Appendix 1

Standard for Formatting and Populating Staff Profiles on the Corporate Portal (website) of the National Research University Higher School of Economics

Personal Profiles of Academic Staff

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
Name, surname	IS-PRO[1]	HR Office	Populated automatically, editing by employees is not allowed	Mandatory
Subdivision and position	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory
HSE employment start date	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory
Total years of	IS-PRO	HR Office	Populated automatically,	Mandatory

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[1] HSE HR database

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
employment	(HR database)		editing by employees is not allowed	
Length of teaching and research experience	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Education	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Academic degree	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Academic title	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Continuing education/ Professional retraining/ Internships	Employee		Unrestricted	Mandatory (if applicable)
Awards and achievements	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Participation in the Young Faculty	Portal	Office of Academic Development	Populated automatically, editing by employees is	Mandatory (if applicable)

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
Development Programme		Office of Internationalization	not allowed	
Professional interests	Employee		Added as separate tags (keywords from the reference list on the portal)	Mandatory
Patents and intellectual property rights certificate	Employee, Legal Support Office	Legal Support Office	Exact title of the patent/ certificate, number and date of issue	Mandatory (if applicable)
Membership in editorial boards of academic journals	Employee		Included into the relevant section of the Personal Profile, employees who are not members of any editorial boards must state accordingly	Mandatory (if applicable)
Publications	Employee		Added to general publications database via staff accounts on the portal	Mandatory (if applicable)
Presentations at academic conferences and seminars	Employee		Unrestricted; title of the presentation, name of the conference/seminar, organizer, location and date of the event must be indicated	Non-mandatory

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
Grants	Employee		Unrestricted	Mandatory (if applicable)
Academic Supervision of doctoral students	Employee Portal	Office of Doctoral Studies	For dissertation research projects include the following: academic degree, full name of the doctoral student, topic, year of defence. Information on dissertations completed at HSE is uploaded to Staff Profiles automatically from the dissertations database (http://www.hse.ru/sci/diss/). Information on dissertations completed at other institutions must be entered in a text field in the Personal Profile.	Mandatory (if applicable)
Courses	Employee ASAV[2]	Office of Degree Programmes	Information on courses taught at HSE is uploaded from the data on teaching loads in ASAV. Lecturers must include complete	Mandatory (if applicable)

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[2] HSE comprehensive academic information system

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
			syllabuses of courses that they teach at HSE in the current academic year (syllabuses are added to the course database of the portal).	
About me	Employee		Text	Non-mandatory
Employment history or CV	Employee		Brief information on professional history, completed projects, achievements	Mandatory
Language Proficiency	Employee		Language(-s) is stated in the relevant section of the Staff Profile	Mandatory
Photo	Employee		Photo (portrait) taken within the past two years (at least 200x200 pixels)	Mandatory
Work address	Employee		City, exact address	Mandatory
Email	Employee		Corporate email	Mandatory
Telephone	Employee		(area code) phone number, extension (5 digits)	Non-mandatory
Office hours/Consultation hours	Employee		Unrestricted	Mandatory

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
Timetable	RUZ	Office of Degree Programmes	Populated automatically, editing by employees is not allowed	Mandatory
Supervisor	Employee		Stated in the relevant section of the Staff Profile	Mandatory
ORCID	Employee		E.g. 0000-0001-2345-6789, as per orcid.org	Mandatory (if applicable)
Researcher ID	Employee		E.g. A-1234-2012, as per researcherid.com	Mandatory (if applicable)
Scopus Author ID	Employee		E.g. 7004282961, as per scopus.com	Mandatory (if applicable)
SPIN-code of the Russian Science Citation Index	Employee		E.g. 2142-2173, as per elibrary.ru	Mandatory (if applicable) for Russian-speaking staff
Google Scholar	Employee		URL to the Google Scholar profile, e.g. «https://scholar.google.com/citations?user=ZEDUm5UAAAAJ&hl=en»	Mandatory (if applicable)
Social media accounts: ResearchGate.net, Academia.edu, Facebook, Twitter, VKontakte, LiVEJOURNAL, Instagram, LinkedIn	Employee		Full URL of the web page	Non-mandatory

Personal Profiles of Administrative, Educational Support, Operations and Maintenance Staff

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
Name, surname	IS-PRO[3]	HR Office	Populated automatically, editing by employees is not allowed	Mandatory
Subdivision and position	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory
HSE employment start date	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory
Total years of employment	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory
Education	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Academic Degree	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Academic Title	IS-PRO	HR Office	Populated automatically,	Mandatory (if applicable)

[3] HSE HR Database

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
			editing by employees is not allowed	
Awards and Achievements	IS-PRO	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Participation in the Administrative Staff Development Programme	Portal	HR Office	Populated automatically, editing by employees is not allowed	Mandatory (if applicable)
Duties, responsibilities	Employee		Text (up to 500 characters) listing main services that the employee can provide to clients (staff/students/applicants / alumni). Senior staff must also include subdivisions and areas they supervise. All employees must describe their functions (in 3-4 sentences).	Mandatory
Employment history or CV	Employee		Brief information on professional history, completed projects, achievements. Information	Mandatory

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
			may be presented in the "Work experience" section or in an uploaded CV file.	
About me	Employee		Text	Non-mandatory
Language Proficiency	Employee		Language(-s) is stated in the relevant section of the Staff Profile	Mandatory for employees whose duties include communication with foreign individuals (staff / students / applicants / alumni)
Photo	Employee		Photo (portrait) taken within the past two years (at least 200x200 pixels)	Mandatory
Work address	Employee		City, exact address	Mandatory
E-mail	Employee		Corporate email	Mandatory
Telephone	Employee		(area code) phone number, extension (5 digits)	Mandatory
Working hours	Employee		Unrestricted	Mandatory
Supervisor	Employee		Stated in the relevant section of the Staff Profile	Mandatory
Deputy	Employee		Stated in the relevant section of the Staff Profile	Mandatory (only for senior staff, if applicable)
Assistant/secretary	Employee		Stated in the relevant section of the Staff Profile	Mandatory (if applicable)

Section/field name in Personal Profile	Entry originator	Subdivision responsible for adding information to HSE database	Entry format	Mandatory section/field
Social media accounts: Facebook, Twitter, VKontakte, LiVEJOURNAL, Instagram, LinkedIn	Employee		Full URL of the web page	Non-mandatory