Approved

By the Academic Council of the Faculty of Social Science

The Protocol from the October 17, 2019

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**The Order**

**of transfer of graduate students of the National Research University Higher School of Economics and graduate students of other educational organizations to the Master's Program “Applied Social Psychology” of the Faculty of Social Sciences of HSE**

Moscow – 2019

**1. General Conditions**

1.1. This Procedure has been developed in accordance with the **Rules for the transfer of undergraduate, specialty, graduate students of the National Research University Higher School of Economics and undergraduate, specialty, graduate students of other educational organizations to the National Research University Higher School of Economics** (hereinafter **the Rules**), approved by the Academic Council HSE (Protocol No. 07 of June 23, 2017).

1.2. The Procedure is intended for graduate students of the Higher School of Economics and other educational organizations that are transferred to the Master's program “Applied Social Psychology”, educational track 37.04.01 “Psychology” of the Faculty of Social Sciences of the Higher School of Economics (hereinafter - MP “Applied Social Psychology”).

1.3. In accordance with the requirements of this Procedure:

* transfer of students from other educational organizations, including foreign educational organizations, to the MP “Applied Social Psychology” occurs;
* transfer of students of other educational programs (hereinafter - OP) to the MP “Applied Social Psychology” occurs.

**2. The Procedure for determining the number of places for transfer and terms of transfer**

2.1. Transfer to the MP “Applied Social Psychology” is carried out on vacant budget and paid places for transfer.

The number of vacant budget and paid places for transfer at each course of the MP “Applied Social Psychology” is determined in such a way that this does not lead to an increase in the number of academic groups for the current academic year.

2.2. The Academic Council of the MP “Applied Social Psychology”, within the time periods established by this Procedure, determines the number of vacant places for translation that students of the MP “Applied Social Psychology”, other educational programs of the Higher School of Economics, and other educational organizations can apply for.

2.3. Students applying for transfer to the MP “Applied Social Psychology” from other HSE academic institutions or from other educational organizations can apply for admission to vacant budget places for transfer only if they have no academic debts. Students with academic debts can apply only for paid vacant places of the MP “Applied Social Psychology”.

2.4. If there are commercial students at the MP “Applied Social Psychology” who want to move to a vacant budget place, or foreign commercial students who want to move to a vacant place provided with state funding quotas, the MP “Applied Social Psychology” will transfer them to such places in order of priority before candidates from other educational organizations or other educational institutions.

2.5. Information on the number of vacant places for transfer is available in the specialized section of the MP “Applied Social Psychology” website that called “Number of students and vacant places” (hereinafter referred to as the specialized section of the site) on the HSE website (portal) no later than June 01, September 01 and December 01.

2.6. Students are transferred to the MP “Applied Social Psychology” 3 times a year: in June, December and September of the current academic year, if there are vacant places for transfer. Applications for transfers to the Program are accepted from the 01st to 15th day of the current transfer period.

**3. Organization of students’ transfer and certification**

3.1. In accordance with the Rules for transferring students to decide on the possibility of transferring to the MP “Applied Social Psychology”, the academic director of the MP “Applied Social Psychology” engages the attestation commission of the educational program for the attestation of students.

3.2. In order to transfer a student to the MP “Applied Social Psychology”, the attestation commission conducts certification in the form of consideration of the documents necessary for the transfer submitted by a student applying for transfer to the MP “Applied Social Psychology”:

* diploma of higher education and annex to the diploma;
* CV (in English);
* motivation letter (in English);
* certificate of academic performance at the previous place of study at the Master’s program;
* research project or text of the Bachelor thesis;
* optional, two letters of recommendation (one from the supervisor or professor);
* optional, list of publications;
* students for whom English is not native language, must provide one of the certificates: TOEFL PBT - 577; TOEFL IBT - 90; Academic IELTS - 6.5, each of the parts is not lower than 6.0; Cambridge Proficiency in English - any points; Cambridge Advanced English - A, B and C).

A student can find a more detailed description of the required documents in the admission rules at the MP “Applied Social Psychology” (“Portfolio”).

3.3. It is mandatory for a transfer student to recertify the following disciplines of the MP “Applied Social Psychology”:

* Qualitative and Quantitative Research Methods in Psychology;
* Cross-cultural Psychology;
* Theory and Methodology of Modern Psychology.

3.4. The attestation commission, consisting of representatives of the MP “Applied Social Psychology”, assesses the degree of sufficiency of the student’s knowledge and skills for successfully completing the educational program. The criterion for successful recertification in compulsory disciplines is to obtain an assessment in each of these disciplines that is not less than satisfactory.

3.5. A discipline studied in another educational program is considered reread if:

* The names of re-readable discipline and discipline in the study plan of the MP “Applied Social Psychology” partially or completely coincide.
* The total volume of hours / the number of credit units of the discipline being re-read fully corresponds (or deviates by no more than 20%) to the total volume / number of credit units of the discipline in the study plan of the MP “Applied Social Psychology”.
* The content of the replayable discipline corresponds to the content of the discipline in the study plan. The degree of compliance is determined by the attestation committee with the participation of the lecturer of the discipline taught at the MP “Applied Social Psychology”.
* The form of intermediate attestation for a re-readable discipline coincides with the form of intermediate attestation of discipline in the study plan MP “Applied Social Psychology”.

3.6. The attestation commission of the MP “Applied Social Psychology” has the right to conduct interviews with students of other educational programs at the Higher School of Economics or other educational organizations applying for transfer to the MP “Applied Social Psychology”.

The interview is conducted by the attestation commission with the possibility of attracting the lecturers who are responsible for the implementation of disciplines in which recertification is difficult.

3.7. In the case that the number of students who meet all the requirements for transfer to an educational program and successfully passed the re-read of disciplines exceeds the number of vacant places for transfer, a competitive selection is carried out. The ranking of participants in the competitive selection is carried out on the basis of an interview by the attestation commission with candidates for transfer to the MP “Applied Social Psychology”.

3.8. Consideration of the transfer of students of the MP “Applied Social Psychology”, who transfer between programs, including those admitted from academic leave and recovering from deduction, is carried out by the attestation commission of the MP “Applied Social Psychology”, based on the examination of documents of the submitted documents.

The attestation commission analyzes the academic difference in the student’s curricula and documents on the available learning outcomes, based on the criteria established by the Academic Council of the MP “Applied Social Psychology”, published on the program’s website in the section “Students” - “Transfer and restoration to the educational program”.

**4. Organization of transfer of students studying on the places with payment of tuition fees on a contractual basis to the vacant places secured by state funding**

4.1. A student is transferred from paid to free tuition in accordance with the order of the Ministry of Education and Science of the Russian Federation dated 06.06.2013 No. 433 "On approval of the Procedure and cases of transfer of persons enrolled in educational programs of secondary vocational and higher education from paid to free education" and carried out on the basis of the Regulation on the organization of the transition of students of the National Research University Higher School of Economics from paid to free tuition.

4.2. In the event that more than the number of vacant budget places for transfer has been submitted, applications for transfer to vacant budget places are submitted to a competitive selection of students. The selection is made on the basis of the requirements for admission to the MP “Applied Social Psychology”, indicated on the website of the Admissions Committee of the Higher School of Economics and the website of the MP “Applied Social Psychology”. If there are difficulties in ranking students on the basis of the submitted documents and academic results, the attestation commission conducts an interview with each of the candidates.