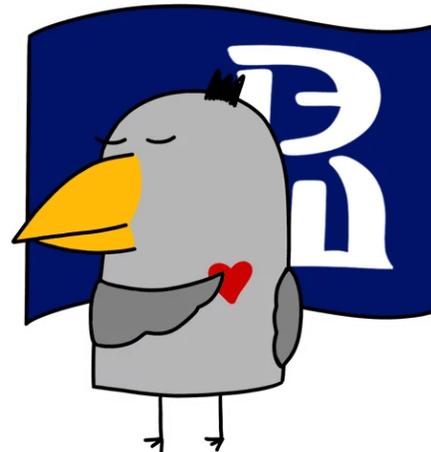




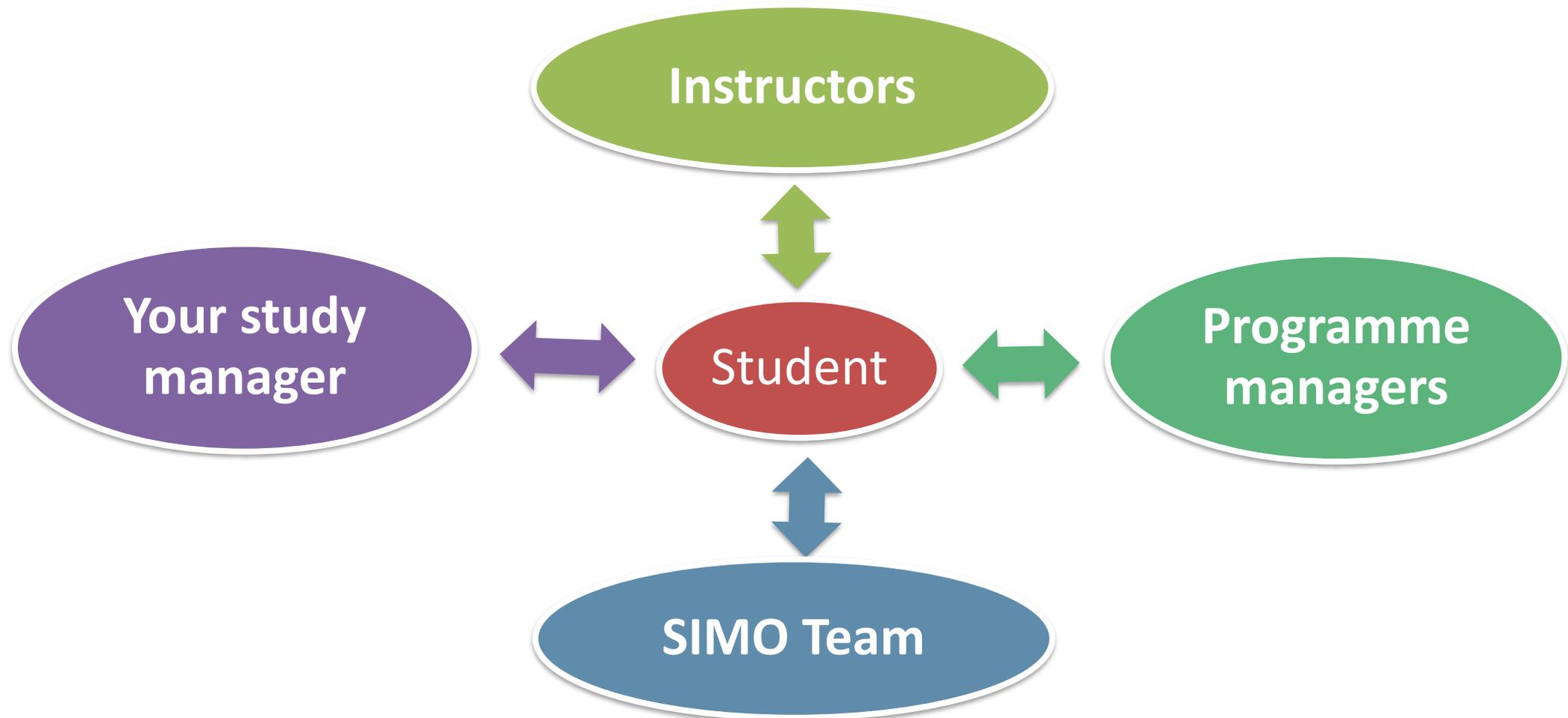
HSE University Academics



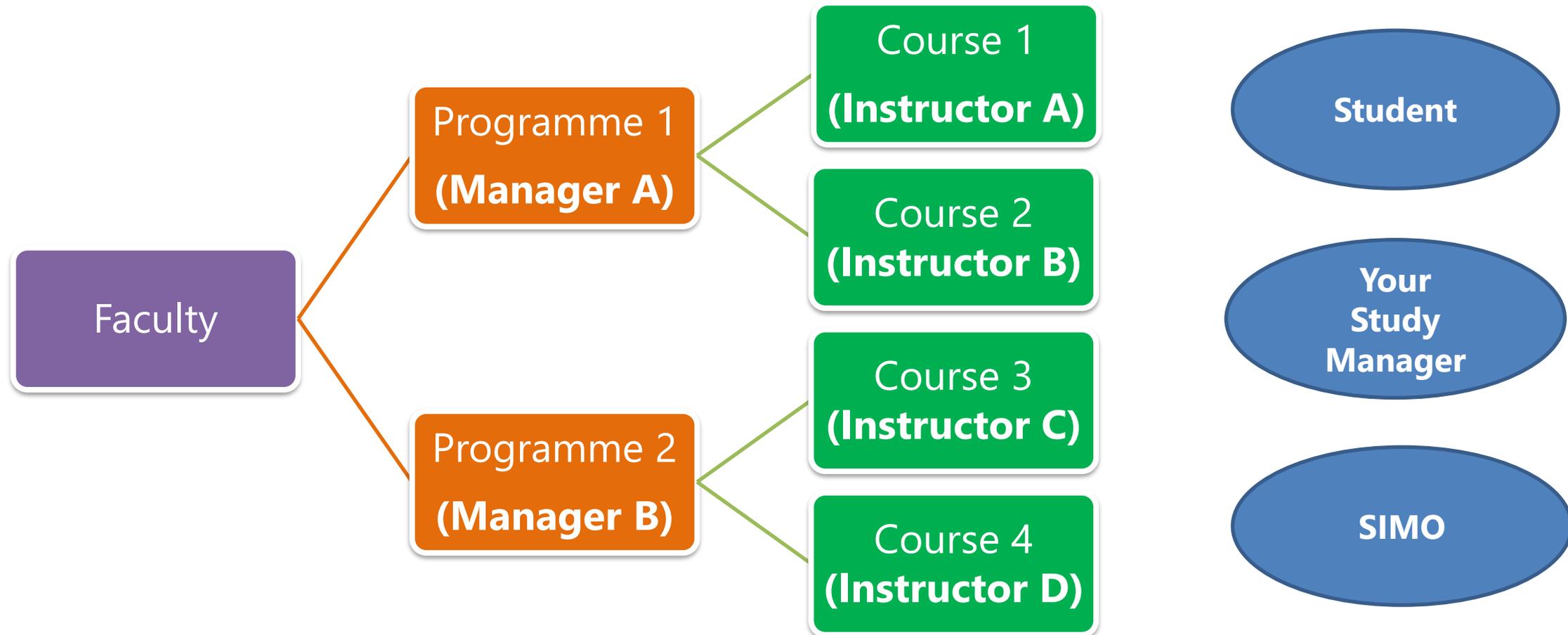


- Who will assist me on academic matters?
- How can I check my schedule?
- How can I enroll in a course?
- How can I drop a courses?
- How will I be assessed?
- How can I get my transcript?

Who will assist me with academic matters?



Who will assist me with academic matters?





Who will assist me with academic matters?

	Study manager	Programme manager
What do they do?	provide support regarding general study issues: <ul style="list-style-type: none">— your study plan (course drop/course enrolment)— advice on course choice	provide support regarding a particular course : <ul style="list-style-type: none">— syllabus;— schedule;— links for online classes (also course instructors)— accepting /declining enrollment request
How to find them?	https://istudents.hse.ru/en/arrival/	Visit a webpage of a programme, where the course is taught (see Course search instructions)

At the beginning of the module, contact:

1. Your study manager (introduce yourself, ask questions if any)

2. Programme managers and instructors

- introduce yourself as an exchange student
- tell that you signed up for the course in LMS
- Ask to be included in a mailing list for the course
- schedule and Zoom/MSTeams link
- course includes a MOOC? (see more info [here](#))

N.B.: Please use your HSE e-mail address





Who else will assist me on academic matters?

Instructors

- Check the name in LMS and the course catalogue
- Ask the programme manager about the instructor

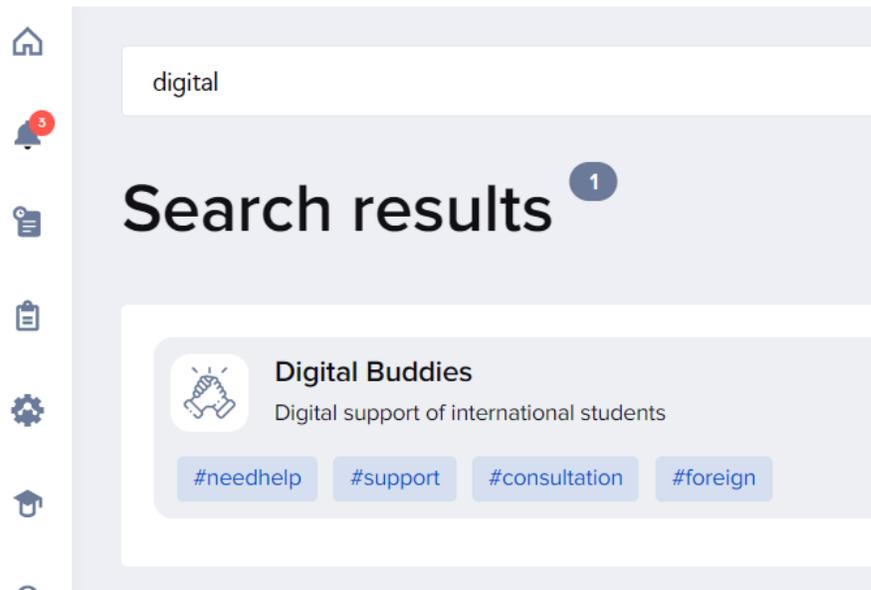
SIMO Team (administrative issues, e.g. sign documents)

- E-mail: international.study@hse.ru
- Website: istudents.hse.ru/en; use Online Document Request form
- Visiting hours:
(Mon-Wed 10 am – 1 pm; Thu-Fri 2 pm – 5 pm)

Who will assist me on academic matters?

Digital Buddies, LMS Support - IT Support

- Digital Buddies: search Digital Buddies in lk.hse.ru
- LMS Support: ims@hse.ru



Who will assist me on academic matters?

Feedback Hotline (lk.hse.ru)

 Feedback Hotline

Feedback Hotline

HSE University's feedback 'Hotline' can allow you to contact our administration about any problems, send thank-you messages or propose how the University's operations can be improved.



Tip: Be Proactive!



Spring 2022 Semester

M3

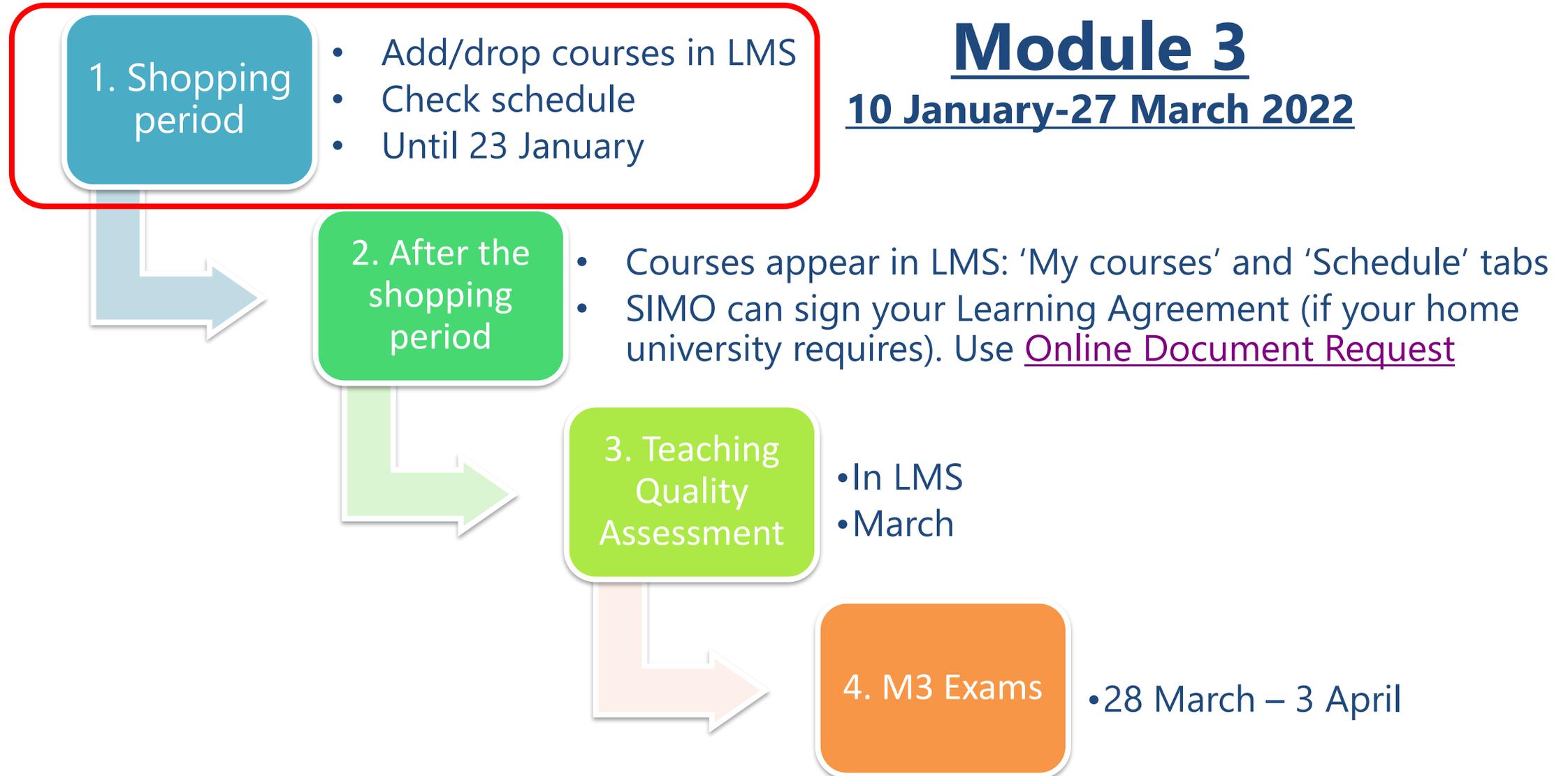
- 10 January – 27 March

M4

- 4 April – 19 June

After

- Transcript: 5 weeks after the end of the semester



Module 3

10 January-27 March 2022



Expected workload per semester:

- Minimum: 15 ECTS of non-MOOC-based courses per semester if you have a Russian student visa
- Maximum (recommended): 30 ECTS per semester
- Check your home university's requirements.

Where can I find my timetable & Zoom/MSTeams links?

During the shopping period
(21 December – 23 January)

'Selective
courses' tab
in LMS

'My schedule'
tab
!No links here

1. 'Timetable' section on
the page of an
educational programme
(see [instruction](#))

2. Instructor's schedule
(see [instruction](#))

1. E-mail the
programme
manager

2. E-mail the
instructor

After the shopping period
(after 25 January –
to be confirmed)

'Schedule' tab in LMS

● BACHELOR 2020/2021

Migration Policy in a Comparative Perspective

Type: Elective course (Political Science and World Politics)

Area of studies: Political Science

Delivered by: Department of Political Science and International Affairs

When: 3 year, 3, 4 module

Mode of studies: offline

Open to: students of all HSE University campuses

Instructors: Oleg Korneev

- 
1. Timetable and link on the programme page
 2. Ask the programme manager

- 
3. Timetable and link on the instructor's page
 4. Ask the instructor

Schedule:

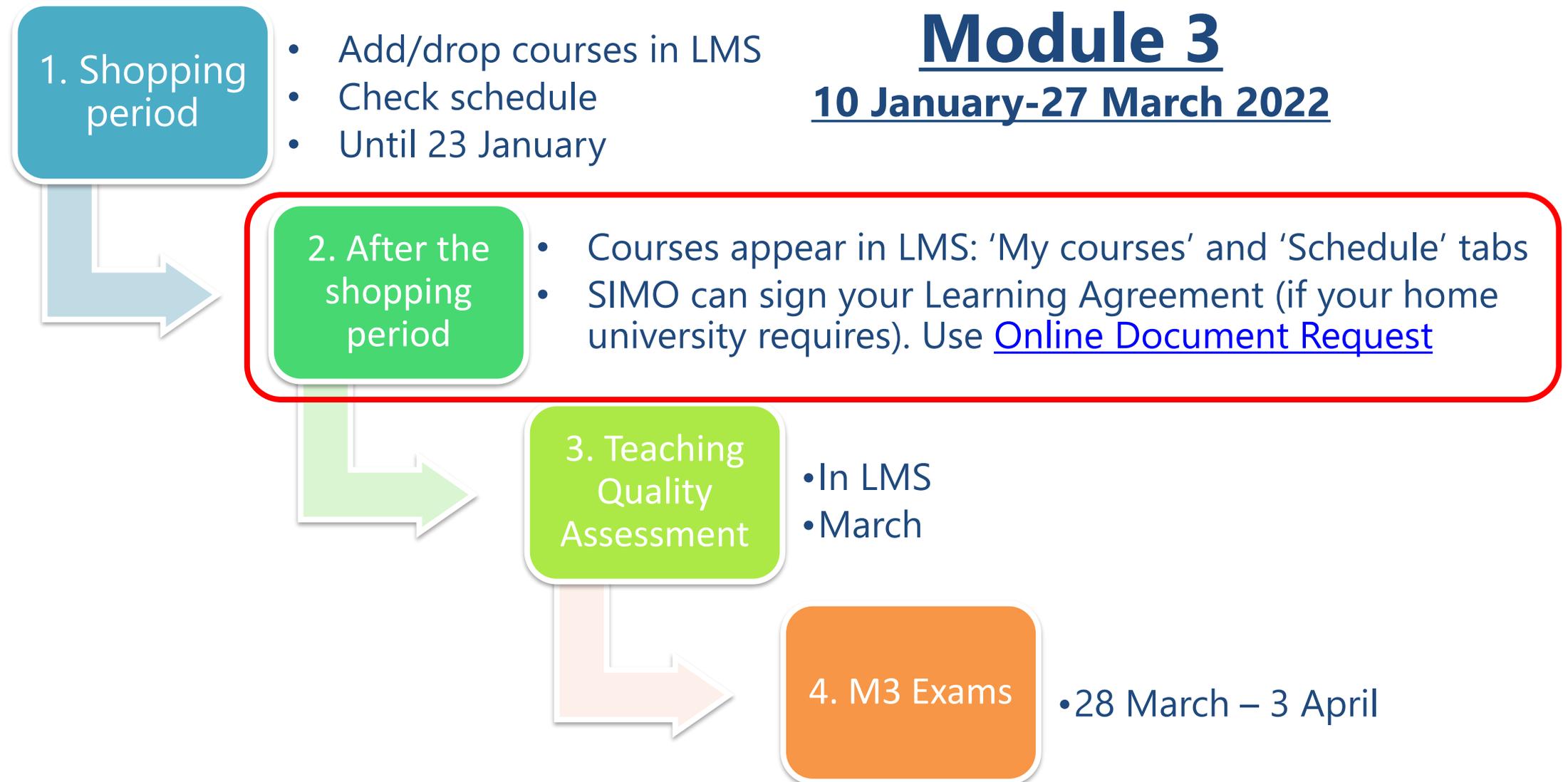
HSE Banking Institute:

schedule always on the [programme page](#)

Russian as a Foreign Language:

receive schedule options by e-mail soon



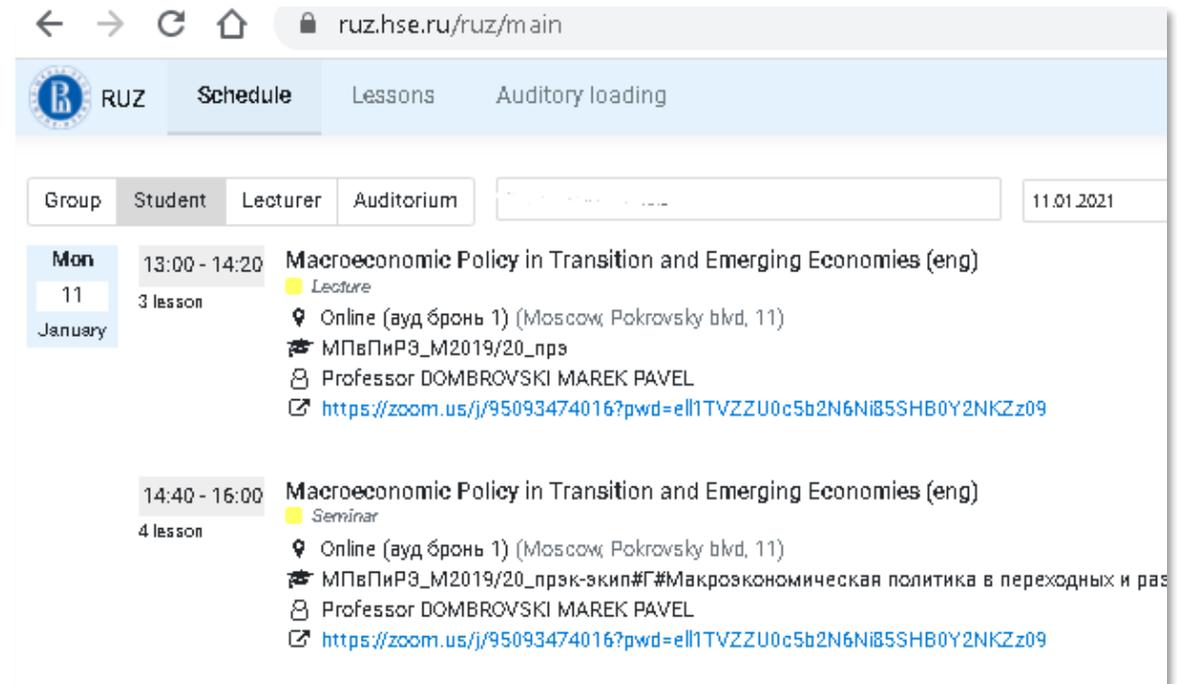


Module 3

10 January-27 March 2022

After the Shopping Period (end of January 2022)

- Your course list in the 'My Courses' tab in LMS
- Your timetable in the 'Schedule' tab of LMS



A screenshot of the LMS 'Schedule' page. The browser address bar shows 'ruz.hse.ru/ruz/main'. The page has a navigation bar with 'RUZ', 'Schedule', 'Lessons', and 'Auditory loading'. Below the navigation bar, there are tabs for 'Group', 'Student', 'Lecturer', and 'Auditorium', along with a search field and a date selector set to '11.01.2021'. The main content area displays a schedule for Monday, January 11th. It lists two sessions for the course 'Macroeconomic Policy in Transition and Emerging Economies (eng)'. The first session is a 'Lecture' from 13:00 to 14:20, consisting of 3 lessons. The second session is a 'Seminar' from 14:40 to 16:00, consisting of 4 lessons. Both sessions are held online in room 11 and are led by Professor DOMBROVSKI MAREK PAVEL. Zoom links are provided for both sessions.

How can I drop a course?

During shopping period
(21 December – 23 January)



Press the **'Remove' button**
in the respective course list
in the LMS **'Selective courses' tab**
and resubmit your course application

After the shopping period
(after 23 January)



✓ During the week before an exams period



Fill in **Course drop form**
and have it signed by SIMO
(Online Document Request)



E-mail signed Course drop form
to your study manager (cc SIMO)

How can I enroll in a course?

During the shopping period
(21 December – 23 January)



Enroll in
the 'Selective courses' tab in
LMS



Problems?
Fill in the [Course enrollment issues Google form](#)

After the shopping period **(after 23 January)**



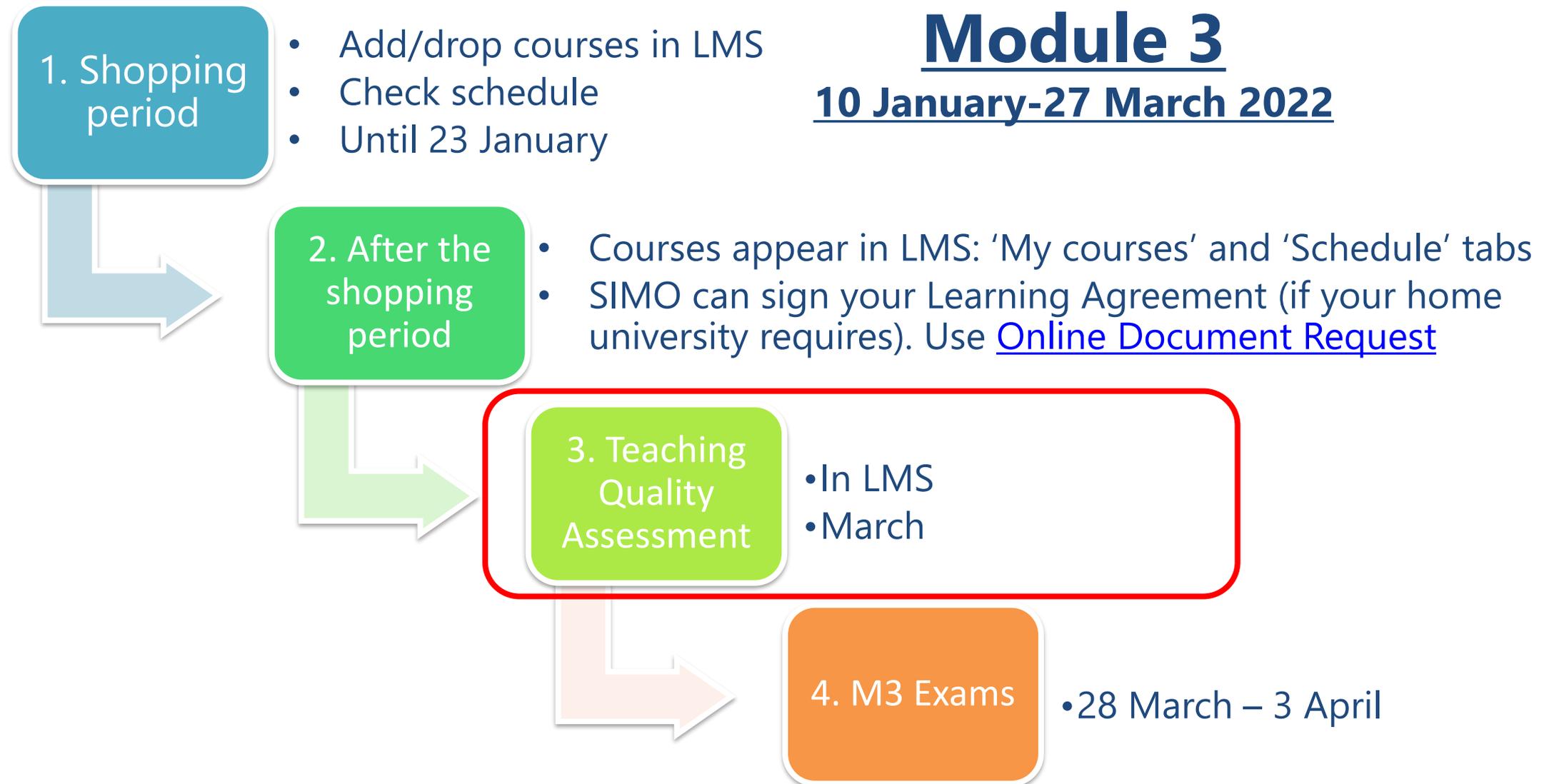
- ✓ If there is a legitimate reason
- ✓ Before 20% of course classes have run



E-mail the **programme manager**



Forward the manager's approval and
a [Course enrollment form](#) to your **study manager**



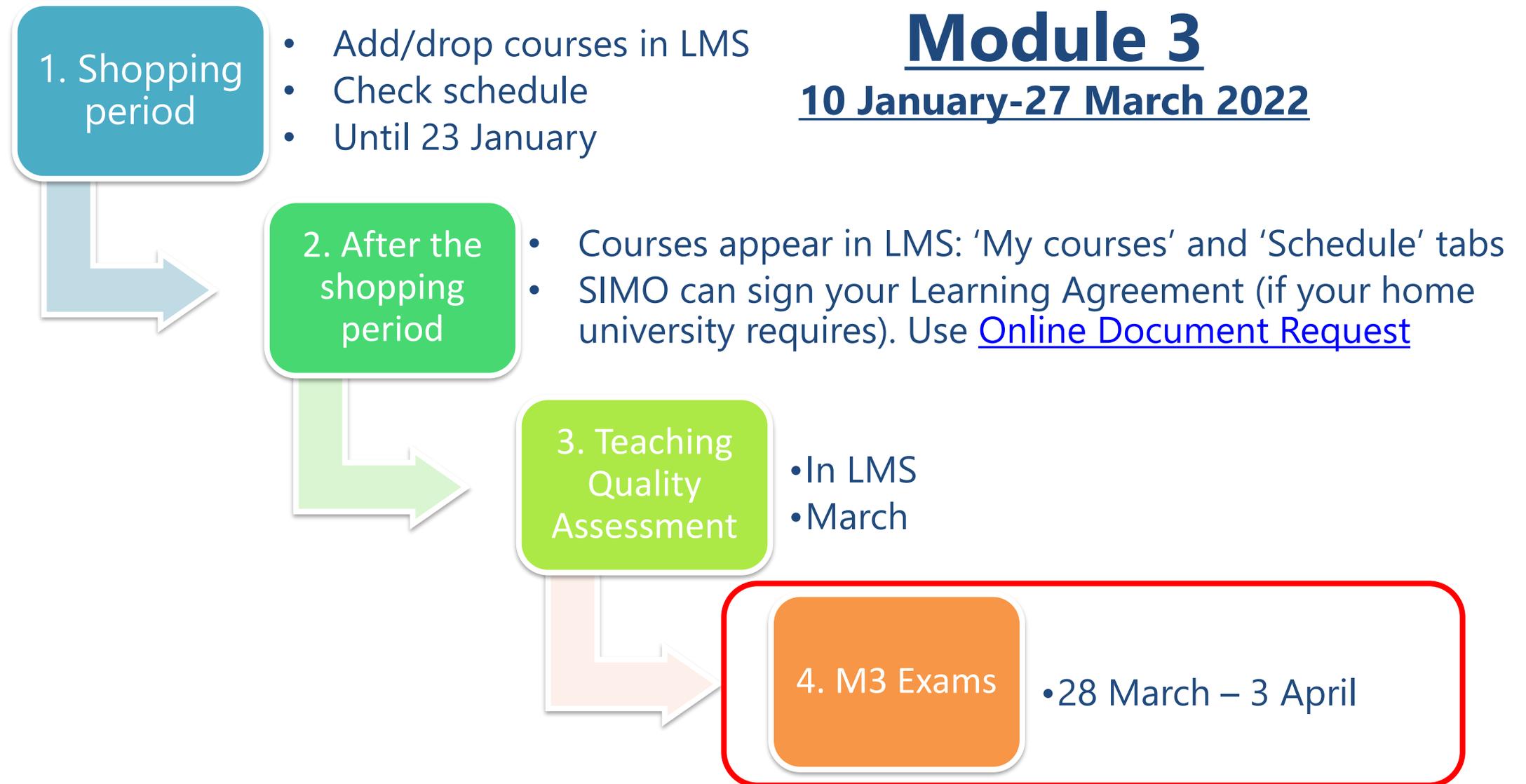
Module 3

10 January-27 March 2022

Teaching Quality Assessment

- Students help HSE maintain a high quality of teaching and improve organization of the educational process
- In LMS
- At the end of every Module
- [More info here](#)





How will I be assessed?

!Attendance and active work throughout the course are important!

HSE University grades are cumulative.

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

Example:

0.350 Class participation

0.300 Essay

0.150 Forms

0.150 Home assignment

0.050 Tests





How will I be assessed?

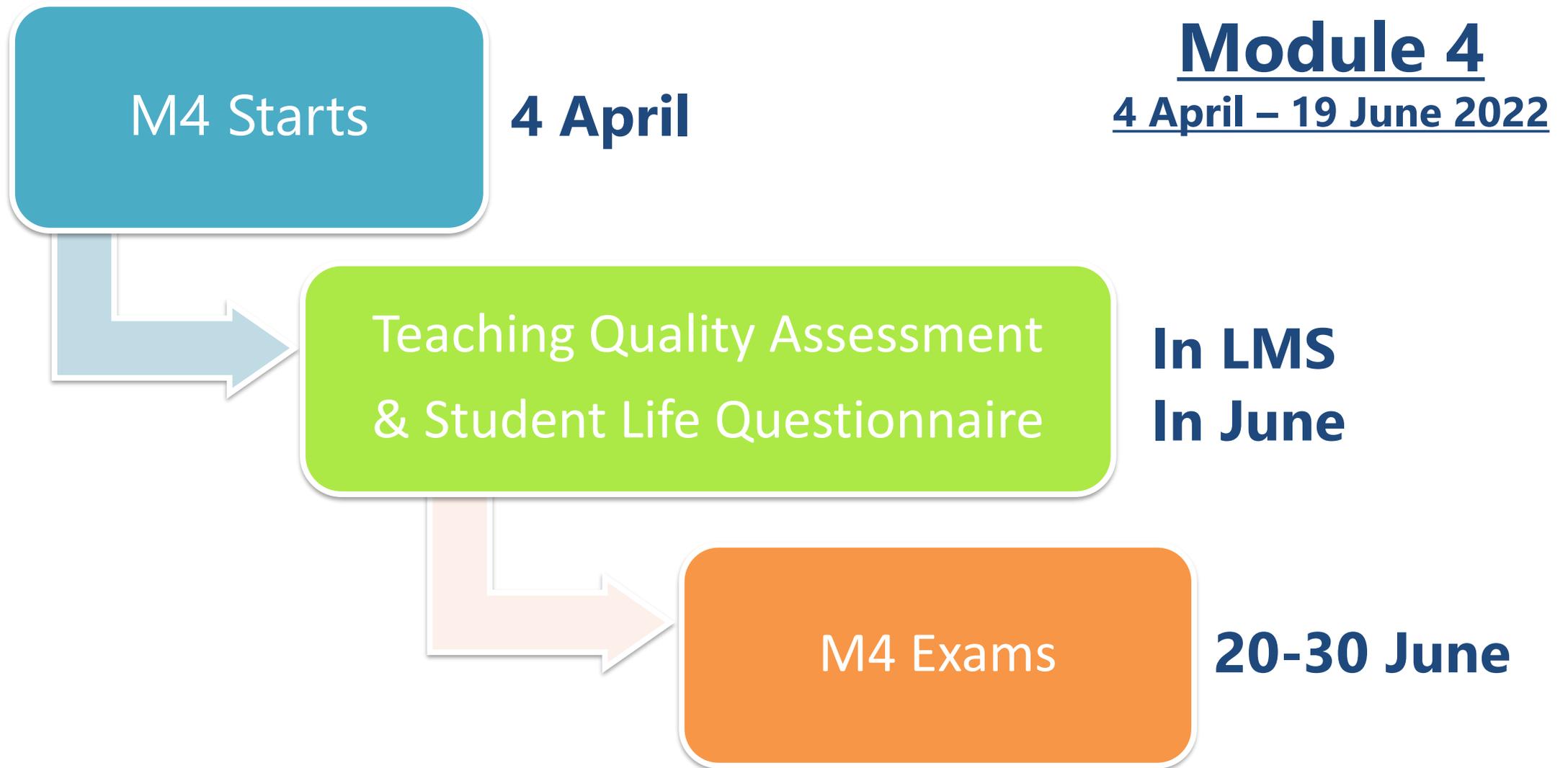
- HSE University credits and grading system: <https://istudents.hse.ru/en/credit>
- Exam schedule is published **1 week prior** to the examination session
- Check about exam re-take period for every course:
September for the Spring semester courses

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

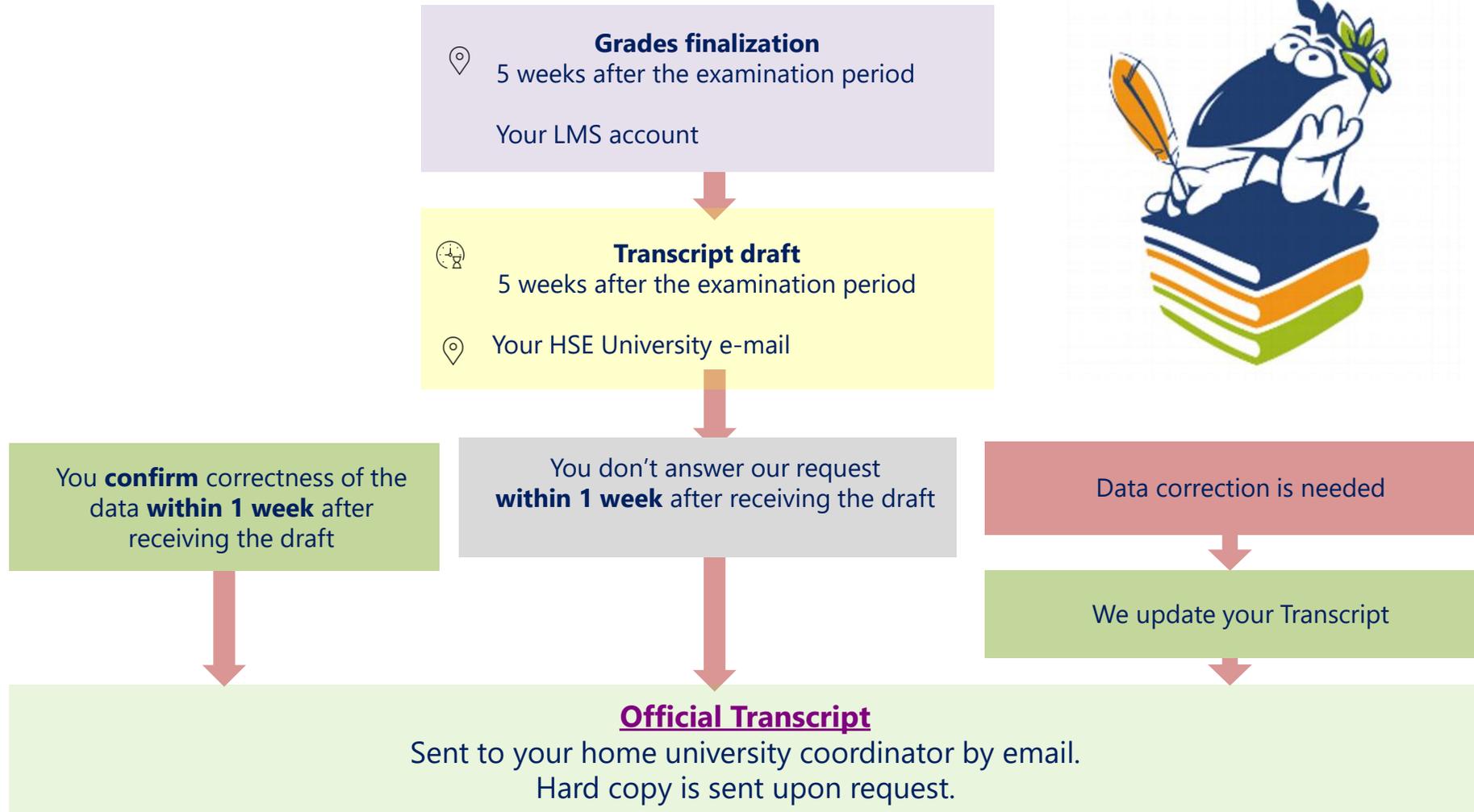


All written papers must be prepared by students independently

[More info](#)



How will I get my transcript?





Useful links

[How to see my schedule and enroll in/drop courses](#)

[Study managers list](#)

[How to search programme managers](#)

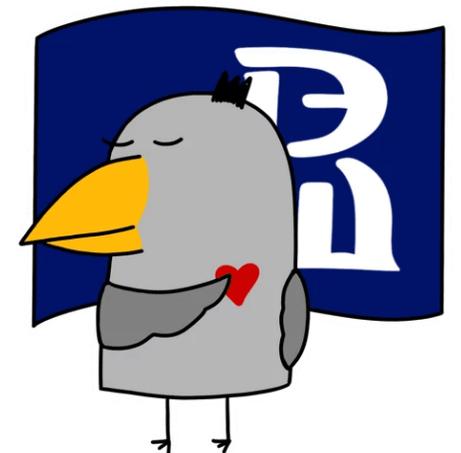
[Course catalogue](#)

[HSE credits and grading system](#)

[Academic calendar](#)

[Teaching Quality Assessment](#)

[Transcript of Records](#)





NATIONAL RESEARCH
UNIVERSITY

Address: 11 Pokrovsky Boulevard, office D605

Phone: +7 (495) 772 95 90

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