Annex

to HSE University’s Directive

No. 6.18.1-01/0807-04,

dated July 08, 2019

APPROVED

by the HSE Academic Council

Minutes No. 9, dated June 21, 2019

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|  | With amendments approved by the  HSE University Academic Council,  Minutes No. 15, dated November 29, 2019, and enacted by HSE University Directive No. 6.18.1-01/2012-13, dated December 20, 2019 |
|  | With amendments approved by the  HSE University Academic Council,  Minutes No. 18, dated December 18, 2020, and enacted by HSE University Directive No. 6.18.1-01/2601-01, dated January 26, 2021 |

**The Procedures and Conditions for Reinstating Students Who Were Dismissed on the Initiative of National Research University Higher School of Economics or Other Grounds, and the Procedures for Re-admitting Students to Study after Academic Leave, Maternity Leave, Parental Leave, or Childcare Leave**

1. **General Provisions**
   1. These Procedures and Conditions for Reinstating Students Who Were Dismissed on the Initiative of National Research University Higher School of Economics or Other Grounds, and the Procedures for Re-admitting Students to Study after Academic Leave, Maternity Leave, Parental Leave, or Childcare Leave (hereinafter the “Procedures” and “HSE University”, respectively) were developed in accordance with Part 2 of Article 62 of Federal Law No. 273-FZ, dated December 29, 2012 “On Education in the Russian Federation”, as well as other legal enactments and HSE University’s bylaws, and regulate the following:
      1. the procedures and conditions for reinstating students,
         1. who have been dismissed on the initiative of HSE University; or
         2. who have been dismissed on other grounds;
      2. the procedures for re-admitting students to study process after academic leave, maternity leave, parental leave, or childcare leave (hereinafter jointly referred to as the “leave”).
   2. These procedures regulate matters specified in p. 1.1 hereof with respect to students who have (section 3) and have not completed the degree programme in full**[[1]](#footnote-1)** (section 2).
   3. The Procedures shall apply to HSE University’s regional campuses.
2. **Procedures and Conditions for Reinstating and Re-admitting to Study Those Students Who Have Not Completed the Degree Programme In Full** 
   1. A student who has been dismissed from HSE University as per the initiative of HSE University, or in light of the termination of their educational agreement[[2]](#footnote-2) on the initiative of the University, can be reinstated to the University only to a place under an educational agreement funded by an individual and/or legal party (hereinafter “on a fee-paying basis”), subject to the availability of vacant spaces.

If not stated otherwise in p. 2.2 of the Procedures, reinstatement may be carried out within 2 (two) years from the date of dismissal[[3]](#footnote-3) on the basis of a directive from the Vice Rector charged with coordinating the University’s activities with respect to the implementation of degree programmes (hereinafter “coordinating Vice Rector”).

* 1. A student, who has been dismissed for violations of the Student Internal Regulations at HSE University and/or Internal Dormitory Regulations at HSE University[[4]](#footnote-4), and/or failure to fulfil the obligations of an educational agreement while studying on a fee-paying basis, may be reinstated within the timeframe set out in p. 2.1 of these Procedures, but not earlier than during the following academic year. The reinstatement shall be possible starting from the date of the start of the academic period (i.e., module/semester), which corresponds to that when the dismissal directive was issued.

Reinstatement of a student must be approved by a respective decision reached by a specially formed committee if the reason for his/her dismissal from the University includes the following disciplinary offences:

* committing wrongful acts that may have adversely impacted on public safety, e.g., functioning or activities at HSE University, as well as its learners and staff members;
* engaging in illegal consumption, as well as acquisition, storage, transport, manufacture or processing of narcotic substances, psychotropic materials, or their precursors/analogues;
* commission of actions, which compromise or may compromise the HSE University’s information security, e.g., actions unauthorized by the University administration that may interfere with the work of its automated information systems.

The committee’s membership shall be approved as per a directive issued by the coordinating Vice Rector.

The committee shall consider a student’s request for reinstatement, as well as other documents, which are necessary for making an informed decision, which shall be drawn up as per the relevant minutes. When the committee reaches a decision to reinstate a given learner, the coordinating Vice Rector shall issue a respective directive.

* 1. The reinstatement of persons who have debts on tuition for studies at HSE University is only possible as long as they pay off said debt for the previous period in full.
  2. A student, who has been dismissed as per his/her own initiative or owing to circumstances beyond his/her will, or that of parents (legal guardians) of an underage student and HSE University, may be reinstated to the University following the decision of the coordinating Vice Rector within 5 (five) years as from the date of the dismissal, subject to the availability of vacant places, while the previous terms of studies are maintained, but no earlier than the completion of the academic year (semester), when the student was dismissed. If in the absence of vacant places available on a government-funded basis, places on a fee-paying basis are available, the student shall have the right for reinstatement to study on a fee-paying basis.
  3. A request for reinstatement, indicating the preferred date thereof, or for re-admission to studies along with the preferred date for that, shall be submitted via a special module at: lk.hse.ru (hereinafter “MyHSE Services Account”)[[5]](#footnote-5).
  4. A student who is being reinstated after dismissal or returning from leave shall be issued a special individual curriculum[[6]](#footnote-6).
  5. A student’s individual curriculum shall include courses and other elements[[7]](#footnote-7) (hereinafter collectively “courses”) from a respective working curriculum (hereinafter “working curriculum”) in place for the year of study to which the student is being reinstated/returning from leave, as well as the courses from working curricula of previous years of the year of intake to which the student is being reinstated/returning from leave, which the student has not yet taken (hereinafter “differences in curricula”).
  6. If a student is being reinstated/returning from leave as from the start of the academic year and if they do not have any difference in curricula, the individual curriculum shall be drawn up according to a standard form.
  7. If a student, who is being reinstated after dismissal or returning from leave, has academic failures for courses (or portions thereof) and has used up all of their possible retakes, these courses (or parts thereof) shall be included in the individual curriculum for repeating them (or parts thereof) in full.
  8. With respect to a student, who is being reinstated to study on a fee-paying basis, the calculation of the tuition costs shall be made in line with the Procedures for Calculating Tuition Fees Payable by Students in Bachelor’s, Specialist and Master’s Programmes at HSE University with Modified Educational Trajectories or Tuition Discounts Revoked (hereinafter “Procedures for Tuition Calculation”).
  9. If a student has fully completed studies under a course, but has not taken its interim examination, or not used all possible retake attempts as per the Regulations for Interim and Ongoing Assessment of Students at HSE University, upon his/her reinstatement/return from leave, the student shall be appointed to take interim examinations or use remaining retake attempts during the nearest period of retakes starting from the date of his/her reinstatement/re-admission to studies, without having to repeat the given course. With this said, the following applies as well:
     1. upon reinstatement/return from leave, the student shall have the right to write up an application addressed to their academic supervisor, requesting a transfer of their results accumulated under a given course prior to their dismissal towards an interim assessment result) [[8]](#footnote-8);
     2. a student who is being reinstated or returning from leave for studies on a fee-paying basis, shall have the right to write a request addressed to their academic supervisor for the inclusion of a specific course in his/her individual curriculum for repeating it.
  10. A student who has been dismissed for academic failures may be reinstated as from the start of the academic period (module/semester), when studies under the course[[9]](#footnote-9), which has been failed by the student, commence.
  11. Reinstatement shall not be possible if a request thereto was submitted at least 10 working days after the start of the academic period (module/semester)[[10]](#footnote-10), with the exception of requests from students studying under dual degree programmes offered by HSE University and University of London (UoL).

The reinstatement of students who study under double degree programmes provided by HSE University and UoL, in line with this paragraph, is not permitted if the reinstatement request was received later than the deadline for registering students for UoL examinations in the current academic year.

* 1. Students dismissed owing to unsatisfactory academic performance and who have failed only:
     1. internships – shall be reinstated no earlier than 2 (two) weeks prior to its start, as specified in the working curriculum;
     2. term papers (including instances when the topic and supervisor were changed, as well as if the student had not selected a topic for his/her term paper by the deadline set by relevant HSE University internal bylaw) – shall be reinstated no later than November 20 of the current academic year.
  2. If a student is reinstated only for the presentation and assessment of results (including repeated) of his/her term paper, a directive for his/her reinstatement shall be issued no earlier than 2 (two) weeks prior to the appointed date for the work’s submission.

A student’s term paper must be kept at HSE University (depending on the rules for completing term papers approved by the administration of the degree programme: in a special module in the virtual learning environment, or with the curriculum support unit (hereinafter “programme office”), or with the University subdivision, where the term paper supervisor is employed) as from the date of the student’s dismissal. The text of the term paper shall be submitted for marking without amendments[[11]](#footnote-11).

* 1. A student who has returned from leave shall be re-admitted to studies as from the date following the date set in the directive for granting his/her leave.
  2. A student who has returned from their leave at an earlier date than planned shall be re-admitted to the learning process as from the date when their application for an earlier return is submitted (or the date specified in the application unless the date falls within the period prior to the date of the submission of the application) to the programme office if the option to be re-admitted to studies from the specified date is established by the degree programme’s evaluation committee.
  3. When a student is reinstated, the evaluation committee of the degree programme shall decide on the year of study to which the student may be reinstated, based on the following criteria:
     1. the number of credit units in a student’s individual curriculum for each of the remaining academic years shall not exceed the amount set by the University’s educational standard;
     2. courses that must be studied, including those to be repeated, may be distributed over the next academic years in line with pp. 2.18.1 above without disarranging the logical order of the courses.
  4. A student who is being reinstated for studies on a fee-paying basis, on the basis of his/her personal request, may be reinstated, should he/she so wish, from the start of the year from which he/she was dismissed, regardless of the period when the directive for his/her dismissal was issued or when studies commence under a course, which has been previously failed by the reinstating student, with the chance to repeat all courses in the given year. In this case, positive interim results received for these courses earlier shall be transferred towards the results for these courses. The tuition fee under the educational agreement shall be calculated with due consideration of courses/subjects that are to be repeated.
  5. Evaluation procedures[[12]](#footnote-12) shall be carried out within 3 (three) working days as from the date when a student submits a respective request, including the submission of the evaluation committee minutes to the relevant programme office. Within 3 (three) working days after the evaluation process (a receipt of minutes), the programme office shall draw up an individual curriculum for the student.
  6. An individual curriculum shall be agreed upon with the academic supervisor of the given degree programme and the respective student within 3 (three) working days and then signed off by the programme manager and the student him/herself[[13]](#footnote-13).
  7. For a student who is being reinstated/returning from leave for studies on a fee-paying basis:
     1. on the basis of an individual curriculum, the tuition cost for the educational services shall be tallied up and the educational agreement/addendum shall be aligned with the Procedure for Tuition Calculation;
     2. an agreement/addendum to the agreement for the provision of paid educational services shall be signed with the student;
     3. within 3 (three) working days after the student fulfills his/her financial obligations under the agreement/addendum thereto for paying for the educational services, the programme office shall prepare a directive for the student’s reinstatement/return from leave[[14]](#footnote-14), which shall be signed by the party charged with making decisions on such matters as per the allocation of duties at HSE University.
  8. For students who are being reinstated/returning from leave for studies in a government-funded place, the relevant programme office shall, within 3 (three) working days after the approval of his/her individual curriculum, prepare a draft directive for the student’s reinstatement/return from leave.
  9. If a negative decision is made based on the review of a request for reinstatement or early return from leave, the programme office shall explain to the student the reasons why their request was refused and provide consultation on possible options for continuing studies/recommended timeframes for returning from leave.
  10. If a student is reinstated after dismissal or returning from leave, and if he/she is, at the same time, being transferred to studies under a different HSE University degree programme, the actions specified in pp. 2.20 – 2.23 of these Procedures, shall be monitored and performed by the programme office of the degree programme to whence the student is being transferred (hereinafter “receiving programme”), while his/her request for reinstatement with subsequent transfer shall be filed via a special module in MyHSE Services Account and signed off by the academic supervisor of the programme where he/she has previously studied. In such instances, the student’s reinstatement/return from leave with subsequent transfer is only possible within the timeframe set for transfer to the receiving programme, including an additional period for transfer on a general competitive basis and as long as vacant spaces are available for transfer[[15]](#footnote-15).

1. **The Procedures and Conditions for Reinstating and Re-admitting to Study Those Students Who Have Mastered the Degree Programme In Full**
   1. If a student completes his/her studies in full, he/she is reinstated/returns from leave only to have the final state certification/final certification (hereinafter the “FSC”) (taking the state examination(s) and/or the defence of a thesis). Evaluation for students who are being reinstated/returning from leave only to pass the FSC shall not be carried out.
   2. A student, dismissed as per the grounds specified in p. 2.2 and p. 2.3 of these Procedures, shall be reinstated for the period established in accordance with pp. 3.5.1 of p 3.5 hereof.
   3. A student dismissed on the initiative of HSE University for not having passed the FSC, due to an unsatisfactory grade, missing the FSC without a valid reason, or for non-admission to the thesis defence due to his/her failure to submit the thesis within the established timeframe without a valid reason, may take the FSC within the timeframe set for holding the FSC for graduating students, but not earlier than 10 (ten) months and not later than 5 (five) years from the time the student failed to pass the FSC for the first time.
   4. To repeat the FSC, a student shall be reinstated only to a fee-paying place, thereby concluding an educational agreement with HSE University that is exempt from paying a fee to repeat the FSC (hereinafter a “no-fee agreement”).
   5. The period for reinstating the student to pass the FSC (including to repeat the FSC) is determined by the academic supervisor of the degree programme:
      1. taking into account the fact that the period for reinstatement must not be less than the period stipulated by the academic calendar for the FSC under the corresponding degree programme. At the same time, the reinstatement period for the FSC cannot be set earlier than a month or later than 5 (five) working days prior to the start of the first state FSC examination[[16]](#footnote-16), provided for by the student's curriculum;
      2. depending on the following parameters: the requirement to re-take the state examination(s), otherwise (as per a decision of the academic supervisor).
   6. The procedures for submitting an application to be reinstated/re-admitted to study are equivalent to that specified in p. 2.5 hereof.
   7. For students who have been given permission to be reinstated/re-admitted from leave to do the FSC, the Programme Office:
      1. within 3 (three) working days, drafts a special individual curriculum that includes state certification examinations in accordance with the curriculum mastered by the student; the individual curriculum shall be agreed upon with the academic supervisor of the degree programme and the student, and then signed by the degree programme manager and the student[[17]](#footnote-17);
      2. within 3 (three) working days after agreeing on the individual curriculum, a draft directive on reinstatement/re-admission to study shall be drawn up.
   8. A student who has been reinstated to a fee-paying place does not pay the cost of the educational services provided[[18]](#footnote-18). The signing of a no-fee agreement shall be arranged by the manager of the degree programme to which the student is being reinstated.

1. In accordance with the Procedures, a student belongs to the category of those who have not completed the degree programme in full if, before his/her dismissal from HSE University, he/she was not admitted to the final state/final certification (hereinafter the “FSC”) as enacted by the relevant directive, and had no grounds to be admitted to the FSC. [↑](#footnote-ref-1)
2. Hereinafter the term “educational agreement” shall denote agreements for the provision of paid educational services [↑](#footnote-ref-2)
3. The timeframe for reinstatement, as set by the Procedures here and further in the text, shall also apply to instances of reinstatements for the purpose of a subsequent transfer [↑](#footnote-ref-3)
4. Dismissals shall be carried out in line with Russian legislation and the University’s own internal bylaws [↑](#footnote-ref-4)
5. Available: <https://lk.hse.ru>. [↑](#footnote-ref-5)
6. In accordance with the Regulations on Curricula under Bachelor’s, Specialist and Master’s Programmes [↑](#footnote-ref-6)
7. Other curriculum elements – term papers, projects, research or project seminars, independent examination in English, internships, thesis works, etc. [↑](#footnote-ref-7)
8. As long as the syllabus for the given course does not feature any blocking elements of assessment after those assessment elements, which have been earlier passed by the student [↑](#footnote-ref-8)
9. Courses set for repeating may be specified in working curricula of other degree programmes or years of studies, or they may be replaced by MOOCs, as recommended by a given degree programme and as per set procedure at HSE University [↑](#footnote-ref-9)
10. With the exception of the courses, which are entirely mastered online [↑](#footnote-ref-10)
11. This paragraph shall not be applied to students who have been dismissed owing to unsatisfactory academic performance while having academic failure only for a term paper work [↑](#footnote-ref-11)
12. In addition to the evaluation committee, the evaluation process may be undertaken by a programme manager in those instances specified by the Regulations for Evaluation Committees of Higher Education Programmes and Evaluation Procedures at HSE University [↑](#footnote-ref-12)
13. Approval of an individual curriculum is possible via HSE University’s virtual learning environment [↑](#footnote-ref-13)
14. Hereinafter in accordance with the directive formats used for learners studying core Bachelor’s, Specialist and Master’s programmes [↑](#footnote-ref-14)
15. As per the Rules for Transfer of Bachelor’s, Specialist and Master’s Students at HSE University and Bachelor’s, Specialist and Master’s Students of Other Academic Institutions to HSE University [↑](#footnote-ref-15)
16. In accordance with the schedule of state certification examinations under the degree programme, as established by the Directive on Conducting the FSC [↑](#footnote-ref-16)
17. Approval of an individual curriculum is possible with the application of tools of the virtual learning environment [↑](#footnote-ref-17)
18. If a thesis needs to be composed, a dismissed student may apply for this service, by making a separate payment in line with their agreement for the provision of paid educational services, signed as per procedures set at HSE University. Such an agreement may be signed at any time after dismissal but no later than the time when the student is reinstated [↑](#footnote-ref-18)