

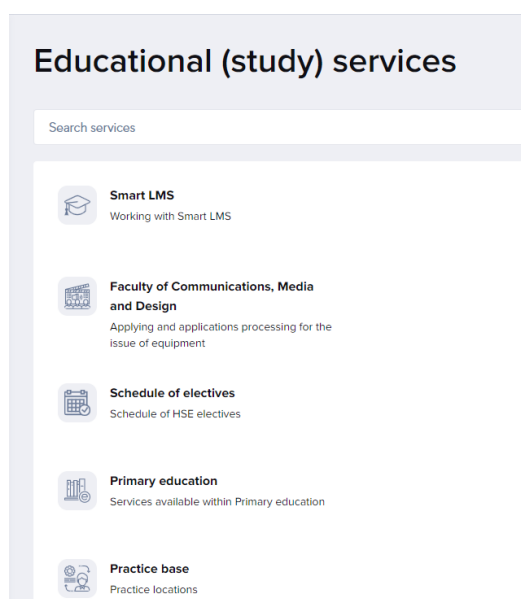
**Instructions for Users of the
“Graduation” Module on lk.hse.ru**

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Introduction

IMPORTANT!

Please note that it is important to check the details to be specified in your diploma and diploma supplement. State-approved certificates will be printed out after you verify all the details. If there are any mistakes in your documents (after the documents are issued by the printing office), the replacement document can be issued only as a duplicate with a title "Duplicate". A diploma supplement can be replicated only on a paid basis.



1. The "Graduation / Completion of Studies" module allows you to complete all formalities at the University without a pre-departure checklist.
2. Please note that you don't need to submit applications in hard copy. The Module has been designed for final-year students while junior students will be able to access it in view-only mode.
3. The "Graduation" module can be found in each HSE University student's MyHSE Services Account. To access the Module, log in to your MyHSE Services Account at <https://lk.hse.ru/>, enter your corporate e-mail login and password. We recommend using the Google Chrome browser to ensure the proper operation of the Module.

Then, select the "Academic Services" – "Education" - "Graduation" blocks.

Module Sections: Details to be Checked

The Module's interface appears as follows:

Dear Полина Сергеевна,

This is to inform you about steps to be taken in light of your upcoming graduation from HSE University. Prior to graduation from HSE University, you must verify and provide necessary and missing personal data and a list of courses, which will be included in a state-approved diploma and supplements thereto (e.g., in a European supplement, in English).

In addition, we have prepared for you information about any overdue books to be returned to the HSE University Library, as well as outstanding tuition debt and/or overdue dormitory fees.

If you plan to take a postgraduation leave, you may submit your application in this section of your personal account.

The module consists of the following sections:

1. About this Service

This block is provided for your information.

2. Graduate's Personal Data

The graduate's personal data. This information will be provided in your certificate of higher education (diploma) and any diploma supplements thereto. Check the details, and if you see any mistakes, make amendments in the respective field.

- **Full name in Russian and English, date of birth** – make sure to check the spelling of your name and the accuracy of your date of birth. If you have changed your name, contact your programme office to submit an application for the name change and provide respective support documents in advance;
- **Contact details** – your contacts, including telephone number and corporate e-mail/personal e-mail address;
- **SNILS¹** - your SNILS number is required for filing information regarding your degree certificate (diploma) with the federal register of issued degree certificates (centralized FIS FRDO system (Federal Information System "Federal Register of Certificates of Education and/or Qualification")) in order to confirm that the document has been duly issued. Employers and other academic institutions use this system to verify information provided by candidates. Information about diplomas from the FRDO register can also be uploaded to the Gosuslugi system.

Final-year students (Russian citizens) must provide their SNILS, since, starting from January 1, 2021 a SNILS number is a mandatory field in the [Federal Register of Certificates of Education and/or Qualification](#). State and commercial organizations refer to this register to complete diploma legalization procedures. Employers and other universities use this

¹ *If you refuse to provide your SNILS, you acknowledge that details of your diploma will not be submitted to the FIS FRDO system, and any interested parties will not be able to check authenticity of your document in the register. Pursuant to Regulations on the Federal Information System "Federal Register of Certificates of Education and/or Qualification", approved by Resolution of the Government of the Russian Federation No. 825, dated May 31, 2021, graduates (Russian citizens) must provide their SNILS in order to upload information about their diplomas into the system.*

system to confirm that a document has been duly issued. If no SNILS is provided, relevant information cannot be submitted to the Federal Register of Certificates of Education and/or Qualification. As a result, no confirmation of a diploma can be issued at the request of employers and other universities.

Information explaining that students must provide their SNILS is available on the [University Life](#) website.

3. Library

This section contains information about books borrowed from the library.

If you see "Due date" in this section, the phrase "Outstanding" regarding books that have not been returned can be ignored.

Dear Полина Сергеевна, We hereby confirm that you do not have any overdue books to be returned to the HSE University Library.

Important! For students in their graduating year, we offer several options for returning library books

<https://library.hse.ru/news/370464716.html>

4. Agreements and Payments

This section features details of any payments due from HSE University students who study under fee-based places. If you see "Outstanding Debt" in this section, please contact your programme office to clarify the status of your payments and cover your debt in due time.

5. Post-graduation Leave

Students are entitled to post-graduation leave ([vacations](#)) before August 12. While on vacation, you retain the status of a student. Students shall continue to receive scholarships (if any) for the entire period of their vacation and may retain their right to accommodation in the dormitory, if necessary. If a student is on vacation, his/her diploma will still be issued in due time. Press the "Save" button, and your application for vacation will be submitted. If you want to make any changes, please contact your programme office.

Information on graduate

About this Service

Graduate's Personal Data

Library

Agreements and payments

Post-graduation Leave

Information for inclusion in diploma

Diploma Draft

Provide post-graduation leave

Dear Полина Сергеевна, Please be aware that you have the right to [post-graduation leave](#) (vacation) running until August 12, 2022

☒ Post-graduation leave

Attention! Check your selection and press the 'Save selection' button, otherwise all of your choices will not be saved.

Save selection

6. Details to be Specified in Your Diploma

This is one of the most important stages when checking and approving the details that will be featured in your documents. The following parameters must be provided in your diploma supplement:

INCLUDE THE FOLLOWING INFORMATION IN DIPLOMA SUPPLEMENT

- ☐ Information on mode of study
- ☐ Information on courses studied at another academic institution
- ☐ Information on fast-tracked studies
- ☐ Information for inclusion in degree certificate (optional courses)

Save selection

- **Mode of study** – if you study under a full-time mode, we recommend that you tick this field, because, if this information appears on your education documents, it will only benefit the status of the final document.
- **Courses studied at other institutions** – this parameter is only applicable to those students who have been transferred from other academic institutions, as well as participants in outgoing mobility programmes, who wish to specify courses studied at other universities in their diploma supplement (before their transfer/as part of mobility) as optional courses.

Important! If you do not belong to the aforementioned categories of students, please don't tick any of these fields and skip this section.

- **Accelerated programmes** – this parameter only applies to those students who have taken fast-track studies during their ongoing period of study at HSE University.

Important: If you do not belong to the above-mentioned categories of students, please don't tick any of these fields and skip this section.

- **Other details to be included in your diploma (optional courses)** – before you fill in this field, open a draft diploma on the next page and upload it to familiarize yourself with the template form. If you have completed any optional courses during your studies at HSE University, these courses will appear in the diploma supplement (page 3 of the template form) in the "Optional Courses" section. Students must decide at their own discretion, whether or not optional courses should be included in the diploma.

You can put in either the entire list of optional courses, or several optional courses at your own discretion, or none at all. After you decide, which optional courses should be included in the diploma supplement, enter the titles in the field "Other details for inclusion in your diploma (optional courses)", as follows:

If you include credits awarded for optional courses as part of your project work, specify "Projects (____ c.u.) in this field with the total number of credit units provided.

A list of courses and other elements of your degree programme will be specified in your diploma supplement.

7. Diploma Draft

In this section, two files are presented for review:

- a diploma draft;
- a diploma supplement draft.

What details should be checked in the diploma and in the diploma supplement:

1. **Full name and date of birth** – check the spelling and accuracy of the format;
2. **Degree programme, degree level, mode of study, specialization, and field of study;**
3. **Term papers and projects** – check your grades and the titles of each paper for any language mistakes (punctuation, spelling, capital letters, double quote marks, etc.);
4. **Courses** – check your grades for all courses. “No grade” is only awarded for theses, a thesis defence shall be held later. After the defence process, a grade for your thesis will be uploaded to the system and appear in your diploma;
5. **Thesis** – check the title of your thesis for any spelling or grammatical mistakes (the same procedure as for term papers and projects).

What details should be checked in your diploma supplement:

1. **Last name and surname transliteration** (as per details in your international passport);
2. **Titles of your term papers in English;**
3. **Title of your thesis in English.**

If there are any mistakes, specify this information in the relevant field under “Diploma Draft”.

Questions and Answers

Q.: Why does an “X” symbol appear in the diploma supplement in the field opposite term papers and projects?

A.: This symbol denotes a separate section and appears opposite the following sections: minors, term papers, projects, internships, and final state certification. Grades are provided below (inside the section), or in a separate block on page 2 of the template form, which follows the structure of the official letterhead (for term papers and projects). Thus, this is not a mistake.

Q.: Why does not any information about project(s) and related grade(s) appear in my diploma supplement?

A.: The draft of a diploma supplement, as approved at HSE University, does not include information about project work. Instead of detailed information on each project completed by a student (the project title, credits, grades, etc.), a standard "Project Activity" section will be provided, as well as total credits for project work.

Important Information

- All changes will appear in the personal account **on the next day** after the programme office staff makes amendments in the system, if they have been approved.
- If you have missed the deadlines imposed by the programme office for checking your details, the draft will be approved by the programme office staff (approval will automatically appear in your personal account).
- If you have any questions, send your query to the service desk with the phase "Graduation" in the topic field of your message at <https://pmo.hse.ru/servicedesk/customer/portal/81>.