Annex

APPROVED as per

HSE Directive No.\_\_,

dated \_\_\_\_\_\_\_\_\_,

**Procedures for**

**Supporting Academic Cooperation with Alumni of National Research University Higher School of Economics**

**Who are Students or Employees of Leading International Universities under the HSE Alumni Academic Fellowship Project**

1. **General Provisions**
	1. This document sets forth the procedures for supporting academic cooperation between National Research University Higher School of Economics (hereinafter, “HSE”, or the “University”) and HSE alumni who are PhD students and/or employees of leading international universities and research organizations (hereinafter, “alumni/graduates”) under the HSE Alumni Academic Fellowship Project (hereinafter, the “project”).
	2. The project aims at strengthening HSE’s international reputation and expanding its network of academic cooperation with leading universities and academic institutions through building connections between its current academic community and HSE alumni who have gone on to successful academic careers.
	3. Academic cooperation supported within the framework of the project shall include:
		1. taking part in HSE conferences and seminars and presenting lectures/reports;
		2. delivering lecture (-s) or workshops at HSE;
		3. taking part in the work of the HSE International Advisory Committee;
		4. providing academic supervision of HSE (doctoral) students;
		5. carrying out collaborative research projects and preparing joint publications for peer-reviewed Russian and international journals with HSE staff.
	4. Academic support offered under these Procedures (hereinafter, “support”) includes HSE funding allocated for alumni participation in events at the University, as well as remuneration payable to a research assistant (HSE faculty member/ (doctoral) student) who may be assigned to a HSE alumnus.
	5. These Procedures and any amendments and modifications hereto shall be enacted as per an HSE Directive.
2. **Terms and Conditions for Project Participation and Criteria for Granting Support**
	1. Alumni shall be granted support on a competitive basis following the results of evaluations carried out so as to determine if a given application is in compliance with the project’s eligibility terms and the criteria set forth in this section.
	2. The terms and conditions for eligibility are as follows:
		1. holding a HSE (Bachelor’s, Specialist, Master’s) degree;
		2. teaching or research position at a leading[[1]](#footnote-1) international university or research organization – for alumni who are not students at the time of an application’s submission;
		3. doctoral/postdoctoral student status at a leading international university or research organization for at least 3 (three) consecutive years – for alumni who are students at the time of their application’s submission;
		4. written confirmation (in free format) of alumnus’ willingness to visit HSE – if his/her application is submitted on the part of a HSE educational/research subdivision (hereinafter, a “host subdivision”);
		5. written confirmation (in an open format) of the host subdivision’s readiness to receive the alumnus – if he/she has submitted an application;
		6. written acknowledgement (included in the application) of the alumnus’ willingness to be assigned a research assistant (HSE faculty member/(doctoral) student) who will be involved in his/her research project;
		7. written acknowledgement (included in the application) of the alumnus’ intent to take part in the work of the HSE International Advisory Committee – if academic cooperation implies his/her participation on the committee (as per p.1.3.3 of these Procedures).
	3. The criteria for granting support for a academic cooperation project include:
		1. outstanding academic potential demonstrated by the HSE graduate (e.g., published articles, presentations at conferences, participation in research projects, etc.);
		2. high academic status of the university/research organization and/or subdivision where the alumnus is currently employed/enrolled;
		3. prospects for the establishment or further development of institutional partnerships with the university/research organization where the alumnus is currently employed/enrolled;
		4. co-financing provided by the host subdivision and/or the HSE graduate.
3. **Procedures for Reviewing Applications and Making Decisions on Providing Support for Academic Cooperation with HSE Alumni**
	1. Decisions in regards to providing support for academic cooperation with HSE alumni shall be made following a review of duly completed applications (see Annex hereto).
	2. The start and end date of the call for applications shall be set annually by the Committee for Short-term Visits (hereinafter, the “Committee”). This information shall be then published on HSE’s corporate website (portal) in the “HSE Alumni” section within 3 (three) business days following the respective decision made by the Committee.
	3. Applications must be submitted to the HSE Alumni Centre by the host subdivision or the HSE graduate. The graduate him/herself or a contact person representing the given host subdivision shall be regarded as the applicant.
	4. Applications shall be submitted by email to a designated staff member of the HSE Alumni Centre (hereinafter, “designated official”) who is responsible for the project (the full name of the designated official shall be published on the webpage of the call for applications). If the submitted application does not comply with the set format, it will be returned to the applicant for further revision. The designated official shall forward all duly completed applications by email to the Committee for subsequent review.
	5. All applications shall be reviewed by the Committee.
	6. The Committee’s decisions shall be reached by a simple majority vote. In case of a tie, the Chair of the Committee holds the deciding vote. Decisions may be made by email, and the designated official shall be responsible for arranging the voting process. The Committee’s decisions shall be enacted by relevant meeting minutes signed by its Chair.
	7. If there are competing interests (e.g., when an application is submitted by a host subdivision where a member of the Committee is employed or situations similar to this), the affected Committee member must declare his/her competing interests to the Chair. In such situations, this member may take part in discussions in regards to the application but cannot cast a vote.
	8. A favourable decision regarding the application shall depend on its compliance with the terms, conditions and criteria set forth in pp. 2.2 and 2.3 of these Procedures.
	9. Following a review of an application, the Committee shall reach 1 (one) of the following decisions:
		1. approve the application;
		2. rule against the application (reasons for such decisions may be provided optionally);
		3. return the application for revision (with specific recommendations);
		4. approve part of the application (with a list of budgetary items recommended for further revision).
	10. If part of an application is approved and the applicant agrees with this decision, his/her application shall be deemed approved and not subject to further review.
	11. Should an applicant disagree with a decision made by the Committee, he/she may contact the Chair and ask him/her to review the application once again. The Chair of the Committee shall then reach a decision as to whether or not the application should be subject to further review.
	12. The designated official shall inform all applicants by e-mail about the Committee’s decision within 3 (three) business days from the date when the respective decision was made.
4. **Financial Arrangements for Providing Support for Academic Cooperation with HSE Alumni**
	1. The following funding sources may be used for providing support to academic cooperation with HSE alumni in regards to project work:
		1. funds received from the HSE Endowment Fund;
		2. HSE’s central budget – for legitimate expenditures listed in the University’s business plan – “HSE Alumni Centre Activities” and “International Affairs”;
		3. funds allocated to host subdivisions;
	2. Legitimate expenses for HSE alumni visits include the following items:
		1. travel tickets (airline tickets (economy class) or train tickets (compartment));
		2. accommodation – normally at the HSE Guesthouse (if HSE alumni visit Moscow). Upon the decision of the Committee, hotel accommodation may be covered (a hotel up to 3\*);
		3. local transportation (taxi transfer to/from the airport and/or from the hotel to the University);
		4. remuneration payable to research assistants (HSE faculty members/(doctoral) students) assigned to visiting HSE alumni in order to carry out joint research work under independent contractor agreements (including social insurance contributions);
		5. remuneration (e.g., an honorarium) payable to HSE alumni (including social insurance contributions);
		6. visa invitation and other related expenses (if necessary).
	3. Per diem allowances, health insurance and other expenses that may arise during HSE alumni visits to the University shall NOT be reimbursed.

**5. Organization and Information Support for Academic Cooperation with HSE Alumni**

* 1. The head of the host subdivision submitting the application or confirming their interest in cooperation with a HSE graduate (if an application was filed by the alumnus him/herself) shall be responsible for all organizational aspects of working with the alumnus, including the visit agenda, financial obligations and compliance with an approved budget.
	2. Within 10 business days following the Committee’s decision, the designated official shall publish information on all approved applications on HSE’s corporate website (portal) in the “HSE Alumni” section.
	3. The HSE host subdivision shall be responsible for issuing a directive on the HSE alumnus’ visit, including the agenda and tentative budget.
	4. The HSE host subdivision shall also ensure full information support in regards to the alumnus’ visit in order to maximize the output of his/her participation in events at the University for its further development. Within 10 business days following the visit’s completion, the host subdivision shall submit a comprehensive and financial report with information on all agenda items and expenses incurred according to the approved application to a designated official.

Annex to

Procedures for

Supporting Academic Cooperation

with Alumni of National Research University

Higher School of Economics

Who are Students or Employees

of Leading International Universities

under the HSE Alumni Academic

Fellowship Project

**Application for Supporting Academic Cooperation with HSE Alumni**

1. Full name of HSE graduate
2. HSE faculty from which the applicant graduated
3. Year of graduation
4. University where the graduate is currently employed/enrolled
5. Subdivision/department/unit where the alumnus is currently employed/enrolled
6. Graduate’s position (if any)
7. Country of residence
8. City of residence
9. Visit agenda (e.g., description of research project, role of research assistant and projected results (articles, presentations at academic conferences, etc.))
10. Duration of visit (i.e., physical presence in Russia)
11. Daily visit programme
12. Tentative budget as per p. 4.2 of these Procedures
13. Graduate’s e-mail
14. Graduate’s contact phone number
15. Confirmation of intent to work with an assigned research assistant
16. Confirmation of applicant’s intent to personally take part in meetings of the HSE International Advisory Committee
17. Host subdivision at HSE
18. Full name of contact person representing the HSE host subdivision
19. E-mail of contact person representing the HSE host subdivision
20. Phone number of contact person representing the HSE host subdivision

The alumnus’ CV must be attached to the application.

1. Here and in p. 2.2.3, the status of a university/research organization is to be confirmed by reference to its position in national/international rankings or other academic reputation indicators. [↑](#footnote-ref-1)