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|  | Annex to HSE University Directive No. 6.18.1-01/1205-19, dated May 12, 2017APPROVEDby HSE University Academic Council Minutes No. 4, dated April 7, 2017,with amendments approved by HSE University Academic Council Minutes No. 5, dated April 28, 2017, enacted by HSE University Directive No. 6.18.1-01/3005-21, dated May 30, 2017; approved by HSE University Academic Council Minutes No. 7, dated June 23, 2017 and enacted by HSE University Directive No. 6.18.1-01/2807-05, dated July 28, 2017; approved by HSE University Academic Council Minutes No. 11, dated November 24, 2017, and enacted by HSE University Directive No. 6.18.1-01/1312-07, dated December 13, 2017; approved by HSE University Academic Council Minutes No. 2, dated March 2, 2018, and enacted by HSE University Directive No. 6.18.1-01/1906-09, dated June 19, 2018; approved by HSE University Academic Council Minutes No. 12, dated November 30, 2018, and enacted by HSE University Directive No. 6.18.1-01/2412-08, dated December 24, 2018; approved by HSE University Academic Council Minutes No. 13, dated December 21, 2018, and enacted by HSE University Directive No. 6.18.1-01/2101-05, dated January 21, 2019; approved by HSE University Academic Council Minutes No. 3, dated March 1, 2019, and enacted by HSE University Directive No. 6.18.1-01/1803-11, dated March 18, 2019; approved by HSE University Academic Council Minutes No. 6, dated April 26, 2019, and enacted by HSE University Directive No. 6.18.1-01/1405-15, dated May 14, 2019; approved by HSE University Academic Council Minutes No. 14, dated November 1, 2019, and enacted by HSE University Directive No. 6.18.1-01/1811-33, dated November 18, 2019; approved by HSE University Academic Council Minutes No. 10, dated June 26, 2020, and enacted by HSE University Directive No. 6.18.1-01/1407-10, dated July 14, 2020; approved by HSE University Academic Council Minutes No. 15, dated October 30, 2020, and enacted by HSE University Directive No. 6.18.1-01/2011-07, dated November 20, 2020; approved by HSE University Academic Council Minutes No. 1, dated January 29, 2021, and enacted by HSE University Directive No. 6.18.1-01/1902-08, dated February 19, 2021; approved by HSE University Academic Council Minutes No. 5, dated May 28, 2021, and enacted by HSE University Directive No. 6.18.1-01/100621-9, dated June 10, 2021 |

**Regulations on**

**Scholarships and Other Types of Financial Support for Students of National Research University Higher School of Economics**

1. General Provisions
	1. These Regulations on Scholarships and Other Types of Financial Support for Students of National Research University Higher School of Economics (hereafter the “Regulations”) set forth the procedure for determining the size of scholarships, awarding and paying scholarships, and providing other forms of financial support to (doctoral) students of National Research University Higher School of Economics, as well as HSE University’s regional campuses (hereafter “students”, and the “University” or “HSE University”, respectively), including with respect to those studying under International Preparatory Programmes for international students.
	2. Scholarships and other types of financial support shall be provided to students:
		1. at the expense of the federal budget allocated for student scholarships;
		2. at the expense of targeted subsidies and special-purpose donations provided to HSE University by legal entities and individuals for the purpose of encouraging students and awarding targeted scholarships;
		3. at the expense of revenue-generating activities.
	3. These Regulations have been developed pursuant to:
		1. Federal Law No.273-FZ “On Education in the Russian Federation”, dated December 29, 2012;
		2. The procedure for awarding state academic scholarships and/or state bursaries to full-time students studying on government-funded places, state scholarships to full-time doctoral students, interns, and assistants studying on government-funded places, and scholarships to learners of preparatory departments studying on state-funded places at federal state higher education institutions, as per Directive No. 1663 of the Ministry of Science and Higher Education of the Russian Federation, dated December 27, 2016;
		3. Decree No. 854 of the Russian Government “On Approval and Payment of Scholarships of the President of the Russian Federation to Full-time Students Pursuing Accredited Degree Programmes with Concentrations or Fields of Study Focused on the Modernization and Technological Development of Russian National Economy”, dated August 27, 2016;
		4. The HSE Charter.
	4. Scholarships are payments, awarded to full-time HSE University students with the aim of encouraging and/or supporting their studies under relevant degree programmes, and include:
		1. state academic scholarships (including increased state academic scholarships);
		2. state bursaries (including increased state bursaries);
		3. state scholarships awarded to doctoral students;
		4. scholarships of the President of the Russian Federation and scholarships of the Russian Government, as well as scholarships awarded by other state government bodies;
		5. named scholarships (including scholarships awarded by HSE University and its subdivisions);
		6. scholarships awarded by legal entities and individuals (including persons who have commissioned them for study at the University);
		7. scholarships awarded to international students enrolled in International Preparatory Programmes for foreign citizens, as specified in p. 1.6 hereof;
		8. HSE University scholarships granted for superior academic performance, HSE University bursaries, increased HSE University scholarships for special achievements, and increased HSE University bursaries (hereafter “HSE University scholarships”, financed at the expense of the University’s revenue-generating activities).

1.5. Foreign citizens and stateless persons (hereafter “foreign citizens”) who are pursuing HSE University’s core degree programmes as full-time (doctoral) students shall be entitled to:

1.5.1. state scholarships if they are enrolled in places funded from the state budget earmarked for the completion of state assignments (tuition waiver), including within quotas established by the Russian Government (hereafter a “quota”), or covered by relevant international treaties signed by the Russian Federation, during the entire period of their studies.

Payments of state scholarships to international (doctoral) students enrolled in quota places shall be made during the entire period of their studies regardless of their academic performance;

1.5.2. HSE University’s scholarships for superior academic performance to students who study under paid educational services agreements funded from the University’s own funds, during the entire period of their studies regardless of their academic performance.

1.6. Foreign citizens admitted within established federal quotas to HSE University’s continuing general education programmes (International Preparatory Programmes) in order to prepare for subsequent studies under Russian-taught degree programmes funded from the federal budget shall be entitled to scholarships during the entire period of their study irrespective of their academic performance.

1.7. If a scholarship is awarded on any particular basis, a student shall remain eligible to receive another scholarship on other grounds.

1.8. State scholarships awarded to doctoral students, state academic scholarships and state bursaries awarded to students, and Golden HSE University scholarships awarded under the Silver Nestling nomination, as well as other HSE University scholarships, including named HSE University scholarships and named scholarships financed by the University’s subdivisions, shall not be paid after a student’s dismissal from HSE University, or as soon as the grounds for assigning a given scholarship become invalid, as well as in other instances set forth by Russian legislation.

1.9. These Regulations and any amendments hereto shall be approved by the HSE University Academic Council.

1. Size of Scholarships
	1. The size of scholarships awarded by the President of the Russian Federation, the Russian Government and other state bodies, as well as related payment procedures, shall be defined by the President of the Russian Federation, Russian Government and other state bodies. These types of scholarships shall be paid at the expense of the federal budget of the Russian Federation.
	2. State scholarships awarded to doctoral students, state academic scholarships and state bursaries awarded to students, HSE University’s scholarships awarded for superior academic performance and HSE University’s bursaries shall be allocated in an amount approved for the following calendar year as per a directive issued in December by the HSE University Rector (or a duly authorized officer), with due consideration of the informed opinion of the HSE University Student Council, within the limits of the University’s budget earmarked for student scholarship payments (scholarship fund) and the University’s revenue-generating activities.

The size of state academic scholarships and state bursaries awarded to students, as well as state scholarships awarded to doctoral students, cannot be lower than the limits set forth in the regulatory standards established by the Russian Government for each degree level of professional education and student category, with due regard to inflation rates.

* 1. (The paragraph was removed following Directive No. 6.18.1-01/2101-05, dated January 21, 2019).
	2. The amount of increased state academic scholarships, as well as scholarships awarded to first- and second-year students enrolled in Bachelor’s and Specialist’s programmes who have “excellent” and/or “good” grades and who can be referred to the category of persons entitled to state social assistance, or students of up to 20 years of age, who only have one parent who is a disabled person, as well as the amount of increased HSE University scholarships awarded for special achievements and increased HSE University bursaries, shall be established by the Rector’s (or the relevant authorized officer’s) directive, with due consideration as to the opinion of the HSE University Student Council, for a given calendar year.
	3. The size of scholarships awarded to learners under International Preparatory Programmes offered for foreign citizens shall be established for a given calendar year by a directive of the HSE University Rector or an officer duly authorized by them.
	4. The size of scholarships, including named scholarships awarded to HSE University students by legal entities and individuals, e.g. by persons who commissioned them to study at the University, shall be fixed by legal entities and individuals, who have established such scholarships. The size of named HSE University scholarships shall be established as per the University’s bylaws. Furthermore, the size of scholarships awarded by HSE University subdivisions shall be established by each respective subdivision within the limits of their budgets. The size of the Golden HSE University scholarship under the Silver Nestling nomination shall be fixed as per the HSE University Rector’s directive. The size of other HSE University’s scholarships shall be fixed as per the University’s internal bylaws.
1. Procedure for Awarding and Paying State Scholarships, Named Scholarships and HSE University Scholarships to Students
	1. **State Academic Scholarships**
		1. State academic scholarships shall be awarded to students as per an HSE University Rector’s (or the relevant authorized officer’s) directive.
		2. A directive on awarding state academic scholarships to students shall be issued within 5 (five) working days after the date of the confirmation of a student’s eligibility for this type of scholarship.
		3. Foreign citizens and stateless persons studying under core degree programmes financed with subsidies from the federal budget to implement a state assignment within the framework of a quota set by the Government of the Russian Federation shall be assigned and paid a state academic scholarship regardless of their academic performance.
		4. State academic scholarships for students, with the exception of those specified in p. 3.1.3. of the Regulations, shall be assigned according to academic performance on the basis of interim assessment results for the following periods[[1]](#footnote-1):
			1. from January until June – based on interim examination results for Module 1-2 (Semester 1) of the academic year;
			2. from July until December – based on interim examination results for Module 3-4 (Semester 2) of the academic year.
		5. State academic scholarships shall be assigned for the following periods:
			1. with respect to academic mobility participants – from the date when the minutes of the meeting of the evaluation committee are issued with respect to transferring the results of their academic mobility towards their programmes prior to the end of the semester;
			2. with respect to students, who have been transferred to a place subsidized by the federal budget for the implementation of a state assignment (hereinafter a “subsidized place”) from a place financed as per an agreement for paid educational services – from the date of their transfer to a government-subsidized place prior to the end of the semester;
			3. with respect to students who have not been subject to interim examinations within a set timeframe for a justifiable reason, who have no “satisfactory” grades and/or academic failure as of the end of the interim assessment period - from the 1st of the month following the date when the student met the criteria set out in pp. 3.1.6.1 – 3.1.6.2 p. 3.1.6 of the Regulations until the end of the semester;
			4. with respect to students from other academic institutions, who have been transferred to HSE University – from the date of their admission to the University on the basis of the transfer of their learning results for all courses (modules) and/or all internships previously taken at another academic institution towards their programme of transfer at HSE University until the end of the semester during which a matriculation directive has been issued;
			5. with respect to students who have been transferred from one HSE University programme to another (including transfers from one campus to another) - from the date when the learning results for all courses (modules) and/or internships mastered (taken) by learners under a previous programme are transferred towards their programme of transfer until the end of the semester, during which the student presented their results;
			6. with respect to students in their graduation year, who have formally requested their post-graduation leave – during this period, as long as the student does not have academic failure and/or a “satisfactory” grade for interim assessments for Module 3 and 4 (Semester 2) of the academic year, including research seminars, pre-graduation internships, other efforts included in their programme curriculum;
			7. with respect to students in their graduating year, for whom final certification timeframe has been extended for valid reasons – for the period while final examinations are held, as long as a student does not have academic failure or a “satisfactory” grade for interim examinations for Modules 3-4 (Semester 2) of the academic year, including research seminars, pre-graduation internships, other activities included in their programme’s curriculum;
			8. with respect to students who have been reinstated for studies at HSE University – from the date of their admission on the basis of transferring their learning results achieved for all courses (modules) and/or internships, mastered (taken) by them under their programme at HSE University, towards their degree until the end of the semester, during which a student presents such results.
		6. Students who have been assigned a state academic scholarship, with the exception of learners specified in p. 3.1.3 of the Regulations, must meet the following criteria:
			1. absence of “satisfactory” grades for interim examinations (i.e. four and five points on a 10-point scale);
			2. absence of any academic failures.
		7. Payments of state academic scholarships to learners, excluding students specified in p. 3.1.3 of the Regulations, who have at least 1 (one) grade for interim examinations for Modules 1 and 3 of a “five” or “four” on a 10-point scale, which is equivalent to a “satisfactory” grade, or an academic failure, shall be suspended from November 1 or April 1, respectively.
		8. Students, who have not been subject to interim assessment within set timeframes without a valid reason, shall not be assigned a state academic scholarship.
		9. Should interim assessment on a specific course or internship be rescheduled beyond the timeframe of an examination period, as per the approved academic calendar, state academic scholarships shall be assigned to students without regard for the interim assessment results for this course/internship. The results for the interim assessment for the rescheduled course/internship shall be counted in the interim assessment of the module for which the given assessment was deferred.
		10. If a student receives a “satisfactory” grade and/or acquires academic failure for an interim assessment for a specific element of a curriculum outside of the timeframe set by the academic calendar, a previously assigned state academic scholarship shall be paid up until the completion of the respective module.
		11. In the period starting from the start of the academic year until the first interim assessment, a state academic scholarship shall be assigned and paid to all first-year full-time students enrolled in government-funded places.
		12. If interim examinations are not set by a respective curriculum for Modules 1 and 2, respectively, state academic scholarships shall be assigned to students during the period until the end of the academic year.
		13. The payment of state academic scholarships to students shall be suspended from the first day of the month following the month when academic leave is granted, as well as maternity and childcare leave, or leave to care for a child under 3 (three) years of age, and then reinstated as from the first day of the month following their return from academic leave, maternity leave, or leave to care for a child under 3 (three) years of age, as per their interim assessment results possessed at the moment when respective leave was granted, withholding scholarship payments already made over the period of study prior to the provision of academic leave, maternity leave, or leave to care for a child under three years of age[[2]](#footnote-2)2.
		14. Furthermore, upon the reinstatement of a state academic scholarship, its amount should be equal to the amount of the state academic scholarship set at the time of the reinstatement.
		15. The payment of state academic scholarships shall be suspended at the moment of a learner’s dismissal from the University. In such instances, the size of state academic scholarships paid in a month when a student is dismissed shall be determined proportionally as per the number of days from the 1st of the month until the date of their dismissal.
		16. The HSE University Centre for Scholarships and Charitable Programmes (hereinafter “S&CP Centre”) shall draw up and send draft directives for the assignment of state academic scholarships from January 1 and July 1, respectively, to HSE University students (Moscow campus) who have successfully passed interim assessments, via the University’s document support system (hereinafter “SDOU”), as well as from September 1 – for students admitted to Year 1 at HSE University (Moscow campus).
		17. Drafts of directives for the assignment of state academic scholarships in other instances shall be drawn up and sent for signing via SDOU by the curriculum support unit or the manager of the degree programme implemented by the relevant HSE University subdivision.
		18. All drafts of directives for the assignment of state academic scholarships shall be filed with SDOU within 10 calendar days after the grounds for a student to receive a scholarship are in place.
		19. The payment of state academic scholarships shall be made every month between the 25th of the month for which the payment is being made until the 1st of the month following the month for which the payment is being made.
		20. Drafts for directives on the termination of the payment of state academic scholarships to students shall be drawn up and be sent for approval via SDOU by the curriculum support unit or the manager of the degree programme implemented by the relevant HSE University subdivision, within 5 (five) calendar days after the completion of the interim assessment period.
		21. The directive, issued by a curriculum support unit or the manager of a programme, shall be signed off by the head of the HSE University subdivision engaged in the provision of the programme;
		22. Information on the assignment/termination of state academic scholarships for students should be inputted in the ASAV system by the curriculum support unit or the manager of the programme of the HSE University subdivision engaged in its provision, within 3 (three) calendar days after the registration of the respective directive.
	2. Increased State Academic Scholarships
		* 1. Full-time students studying on state-funded places shall be entitled to increased state academic scholarships for their special achievements in academic, research, public, creative and sports activities (hereafter “special achievements”).
			2. Increased state academic scholarships shall be awarded as per the HSE University Rector’s (or the relevant authorized officer’s) directive.
			3. Draft directives on awarding increased state academic scholarships to Moscow-based students shall be prepared by the S&CP Centre. In turn, draft directives on awarding increased state academic scholarships to students enrolled at other HSE University’s regional campuses shall be drawn up by respective authorized officials employed at regional campuses. In all cases, draft directives shall be prepared on the basis of a decision of the University-wide Scholarship Committee.
			4. Increased state academic scholarships shall be awarded on a competitive basis to students who, in addition to the criteria specified in pp. 3.1.3 and 3.1.6 hereof, meet the eligibility criteria established in Annexes 1-5 hereto, and have uploaded the required documents in Russian, or certified Russian translations of such documents, to the HSE University Learning Management System (hereafter the “LMS”) by the deadline established as per these Regulations.
			5. An increased state academic scholarship shall be assigned for a student’s academic achievements during their studies at HSE University unless stated otherwise in Annexes 1 – 5 hereto.
			6. Increased state academic scholarships shall be awarded to HSE University students twice a year: during Modules 1-2 (Semester 1) and Modules 3-4 (Semester 2). An additional competition for awarding increased state academic scholarships during Module 2 may be announced as per the HSE University Rector’s directive.
			7. Competitions for increased state academic scholarships shall be announced by the S&CP Centre on the HSE University’s corporate website (portal), as well as on the respective websites of the S&CP Centre and HSE University subdivisions by May 15 and by November 15 of each academic year.
			8. Competitions for increased state academic scholarships awarded for students’ outstanding achievements in learning (excluding academic performance), research, social, sports and creative activities (hereafter the “competition”) shall be held as follows:
				1. within 20 calendar days after the call for applications is announced, students must submit documentation confirming that their activities are in line with the criteria established in Annexes 1 - 5 hereto, via their LMS account;
				2. the respective subdivision’s Scholarship Committee or a specially convened expert group shall verify and assess the documents submitted via the LMS by the competition participants’ documentation, indicating their scores in accordance with the eligibility criteria, as per Annexes 1 - 5 hereto. In order to carry out an assessment of a student’s involvement in different activities and the level of the event, the relevant subdivision’s Scholarship Committee retains the right to use materials provided by another committee of an HSE University subdivision. In order to evaluate the student’s contributions in the University’s public activities, the committee may request that the HSE University Student Council provide its informed opinion on the relevance of his/her achievements;
				3. if a competition participant’s documents require verification, the Scholarship Committee of the respective HSE University subdivision may request that the candidate provide the original documents submitted for the competition;
				4. the competition participant shall be personally responsible for the accuracy of his/her submitted documents;
				5. if any misleading information has been provided deliberately, as per the decision of the University-wide Scholarship Committee, taken with respect to the opinion of the HSE University Student Council, the given candidate can be deprived of his/her right to take part in the competition in the following year;
				6. by July 15 and January 15 of each academic year, a given subdivision’s Scholarship Committee shall pass on information about the completion of review and assessment processes with respect to the competition participants’ activities to the S&CP Centre in order to draw up a university-wide list of candidates;
				7. the S&CP Centre shall prepare and submit a university-wide list of candidates applying for increased state academic scholarships to the University-wide Scholarship Committee;
				8. by July 15 and January 15 of each academic year, respectively, the University-wide Scholarship Committee shall review the list of candidates at a meeting in order to approve the winners of the competition for increased state academic scholarships. Students demonstrating the highest scores based on the results of their work assessments, as per the eligibility criteria established in Annexes 1 - 5 hereto, shall be deemed winners of the competition.

If a student has demonstrated achievements in several areas, the University-wide Scholarship Committee may select 1 (one) priority area where the given student has shown his/her best results.

3.2.9. Increased state academic scholarships shall be paid on a monthly basis.

3.2.10. In the period of a student’s exceptional leave of absence, maternity leave, and/or leave to attend to a child up to 3 (three) years of age, he/she shall not be entitled to take part in a competition for an increased state academic scholarship.

3.2.11 Increased state academic scholarships shall be cancelled as of the first day of the month after a student receives a “satisfactory” grade during his/her interim assessment, or in case of his/her academic failure.

3.2.12. Payment of increased state academic scholarships shall be suspended as of the 1st of the month after a student was granted an exceptional leave of absence, as well as maternity leave, and/or leave to attend to a child up to 3 (three) years of age, and shall be resumed as of the 1st of the month after the student is back from their exceptional leave of absence, as well as back from maternity leave, and/or leave to attend to a child up to 3 (three) years of age, based on the relevant interim assessment results available as of the date of granting the student an exceptional leave of absence, as well as maternity leave, and/or leave to attend to a child up to 3 (three) years of age, with due consideration of the period of study when the increased state academic scholarship was actually paid until the student was granted an exceptional leave of absence, as well as maternity leave, and/or leave to attend to a child up to the age of 3 (three) years.

If the increased state academic scholarship is reinstated, its amount shall equal the set value of the increased state academic scholarship at the time of the reinstatement.

3.2.13. An increased state academic scholarship shall be cancelled after a student’s dismissal from HSE University.

In such cases, the size of an increased state academic scholarship payable to students in the month of their dismissal shall be calculated *pro rata* to the number of days in the month starting as of the first day until their dismissal date.

3.2.14. Based on interim assessment results in Modules 1 and 3 of each academic year, by November 10 and April 10, respectively, the S&CP Centre and staff at HSE University’s regional campuses shall check the academic performance of students who were granted increased state academic scholarships in the ongoing semester.

Those students, whose state academic scholarships have been cancelled, shall no longer be eligible for an increased state academic scholarship.

3.2.15. Students who have not been awarded a state academic scholarship are not eligible to take part in the competition for an increased state academic scholarship.

3.2.16. Students who have missed interim assessments for a valid reason but were able to earn the required score fixed for the increased state academic scholarship shall be entitled to increased state academic scholarship starting from the date when they are awarded a standard state academic scholarship.

3.2.17. Information on the assignment/suspension of an increased state academic scholarship for students should be inputted into the ASAV system by the respective curriculum support unit or the manager of the degree programme under the respective HSE University subdivision engaged in the provision of the degree programme, within 3 (three) calendar days after the registration of the respective directive.

* 1. State Bursaries
		1. State bursaries shall be awarded to students as per the HSE University Rector’s or another authorized official’s directive.
		2. State bursaries are awarded to students belonging to the category of (former) orphaned children and children without parental care; persons who have lost both parents or their only parent during the given period of study; children and persons with a Category I and II disability; persons with lifelong disabilities; persons exposed to radiation as a result of the Chernobyl disaster and other nuclear disasters, or nuclear tests at the Semipalatinsk test site; persons disabled as a result of a military injury or disease contracted during their military service, and combat veterans, or who are entitled to state social benefits, as well as students who served at least 3 (three) years under an enlistment contract in the Armed Forces of the Russian Federation, internal troops of the Ministry of Internal Affairs of the Russian Federation, engineering or road-building military units under federal executive bodies and military rescue units of the federal executive body authorized to resolve civil defence matters, the Foreign Intelligence Service of the Russian Federation, federal security services, government security services and federal agency for mobilisation training of government authorities of the Russian Federation for military positions subject to replacement by soldiers, seamen, sergeants, petty officers, and dismissed from military service on the grounds specified in sub-items “b”-“d” item 1, sub-item “a” item 2 and sub-items “a”-“c” item 3, Article 51 of the Federal Law No.53-FZ “On Military Duty and Military Service”, dated March 28, 1998

[[3]](#footnote-3)

* + 1. A state bursary shall be awarded to a student as of the date of submission of documentary evidence attesting to the fact that he/she falls into 1 (one) of the categories listed in paragraph 3.3.2 hereof, until the grounds for awarding a state bursary remain effective (except for persons entitled to state social benefits).
		2. If a document, which serves as evidence that a student falls into one of the categories specified in p. 3.3.2 hereof (except for persons entitled to state social benefits), is not subject to a time limit, the state bursary shall be awarded to him/her until the end of his/her studies.

3.3.5. Students falling into the category of persons entitled to state social benefits shall be granted state bursaries upon submission of documents, thereby serving as a confirmation that they are eligible for such benefits, for 1 (one) year starting from the date when state social benefits have been awarded.

3.3.6. State bursary shall be awarded to students following the submission of relevant supporting documents. Documents shall be submitted in the following manner:

3.3.6.1. students who wish to apply for a state bursary shall complete an electronic application in his/her LMS account and attach documentary evidence attesting to the fact that he/she falls into one of the categories listed in p. 3.3.2 hereof and/or documents confirming his/her entitlement to state social benefits;

3.3.6.2. the date when a student’s application is completed and saved (and contains all relevant attachments) shall be regarded as its date of submission for review, and, should a candidate meet the criteria specified in pp. 3.3.6.4 herein, as the date of the scholarship assignment;

3.3.6.3. applications from candidates at HSE University (Moscow) to receive state bursaries shall be reviewed by the S&CP Centre, while applications from candidates at HSE University regional campuses to receive state bursaries shall be reviewed by campus staff who are charged with overseeing the assignment of such scholarships. The timeframe for reviewing applications comes to 5 (five) working days;

3.3.6.4. if a student’s application status is ‘pending documents submission’, such candidate must submit, within 5 (five) working days, the original(s) of his/her supporting document(s) to the office of his/her degree programme so that these documents can be added to his/her personal file. Once these documents are submitted, the candidate shall be awarded a state bursary. The awarding date shall be established as per a directive on assigning state bursary, which shall be published in the LMS after its approval. Upon original document submission, the application’s status must change for ‘accepted’. An original supporting document must look exactly the same as its electronic copy submitted online;

3.3.6.5. if a student’s application status is ‘rejected’, this means that his/her application and/or supporting documents have been declared invalid, since they do not provide sufficient evidence to support the fact that he/she falls into one of the categories, listed in p. 3.3.2. In this case, a student must submit another application and attach new supporting documents. An S&CP Centre’s staff member, or a staff member at an HSE University regional campus overseeing assignments of state bursaries, who reviewed a rejected application shall specify the grounds for such decision in the comments section.

3.3.7. A state bursary shall be paid every month.

3.3.8. The payment of a state bursary shall be cancelled:

3.3.8.1. upon a student’s dismissal from HSE University;

 3.3.8.2.  as of the first day of the month after the grounds for its awarding cease to be effective (except for students entitled to state social benefits) or after the expiry of state bursary term set for students entitled to state social benefits;

 3.3.8.3. as of the expiry date of the state social benefits period, i.e. within 1 (one) year following the awarding date for state social benefits.

3.3.9. Students in their first and second year of studies under degree programmes (Bachelor’s and Specialist programmes), with grades or “excellent” or “good”, or “excellent” and “good”, and who are among those entitled to receive state bursaries, or under the age of 20 years with a single parent who has a Group 1 disability, shall be assigned a state bursary with a larger amount (hereinafter an “increased state bursary”).

* + - 1. Increased state bursaries shall be assigned to students who meet the following conditions:

а) a student is the recipient of a state bursary, or under 20 years of age, with the only one parent who has a Group 1 disability;

b) “good” and/or “excellent” grades received for all interim examinations.

* + - 1. Increased state bursaries shall be assigned based on the results of a module’s interim examination for the following module;
			2. The date for the assignment of an increased state bursary shall be set according to the date for the respective module’s start, following the completion of interim assessment;
			3. Upon receipt of the results for interim examinations held on additional dates for valid reasons, increased state bursaries shall be assigned as from the date when all interim results are achieved as long as students’ grades are only “good” and/or “excellent”;
			4. If a student does not have results for the first interim assessment, they shall not be assigned a state bursary;
			5. Payment of an earlier assigned increased state bursary, in light of no interim assessment process in a given module, as per an approved curriculum, shall be continued until the achievement of results for the following interim assessment;
			6. Increased state bursary shall be suspended as of the date when the validity of the assigned state bursary expires, or so does the validity of documents confirming the grounds for its assignment to a student under 20 years of age with only one parent who has a Group 1 disability;
			7. Increased state bursaries shall be awarded to students subject to the allocation of a state bursary for the module for which the increased state bursary is assigned;
			8. As per the results of Module 4, second-year students shall be assigned a state bursary for the period up until the start date of their third year of study.
		1. Academic leave, as well as maternity leave, or leave to care for a child up to 3 (three) years of age, shall not serve as grounds for suspending the payment (assignment) of a state bursary (increased state bursary).
		2. Directives for the assignment of state bursaries (increased state bursaries) to HSE University students (at the Moscow campus) shall be drawn up and sent for approval via SDOU by the S&CP Centre within 5 (five) calendar days from the date of the receipt of documents confirming a student’s right to receive a state bursary, or as from the date of the completion of interim examinations, as confirmed by the academic calendar.
		3. Directives for the assignment of state bursaries (increased state bursaries) to learners at HSE University in St. Petersburg, HSE University in Nizhny Novgorod and HSE University in Perm, shall be drawn up and sent for approval via SDOU by an authorized staff member at the respective regional campus within 5 (five) calendar days from the date when documents confirming a student’s right to receive a state bursary are received, or as from the date, according to the academic calendar, when interim examinations are completed.
		4. Directives for the suspension of state bursary payments (increased state bursary payments), if a student has been transferred for studies under an agreement for the provision of paid educational services and/or in other instances, shall be drawn up and sent for approval via SDOU by the curriculum support unit or the manager of the degree programme provided by the respective HSE University subdivision, within 5 (five) calendar days from the date when the directive of the student’s transfer, and/or another directive, is issued.

3.3.14. Information about the assignment/suspension of state bursaries (increased state bursaries) for students should be inputted into the ASAV system by the curriculum support unit or the manager of the degree programmes provided by the respective HSE University subdivision within 3 (three) calendar days after the registration of the respective directive.

* 1. State Scholarships Awarded to Doctoral Students
		1. State scholarships shall be awarded to HSE University doctoral students based on their academic performance in the course of their study under doctoral programmes, as well as based on their interim assessment results, at least 2 (two) times a year. Draft directives on awarding a state scholarship to doctoral students shall be prepared by the HSE University Office of Doctoral and Postdoctoral Studies.
		2. Doctoral students must meet the following eligibility criteria in order to receive such a scholarship:
			1. no “satisfactory” grades, based on his/her interim assessment results;
			2. no academic failures - successful completion of his/her individual curriculum for the established period of study.
		3. Foreign citizens and stateless persons, who are studying under full-time doctoral programmes financed by subsidies from the federal budget for the execution of a state assignment within quotas set by the Government of the Russian Federation, shall be assigned and receive state scholarships during the entire period of their studies regardless of their academic performance.
		4. In the period effective from the beginning of the academic year until the first interim assessment, state scholarships shall be awarded and paid to all first-year full-time doctoral students studying on a state-funded basis.
		5. Directives for the assignment and termination of state scholarships for doctoral students shall be drawn up and sent for approval via SDOU by the Office of Doctoral Studies within 5 (five) calendar days after the completion of interim assessment, or the issue of a matriculation directive.
		6. Payment of state scholarships shall be suspended as of the 1st of the month after a doctoral student has been granted an exceptional leave of absence, as well as maternity leave, and/or leave to attend to a child up to 3 (three) years of age, and shall be resumed from the 1st of the month when the doctoral student is back from their exceptional leave of absence, as well as back from maternity leave, and/or leave to attend to a child up to 3 (three) years of age, based on the interim assessment results available as of the date of granting the doctoral student an exceptional leave of absence, as well as maternity leave, and/or leave to attend to a child up to 3 (three) years of age, taking into account the period of study when the state scholarship was actually paid until the doctoral student was granted an exceptional leave of absence, as well as maternity leave, and/or leave to attend to a child up to 3 (three) years of age.
		7. Directives to terminate the payment and to assign (reinstate) state scholarships for doctoral students in such instances shall be drawn up and filed with SDOU by the Office of Doctoral Studies within 5 (five) calendar days from the date when a doctoral student signs a respective request.
		8. A state scholarship shall be cancelled upon a doctoral student’s dismissal from HSE University. In such cases, the size of state scholarships payable to doctoral students in the month of their dismissal shall be calculated *pro rata* to the number of days in the month as of the first day until the student’s dismissal date.
	2. Named Scholarships and Scholarships Awarded to Students by Legal Entities and Individuals

3.5.1. The procedure and terms for awarding and paying personal scholarships to HSE University students, as well as scholarships provided by legal entities and individuals, including persons who have commissioned them to study at the University, shall be fixed by such legal entities and individuals, who have established such scholarships.

3.5.2. Named scholarships offered by HSE University or respective HSE University subdivisions shall be awarded to (doctoral) students who have demonstrated the best academic and research performance, as well as taken part in the University’s student organizations and initiatives.

3.5.3. The procedures for awarding and paying named scholarships offered by HSE University or respective HSE University subdivisions are established by the HSE University Academic Council and the respective academic councils of its subdivisions, or, in their absence, by subdivision heads.

3.5.4. The procedure for awarding and paying Golden HSE scholarships in the Silver Nestling nomination shall be established by the Regulations on the Awarding and Payment of Golden HSE University Scholarships in the Silver Nestling Nominations, which constitute Annex 6 hereto.

3.5.5. The procedure for awarding and paying HSE University scholarships to foreign citizens and stateless persons, including Russian nationals permanently residing abroad and pursuing the University’s degree programmes, shall be established as per the Regulations on the Awarding and Payment of Scholarships to Foreign Citizens and Stateless Persons (including Russian nationals pursuing HSE University degree programmes), which constitute Annex 8 hereto.

The procedure and terms for awarding and paying other HSE University scholarships shall be fixed as per the University’s internal bylaws.

3.5.6. The procedure for awarding and paying HSE University scholarships to students of HSE University degree programmes who study under educational services agreements on places financed at HSE’s expense shall be established by the Regulations on the Awarding and Payment of HSE Scholarships to Students Studying Under Educational Services Agreements at the HSE University’s Expense, which constitute Annex 8 hereto.

**3.6.** **Scholarships Awarded to Foreign Students Pursuing International Preparatory Programmes for Foreign Citizens at HSE University**

3.6.1. Scholarships for international students enrolled in International Preparatory Programmes for foreign citizens (hereinafter “IPP students”), as specified in p. 1.6 hereof, shall be awarded as per the HSE University Rector’s or respective authorized person’s directive for the student’s entire period of study.

3.6.2. A draft directive on awarding scholarships to IPP students, as specified in p. 1.6 hereof, shall be prepared and submitted for approval via the SDOU system by respective HSE University’s subdivisions offering continuing general education programmes for foreign citizens, in order to properly prepare them for further studies under Russian-taught degree programmes.

3.6.3. A directive on awarding scholarships to IPP students, specified in p. 1.6 hereof, shall be issued within 10 working days upon their enrolment.

3.6.4. Scholarships awarded to IPP students shall be cancelled upon their dismissal from HSE University.

In such cases, the size of scholarships payable to IPP students for the month of their dismissal shall be calculated pro rata to the number of days starting from the first day of the month of their dismissal until the actual dismissal date.

1. Financial Support for Students in Need
	1. Full-time students who are facing financial issues may be provided with financial assistance at the expense of the federal budget, i.e. up to 25% of HSE University’s scholarship fund reserved for state academic scholarships and bursaries. Financial support may also be provided at the expense of HSE University income-generating activities.
	2. Financial support to the students in need shall be provided as follows:

4.2.1. as a one-off payment on the following grounds:

4.2.1.1. in difficult circumstances and financial situations - in order to improve a student’s financial situation and provide him/her with personal (targeted) support (no more than once per academic year);

4.2.1.2. special health conditions requiring medical assistance and rehabilitation after a disease or an accident, etc.;

4.2.1.3. childbirth;

4.2.1.4. death of a parent (legal representative);

 4.2.1.5. loss of personal property as a result of force majeure circumstances, theft or other incidents;

4.2.1.6. in other exceptional cases as established by the University-wide Student Committee or similar committees operating at HSE HSE University’s regional campuses;

4.2.2. twice per academic year at the student’s request if he/she can be referred to one or more categories from the list below (regardless of all other types of financial support he/she may be receiving):

4.2.2.1. orphaned children and children without parental care;

4.2.2.2. former orphaned children and/or children without parental care;

 4.2.2.3. children with disabilities, persons with a Category I or II disability, and children with lifelong disabilities;

4.2.2.4. students with children up to 18 years of age;

4.2.2.5. persons who, during their studies, have lost both parents or their single parent.

4.3. Students enrolled under educational services agreements at the expense of HSE University may be granted financial support on the grounds specified in p. 4.2 hereof. In this case, financial support shall be paid at the expense of HSE University’s income-generating activities.

4.4. Should the grounds specified in p. 4.2 arise during a student’s enrolment at HSE University, he/she should submit the following documents to the coordinator of his/her degree programme: application, ID (copies of the 2nd and 3rd passport pages + pages with registration) and documents confirming the occurrence of grounds specified in the application:

|  |  |  |
| --- | --- | --- |
| No. | Grounds/student category | Required documents |
| 1 | Difficult financial situation (pp. 4.2.1.1 hereof) | - a certificate issued by the Building Administration/ Multi-purpose Service Centre/ Home Owners Association/ Housing Maintenance Office containing information about all student’s family members; - confirmations of income for the student’s parents over the most recent 6 months; - confirmation of income for the student’s brothers and sisters over 18 years of age who are living together with the student, or a certificate of attendance confirming that they are full-time university students. |
| *Additional documents (if applicable):* |
| for students whose parents are unemployed | a certificate issued by the Federal Employment Bureau attesting to the fact that a student’s parent is registered at the Bureau, or a copy of a parent’s employment record book with an indication of the last place of employment; |
| for students whose parents are retired  | a copy of parents’ pension certificates, a copy of parents’ employment record books with an indication of the last place of employment; |
| for students whose parents have a Category I or II disability | copies of certificates confirming the parents’ disability status;  |
| for students who have a certificate confirming their exposure to radiation as a result of the Chernobyl disaster, or other nuclear accidents  | a copy of a certificate confirming a student’s exposure to radiation as a result of the Chernobyl disaster, or other nuclear accidents; |
| for students with Category III disability | a copy of certificate confirming a student’s disability; |
| for war and combat veterans  | a copy of a combat veteran ID; |
| for students from multi-child families  | a certificate or ID confirming the family’s multiple children status;  |
| for students with only one parent | a copy of death certificate or a copy of single parent’s certificate; |
| 2 | for students who need medical treatment due to a disease, accident, etc.  | a certificate issued by the Building Administration/ Multi-purpose Service Centre/ Home Owners Association/ Housing Maintenance Office containing information about all student’s family members; - confirmations of income for the student’s parents over the most recent 6 months; - confirmations of income for the student’s brothers and sisters over 18 years of age over the most recent 6 months, who are living together with the student, or a certificate of attendance confirming that they are full-time university students;- copies of documents confirming medical treatment or the occurrence of an accident, as well as relevant expenses (medical services agreement, receipts for medication, etc.). These documents may be submitted no later than within 6 months from the date of occurrence of special circumstances; |
| 3 | for students who gave birth to a child  | a copy of childbirth certificate. Documents must be submitted no later than within 6 months from the child’s date of birth; |
| 4 | death of a parent (legal representative) | - a copy of death certificate; - a copy of the student’s birth certificate.Documents must be submitted no later than within 6 months from the date of death; |
| 5 | loss of essential personal belongings | - copies of documents issued by the Russian state authorities to confirm the accident; copies of documents confirming related financial expenses. Documents must be submitted no later than within 6 months from the date of accident; |
| 6 | (former) orphans and children without parental care; persons who have lost both parents or their single parent during their studies | a copy of parents’ death certificates or a copy of the document confirming legal guardianship over an underage student without parental care or copies of other documents attesting to the fact that a student has no parents or that his/her parents don’t have an opportunity to take care of him/her; |
| 7 | for students with disabilities, persons with Category I and II disabilities, persons with lifelong disabilities | a copy of certificate confirming a student’s disability; |
| 8 | for students with children under 18 years of age  | a copy of a child’s birth certificate. |

* 1. International students are entitled to financial support on the grounds stipulated in p. 4.2 hereof upon presentation of notarized translations of documents serving as evidence of their special circumstances.
	2. Students shall be held personally responsible for the authenticity and accuracy of information and documents they provide.
	3. Further details about application submission deadlines and application processing procedure shall be published on the HSE University corporate website (portal), as well as on the web pages of the HSE University Office of Staff and Student Benefits and other relevant HSE University subdivisions.
	4. The amount of financial support shall depend on the grounds specified in a student’s application and shall be established by the University-wide Student Committee or other similar committees working at HSE University’s regional campuses.

4.9. A decision on the provision of financial support shall be made based on the HSE University Rector’s or relevant authorized official’s directive, as per the recommendation of the University-wide Student Committee or a similar committee at an HSE University regional campus, upon a student’s personal application accompanied by respective supporting documents thereby confirming the grounds specified in p. 4.2 hereof.

4.10. Funds for organizing cultural events, athletic and sports competitions, and wellness programmes for students shall be allocated from the federal budget in the amount equivalent to the twofold monthly scholarship fund allocated for state academic scholarships and state bursaries.

4.11. Full-time students falling in the category of former orphaned children and children without parental care shall be entitled to an annual allowance equivalent to 3 (three) monthly scholarships for the purchase of course books and writing accessories. This allowance shall be financed at the expense of the federal budget of the Russian Federation.

4.12. The University’s bylaws may stipulate other types of student financial support, which shall be financed at the expense of HSE University income-generating activities.

1. **Social Allowances**
	1. Maternity allowances shall be provided to full-time female students studying on state-funded and/or on fee-paying places under educational services agreements. An allowance shall be paid upon submission of a certificate issued by a medical institution from the funds allocated for maternity allowances:
		1. full-time female students who study on state-funded places shall be entitled to maternity allowance equivalent to the amount of their current scholarship;
		2. if no scholarship has been awarded to such a student, the allowance shall be equivalent to the minimum amount of a state academic scholarship, approved as per a directive issued by the HSE University Rector or an officer duly authorized by them;
		3. female students studying on fee-paying places under educational services agreements shall be entitled to allowances equal to the minimum amount of a state academic scholarship, approved as per a directive issued by the HSE University Rector or an officer duly authorized by them.
	2. In addition to maternity allowance, female students who registered at a medical institution during their early months of pregnancy - up to 12 (twelve) weeks - shall be entitled to a one-off extra allowance. This allowance shall be awarded and paid simultaneously with the maternity allowance, if a pregnancy registration certification is submitted along with other documents for maternity allowance. If such a certificate is submitted at a later date, the allowance shall be awarded and paid no later than within 10 working days after submission of a pregnancy registration certification.
	3. Allowances, specified in pp. 5.1 and 5.2 hereof, shall be paid upon a student’s request, addressed to the subdivision (faculty) head and upon submission of supporting documents specified in pp. 5.1 and 5.2 hereof.
	4. Directives for the assignment of allowances in view of pregnancy or birth and a one-off allowance upon the registration for early pregnancy with a medical institution shall be drawn up and filed for approval via SDOU by the authorized staff member of the respective subdivision within 5 (five) calendar days from the date when the female student submits their request.
1. Students whose transfer for studies under a core degree programme in a place financed as per a paid educational services agreement at the HSE University’s expense has been approved without dismissal from a degree programme where they were enrolled at the moment of the transfer (hereinafter the “first programme of study”) shall only be entitled to scholarships based on their performance under the first programme of study. [↑](#footnote-ref-1)
2. 2 Suspension of scholarship payments shall be enacted by the issuance of a scholarship suspension directive; in turn, reinstatement of scholarship payments – by a scholarship reinstatement directive – both put in respective directive templates. [↑](#footnote-ref-2)
3. 3 As per Part 5 of Article 36 of Federal Law 273-FZ “On Education in the Russian Federation”, dated December 29, 2012 [↑](#footnote-ref-3)