

Appendix 9

To the Internal Regulations of
The National Research University
Higher School of Economics

APPROVED

By the Academic Council of
The National Research University
Higher School of Economics

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With changes approved

By the Academic Council of
The National Research University
Higher School of Economics

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PROCEDURES For Expelling Students at the Initiative of the National Research University Higher School of Economics

1. General Provisions

1.1. The present document defines the procedures for expelling students (including continuing education students) of the National Research University Higher School of Economics including regional campuses (hereafter “University”) at the initiative of the University.

1.2. One shall follow the present Procedures when expelling students at the University’s initiative on the following grounds:

1.2.1. Poor academic performance:

1.2.1.1. A student has three or more failed academic assignments in different disciplines based on the results of intermediate and final knowledge assessments (Item 115 of the Regulations on Knowledge Assessment)

1.2.1.2. A student rejects the individual special study plan proposed to him due to the necessity to retake subjects or parts of subjects in which the student has failed academic assignments (Item 153 of the Regulations on Knowledge Assessment)

1.2.1.3. A student that has not chosen a topic for his year-end or final thesis by the end of the supplementary period is considered to have a failed academic assignment. The topic must be chosen from the beginning of the third module to February 15 (Item 2.12 of the Regulations on the Year-End Thesis/Year-

End Project for Students in Bachelor's and Specialist Programs at the National Research University Higher School of Economics and Item 2.13 of the Regulations on the Final Thesis for Students in Bachelor's and Specialist Programs at the National Research University Higher School of Economics)

1.2.2. Failure on the final state attestation (hereafter "FSA") as determined by regulations on the final state attestation of graduates of higher and secondary specialized educational institutions approved by the educational authorities:

1.2.2.1. If an unsatisfactory grade is received on the FSA (Item 5.1 of the Regulations on the Final State Attestation of Graduates of the National Research University Higher School of Economics)

1.2.2.2. If the FSA is missed without a valid excuse, i.e., without subsequently submitting official documents confirming the validity of the student's reason for not taking the state exam / defending the final thesis (Item 5.1 of the Regulations on the Final State Attestation of Graduates of the National Research University Higher School of Economics)

1.2.2.3. If the student is not allowed to defend the final thesis, because he/she has not submitted the final thesis with the adviser's conclusion by the deadline without a valid reason (Item 4.7 of the Regulations on the Final State Attestation of Graduates of the National Research University Higher School of Economics)

1.2.3. Violation of the University Charter and Internal Regulations:

1.2.3.1. Violation of academic norms for papers:¹

1.2.3.1.1. Copying

1.2.3.1.2. Turning in the same paper twice

1.2.3.1.3. Plagiarism in papers

1.2.3.1.4. Paper fraud

1.2.3.1.5. Fabricating the data or results of papers

1.2.3.2. In the event of legal action taken against a student, including court conviction, for unlawful acts against the University or its students or employees, when other measures are deemed insufficient

¹ In accordance with Appendix 7 to the University Internal Regulations.

1.2.3.3. Gross violation of the Internal Regulations, infliction of major damage to the University's good standing, or disrespect of public order and generally accepted norms of behavior in University buildings and dormitories and outside the University

1.2.3.4. Failure to return from academic leave before the deadline stipulated in the order granting the academic leave

1.2.3.5. Submission of fake (forged) documents about studies at the University and other educational institutions, including diplomas, grade records, and medical certificates

1.2.3.6. Words and actions encouraging ethnic and social strife or offending religious feelings

1.2.3.7. Repeated gross violation of the University Charter and Internal Regulations during a calendar year

1.2.3.8. Other student misconduct that can be interpreted as a violation of the University Charter and Internal Regulations

1.2.4. Non-performance of the conditions of the agreement for study on a tuition basis in the following cases:

1.2.4.1. Non-performance of the conditions of the agreement for tuition-based educational services concluded between the University and the student/client (depending on the number of parties to the agreement)

1.3. The student may be expelled at the initiative of the University within one month from the discovery of the violation² (appearance of grounds for expulsion) and six months from the perpetration of the violation, not counting sick leave and/or vacations.

1.4. Students may not be expelled during illness, vacation, academic leave or maternity leave.

2. Procedures for Expelling Students for Poor Academic Performance

2.1. If there are sufficient grounds for expelling a pay student studying on a contractual basis (hereafter "pay student") for poor academic performance, the employee of the curricular office of the University division implementing the basic higher educational

²The day of the discovery of the violation is considered to be the day of the documented proof of its perpetration unless otherwise stipulated in the present Procedures.

program in which the student is studying (hereafter “curricular office”) sends an expulsion notice (Appendix 1 to the present Procedures) to the student/client (depending on the number of parties to the agreement for pay educational services (hereafter “agreement”)) within the time period stipulated in the agreement.

2.2. The expulsion notice may be handed over to the student personally (this fact is certified by the signature of the student/client, depending on the number of parties to the agreement, on the copy of the notice that is stored in his personal dossier or sent in one of the following ways:

- By regular mail with an acknowledgment of receipt to the last known address that is indicated in the agreement and the student’s dossier
- By telegram with an acknowledgment of receipt to the last known address that is indicated in the agreement and the student’s dossier
- By email to the student’s University email address and to the client’s email address, if indicated in the agreement

2.3. After the notice has been sent and the deadline stipulated in the agreement (hereafter “agreement deadline”) has passed, the curricular office prepares a draft expulsion order³ and sends it through the System of Document Support for Management (hereafter “SDSM”) with an attached recommendation signed by the faculty dean/school head (Appendix 4 to the present Procedures) for signature by an official authorized by the Rector to sign student expulsion orders (hereafter “competent official”).

2.4. If there are grounds for expelling a student studying on a state-funded basis (hereafter “state-funded student”) for poor academic performance, the curricular office prepares a draft expulsion order⁴ within 3 working days, sends it through the SDSM with an attached recommendation signed by the faculty dean/school head for signature by the competent official.

2.5. In the case of the expulsion of a student that has less than 3 failed academic assignments, the head of the curricular office makes a note on the student’s record of academic performance attached to the draft expulsion order that the student has refused to follow a special individual study plan involving the repetition of courses in which he has failed academic assignments.

³ In conformity with the Album of Unified Order Templates for Student Affairs approved by the University Rector.

⁴ In conformity with the Album of Unified Order Templates for Student Affairs approved by the University Rector.

3. Expulsion Procedures for Missing the FSA

- 3.1. Students that have not taken the FSA shall be expelled according the procedures described in Section 2 of the present Procedures.
- 3.2. When expelling students for not taking the FSA on the grounds described in Items 1.2.2.2 and 1.2.2.3, the curricular office, before performing the actions described in Section 2 of the present Procedures, shall send the student a notification requesting a written explanation and informing him/her of the pending expulsion (Appendix 7 to the present Procedures). The student's signature on the notification shall serve as evidence of the proper delivery of the notification.
- 3.3. If the student is absent, the notification requesting an explanation shall be sent to him/her to the last known address indicated in the student's dossier in one of the ways described in Item 2.2.2 of the present Procedures.
- 3.4. If the student refuses to submit an explanation or if the explanation does not arrive within the deadline indicated in the notification requesting the explanation,⁵ the curricular office shall draw up within one working day an act that the student has refused to submit an explanation (Appendix 2 to the present Procedures).
- 3.5. The subsequent procedures are described in Items 2.3-2.4 of the present Procedures.

4. Expulsion Procedures for Violating the University Charter and Internal Regulations

- 4.1. Procedures for expelling students for violating academic norms for papers:
 - 4.1.1. In the event that the violations of academic norms for papers are discovered before a student is admitted to the FSA:
 - 4.1.1.1. A faculty member that discovers the violation must submit within 3 working days to the faculty dean/school head/division head that is providing the basic higher education program (hereafter "faculty dean") an official memorandum with a request to apply disciplinary measures against the student

⁵ If the notification is sent by regular mail, the deadline is extended to account for the time it takes for the letter to arrive.

accompanied by a copy of the paper or its fragment (possibly in electronic form) in which the violation was discovered.

4.1.1.2. The date of the discovery of the misconduct is taken to be the day when the instructor uncovers the violation.

4.1.1.3. Within 5 working days after receiving the official memorandum from the faculty member, the faculty dean shall organize the verification of the presented facts and, in particular, request a written explanation from the student. If the student refuses to provide an explanation, an act about the student's refusal to provide an explanation for the violation is drawn up (Appendix 3 to the present Procedures).

4.1.1.4. If there are grounds for expulsion, the dean writes a recommendation for expelling the student for violating the University Charter and Internal Regulations (Appendix 4 to the present Procedures).

4.1.1.5. The recommendation for expulsion is attached as a supporting document to the draft expulsion order sent by the curricular office through the SDSM.

4.1.2. In the event that the violations of academic norms for papers are discovered in the final thesis after the student is admitted to the FSA yet before the defense of the final thesis:

4.1.2.1. The person who uncovers the violation must mention the violation in his/her review of the final thesis and in an official memorandum to the faculty dean that shall be submitted to the executive secretary of the State Attestation Committee (hereafter "SAC") on the day that the violation is uncovered.

4.1.2.2. The SAC executive secretary shall submit the review and official memorandum to the faculty dean no later than one working day after receiving the documents and send a copy to the SAC chairman.

4.1.2.3. Within 5 working days after receiving the memorandum and review, the faculty dean shall request a letter of explanation from the student⁶ that violated the academic norms and organize the verification of the presented facts.

⁶ If the student refuses to submit an explanation or fails to do so, an act shall be drawn up to document the student's refusal to submit an explanation of the violation (Appendix 3 to the present Procedures).

4.1.2.4. If the perpetration of the violation is confirmed, the dean shall not allow the student to participate in the final state attestations that he/she has not taken up until the present and shall write a recommendation on expelling the student for violating the University Charter and Internal Regulations.

4.1.2.5. The recommendation for expulsion is attached as a supporting document to the draft expulsion order that is sent by the curricular office through the SDSM.

4.1.3. In the event that violations of academic norms for papers are discovered during the FSA:

4.1.3.1. A member of the examination committee that uncovers the violation must inform the other committee members about it.

4.1.3.2. The members of the examination committee shall ask the student to leave the exam/thesis defense. The student shall be given a “0” grade (unsatisfactory), and an act about the incident shall be drawn up (Appendix 5 to the present Procedures).

4.1.3.3. The SAC secretary shall give the act to the faculty dean on the day of the defense/exam and send a copy to the SAC chairman.

4.1.3.4. Within 5 working days after receiving the act about the violation, the faculty dean shall request a letter of explanation from the student⁷ that violated the academic norms and prepare a recommendation for expelling the student for violating the University Charter and Internal Regulations (Appendix 4 to the present Procedures).

4.1.3.5. The recommendation for expulsion is attached as a supporting document to the draft expulsion order sent by the curricular office through the SDSM.

4.1.3.6. After receiving the dean’s recommendation to expel the student in cases described in Items 4.1.1, 4.1.2 and 4.1.3 of the present Procedures, the curricular office sends within the time period stipulated by the agreement a expulsion notice for the violation of the Charter and Internal Regulations through the violation of academic norms for papers (Appendix 1 to the present

⁷ If the student refuses to submit an explanation or fails to do so, an act shall be drawn up to document the student’s refusal to submit an explanation of the violation (Appendix 3 to the present Procedures).

Procedures) to the pay student/client (depending on the number of parties to the agreement).

4.1.3.7. Within 3 working days after the dean's recommendation to expel a state-funded student or after the expiration of the time period specified by the agreement after the expulsion notice is sent to the pay student/client (depending on the number of parties to the agreement), the curricular office prepares a draft expulsion order⁸ and sends it through the SDSM to the competent official.

4.1.3.8. Within 3 working days after the promulgation of the order of expulsion due to the violation of the Charter or Internal Regulations, the curricular office shall show it to the student, who shall sign it to indicate that he/she has read it. The copy of the order signed by the student shall be put into his/her dossier.

4.1.3.9. If the student refuses to read and sign the order, the curricular office shall draw up the corresponding act (Appendix 2 to the present Procedures).

4.1.3.10. If the student is absent, a copy/excerpt of the order shall be sent to him/her in one of the ways listed in Item 2.2.2 of the present Procedures, which shall serve as evidence that the student has become acquainted with it.

4.1.3.11. The acknowledgment of receipt and the list of enclosures or a hardcopy of the electronic letter shall be put into the student's dossier.

4.2. Procedures for expelling students for other violations of the Charter and Internal Regulations

4.2.1. A person who uncovers a disciplinary violation committed by a student shall describe it in an official memorandum to the dean of the faculty at which the student that committed the violation is studying. If the violation was uncovered by several persons, a joint act about the violation shall be drawn up (Appendix 5 to the present Procedures).

4.2.1.1. Within 5 days of receiving the official memorandum/act, the faculty dean requests that the student that committed the violation submit a written explanation. If the student refuses to submit an explanation, an act to this effect shall be drawn up (Appendix 3 to the present Procedures). If there are

⁸ In conformity with the Album of Unified Order Templates for Student Affairs approved by the University Rector.

sufficient grounds to expel the student, the faculty dean draws up a recommendation (Appendix 4 to the present Procedures) to expel the student for violating the Charter and Internal Regulations.

4.2.2. The recommendation to expel is attached as a supporting document to the draft expulsion order sent by the curricular office through the SDSM.

4.2.3. Before the expulsion order is issued, the curricular office shall send an expulsion notice for violations of the Charter or Internal Regulations (Appendix 7 to the present Procedures) to the pay student/client (depending on the number of parties to the agreement) within the time period stipulated in the agreement.

4.2.4. The expulsion notice may be handed over in person (this shall be confirmed by the person's signature on the copy of the notification that is stored in the student's dossier) or sent in one of the aforementioned ways.

4.2.5. Within 3 working days after the dean's recommendation to expel a state-funded student is submitted or the time period after the expulsion notice is sent to the pay student/client (depending on the number of parties to the agreement) elapses, the curricular office prepares a draft expulsion order⁹ and sends it through the SDSM to the competent official for signature.

4.2.6. Within three working days after the publication of the expulsion order on the grounds of the violation of the Charter or Internal Regulations, the curricular office shall bring it to the notice of the student, who shall sign it. The copy of the order signed by the student shall be put in his/her personal dossier.

4.2.7. If the student refuses to read and sign the order, the curricular office shall draw up the corresponding act (Appendix 2 to the present Procedures).

4.2.8. If the student is absent, a copy/excerpt of the order shall be sent to him/her in one of the ways listed in Item 2.2.2 of the present Procedures, which shall serve as evidence that the student has become acquainted with it.

4.2.9. The acknowledgment of receipt and the list of enclosures or a hardcopy of the electronic letter shall be put into the student's dossier.

5. Expulsion Procedures for Violating the Conditions of the Agreement for Tuition-Based Study

⁹ In conformity with the Album of Unified Order Templates for Student Affairs approved by the University Rector.

5.1. The student's violation of agreement clauses that are not connected with the payment of tuition may provide grounds for expelling the student for violating the University Charter and Internal Regulations; the procedure of such expulsion is described in Section 4 of the present Procedures.

5.2. If the student violates agreement clauses relating to tuition payment deadlines, the curricular office shall send the student¹⁰ a notice asking him/her for an explanation and informing him about the suspension of contractual services and the pending expulsion (Appendix 6 to the present Procedures).

5.3. The day of the violation is considered to be the day when the student/client (depending on the number of parties to the agreement) did not pay tuition within the deadline fixed in the agreement.

5.4. If, after sending the notice, the curricular office does not receive the student's written explanation and a document confirming that he/she has fulfilled his/her contractual obligations (for example, a copy of the payment receipt) within the time period stipulated in the agreement (Item 2.3), it prepares an act stating that no explanation has been submitted (Appendix 3 to the present Procedures) and a draft expulsion order¹¹ and sends it through the SDSM to the competent official for signature.

5.5. Within three working days after the expulsion order for violating the agreement for tuition-based studies is promulgated, the curricular office shall present it to the student, who shall sign it. The copy of the order signed by the student shall be put into his personal dossier.

5.6. If the student refuses to read and sign the expulsion order, the curricular office shall draw up the corresponding act (Appendix 2 to the present Procedures).

5.7. If the student is absent, a copy/excerpt of the order shall be sent in one of the ways listed in Item 2.2.2 of the present Procedures, which shall serve as evidence that the student has become acquainted with it.

5.8. The acknowledgment of receipt and the list of enclosures or a hardcopy of the electronic letter shall be put into the student's dossier.

¹⁰ In the case of a three-party agreement, the notice requesting an explanation and mentioning the suspension of contractual services and pending expulsion shall also be sent to the client.

¹¹ In conformity with the Album of Unified Order Templates for Student Affairs, approved by the University Rector.

Appendix 1

To the Procedures for Expelling Students at the Initiative of HSE

To the Student/Client¹² (full name)

 Year:* _____
 Faculty:* _____
 School:* _____
 Field of
 study(major)/speciality:* _____
 Address: _____

Expulsion Notice

Dear _____ (*full name of the student/client*),

We hereby inform you that, on the basis of Item 190 of the Charter of the National Research University Higher School of Economics, _____ (*student's last name and initials*) is liable to be expelled for _____¹³.

As of _____, no document confirming a valid reason for _____ has been submitted to the curricular office.

Faculty dean/school head

Last name and initials

I have received the notice: student/client (*Full name*)¹⁴

_____, 20__

¹² If a three-party agreement has been concluded.

¹³ For poor academic performance;

For not passing the final state attestation;

For violating the University Charter and Internal Regulations;

For violating the conditions of the agreement for tuition-based study.

¹⁴ Filled out when the notice is handed to the student/client in person.

* Leave blank if the letter is addressed to the client.

Appendix 2
To the Procedures for Expelling Students at the
Initiative of HSE

National Research University
Higher School of Economics

Moscow

Date

ACT
On the failure to submit a written explanation

The present act indicates that _____ (*full name*), a ____-year student at the faculty/school of _____, was requested to submit a written explanation about the causes of _____

_____ (*indicate the circumstances that had to be explained*),
whereinto Notice № _____ of _____ (*date*) requesting an explanation was drawn up and sent by mail/handed over in person.

As of _____, the student has not submitted the aforementioned explanation.

Position

Signature

Name

Position

Signature

Name

Position

Signature

Name

Appendix 3
To the Procedures for Expelling Students at the
Initiative of HSE

National Research University
Higher School of Economics

Moscow

Date

ACT

On a student's refusal to read an expulsion order

The present act indicates that _____ (*full name*), a student at the
Faculty/School of _____ has refused to read Notice № _____ of
_____ "notice name".

Position

Signature

Name

Position

Signature

Name

Position

Signature

Name

Appendix 4
To the Procedures for Expelling Students at the
Initiative of HSE

To the Rector
Of the National Research University Higher School
of Economics

Y. Kuzminov

Recommendation

To expel a student at the university's initiative

Dear Prof. Kuzminov,

I hereby request that the following student be expelled at the university' initiative:

_____ (full name)

Faculty/School_____.

Year _____, field of study (major) _____

For _____¹⁵

Supporting documents: _____¹⁶,

which are attached to the present recommendation.

Faculty dean/school head

Last name and initials

¹⁵For poor academic performance;

For not passing the final state attestation;

For violating the University Charter and Internal Regulations;

For violating the conditions of the agreement for tuition-based study.

¹⁶ Supporting documents from the list of documents indicated as possible supporting documents for the corresponding student expulsion order at the university's initiative in the Album of Unified Order Templates for Student Affairs.

Appendix 6
To the Procedures for Expelling Students at the
Initiative of HSE

To the student (full name)

Year _____

Faculty _____

School _____

Field of study
(major)/specialty _____

Address _____

To the client¹⁸ (full name)

Address _____

Notice requesting explanations and informing about the suspension of contractual educational services and a pending expulsion

Dear _____ (*student's full name*)

Dear _____ (*student's full name*) and _____ (*client's full name*),¹⁹

We hereby inform you that you have violated Item ___ of the Agreement for Pay Educational Services (Bachelor's/Master's/Specialist Program) № _____ of _____.

We request that you submit within two working days after receiving the present notice a written explanation from student _____ (*student's full name*) about the reasons for indicate the circumstances that have to be explained.

We inform you that, if a document confirming the fulfillment of this item(s) is not submitted to the faculty curricular office before²⁰ _____, the University shall suspend its educational services under Agreement № _____ of _____, and you, (*student's full name*), shall be expelled from the University for failing to fulfill the conditions of the agreement for tuition-based study.

Faculty dean/school head

Last name and initials

I have received the notice: student/client (*full name of the student/client*)²¹

_____ 20__

¹⁸ To be filled out if a three-party agreement has been concluded

¹⁹ To be filled out if a three-party agreement has been concluded

²⁰ If the notice is sent by regular mail, the deadline is extended to account for the time it takes for the letter to arrive.

²¹ Filled out when the notice is handed to the student/client in person.

Appendix 7
To the Procedures for Expelling Students at the Initiative of HSE

To the student (full name)

Year _____

Faculty _____

School _____

Field of study/(major)/specialty _____

Address _____

To the Client²² (full name)

Address _____

Notice requesting an explanation and informing about a pending expulsion

Dear _____ (*student's full name*)

Dear _____ (*student's full name*) and _____ (*client's full name*)²³,

We hereby request (*student's full name*) to mail to the sender's address within two working days after receiving the present notice a written explanation of the reasons for the circumstances that have to be explained.

We hereby inform you that, after the expiration of the deadline for the submission of the explanation, you, (*student's full name*), shall be expelled from the University for²⁴

_____.

Faculty dean/school head

Last name and initials

I have received the notice: student/client (*full name of the student/client*)²⁵

_____ 20__

²² To be filled out when sending the notice to a pay student if a three-party agreement has been concluded.

²³ To be filled out when sending the notice to a pay student if a three-party agreement has been concluded

²⁴ For not passing the final state attestation/for violating the University Charter and Internal Regulations.

²⁵ Filled out when the notice is handed to the student/client in person.