

**Regulations
for Faculty Competitions to Create Project Groups at
National Research University Higher School of Economics**

1. General Provisions

1.1. These Regulations specify the procedures for holding, the timeframe and sources of financing for faculty competitions to set up project groups at National Research University Higher School of Economics (hereinafter the “Regulations”, the “Competition”, and “HSE University”, respectively).

1.2. The Competition shall be held for the purpose of organizing project activities for staff members and learners at the faculty level in accordance with the objectives of HSE University’s Development Programme for the period until 2030 (hereinafter the “Development Programme”), approved in its entirety by the HSE University Academic Council, Minutes No. 01, dated January 24, 2020, as well as for the purposes of the effective use of additional funds allocated to departments and schools for academic research and the support of student initiatives, as per the decision of the HSE University Academic Council, Minutes No. 16, dated December 20, 2019.

1.3. These Regulations, as well as amendments thereto, shall be approved and enacted by an HSE University directive.

1.4. The Competition is not a tender for the procurement of goods, works and services for the needs of HSE University, and thus shall not be affected by the provisions of Federal Law No. 223-FZ “On Procurement of Goods, Works and Services by Respective Legal Entities”, dated July 18, 2011, and Federal Law No. 44-FZ “On the Contract System for the Procurement of Goods, Works and Services for Meeting State and Municipal Requirements”, dated April 5, 2013, as well as Chapter 57 of the Civil Code of the Russian Federation.

2. General Conditions of the Competition

2.1. The Competition shall be held by HSE University faculties, however, it shall be organized as an all-university event with common baseline criteria, which may be expanded in line with the specifications of a given faculty. Within the scope of the Competition, a single admission of project proposals shall be held, which shall be followed by the organization of competition procedures at faculties. General coordination of competition

procedures with respect to projects developed both by staff and learners shall be ensured by HSE University's Centre for Student Academic Development.

2.2. Project proposals shall be submitted to the Competition as per the established form (Annex 1 and 2) to create project groups. A project group is a team of academic staff members (hereinafter "academic staff"), other staff and/or learners involving at least 5 (five) participants (no limit shall be fixed on the maximum number of permanent participants of the team), brought together by a common topic and engaged in a full cycle of project activities up to the point when a verifiable result is attained.

2.3. A project group that is headed by an HSE University's staff member shall be referred to as the staff project group and take part in the respective competition track for staff.

2.4. A project group that is headed by an HSE University's student (including undergraduate and graduate students) shall be referred to as the student project group and take part in the respective competition track for students.

2.5. Project groups may have mixed membership, that is, include both staff and learners.

2.6. A project group shall be organized upon the initiative of participants themselves and shall not become a University subdivision.

2.7. Different types of projects may be proposed by project groups, for instance, carrying out fundamental or applied research, project-based learning activities, art projects, educational projects, publishing projects, cultural projects, outreach projects, social activism projects, etc., as specified by faculties with due consideration of the specifics of their activity or field.

2.8. The Competition may be open to all HSE University subdivisions, staff members and learners. Project groups may be comprised of staff and learners of any faculties and subdivisions at HSE University.

2.9. Head of the project group must currently be an HSE University staff member (with HSE University as their primary place of employment), or a part-time employee working at HSE University as per the terms of the affiliated employment, or a learner of the faculty (including students of CPD programmes), to which the application for the competition is filed.

2.10. Staff from subdivisions not operating under a faculty may take part in the Competition on an equal footing. They may submit project proposals as part of relevant project groups to the faculties that focus on the subject area considered most relevant to the topic of the proposed project.

2.11. Institutes and other subdivisions that are not faculties shall have the right to organize their own Competitions with project financing coming from their own or raised funds. The provisions of these Regulations shall apply to such competitions.

2.12. Upon submission of project proposals, recommendations may be made as to the inclusion of external specialists in project groups with proposals for their subsequent full-time or part-time employment at a given faculty or subdivision if vacancies are open or on

the basis of independent contractor agreements, as per the procedure established at HSE University.

2.13. In order to attract new participants, who may be interested in the project development, from among other HSE University's subdivisions, as well as potential partner organizations, including with the aim of securing extra financing, faculties can arrange project sessions in order to determine or specify topics of the pending projects.

2.14. Faculty committees shall determine the procedure for making amendments to the list of the project participants at their own discretion.

2.15. By involving in the Competition, participants acknowledge the rules for the Competition, as stated in these Regulations.

2.16. If a participant acts in violation of these Regulations, or if misconduct or inappropriate behaviour is identified within the context of the Competition, HSE University shall have the right to bar this participant from the Competition.

3. Procedures for Reviewing Project Proposals

3.1. Two types of project proposals shall be accepted – to set up project groups with staff members (may involve learners) or project groups with learners (undergraduate and graduate students, as well as staff members).

3.2. All proposed projects should be original and not duplicate ongoing projects, which are currently supported through centralized University programmes or outside financing (as part of institutions for development, state assignments, etc.)

3.3. Project groups involving staff members shall be organized for a period of up to 2 (two) years from the start of the project activities with an option to extend this timeframe later on. In turn, project groups involving learners shall be organized for a period of up to 1 (one) year from the start of project activities with an option for further prolongation.

3.4. Each staff member or student may submit 1 (one) project proposal for the development of a project group acting as its head. The submission of a subsequent project proposal as a project leader may only be possible after the project completion. Participation in other project groups in any capacity other than that of a project leader is not restricted.

3.5. All project proposals for the creation of staff project groups shall be reviewed by the Faculty's scientific committees, acting in accordance with the Regulations on the Faculty's Scientific Committee, approved by HSE University's Academic Council's Minutes No. 16, dated December 20, 2019, and enacted by HSE University Directive No. 6.18.1-01/2001-04, dated January 20, 2020.

3.6. All project proposals for the creation of student project groups shall be reviewed by faculty committees supporting educational initiatives (hereinafter, "faculty committees for educational affairs"), acting in accordance with the Regulations on Faculty Educational Committees Supporting the Faculty's Educational Initiatives at HSE University, approved by HSE University's Academic Council's Minutes No. 05, dated May 29, 2015, and enacted by HSE University Directive No. 6.18.1-01/1906-02, dated June 19, 2015.

3.7. A project proposal may be only submitted to 1 (one) faculty. Interdisciplinary proposals may be reviewed, subject to agreement between respective committees of 2 (two) or more faculties, upon the initiative of one of those committees.

3.8. The evaluation criteria for project proposals shall be developed by relevant committees with due consideration of the specifics of the faculty in question and approved by the academic councils of respective faculties, or, if there is no academic council, by faculty deans. The information about the evaluation criteria for project proposals shall be published on faculties' websites and the Competition website on the HSE University's corporate website (portal) before the start of the Competition.

3.9. When reviewing project proposals, faculties' scientific and educational affairs committees may engage internal and external experts in the process of evaluating applications, who shall participate on condition of anonymity.

4. General Criteria for Project Proposals

4.1. All project proposals shall be electronically submitted in the templates attached as the annex to these Regulations, through the Competition homepage on the HSE University portal, with subsequent transfer of project proposals to coordinators of relevant faculties from HSE University Innovation and Enterprise Office and HSE University Centre for Student Academic Development.

4.2. Staff members should include the following points in their project proposals:

4.2.1. target (base) faculty/department/school;

4.2.2. type of project (e.g., fundamental research, applied research, project-based study groups, educational projects, art projects, publishing projects, outreach projects, social activism projects, etc.);

4.2.3. topic of project work;

4.2.4. head of project group with a short CV;

4.2.5. the personnel composition of group indicating their positions and main places of work, including staff of the relevant department/school, staff from other departments/schools and faculties, external participants to be hired on a full- or part-time basis;

4.2.6. personnel composition of students and doctoral students brought in to work full-time in a project group, e.g., students of the relevant department/school, learners from other departments/schools and faculties;

4.2.7. number of learners working in a project group periodically;

4.2.8. a short description of planned activities;

4.2.9. nature of and intervals between taught or planned regular seminars, workshops and other regular events;

4.2.10. applications to organize student internships and expeditions under working curricula (if applicable);

4.2.11. current premise (earlier conducted works, verifiable results obtained);

4.2.12. expected verifiable results of project group's work (broken down by year);

- 4.2.13. a condensed estimate of project expenses, broken down by year (or by quarters) in terms of key expense items;
 - 4.2.14. amount and characteristics of raised external resources (e.g., grants, external commissions etc.), either available or planned (if applicable);
 - 4.2.15. institutional partners (if applicable), features of joint activities with partners;
 - 4.2.16. other parameters, related to specific activities.
- 4.3. Project proposals from learners should include the following points:
- 4.3.1. target (base) faculty/department/school;
 - 4.3.2. topic of project work;
 - 4.3.3. type of project (e.g., fundamental research, applied research, project-based study groups, art projects, educational projects, outreach projects, social activism projects, etc.);
 - 4.3.4. head of project group with a short CV;
 - 4.3.5. personnel composition of group indicating their degree programme and year of study, including students and doctoral students of the relevant department/school, learners from other departments/schools and faculties to be hired on a full- or part-time basis;
 - 4.3.6. a short description of planned activities;
 - 4.3.7. nature of and intervals between taught or planned regular seminars, workshops and other regular events;
 - 4.3.8. current premise (earlier developed works, verifiable results obtained);
 - 4.3.9. expected verifiable work results;
 - 4.3.10. condensed budget of project expenditures (with a breakdown by quarters) in terms of key expense items;
 - 4.3.11. amount and characteristics of raised external resources (e.g., grants, external commissions etc.), either available or planned (if applicable);
 - 4.3.12. institutional partners (if applicable), features of joint activities with partners;
 - 4.3.13. other parameters, related to specific activities.
- 4.4. These requirements shall be general for HSE University and may be supplemented by those put forward by faculties, with allowances made for special features of activities pursued by a given faculty.
- 4.5. Significant changes of the project activities, including changes that entail any adjustments of the project deadlines, require additional approval by the committee, which has decided to support the project.
- 4.6. In case any changes should be made in the budget of project expenditures, the changes shall be approved by the committee, which has decided to approve the project.
- 4.7. Any changes in the list of project participants and target deliverables, as well as the replacement of the project head, shall be approved by the committee, which has decided to approve the project.

5. Procedures for Financing Project Proposals

5.1. Decisions for the creation and financing of a project group's activities shall be made on the basis of a review of project proposals held by the faculty research and educational affairs committees and approved by a directive issued by the relevant faculty dean.

5.2. Key sources of financing for project groups may include:

5.2.1. resources from a faculty's own funds, earmarked primarily to support research and student initiatives as per the decision of the HSE University Academic Council, Minutes No. 16, dated December 20, 2019¹.

5.2.2. resources from a faculty's academic development funds;

5.2.3. funds raised by faculties from other sources, including external sources (with respect to HSE University);

5.2.4. funds raised by project groups.

5.3. Upon a decision to go forward with the creation of a project group, research and educational affairs committees may reach a decision on the basic or special financing for a project group's operations.

5.4. Basic financing shall ensure a one-time allocation of the minimum amount necessary for organizing and administrating the given project. Special financing, in turn, may include regular payments to cover the project group's costs in accordance with its approved budget.

5.5. The amount of basic and special financing shall be decided by the relevant faculty's academic council.

5.6. Resources provided by the Academic Development Fund (ADF) can be used by project groups for the organization of respective activities (advanced training, summer schools, conferences and seminars, travel grants, visits of international staff), as well as recruitment of research assistants.

5.7. After decisions are made at the faculty level, respective applications from HSE University staff members may be reviewed by a special University Committee for Assessing Projects (hereinafter, the "University Committee"), formed as per a directive from the HSE University Rector.

¹ 2.8.1. at least 35% - for financing research (including interdisciplinary research with the faculty's participation), including staff and students' remuneration as part of research and project work at the faculty, the organization of incoming and outgoing mobility of the faculty's academic staff, as well as holding research conferences, seminars and summer schools.

2.8.1.1. If the faculty is comprised of departments and/or schools, up to 25% of the faculty's budget shall be allocated for these purposes and starting from April 1, 2020, shall be distributed among its structural units (including departments and/or schools (except for HSE University Art and Design School at the Faculty of Communications, Media, and Design) *pro rata* to the filled positions of academic staff (as of January 1, 2020) and directed to the financing of collective research projects of departments and schools. <...>

2.8.2. at least 15% - for financing expenses related to the involvement of students in the research, educational and professional project activities, including: the organization of student projects (including group projects), support of student initiatives, student academic mobility (including participation in professional competitions, contests and expeditions, etc.), the organization of student internships, recruitment of teaching and research assistants, the organization of winter schools, support of students' entrepreneurial initiatives and other projects which correspond to the above-mentioned purposes (except for resources specified in p. 2.8.1 hereof).

5.8. The University Committee shall act on their own initiative, relying on a pool of project proposals accepted via the University's portal, without an additional call for submission of project proposals and relying on materials thereto. It shall review project proposals, which are considered the most promising in terms of the University's development. Decisions may be made for the allocation of additional funding from the University's central budget within respective limits specified in HSE University's Financial plan.

5.9. After a decision has been made at the faculty level, respective project proposals from HSE University learners may be reviewed by the Board of the Student Initiative Support Fund (hereinafter the "Fund's Board") and the competition committees of the Centre for Student Academic Development.

5.10. The Fund's Board and Centre for Student Academic Development shall proceed on an initiative basis, relying on a pool of project proposals, received through the HSE University portal, without additional call for project proposals and related materials. They shall review collected project proposals, which are seen as the most promising in terms of the University's development, and they may make a decision on the allocation of additional financing from the funds which are held by these bodies, as per the University's Financial plan.

5.11. Decisions of the committees shall be brought to the attention of the heads of project groups within 10 (ten) working days after they are made.

6. Timeframe for Holding Competitions

6.1. Collection of competition applications shall be carried out by HSE University's faculties annually, on an ongoing basis throughout the year; several rounds may be held in order to tally Competition results at every stage on the faculties, where the Competition's specific characteristics permit to use such approach.

6.2. The total number of possible rounds and timeframes for their implementation shall be decided by the faculty administration and enacted by respective directives.

6.3. The first round of the Competition (or the only one) shall be announced by faculties before June 15 of the current year; and decisions to support projects for the next calendar year on the faculty level with respect to the first round of the Competition (or the only one) – before August 31 of the current year.

7. Review of Reports on Project Group Activities

7.1. Each project group, which has received financial support, regardless of the funding source, shall submit a report on its activities by the end of the first and second year of the project's implementation to the committee (or committees) that has (have) taken a decision to finance the project group. If the timeframe for implementing the project is under 1 (one) year, the report shall be submitted by the time the project is completed.

7.2. Reporting materials may not include the results generated within the framework of other projects, carried out within the framework of centralized University's programmes or financed with raised funds.

7.3. Project groups with staff members shall present interim reports after the first year of their activities and final reports after the second year of working on a project.

7.4. Project groups with learners shall only submit final reports. The report templates and evaluation criteria for reports shall be developed by relevant committees with due consideration of a faculty's specific field and approved by faculties' academic councils, or if there is no council, faculty deans.

7.5. Based on reviews of reports, committees may make the following decisions:

7.5.1. on approval, revision or rejection of reports;

7.5.2. on prolonging, suspending or terminating financing (when assessing interim reports);

7.5.3. on changing the type of financing from a basic to a special type or from a special type to a basic type (when assessing interim reports);

7.5.4. on continuing or terminating financial support to project groups, provided that final reports have been assessed positively (and if an application for extension has been received).

7.6. The University Committee and Fund's Board shall review summary reports of the research and educational affairs committees of respective faculties in regard to the results of each Competition round, as well as summary reports of these committees in regard to the meeting of stated goals by project groups.

7.7. Originals of the committees' meeting minutes and other Competition materials shall be stored by the relevant HSE University subdivision, which coordinates Competition procedures in line with p. 2.1 of these Regulations, for a period of 5 (five) years. The head of the relevant subdivision shall be responsible for the safekeeping of this documentation. Upon expiration of the five-year operational storage period, the minutes and other Competition materials shall be subject to the expert review, added on a list of transferred documents and transferred to the HSE Administration and General Services Office, as per the procedure established at HSE University.

7.8. Criteria for decisions to prolong or cancel the financial support can be established by decision of the faculty's committees.

8. Final Provisions

8.1. Work experience in project groups can be included in students' portfolio upon their admission to studies under Master's or doctoral programmes. Furthermore, it may be taken into account for the calculation of credits awarded for the project work upon the approval of the degree programme supervisor.

8.2. Staff and students can be rewarded for their excellent performance in project groups upon the recommendation of the project head and by the decision of authorized supervisors of the relevant faculty or at the University level.

8.3. Work experience in project groups can be taken into account in due order in credit units awarded to students, provided that such experience is in line with established requirements, as well as upon the approval of the academic supervisor of the relevant degree programme who agrees to accept work in a project group as part of the curriculum.

8.4. Information on competitions for project groups and related results shall be announced on the respective websites of faculties on the HSE University corporate website (portal), as well as the designated page of the HSE University website (portal).

8.5. Information about the project group's activities shall be provided on a page, which shall be created on the HSE University website (portal) within 1 (one) month after the decision on the establishment of a project group was approved. The project group head shall be responsible for the publication of updated information about the group's activities on the HSE University website (portal).

8.6. Any additional organizational and other support for project groups with staff and students shall be provided by the HSE University's Centre for Student Academic Development, respectively, with the involvement of other administrative and management subdivisions at the University.

8.7. After receiving project proposals as part of the Competition, completion of competitive selections of winners via scientific and educational affairs committees, and having the faculty dean's directive issued for the organization of project groups and the provision of financing, faculties must present the minutes of the committees, directives of deans (including detailed cost estimates and amendments in the list of the project participants), as well as consolidated reports as per established form (Annex 3) based on the expert review of project proposals submitted during the Competition to the HSE University's Centre for Student Academic Development.

Annex 1

to the Regulations for Faculty Competitions
to Create Project Groups at National
Research University Higher School of
Economics

APPLICATION FOR THE CREATION OF A PROJECT GROUP (STAFF MEMBERS)

Faculty receiving the application

--

Department/school, most relevant to the subject area of the application

--

Type of project (*please indicate the most suitable answers in the right column*)

Fundamental research	1
Applied research	2
Project-based learning activities	3
Educational project	4
Art project	5
Publishing project	6
Outreach project	7
Social activism project	8
Other (<i>specify</i>)	9

Topic of project work

--

Head of project group (*upload a short CV in a separate file*)

Full name

Full-time staff members in project group (working at HSE University as the primary place of employment) (*except for learners*)

Full name	Main place of work (subdivision)	Position
...
...

Full-time staff members in project group (working at HSE University as per the terms of the affiliated employment) (*except for learners*)

Full name	Main place of work (subdivision)	Position
...
...

Part-time staff members in project group (*except for learners*)

Full name	Main place of work	Position
...
...

Full-time working students and doctoral students (*if applicable*)

Full name	Degree programme	Bach/Mast/Doc	Year of study
...
...

Total number of students and doctoral students to be involved on a periodic basis (*please provide the number in the right column*)

Number of students and doctoral students	
---	--

Nature of planned activities (*short description*)

The proposed project should be original and not duplicate projects already implemented under an HSE University centralized programme or financed with external funds.

--

Nature of and intervals between ongoing and planned regular seminars, workshops and other activities (*short description*)

--

Organization of internships and student expeditions under working curricula (*if planned*) (*short description*)

--

Current project premise (*works already developed, verifiable results obtained*) (*short description*)

--

Expected verifiable results of project group work (*short description*)

First year	...
Second year	...

Anticipated further project development (launching new degree programmes and/or research projects, establishing a new subdivision at HSE University, implementing programmes with regional partners, etc.) (*short description*)

--

Condensed project budget

Expenditures	First year	Second year
--------------	------------	-------------

1.
2.
...

Amount and features of raised external funds (*grants, external orders*) (*if applicable*)

Sources	Total ('000 RUB)
Current resources
Resources to be raised...	...

Institutional partners (*if applicable*), type of joint activity

Partners	Type of joint activity
...	...
...	...

Other parameters, reflecting sphere of activity (*short description*)

--

Please make sure that all fields are filled in

Annex 2

to the Regulations for Faculty Competitions
to Create Project Groups at National
Research University Higher School of
Economics

**APPLICATION FOR THE CREATION OF A PROJECT GROUP (STUDENTS AND
DOCTORAL STUDENTS)**

Faculty receiving the application

--

Department/school, best suited to application

--

Type of project (*please indicate the most suitable answers in the right column*)

Fundamental research	1
Applied research	2
Project-based learning activities	3
Educational activities	4
Art project	5
Publishing project	6
Outreach project	7
Social activism project	8
Other (<i>specify</i>)	9

Topic of project work

--

Head of project group (please upload a short CV in a separate file)

Full name

Full-time working students and doctoral students (if planned)

Full name	Degree programme	Bach/Mast/Doc	Year of study
...
...

Total number of students and doctoral student to be engaged on a periodic basis (please provide the number in the right column)

Number of students and doctoral students	
--	--

Character of planned activities (short description)

The proposed project should be original and not duplicate projects already implemented under the University's centralized programme or financed with external funds.

--

Nature of and intervals between ongoing and planned regular seminars, workshops and other activities (short description)

--

Current project premise (works previously developed, verifiable results obtained) (short description)

--

Expected verifiable results of project group work (*short description*)

First year	...
Second year	...

Condensed project budget

Expenditures	First year	Second year
1.
2.
...

Amount and featured of raised external funds (*grants, external orders*) (*if applicable*)

Sources	Total ('000 RUB)
Current resources....
Resources to be raised...	...

Institutional partners (*if applicable*), type of joint activity

Partners	Character of joint activities
...	...
...	...

Other parameters, reflecting sphere of activity (*short description*)

--

Please make sure that all fields are filled in