

APPROVED by Academic Subcommittee for the Bachelor's programme 'HSE and University of London Double Degree Programme in Economics' of the HSE International College of Economics (ICEF) Minutes No. 1, November 9, 2021

Procedures for Transferring Students of HSE University and Other Academic Institutions for Studies under the Bachelor's programme 'HSE and University of London Double Degree Programme in Economics' in Field 38.03.01 of the International College of Economics and Finance

1. These Procedures specify the key features of transfers of students from HSE University or other academic institutions for studies under the Bachelor's programme 'HSE and University of London Double Degree Programme in Economics' in the field of 38.03.01 of the International College of Economics (hereinafter the "Programme" and "ICEF", respectively). Transfers to the Programme shall be implemented in line with the Guidelines for transfer of students of Bachelor's/Specialist/Master's programmes at National Research University Higher School of Economics, and Bachelor's/Specialist/Master's students from other academic institutions to National Research University Higher School of Economics, as per HSE University Academic Council Minutes No. 7, dated June 23, 2017 (hereinafter the "Guidelines"). These Procedures use the terms and abbreviations listed in p. 1.5 of the Guidelines.
2. Transfers of students to the Programme shall be carried out during 3 (three) respective periods – in June (summer period), December (winter period) and August-September (additional period). Transfer procedures shall follow the timetable below:

	Summer period	Winter period	Additional period
Posting of information about total vacant spots for transfer to the Programme	29-31 May	28-30 November	19-21 August
Submission of transfer applications	1-10 June	1-17 December	22 August – 5 September
Entrance examinations	11-17 June	17-25 December	1-10 September
Evaluation committee's decision on transfers	18-30 June	17-30 December	10-30 September

3. Applications for transfers to the Programme shall be accepted as long as vacancies are available.

4. To submit an application, students should entirely or partially master the educational programme at the academic institution where they are currently a learner.
5. When a student submits an application for transfer, he/she should also provide documentation confirming their status at their given institution and the results of their interim examinations in the form of a certificate of attendance from the respective programme office.
6. Upon a student's submission of a transfer application, the manager of their programme shall determine the year of study where the former may be transferred on the basis of the documents submitted, guided by the option for transferring studied courses towards the programme they are transferring to.
7. The manager shall forward the transfer application for review by the Programme's evaluation committee, the membership of which shall be determined by the ICEF Director.
8. If necessary, the evaluation committee may assign an additional entrance examination and/or request syllabi of the courses taken under a different HSE University programme, or that of another academic institution.
9. On the basis of submitted documents and the results of entrance examinations, the evaluation committee will put forth its recommendation to transfer a student applicant, as well as determine the year of intake where he/she may be transferred to pursue studies.
10. The programme office shall implement processes for student transfers, course transfers, and drawing up and approving individual curricula in line with the recommendations of the evaluation committee and HSE University's own internal bylaws.
11. When transferring to Year 2 of the Programme, students must independently submit their application for admission to the University of London and meet this institution's criteria for admission to its international programme.