

Organizational Meeting for Master in International Management Programme First-Year Students

1st year of study
2026-2027 academic year

Yes, there will be a meeting recording

Agenda

- Contacts
- HSE University Corporate Information Systems
- Educational Process
- Tuition Fees
- Exams
- Retakes
- Freshmen To-Do-List

Contacts

Master in International Management

Website: <https://www.hse.ru/en/ma/mim/>



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Programme Manager
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HSE University

Corporate Information Systems



Student Email

The main way for communication at HSE

- Official information and notifications
- Login and password at your personal email indicated upon enrollment
- Check regularly and use it to communicate with professors and university staff
- Remains active after completing studies

<https://mail.yandex.ru/> | <http://edumail.hse.ru>



Yandex360

Digital ecosystem

- Yandex Documents for viewing and editing online text files, tables, and presentations
- Yandex Disk for cloud storage
- Yandex Telemost for online meetings and instant messaging

Log in using your student email
and password



iStudy

Personal account and digital service

- Electronic gradebook
- Position in student ratings and other metrics of academic progress
- Apply for transfer to state-funded tuition
- Completion of studies

<https://istudy.hse.ru/> | Log in using your student email and password



SmartPoint

- Log in system for various corporate systems
- Update your data for restoring access
- See HSE staff contacts

<https://lk.hse.ru/> | Log in using your student email and password



LMS

- Compiling student portfolios
- Completing the mandatory Student Evaluations of Teaching (SETs) and the Student Evaluation of Programme Administration (SEPA)

<https://lms.hse.ru> |

Log in using your student email
and password



SmartLMS

Virtual learning environment

- Course materials
- Ongoing assessment record sheets
- Assignments submission
- Tests

<https://edu.hse.ru/> |

Log in using your student email
and password



SmartWay

Service for courses and time slots selection

- For elective, MagoLego and open optional courses selection
- Available during course selection campaigns only
- The only tool to see all the available courses and make up your schedule to avoid overlaps

<https://smartway.hse.ru/> | Log in using your student email and password



SmartPro

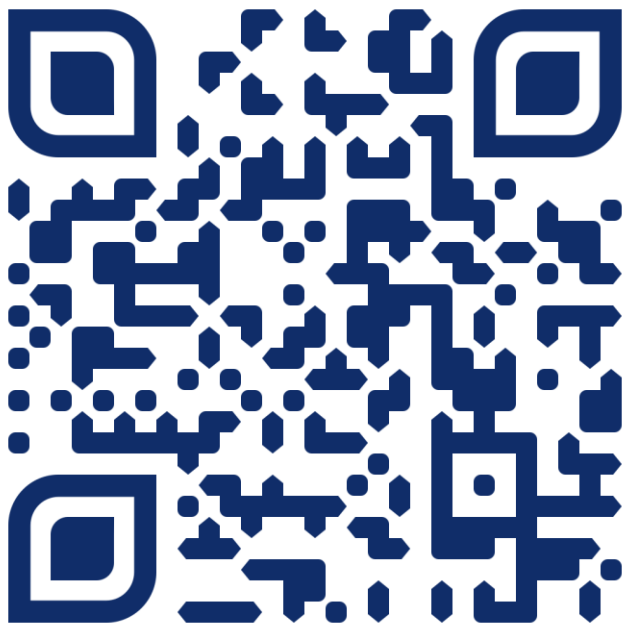
Project catalogue and thesis topics selection

- registering for research, applied, and service projects
- Selecting and changing the topics of final theses

<https://smartpro.hse.ru/> | Log in using your student email and password

Educational Process

HSE Rules and Regulations



Federal

<https://www.hse.ru/studyspravka/NormDokMON>



Internal

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

HSE Academic Handbook



In Russian

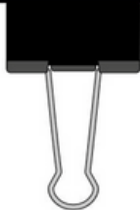
<https://www.hse.ru/studyspravka/>



In English

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

HSE Academic Calendar



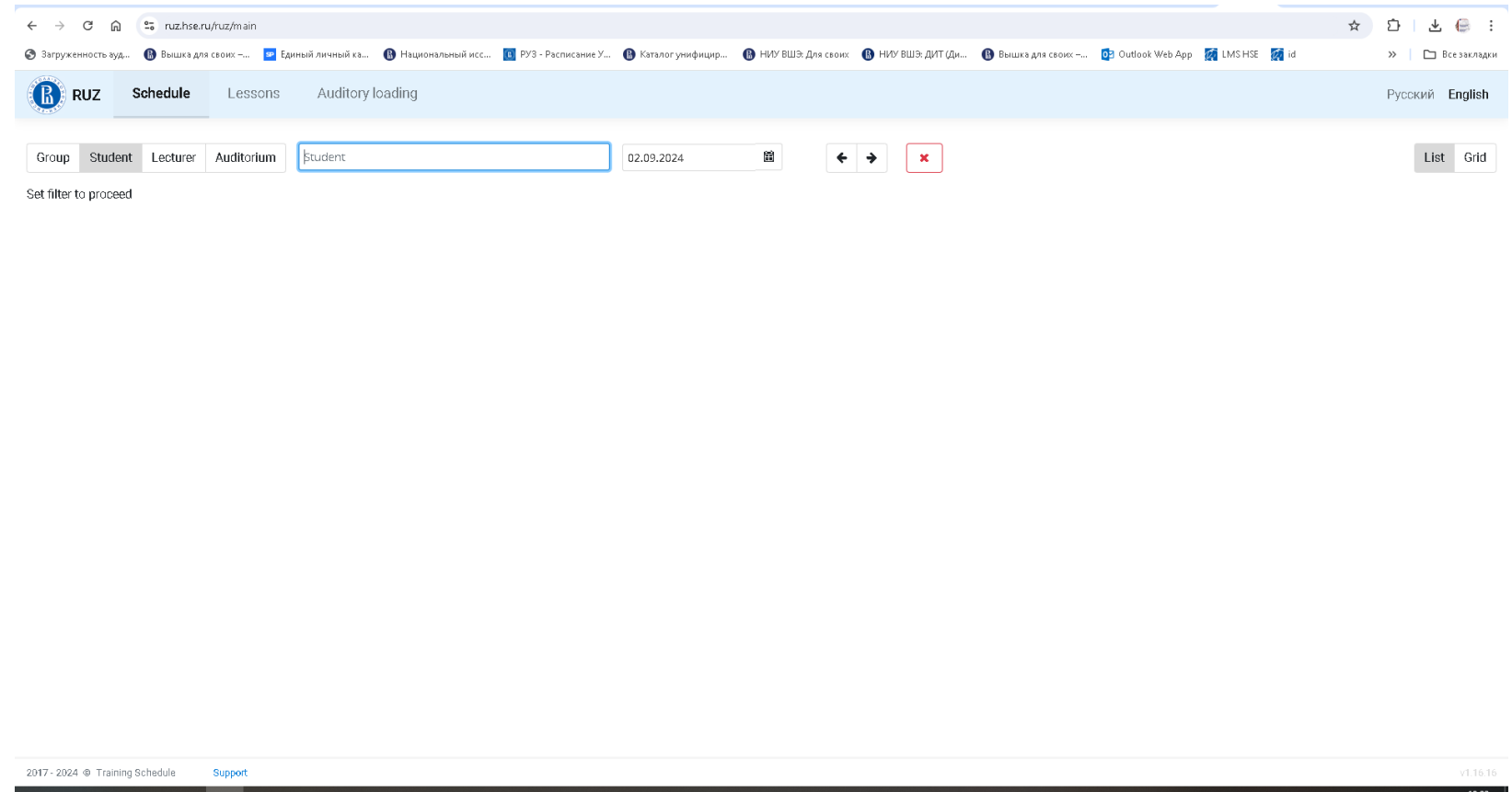
Academic calendar 2026/27

Study periods / breaks	Dates of studies / breaks	Exam dates
Module 1	September 1 – October 25	October 26 – October 31
Module 2	November 1 – December 20	December 21 – December 30
Winter break	December 31– January 8	March 25 – March 31
Module 3	January 9 – March 24	June 21 – June 30
Module 4	April 1 – 20 June	
Spring break	May 2 – May 8	
Summer break	July 1 – August 31	
Post-graduation leave	July 1 – August 11	
Public holidays	November 4; February 23; March 8; May 1; May 9; June 12	



Timetable

- on the programme's website
- on the HSE timetable website
<https://ruz.hse.ru/ruz/main>
- using HSE Personal Account
<https://lk.hse.ru/>
- using mobile app – HSE App X



Credits

- Each curriculum component has its credit weight
- You can find information on credit weight of your courses in your individual curriculum (iStudy) or in the syllabus on the programme's website
- A standard number of credits per academic year is **60 credits**. To receive a Master's Degree, you need to complete 120 credits

Individual Study Plan (ISP)

- You can find the list of courses, course duration and information on your study load in your ISP
- A standard ISP is available in iStudy
- A standard ISP includes basic disciplines and variable ones, which student chooses at a certain time using the SmartWay system
- A standard ISP is mandatory for a student to perform during an academic year

MagoLego

- Elective courses from the university pool of courses to personalize your educational trajectory.
- Take place in the 1st and 2nd year of study, **9 credits in total** during your study period.
- Classes may overlap with your main track – it is your responsibility to check and choose your timetable.
- The choice of MagoLego disciplines is carried out in the [SmartWay](#) module.

The nearest MagoLego course selection campaign will take place in **December 2026**.

Please choose MagoLego courses only **in English**; otherwise, your diploma will not have information indicating that the programme was studied in English!

Official Information About the Study Process is Available at the Following Sources:

Programme website	https://www.hse.ru/ma/mim - Rus https://www.hse.ru/en/ma/mim - Eng
HSE Portal	https://www.hse.ru/ - Rus https://www.hse.ru/en/ - Eng
Graduate School of Business website	https://gsb.hse.ru/
HSE Academic Handbook	https://www.hse.ru/studyspravka/ - Rus https://www.hse.ru/en/studyspravka/ - Eng
Master's Students Welcome Course	https://edu.hse.ru/course/view.php?id=158547 - Rus https://edu.hse.ru/course/view.php?id=211280 - Eng
Student email	Individual login and password
SmartLMS mailings	https://edu.hse.ru/course/view.php?id=134029

General announcements are communicated through the above sources.

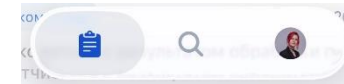
Individual matters are handled with your academic supervisor and/or programme manager via corporate email, work phone, or personal meetings during working hours.

How to Find HSE Staff Contacts

- Go to <https://lk.hse.ru/>
- Search staff directory
- Choose the staff member

[Instructions in Russian](#)

- Go to HSE App X
- Search staff directory
- Choose the staff member



Search

🔍 Search employees

Student Evaluation of Teaching (SET)

- Students can assess the quality of teaching, express their suggestions on specific academic courses.
- SET is carried out at the end of each module (4 times per year).
- Available on LMS, in the section "Evaluate Your Courses".
- All answers are completely anonymous and are available to the teachers and program management only.
- Failing to participate in SET will result in disciplinary measures including expulsion.

Exams

Grading Scale

- At HSE University, grades are given on a 10-point scale.
- Grades 9-10 are used when a student significantly exceeds expectations.
- Grade 0 is used:
- if a student has not started on an assessment element during a class or examination period;
- if academic misconduct occurs;
- in other instances outlined in the Regulations for Interim and Ongoing Assessment of Students at HSE University.

Excellent: 8-10 points

Good: 6-7 points

Satisfactory: 4-5 points

Unsatisfactory: 0-3 points

Grades of "Excellent," "Good," and "Satisfactory" are considered passing grades.

Course Syllabus

- An official document that outlines the structure and content of a course, its role within the broader curriculum, the goals of instruction, and the methods of teaching and assessment. It provides a framework for student learning and clarifies expectations for both students and instructors.
- The Course Syllabus sets out clear rules for interaction with students and specifies assessment components and grading criteria, sample assignments, and additional regulations.
- During the first class, the instructor must inform students about the main features of the course and explain where they can review the course syllabus.
- Students are strongly encouraged to review syllabi in advance of the course start date. This allows them to prepare relevant questions for the instructor, understand course expectations and workload, and plan their academic schedule more effectively.

Class attendance is mandatory; it is set in syllabi

[Ask a Student](#)[International Admissions](#)[Courses](#)[Academic Committee](#)[Faculty](#)[Timetable](#)[Documents](#)

Class Attendance

- Tracked by professors
- The calculation formula is specified in the course syllabus and affects the final grade
- Calculated according to the following scale:

% of classes attended	Grade
Did not attend	0
70% or less	1
71-73%	2
74-76%	3
77-80%	4
81-83%	5
84-86%	6
87-90%	7
91-93%	8
94-96%	9
97-100%	10

Class attendance is mandatory; it is set in syllabi



Ask a Student

International Admissions



 [Courses](#)

 [Academic Committee](#)

 [Faculty](#)

 [Timetable](#)

 [Documents](#)

Academic Integrity

At HSE University, the following are not permitted:

- copying others' works
- using (or having) clues or electronic devices, obtaining information from any sources or other persons
- duplication of assessed work
- plagiarism in written works
- committing fraud (presenting works done by another person)
- fabrication of data and results of written and/or research assignments
- undeclared use of generative AI models

HSE University **does not prohibit** the use of artificial intelligence (AI) by students university-wide.

They **may employ** generative models (for text, code, images, etc.) in completing academic work (written or oral).

However, to comply with academic integrity standards, students **must disclose** any use of AI in their work, specifying the nature and extent of AI-assisted content.

Failure to do so constitutes a violation of academic norms and may result in disciplinary action under the Student Internal Regulations.

Absence at Exams

- If you have a valid excuse for absence at an exam, you must:
confirm your absence for a valid reason through the Student Service Centre's [electronic service](#) no later than five academic days after the date of recovery or the date of absence.
Important: hard copy documents and/or documents sent to the manager by mail will not be accepted!
- Work-related reasons (e.g., business trips) are **not valid excuses** for a student's absence from an examination.
- All medical certificates will be verified for authenticity.
- Providing fake medical certificates is the ground for dismissal from the university.

Student Performance Assessment and Retakes

- After every examination period a student is evaluated based on their **student performance assessment (SPA)** to determine the conditions for continuing their studies. In simple words, SPA is a number of failed courses
- Most of the students have a critical SPA value of 2, meaning that they cannot have more than two failed assessments
- Students surpassing the critical SPA value are subject to dismissal for not fulfilling their obligations to diligently pursue the degree programme and follow the curriculum
- At HSE University, you cannot retake positive grades, so only grades below “4” are subject to retake.
- There are two retakes periods — in winter and in autumn
 - ✓ After 1-2 modules: from January 12 to February 15
 - ✓ After 3-4 modules: from September 1 to October 15

Freshmen To-Do-List

To-Do List

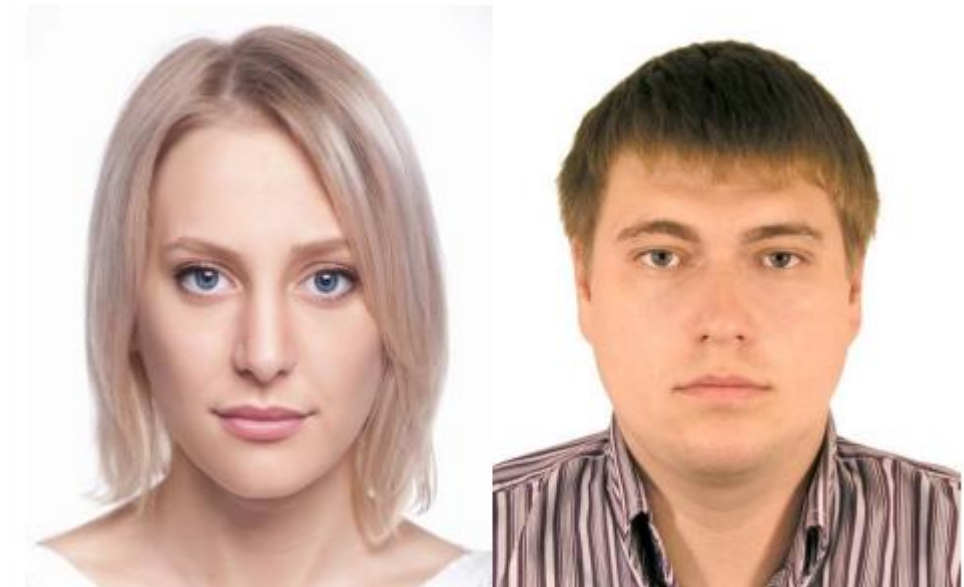
- For Russian-speaking students - <https://www.hse.ru/ma/mim/1styearstudents>
- For English-speaking students - <https://www.hse.ru/en/ma/mim/1styearstudents>

Obligatory Procedures for Foreign Students

- International students arriving in Russia must complete a medical examination, undergo fingerprinting, and have their official photograph taken, within 30 calendar days from the date of arrival in Russia.
- Detailed info:
 - <https://ivisa.hse.ru/en/>
 - <https://ivisa.hse.ru/en/medst/>

How to Get a Student ID Card (Electronic Pass to HSE Buildings)

- Activate Your Student Email and Yandex 360 Services
- Authorize in SmartPoint Student Account
- Check your data and upload your photo in the "[Start of Studies](#)" module ([verification instructions](#)).
- Receive your Student ID Card at the Study Office in person



Set of Documents You Must Present

- Acknowledgment form for HSE University's Charter and Key Internal Bylaws
- Consent for Processing Personal Data
- Consent for Electronic Communications
- For foreign students – notarized passport translation, diploma/certificate + grade supplement and notarized translations of these documents

Library Card

- You will need to fill in the online [registration form](#)
- To register, you will need to provide your student ID card number and an HSE University e-mail address). After submitting the registration form, you will receive your library card number available via HSE App X.
- Read the Rules for using the HSE Library: <https://library.hse.ru/documents>

Moscow Student Card

A Moscow Student Card can be obtained from a local office of the “My Documents” Service Centre.

- **Step 1:** After September 5 check whether your data has been included on the Moscow Social Register’s website: check the register of students/residents/doctoral students.
- **Step 2:** Complete registration on the www.mos.ru portal and submit an application for the issue of a Moscow Student Card through your personal account. Applications are usually processed within 30 calendar days. You can check the status of your application through your personal account.
- If you are a foreign student, you will need to apply for your SNILS (a pension insurance certificate), in order to submit an application for a Moscow Student Card.
- **Step 3:** Pick up your Moscow Student Card from the “My Documents” Service Centre that you selected during the application process.
- **Important:** If your personal data is not found in the Register you must contact program manager as soon as possible.

Certificates

- A certificate, confirming that you have been admitted to HSE University under the degree program, shall be issued within five working days after an application is submitted.
- Students can order documents starting from September 1.
- Apply for a certificate here: <https://pmo.hse.ru/servicedesk/customer/portal/58>

Events of the Nearest Future

- September 1 – GSB Knowledge Day on Shabolovka Campus
To get into the campus, please take your passport and any confirmation of your enrollment (e.g. screenshots from Admission Office)
 - MiM Programme Meeting – **at 14:00, Room 5207**
- Till September 11 – choose your group leaders
- Till September 10 – present a set of necessary documents to your programme manager
- Till October 1 – get your Student ID Card

GSB Departments



GSB Career Centre

Room 4401, 26 Shabolovka
careers@hse.ru



GSB International Office

Room 4301, 26 Shabolovka
outgoing.gsb@hse.ru



GSB Student Affairs Office

Room 2304, 26 Shabolovka
rgareeva@hse.ru



Welcome! 