



HSE Graduate
School of Business

Curriculum Support Centre

Moscow
2024

Organizational Meeting

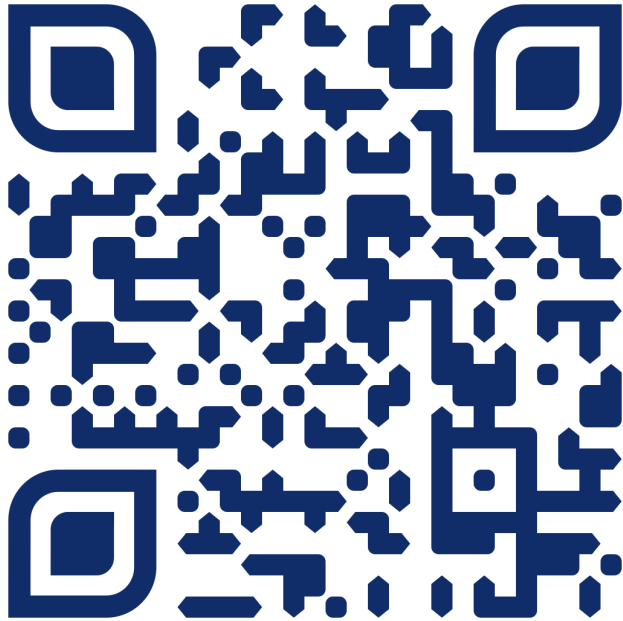
1st year of study

2024-2025 academic year

Agenda

- HSE Rules and Regulations
- 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

Website: <https://www.hse.ru/en/ma/bigdata>



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Natalia Aksakova
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Master in International Management

Website: <https://www.hse.ru/en/ma/mim>



Prof. Ivan Prostakov
Academic Supervisor
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Natalia Aksakova
Programme Manager
n.aksakova@hse.ru

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

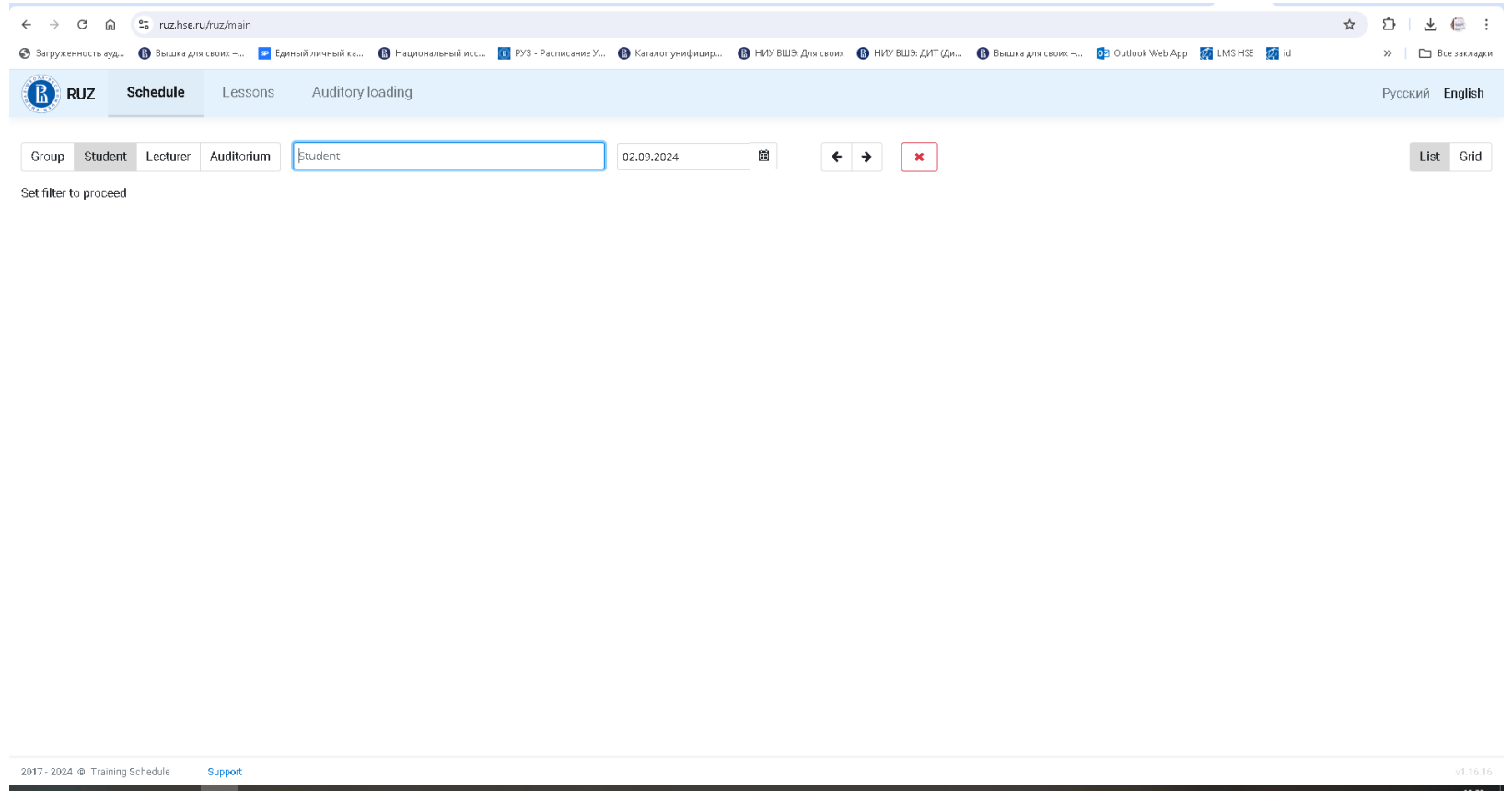
Module	Studies	Exams	Breaks
1 module	01.09.2024 - 24.10.2024	25.10.2024 - 31.10.2024	
2 module	01.11.2024 - 19.12.2024	20.12.2024 - 30.12.2024	
3 module	09.01.2025 - 24.03.2025	25.03.2025 - 31.03.2025	
4 module	01.04.2025 - 19.06.2025	20.06.2025 - 30.06.2025	02.05.2025- 08.05.2025 01.07.2025 - 31.08.2025

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



ruz.hse.ru/ruz/main

Загруженность ауд... Вышка для своих... Единый личный ка... Национальный исс... РУЗ - Расписание У... Каталог унифицир... НИУ ВШЭ: Для своих НИУ ВШЭ: ДИТ (Ди... Вышка для своих... Outlook Web App LMS HSE id

Русский English

Group Student Lecturer Auditorium Студент 02.09.2024

Set filter to proceed

2017 - 2024 © Training Schedule Support v1.16.16

LMS & SmartLMS

- LMS is the HSE's learning management system used to store electronic grade books with final grades, online student portfolios, Student Evaluation of Teaching (SET), upload and select topics of term papers, as well as theses.
- SmartLMS is the HSE's educational space that connects instructors with their students. Teachers upload course materials, tests and tasks via the LMS for distribution to students. Students, in return, submit their home assignments or questions to teachers.

Credits

- European Credit Transfer and Accumulation System (ECTS).
- Each curriculum component has its credit weight.
- You can find information on credit weight of your courses in your individual curriculum (LMS) or in the syllabus on the program's website.
- Usually minimum number of credits per academic year is **60 ECTS**, but it may vary depending on MagoLego.
- Extra-credits should be paid except for optional courses

Individual Study Plan (ISP)

- You can find the list of courses, course duration and information on your study load in your ISP.
- A standard ISP is available in LMS
- A standard ISP includes basic disciplines and variable ones, which student chooses at a certain time using the SmartWay system.
- A standard ISP is mandatory for a student to perform during the semester.

MAGOLEGO

- Elective courses from the university pool of courses to personalize your educational trajectory.
- Take place in the 1st and 2nd year of studying, 9 (MiM) / 12 (BABDS) ECTS in general during your study (check the program's study plan).
- Classes may overlap with your main track – it is your responsibility to check and choose your timetable.
- The choice of MaroLego disciplines is carried out in the [SmartWay](#) module.

Communication with Study Office

- The answers to most of the questions are 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.
- Address: Shabolovka str., 26, b. 3, office 3417.
- Working hours: 10 am – 6 pm

Student Evaluation of Teaching (SET)

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

Events of the Nearest Future

- September 2 – GSB Knowledge Day on Shabolovka Campus
- Till September 12 – choose your group leader
- Till September 10 – present a set of necessary documents to your program manager.
- 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

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:

- initial payment: by August 25;
- second payment: by February 20.

Exams

Interim Assessment

- At HSE University, grades are given on a 10-point scale.
- 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:
 - provide a medical certificate by downloading on the program's website [link](#) (form 095/y on the date indicated on the document as "begin classes with")
 - Important: hard copy documents and/or documents sent to the manager by mail will not be accepted
- 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.
- 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

Freshmen To-Do-List

Obligatory Procedures for Foreign Students

- International students arriving in Russia 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/66b369755056900a234df149/>

Electronic Pass

- The schedule and address for obtaining the electronic pass:
<https://www.hse.ru/org/hse/aup/security/propusk>
- To get the pass you have to provide your passport.
- For foreign students: before applying for an e-pass, please make sure to submit copies of your migration documents to the HSE Visa and Registration Centre and get a relevant receipt.

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 2.
- Apply for a certificate here: <https://pmo.hse.ru/servicedesk/customer/portal/58>

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 2 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



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