Annex

to HSE University’s Directive

No. 6.18.1-01/0807-04,

dated July 08, 2019

APPROVED

by the HSE Academic Council

Minutes No. 9, dated June 21, 2019

**The Procedures and Conditions for Reinstating Students Who Were Dismissed on the Initiative of National Research University Higher School of Economics or Other Grounds, and the Procedures for Re-admitting Students to Study after Academic Leave, Maternity Leave, Parental Leave, or Childcare Leave**

1. **General Provisions**
	1. These Procedures and Conditions for Reinstating Students Who Were Dismissed on the Initiative of National Research University Higher School of Economics or Other Grounds, and the Procedures for Re-admitting Students to Study after Academic Leave, Maternity Leave, Parental Leave, or Childcare Leave (hereinafter, the Procedures and HSE University, respectively) were developed in accordance with Part 2 of Article 62 of Federal Law No. 273-FZ, dated December 29, 2012 “On Education in the Russian Federation”, as well as other legal enactments and HSE University’s bylaws, and regulate the following:
		1. the procedures and conditions for reinstating students -
			1. who have been dismissed on the initiative of HSE University; or
			2. who have been dismissed on other grounds;
		2. the procedures for re-admitting students to study process after academic leave, maternity leave, parental leave, or childcare leave (hereinafter, jointly referred to as the leave).
	2. These procedures regulate matters specified in p. 1.1 hereof with respect to students who have (section 3) and have not completed the degree programme in full**[[1]](#footnote-1)** (section 2).
	3. The Procedures shall apply to HSE University’s regional campuses.
2. **Procedures and Conditions for Reinstating and Re-admitting to Study Those Students Who Have Not Completed the Degree Programme In Full**
	1. A student dismissed from the university on the initiative of HSE University or due to the termination of the educational agreement[[2]](#footnote-2) initiated by HSE University, can be reinstated at HSE University by a decision of the Vice Rector that coordinates activities of HSE University related to the implementation of degree programmes (hereinafter, the Coordinating Vice Rector), within 2 (two) years from the date of dismissal[[3]](#footnote-3) only to a fee-paying place provided under an educational agreement at the expense of individuals or legal entities (hereinafter, a fee-paying place), subject to the availability of vacant places.
	2. A student who has been dismissed for violating the Student Internal Regulations at National Research University Higher School of Economics, or Internal Dormitory Regulations, or for failure to fulfil terms and conditions of the educational agreement while studying on a fee-paying basis, may be reinstated no earlier than in the next academic year and from the start of the study period (module/semester) in which the dismissal directive was issued.
	3. A student, dismissed on his/her own initiative or due to circumstances beyond the control of the student, or parents (legal representatives) of an underage student and HSE University, can be reinstated at HSE University by a decision of the Coordinating Vice Rector within 5 (five) years after the date of dismissal subject to availability of vacant places and on the same study conditions, but not earlier than after the academic year (semester), in which the specified student was dismissed, ends. If there are no vacant state-funded places, and only fee-paying places are available, the student may be reinstated to a fee-paying place.
	4. An application for reinstatement or re-admission, indicating a desired date of reinstatement/re-admission to study, shall be submitted through a special module of the MyHSE Services Account[[4]](#footnote-4).
	5. An individual curriculum[[5]](#footnote-5) (hereinafter, IC) must be put together for a student who is being reinstated after a dismissal or after having taken leave.
	6. A special IC includes study courses and other elements[[6]](#footnote-6) (hereinafter jointly referred to as the Courses) of the working curriculum of the year of study to which the student is re-admitted/returns after leave, as well as the Courses which the student did not pass earlier but which are included in the working curricula of the previous years for the same year of study (hereinafter, differences in curricula) to which the student is re-admitted/returns from leave.
	7. If a student is reinstated/returns from leave at the start of the academic year, and he/she does not have differences in curricula, then a special IC shall be drawn up by analogy with the standard one.
	8. If a student is reinstated after a dismissal or after taking leave, and he/she has failed academic assignments in Courses (parts of Courses) and has used up all possible retakes, these Courses (parts of Courses) must be included in the special IC to repeat in full (to the extent of the part of Courses).
	9. For students who are reinstated to a fee-paying place, the cost of tuition is calculated in accordance with the Procedures for Calculating Tuition Fees Payable by Students of Bachelor's, Specialist, and Master's Programmes at HSE University with Modified Educational Trajectories or when a Student's Tuition Discount is Withdrawn.
	10. For students who have fully completed study of the Courses, but have not sit an interim examination in the Course or did not use all available retakes provided for by the Regulations for Interim and Ongoing Assessment of Students at HSE University, then the student reinstated/re-admitted after leave must be scheduled to take the interim assessment or use remaining retakes in the next retake period closest to the date of reinstatement/re-admittance to study without repeating the Course in question. In this case:
		1. upon reinstatement/return from leave, the student has the right to write an application addressed to the academic supervisor with a request to transfer results for the Course accumulated before his/her dismissal as the final results for the interim assessment[[7]](#footnote-7);
		2. a student, reinstated/re-admitted after leave for study on a fee-paying basis, has the right to write an application addressed to the academic supervisor about including this Course in the IC to repeat it.
	11. A student who was dismissed for academic failure shall be reinstated from the starting date of the study period (module/semester) when the Course failed by the student begins.[[8]](#footnote-8) Reinstatement is not allowed if an application for reinstatement is submitted 10 (ten) working days and more after the day the study period (module/semester)[[9]](#footnote-9) starts.
	12. Students dismissed for poor academic performance and who have academic failures only for:
		1. an internship, shall be reinstated no earlier than 2 (two) weeks prior to its start date as specified in the working curriculum;
		2. a term paper (including the instances when the topic or academic supervisors have changed, or if the student has not chosen a term paper topic within the timeframe established by HSE University’s bylaws), shall be reinstated no later than November 20 of the current academic year.
	13. If the student is reinstated only to present and have the results of a term paper evaluated (or re-evaluated), the directive on his/her re-instatement shall be issued no earlier than 2 (two) weeks prior to the designated date for presenting the term paper.

In this case, the student's term paper must be stored at HSE University (depending on the rules for completing the term paper that are adopted by the administration of the respective degree programme: in the special LMS module (HSE University’s Learning Management System), or in the Programme Office (hereinafter, Programme Office), or in the subdivision at which the term paper academic supervisor is employed) from the moment the student is dismissed. The text of the term paper is thus presented without changes[[10]](#footnote-10).

* 1. A student, returning from leave, is re-admitted to study as from the date that follows the date specified in the directive granting the leave.
	2. A student returning from leave early is re-admitted to study as from the date when the application (or the date specified in the application unless it falls within the period prior to the date of the submission of the application) for an early return is submitted to the Programme Office, provided that the opportunity to return to study from the specified date has been confirmed by the Evaluation Committee of the given degree programme.
	3. Upon a student’s reinstatement, the Evaluation Committee of the degree programme decides on the year of study to which the student may be reinstated based on the following criteria:
		1. the number of credits in the student's individual curriculum for each of the remaining years of study does not exceed the volume established by the respective educational standard;
		2. courses that must be studied, including those that must be repeated, may be distributed over the subsequent academic years in accordance with pp. 2.16.1 of this pragraph, as long as it does not disrupt the logical relationship of the Courses.
	4. At the request of the student who is being reinstated to study on a fee-paying place, as stated in his/her personal application, he/she can be reinstated from the start of the year of study from which he/she was dismissed, regardless of the period in which the directive for dismissal was released or the period in which the Course failed by the student starts, subject to repeating all the Courses in this year of study. At the same time, the positive results for the interim assessment received earlier for these courses are subject to transferring. The cost of the educational agreement is calculated taking into account the Courses to be repeated.
	5. The assessment procedure[[11]](#footnote-11) is conducted within 3 (three) working days from the moment the student has submitted the corresponding application, including handing the Evaluation Committee's minutes over to the Programme Office. The programme office prepares a special IC within 3 (three) working days from the assessment (receipt of the minutes).
	6. The IC is agreed upon with the academic supervisor of the respective degree programme and the student within the course of 3 (three) working days, and is then signed by the degree programme manager and the student.
	7. For students reinstated/returning from leave to a fee-paying place:
		1. the cost of educational services is calculated on the basis of the IC and an agreement/addendum is then drawn up in accordance with the Procedures for Calculating Tuition Fees Payable by Students of HSE University’s Bachelor's, Specialist, and Master's Programmes with Modified Educational Trajectories or When a Student’s Tuition Discount is withdrawn;
		2. an agreement/addendum to the agreement for paid educational services is concluded with the student;
		3. within 3 (three) working days after the student fulfils his/her monetary obligations under the agreement/addendum to the agreement for paid educational services, the programme office drafts a directive on his/her reinstatement/return from leave[[12]](#footnote-12), which is signed by the person making the decision on such matters in accordance with the allocation of duties established at HSE University.
	8. For a student reinstated/returning from leave to a state-funded place, the Programme Office drafts a directive about reinstating/re-admitting the student within 3 (three) working days after an agreement is reached about the IC.
	9. In the event that a negative decision is reached after reviewing the application for reinstatement or an early return from leave, the Programme Office explains to the student the reasons for the refusal and recommends possible options for continuing his/her studies and/or the recommended dates for returning from leave.
	10. If the student is reinstated after dismissal or returns from leave while at the same time transferring for study to another HSE University’s degree programme, then the actions described in p. 2.18 to 2.12 of these Procedures are overseen and fulfilled by the Programme Office of the degree programme to which the student is transferring (hereinafter, host programme). Therefore, the student's application for reinstatement followed by the transfer is submitted through a special MyHSE module and approved by the academic supervisor of the degree programme where the student previously studied. In this case, reinstatement/return after leave with the subsequent transfer are only possible within the timeframe established for the transfer to the host programme, including the extended transfer period,[[13]](#footnote-13), as per the general competitive grounds and upon the availability of vacant places for transfer.
1. **The Procedures and Conditions for Reinstating and Re-admitting to Study Those Students Who Have Mastered the Degree Programme In Full**
	1. If a student completes his/her studies in full, he/she is reinstated/returns from leave only to have the final state certification/final certification (hereinafter, FSC) (taking the state examination(s) and/or the defence of a thesis). Evaluation for students who are being reinstated/returning from leave only to pass the FSC shall not be carried out.
	2. A student, dismissed as per the grounds specified in p. 2.2 and p. 2.3 of these Procedures, shall be reinstated for the period established in accordance with p. 3.5.1 hereof.
	3. A student dismissed on the initiative of HSE University for not having passed the FSC, due to an unsatisfactory grade, missing the FSC without a valid reason, or for non-admittance to the thesis defence due to his/her failure to submit the thesis within the established timeframe without a valid reason, may take the FSC within the timeframe set for holding the FSC for graduating students, but not earlier than 10 (ten) months and not later than 5 (five) years from the time the student failed to pass the FSC for the first time.
	4. To repeat the FSC, a student shall be reinstated only on a fee-paying place, thereby concluding an educational agreement with HSE University that is exempt from paying a fee to repeat the FSC (hereinafter, a no-fee agreement).
	5. The period for reinstating the student to pass the FSC (including to repeat the FSC) is determined by the academic supervisor of the degree programme:
		1. taking into account the fact that the period for reinstatement must not be less than the period stipulated by the academic calendar for the FSC under the corresponding degree programme. At the same time, the reinstatement period for the FSC cannot be set earlier than a month or later than 5 (five) working days prior to the start of the first state FSC examination[[14]](#footnote-14), provided for by the student's curriculum;
		2. depending on the following parameters: the need to re-take the state examination(s), otherwise (as per a decision of the academic supervisor).
	6. The procedures for submitting an application to be reinstated/re-admitted to study is equivalent to that specified in p. 2.4 hereof.
	7. For students who have been given permission to be reinstated/re-admitted from leave to do the FSC, the Programme Office:
		1. within 3 (three) working days drafts a special IC that includes state certification examinations in accordance with the curriculum mastered by the student; the IC is agreed upon with the academic supervisor of the degree programme and the student, and then signed by the degree programme manager and the student;
		2. within 3 (three) working days after agreeing on the IC, a draft directive on reinstatement/re-admittance to study shall be drawn up.
	8. A student who has been reinstated to a fee-paying place does not pay the cost of the educational services provided[[15]](#footnote-15). The no-fee agreement is concluded by the manager of the degree programme to which the student is being reinstated.
1. In accordance with the Procedures, a student belongs to the category of those who have not completed the degree programme in full if, before his/her dismissal from HSE University, he/she was not admitted to the final state/final certification (hereinafter, FSC) as enacted by the relevant directive, and had no grounds to be admitted to the FSC. [↑](#footnote-ref-1)
2. Hereinafter, the “educational agreement” means an agreement on the provision of paid educational services. [↑](#footnote-ref-2)
3. The timeframe for reinstatement, established by the Procedures here and further in the text, shall also be valid in the event of reinstating students for a subsequent transfer. [↑](#footnote-ref-3)
4. Available via this link: <https://lk.hse.ru>. [↑](#footnote-ref-4)
5. In accordance with the Regulations on Curricula for Bachelor's, Specialist, and Master's Programmes. [↑](#footnote-ref-5)
6. Other elements of the curriculum include term paper, projects, research or project seminars, independent examinations in English, internships, thesis, etc. [↑](#footnote-ref-6)
7. Provided that the course syllabus does not include blocking elements of assessment that follow those elements of assessment that the student passed previously. [↑](#footnote-ref-7)
8. Courses that must be repeated may be listed in working curricula of other degree programmes or courses, or may be replaced with mass online courses recommended by the respective degree programme, as per the procedure established by HSE University. [↑](#footnote-ref-8)
9. Except for the Courses that are delivered entirely online. [↑](#footnote-ref-9)
10. The second paragraph of p. 2.13 does not apply to students dismissed for poor academic performance who have academic failure only for a term paper. [↑](#footnote-ref-10)
11. Instead of the Evaluation Committee, the evaluation may be conducted by the degree programme manager in the situations provided for by the Regulations for Evaluation Committees of Higher Education Programmes and Evaluation Procedures at HSE University. [↑](#footnote-ref-11)
12. Hereinafter, in accordance with the Collection of Standard Directive Templates for Student Affairs on Bachelor's, Specialist, and Master's Programmes. [↑](#footnote-ref-12)
13. According to the Guidelines for transfer of students of Bachelor's/Specialist/Master's programmes at National Research University Higher School of Economics, and Bachelor's/Specialist/Master's students from other academic institutions to National Research University Higher School of Economics [↑](#footnote-ref-13)
14. In accordance with the schedule of state certification examinations under the degree programme, as established by the Directive on Conducting the FSC. [↑](#footnote-ref-14)
15. If it is necessary to prepare his/her thesis, the dismissed student may apply for this service and pay for it separately in accordance with the agreement for the provision of paid educational services, concluded as per the procedure established at HSE University. The specified agreement can be concluded at any time, but no later than the time when the student is reinstated. [↑](#footnote-ref-15)