

Admission Regulations for Applicants to Master's Degree Programmes at National Research University Higher School of Economics in 2017

I. General Provisions

1.1. These Admission Regulations for applicants to Master's degree programmes at National Research University Higher School of Economics in 2017 (hereinafter, the "Admission Regulations") were developed in accordance with Federal Law No. 273-FZ, dated December 29, 2012 "On Education in the Russian Federation" (hereinafter, the "Federal Law"), as well as the Procedure for Admissions to Higher Educational Programmes (Bachelor's, specialist, and Master's) approved as per Directive No. 1147, dated October 11, 2015 of the Ministry of Education and Science of the Russian Federation.

1.2. These Admission Regulations cover the procedure for admitting citizens of the Russian Federation, foreign nationals and/or stateless persons (hereinafter, "applicants") to National Research University Higher School of Economics (hereinafter, "HSE" or the "University"), including the Nizhny Novgorod affiliated campus of HSE (hereinafter, "HSE Nizhny Novgorod"), the Perm affiliated campus of HSE (hereinafter, "HSE Perm"), and the St. Petersburg affiliated campus of HSE (hereinafter, "HSE St. Petersburg").

The particular procedures for the admission of foreign citizens and/or stateless persons are prescribed in Appendix 6 to these Admission Regulations.

1.3. Admissions are carried out on a separate basis for study at HSE Moscow and its regional campuses, as well as for full-time and part-time learning.

1.4. Admissions are carried out for first-year studies.

1.5. Organizational support for academic admissions, including study at HSE's affiliated campuses, is carried out by the University's Admissions Committee (hereinafter, the "Admissions Committee").

1.6. The HSE Rector chairs the Admissions Committee.

The composition, powers and procedures for activities of the Admissions Committee are stipulated by corresponding Regulations, as approved by the Rector of HSE.

1.7. All issues related to admissions to HSE and not regulated by the Admission Regulations, shall be decided by the Admissions Committee in accordance with the legislation of the Russian Federation.

II. Admissions to Master's Degree Programmes (Full-time and Part-time)

2.1. Applicants are admitted to Master's programmes in the following fields of study:

- Full-time learning:

HSE:

- 1.4.1 Mathematics
- 1.4.2 Applied Mathematics & Computer Sciences
- 01.04.04 Applied Mathematics
- 03.04.02 Physics
- 07.04.04 Urban Development
- 09.04.01 Computer Sciences & Data Processing
- 09.04.04 Software Engineering
- 11.04.04 Electronics & Nano-electronics
- 27.04.05 Innovation

37.04.01 Psychology
38.4.1 Economics
38.4.2 Management
38.4.4 State & Municipal Management
38.4.5 Business Informatics
38.04.08 Finance & Credit
39.04.01 Sociology
40.04.01 Legal Studies
41.4.3 Eastern & African Studies
41.4.4 Political Science
41.4.5 International Relations
42.4.1 Advertising & PR
42.4.2 Journalism
42.04.05 Media & Communications
45.4.1 Philology
45.4.2 Linguistics
45.4.3 Fundamental & Applied Linguistics
46.04.01 History
47.04.01 Philosophy
51.04.01 Cultural Studies
54.04.01 Design

HSE Nizhny Novgorod:

01.04.02 Applied Mathematics & Computer Sciences
38.4.1 Economics
38.4.2 Management
38.04.05 Business Informatics
38.04.08 Finance & Credit
40.04.01 Legal Studies
45.04.03 Fundamental & Applied Linguistics

HSE Perm:

38.04.02 Management
38.4.4 State & Municipal Management
38.4.5 Business Informatics
38.04.08 Finance & Credit
40.04.01 Legal Studies

HSE St. Petersburg:

01.04.02 Applied Mathematics & Computer Sciences
38.4.1 Economics
38.4.2 Management
38.04.04 State & Municipal Management
38.04.08 Finance & Credit
39.04.01 Sociology
40.04.01 Legal Studies
41.04.04 Political Science
46.04.01 History

- Part-time learning:

HSE:

38.04.02 Management
38.04.04 State & Municipal Management
41.04.04 Political Science
45.04.01 Philology
46.04.01 History

HSE Nizhny Novgorod:

38.04.02 Management

HSE St. Petersburg:

38.04.04 State & Municipal Management

Lists of Master's programmes with admission to HSE Moscow, HSE Nizhny Novgorod, HSE Perm and HSE St. Petersburg are presented in Appendices 1, 2, 3 and 4 of these Admission Regulations, respectively.

2.2. Master's programmes are offered to persons holding a higher education degree/diploma of any level, confirmed by one of the following types of educational and/or education/qualification documents (hereinafter, "standard document"):

– a document certifying education and/or a qualification in a form established by a federal executive organ charged with developing state policy and laws/regulations on education, or a federal executive organ charged with developing state policy and laws/regulations on health care, or a federal executive organ charged with developing state policy and laws/regulations on culture;

– a document on the level of education and/or qualification issued prior to January 1, 2014;

– a document certifying education and/or a qualification in the form established by the Lomonosov Moscow State University and St. Petersburg State University, or a document on education and/or a qualification in the form established as per the decision of a collegiate executive organ of an educational institution if said document has been granted to a person who has successfully passed a final state certification;

– a document certifying education and/or an education/qualification issued by a private organization engaged in educational activities at the premises of Skolkovo Innovation Centre;

– a document (documents) certifying education and/or qualification issued by a foreign state, if the level achieved therein is recognized in the Russian Federation at a corresponding domestic level (hereinafter, an "educational document of a foreign state").

2.3. Applicants may be admitted to the following study places at HSE:

- under admission quotas financed by subsidies from the federal budget for the accomplishment of state assignments (hereinafter, "quotas");

- under agreements concluded for admissions financed by an individual and/or a legal entity (hereinafter, an "agreement for paid educational services").

Admissions under quotas and under agreements for paid educational services are carried out separately.

Admissions to the Master's programmes "Joint Master's Programme with the Centre for Excellence in Teaching" "Physics" and "Creative Writing" are only held for study places under agreements for paid educational services (HSE covers the costs for 25, 20 and 15 places in these programmes, respectively).

Under admissions quotas, admission target indicators are further specified (hereinafter, "target quotas"). Applicants are admitted based on terms specified by HSE's bylaws in accordance with the legislation of the Russian Federation.

2.4. Applicants with either a specialist's or Master's degree are entitled to take part in competitions only for positions financed under agreements for paid educational services. The

obtainment of an educational degree/diploma by such persons through Master's programmes shall be deemed as pursuing a second degree and/or a further higher education programme.

Persons holding a higher professional degree confirmed by their receipt of a qualification as a "chartered professional"² may be admitted to study places financed under admission quotas.

2.5. Competitions are held individually for each Master's programme (with the exception of the "Applied Economics" and "Economics: Research Programme" programmes). Under admission quotas, separate competitions are held for each of the following grounds for admission (hereinafter, "grounds for admission"):

- for study places within a target quota;
- for study places financed under admission quota exclusive of a target quota (hereinafter, "main places under an admission quota").

A single competition is held for the "Applied Economics" and "Economics: Research Programme" programmes.

Applicants to HSE (Moscow) are entitled to participate in a competition admission to only one Master's programme at a time for study places financed under an admission quota (if applicable) and under an agreement for paid educational services.

Applicants to HSE Nizhny Novgorod are entitled to take part in competitions for no more than 2 (two) Master's programmes at a time with respect to study places financed under an admission quota (if applicable) and under an agreement for paid educational services.

Applicants to HSE Perm are entitled to take part in competitions for several Master's programmes at a time with respect to study places financed under an admission quota (if applicable) and under an agreement for paid educational services.

Applicants to HSE St. Petersburg are entitled to take part in competitions for no more than 2 (two) Master's programmes at the same time with respect to places financed under an admission quota (if applicable) and under an agreement for paid educational services.

2.6. In order to apply for admission, applicants should submit applications with necessary documents (hereinafter, "documents necessary for admission", "documents for submission", and "submitted documents");

Documents necessary for admission are individually submitted to HSE Moscow or each of its regional campuses.

¹With due consideration of the features of the educational system of the given foreign state.

²Persons who have successfully completed educational programmes and received state-issued documents certifying their professional educational level and their receipt of a "Chartered Professional" status, shall be recorded as "Chemist", "Geographer", "Economist", "Manager", "Mathematician", "Historian", etc., in the corresponding educational documents in the "Qualification (level)" field.

Applications for programmes granting "chartered professional" diplomas have not been accepted since December 30, 2010.

Persons who have successfully completed educational programmes and received state-issued documents on their professional level, confirmed by their receipt of a "Specialist" qualification/diploma, shall be recorded as a "Chemistry Specialist", "Physics Specialist", etc., in the corresponding educational documents in the "Qualification (level)" chart.

2.7. Persons, who have been duly authorized by applicants (hereinafter, “authorized persons”), may submit documents required for admission to HSE and/or its regional campuses, as well as request the recall of said documents and engage in other activities, which do not require the presence of an applicant (as long as they have a notarized power of attorney for appropriate actions).

2.8. Documents shall be accepted within the following timeframes (if not otherwise stated by these Admissions Regulations and their appendices):

HSE (Moscow):

– Full-time learning:

- **from June 1 until July 20, 2017, inclusive** – for Master’s programmes admitting persons to study places financed under an admission quota, as well as places under agreements for paid educational services;

- **from June 1 until August 16, 2017, inclusive** – for Master’s programmes only admitting persons under agreements for paid educational services (with exception of the “International Relations in Eurasia” programme);

- **from June 1 until September 13, 2017, inclusive** – for the “International Relations in Eurasia” programme (programme track under “International Relations”).

– Part-time learning:

- **from June 1 until September 13, 2017, inclusive.**

HSE Nizhny Novgorod:

– Full-time learning:

- **from June 1 until July 20, 2017, inclusive** – with the exclusion of the “Global Business” Master’s Programme;

- **from June 1 until September 13, 2017, inclusive** – for the “Global Business” Master’s programme.

– Part-time learning:

- **from June 1 until September 13, 2017, inclusive.**

HSE Perm:

– Full-time learning:

- **from June 20 until July 20, 2017, inclusive.**

HSE St. Petersburg:

– Full-time learning:

- **from June 1 until July 20, 2017, inclusive.**

– Part-time learning:

- **from June 1 until September 13, 2017, inclusive.**

2.9. Documents necessary for admission may be submitted to the Admissions Committee by one of the following ways:

a) by an applicant or an authorized representative at one of the following addresses:

- for applicants to HSE Moscow – 20 Myasnitskaya Ulitsa, Moscow;

- for applicants to HSE Nizhny Novgorod – 25/12 B. Pecherskaya Ulitsa, Nizhny Novgorod;
- for applicants to HSE Perm – 38 Studencheskaya Ulitsa, Perm;
- for applicants to HSE St. Petersburg - K. 1, Lit A, 3
Kantemirovskaya Ulitsa, St.
Petersburg.

b) by post to the following addresses:

- for applicants to HSE Moscow – Attn: Admissions Committee, National Research University Higher School of Economics, 20 Myasnitskaya Ulitsa, Moscow, 101000;

- for applicants to HSE Nizhny Novgorod – Attn: Admissions Committee, Nizhny Novgorod Regional Campus of National Research University Higher School of Economics, 25/12 B. Pecherskaya Ulitsa, Nizhny Novgorod, 603155
- for applicants to HSE Perm – Attn: Admissions Committee, Perm Regional Campus of National Research University Higher School of Economics, 38 Studencheskaya Ulitsa, Perm, 614070;
- for applicants to HSE St. Petersburg – Attn: Admissions Committee, St. Petersburg Regional Campus of National Research University Higher School of Economics, 16 Soyuz Pechatnikov Ulitsa, St. Petersburg, 190121 - by registered mail (with delivery notification and a list of contents); K. 1, Lit A, 3 Ul. Kantemirovskaya, St. Petersburg – by courier delivery.

c) electronically - by posting all necessary documents to the applicant's personal account on HSE's corporate website (portal – www.hse.com), or by other methods spelled out by these Admission Regulations.

2.10. When documents required for admission are submitted to HSE by either an applicant or an authorized representative, this person shall receive a receipt upon submission.

2.11. When documents required for admission are submitted via regular post or electronically, the aforementioned documents shall be accepted if they have been delivered to HSE and/or one of its regional campuses before the deadline established for receiving documents, as stated in Point 2.8 of these Admission Regulations.

2.12. When applying for admission to HSE, an applicant must submit:

a) a document (documents) confirming the applicant's identity and citizenship, or a document confirming the identify of a foreign national in the Russian Federation, or a stateless person residing in the Russian Federation, in accordance with Article 10 of Federal Law No. 155-FZ, dated July 25, 2002 “On the Legal Status of Foreign Nationals in the Russian Federation”;

b) a standard document (documents) confirming previous higher education (if specified by the Federal Law, a certificate on recognition of foreign credentials);

c) if special conditions are necessary for holding entrance examinations – a document confirming the health limitations and/or the disability of the applicant, thus requiring special conditions for the examination;

d) other documents (submitted at the discretion of the applicant);

e) 2 (two) photographs of the applicant (3x4cm) – in order to issue an entrance examination pass.

Prospective students applying to the “International Relations in Eurasia” Master's programme shall also individually submit all required documents to the University of Kent, University College London (UCL) and/or City University London, respectively, within the timeframe set by these academic institutions.

2.13. At their own discretion, applicants may submit originals or copies of the documents specified in sub-points “a” through “d” of Point 2.2. of these Admission Regulations. Certification of these documents is not required.

The type of document indicated in sub-point “c” of Point 2.12 of these Admission Regulations shall be accepted by HSE or its regional campuses if its validity expires no earlier than the day when the application is accepted. If the document indicated in sub-point “c” of Point 2.12 of these Admission Regulations does not indicate the term of its validity, this period shall be assumed to come to 1 (one) year from the receipt of the document.

2.14. Applications for admission must be made in Russian (if not otherwise stated in these Admission Regulations and/or its Appendices).

Documents completed in a foreign language must be submitted with a Russian translation, certified as per established procedure. Furthermore, documents issued in a foreign state must be legalized as established by the legislation of the Russian Federation, or certified by an apostille (except in those cases when an apostille or legalization is not required as per the legislation of the Russian Federation and/or an international agreement).

Documents issued in accordance with the legislation of Ukraine and presented by persons/parties indicated in Part 3.1 Article 5 of Federal Law No. 84-FZ are not subject to legalization and/or apostille procedures, as well as translation into Russian that is verified as per established procedure.

The last name, first name and middle name/patronymic (if present) of an applicant, as is stated in the translated versions of the submitted documents, should be the same as the last name, first name and middle name/patronymic (if present) of the applicant as indicated in his/her entry visa.

2.14.1. When applying for study, an original or copy of the applicant's foreign credentials may be submitted without a certificate confirming its recognition in Russia, however, such certificate must be presented no later than the day when submission of letters of consent for enrolment is complete. Applicants may file an application to HSE in order to have their academic credentials recognized as per established procedure.

When submitting academic credentials issued by a foreign state that are subject to legalization and/or apostille procedures, an applicant may, when submitting his/her application for study, present the aforementioned document without legalization and/or an apostille, as long as it is submitted with appropriate legalization and/or an apostille no later than the day when submission of letters of consent for enrolment is complete.

2.15. The personal signature of an applicant, or that of an authorized person if the applicant has granted this right thereto, shall be recorded in the application with respect to the following:

1) that the applicant has acquainted themselves with (e.g., through commonly used information systems):

- a copy of a license to provide educational services (with appendices);
- a copy of a state accreditation certificate (with appendices), or information on the absence of such a certificate;
- the dates when acceptance of letters of consent for enrolment comes to a close;
- the Admission Regulations;
- rules for the submission of appeals with respect to entrance examination results.

2) the applicant's consent for the processing of his/her personal data;

3) the applicant's awareness about the requirement to indicate in his/her application reliable information, as well as present original documentation;

4) if applying for study in places financed under the quota – that the applicant does not have a Specialist's and/or Master's degree, with the exception of applicants with a higher professional diploma, confirmed by the awarding of a "chartered professional" qualification;

5) if an applicant does not present the documents to be submitted in accordance with Point 2.14.1 of these Admission Regulations no later than the last day when letters of consent for enrolment are accepted, these documents must be presented by this deadline.

2.16. If an applicant presents documents that are in violation of these Admission Regulations (with the exception of situations when such a violation does not affect all terms for admission and the grounds for acceptance in the application), the organization shall return the documents to the applicant:

if the documents are presented to the organization in person by the applicant (or an authorized party) - on the day of the documents submission;

if documents are sent through regular post – the originals of the documents will be returned by post within 3 (three) working days after their submission to the organization.

If documents, which are to be presented as per Point 2.14.1 of these Admission Regulations no later than the day when the submission of letters of consent for enrolment is complete, were not submitted within this timeframe, the organization shall return the documents as per a submission request indicated in the application (if the documents were sent via regular post – within 3 (three) working days after the deadline for document submission expires).

2.17. With respect to admission to fields of study, which require obligatory preliminary medical examinations as per the procedure established upon concluding a employment contract and/or a service agreement for the position/specialty in question as approved per Resolution of the Government of the Russian Federation No. 697, dated August 14, 2013, applicants must submit a copy or the original of their medical certificate presented in Form 086y.

2.18. HSE checks the authenticity of the information indicated in applications along with the legitimacy of the documents submitted. When checking applications and documents, HSE holds the right to make enquiries with state information systems, state (municipal) bodies and organizations.

2.19. Applicants have the right, at any stage of their admission, to get their submitted documents back, by requesting that the documents be recalled from HSE campuses specified in sub-point “a”, Point 2.9 of these Regulations, and returned to the applicant, and/or an authorized party; or sent via regular post.

2.20. Submitted documents may be returned by one of the following ways:

a) during admission period to study places financed under quotas based on terms and conditions, indicated in Point 1.3 of these Admission Regulations, the submitted documents may be returned to the applicant (or his/her authorized representative) if they file a respective request to the organization:

within 2 (two) hours after the request submission – if the submission of the request to recall the documents was made no later than 2 (two) hours prior to the end of the working day;

within the first 2 (two) hours of the following working day – if the submission of the request to recall the documents was made later than 2 (two) hours before the end of the working day.

b) if documents are recalled (with the exception of cases such as those indicated in sub-point “a” of this Point) or in cases of failure to be admitted for study, the originals of the documents presented by the applicant shall be returned no later than 20 working days after the recall is made, or after the completion of enrolment procedures in accordance with the type of return of documents indicated in the request to recall the submitted document or in the admission application.

2.21. Entrance examinations shall be held within the following timeframes:

HSE (Moscow):

- Full-time learning:

- **from June 1 until August 5, 2017, inclusive** – for Master’s programmes, both for study places under quotas and places under agreements for paid educational services;

- **from June 1 until August 21, 2017, inclusive** – for Master’s programmes, only for study places under agreements for paid educational services (with the exception of the “International Relations in Eurasia” Master’s programme);

- **from June 1 until September 2017, inclusive** – for the “International Relations in Eurasia” Master’s programme.

- Part-time learning:
 - **from June 1 until September 20, 2017, inclusive.**

HSE Nizhny Novgorod:

- Full-time learning:
 - **from June 1 until August 5, 2017, inclusive** – for Master’s programmes, both for study under quotas and agreements for paid educational services (with the exception of the “Global Business” Master’s programme);
 - **from June 1 under September 20, 2017** – for the “Global Business” Master’s programme.
- Part-time learning:
 - **from June 1 until September 2017, inclusive.**

HSE Perm:

- Full-time learning:
 - **from July 20 until July 31, 2017, inclusive.**

HSE St. Petersburg:

- Full-time learning:
 - **from June 1 until August 5, 2017, inclusive.**
- Part-time learning:
 - **from June 1 until September 20, 2017, inclusive.**

2.22. The composition of entrance examinations for applicants to HSE Moscow, HSE Nizhny Novgorod, HSE Perm and HSE St. Petersburg is established in Appendices 1, 2, 3, and 4 to these Admissions Regulations.

2.23. All entrance examinations (with the exception of qualification examinations) are assessed according to a 100-point scale, under which:

- 1 to 20 points – unsatisfactory score – for all entrance examinations, with the exception of entrance examinations regarding a foreign language and those presented for a competitive selection (portfolio);
- 1 to 30 points – unsatisfactory score – for competitive selection (portfolio);
- 1 to 40 points – unsatisfactory score for entrance examinations regarding a foreign language (if this is not a qualification examination).

2.24. Qualification examinations are given a pass/fail grade. Applicants may confirm their knowledge of a foreign language by presenting an international exam certificate to the Admissions Committee.

2.25. A list of certificates and conditions for a passing grade on international certificates shall be announced by the Admissions Committee no later than December 1, 2016.

2.26. Schedules for entrance examinations are posted on the information displays of the Admissions Committee (hereinafter, “information displays”) and HSE’s corporate website (portal), as well as the respective websites of the University’s regional campuses (hereinafter, “official websites”) no later than June 1, 2017.

Entrance exams may be held in several waves as long as groups are formed of candidates, who have submitted documents required for admission. Applicants are not allowed to take entrance examinations a second time in a different wave.

Taking HSE entrance examinations using distance technologies is possible only for exams that are competitive selections (portfolio reviews).

Special dispensations for entrance examinations involving persons with disabilities and/or who are physically challenged are specified in Appendix 5 to these Admission Regulations. Entrance examinations are conducted in Russian. For those programmes delivered in English, related entrance examinations are provided in both Russian and English.

2.27. Based on the results of their entrance examination, an applicant has the right to submit a written appeal to the Appeals Committee on any violation, in their view, of the examination procedure and/or in regards to their disagreement with the examination results.

2.28. Applicants who have received an unsatisfactory or fail grade, who did not attend the examination without a reasonable excuse, shall not be able to proceed to the next stage of the examination process, nor shall they be enrolled in the Master's programmes of either HSE or its regional campuses.

2.29. Applicants who have not passed an entrance examination owing to a justified reason (e.g., illness and/or other circumstances confirmed by documentation), may join another exam group or attend on a reserve day with obligatory preliminary notification no later than 1 (one) working day before the examination date.

2.30. Winners and laureates at HSE's Olympiad competitions for students and graduates of institutions of higher learning in 2017 (hereinafter, "Olympiads"), at the prerogative of the HSE Academic Council, may be, within 1 (one) year after the list of Olympiad winners and laureates is confirmed, considered the equivalent of persons, who have received the maximum grades on entrance examinations to Master's programmes in corresponding Olympiad subject areas.

2.31. Upon the completion of the entrance examinations, the Admissions Committee shall announce and post on HSE's corporate website (portal) and its own information displays lists of the applicants for each individual competition who have successfully passed their exams, ranking their scores highest to lowest (hereinafter, "applicant lists").

2.32. In order to be enrolled in a given programme, an applicant must submit: a letter of consent for his/her enrolment, which, if the admission is for a study place under a quota, should include a standard document confirming higher education, or, if the admission is for a place under an agreement for a paid educational services, either an original standard document, a duly certified copy or a copy along with the original so that the copy may be verified by the Admissions Committee (hereinafter, a "letter of consent").

Such letters of consent shall be confirmed against the signature of the applicant and submitted to the organization no earlier than the day for submitting the application but no later than the last day for receiving letters of consent. On the last day for receiving letters of consent, the letter must be submitted to the organization no later than 6pm local time.

2.33. Enrolment to study places under quotas shall be carried out within the following timeframes:

Full-time learning:

HSE Moscow, HSE Nizhny Novgorod, HSE Perm and HSE St. Petersburg:

- August 7 – posting of lists of applicants on official websites and information displays;
- August 10 – completion of receipt of letters of consent for enrolment from persons on lists of applicants;
- August 14 – issue of a directive on the enrolment of persons who have submitted letters of consent for enrolment in order to meet the established number of study places. Enrolment shall be carried out according to the grading order of the applicant lists.

Additional grading shall be held between August 15 and 17, if there are persons with the same entrance exam score vying for places under a quota:

- if there are no persons on the list for additional grading who have presented a document on the receipt of a foreign education – based on the average grade in the educational document;
 - if there are persons on the list for additional grading who have presented a document on the receipt of a foreign education – the grading for the academic programme shall be done based on the results of an additional personal interview.
- August 18 – issue of directive on the enrolment out of the total persons, who have undergone further grading in order to meet the established number of study places.

Part-time learning:

HSE Moscow, HSE Nizhny Novgorod and HSE St. Petersburg:

- September 21 – posting of lists of applicants on official websites and the Admission Committee's information displays;
- September 26 – completion of receipt of letters of consent for enrolments from persons included on the list of applicants;
- September 27 – issue of a directive for the enrolment of persons, who have submitted letters of consent in order to fill the established number of study places. Enrolment shall be carried out in the grading order of the applicant list.

Additional grading shall be held on September 28 and 29, if there persons the same entrance exam score vying for places under a quota:

- if there are no persons on the list for additional grading who have presented a document on the receipt of a foreign education – based on the average grade in the educational document;
 - if there are persons on the list for additional grading who have presented a document on the receipt of a foreign education – the grading for the academic programme shall be done based on the results of an additional interview.
- September 30 – issue of directive on enrolment out of the total persons, who have undergone further grading in order to fill the established number of study places.

2.34. Persons who have been subject to additional grading as per Point 2.34 and not included in

the directive for enrolment under a quota, shall be enrolled to places under agreements for paid education services at the cost of HSE in accordance with the University's bylaws.

2.35. Enrolments to study places under agreements for paid educational services are based on the results of entrance examinations in accordance with the criteria for concluding such agreements as established by HSE and its regional campuses (if not otherwise specified by these Admission Regulations and appendices).

Enrolment shall be carried out after the submission of letters of consent for enrolment under the procedure set out in Point 2.33 of these Admission Requirements, the conclusion of an agreement for paid education services and the transfer of payment for the first period of study (or, if permitted by HSE, the conclusion of an additional agreement for deferment of payment). Documents confirming payments are presented to the Admissions Committee within 3 (three) calendar days following payment, but no later than the deadline for completing enrolment for study places under agreements for educational services.

Enrolments to study places under agreements for paid educational services shall be completed within the following deadlines:

- for all full-time Master's programmes (with the exception of the "International Relations in Eurasia" (Moscow) and "Global Business" (HSE Nizhny Novgorod) Master's programmes) – no later than August 31, 2017;
- for the "International Relations in Eurasia" (Moscow) and "Global Business" (HSE Nizhny Novgorod) Master's programmes – no later than September 30, 2017;
- for part-time Master's programmes – no later than September 30, 2017.

2.36. If there are any vacant study places following enrolment for places under agreements for paid education services, competitions for such places shall be available for candidates who have not passed competitions for places financed under quotas.

Candidates who have received satisfactory grades or higher on their entrance examinations have the option of moving to a different Master's programme within the same field of study if vacant places are available under agreements for paid services, as well as if they are governed by the same entrance examination requirements. Furthermore, entrance examination results in such cases may be transferred as per the discretion of the Admissions Committee.

2.37. Applicants (or their authorized representatives) who have submitted documents, either through regular post or electronically, must present an original state-issued document confirming their identity.

2.38. Enrolment directives posted on HSE's official website shall be available to users for a period of 6 (six) months from the day of their issue.