



NATIONAL RESEARCH
UNIVERSITY

Study Process at HSE for Exchange Students

Orientation Fall 2017

Agenda

- I. Your study manager
- II. Academic calendar
- III. Grade system
- 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 (LMS);
 - HSE e-mail password recovery;
 - Your study plan (course drop/course enrolment)




I. Your study manager

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



Attention! Transcripts of records to be issued in mid-August
17.07.2017




Request your documents online
17.08.2017

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).

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

 [Your study managers contacts.xlsx](#)

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](#)

Feedback Form



Download the [International Student Handbook](#)

CONTACTS

Address: [11 Myasnitskaya Ul.](#), office 301

Office hours: Mon. – Fr. 09:30 – 18:30
Visiting hours: Mon. – Wed., 10:00 – 13:00
Thu. – Fr., 14:00 – 17:00

Phone: +7(495)772-95-90 + Extension

Email: international.study@hse.ru

[Join us on Facebook](#)

[We are part of the Office of Internationalisation](#)

II. Academic Calendar

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

Modules and Breaks	Start/End dates	Exam dates
Module 1	September 1 –October 22*	October 23- October 29
Module 2	October 30 – December 20	December 21 - December 31
Winter break: January 1 – January 8		
Module 3	January 9 – March 25	March 26 – April 1
Module 4	April 2 – June 17	June 18 – June 30
Spring break May 1 – May 9		

National and public holidays in 2017/2018:

November 4-6

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

Quiz time 😊



When should I address my study manager?



How will I know who my study manager is?

III. Grading System

Credits (ECTS*) and Grading System

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



ECTS Grades		Exam	
		10-point scale	5-point scale
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 ECTS (credit) = 38 academic hours = 25 astronomical hours
- The results are graded in 10-point scale;
- Grade transfer is made by student's home university.

*ECTS - [European Credit Transfer and Accumulation System](#)

IV. Credits and Grading System

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>

Exam schedule is published **1 week prior** to the examination session.

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

Bachelor's and Master's level courses

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

Prerequisites

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

My Study Plan – My Responsibility

Make sure that courses you choose:

- Correspond your Home University requirements;
- Do not overlap;
- May be given at different locations (mind the time for commute)

Check locations <https://www.hse.ru/en/buildinghse/list>

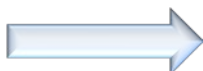


**Submit all your enrolment requests
by September 20**



Course enrolment process

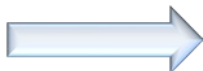
Check [Personal Timetable Builder](#)



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



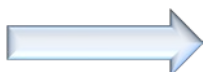
Submit the enrolment via LMS



- ✓ Submit all your enrolment requests in "Selective courses" module by **September 20**
- ✓ **Russian language** – enrolment is made via Entrance Test in LMS, deadline – **September 8**



Enrolment 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

VI. HSE IT tools

Personal Timetable Builder (PTB)

PTB is a service that helps students make up 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.

	Mo, 11	Tu, 12	We, 13	Th, 14	Fr, 15	Sa, 16	Mo, 18	Tu, 19	We, 20	Th, 21	Fr, 22	Sa, 23	
Actual Problems of Competition (Business) Intelligence Актуальные проблемы конкурентной (деловой) разведки Programme: Москва MATO-PEFO Rudchenko Alexander Рудченко Александр Дмитриевич 3 credits russian master													09:00
Advanced Data Analysis&Big Data for Business Intelligence Перспективные методы анализа данных и Большие Данные в бизнес-интеллекте Programme: Big Data Systems Markov Nikolay Vladimirovich Марков Николай Владимирович 5 credits english master													10:30
Art Galler Галерея Programme: 1 2 3 4 5													12:10
													13:40
													15:10

I. Your study manager

Program Coordinator

- ✓ 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/>



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

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.

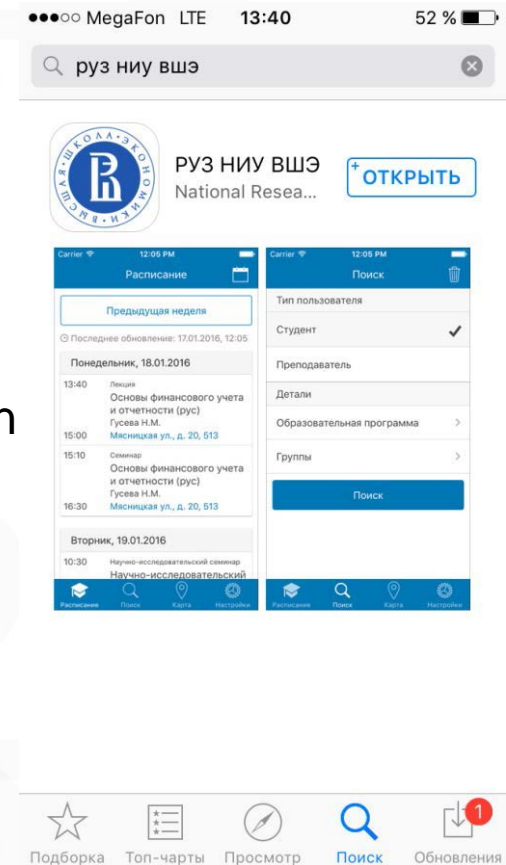
II. HSE IT tools

Mobile Application РУЗ НИУ ВШЭ

- Reflects your schedule in your mobile
- Can be downloaded in Android Market, AppStore or Microsoft Store
- Can export your personal schedule to the calendar on your smartphone

The application will be active by the end of september

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



III. Courses

Course enrolment

To enroll for a course after **September 20**:

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

Otherwise: *these courses will not appear in your final transcript!*

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



Course Drop

Before September 20

1) Use “Selective Courses” module in LMS

After September 20 :

- 1) Send an e-mail to your professor 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?

V. Transcript of Records

1) Students' marks are finalized



Approximate time for grades finalization: 5 weeks after the examination session;

2) ISO sends you the scan of transcript draft



3) After confirmation ISO issues your Transcript.



If not confirmed during 1 week the transcript will be issued without your approval



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

Check your LMS list of courses and ask your study manager to add or remove courses from the list. Otherwise, the issuance of your Transcript will be postponed for uncertain period.

- 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>



Overview

Check [Personal Timetable Builder](#)



Submit the enrolment via LMS



Enrolment processed



Attend classes



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



Pass the exams



Review the Transcript



ISO sends the Transcript to my University



HSE Mail







HSE Mail


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




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

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Test time 😊



Where do I check class & exam schedules?



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

International Students Support Office (ISO)

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

E-mail: International.study@hse.ru

Visiting hours :

Mon.– Wed., 10:00 – 13:00

Thu. – Fr., 14:00 – 17:00

Address: Myasnitskaya 11, room 301

Phone: 8 (495) 772 95 90 + extension

Contact person: **Marina Skribtsova** Ext. 12466

Anastasia Trifonova Ext. 12464

Veronika Nepomnyaschaya Ext. 12467