

Addendum 1 to HSE Order № 6.18.1-01/2801-06
Of January 28, 2013
APPROVED
By the Academic Council of
The National Research University
Higher School of Economics
Minutes dated December 21, 2012, № 42

INTERNAL REGULATIONS

National Research University Higher School of Economics

1. GENERAL PROVISIONS

1.1. The Internal Regulations of the Federal State Autonomous Educational Institution for Higher Professional Education “National Research University Higher School of Economics” (hereafter “University” or “Employer”), including the Internal Labour Regulations and the Student Regulations, have been developed in accordance with the Labor Code of the Russian Federation, the federal law “On Higher and Post-University Professional Education,” the Standard Statute for an Educational Institution of Higher Professional Education (Higher Educational Institution), other legal acts and the University Charter.

1.2. The present Regulations are a local act of the University that governs the procedures of hiring and dismissing employees; the basic rights, obligations and responsibilities of the Employer and employees; working schedules; rest time; rewards for and disciplinary actions against employees; rights and obligations of students; the organization of studies; rewards for educational achievements; liabilities for violating academic discipline; and other issues relating to labour relationships and studies.

1.3. The present Regulations are obligatory for all employees and students at the University and its regional campuses.

1.4. Employees shall read the present Regulations and sign them at the University Human Resources Office or similar department at a regional campus (hereafter “Human Resources Office”) before signing the employment agreement. Students shall do the same at the curricular office of their division: undergraduate and graduate students when getting their student ID cards and continuing education students when signing contracts for paid educational services.

1.5. The present Regulations and all changes and amendments thereto are published on the official University website (portal). The University Administration shall also notify University employees about any changes and amendments to the present Regulations through the University corporate email system.

1.6. The present Regulations and all changes and amendments thereto are approved by the Academic Council of the University.

1.7. The present Regulations also govern the operation of University campuses.

Appendix 1 describes the specifics of the Internal Regulations of the Nizhny Novgorod campus of the University.

Appendix 2 describes the specifics of the Internal Regulations of the Perm campus of the University.

2. INTERNAL LABOUR REGULATIONS

2.1. Hiring and Dismissal of Employees

2.1.1. Labour relations between employees and the University are based on the employment agreement that is concluded both for full and for part-time employees. The part-time employment agreement provides for the employee to work at the University when he/she is not engaged in his/her full-time job.

2.1.2. When signing the employment agreement, the applicant shall submit to the Human Resources Office

- a) A passport or other identity document
- b) An employment record (unless it is the applicant's first employment agreement or a part-time employment agreement or unless the employment agreement is concluded with a foreign citizen)
- c) A pension insurance certificate (unless the employment agreement is concluded with a foreign citizen)
- d) A military service registration card for reservists and persons liable for military service (except for part-time employment agreements)
- e) An educational degree or a qualifications or training certificate

An employment agreement cannot be concluded if the aforementioned documents are not provided.

2.1.3. If a person concludes an employment agreement for the first time, the Human Resources Office shall apply for the issue of an employment record and a state pension insurance certificate to him/her on the basis of his/her written request.

2.1.4. In some cases specified in the Labour Code of the Russian Federation, other federal laws, orders of the President of the Russian Federation or decrees of the Government of the Russian Federation and as required by the specifics of the job, the Human Resources Office may require that the job applicant submit additional documents.

2.1.5. Persons under the age of 18 can be employed only according to the rules set forth in the Labour Code of the Russian Federation.

2.1.6. When an employee is hired, the employee's personal card and the personnel record card of a researcher or faculty member are filled out. An introductory briefing on workplace safety and labour protection and fire safety regulations is given to the employee.

2.1.7. The head of the division to which the employee is assigned shall familiarize the employee with the obligations specified in his/her position instructions, the labour conditions, the work and rest schedule, and the wage system and payment method and explain his/her rights and liabilities.

2.1.8. An applicant is hired by an employment order that explains the scope of the job, which is signed by the University Rector or his authorized official. The content of the order shall match the conditions of the signed employment agreement.

2.1.9. The University employment order shall be given to the employee within 3 (three) days after the actual starting date of work. The employee shall sign a statement that he/she has read and understood the order. Upon the employee's written request, the Human Resources Office shall provide him/her with a duly certified copy of the employment order according to the procedure and within the time period established by Russian law and University local acts.

2.1.10. The signature of an employment agreement for a faculty member position or the transfer to such a position shall be preceded by the contest-based selection of applicants. Applicants are appointed to faculty positions in accordance with Russian law and University local acts.

2.1.11. To confirm a person's qualifications for the job, a performance appraisal may be conducted according to the legally established procedure before the employment contest deadline for applicants for tenure positions or during the employment period for employees with a fixed-term employment agreement.

2.1.12. The employment agreement may specify a probation period of no more than 3 (three)

months to confirm the employee's qualifications for the job. For the positions of First Vice-Rector, Vice-Rector, Chief Accountant, Deputy Chief Accountant, and Director of a regional University campus, the probation period may last up to 6 (six) months.

For employment agreements lasting between 2 and 6 months, the probation period may not exceed 2 (two) weeks.

No probation period shall be applied to persons who have been hired through a contest held in accordance with the procedures set in the labour legislation and other legal acts related to labour, to persons under the age of 18 or who have been invited following agreement with another employer or in other cases specified in the Labour Code of the Russian Federation and other federal laws.

2.1.13. The Human Resources Office shall keep an employment record in accordance with the laws of the Russian Federation for each full-time employee who has worked for more than 5 (five) days at the University.

The employment record is the main document certifying the employee's employment history and work experience.

2.1.14. The employment contract may be terminated on grounds specified by the laws of the Russian Federation.

The employment contract is terminated by a University order signed by the Rector or his authorized official.

2.1.15. A faculty member may be discharged on grounds of personnel reductions at the Employer's initiative only at the end of an academic year and according to the laws of the Russian Federation.

2.1.16. On the discharge day, the employment record is returned to the employee, and the final financial settlement is made.

The entry in the employment record specifying the grounds for the termination of the employment agreement shall comply with the exact wording set forth in the Labour Code of the Russian Federation or other federal laws and refer to the relevant article, section, and clause of the Labour Code of the Russian Federation or other federal laws.

The discharge date is the employee's final day of work or the final day of his/her annual paid leave (if the employee is provided with a leave before discharge).

2.2. Rights and Obligations of Employees

2.2.1. University Employees have the right to

- a) An employment agreement that is concluded, amended and terminated according to and on the grounds provided by the Labour Code of the Russian Federation and other federal laws
- b) The job stipulated in the employment agreement
- c) A workplace complying with state occupational safety requirements
- d) Wages paid in full, on time and in accordance with a person's qualifications, work complexity, and the quantity and quality of performed work
- e) Rest after established normal working hours or reduced working hours for some professions, on weekly non-working days and statutory holidays, and during annual paid leave
- f) Full and reliable information about labour conditions and occupational safety requirements at the workplace
- g) Professional training, retraining and career enhancement in accordance with the Labour Code of the Russian Federation, other federal laws and/or University local acts
- h) The necessary conditions for implementing professional activities at the University
- i) Be elected to University (faculty or campus) government bodies and elect members thereof
- j) Participate in discussions and decision making on issues relating to University activities
- k) Participate in administering the University in the forms specified in the labour legislation of the Russian Federation and the University Charter
- l) Defend their labour rights, freedoms, and legal interests by all means that are not prohibited by law

m) Appeal University orders and decrees according to the procedure established by Russian laws

n) Organize and enter trade unions

o) Receive compensation for occupational or moral injury according to the procedures stipulated by the Labour Code of the Russian Federation and other federal laws

p) Receive mandatory social insurance in cases stipulated by federal law

q) Use University libraries, information collections, equipment, office machines, and information resources, including the Internet, email, fixed and mobile phone services, as well as the services of social, medical and other units of the University that are provided to employees

r) Receive social benefits provided to employees by the University according to the established procedures

s) Other rights stipulated in the labour legislation of the Russian Federation, the University Charter and local acts, and the employment agreement.

2.2.2. University faculty members additionally have the right to

a) Use technical teaching facilities and equipment according to the procedures established by the University

b) Publish reports, articles, monographs, and textbooks at the expense of the University or by using University information resources in accordance with University local acts

c) Determine the content of academic courses in accordance with the educational standards and programs approved by the University; develop and propose courses not included in the individual curricular plan to departments, faculties, and the University Curricular Council; and deliver such courses, provided that they are approved by the department, faculty, or the University Curricular Council

d) Select teaching methods and techniques that best meet the individual needs of students and provide for a high-quality educational process

e) Propose new methodologies, academic courses, majors, master's programs, textbooks and study materials, and forms of academic progress assessment for courses and assess students' knowledge and learning outcomes according to the prescribed procedures

f) Receive long-term/sabbatical leaves as stipulated by University local acts

g) Organize and conduct research and curricular seminars, provided the University has the necessary conditions for holding them

h) Attend research and teaching internships at leading higher education institutions and research organizations, including foreign establishments, according to the procedures established in University local acts

i) Request reduced teaching loads during the preparation of candidate's or doctoral theses or the implementation of research projects

j) Other rights as stipulated by the labour legislation of the Russian Federation and the University Charter and local acts

2.2.3. University employees must

a) Observe the laws of the Russian Federation, the University Charter, the present Regulations, and other local acts of the University

b) Respect legal, moral and ethical norms; abide by the rules of teaching, work, and academic ethics; and respect the honour and dignity of University students and employees and other participants in the educational process

c) Refrain from actions and/or statements expressing political, ideological, racial, ethnic or religious hatred or antagonism or hatred or antagonism with regard to any social group, including actions and/or statements that discriminate on the basis of sex, race, skin color, ethnicity, language, origin, material, family, social or career position, age, place of residence, religious orientation, political views, or membership or non-membership in civil associations

d) Refrain from engaging in political activities within the University

e) Fulfill scrupulously their professional obligations as specified in the employment agreement and observe labour discipline, occupational safety and health, occupational hygiene, and fire safety requirements set forth in the laws of the Russian Federation and rules and instructions approved by the University

f) Execute the orders and directions of University government bodies

g) Maintain the workplace and equipment clean, in order and in working condition and observe the established procedures for storing documents and valuables

h) Treat with due care the property of the University (including the property of third parties that is in the possession of the Employer, if the latter is liable for the safety of such property) and of other employees, reimburse inflicted damage at the rate and according to the procedures established by the laws of the Russian Federation, and refrain from inflicting damage on property and willfully defacing University buildings and rooms

i) Notify the Human Resources Office (or the respective division in charge of labor relations) of a change of last name, first name, patronymic, address of registration and factual residence, mailing address, passport, and other personal data in writing within 3 (three) days of such changes

j) Not disclose information protected by law (state, commercial, work-related and other secrets), of which he/she has become aware in the course of duty; not disclose any personal data of other employees and students; and protect from unauthorized use or loss the personal data of employees that was received in the course of duty

k) Carry an identification document issued by the University (HSE ID card) and e-pass (if any) when entering the University and/or being on University premises and treat the e-pass (if any) with due care

l) Not disseminate any information damaging the good standing of University or University officials (in particular, in mass media)

m) Not allow the use of the University name, symbols, and trademark without the permission of University authorized bodies (officials) (in particular, for commercial and/or political purposes)

n) Not speak in public or make declarations in the name of the University (faculty, institute or other University division) without the permission of University authorized bodies (officials)

o) Not submit or allow the submission of fake (forged) documents

p) Not disturb the public order, including foul language pronounced in public places and/or published on information and telecommunication networks

q) Refrain from actions bearing the influence of someone's personal, property (financial) or other interests during the performance of their duties

r) Inform the Employer whenever they are accosted by a person persuading them to commit corruption offences in the performance of their duties

s) Show tolerance and respect for the customs and traditions of ethnic groups in Russia and other countries, take into account cultural and other particularities of different ethnic and social groups and religions and promote ethnic and religious harmony

t) Perform other obligations as stipulated by the law of the Russian Federation, the University Charter and local acts, and the employment contract

2.2.4. Faculty members of the University must additionally

a) Engage in teaching and curricular work according to the approved individual curricular plan, respect the schedule of lectures and office hours set down in the class schedule and be at the workplace during the hours set down in local acts of the University

b) Develop curricular materials for the course(s) taught in accordance with the individual curricular plan to enhance curricular support for the educational process and improve the quality of teaching, in particular by developing course programs and promptly submitting them for approval in the established form

c) Carry out research work; keep up with modern research and methodological achievements in their field of research and teaching; supervise research conducted by University undergraduate and graduate students according to the approved individual curricular plan;

incorporate their research results into the educational process; and discuss and publish their research results

d) Promptly submit accurate information for publication on the official University portal (website), regularly update their personal webpages on the official University website, and post full texts of all programmes of taught subjects in accordance with the local acts of the University

e) Indicate their employment at the University in research and methodological publications, including reports at conferences and seminars (for full-time faculty members)

f) Provide consultations to University students, researchers and teachers who approach them about issues relating to the faculty member's areas of expertise and provide information assistance and help in the search of required experts

g) Be objective and demanding when assessing the knowledge, skills and abilities of students and uncover and stop plagiarism when checking student papers

h) Assure the excellence of teaching and education and inculcate professional qualifications in a respective field and a civic position in students

i) Scrupulously perform teaching, curricular, research, organizational, and other activities, as specified in the employment agreement

j) Continually improve their professional and teaching expertise and participate in advanced training programs in accordance with the employment agreement and local acts of the University

k) Participate in research, curricular and professional orientation events at the University and in events relating to student admissions and raising awareness about the University

l) Refrain from violating intellectual rights (copyright and related rights, inventors' rights, patents), including plagiarism, and uncover and stop violations of intellectual rights (copyright and related rights, inventors' rights, patents), including plagiarism, by University students and employees

m) Refrain from employing corrective measures involving physical and/or psychological violence against students (even on a single occasion) and from other amoral behavior that is not compatible with the continuation of research and teaching work

n) Refrain from using the educational process for the purposes of political propaganda, compelling students to endorse or abandon political, religious or other views, encouraging social, racial, ethnic or religious strife, upholding the exclusivity, superiority or inferiority of citizens on the basis of social, racial, ethnic, religious or language identity or religious views (in particular, by giving students unreliable information about the historical, ethnic, religious and cultural traditions of ethnic groups), and provoking students to commit actions violating the Constitution of the Russian Federation

o) Carry out other obligations as specified in the Labor Code of the Russian Federation and the University Charter and local acts

2.2.5. The list of job obligations that must be performed by each employee in his/her position, field, and profession is determined by the position instructions that are compiled in accordance with the United Wage and Qualifications Handbook for the Jobs and Professions of Workers, the United Qualifications Handbook for the Positions of Managers, Specialists and Employees, and/or the employment agreement

2.2.6. Upon termination of the employment agreement, the employee shall return the materials, equipment, e-pass, seal, and other property and documentation remaining in his/her possession and belonging to the University

2.3. Rights and Obligations of the Employer

2.3.1. The Employer has the right to

a) Sign, change and terminate employment agreements on the conditions and according to the procedures established by the Labour Code of the Russian Federation and other federal laws

b) Reward employees for diligent and efficient work

c) Require that employees perform their job obligations, handle University property (including the property of third parties if the University is liable for such property) and the property of other employees with care, and observe the present Regulations

d) Fine and/or take disciplinary action against employees according to the procedures established by the legislation of the Russian Federation

e) Adopt local acts according to the established order

2.3.2. The Employer must

a) Observe labour laws and other legal acts regulating labour, local acts of the University, and the conditions of employment agreements concluded with University employees

b) Provide employees with the work stipulated in employment agreements

c) Ensure that workplace safety and labour conditions meet the state occupational safety requirements

d) Provide employees with office machines, accessories, equipment, tools, technical documentation and other necessary items for the performance of their job duties

e) Continually improve the wage and incentive system, provide material incentives to employees for their contributions to overall work results, and assure the respect of existing wage conditions

f) Pay employees their full wages on the following days:

Wages for the previous month on the 10th day of the following month

Advance payments on the 25th day of the current month

g) Promote and improve labour discipline, reduce loss of working time, assure the rational use of human resources, and strive to create a stable team of employees

h) Promptly consider employees' recommendations for improving University operations

i) Create conditions for improving specialist training to account for the demands of modern industry, science and technology and organise the development and implementation of progressive training methods

j) Respect occupational safety requirements, improve working conditions, provide appropriate equipment for all workplaces and create working conditions meeting occupational safety requirements (safety and health requirements, sanitary norms, etc.)

k) Continually monitor employees' awareness and observance of instructions on occupational safety and health, labour hygiene and fire safety

l) Provide regular career enhancement opportunities for employees so as to increase their level of knowledge

m) Assure the protection of the personal data of employees

n) Perform other obligations stipulated by the laws of the Russian Federation, the University Charter and local acts, and the employment agreement

2.4. Working and Rest Time

2.4.1. The University is open from 8 am till 11 pm.

2.4.2. University employees shall normally work 40 hours per week during 5 (five) workdays and shall have 2 (two) days off on the weekend (Saturday and Sunday).

The workday is from 9:30 am to 6:00 pm. The lunch break is from 1:30 pm to 2:00 pm.

Due to the specifics of tasks and functions, the start and end of the workday and the lunch time of some departments, groups of employees (including certain professions and specialties) or individual employees may change by order of the University.

2.4.3. Faculty members shall have shorter working hours: 36 (thirty six) hours per week during 6 (six) workdays with 1 (one) day off (Sunday).

The start and end of the workday depend on the schedule of classes.

The attendance days and number of hours that faculty members must be present at the workplace are established by University order.

Faculty members shall perform teaching, curricular and research work according to their positions and their individual teaching and curricular plans during a six-hour workday.

Directors of University divisions shall monitor the observance by faculty members of schedule of classes, office hours, and attendance days as well as the implementation of individual teaching and curricular plans.

2.4.4. Due to specifics of tasks and functions, some departments, groups of employees (professions, specialties) or individual employees may work

- a) 40 hours six workdays a week with one day off (Sunday)
- b) In shifts according to a schedule of shifts (records shall be kept of the total annual working time to assure that it does not exceed the normal annual number of working hours)
- c) According to other working modes

2.4.5. Upon the Rector's decision, irregular working hours may be set for some employees. Irregular working hours imply a special working regime according to which employees may occasionally be called to perform their job duties and functions beyond the normal working hours upon order of the management.

Employees that have irregular working hours fixed in their employment agreements according to the Rector's decision shall have additional annual paid leave. The duration of such leave is specified in Appendix 3 to the present Regulations.

2.4.6. Upon agreement between the employee and the University, as well as in cases provided for by the laws of the Russian Federation, an employee may work reduced workdays (shifts) or reduced working weeks or have flexible working hours.

2.4.7. Employees may be asked to work overtime on workdays, on weekends and on statutory holidays according to procedures specified in Russian legislation.

2.4.8. University employees shall have an annual paid leave of 28 (twenty eight) calendar days.

An annual paid leave longer than 28 (twenty eight) calendar days (extended annual leave) is provided to some groups of University employees according to the Labour Code of the Russian Federation and other federal laws.

2.4.9. University faculty members are provided with an extended annual paid leave of 56 (fifty six) calendar days.

2.4.10. At least every 10 (ten) years of uninterrupted teaching work, faculty members shall have the right to a long-term leave of up to 1 (one) year. The conditions and procedures for applying for such leaves are stipulated in University local acts.

2.4.11. Employees may receive additional leaves in accordance with existing legislation and/or University local acts.

2.4.12. Annual paid leaves shall be provided to employees each year according to the Schedule of Employee Leaves approved by the University.

The Schedule of Employee Leaves is approved by the Rector or his authorized official no later than 2 (two) weeks before the start of the calendar year.

2.5. Awards

2.5.1. In order to reward University employees for good work, success and achievements, the following awards are established:

- a) Honourary title (status) "Tenured Professor of the National Research University Higher School of Economics"
- b) Honourary title (status) "Honoured Worker of the National Research University Higher School of Economics"
- c) Honourary Golden Badge "For Service to the Higher School of Economics"
- d) Honourary Silver Badge "For Service to the Higher School of Economics" of the 1st degree
- e) Honourary Silver Badge "For Service to the Higher School of Economics" of the 2nd degree
- f) Annual Golden Vyshka Award

- g) Golden Vyshka Prize
- h) Title “Golden Vyshka Award Winner”
- i) Title “Golden Vyshka Award Nominee”
- j) Diploma of Merit of the National Research University Higher School of Economics
- k) Expression of Gratitude of the National Research University Higher School of Economics
- l) Bonus (incentive payment)
- m) Valuable (personalized) souvenir
- n) Other types of rewards according to University local acts

2.5.2. The procedures and conditions of granting awards for work are determined in University local acts.

2.5.3. University employees may be nominated for national and industry awards (orders, medals, diplomas of merit, badges, honorary titles, etc.) for special service to society and the state.

2.6. Responsibility of Employees

2.6.1. University employees shall be responsible for disciplinary offenses (the non-fulfillment or improper fulfillment of their obligations on their own fault) as stipulated by Russian law.

2.6.2. For disciplinary offenses, the following disciplinary measures may be applied:

- a) Admonition
- b) Reprimand
- c) Dismissal on relevant grounds

2.6.3. An employee may be punished only one time for a single disciplinary offense.

2.6.4. Before applying a disciplinary measure to a violator of working discipline, a written explanation shall be demanded from him/her. The refusal of the employee to provide such an explanation shall not prevent the application the relevant disciplinary measure to him/her. If the explanation is not provided by the employee within 2 (two) workdays, the corresponding act shall be drawn up (Appendices 4 and 5 to the present Regulations).

2.6.5. The disciplinary measure is applied after the corresponding order is signed by the Rector or his authorized official. The employee shall sign the document stating that he/she has read and understood the order. If the employee refuses to sign such a document, the corresponding act is drawn up (Appendix 6 to the present Regulations).

2.6.6. If, within a year after the application of the disciplinary measure, the employee is not subject to other disciplinary measures, the disciplinary measure is considered lifted.

2.6.7. Upon the initiative of the Rector or his authorized official, the employee’s request or the petition of his direct supervisor, the disciplinary measure may be lifted before the expiration of the one-year period.

2.6.8. During the period of duration of the disciplinary measure, the employee may not receive any awards described in the present Regulations. No incentives or bonuses may be paid to him/her if this is expressly indicated in the University local act fixing the procedures and conditions of the payment of such incentives or bonuses.

2.7. Responsibility of the Employer

2.7.1. The University shall bear responsibility for the non-fulfillment or improper fulfillment of its obligations as stipulated in the Labour Code of the Russian Federation and other federal laws.

2.8. Wages

2.8.1. The wages of University workers are fixed in their employment agreements in accordance with labour legislation, other legal acts regulating labour and University local acts.

2.8.2. The wages are paid on the following days:

Wages for the previous month on the 10th day of the following month

Advance payments on the 25th day of the current month

2.8.3. Wages are transferred to the employee's account in a bank that has signed an agreement with the University.

3. STUDENT REGULATIONS

3.1. Rights and Obligations of University Students

3.1.1. Discipline in the University is based on the mutual respect for the human dignity of University students and employees.

3.1.2. University students have the right to

a) Participate in the discussion and resolution of University issues, including issues involving civil organizations and University government bodies, and represent student organizations in University self-government bodies

b) Use, free of charge, University libraries, information collections and the services of other University divisions in compliance with the rules approved by the University Academic Council

c) Receive in due time the curricula of studied subjects with the necessary study materials

d) Receive in due time information on required routine, intermediate, and final knowledge assessments, the assessment criteria, as well as complete and reliable information on the results of knowledge assessments

e) Receive in due time information on the schedule of classes for the upcoming module (semester), the timetable of eliminating academic failure, changes in the schedule of classes, as well as other necessary information on the organization and planning of the educational process

f) Receive accommodation in a dormitory if the University has such housing facilities available according to the procedures established at the University

g) Receive, according to the established procedures, state academic scholarships, as well as other forms of financial support in accordance with the laws of the Russian Federation

h) Get an academic leave for medical reasons and in other exceptional cases according to the rules established by the federal education authorities, as well as other leaves of absence stipulated by the laws of the Russian Federation

i) Transfer to another higher educational institution according to the rules established by the federal education authorities

j) Switch from one educational program, including a program that is not accredited by the state, and/or form of study to another educational program and/or form of study according to the rules established by the University

k) Apply for readmission to the University in compliance with the conditions and procedures established by the University Charter and local acts

l) Appeal against University orders and decrees in the manner set out in the laws of the Russian Federation

m) Exercise other rights in compliance with the laws of the Russian Federation and the University Charter and local acts regulating the legal status of University students

3.1.3. University students must

- a) Respect the rules of behavior, attend classes, and personally complete all academic tasks and knowledge assessment tests on the curricula
- b) Refrain from violating intellectual rights (copyrights and related rights, inventor's rights, and patents) during the study process, including plagiarism, copying, turning in the same paper twice, paper fraud, and fabricating data or results
- c) Refrain from committing unlawful acts with socially dangerous consequences for the University and its students and employees
- d) Refrain from committing unlawful acts related to the gross violation of the Charter and Internal Regulations of the University, causing serious damage to the University's good standing and neglecting the established rules of student behavior in University buildings and dormitories and outside the University
- e) Notify ahead of time and in writing their faculty's curricular office if they should miss classes, including examinations and pass-fail tests, for an acceptable reason. In the event of absence from classes, including examinations and pass-fail tests, for an unforeseen yet acceptable reason, they must provide their faculty's curricular office with documents that confirm the validity of their excuse for being absent from classes on the first day of their return. In the event of illness, a student shall present to his/her faculty's curricular office a medical certificate from a treatment facility in due form.
- f) Promptly request readmission to the study process upon completion of an academic or other leave provided to them in compliance with the laws of the Russian Federation and submit to their faculty's curricular office upon completion of the leave an application for readmission to the study process and a medical certificate from a healthcare institution (in case the leave was provided for medical reasons)
- g) Participate in the University instructors' rating following the procedures and timeframes established in the University local acts
- h) Comply with the procedures of knowledge assessment and elimination of academic failures established by the University
- i) Comply with the laws of the Russian Federation, the University Charter, the present Regulations, the rules of the use of the library and other University local acts regulating the legal status of University students
- j) Treat University property with due care (including the property of third parties on University premises if the University is responsible for its safekeeping) and compensate for any damage in the amount and according to the procedures stipulated by Russian law and refrain from damaging property and willfully defacing University buildings and rooms and from taking out objects and equipment from classes and other rooms without the permission of the University administration
- k) Carry an identity document (student ID card) and an e-pass (if issued) when entering University buildings and/or staying on University premises and make sure not to lose or damage the student ID card and e-pass (if issued)
- l) Be respectful towards other University students, employees, and visitors
- m) Not disseminate any information damaging the good standing of the University or University officials (in particular, in mass media and information and telecommunications networks)
- n) Not allow the use of the University name, symbols, and trademark without the permission of University authorized bodies (officials) (in particular, for commercial and/or political purposes)
- o) Not speak in public or make declarations in the name of the University (faculty, institute or other University division) without the permission of University authorized bodies (officials)
- p) Not submit fake (forged) documents
- q) Refrain from disturbing the public order, including foul language pronounced in public places and/or published on information and telecommunication networks

r) Refrain from political activities within the University and from actions and/or statements expressing political, ideological, racial, ethnic or religious hatred or antagonism or hatred or antagonism towards any social group, including actions and/or statements that discriminate on the basis of sex, race, skin color, ethnicity, language, origin, material, family, social or career position, age, place of residence, religious orientation, political views, or membership or non-membership in civil associations

s) Perform other obligations as stipulated by the law of the Russian Federation and the University Charter and other University local acts

3.1.4. The present Regulations shall apply to undergraduate, graduate and other categories of University students in accordance with their legal status in compliance with the laws of the Russian Federation.

3.1.5. The rights, obligations, and responsibilities of students residing in a dormitory are regulated by the Student Dormitory Internal Regulations approved by the University Council.

3.2. Organization of Studies

3.2.1. The organization of studies at the University is regulated by framework and working curricula in the field of study (major) and the schedule of classes for each form of study.

In addition to traditional study forms, the University offers other forms of study organization: a modular system of studies, a credit system of curricular disciplines, a multiple point system for assessing student knowledge in individual disciplines, a cumulative assessment system of intermediate and final exams, and a rating system of integrated knowledge assessment.

3.2.2. All classes and intermediate and final exams (including re-examinations) are held in accordance with the class schedules approved by faculty deans or school heads and the Vice-Rector for Academic Affairs in compliance with the division of responsibilities at the University.

The schedule of classes for the next module (semester) shall be made publicly available on the websites and information stands of University faculties/schools no later than 3 (three) days before the start of classes; the schedule of pass-fail tests and exams (including re-examinations) shall be made available no later than 7 (seven) days before the start of classes.

3.2.3. If a class is rescheduled or replaced, the faculty's curricular office shall notify students no later than 3 (three) days before the class or, if the class is rescheduled or replaced for an unforeseen reason (e.g., if the instructor falls ill), on the day when the class is scheduled to be held.

3.2.4. Students are allowed to enter and leave the classroom during classes only if permitted by the instructor. Students shall observe silence and order in the classroom and adjoining facilities once the class starts.

3.2.5. For seminars, practical work and other classes held in an interactive form, as well as pass-fail tests and exams, the class shall be divided into groups. For lectures, the class may be divided into streams. The makeup and number of student groups and streams shall be fixed by a decree of the Vice-Rector for Academic Affairs in compliance with the division of responsibilities at the University.

For interactive foreign language classes, ICT-based classes held in computer rooms, and classes in certain other disciplines, the group may be divided into subgroups at the decision of the Vice-Rector for Academic Affairs.

3.2.6. Students in each group shall select a leader from among the most advanced and disciplined students.

The group leader shall be directly subordinate to the faculty dean or school head and shall inform the group of any instructions and decrees of University authorities.

The group leader's responsibilities include

a) Supervising the academic discipline of the group members during lectures and laboratory and practical classes, as well as the safekeeping of study equipment and accessories

- b) Notifying other students of changes in the class schedule
- c) Notifying the faculty's curricular office of any disruption of classes
- d) Informing the faculty's curricular office about classes that were not held without students being notified in advance as well as about any problems confronted by students in the group during studies
- e) Receiving discount monthly ground transportation passes from the University's Social Services Office and giving them to group members

3.2.7. The rules of student discipline are stipulated for routine assessments and intermediate assessment in the corresponding regulations of the University Academic Council and for the final state attestation in the Regulations for Final State Attestation of Graduates of Higher Educational Institutions of the Russian Federation approved by the federal education authorities.

3.2.8. To improve the organization of extracurricular student work, encourage research activities, provide psychological and pedagogical support to students, develop feedback mechanisms between students and the administration at all University faculties, counseling shall be organized in accordance with University local acts.

3.3. Student Incentives

3.3.1. The following types of moral and material incentives shall be provided to University students for success in studies and research as well as for active participation in public activities:

- a) Expression of gratitude
- b) Award of a valuable gift
- c) Award of an individual scholarship

Students can also be nominated for the scholarships of the President of the Russian Federation and the Government of the Russian Federation.

3.3.2. The type of incentive shall be selected by the University Rector and/or his authorized official.

Incentives shall be awarded and brought to the students' notice through orders of the University Rector or his authorized officials. An extract from the order awarding the incentive is attached to the student's personal file.

3.4. Responsibility of Students

3.4.1. If a student, for no good reason, fails to fulfill the curriculum in a field of study (major) within the established deadline or fails to perform his/her obligations set out in the University Charter, the present Regulations, or other local acts of the University, including the Student Dormitory Internal Regulations and the Rules of Library Use, or in other cases set out in the present Regulations and Appendices thereto, he/she may be liable to the following disciplinary measures:

- a) Admonition
- b) Reprimand
- c) Expulsion

3.4.2. An unlawful act committed by a student during his/her study at the University shall be sufficient grounds for applying disciplinary measures to him/her, including expulsion from the University.

3.4.3. A student may be dismissed from the University if he/she is subject to legal action, including a criminal conviction, for an unlawful act perpetrated by him/her against the University, its students or employees if other actions against the offender are deemed insufficient.

3.4.4. A student may also be dismissed for the gross violation of the present Regulations, for causing serious damage to the University's good standing, and for disturbing the public order or violating generally accepted standards of behavior in the University's buildings and dormitories and beyond its premises.

3.4.5. The procedures for applying the disciplinary measures stipulated in Items 3.4.1a and 3.4.1b are described in Items 3.4.6 – 3.4.10 of the present Regulations.

3.4.6. Before a disciplinary measure is applied to a student, he/she shall be required to give a written explanation (except for cases when he/she is dismissed for poor academic performance). A student's refusal to give an explanation shall not be an impediment to imposing disciplinary measures. The student's refusal to explain his/her misconduct shall be documented by the appropriate act.

3.4.7. Disciplinary measures shall be applied within 1 (one) month from the date when the misconduct is revealed and 6 (six) months from its perpetration, excluding periods of illness and/or student vacation. Disciplinary measures cannot be imposed on students while they are on sick leave, vacation, academic leave, or maternity leave.

3.4.8. Disciplinary measures shall be imposed by an order of the University Rector or his authorized official on the recommendation of the faculty dean or school head unless otherwise stated in the Appendices to the present Regulations. The order shall be accompanied by acts and certificates confirming the fact of the student's misconduct and fault and his/her explanations (Appendix 8 to the present Regulations).

3.4.9. Only one disciplinary measure can be applied for a single disciplinary offense.

3.4.10. The order imposing the disciplinary measure shall be given to the student concerned within 3 (three) workdays from its issue. The student shall sign the order to indicate that he has read it. If the student refuses to read and sign the order in question, the fact is documented by the appropriate act.

If necessary, the order can be made known to other University students for pedagogical purposes.

3.4.11. The procedures and grounds of applying the disciplinary measure indicated in Item 3.4.1c are described in the Procedures for Expelling Students at the Initiative of the National Research University Higher School of Economics (hereafter "Procedures"), which are contained in Appendix 9 to the present Regulations.

3.4.12. The student may appeal against the disciplinary measure using the procedures established by the laws of the Russian Federation.

3.4.13. If the student does not receive a new disciplinary measure within 1 (one) year from the previous measure, the disciplinary measure is considered lifted.

3.4.14. At the student's request or by the petition of the faculty dean or school head, the disciplinary measure may be lifted before the year expires provided that the student has not committed a new offense. While the disciplinary measure is in force, no incentives specified in the present Regulations may be awarded to the student.

3.4.15. A student studying on a pay basis who is subject to disciplinary measures in the cases stipulated in the present Regulations is liable to be deprived of tuitions discounts.

Such discounts shall not be granted to the student subject to the disciplinary measures during the entire period of duration of these measures.

4. ORDER IN UNIVERSITY BUILDINGS

4.1. The University shall ensure security in its buildings and keep them in good technical condition to enable the normal operation of all University divisions and guarantee the safety of equipment and other property used in the University's educational, research, and economic activities.

4.2. Administrative directors of University buildings shall be responsible for the anti-terrorist security, fire safety and good sanitary conditions of University buildings, as well as the safety of the property.

4.3. Building administrative directors shall be responsible for comfort and amenities (furniture and educational equipment in good condition, normal temperature and lighting, etc.) in the University's classroom facilities.

The heads of departments and laboratories shall be responsible for keeping the equipment of the University's classroom facilities in good condition.

4.4. While on University premises, employees and students shall comply with the generally

accepted rules of behavior in public places.

4.5. University employees and students are not allowed to

- a) Stay indoors in outwear and headwear
- b) Leave clothes and personal belongings outside the cloakroom and other places allocated for their storage
- c) Smoke in non-designated areas
- d) Enter or stay in buildings in a state of alcohol, drug or substance intoxication
- e) Take property, objects or materials belonging to the University out of buildings or bring bulky items into buildings without the prior permission of the University Administration
- f) Post ads outside specially allocated areas without the prior permission of the University Administration
- g) Use the equipment allocated for work purposes for personal ends.

4.6. University students are allowed to use empty classrooms for independent work during the University's opening hours. Computer rooms shall be allocated for independent student work on the basis of a special schedule.

4.7. The Rector, the (first) vice-rectors, and area directors shall establish student and employee visiting hours to handle personal issues.

Faculty deans, school heads, their deputies, and the faculty curricular offices shall establish visiting hours for faculty members and students in accordance with the faculty opening hours.

Heads of University divisions shall establish student and employee visiting hours depending on the division opening hours.

4.8. The room keys of University buildings shall be kept in specially designated areas and given out by persons on duty to persons on the list approved by the building administrative director.

4.9. The rules of dormitory accommodation and the rules of providing services to dormitory residents, as well as the rights, obligations, and responsibilities of dormitory residents shall be regulated by a separate local act approved by the University Academic Council at HSE Moscow campus or by campus academic councils at regional campuses.

The local acts approved by campus academic councils shall be based on the laws of the Russian Federation and the local act of the University regulating the rules of dormitory accommodation and use.