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| ANNEX  APPROVED by  HSE University Directive  No. \_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_   |  | | --- | |  | |

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| **Regulations on the Provision of Financial Support to Students and Doctoral Students at National Research University Higher School of Economics**  **to Compensate for their Expenses for Residing Outside of HSE University Dormitories in the 2020/2021 Academic Year** |

1. **General Provisions**
   1. These Regulations for the Provision of Financial Support to Students and Doctoral Students at National Research University Higher School of Economics to Compensate for their Expenses for Residing Outside of HSE University’s Dormitories in the 2020/2021 Academic Year (hereinafter, the “Regulations”) set forth the procedures for providing financial help to students and doctoral students at National Research University Higher School of Economics (hereinafter, “HSE University” or the “University) in order to compensate for their expenditures for residing outside of student dormitories at HSE University (hereinafter, “financial support” and “compensation”, respectively).
   2. The financial support shall be provided to HSE University students and doctoral students by the University as a temporary measure owing to the shortage of living spaces in the University’s student dormitories.

These Regulations shall be in effect from the date of its approval until June 30, 2021.

* 1. Provision of compensation shall take place:
     1. from September 1, 2020, until June 30, 2021 (for Bachelor’s students in Year 2 through 4, Master’s students in Year 2, and doctoral students (with the exception of doctoral students, whose period of study ends on November 1, 2020, and first-year doctoral students));
     2. from November 1, 2020, until June 30, 2021 (for doctoral students in their first year of study).
  2. Compensation shall be financed from the funds from the University’s income-generating activities.
  3. The University’s subdivisions, engaged in preparing and holding the selection of students and doctoral students at the University:
     1. Office for Dormitory, Guesthouse, and Recreation Centre Management (hereinafter, the “Dormitory Office”) provides technical support for the selection of HSE University’s doctoral students; organizational and documentation support in the assignment of compensation, as well as a review of issues related to the termination of compensation payments;
     2. Degree Programmes Department, in turn, provides technical support for the selection of HSE University’s students.
  4. These Regulations, as well as amendments thereto, shall be approved as per an HSE University directive.
  5. These Regulations shall not apply to HSE University’s regional campuses.

1. **Terms and Definitions Used in these Regulations** 
   1. **Selection** refers to the selection of students and doctoral students eligible to receive compensation as per the rules stated in these Regulations.
   2. **Participants in the selection** mean HSE University students and doctoral students, who meet the criteria set in Section 3 of these Regulations, and who have submitted an application via their personal account in LMS as per the procedures and within the set timeframe indicated in these Regulations.
   3. **Compensation recipients** refer to HSE University students and doctoral students, listed in a directive for the provision of financial support.
   4. **Total compensations** refer to the maximum values of compensations, which may be allotted based on the selection results. Their number comes to **2,000 (two thousand)** compensations, of which 1,500 are for new appointees and 500 are for those eligible to extend their compensation. **Compensation** means a monetary amount in Russian roubles, not including personal income tax (hereinafter, the “NDFL”), assigned to a recipient based on the results of the selection process. Total compensation, inclusive of the NDFL rate, shall amount to **11,495 (eleven thousand four hundred and ninety-five) RUB**. For the purpose of carrying out the selection process, total compensation shall stand at **10,000 (ten thousand) RUB**, exclusive of the NDFL.[[1]](#footnote-1)

In these Regulations, the term “compensation” shall be applied to denote a specific type of financial support for students and doctoral students, so that they can meet their expenditures for residing outside of HSE University student dormitories and shall not foresee that recipients provide documents confirming said expenditures.

* 1. **Period for paying compensation** refers to the period of time specified in p. 1.3 of these Regulations, during which selection participants shall receive compensation.

1. **Compensation Recipients**
   1. Compensation may be provided to HSE University students and doctoral students, who, during the period when the compensation is paid, are in their second, third or fourth year of Bachelor’s studies, second year of a Master’s programme, or are doctoral students (with the exception of doctoral students whose period of study ends on November 1, 2020), as long as such persons meet all of the following criteria:
      1. study full-time at HSE University;
      2. at the time of the selection process:

- reside in an HSE University student dormitory or the “Sevastopol” hotel for at least 3 (three) months prior to the start of the selection process, or have been admitted to Year 1 of a degree/doctoral programme and are eligible to reside at an HSE University dormitory;

- in January, February and March 2020, resided at the hotel complexes “Tourist” or “Cosmos” and then moved to a University’s dormitory;

* + 1. are not on academic leave, maternity leave or leave to care for a child who is under 3 (three) years of age;
    2. have INN and SNILS certificates;
    3. have made relevant applications on time:

3.1.5.1. for Bachelor’s and Master’s students: have filled in an application in their personal LMS account and attached necessary documents (copy of INN, copy of SNILS, copy of passport, full bank card information and copy of the front of a bank card);

3.1.5.2. for doctoral students: have filled in an application (Annex 1), attached the required documents (copy of INN, copy of SNILS, copy of passport, complete bank card information, and copy of the front of a bank card), and sent the application with aforementioned documents to: [otbor2020@hse.ru](mailto:otbor2020@hse.ru).

* 1. A compensation recipient shall lose his/her status as being in need of living space at an HSE University dormitory, as specified in Art 39 of Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012. Dormitory tenancy agreements for renting living spaces at HSE University dormitories, signed by HSE University with respective compensation recipients, shall be therefore terminated upon mutual agreement between the parties as specified in p. 4.4 of these Regulations.

1. **Procedures for Determining Compensation Recipients** 
   1. Selections shall commence **at 3pm Moscow time, May 1, 2020**,and conclude at **12am Moscow time, June 15, 2020**.
   2. Possible selection participants shall be determined as per the following criteria:
      1. a selection participant shall fill in an application within the period specified in p. 4.1 of these Regulations;
      2. the Dormitory Office shall formulate a general ranking list of selection participants, who meet the criteria specified in p. 3.1 of these Regulations. The ranking of participants on the list shall be done in the course of receiving their applications, starting from the earliest applicant;
      3. the Dormitory Office’s single ranking of selection participants shall be sent to the Vice Rector in charge of overseeing the University’s social and dormitory accommodation services (hereinafter, “Coordinating Vice Rector”) for approval;
      4. based on the single ranking list of selection participants, the Coordinating Vice Rector shall approve a list of compensation recipients. If the total number of applications exceeds the number of compensation packages available, as indicated in p. 2.4 of these Regulations, selection participants who rank higher in the ranking list shall be declared compensation recipients.
   3. Within 5 (five) working days from the date when the selection ends, a list of compensation recipients shall be posted on the Dormitory Office’s homepage on the HSE University corporate website (portal).
   4. Within the period until July 21, 2020, compensation recipients shall be obliged to sign an addendum to terminate their dormitory tenancy with an HSE University dormitory, whereby the learner must vacate the dormitory by **July 31, 2020**, inclusive. If this document is not signed, the compensation recipient shall be considered to have forgone the compensation.

1. **Implementation and Termination of Compensation Payments**
   1. A directive for the provision of the financial support shall serve as the grounds for paying the compensation in the amount inclusive of the NDFL rate. A directive for the provision of financial help must be issued no later than August 20, 2020. Payment of compensation to recipients in an amount equal to **10,000 (ten thousand)[[2]](#footnote-2) RUB** shall be made once a month to a MIR payment card, no later than the 10th day of the current month, during the period specified in p. 1.3 of these Regulations, via a transfer of the amount specified by the compensation recipient in his/her application to his/her bank card, which must have been issued by a bank that has an agreement with HSE University. No later than the day following the date of the compensation payment, an **NDFL rate of 13%** as assessed and withheld from the compensation indicated in the directive and equal to **11,495 (eleven thousand four hundred and ninety-five)** **RUB** shall be transferred to the Federal Tax Service. If the compensation is assigned to an international student, he/she, prior to each payment, must submit to the Accounting Office copies of all pages in his/her passport so as to confirm their status as a tax resident. As per the stamps on the passport placed by the border control authorities, the Accounting Office shall confirm the tax residency status of the compensation recipient. Should the recipient lose his/her tax resident status, an NDFL rate of 30% shall be applied and the total payment to the compensation recipient shall thus come to 8,045 (eight thousand and forty-five) RUB)2.
   2. The University shall not involve in the relations between a compensation recipient and any third parties in regard to renting accommodation outside of an HSE University dormitory. All rights and obligations related to the conclusion and execution of such rental agreements shall be performed by compensation recipients independently. Expenditures on the part of compensation recipients for renting accommodation that exceed the amount of the assigned compensation shall be borne by the recipient alone.
   3. Payment of assigned compensation may be terminated in the following instances:
      1. a compensation recipient is dismissed from HSE University;
      2. a recipient goes on academic leave, maternity leave or leave to care for a child under 3 (three) years of age;
      3. a recipient has failed to act in good faith in regard to the allocation of compensation to him/her;
      4. failure of a compensation recipient to meet the terms of the addendum on terminating a dormitory tenancy agreement in accordance with p. 4.4. of these Regulations;
      5. a recipient has refused to receive compensation as per p. 5.4 of the Regulations;
      6. a compensation recipient has taken up residence at an HSE University dormitory.
   4. Compensation recipients have the right, at any time, to forgo the assigned compensation by submitting a respective request to the Dormitory Office (without having to follow any particular format).
   5. Should grounds emerge for terminating the provision of financial support, the Dormitory Office shall draw up the relevant draft directive.
   6. Compensation payments shall be terminated as from the date specified in the directive on the termination of the provision of financial support.

Annex 1

to Regulations on the Provision of Financial Support to Students and Doctoral Students at National Research University Higher School of Economics to Compensate for their Expenses for Residing Outside of Student Dormitories

**APPLICATION**

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| 1. |  |
| Full Name |
| 2. |  |
| year, mode of study, faculty, field of study |
| 3. |  |
| Dormitory No. |
| 4. |  |
| citizenship, passport info (series, number, place and time of issue, subdivision code) |
| 5. |  |
| contact info (tel., address, e-mail) |
| 6. |  |
| registration address |
| 7. |  |
| temporary registration address (if applicable) |
| 8. |  |
| INN number |
| 9. |  |
| SNILS Number |
| 10. |  |
| bank card No. and name of bank |
| 11. |  |
| card account info |
| 12. | Name of bank:\_\_\_\_\_\_\_\_\_\_\_\_\_  INN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  KPP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Correspondent account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Legal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full name of recipient:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Recipient’s account:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Card number of recipient:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| card account info |

Attachments:

1. Copy of INN;
2. Copy of SNILS;
3. Copy of passport;
4. Full bank card account information, copy of MIR card.

1. With due consideration of the rounded off amount when calculating the tax amount, the total payment may be adjusted within 1 (one) RUB. [↑](#footnote-ref-1)
2. With due consideration of the rounded off amount when calculating the tax amount, the total payment may be adjusted within 1 RUB. [↑](#footnote-ref-2)