Annex 1

APPROVED

by HSE Directive

No. 6.18.1-01/1011-01 dated November 10, 2016

Regulations on the Procedure for Competitive Selection of Candidates to Research Positions at National Research University

Higher School of Economics

1. **General Provisions**
   1. The Regulations on the Procedure for Competitive Selection of Candidates to Research Positions (hereafter, the Regulations) shall set forth the procedure for competitive selection with respect to research staff positions, as well as the internal staff transfer procedures at National Research University Higher School of Economics (hereafter, the competition, University, HSE, respectively), including HSE regional campuses.

The List of research positions which shall be filled via the competition procedure is established by HSE directive. These Regulations have been developed pursuant to the Labour Code of the Russian Federation, the Federal Law No. 273-FZ dated December 12, 2012 “On Education in the Russian Federation”, [the Directive of the Ministry of Education and Science of the Russian Federation No. 937 dated September 02, 2015 “On Approving the List of Research Staff Positions to be Filled through the Competition Process and Relevant Competition Procedures”,](http://минобрнауки.рф/%D0%B4%D0%BE%D0%BA%D1%83%D0%BC%D0%B5%D0%BD%D1%82%D1%8B/6575/%D1%84%D0%B0%D0%B9%D0%BB/5617/Prikaz_%E2%84%96_937_ot_02.09.2015.pdf) as well as other legal regulations, HSE Charter and bylaws.

* 1. No competition is held:

1.2.1. if staff members are recruited on a part-time basis for up to one year;

1.2.2. if staff members are recruited to substitute an employee, who is temporarily absent but entitled to resume his/her work pursuant to Russian legislation until such employee is back from his/her leave of absence.

1.2.3. in case an employee is recruited for completing a specific research task, an R&D project (programme), or an innovative project which has received financial support awarded on a competitive basis, including grants, or in the framework of the University’s state assignment, a service provider agreement or a donation agreement.

* 1. These Regulations and all amendments thereto shall be approved by the HSE Rector’s directive.

1. **Competition Procedure**
   1. A competition committee shall be established for holding the competition (hereafter, the committee). The committee’s establishment and related operational procedures shall be set forth by the Regulations on the Competition Committee Responsible for Reviewing Applications for Open Research Vacancies, as per HSE directive.
   2. The competition shall be held as often as required to fill the open research positions when new staff members are recruited at HSE, or if a relevant employment agreement expires, but no more often than once in 3 (three) months.
   3. Every month the University’s HR Office (hereafter, the HR Office) shall prepare a list of research staff whose employment agreements are about to expire no less than in two months and no more than in three months from the date when such list is compiled. HR Office must specify the relevant employment agreement expiry date and submit the list to the faculty dean, the director of an institute, the laboratory head or another subdivision head (hereinafter, the subdivision head), depending on the staff member’s affiliation.
   4. The subdivision head shall define the qualification requirements for candidates based on the list of standard qualification requirements specified in the Annex hereto, as well as the provisional list of quantitative parameters of the candidate’s performance, and have them approved as follows:
      1. The subdivision head shall coordinate the requirements with his/her superior (Senior Director in a respective field, First Vice Rector, or Vice Rector) coordinating the activities of the relevant subdivision (hereafter, the coordinating officer);
      2. The head of a subdivision operating as part of a faculty shall coordinate the requirements with the faculty dean and the coordinating officer;
      3. If research vacancies are available at the faculty, the faculty dean shall agree the requirements with the coordinating officer;
      4. The head of a subdivision operating as part of an institute, centre or another independent subdivision shall coordinate the requirements with the independent subdivision’s head and the coordinating officer;
   5. If a subdivision decides to recruit a new researcher, or after the information on employment agreements which are about to expire has been provided by the HR Office, the subdivision head shall submit an official memorandum via SDOU (document management system) addressed to the coordinating officer and containing a request to organize a competition.
   6. Pursuant to p. 2.4 hereof, the official memorandum should specify qualification requirements to the candidate, including the field(s) of study and/or areas where the candidate will be employed, a provisional list of key performance indicators, terms and conditions of the employment agreement, job description, the duration of the agreement, as well as other terms and conditions.
   7. The HR Office will accept the official memorandum for processing on the basis of the resolution made by the coordinating officer.
   8. Upon receipt of the official memorandum, the HR Office shall prepare a draft directive to organize and hold the competition, specifying the period when the vacancy shall be publicly available and applications shall be accepted, and submit it for the Rector’s approval.
   9. For the purposes of the competition, the secretary of the committee shall publish the vacancy on the HSE corporate website (portal) and on the jobs portal at http://ученые-исследователи.рф (hereafter, the Jobs Portal). The vacancy announcement shall feature the following details:
      1. the competition place and date;
      2. the final date for submitting applications for the competition;
      3. full titles of research positions which shall be filled through the competition procedure, as well as related qualification requirements (hereafter, requirements), including fields of study/research where the candidate is expected to work;
      4. a provisional list of the candidate’s key performance indicators;
      5. terms and conditions of the employment agreement, including the job description, the period of employment or, if an employment agreement is concluded with the candidate for an unlimited period of time, - the period after which an assessment can be scheduled; the salary, possible incentives and terms and conditions for such payments, provisional social guarantees (corporate accommodation, reimbursement of accommodation expenses, medical services, vacation and travel services, etc.).
   10. The University shall define the final date for submitting applications may not be earlier than 20 (twenty) days after the date when the competition has been announced on the Internet.
   11. Access to the candidate’s personal data published on the Jobs Portal, as well as related personal data processing, shall be provided/performed pursuant to Russian legislation on the personal data protection.
   12. The candidate’s application which has been uploaded to the Jobs Portal shall be automatically referred for review to the competition committee (the committee’s secretary) by corporate email.
   13. The list of candidates who have submitted applications for the competition shall be automatically generated on the Jobs Portal.
   14. Within 1 (one) working day after submitting his/her application, the candidate shall receive an electronic confirmation of its receipt by the University.
   15. If no applications have been submitted for a given competition, it shall be deemed cancelled.
   16. Applications shall be reviewed by the committee within 15 (fifteen) days after the final date for application submission, except for applications for positions specified in p. 2.21 hereof.
   17. Upon the competition committee’s decision, if an interview with the candidate is needed, including an online interview, the period for applications review can be extended for up to 30 (thirty) days after the final date of the application submission. The information in regards to the extension of the applications review period shall be published on the HSE corporate website (portal) and on the Jobs Portal by the committee’s secretary.
   18. Based on the results of the application review, the competition committee shall prepare a rating of candidates based on the details provided in the application and attached materials, as well as the interview results (if any) which describe the candidate’s qualifications, experience and performance to the fullest possible extent.
   19. The rating shall be based on the total score assigned to the candidate by members of the competition committee, including:

* the assessment of key results. This assessment is based on the review of information and details provided by the candidate as per p. 2.9 hereof, with due regard to whether or not a candidate meets the anticipated key performance indicators published by HSE as per p. 2.7 hereof (if the candidate is invited for an interview, maximum 60 points shall be awarded, and if there is no interview, the candidate can get up to 70 points);
* the assessment of the candidate’s qualification and professional experience. If the candidate is invited for an interview, a maximum of 20 points can be awarded, and if there is no interview, the candidate can get up to 30 scores;
* the assessment of the interview results. If the candidate is invited for an interview, as per p. 2.15 hereof, he may be awarded up to 20 points.
  1. The candidate who has been assigned the first place in the rating shall be declared as the winner of the competition (hereafter, the winner). The candidate who has been awarded the second place should be mentioned in the competition committee’s decision, as well.
  2. The chairperson of the committee shall have a casting vote, if two or several candidates have received equal scores.
  3. Within 3 (three) working days after the committee has established the winner, the committee’s secretary shall publish the relevant decision on HSE corporate website (portal) and on the Jobs Portal.
  4. The HR Office shall issue a directive on the competitive selection of candidates to the positions of a senior/junior researcher and a research engineer which shall be published on HSE corporate website (portal) and on the Jobs Portal. The HSE directive shall be issued no later than in 2 (two) months before the competition date. The competition shall be held within the established timeframe, but no later than within 15 (fifteen) calendar days after the submission of the candidate’s application for taking part in the competition addressed to the HSE Rector. The committee shall make a decision after reviewing the application.

1. **Documenting the Competition Results**
   1. An employment agreement shall be concluded with the competition winners. A fixed-term employment agreement shall be concluded for the period of up to 5 (five) years, as per the established procedure stipulated by Russian legislation.
   2. No employment agreement shall be concluded with a candidate selected as a result of the competition for a research position, if such candidate had been employed on this position before the competition under a fixed-term employment agreement. In this case, the fixed-term employment agreement shall be extended by mutual consent of the parties, provided in writing, for no longer than 5 (five) years or for an indefinite period, pursuant to the Labour Code of the Russian Federation.
   3. If an employee is transferred to a research position as a result of the competition, the period of his/her employment agreement can be extended by mutual written consent of the parties, pursuant to the terms and conditions of the competition, for a fixed period of time up to 5 (five years), or for an indefinite period.
   4. If the winner has not signed an employment agreement within 30 (thirty) days after the committee’s decision, HSE shall either offer an employment agreement to the candidate who placed second or announce a new competition.
   5. The committee’s secretary shall be responsible for the secure storage of competition applications and minutes of the committee’s meetings for 5 (five) years, after which these documents shall be transferred to archives.

Annex

To the Regulations on the Procedure for Competitive Selection of Candidates to Research Positions at National Research University Higher School of Economics

**Standard Qualification Requirements for Candidates to Research Positions at HSE**

1. Relevant level of education - to be specified as per qualification requirements for a candidate to a research position.
2. Previous employment period - to be specified as per qualification requirements for a candidate to a research position.
3. Academic degree - to be specified as per qualification requirements for a candidate to a research position (including titles of dissertations, codes and names of academic fields and organisations where candidates defended their dissertations, as well as dates of defense).
4. Publications over most recent 5 (five) years with an affiliation provided for each publication.
5. The information on indexation in such databases as the Russian Science Citation Index, Web of Science CoreCollection and Scopus, the number of citations and self-citations in these databases over most recent 5 (five) years, as well as quartiles of journals, according to the data available for the most recent year, relevant fields/disciplines in such databases as the Web of Science Journal Citation Reports and/or Scopus (ScimagoJR) (a screenshot of a page from the Web of Science or Scopus database (along with a Citation Report) should be provided).
6. The candidate’s Hirsch-index (a screenshot of a page from the Web of Science or Scopus database (along with a Citation Report) should be provided).
7. Publications in a specific research area(s) (research area, period and list of publications must be specified and actual publications should be attached to the application).
8. The candidate must meet the criteria for research productivity assessment established at HSE.
9. Experience in research and R&D projects in the specific research area (the list of all grants awarded to the candidate, as well as agreements (contracts) with the client’s name and number of the agreement, should be attached) The candidate’s role in each project (supervisor/service provider) should be specified.
10. Information in regards to the candidate’s participation in academic events (congresses, conferences, symposiums and other academic events), specifying the status of the report (visitor, plenary, panel, or poster presentation) and the level of the event (international, nation-wide, regional) in the specific research area (specify the period).
11. Intellectual property rights, where the candidate is mentioned as an author. The list of intellectual property rights in a specific research area (specify the period, as a rule, over the most recent 5 (five) years);
12. Prizes and other awards granted for research, educational or organisational work (specify the period, as a rule, over the most recent 10 (ten) years);
13. Information in regards to the candidate’s instruction, including: series of lectures, seminars, academic supervision of doctoral students and other types of teaching work (the total duration of engagement in academic and teaching work, the number of dissertations prepared by doctoral degree-seeking candidates (including titles of dissertations, the code and title of a research field where the applicant acted as an academic supervisor), the list of courses, normally, over the most recent 5 (five) years, indicating total hours, the university and faculty where the courses were delivered).
14. Participation in editorial boards of scientific journals (specify the period and the list of journals).
15. Participation in the expert and public councils and working groups, established by the state authorities and other organisations of the Russian Federation, as well as international and foreign organisations (specify the list and the period).
16. Participation in expert and analytical work commissioned by the state authorities of the Russian Federation (specify the tasks and relevant period).
17. Participation in projects supported by grants awarded by the state and international academic foundations (specify the candidate’s role as a supervisor or service provider).
18. Presentations in national-level mass media as an expert (specify the period, the list of mass media outlets and topics of presentations).