

Organizational Meeting for 1st year students of “Business Analytics and Big Data Systems” and “International Management” Master’s programs

1st year of study

2023-2024 academic year

Agenda

- Contacts
- Educational Process
- Tuition Fees
- Exams
- Retakes
- Freshmen To-Do-List

HSE Rules and Regulations



Federal

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



Internal

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

Contacts

Business Analytics and Big Data Systems



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Master in International Management



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How to find contacts of HSE staff

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

[Instructions in Russian](#)

Educational Process

HSE Academic Handbook



In Russian

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



In English

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

HSE Academic Calendar

Module	Studies	Exams	Breaks
1 module	01.09.2023 - 24.10.2023	25.10.2023 - 31.10.2023	
2 module	01.11.2023 - 20.12.2023	21.12.2023 - 31.12.2023	01.01.2024-08.01.2024
3 module	09.01.2024 - 24.03.2023	25.03.2024 - 31.03.2024	
4 module	01.04.2024 - 20.06.2024	21.06.2024 - 30.06.2024	02.05.2024 - 08.05.2024 01.07.2024 - 31.08.2024

Corporate email & Yandex 360

- Corporate email is the only official way to communicate at HSE
- You can use your email via <https://mail.yandex.ru/> or <http://edumail.hse.ru>
- After your corporate email is created you will receive an email with login and password on your personal email
- You must check your corporate email constantly
- You can use the full range of Yandex 360 services using your HSE University account (simply log into Yandex using your student email address).

Timetable

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

Individual Curriculum (IC)

- You can find the list of courses, course duration and information on your study load in your IC.
- A standard IC is available in LMS (lms.hse.ru)
- A standard IC includes basic disciplines and variable ones, which student chooses at a certain time using the SmartWay system (<https://smartway.hse.ru/>)
- A standard IC is mandatory for a student to perform during the semester

Plagiarism

- Term Papers and Master's Theses are checked for plagiarism
- Originality of your Term Paper and Thesis should be more than 80%
- Final decision on legitimacy of the used borrowings is made by your supervisor
- If your supervisor finds plagiarism in your work then you get "0" (zero) grade.
- In this case, HSE also may impose disciplinary measures on you

MAGOLEGO

- Elective courses from the university pool of courses to personalize your educational trajectory.
- You must take 9 credits in total during the whole study period (2 years) according to your program curriculum (https://www.hse.ru/ma/mim/learn_plans - International Management; https://www.hse.ru/ma/bigdata/learn_plans - Business Analytics and Big Data Systems)
- 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. Elective courses campaign, timeline&instructions <https://electives.hse.ru/en/kpv/>

Communication with Study Office

- Detailed information about study process is available in the [Academic Handbook](#) and on the program's website
- However, if you still have questions, you can contact the program manager.
- When communicating with the program manager, use **ONLY** the corporate mail @edu.hse.ru.
- In case you need a personal consultation, please arrange the date&time in advance via email

Teaching Quality Assessment (TQA)

- Students can assess the quality of teaching, express their suggestions on specific academic courses.
- TQA is carried out at the end of each module (4 times per year), 3 weeks before the exam session
- Available on LMS, in the section "Evaluate Your Courses".
- All answers are completely anonymous and are available to the professors and program management only.
- TQA is mandatory, failing to participate in TQA will result in disciplinary measures including expulsion.

Events of the Nearest Future

- September 1 – GSB Knowledge Day
- Till September 10 – choose your group leader
- From 6 to 13 September – Elective course campaign (electives, optional courses)
- Till October 1 – get an electronic pass and your Student ID Card
- No later than October 31 – bring your diploma to program manager if you haven't brought it to the Admissions office
- Till September 8 – present a set of necessary documents to your program manager

Set of Documents You Must Present

- Acknowledgment form for HSE University's Charter and Key Internal Bylaws
- Consent for Processing Personal Data
- Request for special educational needs
- Receipt of providing diploma to the study office

Documents for signing are
available
[here](#)

Tuition Fee

Tuition Fees

Tuition payments at HSE University are made in two installments during the academic year:

- Payment for the 1st semester: by August 25;
- Payment for the 2nd semester : by February 20.

Payment Installments for Students enrolled in 2023/2024 Academic Year

Tuition payments for educational services for the second half of the 2023/2024 academic year may be made on a monthly basis:

- from January until May 2024;
- in five installments equal to $1/5$ of the tuition cost for educational services in the second half of the 2023/2024 academic year;
- no later than the 25th of each month preceding the next payment period.

Exams

Grading Scale

- At HSE University, grades are given on a 10-point scale.
- A “zero” grade (0 points) may be assigned:
 - if a student has not started on an assessment element during a class or examination period;
 - if violations were identified, as prescribed by the Student Internal Regulations at HSE University, e.g., copying of written works or when preparing verbal answers, using clues when completing verbal assignments, double submission of written works, plagiarism in written works, committing fraud when completing written works, fabrication of data and results;
 - in other instances, specified in the Regulations for Interim and Ongoing Assessment of Students at HSE University.

Interim Assessment

- 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.
- Most examinations are held in writing and arranged in accordance with the Guidelines for Conducting Ongoing and Interim Assessment in Writing.
- Methods, procedures, inventory, technologies and assessment criteria employed for ongoing assessment are described in the course syllabus.

Absence at Exams

- If you have a valid excuse for absence at an exam, you must:
 - notify the study office using student corporate email;
 - provide a medical or other type of official certificate.
- 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 expulsion from the university.

Retake

- At HSE University, you cannot retake positive grades, so only grades below “4” are subject to retake.
- Only students with no more than two academic debts on different courses are allowed to retake exams.
- There are two retakes periods — in winter and in autumn
 - After 1-2 modules: from January 1 to February 15
 - After 3-4 modules: from September 1 to October 15
- Retakes schedule includes at least:
 - Two possible dates for retakes
 - One date for retaking the exam with the commission

Freshmen To-Do-List

Obligatory Procedures for Foreign Students

- International students arriving in Russia after 29 December 2021 must undergo medical examination, fingerprinting and photographing within 90 days from the date of arrival in Russia.
- Detailed info:
 - <https://ivisa.hse.ru/en/>
 - <https://ivisa.hse.ru/en/medst/>



Student ID Card

- Student ID card is prepared by the study office
- To prepare a student ID card, you need to upload a photo using the form: <https://forms.yandex.ru/cloud/64e88e3b068ff019e1ce81da/>
- Student ID card will be prepared during September

Electronic Pass

- The schedule and address for obtaining the electronic pass:
<https://www.hse.ru/org/hse/aup/security/propusk> (scroll down the page for English version)
- To get the pass you have to provide your passport.
- If you are a HSE graduate you can extend your current pass by calling to the specific department: +7 495 772-95-90 ext. 11032.

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>
 - [HSE Student Service Centre](#)

Library Card

- You will need to fill in the registration form at https://elib.hse.ru/e-resources/library/appl_form.htm
- 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 15 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 an international 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.

Important Links at GSB



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



HSE Graduate
School of Business