



HSE **University** **International** **Exchange** **and Visiting** **Student** **Handbook**

Higher School of Economics
Moscow

HOW TO NAVIGATE THE HSE UNIVERSITY WEBSITE

HSE University website: hse.ru/en

Use the magnifying glass icon in the upper right corner to find needed information using key words:

- Click the magnifying glass icon to have the search engine line pop up;
- Type the names of the offices mentioned in the Handbook or titles of the chapters in the search line as key words to find necessary information.

Click on the 'International Support' link to access the website for international students (istudents.hse.ru/en). Here, you can find information on all university services, academics, events and policies.

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Dear international student,

Thank you for choosing our university for your international study experience! It is a great pleasure to welcome you into our HSE University family. This handbook is intended to serve as a quick reference for whatever questions that may arise during your studies at the University.

All international students are recommended to take part in an orientation session before the semester begins. The orientation activities can help you learn about HSE University and its facilities, as well as to better adapt to life in Moscow and make your visit as productive and enjoyable as possible.

HSE University wishes you success and many wonderful discoveries!

Ivan Prostakov
HSE University Vice-Rector



Student International Mobility Office (SIMO)

Address: Office D605, Building D, 11 Pokrovsky Bulvar, Moscow
(Chistye Prudy, Kitay-Gorod, or Kurskaya metro stations)

Visiting hours: Personal visits by prior appointment

E-mail: international.study@hse.ru

Website: istudents.hse.ru/en

Phone: +7 (495) 772 9590 *27806, 27668



Russian as a Foreign Language

Address: Office 514, 21/4 Staraya Basmannaya Ulitsa, Moscow
(Kurskaya or Krasnye Vorota metro stations)

Visiting hours: Monday, Thursday: 3 pm – 6 pm;
Wednesday: 10 am – 5 pm

E-mail: oeremina@hse.ru; dperova@hse.ru

Website: hse.ru/en/rfl



Erasmus Student Network (ESN)

Facebook: facebook.com/esnhsemsk

E-mail: buddy@hsemsk.esnrussia.org

Visa and Registration

Address: Office D006, Building D, 11 Pokrovsky Bulvar, Moscow
(Chistye Prudy or Kitay-Gorod metro stations)

Visiting hours: Personal visits by prior appointment

E-mail: visa-registration@hse.ru

Website: visa.hse.ru/en

Phone: +7 (495) 531 0063



Psychological Counselling

Address: Office 1005, 7 Vavilova Ulitsa,
(Leninskiy Prospekt metro station)
Office R310, Building R, 11 Pokrovsky Bulvar, Moscow
Office 403b, 21/4 Staraya Basmannaya Ulitsa, Moscow

Office hours: Monday – Friday: 9 am – 9 pm

E-mail: cphkse@hse.ru

Website: hse.ru/en/cpc

24 h Hotline: [8 800 250 0433](tel:88002500433)



International Student Support Centre

Address: Office D626, Building D, 11 Pokrovsky Bulvar, Moscow
(Chistye Prudy, Kitay-Gorod, or Kurskaya metro stations)

Office hours: Monday – Friday: 10 am – 7 pm

E-mail: istudents.support@hse.ru

Website: istudents.hse.ru/en

Phone: +7 (495) 772 9590 *27660, 27661, 27662

Hotline: +7 (985) 040 1355



Upon Arrival Checklist



At a dormitory:

- Check into the dormitory; receive your key and a pass card;
- Submit copies of your passport, visa and migration card for registration to the passport specialist on the following working day after your arrival (see further details on p. 14);
- Pick up your registration when it is ready;
- Read the Internal Dormitory Regulations (see more details on p. 21);
- Sign the Tenancy Agreement (within two weeks after check-in).

At a rented apartment:

- Make sure that your landlord applies for your registration at the local district office of the Russian Ministry of Internal Affairs on the next working day after your arrival (see more details on p. 14);
- Obtain a pass card at the Access Control Office (room 114, 3 Bolshoy Trekhsvyatitsky Per.)

At HSE University

- Familiarize yourself with the location of HSE University buildings at hse.ru/en/buildinghse/list and by using the HSE App X (for the Pokrovsky and Shabolovka complexes);
- Get familiar with HSE University Services and Facilities (see more details on p. 35);
- Receive your student ID from SIMO (see more details on p. 28);
- Make photocopies of your passport, registration and migration card;
- Meet your study manager;
- Manage your class timetable;
- Apply for a multiple-entry visa at the Visa & Registration Centre after receiving an e-mail from SIMO (more on p. 16).

Getting Around the City

- Buy a Troika (Тройка) card to use public transport in Moscow (at the metro ticket office) and top it up for either a 60-trip ticket or an unlimited one-month ticket;
- Buy a SIM card for your phone (only after obtaining your registration) (see more details on p. 42);
- Apply for a social (transport) card at one of the Multifunctional Centres after receiving an e-mail from SIMO (see more details on p. 29).



USEFUL APPS

(available in English)

Below, you will find several apps, which can help you in your daily life in Moscow and at HSE University.



Maps.Me
Offline maps



Yandex.Metro
Offline metro map



Google Translate
Online translator



Yandex.Taxi and Gett Taxi
Online taxi services



HSE App X
a personal schedule, a library card, Pokrovsky and Shabolovka complexes maps

ERASMUS STUDENT NETWORK (ESN) BUDDIES

ESN buddies are Russian-speaking HSE University students who are happy to offer assistance to all non-Russian-speaking students at the University. A buddy can give you advice about student life and help with a language barrier around the city, as well as become a good friend with whom you may want to stay in touch long after completing your studies at HSE University.

If you need support, you can request a buddy at buddy@hsem.sk.esnrussia.org



Visa and Registration



The information contained in this brochure is accurate at the time of its printing. Please check the Visa and Registration Centre website (visa.hse.ru/en) to find the most up-to-date information.

Keep your passport, registration and migration card with you at all times. Furthermore, we recommend making photocopies of these documents and keeping digital versions and hard copies in a safe place.

Single-entry Visa

The visa shall be issued to you by the Russian Embassy/Consulate in your country of residence. The visa is valid for 90 days only. It lets you enter Russia only once.

To extend your stay in Russia, you will have to apply for a multiple-entry visa (for more information please see p. 16).

1. When can I travel outside Russia?

Be prepared to stay in Russia without leaving for the initial three months after your arrival. You can travel outside Russia only after you have received the multiple-entry visa.

2. When can I apply for my multiple-entry visa at the earliest?

You may submit your documents no earlier than 90 calendar days before your visa expiry date.

3. What happens if I go outside of Russia before receiving my multiple-entry visa?

You will not be allowed to return to the Russian Federation until your new letter of invitation is ready. You will need to obtain a new single-entry visa.

4. My family/friends want to visit me in Russia. Can HSE University arrange a letter of invitation for their Russian visa?

HSE University does not sponsor visas for family members or friends. Their visa and registration arrangements must be taken care of independently.



Migration Card

You shall receive a new migration card every time you enter Russia. You must keep it during your whole stay in Russia and present it at passport control when leaving the country.

IMPORTANT! Every time you receive a new migration card at passport control, make sure that the option 'Учёба/Education' is underlined in the card.

| | | | |
|--|---|---|--|
| «Бе» (Выезд/Departure) | | Республика Беларусь Republic of Belarus | |
| Российская Федерация Russian Federation | Миграционная карта Migration card | Серия/ Serial | 46 19 |
| | | № | 1111111 |
| Фамилия/Surname (Family name) | С И Н | | |
| Имя/Given name (s) | С И Н Г Х | | |
| Отчество/Patronymic | | | |
| Дата рождения/Date of birth | | Пол/sex | |
| День/ Day | Месяц/ month | Год/ Year | Гражданство/Nationality |
| 0 1 0 1 1 1 9 9 4 | | | И Н Д И Я |
| Документ, удостоверяющий личность/passport or other ID | | Номер визы/Visa number | |
| A Q 1 1 1 1 1 1 1 | | — 20191225 | |
| Цель визита (укажите полностью, номер от виза до ве включительно): Служебный отпуск, Присутствие, Бизнес-визы, <u>Учёба/Education</u> , Работа/Работодатель, частный визит, транзит/Transit | | Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя (отчество) физического лица), населенный пункт/ Name of host person or company, locality: | |
| | | НИУ ВШЭ | |
| Срок пребывания/Duration of stay: | | Подпись/Signature | |
| с/From 01.09.2019 | до/To 29.11.2019 | | |
| Выезд в Российскую Федерацию/ Republic of Belarus | Страна/Выезд в Российскую Федерацию/ Republic of Belarus | Выезд в Российскую Федерацию/ Republic of Belarus | Выезд в Российскую Федерацию/ Republic of Belarus |
| | | | |
|  | | | |

What to do if I have lost my migration card?

1. Immediately inform SIMO about it.
2. If you have a buddy, ask him/her to accompany you to the nearest police station and help you apply for a certificate of loss.
3. Submit your passport, a copy of your passport, registration and certificate of loss to a Migration Office to receive a duplicate of the migration card. This process will take from 5 to 14 days.

Registration

Your registration slip is a confirmation of your lawful stay in the Russian Federation. This shall be arranged by your dormitory/landlord/hotel. You must apply for the registration on the following working day upon your arrival in Russia.

Фамилия
Имя
Отчество
Гражданство, подданство В Е Л И К О В Р И Т А Н И Я
Дата рождения: число месяц год Пол: Мужской Женский
Документ, удостоверяющий личность: Вид П А С П О Р Т Серия №
в установленном порядке уведомил о прибытии в место пребывания по адресу:
Область, край республика, АО
Район
Город или населенный пункт М О С К В А
Улица М Я С Н И Ц К А Я
Дом Корпус Строение Квартира
Срок пребывания до: число месяц год

■ ОТРЫВНАЯ ЧАСТЬ БЛАНКА УВЕДОМЛЕНИЯ О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА В МЕСТО ПРЕБЫВАНИЯ ■

How can I get registered?

- If you are staying in a dormitory, submit a scanned copy of all pages in your passport with stamps, marks and visas, along with a scanned copy of your migration card to the passport specialist at the dormitory (p. 20).
• If you are staying in a rented apartment, ask the landlord to apply for your registration at the local territorial body of the Russian Ministry of Internal Affairs (MVD). The list of necessary documents can be found on the HSE University Visa & Registration Centre's website.
- Pick up the registration in the dormitory or from the landlord of your rented apartment.

During your stay in Russia, there will be several situations when you will be expected to obtain a new registration.



When should I get a new registration?

- After having your 3-month single-entry visa extended;
- Every time you get a new migration card (after travelling outside of Russia or after losing your migration card);
- If you change your place of residence (e.g. move from the dorm to a rented apartment);
- When you return to your dormitory or rented apartment after staying in a hotel (or some hostels) in Moscow or another Russian city, as they will cancel your current registration and issue a new one by default.

Travelling in Russia

You will not need a new registration if your stay in any Russian city lasts less than seven working days. However, every time you stay at a hotel, they will draw up a new registration for you. This new registration cancels your previous registration automatically and you must apply for re-registration as soon as you return to Moscow.

If your trip to another city in Russia takes over seven working days, you must get registered by your hotel/hostel/landlord there. As soon as you are back in Moscow after your seven+ working days' trip, you must apply for a new registration.

Travelling Outside of Russia

You can travel outside Russia only after you have received your multiple-entry visa.

When you return to Russia, you will receive a new migration card. You must apply for new registration on the next working day upon your arrival.

Multiple-entry Visa

This visa replaces your single-entry visa and will be extended for the period of your studies at HSE University. However, a student visa may not be extended for more than one year at a time. It allows you to leave and re-enter Russia as many times as necessary for the duration of your studies.

When should I apply for visa extension?

Not earlier than 90 calendar days and no later than 45 calendar days prior to the expiry date of your visa. If you submit the documents later than 45 days before the expiry of the current visa, they will not be accepted.

My current single-entry visa is valid until:

I should apply for my visa extension before:





What documents do I need?

- to be collected by the student:
 - a copy of your passport (all pages with stamps, marks and visas);
 - a copy of your visa;
 - a copy of your registration slip (both sides);
 - a copy of your migration card;
 - a colour photo (3.5 x 4.5 cm);
 - a confirmation of state duty payment;
- to be collected from SIMO:
 - a certificate of enrollment;
 - an extract from your admission directive;
 - a copy of your agreement certified by SIMO (if you are studying on a fee-paying basis).

How can I get my single-entry visa extended?

1. Submit your documents to the HSE University Visa & Registration Centre, which will forward them to the Migration Office.
2. Your visa will be issued within around 45 calendar days. You will receive a notification from the Visa & Registration Centre once it is ready.
3. Leave your passport at the Visa & Registration Centre for 1-2 business days. It will be taken to the Migration Office so that the visa can be stamped into the passport.
4. Pick up your passport with the new multiple-entry visa at the Visa & Registration Centre and extend your registration at your place of residence on the next working day (more details on p. 14).

HSE Dormitories



Upon check-in you need to submit to the dormitory administration a health certificate signed and stamped by a physician in your country of residence before your departure to Russia. The form can be downloaded on the SIMO website.

When should I pay for my dorm tenancy?

Rent payment must be made for the next month no later than the fifth of that month. If you arrive in August, the first payment will be in September and include the payment for the days in August when you rented the place.

You can check the dormitory fees at:
www.hse.ru/en/dormitory

How can I pay for my dorm stay?

- Sign the contract (within two weeks after you move in).
- Make the payment online via the dorm's webpage
- Or pick up a payment form from the dormitory administration. Fill in your name and pay the fee at a local bank.
- Submit the payment confirmation to the dormitory administration.

Where can I find the passport specialist in my dorm?

Dorm 1: room 205b, 2nd floor

Dorm 4: room 131, 1st floor

Dorm 5: room 107, 1st floor

When can I access the dormitory?

Tenants have 24/7 access to the dormitory. Guests are only allowed to stay in the dorm until 11pm.

According to the sanitary rules and norms, dormitory residents are required to have their bed linen changed once a week. Where can I get a clean set?

Dorm 1: room 101, 1st floor, Mon-Tue: 11 am – 3 pm

Dorm 4: room 123, 125, 1st floor, Thurs: 9.30 am – 5.30 pm

Dorm 5: -1st floor, Thurs: 8 am – 3 pm



Can I use electrical appliances in the dorm?

Owing to fire safety regulations, you must avoid using electric irons, hot plates, electric kettles and other electrical heating devices in your room. Please cook only in designated kitchens on the floors.

Can I hold a party in the dorm?

Yes, you can, but you need to receive the permission from the dormitory administration one week in advance. Also, please note that noise is not allowed in the dorm from 11 pm to 7 am. Smoking and consumption of alcohol and drugs are not permitted on the premises.

Can I keep a pet in my room?

No, pets are not allowed.

Where can I find the full version of the Internal Dormitory Regulations?

You can read them on the SIMO website:



Notes

A series of horizontal dotted lines for writing notes, spanning the width of the page.



HSE University 2021/22 Moscow Calendar for exchange and visiting students

| | |
|---|----------------------------|
|  | Orientation Session |
|  | Study days |
|  | Exams |
|  | Public holidays and breaks |

Module 1: 01 September – 17 October

Module 2: 25 October – 19 December

Module 3: 10 January – 27 March

Module 4: 04 April – 19 June

HSE Summer University (optional): end of June – end of August.

See more info at: www.hse.ru/international/summer/

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----------|-----|-----|-----|-----|-----|-----|-----|
| September | 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | | | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---------|-----|-----|-----|-----|-----|-----|-----|
| October | | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----------|-----|-----|-----|-----|-----|-----|-----|
| November | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | | | | | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----------|-----|-----|-----|-----|-----|-----|-----|
| December | | | 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | 31 | | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---------|-----|-----|-----|-----|-----|-----|-----|
| January | | | | | | 1 | 2 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|----------|-----|-----|-----|-----|-----|-----|-----|
| February | | 1 | 2 | 3 | 4 | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | 28 | | | | | | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-------|-----|-----|-----|-----|-----|-----|-----|
| March | | 1 | 2 | 3 | 4 | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | 28 | 29 | 30 | 31 | | | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-------|-----|-----|-----|-----|-----|-----|-----|
| April | | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|-----|
| May | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | | |

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------|-----|-----|-----|-----|-----|-----|-----|
| June | | | 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | | | |

Medical Insurance



All international students are recommended to purchase a health insurance policy **before** arriving in Russia. The insurance plan must be valid in the Russian Federation. You may require medical treatment and doctor's appointments, tests and diagnostic procedures, or even simple health certificate to go to a swimming pool – for all these activities, medical insurance is mandatory.

Check that your insurance plan contains:

- an insurance card;
- insurance plan details (the medical services to which you are entitled);
- payment or reimbursement details;
- your emergency contacts;
- a list of hospitals or medical centres where you can get medical assistance in Russia.

Students can also purchase medical insurance in Russia from HSE University's partner insurance companies. Check the **Office of Staff and Student Benefits** website www.hse.ru/en/medical/ins#insurance for more information.

Furthermore, the European Medical Center in Moscow cooperates with many international insurance companies, including BUPA International, Allianz WorldWide Care and CIGNA International.

Contacts for several English-speaking clinics in Moscow:

European Medical Center

Website: www.emcmos.ru/en

Phone:

+7 (495) 933 6655

Addresses:

35 Schepkina Street; 7 Orlovsky Pereulok;
26 Trifonovskaya Street; 5/1 Spiridonievsky Pereulok.

Medsì

Website: www.medsì.com

Address:

26, Prospekt Mira, Bld. 6

Phone: +7 (495) 780 7754

Student Documents and Cards





Arrival Form and Learning Agreement

During the orientation session, you will be asked to fill in the HSE Arrival form and the Processing of Personal Data consent form in their original copies. These documents should be submitted to SIMO.

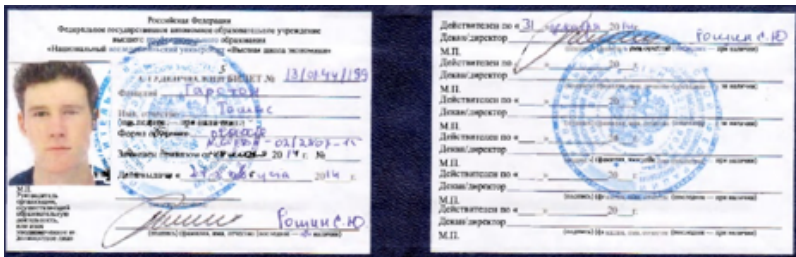
Your home university arrival form and learning agreement must be signed by SIMO and should be submitted via the Online Document Request form.



Student ID Card (available for exchange and visiting students from partner universities)

A Student ID card is an official document certifying that you are an HSE University student.

You can collect your student ID from SIMO after receiving a notification e-mail.



What discounts can I get as a student?

- A student ID allows students to apply for a student social (transport) card, which offers a significant discount on public transport in Moscow.
- A student ID card offers discounted admission to certain museums, theatres, cinemas, clubs, exhibition centres and zoos. The student ID also allows for seasonal discounted purchases of railway tickets. On special occasions, certain shops and cafes can offer discounts to students.



Electronic Pass Card

A pass card allows entry to HSE University buildings.

If you stay in the dormitory, you will get a pass card upon checking in.

If you rent an apartment, you can receive your pass card at SIMO.



Social (Transport) Card (available for exchange and visiting students from HSE partner universities)

The Student Social Card can be used as a transport card and allows students to take public transport in Moscow (metro, buses and trams) at a reduced price.

You can start applying for the social card after receiving a notification e-mail from SIMO. Check the HSE University website to learn about the social card application procedure.



Please be aware that, after you submit your social card application, you will have to wait for at least one month until the card is issued.

The social card must be activated and then topped up every month, separately for the metro (at a metro ticket booth) and public ground transport (by using grey transport tickets kiosks or self-service ticket machines at bus stops).





Exit Form

HSE University Exit Form

On the eve of your departure, you are required to submit the HSE Exit Form to SIMO in person or by e-mail.



While completing the document, you will need to:

- go to the library and return the books you borrowed;
- pay for the last month of your stay in the dorm (if applicable);
- take part in the HSE Student Survey;
- hand in your pass card to SIMO or your dormitory.

Your home university departure form (if applicable) should be signed by SIMO by submitting an Online Document request form.



Transcript

After you have submitted your HSE exit form and finished your stay at HSE University, you will receive an official **transcript of records**, detailing your examinations and results/grades achieved.

When will I receive my transcript?

The transcript draft will be issued within 5 weeks after the official end of the semester and sent to your personal e-mail. After you have approved the draft, SIMO will then send a signed and sealed digital copy of the transcript to you and with your home university's coordinator cc'd.

How can I get a hard copy of my transcript?

A hard copy can be posted to your home university upon request.

Study Process



HSE UNIVERSITY STUDENT CORPORATE E-MAIL

Every international student is provided with an HSE University e-mail address. You can find instructions on how to access it at: istudents.hse.ru/en/email.

During your stay at HSE University, all e-mails and notifications from the University staff will be sent there:

- by SIMO;
- by your study manager and professors;
- by the Visa and Registration Centre.

If you have problems logging into your HSE University e-mail, please contact SIMO.

LEARNING MANAGEMENT SYSTEM (LMS)

The Learning Management System (LMS)/ SmartLMS is HSE University's unified educational environment. It can be accessed at lms.hse.ru

Students use it to:

- enrol for courses;
- study learning materials;
- perform different types of academic activities (uploading assignments and term papers, passing tests, etc.);
- communicate with teachers, programme office and other learners;
- check the grades in the electronic grade book.

If you have problems logging into LMS, please contact: lms@hse.ru

STUDY MANAGER

My study manager is:

Every exchange and visiting student can receive academic support from their personal study manager (see an email from SIMO). A study manager is an administrative staff member responsible for organizing educational processes at a faculty. Your study manager will help you with course selection, making changes to your study plan, and other academic issues.

RUSSIAN AS A FOREIGN LANGUAGE



All international students can take **one Russian as a Foreign Language course (any level) per semester for free.**

A standard course lasts one semester (two modules). It is comprised of 8 – 10 academic hours per week and is worth a total of six ECTS credits.

Before classes start, students are required to take an entrance test. Students are admitted to the course as per their test results.

Language courses are offered according to the levels of proficiency - from Beginner to Advanced.

Can I take more than one Russian as a Foreign Language course per semester?

Yes, but for a fee.

Can I take the Russian language course only for one module and earn three ECTS credits?

According to the curriculum, Russian classes last for one semester and the course workload comes to 6 ECTS. Neither the course nor the workload can be split up into separate parts.

Where can I get extra Russian speaking practice at HSE University?

Check the ESN Facebook group for the information about ESN Tandem speaking events.

If you speak Russian at a more advanced level, you can consider joining one of student clubs to practise your Russian with local students.

Services and Facilities



Library

The HSE University Library comprises about 700,000 items on Economics and Management, Social and Political Science, etc., majority of which is recent works authored by Russian and foreign scholars.

All branches in different parts of Moscow are open to international students. You can find the addresses and working hours at library.hse.ru/en/subdiv

The main library branch is located at 11 Pokrovsky Bulvar.

How can I join the library?

Register online on the HSE University Library website library.hse.ru/en

How do I get remote access to HSE Library e-resources?

Fill in an application form in the 'Electronic Resources and Remote Access' section on the HSE University Library website.

Library etiquette

- Keep quiet;
- Do not talk on your cell phone in the reading halls and turn the phone sound off;
- No food is allowed. Drinks (e.g., water, tea or coffee) are only allowed in containers with a lid;
- Leave your coat in the cloakroom.

For more information, please check the HSE University Library website (library.hse.ru/en) and the Facebook group (facebook.com/hselibrary/), or contact our English-speaking librarians Anna Tokhova (atokhova@hse.ru) and Ekaterina Ustyugova (eustyugova@hse.ru).



Cafeterias

Almost all HSE University buildings in the Moscow campus have cafeterias and snack bars. You can check the list of them at:

hse.ru/en/buildinghse/dining

The complex at 11 Pokrovsky Bulvar boasts a large canteen, several coffeeshops and a restaurant.

Sports

HSE University's Sport Facilities are offered at most of the dormitories and at the campus buildings at 3 Bolshoy Trekhsvyatitelskiy Pereulok and 11 Pokrovsky Bulvar (a gym).

In order to join any HSE University sport club, a student must present a medical certificate from a physician proving that his/her health allows for doing sports.

For more information, please check: istudents.hse.ru/en/sports

Printing Hubs

- printing shops (printing and photocopying, for a fee) (you can find their addresses at: print.hse.ru/en/);
- SIMO (printing and photocopying in small quantities);
- admin offices in some dormitories (printing in small quantities).

HSE University Bookshop

At the HSE University bookshop 'Bookvyshka' you can purchase books published by the University's own publishing house and authored by Russian and international authors on a variety of topics.

You can also find many HSE University souvenirs, such as T-shirts, hoodies, mugs, etc. with the HSE University logo.

The shop has two locations at:

- 20 Myasnitskaya Ulitsa
(Mon-Fri: 10 am – 8 pm, Sat: 10 am – 7 pm);
- 11 Pokrovsky Bulvar
(Mon-Fri: 10 am – 5 pm, Sat: 10 am – 4 pm; lunch break: 1.30 pm – 2 pm).

You can also check their website (available only in Russian) at:
bookshop.hse.ru

Student Clubs and Activities

Although most HSE University clubs use Russian as their working language, there are a few clubs and events targeted at the English-speaking student community. You can find more information about them at istudents.hse.ru/en/campus and in the HSE International Students Facebook group.

Bi-weekly 'Culture Cafes', organized by SIMO and ESN, will let you learn about traditions and life in different countries.

Also, several language speaking clubs will help you make friends with students interested in foreign languages and cultures.

Furthermore, ESN monthly trips will show you what Russia is like outside of Moscow – to places like St. Petersburg, Kazan, Murmansk, etc.

Psychological Counselling

International students often encounter difficulties while adapting to the new environment and dealing with culture shock, language barrier, and homesickness all at once. HSE University's Psychological Counselling Centre is always there to provide the students with professional help in English: anonymously, individually, or in groups.

Consultations for students are free of charge.

You can visit the Centre's website for more details at hse.ru/en/cpc



Safety

HSE University is focused on providing a safe and secure living and studying environment to its students. Students are required to follow safety procedures and abide by the University's Code of Conduct.

We recommend taking a closer look at the Safety and Code of Conduct section on the HSE University website to check existing safety and security regulations, internal rules and guidelines.

On Campus

If you are in an emergency situation or have questions concerning your health and safety, please contact SIMO.

All HSE University buildings are equipped with:

- security posts (so, remember to carry your pass card with you at all times);
- first aid medical kits (check the list of their locations in the Safety and Code of Conduct section on the HSE University website).



Off Campus

After working hours, if an emergency arises, please contact the **Centre for International Student Support at +7 985 040 13 55**.

We advise following these basic precautions that apply to living in any big city:

- always have a copy of your passport with a visa and your original registration on you;
- watch out for pickpockets in crowded places;
- keep an eye on your luggage while travelling;

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- store your valuables (money, credit cards) in a wallet in zipped pockets (on clothes or in a bag);
 - always know how to get home late at night (the time of the last train/bus or the telephone number of a reputable taxi service);
 - do not react to verbal abuse/invitations;
 - do not stay late at night in an isolated place with people you do not know.

UNIVERSAL EMERGENCY NUMBER FOR MOBILE PHONES – 112



Communications



Mobile Services

You can use your own mobile phone number if your provider has a roaming agreement with a Russian mobile company. However, to avoid roaming charges, you can purchase a Russian SIM card from one of the stores operated by the top four nationwide mobile phone service providers in Russia.



Beeline

[moskva.beeline.ru/en-us/welcome/
general-information](http://moskva.beeline.ru/en-us/welcome/general-information)



MegaFon

moscow.megafon.ru



MTS Mobile

mts.ru



Tele2

msk.tele2.ru

All of them offer reasonably priced plans for each customer's needs and convenience.

You will need to bring your passport to the store to register your local SIM card. If you are accompanied by a buddy, it will be easier to explain what you need at the store.

Internet

Nearly all HSE University buildings offer free Wi-Fi access.

Wi-Fi at HSE University buildings including dorms:

Network HSE

login: hseguest **password:** hsepassword

Network hse.ru

login: your HSE e-mail address

password: your personal password for your HSE e-mail account

Dormitories also have wired internet access.

Public Transport



Moscow Metro

The Moscow Metro is efficient, fast and easy to use. Almost all stations have signs translated into English, however, only a few of them are wheelchair accessible. All metro lines have their own colour and numbers. All radial lines intersect the brown circle line. Metro entrances are marked with a large red letter 'M'.

Students can use their social (transport) card to use the metro at a reduced price. Other fares and tickets are also available at metro ticket booths.

The metro is open from 6 am to 1 am.

Be sure to follow the metro safety guidelines:

Keep an eye on your belongings and pockets, especially in crowded areas.

On escalators: stand on the right side, pass up or down on the left side holding the handrail; stand behind the protective strip. Never sit or place objects on the stairs of escalators; do not run along them or step on an idle escalator.

On platforms: stand away from the platform edge until the train comes to a full stop, and after it stops, step to the side, away from the doorway to let other passengers disembark. Never descend onto the metro tracks or put items on them.

In coaches: do not lean against the doors, or open them while moving; let passengers to get on and off the train freely. Do not use the 'passenger – driver' intercom system unless necessary. Never place luggage on seats. Always hold the handrail while in a moving train coach.

For further information about tickets and fares, please visit mosmetro.ru

Ground Public Transport

Moscow's ground public transportation system includes buses, trolley buses and trams.

Students can use their social (transport) card on all types of public transport. If needed, you can also purchase tickets from drivers, in kiosks near the stops or use a contactless bank card or Apple/Samsung Pay on your smartphone.



Travel cards for both ground and underground transport are also available for purchase in metro stations.

Ground transport operates from 5.30 am until 1 am. There are a few night routes.

Bus stops are marked by yellow plates marked with “A” signs, trolley stops – white plates with “T”, and tram stops – white plates with “Tp”.

For further information (including fares), please visit: mosgortrans.ru

Taxi Services

We highly recommend that you use official taxi services. While there are illegal taxis in Moscow that may offer a cheaper alternative, we strongly advise against using them, as they may be unsafe. Hitchhiking is not recommended either.

The most popular services are Yandex.Taxi, CityMobil, Gett and Uber.

Aeroexpress Trains

The Aeroexpress provides rail services between the city centre and all of the major Moscow airports:

- Vnukovo (via Kiyevsky Railway Station),
- Domodedovo (via Paveletsky Railway Station) and
- Sheremetyevo (via Belorussky and Savyolovsky Railway Station)

Aeroexpress is a quick and safe way to reach the airport without having to deal with traffic jams.

Tickets can be bought both at the stations and through the Aeroexpress website at: aeroexpress.ru/en/aero.html

the 1990s, the number of people in the UK who are employed in the public sector has increased from 10.5 million to 12.5 million, and the number of people in the public sector who are employed in health care has increased from 2.5 million to 3.5 million (Department of Health 2000).

There are a number of reasons for the increase in the number of people employed in the public sector. One reason is that the public sector has become a major employer in the UK. Another reason is that the public sector has become a major employer in the health care sector. A third reason is that the public sector has become a major employer in the social care sector.

The increase in the number of people employed in the public sector has led to a number of changes in the way that the public sector is organized. One change is that the public sector has become more decentralized. Another change is that the public sector has become more market-oriented. A third change is that the public sector has become more customer-oriented.

The changes in the way that the public sector is organized have led to a number of challenges for the public sector. One challenge is that the public sector has become more complex. Another challenge is that the public sector has become more competitive. A third challenge is that the public sector has become more demanding.

The challenges that the public sector faces are a result of the changes in the way that the public sector is organized. The public sector must be able to meet these challenges in order to continue to provide the services that it is required to provide.

One way that the public sector can meet these challenges is by increasing the number of people employed in the public sector. Another way is by increasing the number of people employed in the health care sector. A third way is by increasing the number of people employed in the social care sector.

The public sector must be able to meet these challenges in order to continue to provide the services that it is required to provide. The public sector must be able to meet these challenges in order to continue to provide the services that it is required to provide.

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Congratulations on Your Admission to HSE University!

The Student International Mobility Office (SIMO) and the entire Office of Internationalization, within which it operates, wish you many engaging experiences and exciting discoveries along your professional path at HSE University and on your cultural journey around Moscow and Russia.

To learn more about the HSE University's facilities and services, as well as its student life and events, we recommend exploring our online resources:

Web portal: istudents.hse.ru/en

Facebook: [hse.international.students](https://www.facebook.com/hse.international.students)

E-mail: international.study@hse.ru

**HSE University hotline for health and safety emergency situations:
+7 985 040 13 55**

Universal emergency number for mobile phones: 112

Wi-Fi at HSE University Campus:

Network HSE

login: hseguest

password: hsepassword

Network hse.ru

login: your HSE e-mail address

password: your personal password for your HSE e-mail account

Find your way around the central HSE University Pokrovsky Complex with the **HSE App X**.

Welcome to the HSE University Family!