

APPROVED by
Academic Council of the Faculty of
Economic Sciences, HSE University
Minutes No. 39, dated March 14, 2023

**Procedures for Transfers of Master's Students at HSE University and Other
Academic Institutions to the Master's Degree Programmes in Economics (field of
study 38.04.01) of the Faculty of Economic Sciences at HSE University**

1. These Procedures have been developed pursuant to the Guidelines for the Transfer of Students in Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics, and Bachelor’s, Specialist and Master’s Students from other Academic Institutions to National Research University Higher School of Economics (hereafter the “Guidelines”), approved as per HSE University Academic Council Minutes No. 02, dated February 25, 2022.

2. These Procedures use the same definitions and abbreviations, as stated in the Guidelines.

3. These Procedures determine special aspects of the transfer of HSE University’s students (hereafter “HSE University”) and students from other academic institutions (hereafter “academic institutions”) to study under the Master’s programmes (hereafter “degree programmes”) in Economics (field of study 38.04.01), offered by the Faculty of Economic Sciences at HSE University.

4. These Procedures shall be published on the respective websites of degree programmes in the “Transfer and Reinstatement” section.

5. Students may be transferred to study under the degree programme during 3 (three) periods, i.e., in December (winter period), in June (summer period), and from August to September) (an additional period), as per the following schedule:

	Winter period	Summer period	Additional period
Information on total vacant places available for transfer will be published	Before December 1	Before June 1	Before August 20
Documents and applications for transfer will be accepted	December 7-12	June 2-7	August 21-26
Evaluation tests will be held, and decisions about transfers will be made by the Evaluation Committee	December 16-26	June 11-21	September 1-10

6. The transfer of students to degree programmes can be approved upon availability of vacant places for transfer (e.g., state-funded and fee-paying places) within the period specified in the table. Decisions as to whether students may be transferred to degree programmes from other academic institutions or another degree programme at HSE University shall be made by the academic supervisor of the relevant degree programme jointly with the Evaluation Committee.

7. Elements of a student’s curriculum may be transferred as per the decision of the Evaluation Committee without the need for additional tests. Any difference in curricula and the year of study to which the student may be transferred will be determined by the Evaluation Committee. Evaluation results with an indication of courses which are recommended for transfer of credits, subject for retaking and/or re-assessment shall be specified in the evaluation minutes.

8. If necessary, the Evaluation Committee may request a motivation letter and/or CV to be provided by an applicant. Evaluation tests in the respective course may be held in the form of an interview on topics defined in the course syllabus (re-evaluation), and/or the Evaluation Committee may request the course syllabi mastered by the student under another degree programme at HSE University or academic institution. A list of courses subject to mandatory evaluation is provided in p. 11 hereof. Interviews with an applicant

shall be held in a format, which shall be determined by Evaluation Committee. The results shall be then included in an evaluation test record.

9. If the total number of applications submitted for transfer to state-funded places exceed the total vacant state-funded places available, a competitive selection of students for transfer to vacant state-funded places on the degree programme shall be organized relying on the following criteria (in descending order of priority):

9.1. HSE University’s students studying at its Moscow campus in the field of study “Economics” (38.04.01) in state-funded and fee-paying places, with Good and Excellent grades;

9.2. HSE University’s students studying at its regional campuses in the field of study “Economics” (38.04.01) in state-funded and fee-paying places, with Good and Excellent grades;

9.3. HSE University’s students studying under other degree programmes in state-funded and fee-paying places, with Good and Excellent grades;

9.4. Applicants who pursued studies at HSE University before their dismissal from state-funded places at their own initiative in fields of study other than those to which they are planning to transfer along with their reinstatement at HSE University;

9.5. HSE University’s students studying at its regional campuses in the fields of study other than those to which they are planning to transfer under degree programmes in Economics (38.04.01) at the Faculty of Economic Sciences;

9.6. Students studying at other academic institutions in the field of Economics (38.04.01);

9.7. Students studying at other academic institutions in fields of study or specializations other than Economics (38.04.01).

10. If the total number of vacant state-funded or fee-paying places available for transfer in any given year of study under the degree programme is under the total number of transfer applications, the Evaluation Committee will draw up a ranking of applicants based on credit transfer and/or re-evaluation outcomes and thus submit recommendations on enrolments for the consideration of the given degree programme’s Academic Council, with due consideration of the following criteria:

10.1. interview outcomes;

10.2. total credits for courses after credit transfers under the curriculum of the degree programme to which the student is transferred (the greater number of credits give priority);

10.3. average grade for courses after credit transfers under a 10-point grading scale.

11. List of courses from the degree programme’s curriculum, subject to mandatory re-evaluation:

No.	Degree programme	Courses
1.	Agrarian Economy	-
2.	Statistical Analysis in Economics	-
3.	Stochastic Modeling in Economics and Finance (previously Stochastic Modelling and Actuarial Science)	1. Microeconomics (advanced level); 2. Macroeconomics (advanced level); 3. Probability Theory and Mathematical Statistics; 4. Econometrics (advanced level) (upon transfer

		to the second year of study)
4.	Economics and Economic Policy	<p>1. Microeconomics (advanced level); 2. Macroeconomics (advanced level); 3. Econometrics (basic or advanced level, depending on the track the student is planning to pursue after the transfer)</p> <p>If a student wishes to transfer to an English-taught track, evaluation tests shall be held in English.</p>

12. The following criteria shall apply to evaluation tests for courses in a student's curriculum that are subject to mandatory re-evaluation:

- full answers to the questions;
- accuracy of answers to the questions;
- logical reasoning;
- examples from practical experience;
- ability to apply professional terminology and substantiate one's point of view, as well as engage in discussions on professional topics.

13. Only students with Good and Excellent grades may be transferred from a fee-paying place to studies in a vacant state-funded place under a degree programme at HSE University or another academic institution.