Annex to HSE Directive

No. 6.18.1-01/0405-06,

dated May 4, 2018

Approved

by 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

As amended by HSE Academic Council

Minutes No. \_\_,

dated \_\_\_\_\_\_\_\_

and enacted by

Directive No. \_\_\_\_,

dated \_\_\_\_\_\_\_\_\_\_\_

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

**National Research University Higher School of Economics**

1. **General Provisions**
	1. These Regulations on the Status of Affiliated Staff at National Research University Higher School of Economics (hereafter, the “Regulations”, “HSE University”, 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 University 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, as well as for revoking this status.
	2. These Regulations and any amendments hereto shall be approved by the HSE University Academic Council.
	3. These Regulations apply to HSE University’s regional campuses.
2. **Grounds for Assigning the HSE University Affiliated Staff Status**
	1. The status of HSE University affiliated staff may be assigned to researchers and/or academic staff of Russian and international organizations who are engaged in volunteering activities in the University’s interests with the aim of contributing to HSE University’s activities in the field of education and science, pursuant to Federal Law No. 135-FZ “On Charitable (Volunteering) Activities”, dated August 11, 1995. Affiliated staff members are those not working at HSE University as employees or service providers (contractors) under independent contractor agreements with the University, and/or those not taking part in project competitions for establishing international laboratories, or programmes for recruiting lead scientists, as well as other research programmes and competitions at the University.
	2. The status of HSE University affiliated staff shall be assigned for a period of up to 3 (three) years and may be extended for up to 5 (five) years.
	3. HSE University affiliated staff shall implement their activities on a free-of-charge basis, as per Russian legislation and Section 5 hereof.
3. **Procedure for the Assignment and the Renewal of the HSE University Affiliated Staff Status**
	1. The status of affiliated staff at HSE University may be assigned or renewed, as per the recommendation of:
		1. the heads of respective HSE University’s subdivisions engaged in the implementation of research and educational programmes;
		2. the HSE University Rector, First Vice Rectors and Vice Rectors.
	2. Recommendations for the assignment or renewal of affiliated staff status shall be submitted as per a set template, posted on HSE University’s corporate website (portal), specifically, on the international recruiting web-page (iri.hse.ru), and provide a detailed account of the candidate’s perspective or actual contributions to the improvement and development of educational and/or research activities at a host HSE University 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 University’s International Recruitment Committee (for foreign citizens). Candidates shall be approved or rejected by a decision, which shall be fixed in an extract from the minutes of the meeting.
	3. Decisions in regards to the assignment or renewal of affiliated staff status shall be made by the University’s 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 at HSE University;

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

3.4.3. ensuring the participation of HSE University affiliated staff in educational and research work at the University, as per Section 5 hereof.

* 1. Information in regards to the assignment or renewal of affiliated staff status shall be published on HSE University’s corporate website (portal) on the homepage of the subdivision, whose head has proposed this initiative.
	2. HSE University’s HR Office shall maintain records of individuals who have been assigned affiliated staff status.
1. **Rights and Obligations of HSE University Affiliated Staff**
	1. HSE University affiliated staff are entitled to attend meetings of the University’s Academic Council, other collective bodies and subdivisions, as well as, in accordance with respective agreements with the University, implement the following activities:
* use the University’s information resources, including information portals, corporate e-mail accounts, library services, and information collections;
* claim reimbursement of expenses for his/her participation in the University’s educational and research activities, as pursuant to Section 5 hereof.
	1. HSE University affiliated staff members undertake to:
		1. duly indicate their affiliation in papers that have been prepared relying on the University’s resources;
		2. take part in educational and/or research activities of the University’s host subdivision.
	2. HSE University’s Scientometrics Centre shall verify affiliations in publications by affiliated staff every year before June 30, upon the request of respective host subdivisions. Host subdivisions 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 an HSE University affiliation may be considered among operational outcomes of the University’s host subdivision.
1. **Reimbursement of Expenses Incurred by Affiliated Staff in the Course of their Educational and Research Work at HSE University**
	1. Affiliated staff at HSE University are entitled to reimbursement of expenses incurred in connection with their educational and research activities.
	2. Reimbursable expenses of affiliated staff may include:
		1. visa expenses (reimbursement of consular and services fees);
		2. postal charges incurred by affiliated staff in the course of sending their documents for completing paperwork related to the assignment/renewal of the affiliated staff status;
		3. travel expenses for trips made to HSE University’s research and educational events and activities (e.g., seminars, conferences, symposiums, roundtables, lectures and consultations, etc.,);
		4. accommodation expenses incurred during events, as specified in pp. 5.2.3 hereof.
	3. Participation of affiliated staff in educational and research activities at HSE University shall be organized through 1 (one) of the following methods:
		1. through acquisition of services specified in pp. 5.2.2 − 5.2.4 using any third-party provider’s procurement procedure;
		2. through reimbursement of expenses incurred by affiliated staff as a result of their participation in such activities.
	4. Any services rendered by a third-party provider shall be procured pursuant to the Regulations on Acquisition of Goods, Works and Services required by HSE University. Template forms and procurement procedures are available on the website of HSE University’s Office of Corporate Procurement and Tenders.
	5. The expenses incurred by affiliated staff shall be refunded on the basis of the following documents:

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

 5.5.2. original source documents, which may serve as a confirmation of expenses (e.g., invoices, bills, tickets, boarding passes, etc.);

 5.5.3 foreign citizens, who are affiliated staff, must submit copies of all passport pages; Russian citizens must submit copies of all pages of their international travel passport (when they cross the border of the Russian Federation), as well as a copy of pages 2-3 from their national passport.

* 1. The documents specified in p. 5.5 hereof shall be submitted by the host subdivision to the Accounting Office.
	2. If a copy of affiliated staff member’s passport(s), including both international and Russian staff, is missing in the set of documents, as specified in p. 5.5 hereof, the total reimbursable expenses shall be subject to 30% tax.
	3. The total reimbursable expenses relating to the participation of affiliated staff in educational and research activities at HSE University over the course of a single calendar year shall not exceed 90,000.00 (ninety thousand) roubles, with all payments to any third-party provider included. If an affiliated staff member claims back, as per the presented documents, an amount exceeding the specified maximum reimbursable amount for his/her educational and research contributions at HSE University over a single calendar year, only expenses within 90,000.00 roubles shall be subject to reimbursement.
	4. Expenses incurred by HSE University affiliated staff shall be financed:

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

 - at HSE University’s regional campuses, at the expense of the University’s regional campuses.

* 1. Host subdivisions shall be responsible for filing documents and upkeep of records relating to the reimbursement of expenses borne by HSE University’s affiliated staff in the course of making contributions to the University’s educational and research activities.
1. **Termination of the HSE University Affiliated Staff Status**
	1. The affiliated staff status shall terminate in the following cases:
		1. upon the expiry of the period for which it was assigned;
		2. upon the request of an individual affiliated staff member;
		3. at HSE University’s initiative.
	2. Affiliated staff may refuse this status upon their own initiative by sending a written notice to this effect to the HSE Rector.
	3. Affiliated staff may be released of this status upon HSE University’s initiative if a staff member:
		1. has entered into an employment or individual contractor agreement with HSE University, which thereby foresees the performance of works/services on a remuneration basis;
		2. does not fulfil the recommendations specified in p. 4.2 hereof or the provisions of their agreement with HSE University on a free-of-charge provision of works/services;
		3. for over 1one year, has not been engaged in activities that previously served as the basis for assigning him/her this status.
	4. Affiliated staff at HSE University shall be released of this status on the initiative of heads of HSE University subdivisions engaged in the implementation of educational and research programmes, as well as by the Rector, First Vice Rectors and Vice Rectors, as follows:
	5. affiliated staff at HSE University can be released of this status as per the grounds specified in p. 6.3.1 hereof on the basis of an official memo addressed to HSE University’s Rector that indicated relevant grounds;
	6. affiliated staff at HSE University can be released of this status on the grounds specified in pp. 6.3.2 and 6.3.3 hereof on the basis of an official memo submitted by e-mail at iaffiliated@hse.ru for the consideration at a meeting of the relevant HR committee (for Russian citizens), or at a meeting of the HSE International Recruitment Committee (for foreign citizens). A decision shall be fixed in an extract from the relevant minutes of the meeting; the memo shall be then presented to the Rector.
	7. A decision on revoking the status of Affiliated Staff shall be approved by the Rector and enacted by a relevant directive.