

Main excerpts from HSE documents

National Research University
Higher School of Economics



**Regulations for Interim and
Ongoing Assessments
of Students at HSE**

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Regulations for Interim and Ongoing Assessments of Students at National Research University Higher School of Economics

1. All information about how the discipline will be organized, including the format, the list of assessment elements (and their weight), as well as the evaluation criteria are (must be) in the **Syllabus**.

1.1 The lecturer must tell you about the content and format of the assessment elements, as well as the evaluation formula.

1.2 If the assessment element in the evaluation formula has a weight of 30% or more of the final grade, then the student has the right to retake the assessment element in case of a valid reason for missing. This should be stated in the Syllabus.

1.3. The lecturer has the right to slightly change the number of assessment elements and procedures for the organization of assessment elements (**important!** the lecturer has no right to assign the assessment elements the status of blocking or make a linear formula nonlinear during the course). He is obliged to inform the students about this no later than three days before the start of the corresponding assessment element. Students have 3 days to appeal the changes to the academic supervisor or the head of the department (for minors, MAGOLEGO, open optional courses).

2. Students have the right to appeal against the results of exams or blocking assessment elements (if the result for the control element is **below 8 points**). Dissatisfaction with the grade **cannot** be the ground of an appeal.

2.1. Grounds for **appeal**:

- incorrectness in the formulation of questions, if they are beyond the scope of the Syllabus, errors (including ambiguity) in the formulations of tasks;
- violation of the established procedure for conducting the assessment element by the lecturer;
- violation of the evaluation methodology for the work, as well as circumstances that prevent the lecturer from objectively evaluating the work.

2.2 The appeal is sent to the academic supervisor (an application for an appeal of the results of blocking assessment elements for an **open optional course** is submitted by the student to the Vice Rector coordinating the implementation of degree programmes) within 3 days from the moment of assessment element. It is necessary to describe the situation and the grounds for appeal. The academic supervisor either satisfies it (then an appeal commission is going to meet, to which you can call a member of the Student Council of your department), or reject it.

Student Internal Regulations at National Research University Higher School of Economics

1. Despite the fact that the university has a 10-point grading system (from 1 to 10), a 'zero' grade (**0 points**) may be assigned:

- if a student fails to undertake an assessment (e.g., submitted a written assignment without answers to the tasks given; refused to provide an answer at a verbal examination; or other cases where the student failed to provide any answer);
- if academic misconduct has been committed, from among those listed in the Procedures for Taking Disciplinary Actions for Violations of Academic Standards in Student Papers at National Research University Higher School of Economics, e.g. copying at written or verbal examinations, using unauthorized materials / clear sheets at verbal examinations, collusion, duplicate submissions of a paper, plagiarism in written works, fraud in written and verbal works, and fabrication of data or results.

A detailed description of what each violation is, you can find in [Appendix 2](#) to the Internal Regulations of Students on the HSE website.

2. English is an **elective**, which means that a student can unsubscribe from this discipline and not attend it. However, a student will still be required to pass all tests and an independent assessment of competencies in English. Nevertheless, a student can re-credit the results of disciplines and independent assessments with a certificate of passing international exams. A table with the exams taken and the recalculation of their scores into a grade can be found on the HSE website.

3. For violations of the rules and regulations of the University, students can be brought to the following types of disciplinary measure:

- **admonition;**
- **reprimand;**
- **expulsion.**

The admonition does not carry serious consequences, a reprimand means automatic withdrawal of the discount. The disciplinary measure burns out in a year. If a student is given another measure during this year, the presence of an unburned measure will be an aggravating factor.

4. Disciplinary measures, including, can be obtained for:

- Violation of academic norms (see point 1): forgery, cheating, plagiarism, double submission, etc.;
- Provision of forged documents (for example, forged certificates about the disease);
- Providing in the public field their opinion as the position of the University or its students/teachers/any group of people within the University;
- Unreasonable affiliation with the University when conducting political activities;
- Failure to pass the TQA (teaching quality assessment);
- Drinking alcoholic beverages and smoking on the University grounds.

The full list can be found in the [Student Internal Regulations](#).



Discounts

Centralized discounts based on the results of undergraduate/specialty programs:

- A discount based on the results of learning is given for 1 year
- A discount of 25 to 70% is provided to the student if all of the below conditions of the previous academic year are met:
 - 1) the student does not have disciplinary measures in the form of a reprimand;
 - 2) according to the results of the winter and summer sessions in all disciplines before the second semester retakes, no more than two grades of 4 and/or 5 points on a ten-point scale;
 - 3) there are no grades below 4 points on a ten-point scale;
 - 4) the student does not have absences for exams without a valid reason.

1. How to determine the discount amount based on the results of sessions:

- **a 70% discount** from the tuition fee is set for the student who entered the first 15% of all students of the course according to the sum of the last two current ratings;
- **a 50% discount** from the tuition fee is set for the student who entered the first 25% of all students of the course according to the sum of the last two current ratings;
- **a 25% discount** from the tuition fee is set for the student who entered the first 50% of all students of the course according to the sum of the last two current ratings.

2. Grounds for loss of discount:

- The reason for depriving a student of a discount of any kind during the period for which it was granted is the student's failure to comply with or violation of the HSE charter, all HSE regulations and other local regulations on the organization and implementation of educational activities, for which the student was reprimanded;
- Receiving in the previous academic year more than two grades of 4 and/or 5 points according to the results of the session before retaking – on a ten-point scale;
- Getting a grade below 4 points on a ten-point scale based on the results of the session (before retakes);
- The presence of absences for exams without a valid reason.

3. The discount is NOT saved when:

- Expulsion of a student from the Higher School of Economics for any reason and his subsequent reinstatement in the Higher School of Economics;
- Transfer of a student to another program.

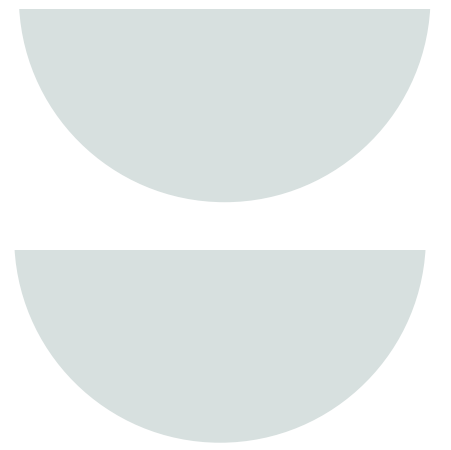
4. The reason for **freezing** the discount:

If a student who has a discount is granted academic leave, maternity leave, parental leave until he reaches the age of three years in accordance with the procedure established by federal laws (hereinafter referred to as vacation), then the effect of this discount for the vacation period is suspended and resumed after the student leaves the vacation for the remaining unused part of the period, for which he was given a discount.

Link to the HSE Academic Handbook

<https://www.hse.ru/en/studyspravka/Skidki/>

Scholarships



1. Reasons for the **loss** of the scholarship:

- 1) passing at least one exam with a grade of "satisfactory".
- 2) violation of the deadlines for the examination session. This refers to the case when, at the time of summing up and the meeting of the scholarship commission, the session has not yet been closed.

The commission is held on July 15 and January 15.

3) Payment of the state social scholarship is terminated:

- from the moment of the student's expulsion from the HSE;
- from the first day of the month following the month of termination of the grounds for her appointment.

2. How to **restore** the scholarship:

1. In the next semester, according to the results of the session, there should be no grades below 6 on a ten-point scale;
2. There should be no academic debt in the next semester based on the results of the session.

3. Scholarship for **foreigners**:

3.1. Foreign citizens studying in full-time educational programs are paid:

- state academic scholarships for students, state scholarships for PhD students, if they study at a budget place, including within the quota.
- HSE scholarships for academic success if a student studies locally at the expense of the HSE.

3.2. It is paid to foreign citizens studying in basic educational programs at budget places within the quota.



Transfer from Paid to Vacant Budget Place

1. Conditions for transfer to vacant budget places:

1.1. Submission of an application for transfer to a budget place is possible if all mandatory conditions are met:

- Absence of uncovered academic debts (including Individual Curriculum with repeated study of disciplines(s));
- Absence of disciplinary measures;
- No arrears in tuition fees.

1.2. It is also necessary to fulfill **at least one** of the conditions:

1) Passing exams for the last two semesters of study preceding the application for grades **6 out of 10 and higher**.

2) Classification into the following categories of citizens:

- orphans and children left without parental care, as well as persons from among orphans and children left without parental care;
- citizens under the age of 20 who have only one disabled parent of group I, if the average per capita family income is below the subsistence minimum established in the relevant subject of the Russian Federation;
- women who gave birth to a child during the study period.

3) The loss of **one or both** parents (legal representatives) or the only parent (legal representative) to the student during the study period.

2. The number of vacant budget places:

2.1. The number of vacant budget places is determined **four times a year** (after the end of the examination week of the **second and fourth** modules and after the end of the retake periods).

2.2. Information about the number of vacant budget places and the deadline for submitting applications by students applying for the transition from paid to free education is available on the [Vacant places for admission \(transfer\)](#) page.

2.3. For a specific education programme, you can see the number of vacant places on the website of the education programme under "Number of students and vacancies".

3. The procedure for applying for a transfer to a budget place. Application for transfer to a budget place is submitted within the deadlines in the "Application for a budget place" module in the personal LMS cabinet.

3.1. The deadlines for submitting applications to the HSE are set: within 7 calendar days until 29.10, 29.01, 01.03, 19.07 (inclusive).

3.2. The student attaches to the application:

- Copies of documents confirming the assignment of this student to the categories of citizens indicated above (see paragraph 1) who have the right to switch from paid to free education (in the absence of such documents in the student's personal file).
- If a student has documents confirming **special achievements** in academic, research, social, cultural, creative and sports activities at the HSE, he must post them through the student electronic portfolio service in his **personal account before submitting the application**.

Link to the HSE Academic Handbook

<https://www.hse.ru/en/studyspravka/perbud/>

Transfer to another education program

1. There are two ways to transfer to another educational program inside the HSE:

- with an expulsion from the previous program
- without an expulsion

	With an expulsion	Without an expulsion
student status	Student of one programme – is transferred with an expulsion from the study programme	A student of two (or more) programmes – by transfer without dropping out of the study programme
Budget or paid basis?	The transfer is carried out to free budget or paid places	Transfer only to paid places
Transfer period	During December and June of the current academic year, if there are vacant transfer places and within the application deadlines set by the study programme, and during the additional transfer period, if it is provided by the study programme	At any time of the year as applications from students are received
Timeframe for determining the availability and number of vacant transfer places	No later than 1 December and 1 June (and no later than the date preceding the additional transfer period (if any)). Published on the website of the study programme in the section "Number of students and vacancies"	To be determined as (and when) appropriate student applications are received
Competitive selection	In case if there are more than the number of vacant places have been submitted for transfer	–
The first possible transfer	For 1st year bachelor/ specialist students after the second module session (applications can be submitted from December). There are no restrictions for MA students (except for transfer deadlines)	At any moment of training, even before the session
How applications are submitted	In the "Transfer" module in the LMS	Personally, by submitting an application to the study office of the chosen study programme
Attestation	The transfer of previously completed disciplines is made, and if necessary, additional attestation is carried out	The attestation is carried out by the attestation commission if the student does not have the results of the interim attestation

2. Transfer is only possible to paid places for:

- foreign students and other persons who do not have the right to study on a budget basis;
- students whose term of study exceeds the educational program to which the transfer is planned for more than a year;
- students who have one or two academic debts in those disciplines that are mandatory in the future education program.

3. **Transfer procedure** with expulsion (stages):

- 1) The student fills out an application in the LMS.
- 2) The student fills out an electronic form and receives an electronic application form.
- 3) The student signs the form, certifies it with the academic supervisor of the program in which he is studying.
- 4) The student sends a copy of the application to the manager of the program to which he is being transferred, by mail or personally brings the original to the study office of the future education program.
- 5) The manager of the educational program to which the student is transferred is responsible for the timely conduct of appraisals, competitive selection, preparation and approval of the Individual Curriculum and the launching of the order.
- 6) The manager of the program to which the student is transferred independently makes a recalculation of the results of the attestation of previously studied disciplines. If necessary, the attestation commission conducts additional attestation.
- 7) The manager or the attestation commission determines the course to which the student can be transferred.
- 8) The manager calculates the cost of learning based on the Individual Curriculum project in case of transfer to a paid place.
- 9) The manager notifies the student about the proposed course, the amount of the tuition fee or the provision of a budget place. The student decides on the continuation of the procedure based on the conditions, or may refuse to transfer.
- 10) The manager directs the Individual Curriculum project. The student must agree on the plan within three days of receiving the project. If the deadlines are not met, the transfer application will be canceled.
- 11) The manager creates a draft order for the transfer of the student within 5 days:
 - from the date of receipt of the student's signed Individual Curriculum (when transferring to a budget place)
 - from the date of payment of tuition by the student (when transferring to a paid place)
- 12) After the issuance of the order, the study office of the program from which the student is expelled transfers the personal file to the study office of the program to which he transferred.
- 13) Corrections are made to the student ID card, certified by the signature of the head of the faculty to which the student transferred (except in cases when the faculty has not changed).

Link to the HSE Academic Handbook

<https://www.hse.ru/en/studyspravka/perevodst/>

Leave of Absence

1. Leave of Absence can be taken if it is not possible to continue studying for medical reasons, family and other circumstances.
2. The leave period may not exceed 2 years.
3. Leave of Absence may be granted an unlimited number of times.
4. **Grounds** for taking leave of absence:
 - medical indications (+ monthly payments may be assigned);
 - conscription;
 - family and other circumstances, including the setting up of a university start-up, provided that it is not possible to simultaneously master an educational programme and carry out research, development and other work.
5. Necessary **documents** (depending on the reason for taking academic leave):
 - personal statement and supporting document, respectively;
 - conclusion of the medical commission;
 - the summons of the military commissariat with the time and place of dispatch to the army;
 - other documents confirming the grounds for granting leave, indicating the reason (about taking leave of absence to set up a university start-up at <https://www.hse.ru/studyspravka/academotpusk>).
6. There is no tuition fee during the leave of absence.
7. You can get out of leave **ahead of time** by submitting an application to the educational office of your programme.
8. A special Individual Curriculum is compiled for the student. It includes:
 - Disciplines of the course for which the student is being restored;
 - The difference in curricula, that is, the Individual Curriculum includes all disciplines that were in the previous courses of the stream to which the student is restored if the student did not study them.
9. Academic debts:
 - 9.1. If a student has academic debts and has used all possible retakes, then these disciplines are included in the Individual Curriculum in full or in part.
 - 9.2. If not all retake attempts were used, then the attestation is assigned for the next period of retakes.
 - 9.3. If the discipline has been passed, but the student has not started attestation on it, then the attestation is also scheduled for the next period of retakes. At the same time, you can write an application addressed to the academic supervisor with a request to set off the results accumulated before the leave as a final grade (provided that there are no blocking assessment elements). Also, if desired, a student from the paid place has the right to complete this discipline completely anew, including it in the Individual Curriculum.
10. The course for which the student will be recovered is determined by the attestation commission according to the conditions:
 - the number of credits in the Individual Curriculum for each of the remaining academic years does not exceed the norm;
 - disciplines can be distributed over the upcoming academic years without breaking the logical relationships of subjects.
11. Restoration Order:
 - For a student studying on a **commercial** basis, the cost is calculated on the basis of the Individual Curriculum and a contract or an additional agreement is concluded. The Recovery Order is prepared only **after the payment** of tuition.
 - For a student studying on a **budget**, the Recovery Order is prepared **after the approval** of the Individual Curriculum.
12. If a student has completed his studies, but went on leave before the final attestation, then after leaving, he does not need to retrain, but only pass the State Final Attestation / defend the Thesis. Passing state exams **does not provide for tuition fees**, even if the student studied on a commercial basis.
13. For absenteeism from leave, a student is **expelled** from the university. It is necessary to independently apply for admission to study classes after the end of the leave in order to avoid this.

Link to the HSE Academic Handbook

<https://www.hse.ru/en/studyspravka/academotpusk/>