

**PROCEDURE
for Taking Disciplinary Actions against HSE Students**

1. GENERAL PROVISIONS

1.1. Disciplinary actions shall be taken as per the decision of the HSE Rector or another authorized person at the University (hereafter, an “authorized person”).

1.2. Disciplinary measures shall be selected based on the gravity of the given misconduct, its reasons and circumstances, previous behaviour of the student involved, his/her psychophysical and emotional state, as well as the opinion of the HSE Student Council/Student Council of the relevant HSE regional campus.

1.3. A disciplinary measure in the form of the student’s dismissal from HSE may be undertaken on 1 (one) of the following grounds:

1.3.1. when other disciplinary measures that may be taken against the student are deemed insufficient;

1.3.2. in case of repeated violation of the Regulations and other HSE bylaws;

1.3.3. if the student is subject to legal action for an unlawful act that he/she has committed against the University, its students, staff, visitors or participants of events held by the University, or on its premises;

1.3.4. infliction of major harm to HSE’s good standing, or disrespect of public order and generally accepted rules of conduct in the University’s buildings and dormitories, or outside of campus.

1.4. A disciplinary measure shall be taken within 1 (one) month after the violation was identified and no later than in 6 (six) months after the violation was committed. This shall not include the period when a student is absent for reasons specified in p. 4.4 of the Regulations, as well as the time necessary for considering the opinion of the HSE Student Council/Student Council of the relevant HSE regional campus. However, the period shall be no more than in 7 (seven) academic days after the Student Council provides its motivated opinion in writing, in accordance with established procedure (as an extract from the meeting minutes of the HSE Student Council/Student Council of the relevant HSE regional campus).

1.5. Unless otherwise decided by an authorized person, a decision on taking disciplinary measure shall be made:

1.5.1. with the participation of the HSE disciplinary committee, pursuant to the procedure established in Section 2 of the Regulations – for failure to fulfil the obligations, stipulated by paragraphs 3.5.1 (in regards to violations unrelated to studies under degree programmes), 3.5.6, 3.5.7, 3.5.9, 3.5.10, 3.5.12 – 3.5.18, 3.5.21, 3.5.22 (in regards to violations unrelated to studies under degree programmes), 3.6 (in regards to violations unrelated to studies under degree programmes), 6.2 and 6.3 of the Regulations, as well as paragraph 1.3 of these Regulations;

1.5.2. without the participation of HSE disciplinary committee, pursuant to the procedure established in Section 3 of the Regulations – for failure to fulfil obligations, as

stipulated by paragraphs 2.12, 3.5.1 (in regards to violations related to studies under degree programmes), 3.5.2 – 3.5.5, 3.5.8, 3.5.11, 3.5.19, 3.5.20, and 3.5.22 (in regards to violations related to studies under degree programmes), 3.6 (in regards to violations related to studies under degree programmes) of the Regulations.

1.6. The procedure for taking disciplinary action for violations of academic standards with respect to papers authored by students at HSE, as established in Annex 2 to the Regulations.

2. TAKING DISCIPLINARY ACTIONS WITH THE INVOLVEMENT OF THE DISCIPLINARY COMMITTEE

2.1. The person who has identified a violation (as per the list specified in pp. 1.5.1 of paragraph 1.5 of the Regulations) committed by a student must describe it in an official memorandum, which shall be then submitted to the chairperson of the disciplinary committee of the University/relevant HSE regional campus. If such a violation has been uncovered by several persons, a joint statement about it shall be drawn up (Annex 2) and submitted to the chairperson of the disciplinary committee.

2.2. The day when a disciplinary offence is uncovered shall be specified in the statement as the date of misconduct. In case of violation of obligations, as specified in pp. 3.5.15, 6.3.6 of the Regulations, the day when HSE receives official documents establishing the fact of acquisition, storage, transportation, production, and processing of narcotics, psychotropic substances, related precursors and/or analogues, which serve as evidence of the student's liability, from a court and/or law enforcement agencies, shall be considered the date when the violation was identified.

2.3. Within 5 (five) business days upon receipt of the official memorandum/statement, the chairperson of the disciplinary committee shall ask the student to provide his/her explanation in writing. If the student refuses to provide this explanation, a statement of refusal to provide a written explanation shall be drawn up. If no explanation is received within this period, or if the student/dormitory resident refuses to provide an explanation, the involved dormitory manager shall draw up a statement to this effect (Appendix 3).

2.4. Upon receipt of an written explanation/upon expiry of 3 (three) academic days, the chairperson of the disciplinary committee shall request the opinion of the HSE Student Council/Student Council of the relevant HSE regional campus, and submit copies of the aforementioned documents to their attention with a copy for the relevant faculty dean/head of the subdivision charged with delivering the relevant degree programme/head of the HSE Office of Doctoral and Postdoctoral Studies.

2.5. The HSE Student Council/Student Council of the relevant HSE regional campus shall submit its opinion in the form of an extract from its meeting minutes within 5 (five) working days upon receipt of the aforementioned documents, pursuant to p. 2.4 of the Regulations.

2.6. The disciplinary committee of the University/relevant HSE regional campus shall approve a resolution on imposing a disciplinary measure on the given student within 3 (three) academic days after receiving the opinion of the HSE Student Council/Student Council of the relevant HSE regional campus. The disciplinary committee shall recommend a disciplinary measure, which may be changed by an authorized person.

2.7. If the HSE disciplinary committee and the authorized person do not make a recommendation to impose any disciplinary measures on the student, no directive to this effect shall be required.

2.8. If a decision is made to take disciplinary actions against a student studying on a state-funded place financed with a subsidy allocated from the federal budget, and if it is decided to impose disciplinary measures in the form of an admonition or a reprimand to the student studying on a fee-paying place, the relevant study office/doctoral school coordinator shall prepare a draft directive¹ and upload it to HSE's Document Management System (SDOU) for approval on the part of an authorized person, within 2 (two) academic days after receiving a decision of the disciplinary committee of the University/relevant HSE regional campus. The decision made by the disciplinary committee of the University/relevant HSE regional campus (Annex 4) and the opinion made by the HSE Student Council/Student Council of the relevant HSE regional campus shall be attached to the draft directive.

2.9. If the committee decides to dismiss a student who is enrolled in a fee-paying place:

2.9.1. before the directive on the student is issued, the relevant study office/Office of Doctoral and Postdoctoral Studies must provide the student/client (depending on the total number of parties involved in the given agreement) with a dismissal notice within the period stipulated in the paid educational services agreement (Annex 1);

2.9.2. the dismissal notice may be delivered in person (this fact shall be acknowledged by the (doctoral) student's/client's personal signature (depending on the total number of parties of the agreement) on a copy of the notice, which must be stored in the student's personal file), or by 1 (one) of the following methods:

2.9.2.1. by regular mail with acknowledgement of receipt to the last known address, as in indicated in the agreement and/or (doctoral) student's personal file;

2.9.2.2. by telegramme with acknowledgement of receipt to the last known address indicated in the agreement and/or (doctoral) student's personal file;

2.9.2.3. by e-mail to the (doctoral) student's HSE e-mail and the client's e-mail (if indicated in the given agreement);

2.9.3. after sending the notice, the study office/the doctoral school coordinator shall prepare a draft directive² and file it with the SDOU system in order to obtain approval from the authorized person. The decision made by the disciplinary committee of the University/relevant HSE regional campus (Annex 4) and the opinion of the HSE Student Council/Student Council of the relevant HSE regional campus shall be attached to the draft directive.

2.10. Within 3 (three) business days after the dismissal directive is issued, the study office/doctoral school coordinator shall notify the student with his/her written acknowledgement of receipt. A copy of the directive signed by the student shall be filed with his/her personal file.

2.11. If the student refuses to acknowledge the directive on disciplinary measures with his/her signature, the study office/doctoral school coordinator shall issue a relevant statement (Annex 5).

¹ In compliance with the Collection of Standard Directive Templates for student affairs applicable to core Undergraduate, Specialist and Master's programmes.

² In compliance with the Collection of Standard Directive Templates for student affairs applicable to core Undergraduate, Specialist and Master's programmes.

2.12. In the event of the student's absence, his/her acknowledgement of the dismissal directive shall be deemed obtained by sending a copy of the directive/extract from the directive by 1 (one) of the methods specified in p. 2.9.2 hereof.

2.13. Acknowledgement of receipt and a list of enclosures or a hard copy of the electronic message shall be included in the student's personal file.

3. TAKING DISCIPLINARY ACTIONS WITHOUT THE INVOLVEMENT OF THE DISCIPLINARY COMMITTEE

3.1. The person who uncovers a violation (based on the list specified in pp. 1.5.2 of paragraph 1.5 of the Regulations) committed by an student must provide a description of it in an official memorandum, which shall be submitted to the dean of the relevant faculty/head of the subdivision charged with delivering the relevant degree programme/head of the Office of Doctoral and Postdoctoral Studies. In case the violation was identified by several people, it will be reported in a joint statement (pursuant to Annex 2 hereto), which will be submitted to the relevant faculty dean/head of a subdivision charged with delivering the relevant degree programme/head of the Office of Doctoral and Postdoctoral Studies.

3.2. The faculty dean/head of a subdivision charged with delivering the relevant degree programme/head of the Office of Doctoral and Postdoctoral Studies, within 3 (three) business days upon receipt of the official memorandum/statement, shall ask the student who committed the disciplinary offence to submit his/her explanation in writing. If the student refuses to submit his/her explanation, a statement to this effect shall be drawn up (pursuant to Annex 3 hereto).

3.3. Upon receipt of an written explanation/expiry of 3 (three) academic days for providing the written explanation, the dean of the faculty/head of the subdivision charged with delivering the relevant degree programme/head of the Office of Doctoral and Postdoctoral Studies shall request the opinion of the HSE Student Council/Student Council of the relevant HSE regional campus and then submit copies of the aforementioned documents to the HSE Student Council/Student Council of relevant HSE regional campus.

3.4. The HSE Student Council/Student Council of the relevant HSE regional campus shall submit its opinion in the form of an extract from its meeting minutes within 5 (five) working days upon receipt of the aforementioned documents.

3.5. The faculty dean/head of the subdivision charged with delivering the relevant degree programme/head of the Office of Doctoral and Postdoctoral Studies shall make a decision within 3 (three) business days upon receipt of the opinion expressed by the HSE Student Council/Student Council of the relevant HSE regional campus. If it is decided to take disciplinary actions, the dean of the faculty/head of the subdivision charged with delivering the relevant degree programme/head of the Office of Doctoral and Postdoctoral Studies must submit a recommendation in the name of the authorized person (Annex 6).

3.6. Further steps to be taken by the study office/coordinator of the doctoral school are the same as those described in pp. 2.8-2.13 of the Regulations.

Annex 1
To the Procedure for Taking
Disciplinary Actions against HSE
Students

Template

To: Student/Client³
(Full name)

Year

Degree programme/
Faculty

Address

Dismissal Notice

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

Please be informed that, pursuant to paragraph _____ of the Student Internal Regulations of National Research University Higher School of Economics, _____ (student's full name) shall be subject to dismissal for _____.

As of “___” _____ 20___, no document with confirmation of a valid reason as to _____, was provided to the degree programme/doctoral school coordinator head of the subdivision.

Faculty Dean/

Subdivision Head

Signature

Full name

I hereby confirm the receipt of the notice: Student/Client (*full name*)⁴
_____ 20__

³ If a three-party agreement has been concluded.

⁴ Filled out when the notice is presented to the student/client in person. Leave blank, if the client is notified by letter.

Annex 2

To the Procedure for Taking
Disciplinary Actions Against HSE
Students

Template

**Statement of
Violation Committed**

_____ “ ____ ” _____ 20____

This Statement was drawn up by:

1. _____

2. _____

3. _____

to report that the student of the faculty/doctoral school _____ (*student's full name*)
committed _____ *the* _____ *following*
violation(s): _____

Signatures:

I have read and understood the Statement⁵.
Student

Signature

Full name

“ ____ ” _____ 20____

⁵ If the student refuses to sign, a note stating “Refused to sign” shall be included in the Statement.

Annex 3
To the Procedure for Taking
Disciplinary Actions Against HSE
Students

Template

National Research University
Higher School of Economics

**Statement of
of Non-Provision of a Written Explanation**

_____ Date

This Statement has been drawn up to confirm that, on “__” _____20__, student of the degree programme of the faculty/doctoral school _____ (full name) was requested to provide a written explanation of the reasons for _____
(specify the reason for requesting explanations).

whereto Notice No. _____ of _____ (date) requesting an explanation was drawn up and sent by mail/handed over in person.

The student did not provide his/her written explanation as of “__” _____20__.

Position	Signature	printed name
Position	Signature	printed name
Position	Signature	printed name

Annex 4
To the Procedure for Taking
Disciplinary Actions against HSE
Students

Template

Resolution of the Disciplinary Committee

_____ “__” _____ 20__

Disciplinary Committee of National Research University Higher School of
Economics/HSE regional campus, including:

1. _____;

2. _____;

3. _____;

has considered

_____.

The following violations of the HSE Student Internal Regulations have been
identified _____

Resolution:

Take disciplinary measures in the form of _____

against _____ (student's full name)

of the degree programme _____ of the faculty/doctoral school

_____,

year _____, field of study _____

for _____

on the basis of _____⁶,

which are attached to this recommendation.

Chairperson

Signature

Full name

⁶ Supporting documents are in compliance with the list of documents indicated as possible supporting documents for a directive on a student's dismissal/expulsion at HSE's initiative in the Collection of Standard Directive Templates for student affairs applicable to core Undergraduate, Specialist and Master's programmes.

To the Procedure for Taking
Disciplinary Actions Against HSE
Students

Template

National Research University
Higher School of Economics

Statement on a Student's Refusal to Acknowledge a Dismissal Directive

Date

This Statement has been drawn up to report that:
the student of the degree programme _____ of the faculty/doctoral school
_____ (full name) has refused to acknowledge Directive No. _____ "Title
of the Directive", dated " __ " _____ 20__.

Position	Signature	printed name
Position	Signature	printed name
Position	Signature	printed name

Annex 6

To the Procedure for Taking
Disciplinary Actions Against HSE
Students

Template

To: Rector of National Research
University Higher School of
Economics
Y. I. Kuzminov

**Recommendation
to Dismiss a Student at HSE's Initiative**

Date

Dear Yaroslav Ivanovich,

This is a Recommendation to dismiss, at the University's initiative,
the student _____ (student's full name)
of the degree programme _____ of the faculty/doctoral school

_____,
year _____, field of study _____
for _____
on the basis of _____⁷,
which are attached to the present recommendation.

Faculty Dean/

Head of Subdivision/

Head of Postgraduate Studies Office

Signature

Full name

⁷ The supporting documents are in compliance with the list of documents indicated as possible supporting documents for a directive on a student's dismissal/expulsion at HSE's initiative in the Collection of Standard Directive Templates for student affairs applicable to core Undergraduate, Specialist and Master's programmes.