Annex

to HSE Directive

No. 6.18.1-01/0405-06

dated May 4, 2018

Approved

HSE Academic Council

Minutes No. 2, dated March 2, 2018

As amended by HSE Academic Council

Minutes No. 12,

dated November 30, 2018

and enacted by

Directive No. 6.18.1-01/2412-12,

dated December 24, 2018

### **Regulations on the Status of Affiliated Staff at**

**National Research University Higher School of Economics**

1. **General Provisions**
   1. The Regulations on the Status of Affiliated Staff at National Research University Higher School of Economics (hereafter, the “Regulations”, “HSE”, or the “University”, respectively) have been developed pursuant to Russian legislation with the aim of setting forth the grounds and procedures for assigning the status of HSE affiliated staff to individuals (e.g., foreign citizens), who provide assistance and make contributions to improving and developing the University’s educational and research activities.
   2. These Regulations and any amendments hereto shall be approved by HSE Academic Council.
   3. These Regulations apply to HSE’s regional campuses.
2. **Grounds for Assigning HSE Affiliated Staff Status**
   1. The status of HSE affiliated staff may be assigned to researchers and academic staff of Russian and international organizations who are not working at the University as HSE employees or service providers (contractors) under independent contractor agreements with HSE, but nevertheless provide, or can provide ,considerable assistance and make contributions to the improvement and development of the University’s educational and/or research activities within the framework of their cooperation with the University (hereafter, “affiliated staff”).
   2. The status of HSE affiliated staff shall be assigned for a period of up to 3 (three) years and may be renewed for up to 5 (five) years.
   3. HSE affiliated staff shall be engaged on a free of charge basis, as per Russian legislation and Clause 5 hereof.
3. **Procedure for the Assignment and Renewal of HSE Affiliated Staff Status**
   1. The status of affiliated staff at HSE may be assigned or renewed, as per the recommendation of:
      1. the heads of respective HSE subdivisions engaged in the implementation of research and educational programmes;
      2. The HSE Rector, First Vice Rectors and HSE Vice Rectors.
   2. Recommendations for the assignment or renewal of affiliated staff status may be submitted in an open format application, which must provide a detailed description of the candidate’s perspective or actual contributions with respect to the improvement and development of educational and/or research activities at an HSE subdivision. Recommendations in regards to the assignment or renewal of affiliated staff status shall be reviewed at a meeting of the relevant HR committee (for Russian citizens), or at a meeting of the HSE International Recruitment Committee (for foreign citizens). Candidates shall be approved or rejected by a decision, which shall be fixed in an extract of the related minutes of the meeting.
   3. Decisions in regards to the assignment or renewal of affiliated staff status shall be made by the HSE Rector and enacted as per a corresponding directive.
   4. Initiators of the assignment or renewal of affiliated staff status (head of the University’s host subdivision (hereafter, the "Host subdivision") and authorized managers are responsible for:

3.4.1 the timely submission of documents for the assignment of affiliated staff status;

3.4.2 the accuracy and reliability of the information stated in a relevant recommendation

* 1. Information in regards to the assignment or renewal of affiliated staff status shall be published on HSE’s corporate website (portal) on the homepage of the subdivision proposing this initiative.
  2. The HSE HR Office shall maintain records of individuals who have been assigned affiliated staff status.

1. **Rights and Obligations of HSE Affiliated Staff** 
   1. HSE affiliated staff are entitled to attend meetings of the University’s Academic Council, other collective bodies and subdivisions, as well as, under respective agreements with HSE, the following activities:

* use the University’s information resources, including electronic resources, information portals, corporate e-mail accounts, library services, and information collections;
* seek reimbursement of expenses affiliated with their participation in the University’s educational and research activities, as pursuant to Clause 5 hereof.
  1. HSE affiliated staff members are hereby recommended to:
     1. duly indicate their HSE affiliation in papers which have been prepared relying on the University’s resources;
     2. take part in educational and/or research activities of the University’s host subdivision;
     3. support and promote HSE’s reputation in the course of their professional and extracurricular activities.
  2. The HSE Scientometrics Centre shall verify affiliations in publications of affiliated staff annually before June 30 upon the request of the respective Host subdivision. The Host subdivision shall submit all publications of affiliated staff to the Scientometrics Centre in PDF format every year before May 30.
  3. Publications produced by affiliated staff with a HSE affiliation may be considered in the operational outcomes of the University’s host subdivision.

1. **Reimbursement of Expenses Incurred by HSE Affiliated Staff**
   1. Affiliated staff at HSE are entitled to reimbursement of expenses relating to their educational and research activities under relevant agreements with the University.
   2. Reimbursable expenses may include:
      1. travel expenses relating to participation in HSE research and educational events and activities (e.g., seminars, conferences, symposiums, round tables, lectures and consultations, etc.);
      2. Visa expenses (except for tourist visas);
      3. Postal charges incurred by affiliated staff in the course of submitting their documents for official registration;
      4. accommodation expenses incurred during events, as specified in pp. 5.2.1 p. 5.2 hereof.
   3. Reimbursement of expenses shall be provided on the basis of the following documents, including:

5.3.1 An agreement between an affiliated staff member and HSE for works performed / services rendered on a free of charge basis in the University’s interest, as well as the related Delivery and Acceptance certificate;

5.3.2. Original source documents, which may serve as a confirmation of expenses (invoices, bills, tickets, boarding passes, etc.);

5.3.3 Foreign citizens must submit a copy of all passport pages; Russian citizens must submit a copy of all pages of their foreign passport (when they cross the border of the Russian Federation), as well as a copy of pages 2-3 of their national passport.

* 1. These documents shall be submitted in an attachment to the official memorandum for reimbursement of expenses. The official memorandum shall be submitted by the relevant Host subdivision head in the name of the Vice Rector responsible for coordination of the relevant subdivision’s activities. The official memorandum shall be accompanied with documents specified in clause 5.3 hereof. As soon as the request for reimbursement of expenses is approved by the Vice Rector, the official memorandum with documents attached shall be submitted by the Host subdivision to the Accounting Office.
  2. Expenses incurred by HSE affiliated staff shall be reimbursed within a limit of RUB 90,000.00 (ninety thousand roubles 00/100) per calendar year.

If a copy of HSE affiliated staff passport(s), including both international and Russian staff, is missing in the set of documents, specified in paragraph 5.3.3 of clause 5.3 hereof, the total amount of reimbursable expenses shall be subject to 30% tax.

If HSE affiliated staff documents, submitted for reimbursement of expenses, contain an amount exceeding 90,000.00 roubles, reimbursement shall be provided only for expenses not exceeding 90,000.00 roubles.

* 1. Expenses incurred by HSE affiliated staff shall be financed:

5.6.1. at HSE (Moscow campus) – at the expense of the University’s budget for financial and economic activities, allocated for financing international staff employment contracts under the “Compensation of expenses incurred by specialists recruited on the international labour market”, and may also be financed at the expense of the University’s faculties;

5.6.2. at HSE regional campuses – at the expense of the University’s regional campuses.

* 1. The Host subdivision shall be responsible for filing documents and maintenance of records relating to reimbursement of expenses incurred by HSE affiliated staff.

1. **Grounds for Releasing HSE Affiliated Staff of this Status**
   1. Affiliated staff shall be released of this status upon the expiry of the period for which it was assigned.
   2. Affiliated staff may refuse this status at their own initiative by sending a written notice to this effect to the HSE Rector.
   3. Affiliated staff may be released of this status if a staff member:
      1. does not fulfil the recommendations specified in p. 4.2 hereof or the provisions of their agreement with HSE;
      2. is no longer engaged in activities that served as the basis for assigning him/her this status;
      3. has entered into an employment or individual contractor agreement with HSE, which thereby foresees the performance of works/services on a fee-paying basis.
   4. Affiliated staff at HSE shall be released of this status on the grounds specified in p. 6.3 hereof, pursuant to a similar procedure, which is applied for the assignment of this status (Clause 3 hereof).