

### **On Individual Curriculums for Students Facing Academic Failure**

1. This Appendix governs the procedure of providing an ICRC to the University students.
2. The University students who have failed assessments in no more than two Courses by the end of the retake period and not studying under an ICRC may transition to it.
3. The University students who are studying under an ICRC and have failed assessments in no more than two Courses<sup>1</sup> by the end of the retake period may retake these Courses/parts of Courses by adding them to the ICRC and concluding an addendum to the agreement.
4. If the student faces academic failure as a result of a breach of the deadline for selecting a topic of the thesis or term paper, and fails to select a topic during the extension period (between the start date of Module 3 and February 15), such student is not eligible to transition to an ICRC and shall be dismissed from the University.
5. Procedures for retaking the Course/parts of the Course (workload, study periods, interim and ongoing assessment methods and timeframes) are recorded in the ICRC that includes, along with the Courses from the working curriculum, Courses/parts of the Courses to be retaken. The template for an ICRC is set out in Appendix 6 to *Regulations for Interim and Ongoing Assessment of the University students*.
6. When studying under an ICRC, the number of credit points to be earned in the programme during the next year cannot exceed 75<sup>2</sup>. The Courses beyond the established limit are transferred to the subsequent years<sup>3</sup>.
7. Before dismissal, the programme office must notify the students who have failed assignments in up to two Courses by the end of the retake period about the possibility of studying under an ICRC.
8. . The students who decide not to study under an ICRC will be dismissed from the University for academic failure but can be reinstated to the university pursuant to the *Regulations on Reinstatement of Students and Return to Studies after an Exceptional Leave of Absence*.
9. The students who are funded by subsidies from the federal budget for the state assignment (hereinafter, the state-funded students) may use the option specified in article 2, provided that they transfer to a fee-paying place.
10. The students who study at the University under international agreements of the Russian Federation or within the quota set up by the Government of the Russian Federation for education of foreign nationals in the Russian Federation/were admitted to the University as individuals deemed citizens of the Russian Federation pursuant to clause 1, article 4 of the federal

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<sup>1</sup> This limit does not include Courses retaken by the student studying under an ICRC, if the student has not taken the examinations in these courses yet.

<sup>2</sup> This limit does not include physical education and optional courses.

<sup>3</sup> Except for Courses with are prerequisites for Courses of the following year of study.



constitutional law No.6-FKZ “*On Inclusion of the Republic of Crimea into the Russian Federation and Establishment of New Entities in the Russian Federation: the Republic of Crimea and the City of Federal Subject Significance Sevastopol*” dated March 21, 2014, may use the option specified in Article 2 of this Appendix without transferring to a fee-paying place once for the entire duration of studies at the University (save for cases specified in Article 4).

11. Students who study under an ICRC, apart from the regular tuition fees, must also pay additional fee for retaking the failed Courses, pursuant to the concluded agreement for paid educational services and the procedures established at the University. Additional fee due is calculated in accordance with the *Procedures for Calculating the Tuition Fees Payable by Students with Modified Educational Trajectories*.

12. For students who studied on a state-funded place prior to transitioning to an ICRC, the agreement for paid educational services enters into force on the date following the end date of the retake period stipulated by the *Regulations for Interim and Ongoing Assessment of the University Students*.

13. The student may continue education on the condition of concluding an agreement for paid educational services/addendum to the agreement for paid educational services and payment of educational services as per such agreement. The ICRC drawn up for the student forms an integral part of the agreement.

14. The student who has paid for the services as per the agreement may progress to the next year of study (autumn period) or continue the current year of study (spring and autumn periods).

15. The student who has paid for services as per the agreement for paid educational services may choose to retake Courses during the academic year, separately from the Courses set out in the working curriculum for the next academic year, and thus, will not progress to the next year of study. This decision must be indicated in the student’s application for an ICRC.

16. Retaking a Course/ part of a Course implies studying it in full, repeating all interim and ongoing assessments within the timeframe set out in the working curriculum for the preceding academic year in the same field of study; or studying the Course in a different field of study, provided that such Course has a comparable<sup>4</sup> syllabus and the same number of credit points.

17. The student may retake interim assessment for the Course included into the ICRC only upon undertaking the Course again, during the examination period as defined in the academic calendar.

18. Retaking failed assignments for Courses undertaken again is subject to the procedures established at the University.

19. If the Course for which the student has failed assignments is excluded from the working curriculum or renamed, such Course may be substituted for another similar course in the ICRC or undertaken on another education programme within the University.

20. Current and cumulative ratings of students who study under an ICRC are calculated in accordance with the procedure established at the University<sup>5</sup>.

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<sup>4</sup> As determined by the programme office, based on comparison of credit requirements and assessment procedures. If some discrepancies are found, the matter may be settled by the faculty’s certification board.

<sup>5</sup> *Regulations for the Rating system of Comprehensive Student Assessment*.



21. In order to be considered for an ICRC, the student submits a request addressed to the Rector of the University to the manager of the programme on which the student is registered. State-funded students must also request to be transferred to a fee-paying place.
22. Permission to study under an ICRC is given by the head of a subdivision that implements the education programme on which the student is registered. An ICRC is drawn up by the programme office by means of the ASAV information system. Courses to be retaken are tagged in the ICRC with a “*Retake*” caption.
23. If at the time of drawing up an ICRC no working curricula for next academic year are available for Courses which must be included into the student’s ICRC, such Courses are tagged “*Next year*” and a note is added to the ICRC to the effect that it must be adjusted before to September 20. An ICRC may be adjusted no later than September 20.
24. The student’s transition to an ICRC is enacted by a directive of the Rector or an authorized person prepared by the programme office where the student is registered.
25. If the student is permitted to study under an ICRC, the programme office calculates the cost of the educational services in accordance with the *Procedures for Calculating the Tuition Fees Payable by Students of the National Research University Higher School of Economics with Modified Educational Trajectories*.
26. If the student is studying on a fee-paying place, an addendum to the agreement for paid educational services is concluded. If the student is studying on a state-funded place and has to transfer to a fee-paying place, an agreement for paid educational services is concluded.
27. Reinstatement of students dismissed from the University for academic failure is subject to the *Regulations on Reinstatement of Students and Return to Studies after an Exceptional Leave of Absence*.
28. When the student is reinstated after dismissal, the previously failed Courses are included into his/her ICRC and tagged “*First take*”.

