

Procedure for Recognizing Foreign Education and (or) Qualifications for the Purpose of Instructing and (or) Hiring Citizens with Foreign Education and (or) Qualifications at National Research University Higher School of Economics

1. This Procedure spells out the rules for recognizing foreign education and (or) a foreign qualification (hereinafter, a “FEQ”) for the purpose of educating and hiring citizens with a FEQ at National Research University Higher School of Economics (hereinafter, “HSE”).

The availability of documentation recognizing FEQ (hereinafter, “certificate of recognition”) issued by the Russian Federal Education and Science Supervision Agency shall relieve applicants from having to go through FEQ recognition procedures at HSE. Judgements stated in certificates of recognition are accepted by HSE.

2. Recognition of FEQ is carried out in accordance with the legislation of the Russian Federation, international agreements containing provisions for recognition and or/ the equivalency of education and (or) qualifications (hereinafter, “international agreements”), as well as the recommendations of international organisations and best global practice in this regard.

Recognition of FEQ includes both a preliminary and final review.

3. A FEQ recognition procedure starts when an applicant submits an application through HSE’s corporate website (portal) requesting this process (hereinafter, the “application”) in Russian and (or) English.

Applicants may include holders of a FEQ or his/her representative vested with the powers to do so.

4. Applications must include the following information:

- a) the full name of the FEQ holder;
- b) citizenship of the FEQ holder;
- c) date of birth of the FEQ holder;
- d) title and details of document confirming the citizenship and identity of the FEQ holder (series and number (if available), date of issue and expiry date);
- e) contact information for the FEQ holder (address, telephone number, e-mail, other info upon request);
- f) purpose of FEQ recognition (study at HSE and/or employment at HSE);
- g) foreign state to which educational institution that issued the FEQ document belongs;
- h) foreign state where educational institution issuing the FEQ document is located;
- i) full official name of educational organisation issuing the FEQ document;
- j) information on the availability or absence of appendices to the FEQ document indicating number of pages;
- k) title of the FEQ document in Russian and its original language (if possible);
- l) title of attained professional level/qualification (if available);
- m) other documents and additional materials (should the applicant provide as such);

n) permission of the FEQ holder for the processing of his/her personal data included in their application and attached documentation according to the stipulations on personal data processing in Russian law;

o) familiarity of the FEQ holder with information on accountability for the accuracy of information included in the application, as well as authenticity of the documents submitted;

p) planned HSE academic programme (Bachelor's, Master's, doctoral, etc.) – this part of the application shall be filled in by persons interested in studying at HSE;

q) planned area of specialization/instruction at HSE – this part of the application shall be filled in by persons interested in studying at HSE;

r) list of scanned documents included along with the application.

5. Scans of the following documents should be included with the application:

a) copy of the FEQ document with its appendices (if the latter is specified by the legislation of the foreign state where the document was issued);

b) copy and translation into Russian or English of the FEQ holder's ID (if the document is presented in a foreign language (other than English));

c) translation of the FEQ document and its appendices into Russian if the document and its appendices are presented in a foreign language.

If a document confirming the citizenship and identify of a FEQ holder, as well as an FEQ document, have been prepared in English, it is possible to present scans of the documents specified in sub-points “a” and “b” of this point without a translation in Russian in order recognize the FEQ.

If for technical reasons, or if it is standard practice in a given foreign state for educational institutions to issue FEQ documents with a delay, then any document (e.g., a temporary document, a confirmation letter from an educational institution, a notification, an electronic confirmation generated from a database of educational organizations, etc.) presented by an applicant or sent via the corporate mail of the academic institution offering the relevant foreign educational programme may be accepted for review to confirm a FEQ as long as it confirms the FEQ holder's completion of a given programme, as well as his/her attainment of a particular educational level/qualification. The document should indicate the completed area of study, its value in terms of hours studied and/or credits, and the official start and completion dates of the academic programme in question.

An applicant may submit additional documentation with respect to their academic background, including documents confirming their study and receipt of FEQ subject to recognition, licenses and (or) accreditation (certification) of an academic programme or institution issuing a FEQ document, as well as other types of official recognition performed by such organisations, etc. Such documents must be presented along with corresponding translations in Russian. Additional documents presented in English may be provided without a Russian translation.

6. If files are of poor quality (i.e., unreadable) or the documentation set is incomplete, the application shall not be reviewed. In such cases, an applicant shall be informed thereof within three working days. A reasoned notification shall be sent to the e-mail specified by the applicant in their application form.

7. Upon receiving an electronic version of the application and full package of scanned documents (in quality (i.e., readable) files) within five working days, the following actions are taken:

a) the recognition of the educational organisation issuing the FEQ document in the national education system of the relevant foreign state is confirmed;

b) the registration of the FEQ document in the official database of FEQ documents of the relevant foreign state (if such a database exists) is confirmed;

c) recognition of the academic programme, for completion of which the FEQ was issued in the national educational system of the relevant foreign state;

d) confirmation that the applicant's FEQ document has been submitted under the authority of an international agreement, or received through an international academic institution, which has been included on an official list compiled by the Government of the Russian Federation (hereinafter, the "List");

e) confirmation that the FEQ documents are in line with key academic programmes in the Russian Federation.

If one of sub-points "a" through "c" turns up negative, the applicant must be informed within no more than three working days that their application shall not be reviewed. The applicant shall be informed of this via the e-mail address they included in their application form.

8. If all sub-points "a" through "d" turn up positive, a preliminary conclusion on recognizing the applicant's FEQ as either falling under the auspices of an international agreement on mutual recognition or confirmation that it has been received from a foreign academic institution included in the List shall be generated in electronic format within five working days. A corresponding notification will be sent to the e-mail address specified by the applicant in their application form.

9. If all sub-points "a" through "c" turn up positive but sub-point "d" is negative, an expert review shall be made of the FEQ within no more than six (6) working days (hereinafter, "expert review").

10. If a FEQ document is presented, which does not correspond with core educational programmes in the Russian Federation, a notification shall be sent to the e-mail address specified by the applicant in their application form.

FEQ documents, which correspond with continuing academic programmes in the Russian Federation, may be reviewed as additional evidence for an FEQ holder's readiness as defined under foreign academic programmes that are in line with core academic programmes in Russia.

11. Expert review shall be conducted relying on information resources and technologies on the basis of objectivity, independence, and comprehensiveness. Outside experts capable in recognition of FEQ may be brought in to take part in this process.

12. Areas of interest for expert review include:

12.1. determining the necessary academic level and (or) qualification in order to ensure FEQ recognition in the Russian Federation;

12.2. determining the equivalence of academic and (or) professional rights granted to the FEQ holder in a foreign state in which the qualification was received, as well as the rights granted to holders of equivalent levels of education and (or) qualification in the Russian Federation.

An expert analysis may consider the following:

- programme curriculum;
- admission tests;
- (pass/fail) examination systems;
- assessment of the learner's academic achievements/progress during the period of study;
- total academic areas under study;

- availability and duration of internships;
- availability and level of final certification;
- availability and focus of thesis;
- mode of instruction;
- opportunities for continuing education.

Furthermore, expert review may also consider possible allowable variations in curriculums, educational technologies and teaching formats.

For the purpose of carrying out expert reviews, HSE may make requests with academic institutions that have issued FEQ documents, as well as competent Russian, foreign and international bodies and organisations.

13. Results of expert reviews include a preliminary decision on FEQ recognition, including recognition of a foreign education as a period of study under an academic programme at a certain level with the right to prolongation of study under this programme (partial recognition) (hereinafter, a “preliminary decision on FEQ recognition”).

The results of an FEQ expert review shall be recorded in electronic format as a preliminary decision to either recognize the FEQ or reject the document.

14. Within no more than two working days from the completion of the expert review, the applicant shall be informed about the preliminary results of the review. A notification shall be sent to the e-mail indicated by the applicant on their application form.

15. The timeframe for FEQ recognition from the moment when a full set of documentation is presented comes to no more than 14 working days. In certain circumstances related to forwarding requests to the academic institution issuing the FEQ document, or competent Russian, foreign and international bodies and organisations, the timeframe for FEQ recognition can be extended to the date when a reply is received on the matter in question.

16. A final conclusion on FEQ recognition (hereinafter, a “final conclusion”) (Appendix 1) and a final decision on FEQ recognition (hereinafter, a “final decision”) (Appendix 2) shall be generated during the final review of FEQ documentation upon the verification of previously submitted scans of documents against their original versions (hereinafter, “verification”).

17. If any discrepancies are uncovered between the scanned copies of the documents specified in sub-points “a” through “c” of point 5 and the originals, and (or) if there is a significant inconsistency between documents translated into Russian and filed with HSE’s corporate website (portal) as specified in sub-points “a” through “c” of point 5 with the verified translation, or if there is any erasure of corrections in the original documents, the preliminary conclusion and (or) preliminary decision shall be declared invalid and thusly annulled. A notification shall be sent to the e-mail specified in the applicant’s application form.

18. The procedure for recognizing FEQ does not include a check of the authenticity of the documents submitted. However, if necessary, this may be done throughout the FEQ holder’s period of study or employment at HSE. If the submitted information and/or documents are found to be incorrect, the relevant final decision or conclusion shall be declared invalid and consequently annulled.

19. A final decision and/or final conclusion can be made in writing. Final decisions and/or conclusions on FEQ recognition in either electronic format or in writing carry the

same authority. Final decisions and/or conclusions are not presented to the applicant and remain the property of HSE.