



HSE University, Moscow

Welcome Guide

for International Faculty

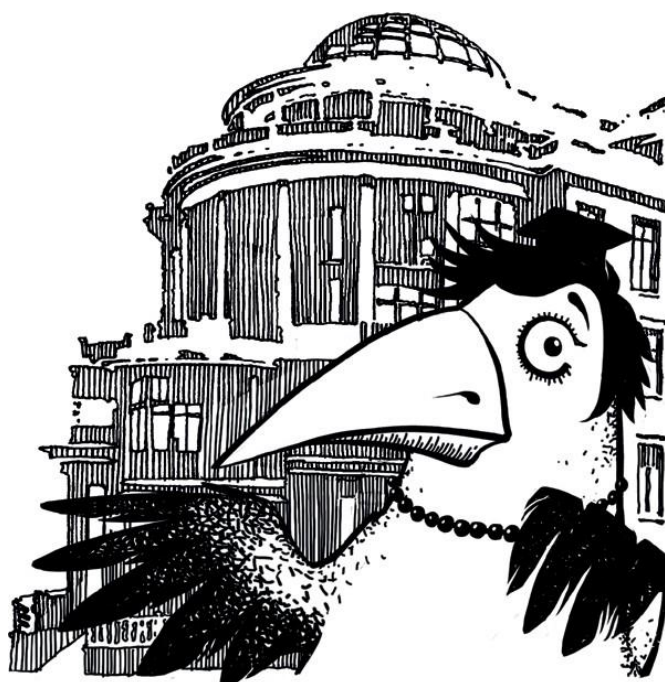


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The HSE Look

Find information about your colleagues and their research interests in The HSE Look newsletter.

Read the latest issue and sign up at ifaculty.hse.ru/the_hse_look

Dear colleagues,

Welcome to HSE University! Consistently ranked as one of Russia's top universities, National Research University Higher School of Economics (HSE University) is a leader in Russian education and one of the preeminent economics and social sciences institutions in Eastern Europe and Eurasia.

This brochure can serve as a quick reference guide for whatever questions that may arise during your stay at HSE University. We also recommend that you attend the orientation session held at the beginning of the year. Orientation activities can help you learn more about HSE University and its facilities and better adapt to living in Moscow, Russia's capital and largest city, so that you can make your stay and work as productive and enjoyable as possible. HSE University wishes you success and many wonderful experiences!

International Faculty Support Centre
ifaculty.support@hse.ru

Free Wi-Fi		
"HSE" Login: hseguest Password: hsepassword	"hse.ru" Login: (your corporate e-mail username) Password: (your corporate e-mail password)	"HSE.Work" The most stable connection, added manually; see instructions at it.hse.ru/internet

Registration

Every international passport holder must be registered with migration authorities upon arrival to Russia.

- If you hold an HQS status*, you must be registered within 90 calendar days after your arrival.

When in Moscow

- If you are staying at a hotel/HSE Guesthouse in Moscow, its staff will take care of your registration.
- If you are staying at a rented apartment, its owner may provide you with a registration by applying to the local territorial body of the Russian Ministry of Internal Affairs.
- If you checked-in at a hotel and then checked out, please make sure to register at your actual place of stay within 3 business days.

When travelling across Russia

If you hold an HQS status and travel across Russia (without actually leaving the country), you have 30 calendar days to get registered at your actual place of stay in another city. The same rule applies to your family (if they have Russian visas for accompanying family members).

Please note:

- If you are staying at a hotel in another city, the hotel's administration will register you – please make sure that you obtain a registration slip from the hotel. You will have 30 calendar days to re-register at your actual place of stay upon returning to Moscow.
- Each time you leave the country, your registration is automatically cancelled. Upon return to Russia, you must register again.

*If you are a Russian citizen moving to a new region where you do not have a permanent registration, you have 90 calendar days to get a temporary registration.

Remuneration

Salary structure

Monthly salary	=	Faculty guaranteed remuneration (indicated in a job offer) fixed official salary + personal bonus	+	Bonus payments to best teachers
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HSE University staff are entitled to salary payments twice a month (as established by the legislation of the Russian Federation) based on their actual worked days:

- The first installment is transferred no later than by the 25th day of the current month (payment for the first 15 days of the month);
- The second installment is transferred no later than by 10th day of the following month (balance payment for the remaining days of the month and other entitlements).

IMPORTANT! For international faculty members with an HQS work permit, the contract can legally come into effect only after your HQS work permit has been personally collected from the migration authorities. It is highly important to obtain the work permit as soon as possible after your arrival, so that your contract and payroll may commence on schedule.

As salary is paid pro rata to the actual work time, salary may differ if a staff member took a leave of absence (annual or unpaid) or went on a business trip. For more information, please see the [Documenting absences from the workplace](#) and [Business trip](#) sections of this brochure.

Bank accounts

Under the University's corporate programme, staff members are offered the issue of a VTB MIR bank card, to which their salary is transferred.

If you completed a bankcard application and sent its scanned version to HSE University, it can be picked up at one of VTB's offices (please contact your coordinator for the bank address). Please remember to bring your passport, its notarized translation, and your registration slip.

If you complete an application form upon your arrival to Russia, your bankcard will be issued within approximately two weeks.

Learn more at ifaculty.hse.ru/bankaccount.

FAQ

Q: How is the best teacher bonus awarded at HSE University?

A: The Best Teacher award winner is selected every year through a vote of the student body. In May-June, students select the two best lecturers and workshops supervisors from their degree programme. Students must submit their scores online via the LMS module 'Rate your Courses', together with the obligatory Teaching Quality Assessment.

Q: Do public holidays affect my salary?

A: Public holidays do not affect salary payments (provided that you do not take vacations or business trips during these months). A month with public holidays usually contains less business days. As the monthly salary remains the same, the daily salary in this month is higher. This fact should be taken into consideration when planning business trips or leaves of absence (the days with higher salary are replaced by the average payment per day – for more details, please refer to the [Documenting absences from the workplace](#) and [Business trip](#) sections of this brochure).

Q: When are leave allowances paid?

A: Leave allowance shall be paid to staff no later than three days prior to their leave.

Q: What should I do if I have not received my salary?

A: Contact your coordinator and they will ask the Financial Office for clarification.

Q: Where can I obtain a payroll slip?

A: Payroll slips for any month, except the current one, can be issued by submitting a personal request to the HSE University Accounting Office, which is located in Room K428, 3A Krivokolenny pereulok. If you have signed an agreement for electronic communications with HSE University, you can make an online request for a payroll slip through your personal HSE account (MyHSE Services Account at Smart Point).

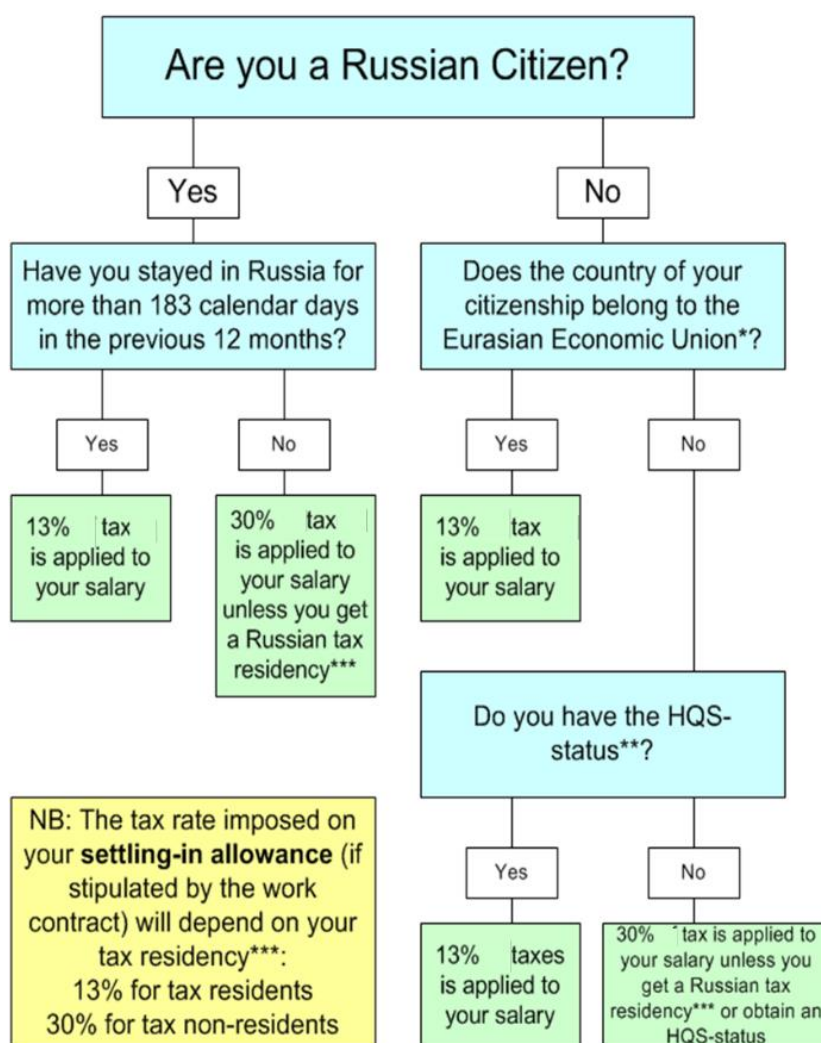
Please note that payroll slips for the current month may not be issued before the 10th day of the next month.

Tax liabilities and residence status

Citizens of any country staying in the Russian Federation during the period of their work and independent contractor agreements for a minimum of 183 calendar days over 12 consecutive months can be deemed Russian tax residents.

Normally, tax residents pay a 13% personal income tax (PIT), while tax non-residents pay 30% PIT.

International staff with HQS status receive tax preferences and pay PIT in a special way, depending on the type of income:



*For details about the Eurasian Economic Union, please refer to [this page](#).

**For more information on the HQS status, see the [HQS Card](#).

***A tax resident is a citizen of any country who has stayed in the Russian Federation for at least 183 days within the last 12 months.

It is highly recommended that documents to confirm tax residence status are submitted once the employee qualifies for it, so that all types of income can be taxed at 13%.

Learn more at ifaculty.hse.ru/contract#tax.

FAQ

Q: When should I confirm my tax residence status?

A: There are several instances when information about tax residence status should be provided:

1. At the start of your contract with HSE University;
2. By December 15th of each year, so that final tax status for the current year may be confirmed so as to ensure accurate calculation of the PIT to be charged on all earnings received at HSE University in the current calendar year;
3. Upon the request of the Accounting Office;
4. After the Russian tax residence status is acquired.

Q: How can I confirm my tax residence status? Why should I do this?

A: According to the requirements of the Federal Tax Service of Russia, all HQS employees should confirm their residence status and submit the following documents to the Accounting Office:

1. Copies of all passport pages with stamps of the Russian Border Service;
2. Residence permit (if available);
3. An application form (this can be done in the Accounting Office or requested through your coordinator).

Q: How do I confirm my tax residence status if I am to renew current passport abroad, while my old passport is to be collected and terminated by the authorized public institution?

A: All passport pages in the previous passport should be copied prior to the passport renewal procedure.

Q: What is a 2-PIT and how can I obtain it?

A: A Personal Income Tax Certificate (2-PIT) provides details on actually accrued income and tax deductions for each calendar year.

A 2-PIT Certificate can be issued to staff upon their personal request submitted to the Accounting Office, Room K428, 3A Krivokolenny pereulok, upon their dismissal, as well as upon the completion of the ongoing calendar year (no earlier than January 20th of the next year). If you have signed an agreement for electronic communications with HSE University, you can use services in your personal account (Other references: Employment certificates (personal income tax certificate, pension fund, copy of your Employment record) to make this request. Confirmations of income to be submitted to embassies/consulates in regards to a staff member's average income over six months and/or a year can be issued following the form at <https://www.hse.ru/expresspolls/poll/148627616.html>.

Documenting absences from the workplace

Labour regulations stipulate that any absence from the workplace on a working day should be documented. Employees bear a personal responsibility for properly documenting their absence.

Undocumented absences from the workplace are considered a violation of labour discipline and can lead to detrimental consequences both for the employee and for the University. Any absence from a workplace on a working day must be approved by your direct supervisor at least two weeks before the date of your leave. Absence from your workplace may be approved for the following reasons:

1. Annual paid leave

- The number of days available for a paid leave is stated in your employment agreement;
- Your annual leave entitlement can be divided into several parts with at least one part of no less than 14 consecutive calendar days;
- Average salary calculations include salary and bonus payments provided under employment agreements (payments received through service contracts are not counted).
- Salary payments per day on a paid leave are calculated as follows:

Average daily salary	=	Staff member's actual salary for the previous 12 months	÷	12 (calendar months)	÷	29.3 (average number of calendar days in a month per annum)
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- If your paid leave was included in the preliminary yearly plan by your department, you do not need to take any additional actions. If not, the following steps should be undertaken:
 1. Obtain approval from your direct supervisor. If you are planning to take a paid leave, submit an application for your leave/ its scanned copy with your signature to your direct supervisor (you can download a form at hr.hse.ru/localforeign). Please note that applications must be approved at least 14 days before the starting date of your leave;
 2. Come to the HR Office for International Staff (the address is available at hr.hse.ru/localforeign) to acknowledge the official directive on your leave and sign it.

2. Short-term sabbatical leave

- A short-term sabbatical is granted for conducting research activities;
- Granted to tenure-track and tenured specialists;
- 28 calendar days per year (28 additional calendar days per year can be approved by the International Recruiting Committee);
- Average salary shall be guaranteed for the entire period of one's sabbatical leave;

- For more information, please refer to the Regulations on the Procedures and Conditions for Granting Short-Term Sabbatical Leaves to Academic Staff hr.hse.ru/localforeign;
- Salary payments per day on a short-term sabbatical leave are calculated as follows:

Average daily salary	=	Staff member's actual salary for the previous 12 months	÷	12 (calendar months)	÷	29.3 (average number of calendar days in a month per annum)
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- To get a short-term sabbatical leave, the following steps should be undertaken:
 1. Obtain approval from your direct supervisor. If you are planning to take a paid leave, submit an application for your leave/ its scanned copy with your signature to your direct supervisor (you can download a form at hr.hse.ru/localforeign). Please note that applications must be approved at least 14 days before the starting date of your leave;
 2. Come to the HR Office for International Staff (the address is available at hr.hse.ru/localforeign) to acknowledge the official directive on your leave and sign it.

3. Unpaid leave

In urgent cases, when all days for paid leave have been taken, unpaid leave can be granted. Since this type of leave may affect your migration status (HQS holders must be paid a certain amount of remuneration per month), the International Faculty Support Centre must give its preliminary approval.

4. Business trip

If you are planning a business trip, you should contact your coordinator for assistance in submitting a memo about the trip, including a cost estimate. Please note that this memo should be approved at least 14 days before the starting date of your business trip. Salary payments per day of a business trip are calculated as follows:

Average daily salary	=	Staff member's actual salary for the previous 12 months	÷	Number of staff member's actual working days for the previous 12 months*
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*except for days spent on a leave of absence, weekends, public holidays, etc.

IMPORTANT! If you have been working for less than 12 months, your average daily salary is calculated by dividing the salaries accrued for the billing period by the number of days you have actually worked during this period.

Notes on receiving reimbursements for business trips:

1. Make sure to submit all required documents for reimbursement with their translation into Russian to the Accounting Office within 3 business days** after returning from your business trip.

*** If you take a leave of absence right after the business trip, the reporting documents can be submitted to the Accounting Office within 3 working days after your leave of absence is over.*

2. All expenses must be paid with an employee's bankcard. Items purchased using someone else's bankcard cannot be reimbursed.
3. All documents proving payments must contain payment references.
4. In addition to reporting documents, please submit an application to the Accounting Office for transferring money to your bankcard.

FAQ

Q: What expenses can be reimbursed?

A: 1. Travel;

2. Accommodation;

3. Per diems are compulsory payments. HSE University provides per diems unless the host party does (per diem costs depends on the country of the visit);

4. Local transportation;

5. Registration fees;

6. Visa fees.

For more information on reporting documents, please visit ifaculty.hse.ru/trips.

Q: How can I receive an advance payment for a business trip? What is the procedure?

A: The steps are as follows:

1. Inform your coordinator of an upcoming business trip in advance (30 business days prior to the business trip);

2. After the budget approval, a travel request form is processed (this can take up to 5 business days);

3. On the basis of a travel assessment form, a business trip directive is issued (this can take up to 5 business days);

4. An advance payment form is submitted to First Vice Rector Prof. Vadim V. Radaev. The form should include the number of a business trip directive, this is why it is important to start this process in advance;

5. After an advance payment form is signed by Prof. Vadim V. Radaev, it is then submitted to the Accounting Office 10 days prior to the business trip.

The advance payment shall be transferred to the bankcard in 3- to 5-days from the date when the documents are submitted.

Facilities

HSE University buildings

- You can check [HSE buildings](#) online;
- A Moscow Metro map can be found here: yandex.com/metro//moscow;
- For your convenient orientation around the city, download the following Yandex apps (on AppStore or Play Market):



Library

HSE University operates a large contemporary academic library, which includes:

- academic works on economics, management, and social and political sciences in both Russian and foreign languages;
- over 600,000 items;
- access to remote e-resources;

Library etiquette:

- bags and coats should be left in the cloakroom;
- cell phones should be kept on silent;
- food or drinks are not allowed in the Library.

Ask your host subdivision coordinator about how and when you can pick up your library card and sign the library service agreement. Learn more at library.hse.ru/en.

HSE Guesthouse

HSE University has two guesthouses, which can accommodate faculty, visiting professors, conference and seminar attendees.

- Guesthouse at 7 Vavilova Ul. (Leninsky Prospekt Metro Station)
- Guesthouse at 50 Bolshaya Pereyaslovskaya Ul. (Prospekt Mira Metro Station).

Learn more at hse.ru/en/hotel.

Cafeterias

Almost all HSE University's buildings have cafeterias and cafes with a diverse set of offerings. You can choose from a wide range of appetizers, soups, main courses, desserts, and soft drinks. Visitors are kindly asked to leave their outdoor clothes in the cloakroom before entering cafeterias. Learn more at hse.ru/en/buildinghse/dining.

Safety tips

When moving to Russia, like moving to any other country, you may face differences in the cultural and legal environment. To avoid negative experience, we highly recommend acquainting yourself in advance with local administrative rules, safety and security regulations.

Necessary documents

Please make sure to have the following documents with you at all times:

- Passport with a valid visa;
- Migration card;
- HQS work permit;
- Valid registration slip.

Emergency

In case of emergencies, call the general emergency number 112:

- It operates in all Russian regions;
- Available from a mobile phone even if there is no SIM card;
- Operators who speak English are available.

Crime prevention

Please keep in mind the following crime prevention tips:

- Be aware of pickpockets in tourist areas and main metro/railway hubs;
- Be wary of groups of women and children who beg;
- Look after your passport at all times;
- Be aware of drink spiking that can lead to robbery, violence and/or abuse;
- Buy your own drinks and keep track of them at all times;
- Don't accept any suspicious items from strangers even if they assure you that it is a present.

Travelling across Russia

Since you may want to travel throughout Russia, please keep in mind the following:

- If you are travelling by overnight train in a sleeping compartment, you can store valuables in the container under the bed or seat;
- Don't leave your sleeping compartment unoccupied as some compartments only have a simple lock on the sliding door;
- Don't agree to look after the luggage of a fellow traveler or allow it to be stored in your compartment.

Potential administrative offences

Please be advised that, according to the Code of Administrative Offences of the Russian Federation, one can be arrested and fined for violating this code. In addition,

accumulating several offences may cause difficulties when prolonging a visa and it may be revoked.

Some common administrative offences to avoid:

- Appearing in public places in a state of alcoholic or narcotic intoxication;
- Disorderly conduct;
- Causing a disturbance at nighttime (11pm to 7am);
- Road traffic offences (e.g., speeding).

Learn more at ifaculty.hse.ru/safety.

Safety at HSE University

HSE University is striving to provide a healthy working environment for all staff members. All employees are required to comply with HSE's bylaws and safety rules while being in the building of the University.

- In case of emergency, inform the nearest security post immediately. All contacts are available at hse.ru/en/org/hse/safety.
- In case of a medical emergency, you can ask for help at first-aid posts. The Full list of first-aid posts, their locations and working hours are available at [this page](#).
- International faculty at HSE, as well as their accompanying family members relocating to Russia, are provided with basic health insurance plan financed by the university. If you need a doctor, call your health insurance company. **Please see ifaculty.hse.ru/contract/#health for the 24-hour English-speaking contact centre, the scope of services, and hospital addresses.**

Learn more at ifaculty.hse.ru.

HSE University Contacts

Issue	Contact	Website and e-mail
Your main contact point for immediate support is your coordinator/ subdivision/ laboratory		
General support, research funding	International Faculty Support Centre	ifaculty.hse.ru ifaculty.support@hse.ru
Visa and registration	Visa and Registration Centre	ivisa.hse.ru/en/
Salary	Vera Govorova	+7 (495) 772 9590 ext. 11687 vmgovorova@hse.ru
Work contract conditions, employment procedures	HR Office	hr.hse.ru/localforeign hrms@hse.ru
Medical insurance, social issues	Office of Staff and Student Benefits	benefits.hse.ru/en/ social@hse.ru
Reimbursement for business trips	Larisa Pirkaya	+7 (495) 621 3167 ext. 11107 pirskaya@hse.ru
Guesthouse regulations	HSE Guesthouse	hse.ru/en/hotel
IT Support	IT Department	22222@hse.ru
Library and e-resources	HSE Library	library.hse.ru/en
Personal profile on the HSE University website (portal)	Online Media Office	portal@hse.ru
Russian courses	Russian Language Centre	hse.ru/en/rfl
Learning Management System	LMS	lms.hse.ru lms@hse.ru
HSE Publishing House	HSE Publishing House	id.hse.ru/en id@hse.ru