



ВЫСШАЯ
ШКОЛА
БИЗНЕСА

MASTER IN INTERNATIONAL MANAGEMENT

Programme for Aspiring Global
Business Leaders

Study year 2021-2022

Moscow 2021





LEGAL DOCUMENTS

FEDERAL



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

LOCAL



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



NATIONAL RESEARCH
UNIVERSITY



STUDY PROCESS AT HSE



STUDY GUIDE



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

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



ACADEMIC CALENDAR

	Study period	Exams	Vacations
1 module	01.09.2021 - 17.10.2021	18.10.2021 - 24.10.2021	
2 module	25.10.2021 - 19.12.2021	20.12.2021 - 30.12.2021	01.01.2022 - 09.01.2022
3 module	10.01.2022 - 27.03.2022	28.03.2022 - 03.04.2022	
4 module	04.04.2022 - 19.06.2022	20.06.2022 - 30.06.2022	03.05.2022 - 08.05.2022 01.07.2022 - 31.08.2022*

***For graduates: 01.07.2022 - 12.08.2022**



SCHEDULE



- ✓ on the website of the program
- ✓ ruz.hse.ru
- ✓ HSE LMS system lms.hse.ru
- ✓ Mobile app – HSE App X





CREDITS

- Universal unit of measure of the volume of an educational program
- Each element of the curriculum has its own "weight" in credits
- Information about the workload of each course is contained in the work plan, as well as in the discipline card on the website
- Minimum number of hours per year of full-time master's degree — **60 ECTS**, maximum — **66 ECTS**
*(over 66 ECTS for a separate fee through the conclusion of a contract).



STUDENT RATINGS



- **Rating** — a sorted list of students, showing progress in mastering subjects from the curriculum, for a certain period of time
- The rating is determined for students of one course of one educational program
- The place in the rating is taken into account when considering applications to transfer to a budget place from a paid, when deciding on the allocation of the student's grant for academic international mobility

Current rating

- allows to compare the educational results of students received during the semester
- counted and published four times a year:
 - ✓ **before retakes — January 20**
 - ✓ **after retakes — March 5**
 - ✓ **before retakes — July 15**
 - ✓ **after retakes — October 25**

Cumulative rating

- compares the academic achievements of students throughout their time at the University
- determined after retakes on **March 10** and **October 30**
- Includes grades in all graduate courses, electives, and adaptation courses



PLAGIARISM



- Checking for plagiarism of Term Papers and Master Thesis is mandatory
- The percentage of borrowings in TP and MT should not exceed 20%.
- The final decision about the legitimacy of the use of plagiarism in TP and MT is made by the supervisor of TP and MT respectively
- In case plagiarism is discovered, the student will receive a "0" mark
- Also a disciplinary action can be applied to the student



INDIVIDUAL STUDY PLAN (ISP)



- The student's ISP contains information about the list and timing of the disciplines chosen for study, as well as the amount of academic load
- The ISP is prepared at the beginning of each academic year after selecting the variable disciplines of the curriculum in SmartLMS (by September 20th)
- Students sign their ISP and send it to the Study Office (by October 15)



1st SEMESTER COURSES

1 st STUDY MODULE (1.09-17.10)	2 nd STUDY MODULE (25.10-19.12)
Adaptation courses (Financial Markets, Organizational Design&Management, ONLINE)	Global Strategic Management
Research Methods in Management	RS "Sustainability Aspects of International Management"
International Economics	
PS "Building Successful International Teams"	PS "Design Thinking"
Project "Management consulting for a MNC in the field of strategic business transformation"	



2nd SEMESTER COURSES

3 rd STUDY MODULE (10.01-27.03)	4 th STUDY MODULE (04.04-19.06)
International Financial Management	Big Data (elective online course)
Global Operations Management	Digital Transformation and New Business Models
Marketing in the Digital Age	RS "Talent Management"
MAGOLEGO	
	Term Paper preparation&defence



MAGOLEGO



- studied in the first year, the second semester (3rd, 4th modules)
- "Weights" 3 credits
- Included in the main part of the educational program (credits for the discipline are included in the 60 credits of the main program)
- Chosen by the student from the general pool
- Classes for MAGOLEGO disciplines take place on one particular day - Fridays from 18:00 to 21:00
- Classes are held only in an online format



CORPORATE EMAIL

- Corporate email - the official source of student interaction at HSE
- The web interface is available at: <http://edumail.hse.ru> or <http://mail.office365.com>
- Corporate email addresses are created for all students. Check your personal email address for a memo
- Telegram Chat https://t.me/MIM_HSE_2021 - only for small and urgent questions



LMS



- **Learning Management System (LMS)** — electronic learning support system
- electronic gradebook, ISP, selection of disciplines, work with Term Papers and Master Thesis, materials and tasks on disciplines are available in personal LMS account



TEACHING QUALITY ASSESSMENT (TQA)



- Conducted in order to allow students to assess the quality of teaching, to express their suggestions on specific academic disciplines
- Held at the end of each module (**4 times per academic year**) for those disciplines that ended with an exam
- Available in the LMS in the section "**Course Evaluation**"
- All responses are completely anonymous and available to the instructor and management only in summary form
- There is a measure of disciplinary action for **non-participation in the TQA up to and expulsion**



HSE Informational Learning Space

We study not for school but for life!





PAYMENT FOR STUDIES



Payment for the academic year is made in two instalments:
the first payment - by **August 25**;
the second payment - by **February 20**.



STUDENT ACADEMIC ASSESSMENT



- HSE uses a 10-point grading scale. It corresponds to a qualitative grading framework generally adopted in Russian universities and to ECTS grading scheme in the following way:

10-point scale	Russian grading framework	ECTS grading scheme	
10	Excellent	A+	Excellent
9	Excellent	A	Very good
8	Excellent	A–	Very good
7	Good	B+	Good
6	Good	B–	Good
5	Satisfactory	C+	Satisfactory
4	Satisfactory	C–	Satisfactory
3	Fail	F	Fail
2	Fail	F	Fail
1	Fail	F	Fail



COURSE SYLLABUS



- The syllabus of each course regulates:
 - the list of elements of control
 - the grading system used
 - grade calculation formula
 - assessment criteria
 - other characteristics
- All characteristics are the same for all students enrolled in the course
- If you have any questions about the content of the discipline, please contact the course instructor



Academic Performance Assessment



- Academic progress at HSE is evaluated through ongoing assessment, interim assessment and final state certification.
- **Interim assessment** is held at the end of a study period (semester or module) to evaluate interim and final results in different courses and academic tasks. Interim assessment may be based on the ongoing assessment results or may take the form of a graded examination
- **Ongoing assessment** is conducted continuously within each study period. It is aimed at consistent monitoring of student progress in the course.
- **Final state certification** is a set of comprehensive examinations designed to evaluate student mastery of the programme upon its completion. It is held by a special certification board.
- For more information about assessment <https://www.hse.ru/en/studyspravka/kontr>



FAILURE TO SHOW UP FOR THE EXAM

- If a student fails to appear for a **valid reason**, he or she must:
 - ✓ Notify the academic office by email
 - ✓ Submit a medical certificate on the date on which the certificate instructs the student to begin classes, or submit the documents within 3 working days after the absence if the student did not attend the exam for other valid reasons
- If no document is provided, the absence is considered an **unexcused absence**
- Failure to appear due to work, business trip etc. is not considered a valid excuse
- All documents submitted by students during exam sessions are verified by inquiries to medical institutions
- The submission of a fake medical certificate is grounds **for expulsion** of the student



EXAM RETAKES

- At HSE you cannot retake positive grades, so only grades lower than "4" can be retaken.
- Failure to appear without a valid reason is considered an unsatisfactory grade
- Only students with no more than **two failures** (not counting absences for a valid reason) are allowed to retake an exam



RETAKE PERIOD AND SCHEDULE

2 retake periods — Winter and Autumn

- For Modules 1-2: January 10 - February 15
- For Modules 3-4: September 1 – October 15

Retake schedule



Sign up for retakes





INTERNATIONAL MOBILITY

GSB INTERNATIONAL MOBILITY OFFICE



<https://bm.hse.ru/iec/>

Contacts

Address: Shabolovka str. 26/4,
office 4301

Phone: +7 (495) 772-95-90
*28502; *28503

Email: outgoing.gsb@hse.ru;
incoming.gsb@hse.ru



GSB CAREER CENTER



Contacts

Address: Shabolovka str. 26/4,
office 4401

Phone: +7 (495) 621-77-92

Email: careers@hse.ru

<https://gsb.hse.ru/careercentre/>



НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ
УНИВЕРСИТЕТ



TO-DO LIST

OF THE 1ST YEAR STUDENT



THE START OF THE STUDY YEAR

- Given the epidemiological situation in Moscow and the absence of new Rospotrebnadzor prescriptions, the university begins the new academic year offline for all students regardless of whether students have a certificate of vaccination.
- Students in the following categories may apply for distance learning:
 - ✓ Foreign nationals who cannot come to Russia
 - ✓ Russian citizens who cannot return to Russia from another country
 - ✓ Students at risk
- It will be possible to move into a dormitory or rental housing without a certificate of vaccination.





ANTI-COVID MEASURES AT HSE

- When attending classes in NRU HSE buildings, it is mandatory to observe **social distance measures and wear masks**
- In connection with the ongoing adverse epidemiological situation in Russia, we remind you of the need to be sure to **inform the staff of the study office** :
 - ☒ of cases of disease;
 - ☒ about cases of contact with COVID-19 patients;
 - ☒ cases of positive testing for COVID-19;
 - ☒ of cases of quarantine and isolation by prescription.



!!! **Vaccination or illness/illness status must be recorded in the HSE App X**





STUDENT ELECTRONIC PASS



When: August 30-31, September 9, 10, 22, 30

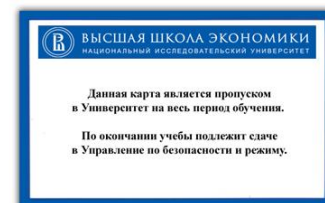
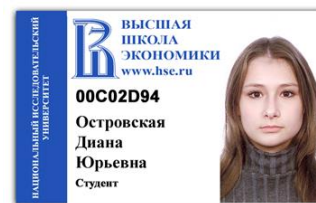
Where: Pokrovskij bul'var, 11, rooms Z-101, Z-117, HSE Cultural Centre.

Working hours: Monday - Friday 10:00 - 19:00 (technical break 13:00 - 14:00) Saturday, Sunday - closed
In case of loss, breakdown or malfunction of the electronic pass, please contact: Bol'shoy Trekhsvyatitel'skiy per., 3, room 114

What to carry with you: student card

To renew electronic pass (for HSE Bachelor graduates) call: 8 (495) 772-95-90 * 28241

We draw the attention of first-year students that since October 1, 2021 access to the territory of the Higher School of Economics is strictly through electronic passes.





MOSCOW SOCIAL CARD

(FOR TRANSPORT AND OTHER DISCOUNTS)



A social card can be obtained from a local office of the Moscow Multifunctional Centre ('My Documents').

Step 1: Check to see if 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 social 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 or by visiting [here](#).

International students may submit an application for the issue of a Moscow social card in person at one of the My Documents centers (regardless of their place of residence or place of study).

Step 3: Pick up your Moscow social card from the My Documents centre that you selected when making an application for it.

Important: if your personal data is not found in the Register, you must contact the manager of your Programme Office as soon as possible.



"MIR" CARD

(VTB bank for scholarship payments)



- Students who **have already studied at HSE** and have previously issued MIR scholarship cards will receive their scholarships on their existing cards
- **Russian citizenship students** studying on the budget place will automatically receive their banking scholarship cards, no need to fill out an application to issue the cards
- Issuance of ready-made MIR scholarship cards for Russian citizens will take place on the territory of the Higher School of Economics. The place, dates and terms of issue will be communicated additionally to the students' mailboxes.
- **International students** need to write an application and send it to the accounting department (std@hse.ru). Detailed instructions are available in the "For First-Year students" section



SCHOLARSHIPS



- All freshmen on a scholarship basis receive a State Academic Scholarship (SAS) before their first midterm examination.
- A SAS is awarded to all students with "good" or "excellent" grades for each semester
- SAS may be cancelled if a student does not meet the criteria for receiving it
- If a student has received a "no-show" at the end of the session for a valid reason, the SAS is not assigned until the courses have been retested "good" and "excellent"
- Other types of scholarships are available at :
<https://www.hse.ru/scholarships>





REFERENCE LETTERS



- Reference letters, transcripts, documents for visa extension/registration etc. have to be ordered online on the program's website **«For students» — «Order a document from the study office»**
- This section provides information about the list of documents that can be prepared by the study office, as well as the timeline for issuance



STUDENT ID



- Student ID cards will be issued as soon as they are ready in the period of September 2-10 (wait for an email from the manager)
- Upon receipt of a student ID card, the student must sign the Form of Acknowledgement with HSE Bylaws and Consent for processing personal data and return the original document of previous education to his or her personal file
- **!!!** Diploma of previous education (Bachelor's, Master's) must be submitted to the Study Office no later than **November 1**, otherwise the student will be expelled from HSE as not meeting the legal requirement to provide documents for admission





GRADUATE SCHOOL OF BUSINESS



<https://gsb.hse.ru/>



WELCOME TO THE GRADUATE SCHOOL OF BUSINESS, HSE!



НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ
УНИВЕРСИТЕТ

