certificate of attendance is a standard HSE document which certifies a student’s attendance or a period of studies. It is issued pursuant to a template established by HSE at its own discretion. Certificates of attendance must specify the level of a student’s education and the contents of his/her curriculum, as well as the grades received at his/her educational institution as a result of an interim assessment;
		10. Certificates of education refer to documents confirming a student’s attained level of higher or vocational education, e.g., a certificate of attendance; academic transcript; a copy of the student’s grade book; transcripts from foreign higher education institutions; international certificates confirming proficiency in foreign languages and/or other subjects; certificates confirming completion of online courses, vocational diplomas, Bachelor’s/Specialist/Master’s degree certificates, etc.;
		11. An evaluation committee is a body established at a faculty or continuing education subdivision for one or several degree programmes in order to carry out the duties/functions listed in the Regulations for Evaluation Committees of Higher Education Programmes and Evaluation Procedures;
		12. An evaluation means a review and analysis of certificates of education, and/or related evaluation procedures;
		13. State-funded places are academic spaces financed by federal subsidies for state assignment;
		14. Fee-paying places are places provided to students under paid educational services agreements, concluded upon their admission to study and financed by an individual and/or a legal entity (hereinafter, an “agreement for paid educational services”);
		15. The academic council of a degree programme is a body comprised of HSE academic staff, including faculty and/or researchers, employers, alumni, field-specific experts from other educational institutions, including foreign organizations, vested with the authority to decide on the contents and implementation guidelines for degree programmes;
		16. An academic supervisor of a degree programme is a HSE academic staff member from among faculty and/or researchers responsible for the development and effective implementation of a degree programme;
		17. The individual curriculum refers to a student’s individual curriculum.
		18. ASAV is a comprehensive academic information system designed for prospective students, current students, doctoral students and HSE alumni;
		19. SDOU is HSE’s document management system;
		20. The Studies Administration Office is a subdivision within the Office of Degree Programmes;
		21. Criteria refer to the relevant standards for the scope and content of certificates of education and/or qualifications that must be met in order to eliminate any need for the evaluation committee’s involvement.
	6. In order to consider the possibility of transferring students from other educational institutions to HSE or within the University itself, or from one degree programme to another programme, an evaluation committee shall be engaged by the academic supervisor of a given degree programme.

The involvement of an evaluation committee is not necessary, if the scope and contents of certificates of education submitted by the student requesting the transfer satisfy established criteria. The academic council of a given degree programme or, if not applicable, its academic supervisor, shall set forth the relevant criteria for the scope and contents of certificates of education.

A provisional list of such criteria is specified in the Regulations for Evaluation Committees of Higher Education Programmes and Evaluation Procedures. Criteria for each degree programme are published on the website of a programme in the section - “Students” - “Transfers and Reinstatement in a Degree Programme” / «Студентам» – «Перевод и восстановление на образовательную программу».

If submitted certificates of education and/or qualifications are in line with the criteria, the programme coordinator shall make a decision in regards to the possibility of the student’s transfer, pursuant to the procedures established by these Guidelines, on the basis of a review of the student’s documents (this is done by the programme coordinator).

* 1. These Guidelines are not applicable to students of degree programmes delivered in a network-based format.

# Competitive Selection for Transfer and Organization of Competitive Selections

* 1. Students may be transferred to state-funded or fee-paying places.
	2. The total number of vacant state-funded places for any particular year of study under a given degree programme is the difference between state-funded places[[1]](#footnote-1) for the first year of study under this programme and the actual number of state-funded students of the corresponding year of study pursuing the same programme.
	3. The total number of vacant fee-paying places for a relevant year of study of a given degree programme shall be determined so as to avoid an increase in the total number of academic groups during the ongoing academic year[[2]](#footnote-2).
	4. Within the timeframe fixed within these Guidelines, a degree programme shall determine the vacant places available for students transferring to fee-paying and state-funded places (hereinafter, jointly referred to as “vacant places”), which may be available to students enrolled in other HSE degree programmes and students from other educational institutions.
	5. The total number of vacant places available for transfer of students shall be determined after this right has been exercised by 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 Pursuing Vocational and Degree Programmes, as approved by Directive No.433 of the Ministry of Education and Science of the Russian Federation, dated June 6, 2013 (hereafter, the “Procedure of Transfer from Fee-Paying to State-Funded Studies”). The procedure and deadlines for transferring HSE students to state-funded places, including the timeframe for determining vacant state-funded and fee-paying places, shall be governed by the Procedure of Transfer from Fee-Paying to State-Funded Studies.
	6. Twice a year (November 28-30 and May 29-31), programme coordinators, in conjunction with the academic supervisors of programmes, shall determine vacant places for the transfer of students. Information on the number of vacant places shall be posted on the programme website in section “Number of Students and Vacant Places” / «Число студентов и вакантные места» (hereafter, “designated section of the website”) on HSE’s corporate portal no later than December 1 and June 1, respectively.
	7. Students may be transferred to HSE degree programmes in December and June, respectively, of the ongoing academic year, upon the availability of vacant places for transfer.
	8. If a given degree programme doesn’t have enough vacant places to transfer all students who have submitted requests, the relevant programme office must then evaluate applicants on a competitive basis.
	9. If no vacant state-funded places are available, students may only be transferred to fee-paying places. If no vacant places of any type are available, no transfer may be carried out.
	10. The following persons may be only transferred to fee-paying places:
		1. persons transferred to degree programmes, which enrol only fee-paying students;
		2. persons undertaking a second degree or subsequent education programme at the same or a lower level;
		3. the total duration of studies[[3]](#footnote-3) exceeds the standard timeframe for studies under a given degree programme by more than one (1) academic year (as compared with the period established by the FSES for a specific field of study);
		4. foreign citizens, who do not fall into categories of applicants eligible for enrolment in state-funded places at educational institutions in the Russian Federation;
		5. HSE students with one or two academic failures with respect to the mandatory components of the curriculum of a degree programme to which they plan to transfer;
		6. students of international educational institutions, irrespective of citizenship.
	11. Each faculty’s respective academic council must determine the internal procedure for transfer of HSE students and students of other educational institutions to the faculty’s degree programmes (hereinafter, the “procedure”). A unified procedure can be implemented with respect to all faculty’s degree programmes, or it may include different rules for each degree programme, or different rules for different groups of degree programmes offered by the faculty.
	12. The procedure must include the following information, along with other special aspects relating to the transfer process:
		1. categorization of students, in case of equal results at assessments, or if a decision is made without additional assessments;
		2. the conditions for competitive selection of applicants to vacant state-funded places, if the number of submitted requests exceeds the number of available vacant places;
		3. a list of courses included in the curriculum which are subject to mandatory re-evaluation (for students transferred from any degree programme/degree programme in a specific field of study/particular educational institution), or expressly indicate that there is no such list;
		4. the criteria for establishing successful completion of assessments in the courses, which are subject to mandatory re-evaluation;
		5. the need for conducting additional assessments with respect to certain components of the student’s curriculum that have been established by the faculty, when making a decision about the transfer of a fee-paying student to a state-funded place.
		6. The procedure may specify dates in June and December, respectively, the requests for transfer to any particular degree programme may be submitted.
		7. The procedure may specify an additional period (no longer than a month) for transfer of students to any particular degree programme.
	13. The procedure proposed by a faculty’s academic council is subject to approval by the Studies Administration Office.
	14. Upon approval of the Studies Administration Office, the respective procedure shall be published on the websites for all degree programmes of a given faculty in the designated section of each website. The programme coordinator is responsible for publishing the procedure.
	15. If the procedure requires a mandatory re-evaluation in regards to certain components of the curriculum, template assignments should be published in the designated section on the website of the degree programme.

# Procedure for Transfer of Students from Other Educational Institutions to HSE

* 1. First-year students may be transferred to HSE degree programmes only after they have completed a first interim assessment at their previous educational institution.
	2. A student intending to transfer to HSE must choose one degree programme. Only one degree programme available at HSE should be specified in the student’s transfer request. The curriculum of the degree programme, as well as information on vacant places available for transfer (including vacant state-funded places) and the deadlines for transfer of students from other educational institutions, are published on the website of the chosen degree programme on HSE’s corporate website (portal).
	3. In order to enrol in a vacant place by transfer, a student must submit a request for transfer pursuant to the procedure specified in p. 3.4 hereof, and an initial technical review thereof shall be conducted by the Studies Administration Office, pursuant to p. 3.5 hereof. The technical review shall be conducted with the aim of establishing the conformity of submitted documents with the requirements set forth in these Guidelines in regards to the contents and completeness of the information to be submitted.
	4. By using the online Front Office for Applicants for Transfer to HSE (hereinafter, the “front office”), students intending to enrol at HSE by transfer must fill in an online form and attach copies of the documents required for a technical review, as follows:
		1. fill in an electronic form, providing such details as the student’s full name, nationality, address of his/her previous educational institution, the target HSE degree programme selected for transfer, and type of place (e.g., state-funded or fee-paying);
		2. confirm that the student is not undertaking second degree or any subsequent higher education programme during his/her studies in the relevant degree programme at his/her previous educational institution (in case he/she plans to enrol on a stated-funded place by transfer);
		3. attach copies of the following documents:
* the student’s ID;
* an academic transcript and, at the student’s discretion, other documents serving as a confirmation of his/her academic performance (e.g., a grade book, if grade books are used at the student’s previous educational institution, etc.);
* a certificate of education, which was submitted for admission the previous educational institution (hereafter, a “certificate of the previous education”);
* a degree certificate, for students who plan to transfer to a Master’s degree programme;
* degree certificate or a vocational education diploma, for applicants who have already completed a degree or vocational education programme and plan to enrol in an HSE Bachelor’s programme intended for such categories of students;
* a certificate of recognition of foreign credentials, if the certificate of education was issued by a foreign educational institution[[4]](#footnote-4);
* a certificate, confirming the student is currently enrolled in a state-funded place, if the student plans to transfer to a state-funded place.
	1. Within three (3) working days after a request for a technical review is submitted online, an employee of the Studies Administration Office responsible for the front office (hereafter, the “designated officer”) shall consider copies of the submitted documents and send a reply to the student with either a favourable or negative result following the technical review process. If the technical review’s result is negative, the designated officer must provide a motivated explanation. The following facts may serve as the basis for a negative result of a technical review:
		1. incomplete set of documents, which the student is expected to submit pursuant to these Guidelines;
		2. an applicant who has submitted a request for transfer is not a student of an educational institution as of the application’s date;
		3. an applicant who has submitted a request for transfer to a Master’s programme has no education of the foregoing level;
		4. the title of the HSE degree programme to which the student wishes to transfer has not been provided (or provided incorrectly, or several programmes were specified).
	2. If a technical review’s result is favourable, the front office system shall generate an application for transfer (Annex 1). The designated officer forwards a file with the template form to the candidate for enrolment. Then, the officer submits a set of documents to the programme coordinator via email or the front office. The designated officer must provide the student with contact details of the relevant programme coordinator, while the applicant must then personally sign the template form and send a copy to the programme coordinator by e-mail/deliver the original application personally to the programme office. The date of submission/presentation of a copy/original application is then considered as the effective date of a transfer application.
	3. Within 14 calendar days after the request’s submission, the programme coordinator shall:
		1. review the documents submitted by the student; if the submitted certificates of education meet the criteria, the programme coordinator must independently conduct an evaluation and transfer any courses previously completed by the student. In other cases, including when re-evaluation of courses pursued by the student may be needed, or in cases when mandatory assessment is required, an evaluation shall be conducted by the evaluation committee;
		2. if the evaluation committee’s involvement is not required, on the basis of the evaluation results and the difference in academic courses that the student must take at HSE, the programme coordinator shall determine the year of study[[5]](#footnote-5), where the student can be transferred so that he/she can begin studies in the first (if the request for transfer was reviewed in June) or in the second half of the academic year (if the request for transfer was reviewed in December); in all other cases, the evaluation committee shall decide on the year of study for the transfer student;
		3. if the evaluation’s results are favourable, the programme coordinator shall issue a draft of the student’s individual curriculum up to the end of the ongoing or future academic year[[6]](#footnote-6) and obtain the approval of the academic supervisor of the degree programme;
		4. for students applying for transfer to a fee-paying place, the programme coordinator shall also calculate relevant tuition fees based on the student’s individual curriculum and thereby draft a provisional paid educational services agreement, pursuant to the Procedures for Calculating the Tuition Fees Payable by Students in Bachelor’s, Specialist and Master’s Programmes with Modified Educational Trajectories, or in case students are deprived of tuition fee discounts (hereafter, the “Procedures for Calculating the Tuition Fees”);
		5. on the basis of the evaluation results, the programme coordinator must:
			1. obtain a draft of the individual curriculum approved by the academic supervisor of the degree programme and send it to the student for approval. If the student agrees with the proposed draft and the terms of transfer (including, the course, state-funded or fee-paying place, evaluation results, tuition fee (if any)), the favourable decision on the student’s admission to HSE shall be fixed in the evaluation minutes. The student’s approval of the individual curriculum may be provided via a different means of communication, including online formats[[7]](#footnote-7). The individual curriculum must be signed by the programme coordinator and the student. A draft of the individual curriculum must be approved by the student within three (3) working days from his/her receipt of the relevant notification. If the student fails to confirm his/her consent in due time, the request for transfer may be withdrawn, and the procedure for transfer to HSE may be thus terminated;
			2. inform the student if his/her request for transfer has been reviewed and declined, with a motivated explanation provided.
	4. Within five (5) calendar days upon approval of the student’s enrolment, he/she shall be issued a certificate of transfer as per the template established in Annex 2, for further presentation to the previous educational organization. The certificate shall be accompanied by a list of courses and other parts of the student’s curriculum that have been transferred or reconfirmed and shall be deemed completed after the student’s enrolment to HSE. The certificate of transfer must be signed by the head of the faculty and certified by its official stamp.
	5. After a student submits an abstract of the directive on his/her dismissal certified on the part of a previous educational institution, a certificate of the previous education[[8]](#footnote-8), and three (3) 3x4 photographs, the programme coordinator shall draw up a draft directive on the student’s enrolment via transfer from the previous educational institution due to his/her dismissal (hereafter, a “enrolment directive”).
	6. If a student is transferring to a state-funded place, the directive for enrolment shall be issued within three (3) working days upon submission of documents specified in p. 3.9 hereof.
	7. If a student is transferring to a fee-paying place, a paid educational services agreement must be concluded before the issue of an enrolment directive. The paid educational services agreement shall come into force after the student pays the tuition fees specified in the agreement, while the enrolment directive shall be issued within three (3) working days thereof. The agreement shall be considered ineffective if the student fails to pay his/her tuition fees. In such cases, no directive shall be drawn up.
	8. Following the signing and registration of the enrolment directive, the programme coordinator shall:
		1. prepare the student’s personal file, which must include: an application for transfer; a copy of the student’s ID; an academic certificate; other documents providing evidence of the student’s academic performance (if any); a certificate of the student’s previous education; a certificate of recognition of academic credentials (if needed); an abstract from the directive on the student’s dismissal due to transfer; assessment documents (e.g., examination sheets, minutes of interviews and assessments, etc.); an paid educational services agreement (if the student is enrolled as a fee-paying student);
		2. within five (5) working days, issue and hand to the student his/her student ID, login and password to his/her personal account in the LMS, where he/she may access his/her electronic grade book and other educational services related to study processes.

# Student Transfer within HSE

* 1. Directives on transfers of first-year HSE students pursuing Bachelor’s, Specialist and Master’s programmes from one degree programme to another may be issued no later than upon the completion of the examination period in Module 2. Applications for transfer of first-year students to a different programme may be submitted and reviewed starting from December. If a student has one or two academic failures with respect to courses that are mandatory components of the curriculum of a degree programme, to which the student plans to transfer, he/she may only be transferred to a fee-paying place.
	2. The procedure for a student’s transfer shall be initiated by the coordinator of the programme to which he/she plans to transfer after the student submits an application for transfer to the programme office.
	3. Once a student’s application for transfer from one programme to another (Appendix 3) has been received, the programme office from which he/she is transferring must use ASAV to forward data on the curriculum along with grades accumulated to the programme office of the programme to which he/she is transferring.
	4. Assessments, competitive selections (if applicable), drawing up an individual curriculum and notifying the student that a draft of his/her individual curriculum is ready and up for approval must all be completed within 14 working days from the programme office’s receipt of the transfer application. The programme coordinator is responsible for notifying the student that the draft of the individual curriculum is ready and up for approval in a timely manner[[9]](#footnote-9).
	5. The coordinator of the programme, where a student is transferred, shall:
		1. review information on the student’s performance as provided in ASAV. If the student’s performance meets the established criteria, the coordinator shall transfer the results in student’s courses in which he/she had previously taken. In all other cases, an assessment shall be conducted by an evaluation committee;
		2. if the evaluation committee’s involvement is not required, on the basis of the evaluation results and the difference in academic courses which the student must take, the programme coordinator shall determine the year of study[[10]](#footnote-10), where the student may be transferred so that he/she can begin studies in the first (if the application for transfer was reviewed in June) or in the second half of the academic year (if the application for transfer was reviewed in December); in all other cases, the year of study shall be determined by the evaluation committee;
		3. provided that the evaluation’s results are favourable, the programme coordinator shall issue a draft of the student’s individual curriculum up to the end of the ongoing academic year[[11]](#footnote-11) and obtain the approval of the academic supervisor of the degree programme;
		4. if the student is transferring to a fee-paying place, calculate total tuition fees on the basis of a draft of the individual curriculum and prepare a provisional paid educational services agreement, pursuant to the Procedures for Calculating the Tuition Fees;
		5. inform the student about the results of reviews of his/her application for transfer, including proposed terms and conditions of transfer (e.g., year of study, state-funded/fee-paying place, assessment results, tuition fee amount, etc.). On the basis of the proposed terms, the student may then decide to proceed with the transfer or withdraw his/her application;
		6. send the individual curriculum to the student for approval. The student’s approval of the individual curriculum may be provided via different means of communication, including online formats[[12]](#footnote-12). The individual curriculum must be signed by both the programme coordinator and the student. A draft of the individual curriculum must be approved by the student within three (3) working days from his/her receipt of the relevant notification. If the student fails to comply with the established deadlines, the application for transfer will be withdrawn.
		7. generate a draft directive on transfer/enrolment by transfer in the SDOU:
			1. within three (3) working days from the programme office’s receipt of an individual curriculum signed by a student (for state-funded places);
			2. within three (3) working days after he/she pays the tuition fees specified in the paid educational services agreement (for fee-paying places).
		8. After the directive for transfer from one degree programme to another programme is duly signed and registered:
			1. the programme office of the programme from which the student has transferred transfers the student to a different degree programme in ASAV and thereby forwards his/her personal file against a Certificate of Acceptance and Transfer (Annex 4) to the programme office of the programme to which the student is being transferred;
			2. the programme office of the programme to which the student has transferred shall use ASAV to assign an individual curriculum to him/her and attach a copy of the transfer directive (an abstract from the directive) to the student’s personal file.
		9. The student shall retain his/her student ID card. Necessary amendments will be made to the ID card, certified by the signature of the head of the faculty to which the student has been transferred[[13]](#footnote-13).

# Organization of HSE Students’ Transfer to Other Educational Institutions

* 1. A student dismissed from HSE due to transfer to a different educational institution (hereafter, “dismissal due to transfer”) must submit an application[[14]](#footnote-14) to the relevant programme office with a request to issue him/her with a certificate of attendance[[15]](#footnote-15) after the planned dismissal.
	2. Within five (5) working days upon receipt of the request, the programme coordinator shall prepare a certificate of attendance relying on the data available in ASAV and thus issue it to the student.
	3. Students must submit the following documents to the programme office:
		+ a request for dismissal due to transfer (hereafter, a “request for dismissal”) and the issue of a certificate of previous education, provided that the original document is available at HSE (Annex 5);
		+ a certificate of transfer from the host educational institution, thereby confirming that the institution agrees to enrol the student via transfer.
	4. Within three (3) working days upon receipt of a request for dismissal and on the basis of the documents provided:
		1. the academic supervisor of the given degree programme shall approve the request for dismissal;
		2. the programme office then prepares a directive for the student’s dismissal due to transfer;
		3. once the directive has been registered, the programme office proceeds with the student’s dismissal using ASAV.
	5. Within three (3) working days after issuing a directive for dismissal due to transfer, the programme office shall provide the student with the following documents:
		1. a certified abstract of the directive for dismissal due to transfer;
		2. an original certificate of the student’s previous education (if such an original document is stored at HSE).
	6. The documents, specified in p. 5.5 hereof, shall be personally presented to the student dismissed by transfer or to his/her authorized representative (on the basis of a power of attorney duly issued and provided by the student). Upon the student’s request, the documents may be sent to his/her address or to the host educational institution via postal services (i.e., by registered mail with acknowledgement of receipt and the list of enclosures).
	7. A student dismissed due to transfer must complete a pre-departure checklist and submit it to the programme office, along with his/her student ID card.
	8. The funds paid by the fee-paying student (if relevant grounds have been established) shall be reimbursed pursuant to the Procedure for Calculating the Tuition Fees.
	9. A transfer request, a transfer certificate, a copy of a certificate of the previous education certified at HSE, directive (abstract) on dismissal due to transfer, including the student’s acknowledgement of this directive signed him/her, a pre-departure checklist and student ID card are stored in the student’s personal file.

# Technical Aspects of Preparing Directives on Enrolment / Transfer from One Educational Programme to Another Programme

* 1. The directive for enrolment due to transfer/transfer from one degree programme to another shall be issued on the basis of the following documents:
		1. an application;
		2. the minutes of a student’s assessment;
		3. a duly approved individual curriculum;
		4. if the student transfers to a fee-paying place;
* a duly signed paid educational services agreement;
* a confirmation of tuition fees payment under a paid educational services agreement.
	1. A directive on a student’s transfer to a different education programme within HSE must be approved in SDOU by the head of the faculty from which the student is being transferred.
	2. A directive for enrolment by transfer / transfer from one degree programme to another programme must be signed by the coordinating Vice Rector pursuant to the distribution of duties established at HSE / an officer responsible for coordination of the subdivisions implementing Bachelor’s programmes intended for persons who have already completed a degree or secondary professional education programme, pursuant to the distribution of duties established at HSE.
1. The total number of state-funded places for each year of admission is set forth in a directive on admission quotas for the respective year, issued by the Ministry of Education and Science of the Russian Federation and the dissemination of quotas among degree programmes upon the approval of the HSE Academic Council. [↑](#footnote-ref-1)
2. The total number of academic groups in a given academic year shall be fixed in the basic curriculum upon the approval of HSE’s First Vice Rector. [↑](#footnote-ref-2)
3. The total duration of study also includes the period of study at a previous educational institution, except for the period of a student’s exceptional leave of absence, or maternity leave, or a leave to take care of a child until the age of three (3) years (hereafter, a “leave”), accompanied by abstracts from relevant directives for the student’s leave, or a certificate from the previous educational institution specifying the period(s) of a leave and details of relevant directives. [↑](#footnote-ref-3)
4. This certificate is not required in the following cases: if the certificate of education was issued pursuant to Part 3 of Article 107 of Federal Law No. 273-FZ; in cases when international certificates of education, which are not in compliance with the requirements specified in [Part 3 of Article 107 of Federal Law No. 273-FZ](http://docs.cntd.ru/document/902389617), can be recognized by HSE independently; if a student submits a certificate of education, pursuant to [Article 6 of Federal Law No. 84-FZ, dated May 5, 2014, “On Special Legal Aspects in the Sphere of Education Due to the Accession of the Republic of Crimea to the Russian Federation and the Establishment of New Russian Constituent Bodies - the Republic of Crimea and the Federal City of Sevastopol, as well as On Amendments to the Federal Law “On Education in the Russian Federation”](http://docs.cntd.ru/document/499093381). [↑](#footnote-ref-4)
5. The year of study to which a student may be transferred is determined on the basis of HSE ES requirements for the annual programme load of students studying under individual curriculum (excluding study loads for courses (modules) transferred as per the submitted education documents and certificates of education and qualification). [↑](#footnote-ref-5)
6. For students applying for transfer to a Bachelor’s programme intended for persons who already have completed higher or secondary professional education, an individual curriculum will be prepared for the entire period of study. [↑](#footnote-ref-6)
7. Using the contact details indicated in the student’s request. [↑](#footnote-ref-7)
8. An original document or a duly certified copy, or a copy which is presented at HSE along with the original document for certification at HSE. [↑](#footnote-ref-8)
9. Using the contact details indicated in the student’s application [↑](#footnote-ref-9)
10. The year of study to which the student may be transferred is determined on the basis of HSE ES requirements for the annual student coursework under an individual curriculum (excluding study loads for courses (modules) transferred as per submitted education documents and certificates of education and qualification). [↑](#footnote-ref-10)
11. For students applying for transfer to a Bachelor’s programme intended for persons who have already completed a degree or secondary professional education programme, an individual curriculum shall be prepared for their entire period of study. [↑](#footnote-ref-11)
12. Using the contact details indicated in the student’s application. [↑](#footnote-ref-12)
13. Except for cases when both programmes are being implemented by the same faculty. [↑](#footnote-ref-13)
14. The certificate shall be requested pursuant to the procedure for submission of applications and receipt of documents, established by the degree programme. [↑](#footnote-ref-14)
15. The programme office must verify whether student data entered into the ASAV is correct in order to subsequently issue a certificate of attendance. [↑](#footnote-ref-15)