



NATIONAL RESEARCH
UNIVERSITY

HSE Academics for Exchange Students

Orientation Spring 2017

- I. Your study manager
- II. HSE IT tools
- III. Courses
- IV. Studies and Exams
- V. Transcript of Records

I. Your study manager

Your Study Manager

- Each exchange student is assigned to the study office and study manager;
- One of program coordinators will be your study manager
- **Study manager** will provide basic support regarding study issues:
 - Learning Management System;
 - HSE e-mail password recovery;
 - Your study plan (course drop/course enrolment)



I. Your study manager

Study Manager

- ✓ The list of contact persons is available here:
- ✓ <http://istudents.hse.ru/offices>

Study Offices Contacts for Exchange Students

Each exchange student is assigned to the study office and study manager.

Study manager will provide the support regarding general study issues:

- Learning Management System;
- HSE e-mail password recovery;
- Managing your study plan (dropping and enrolling for courses).

Spring 2017 exchange students can find the contacts of their study managers in the file below:

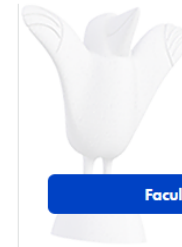
 [Your study managers contacts](#) (XLSX, 39 Kb)

Fall 2016 exchange students can find the contacts of their study managers in the file below:

 [Your study managers contacts](#) (XLSX, 27 Kb)

For questions regarding the courses please contact the study office of the degree programme, where the course is taught:

 [Study Offices Contacts](#) (XLSX, 24 Kb)



Faculty support

ACADEMICS

[General Academics](#)
[Academic Calendar](#)
[Course Catalogue](#)
[Timetable Builder](#)
[Scholarships & Stipends](#)
[Study Offices Contacts](#)
[Credits & Grading System](#)
[Knowledge Assessment](#)
[Integrity & Copyright](#)
[Individual Study Plan](#)
[Transcript of Records](#)
[Student Email](#)
[LMS](#)
[Russian as a Foreign Language](#)

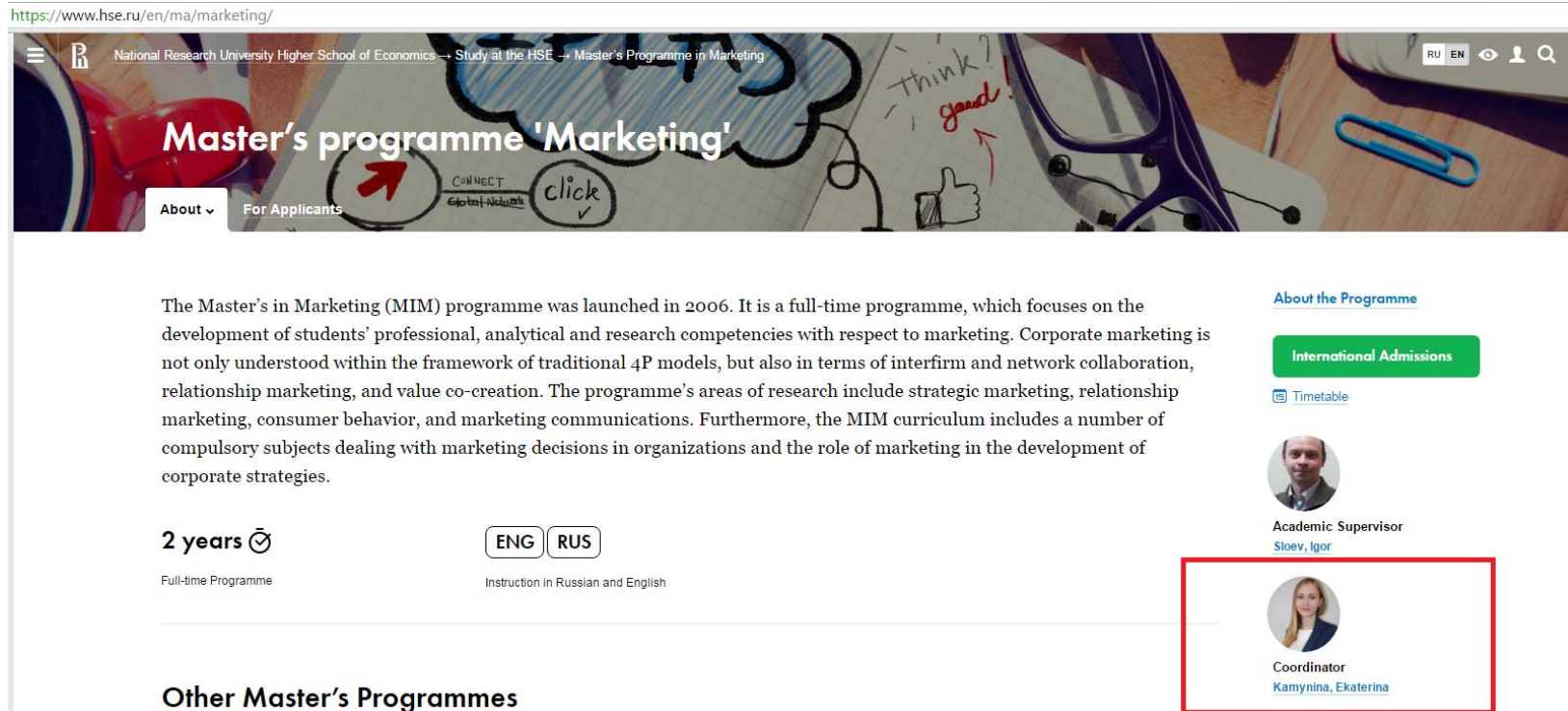
photo

I. Your study manager

Program Coordinator

- ✓ Each degree program is administrated by a study office and a study manager;
- ✓ For questions regarding a particular course (for ex. course syllabus, room), please contact the study office of the degree programme, where the course takes place.

<https://www.hse.ru/en/ma/marketing/>



National Research University Higher School of Economics → Study at the HSE → Master's Programme in Marketing


Master's programme 'Marketing'

About ▾ For Applicants

CONNECT Global students click

think? good!

The Master's in Marketing (MIM) programme was launched in 2006. It is a full-time programme, which focuses on the development of students' professional, analytical and research competencies with respect to marketing. Corporate marketing is not only understood within the framework of traditional 4P models, but also in terms of interfirm and network collaboration, relationship marketing, and value co-creation. The programme's areas of research include strategic marketing, relationship marketing, consumer behavior, and marketing communications. Furthermore, the MIM curriculum includes a number of compulsory subjects dealing with marketing decisions in organizations and the role of marketing in the development of corporate strategies.

2 years 


Full-time Programme


ENG **RUS**


Instruction in Russian and English

About the Programme

International Admissions

 [Timetable](#)


Academic Supervisor
Sloev, Igor


Coordinator
Kamynina, Ekaterina

Other Master's Programmes

Test time 😊

- ✓ When should I address a program manager?
- ✓ When should I address my study manager?
- ✓ Where can I find contacts of study offices?
- ✓ How will I know who my study manager is?

II. HSE IT tools

HSE Mail

The university email address is the official mail address for communication between students and HSE. The information related to studies will arrive to edu.hse.ru mailbox.

Access your mailbox here: <http://edumail.hse.ru>
<http://mail.office365.com>

Login: iivanov@edu.hse.ru (See it on the front page of your ASAV online profile)

Password: Edu + the number of your student ID card

Family name (as in passport):	Smith	Login:	Jsmith111
First Name (s) (as in passport):	John	E-mail:	jsmith1234@br.oi
Sex:	Male	HSE email:	jsmith@edu.hse.ru
Date of Birth:	01.09.1995	Student ID:	12/01.44/777

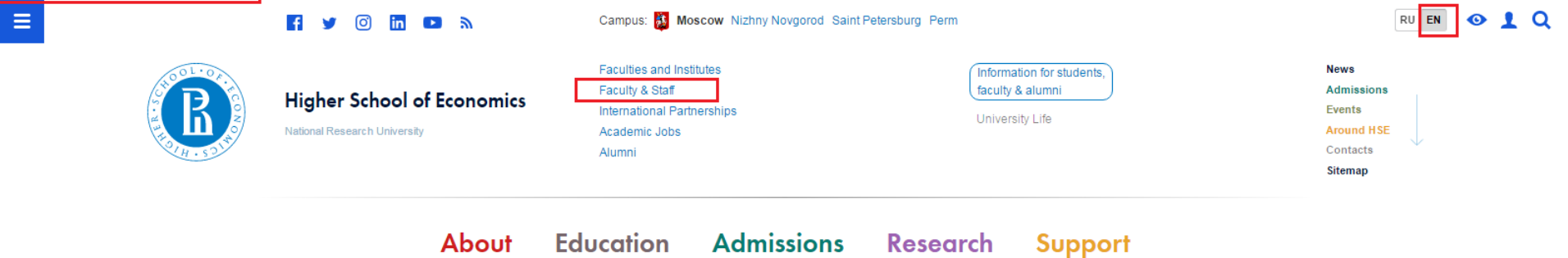
II. HSE IT tools

HSE Mail

- ✓ Redirect the e-mails to another address through the Settings in your personal account if needed.
- ✓ Use HSE Mail when contacting teachers or staff to ensure that your mail is not blocked by spam filters and that the recipient knows who you are.
- ✓ Search teachers and staff contacts here: <http://www.hse.ru/en/org/persons/>



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



The screenshot shows the homepage of the Higher School of Economics. At the top left, there is a navigation menu icon. Below it is the HSE logo and the text "Higher School of Economics National Research University". To the right, there are social media icons for Facebook, Twitter, Instagram, LinkedIn, YouTube, and RSS. Further right, the "Campus" section lists "Moscow", "Nizhny Novgorod", "Saint Petersburg", and "Perm". On the far right, there are language selection buttons for "RU" and "EN", with "EN" highlighted. Below the main navigation, there is a list of links: "Faculties and Institutes", "Faculty & Staff" (highlighted with a red box), "International Partnerships", "Academic Jobs", and "Alumni". To the right of this list is a button for "Information for students, faculty & alumni" and a link for "University Life". On the far right, there is a vertical menu with links for "News", "Admissions", "Events", "Around HSE", "Contacts", and "Sitemap". At the bottom of the page, there is a horizontal navigation bar with links for "About", "Education", "Admissions", "Research", and "Support".

II. HSE IT tools

Personal Timetable Builder

PTB is a service that helps students construct their individual schedule.

- 1) <https://istudents.hse.ru/> → "Course catalogue"
- 2) Click on [Personal Timetable Builder](#)


ACADEMICS

- [Academic Handbook for Full-degree Students](#)
- [Course Catalogue](#)
- [Academic Calendar](#)
- [Credits & Grading System](#)
- [Knowledge Assessment](#)

Business

English Bachelor
 German Master
 Russian
 French

GO TO TIMETABLE



Note the location of HSE buildings while choosing your courses – travel from one building to another might take up to one hour.

Actual Problems of Competition (Business) Intelligence ★

Актуальные проблемы конкурентной (деловой) разведки
Программа: Москва MANTO-PECO


 Rudchenko Alexander
Рудченко Александр Дмитриевич

3 credits

[russian](#) [master](#)

Advanced Data Analysis&Big Data for Business Intelligence ★

Перспективные методы анализа данных и Большие Данные в Бизнес-интеллекте
Программа: Big Data Systems

 Markov Nikolay Vladimirovich
Марков Николай Владимирович

5 credits

[english](#) [master](#)

Art Galler Галерея

	Mo, 11	Tu, 12	We, 13	Th, 14	Fr, 15	Sa, 16	Mo, 18	Tu, 19	We, 20	Th, 21	Fr, 22	Sa, 23	
1							No classes						09:00
2							No classes						10:30
3							No classes						12:10
4					Lecture Religion and Philosophical Traditions of the East (eng) MASLOV A.A. room 328 = 17 Malaya Ordynka St.		Seminar Religion and Philosophical Traditions of the East (eng) Porcassia A.A. room 418 = 17 Malaya Ordynka St.				Lecture Religion and Philosophical Traditions of the East (eng) MASLOV A.A. room 328 = 17 Malaya Ordynka St.		13:40
5		Research seminar Starting and growing a foreign business in Russia and abroad (eng) KRATKO I.G. room 319a = 11 Novembarskaya St.					Seminar Religion and Philosophical Traditions of the East (eng) Porcassia A.A. room 106 = 17 Malaya Ordynka St.						15:10

II. HSE IT tools



Learning Management System (LMS)

The basic web tools for studies are integrated into service called Learning Management System (LMS)

In LMS you will:

- ✓ Register for courses;
- ✓ Receive study materials from course instructors;
- ✓ Perform academic activities (upload projects, essays, course papers, make tests);
- ✓ Check your grades in electronic grade book.

To enter the LMS please use the webpage <http://lms.hse.ru/> and the Instructions we sent you.

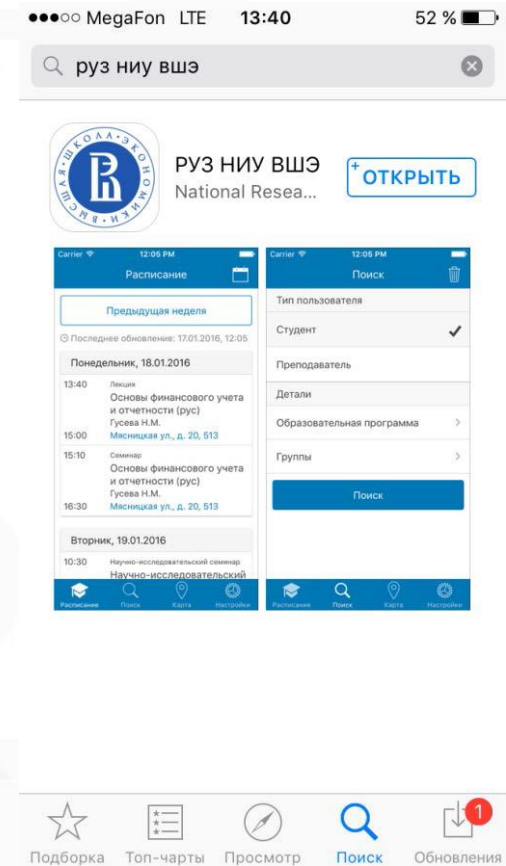


Exchange students are obliged to use LMS during their study period at HSE.

Mobile Application РУЗ НИУ ВШЭ

- Reflects your schedule in your mobile
- Can be downloaded in Android Market, AppStore or Microsoft Store
- Accessible **after January 23rd**
- Can export your personal schedule to the calendar on your smartphone


Use your HSE e-mail address to view your personal schedule



Test time 😊

 Where do I find the Instructions on HSE mail and LMS activation?

 Where do I find teachers and staff contacts?

 What is LMS? What is LMS for?

III. Courses

My Study Plan – My Responsibility

International Exchange regulations give students freedom in planning and scheduling their studies.

This freedom also requires from the student independence and responsibility as:

- Choosing subjects;
- Avoiding overlapping courses;
- Keeping the schedule convenient.



Submit all your enrollment requests by January 23rd



III. Courses

Types of courses:

- Compulsory – always on schedule and are held annually on a regular basis
- Elective – optional and offered only if 20 students are registered
- Bridging - offered as a preparatory course

Bachelor's and Master's level courses

HSE places no restrictions on availability of MA level courses for BA students

Prerequisites

All courses provided by ICEF and HSE/NES study programme have prerequisites.

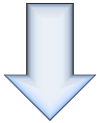
III. Courses

Course enrolment process

Check [Personal Timetable Builder](#)



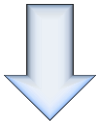
- ✓ Special service, which helps students to construct
- ✓ their individual schedule, avoid overlapping courses



Submit the enrollment via LMS



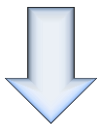
- ✓ Submit all your enrollment requests in “Selective courses” module by January 23rd
- ✓ Russian language – enrolment is made via Entrance Test in LMS, deadline – [January 7th](#)



Enrollment processed



- ✓ The study manager can decline your enrolment if the course is full/cancelled/etc.;
- ✓ In case of enrolment decline you will receive the notification via LMS.



Attend classes

Course Drop

Before January 23rd

1) Use Selective Courses" module in LMS

After January 23rd :

- 1) Send an e-mail to your teacher with the course drop form.
- 2) Inform your study manager about your decision.



Test time 😊



Where do I enroll for courses?



Where do I monitor enrolment declines?



When can I drop the courses?



Whom should I inform on course drop?

Course enrolment

To enrol for a course after **January 23rd**:

- 1) ask for the teacher's approval
- 2) inform your study manager about your decision attaching an e-mail with the teacher's approval

Note: *If you get the approval of the course teacher and do not inform your study manager the course will be absent in your study plan and the mark will not appear in your transcript!*

- 3) check your LMS account to make sure that you are enrolled for the course



IV. Studies and exams

Class Schedule

- You can check the class schedule via [Personal Timetable Builder](#);
- Russian-speaking students can check on teacher's personal page at <http://www.hse.ru/en/org/persons/> or at the degree programme webpage;
- Individual schedule in LMS and mobile application “РУЗ НИУ ВШЭ” test period starts after January 23rd.
- Exam schedule is published 1 week prior to the examination session.
- It is important to be present at HSE during the whole examination session. Exams schedule may change due to some force majeure circumstances.



IV. Studies and exams

Credits and Grading System

<https://istudents.hse.ru/credit>



ECTS Grades		Exam	
		<i>10-point scale</i>	<i>5-point scale</i>
A+	Excellent	10	5
A	Very good	9	5
A-	Very good	8	5
B+	Good	7	4
B-	Good	6	4
C+	Satisfactory	5	3
C-	Satisfactory	4	3
F	Fail	3	2
F	Fail	2	2
F	Fail	1	2

- The HSE student academic load is based on 'academic hours':
1 academic hour = 40 minutes
1 credit = 38 academic hours = 24 astronomical hours
- The results are graded in 10-point scale;
- Grade transfer is made by student's home university.

IV. Studies and exams

Credits and Grading System

HSE grading system is cumulative.

To receive a final grade and **obtain ECTS credits** for the course student must:

- Attend classes, submit homework tasks, complete routine and intermediate knowledge assessments;
- Pass final exam.

The grade composition for each discipline is defined in the **course syllabus**.

Regulations for knowledge assessment available here: <http://istudents.hse.ru/asses>

IV. Studies and exams

Exams

- Exams schedule announced 1 week prior to the examination session.
- You can attend the exam only if you have a valid enrollment for the course;
- Exam attendance is mandatory in order to complete the course and obtain ECTS credits;
- Exams must be taken during the examination session as scheduled;
- Overlaps tracking is student's responsibility, inform the teachers and the study managers of the degree programmes, where the courses are taught, about overlaps ASAP;
- Rescheduling is only possible in case of time overlaps;

IV. Studies and exams

Academic Calendar

<https://istudents.hse.ru/year>

Module 1	September 1 – October 30	Exams: October 24 – 30
Module 2	October 31 – December 31	Exams: December 21–31
Winter break	January 1-9	
Module 3	January 10 – April 2	Exams: March 27 – April 2
Module 4	April 3 – June 30	Exams: June 19-30
Summer break	July 1 – August 31	

National and public holidays in 2016/2017:

November 4

January 1-9

February 23

March 8

May 1, 8-9

June 12



ICEF and MA programme *International Relations in Eurasia* follow special academic calendars

Test time 😊



Where do I check class & exam schedules?



What I need to do in order to complete the class and obtain ECTS credits?



In which case can I ask for exam rescheduling?

V. Transcript of Records

1) Students' marks are finalized



Approximate time for grades finalization: 2-3 weeks after the examination session;

2) ISO sends you the scan of transcript draft



3) After you confirm the correctness of the records ISO issues your Transcript.



If you do not confirm your transcript during 1 week the transcript will be issued without your confirmation

4) Transcript is mailed to your home university via express post service.



- All grades appear on the Transcript in 10-point scale;
- It is not possible to change Transcript data;
- Only courses with final grade and ECTS credits obtained can be on the Transcript;
- Failed courses do not appear on the Transcript.
- Check the Transcript Sample here: <http://istudents.hse.ru/transcript>



Check [Personal Timetable Builder](#)



Submit the enrollment via LMS



Enrollment processed



Attend classes 

Submit the course drop report during first 14 days from the course start date if needed



Pass the exams 

Submit the exam statement 14 days prior to the examination session



Review the Transcript



ISO sends the Transcript to my University



International Students Support Office (ISO)

Website: <http://istudents.hse.ru/>

E-mail: International.study@hse.ru

Visiting hours 12.00-16.00

Address: Myasnitskaya 11, room 301

Phone: 8 (495) 772 95 90 + extension

Contact person: Tatiana Letuchina

Ext. 12466