

APPROVED by
Academic Council of the Faculty of Economic
Sciences, HSE University
Minutes No. 44, dated August 29, 2023

**Procedures for Student Transfers within HSE University and from Other Academic
Institutions to the Master's Degree Programme in Strategic Corporate Finance (field of
study 38.04.08 Finance and Credit) 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 apply the same definitions and abbreviations, as those stated in the Guidelines.

3. These Procedures specify the special features 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 programme (hereafter “degree programme”) in Strategic Corporate Finance (field of study 38.04.08 Finance and Credit), offered by the Faculty of Economic Sciences at the University.

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

5. Students may transfer to studies 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 timetable:

	Winter Period	Summer Period	Extended Period
Publication of information on total vacant places available for transfer	By December 1	By June 1	No later than August 20
Documents and applications for transfer will be accepted	December 7-12	June 02-07	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. Student transfers to the degree programme are possible, subject to the availability of places (state-funded and fee-paying) vacant for transfer, as established within timeframes stated in the table above.

7. Decisions as to whether students may be transferred to the degree programme from other academic institutions or another degree programme at HSE University shall be made by the programme’s academic supervisor in conjunction with the degree’s Evaluation Committee.

8. The Evaluation Committee may make a decision to transfer the results for individual curricular elements towards the programme without assigning respective evaluations, with the establishment of differences in curricula, as well as the year to which a student may be transferred. Respective course results, which were recommended for transfer, shall be subject for re-evaluation or retakes shall be recorded in the evaluation minutes.

9. If necessary, the Evaluation Committee may request a motivation letter and/or CV to be submitted by an applicant. Evaluation tests, if appointed in the respective course, may be held as 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. In turn, interviews with an applicant shall be held in a format to be determined by the Evaluation Committee. The results shall be then included in the evaluation test record.

10. Courses from the degree programme's curriculum which are subject to re-evaluation without exception shall include:

- 10.1. Corporate Finance;
- 10.2. Macroeconomics (advanced);
- 10.3. Econometrics (advanced).

11. The general criteria for grading evaluation test results include:

- 11.1. Completeness and accuracy of answers to posed questions;
- 11.2. Logic in argumentation;
- 11.3. Provision of examples from case studies;
- 11.4. Application of professional terminology and ability to present arguments in favour of one's position, as well as engage in professional conversation.

12. When considering transfer to a vacant state-funded place of a fee-paying student under an HSE University degree programme or that of another academic institution, obligatory terms include the student's academic performance with only "Good" and "Excellent" grades.

13. If there is a competition for vacant state-funded and fee-paying places for transfer, the selection shall be based as per the following criteria (listed from more to less decisive):

- 13.1. evaluation test results (mandatory and/or supplementary);
- 13.2. total credits for courses transferred towards the curriculum of the Strategic Corporate Finance programme (priority shall be given to applicants with the best results);
- 13.3. mean grade for transferred courses on a 10-point scale.