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| APPROVED byHSE Directive No. 6.18.1-01/1004-04 dated April 10, 2015  |

**PROCEDURES for**

**Making Decisions in Regards to Financing Participation of HSE Staff and Students in Academic Events**

**1. GENERAL PROVISIONS**

* 1. These Regulations set forth the procedure for making decisions in regards to financing the participation of staff and students of the National Research University Higher School of Economics (hereafter - the University, or HSE), including HSE regional campuses, in academic events (hereafter - the financing), which are held in Russia, in the CIS countries (hereafter, the CIS) and elsewhere.

The following events shall be referred to the category of academic events pursuant to these Regulations: conferences, congresses, symposiums, research seminars (workshops), student conferences, summer schools, and “young scholars” schools, held by external organisations or organized jointly with HSE without any financial support provided by HSE.

For the purposes of these Regulations taking part in an academic event means to deliver a report or make a poster presentation.

1.2. These Regulations aim at ensuring transparency in the decision-making process relating to the allocation of funds, open access to information and equal opportunities for potential recipients of the financing.

1.3. The total amount of funds allocated for taking part in academic events shall be determined and fixed by HSE.

1.4. In case of a positive decision, the financing shall be provided as follows: to HSE staff, as per applicable business travel procedures; to HSE students, as per applicable procedures for travel expense reimbursement.

1.5. These Regulations with related amendments hereto shall be approved by the directive of HSE Vice Rector coordinating research activities which are conducted at HSE pursuant to the state assignment.

**2. REQUIREMENTS FOR APPLICANTS SEEKING FINANCIAL SUPPORT**

2.1. Individual applications shall be submitted for obtaining the financing.

2.2. Each applicant may submit more than one application for financing at the same time.

2.3. At HSE faculties, the financing can be provided to:

2.3.1. HSE staff working at an HSE faculty on academic staff positions (primary place of employment) if their FTE rate is equal to at least 1.0;

2.3.2. HSE staff working at an HSE faculty on academic staff positions under external secondary employment if their FTE rate is equal to at least 0.5, provided that they were awarded an academic bonus for publications in international peer-reviewed scientific journals (Tier 3 academic bonus);

2.3.3. Full-time HSE students (including doctoral students).

2.4. HSE Academic Fund Programme provides financing to:

 2.4.1. Full-time researchers employed at HSE and its regional campuses (primary place of employment);

 2.4.2. Full-time staff of project-based learning laboratories at HSE and its regional campuses (primary place of employment);

 2.4.3. Full-time staff employed at University-wide subdivisions and HSE joint departments, that do not belong to an HSE faculty, on academic staff positions (primary place of employment);

 2.4.4. Full-time staff of the School of Foreign Languages, who are employed on academic staff positions (primary place of employment);

 2.4.5. Full-time staff of HSE regional campuses, employed on academic staff positions (primary place of employment);

 2.4.6. HSE full-time administrative and managerial staff, including staff of HSE regional campuses (primary place of employment), as well as full-time academic staff whose FTE rate equals to at least ¼, provided that they were granted an academic bonus of any level;

* + 1. Full-time students of HSE regional campuses (including doctoral students).

2.5. Financing shall not be provided to the following staff categories:

 2.5.1. PhD holders hired to HSE via international recruitment procedures;

 2.5.2. HSE Rector, HSE Academic Supervisor, HSE President, HSE First Vice Rectors, senior directors, directors coordinating respective areas of HSE operations, directors of HSE regional campuses;

 2.5.3. for 3 (three) years, to HSE staff or supervisors of projects that have been implemented by a research team, if they showed unsatisfactory results upon completion of projects which had been supported in the framework of competitions of HSE Academic Fund Programme.

2.6. Applicants from among researchers employed at HSE international laboratories shall be entitled obtain financing for 1 (one) international business trip per annum at the expense of HSE Academic Fund Programme, provided that the topic of given academic event does not correspond to this lab’s research area, or in case the laboratory’s budget allocated for financing the academic mobility has been exhausted.

2.7. In exceptional cases, applications which have been rejected by the academic committee of an HSE faculty can be re-submitted for review by the HSE Academic Fund Programme (provided there is enough time to complete all required expert review procedures, pursuant to these Regulations). Exceptional cases shall be pre-approved by the Bureau of the Council of HSE Academic Fund Programme (hereafter, the Bureau of the Academic Fund Council), upon agreement with the academic committee of an HSE faculty (hereafter, the committee).

**3. APPLICATION REQUIREMENTS, PROCEDURES AND DEADLINES**

3.1. The application for financing shall be submitted by the applicant via his/her personal account on HSE corporate website (portal). Personal accounts can be accessed at http://www.hse.ru/user. A password and username (login) for personal accounts shall be assigned to HSE staff and students upon their personal request submitted by email to the Information and Editorial Unit of HSE Online Media Unit at portal@hse.ru.

3.2. An application can be submitted at any time throughout the calendar year.

3.3. The number of applications which can be submitted by an applicant during the year, the number of applications per one event, as well as the permitted size of financing for one trip depending on the region (country) shall be fixed annually based on the total amount of funds allocated from HSE centralised budget for financing participation in academic events:

3.3.1. By the Committee – at HSE faculties;

3.3.2. By the Bureau of the Academic Fund Council - for HSE Academic Fund Programme.

3.4. Applications shall be reviewed in the order of their submission, irrespective of the applicant’s title, position and age.

3.5. If a presentation/report has been prepared by co-authors, the application can be submitted by only one author, upon their prior mutual agreement.

3.6. An application for taking part in international academic events abroad and in the CIS countries shall be submitted by the applicant no later than in 45 days before the date of the event.

3.7. An application for taking part in an academic event in Russia shall be submitted by the applicant no later than in 30 days before the date of the event.

3.8. The following details must be specified in the application:

3.8.1. Information about the academic event and its host organisation, including full official name of the event, the venue and dates of the event, links to the website of the academic event and the host organisation, name of the chairperson of the event organizing committee, tentative number of participants, supported by documents specified in sub-paragraph 3.9 hereof;

3.8.2. The title of the applicant’s article (report) in the language of the event and in Russian, with related attachments, as specified in sub-paragraph 3.9 hereof;

3.8.3. Information in regards to the size of financing requested by the applicant, pursuant to the University’s official spending policies;

3.8.4. Information in regards to other sources of financing along with specific details, if the requested amount exceeds the standard size of financing.

3.9. The following documents must be attached to the application:

3.9.1. An original or a copy of the invitation to the event, specifying the time and venue of the event, financial conditions for participants, as well as information regarding the place of the applicant’s report/presentation in the event programme, specifying the author’s name, title and type of the report, and the author’s affiliation (if the author is expected to make a presentation);

3.9.2. The full programme of the academic event. A preliminary programme of the event can be provided if all details in regards to the host organisation, the organizing committee, links to the website of the academic event, etc. are available, and the final version of the programme or link to a related website shall be presented upon the participant’s return;

3.9.3. An article (report) written in the language of the event, if the applicant plans to deliver a report at the event; poster presentation, if a poster is going to be presented;

3.9.4. The rationale for taking part in the given event (for poster presentations).

**4. APPLICATIONS SELECTION PROCEDURE**

4.1. Applications accepted for consideration shall be submitted for expert review. The expert review shall be conducted:

4.1.1. at HSE faculties – by Committee’s members or, if necessary, other specialists from HSE or other external organisations;

4.1.2. for HSE Academic Fund Programme – by coordinators of relevant research areas pursuant to the Regulations on Coordinators of Research Areas, who are commissioned by HSE to perform expert reviews of projects.

4.2. The expert review shall be completed within 10 (ten) working days. The information in regards to the expert review process and the contents of applications is strictly confidential. Expert opinions regarding the projects can be provided to applicants at their request (no personal details about the experts shall be provided).

4.3. The decision to approve the application and relevant financing or reject it based on results of an expert review shall be made by:

4.3.1. The Committee – at HSE faculties;

4.3.2. By the Bureau of the Academic Fund Council - for HSE Academic Fund Programme.

4.4. The applicant shall be informed about the decision to provide the financing and shall receive an extract from the related minutes on approval of his/her application and allocation of funds for taking part in an academic event within 3 (three) working days after the date when a respective decision was made.

4.5. Further information with respect to participation in the academic event prepared in a free format, as well as files with a presentation, article and (or) report, shall be submitted by the applicant within 2 (two) weeks after the end of the event (depending on the source of financing):

4.5.1. to the Executive Secretary of the Committee – at HSE faculties;

4.3.2. for HSE Academic Fund Programme - to the Office for Academic Research.