Annex 1

APPROVED by HSE University Directive No 6.18.1-07/310822-4,

dated August 31, 2022

**Regulations on Student Research Papers Competition at**

**National Research University Higher School of Economics**

**1. General Provisions**

* 1. These Regulations on Student Research Papers Competition at National Research University Higher School of Economics (hereinafter the “Regulations”, the “Competition”, “NIRS Competition”, and “HSE University”, respectively) set out the procedures for organizing and holding the NIRS Competition at HSE University.
	2. The Competition shall be held in order to identify and provide support for the most talented and creative students and alumni, encourage learners to take part in research activities and motivate their involvement in degree programmes at the Bachelor’s, Specialist, and Master’s degree level (hereinafter “Bachelor’s programmes”, “Specialist programmes”, and “Master’s programmes”, respectively).
	3. The timeframe for holding the NIRS Competition: 1 (one) time a year, from September until December (inclusive).
	4. Students and graduates of the current academic year of both Russian and foreign academic institutions may take part in the NIRS Competition.
	5. The Competition shall be financed as per provisions in HSE University’s financial plan (budget).
	6. These Regulations and amendments hereto must be approved by a directive signed by the First Vice Rector charged with coordinating educational activities at HSE University.

**2. Competition Organizing Committee and Subject Committees**

1. The Competition’s Organizing Committee (hereinafter the “Organizing Committee”) shall oversee the organization and holding of competition activities.
2. The position of the chairperson of the Organizing Committee shall be held by the HSE University’s First Vice Rector charged with coordinating the University’s educational activities.
3. The membership of the Organizing Committee shall be determined every year as per an HSE University’s directive.
4. The Organizing Committee shall decide on the timeframe for holding the Competition, the subjects to be considered and nominations, as well as the awarding of Competition winners and laureates, which shall be then confirmed by HSE University’s directives and posted on the Competition’s homepage on the HSE University’s corporate website (portal) at: http:// hse.ru/nirs (hereinafter, the “Competition website”).
5. Subject committees, which shall be set up for every respective Competition’s subject area, shall oversee assessments of submitted works and tally the results by nominations.
6. The membership of subject committees shall be approved by the chairperson of the Organizing Committee, by the recommendation of faculty deans/ heads of subdivisions engaged in the provision of degree programmes that correspond to the subjects covered by the Competition. Teachers and academic staff from HSE University and other organizations may sit on subject committees for the NIRS Competition.

**3. Submission of Research Papers to the Competition**

1. The Competition may accept students’ research papers, written individually or in co-authorship with other students (no more than 5 (five) co-authors) and in line with the subjects as indicated on the Competition website (hereinafter “participants”, “authors” or “applicants”).
2. All subjects covered by the Competition, with the exception of Urban Studies, Urban and Transport Planning, shall be divided into nominations: Best Research Paper by a Bachelor’s and Specialist Degree Student; Best Research Paper by a Master’s Degree Student or Alumnus (hereinafter a “nomination”).

3.2.1 The subject of the NIRS Competition in Urban Studies, Urban and Transport Planning shall not be divided into nominations.

1. Research papers written in co-authorship with an academic supervisor shall not be accepted for the Competition.
2. Each applicant may present no more than 2 (two) different papers for the Competition (only 1 (one) paper can be submitted per subject).
3. A packet of documents must be submitted to the Organizing Committee electronically via the Competition’s website, including:
4. a competition application indicating the subject area, nomination, information about the author(s) and the academic supervisor (if any);
5. the text of the research paper submitted for the Competition.
6. For participants who are not students and/or alumni of HSE University, the following additional documents must be sent to the Organizing Committee electronically through the Competition’s website:
7. for a student - a copy of a student ID card and/or a certificate of attendance;
8. for an alumnus - a copy of a degree certificate.
9. Research papers submitted for the Competition should be drawn up in line with the rules specified in Annexes 1 and 2 to these Regulations, as well as with regard to the special requirements, recommendations and restrictions published on the Competition website in the section “Conditions for Participation and Rules for Submission of Papers”.
10. Research papers written in Russian or English may be submitted to the Competition.
11. Research papers written in Russian, English, French, German and Spanish may be submitted to the NIRS Competition in “World Economy, World Politics and Asian Studies”, “Philology”, and “Philosophy”.
12. The Organizing Committee shall have the right to decline research papers that do not meet the criteria set out in these Regulations. In such a case, applicants shall be informed of such decisions within 1 (one) week after the date of a research paper’s submission. Participants whose works have not been accepted may revise and re-submit them later if the deadline for Competition submissions has not expired.

## **4. Assessing Research Papers**

1. Research papers shall be assessed for every nomination individually as per the procedure specified in this section, with due consideration of the following rules:
2. research papers, with the exception of those in Mathematics, marked with individual codes (and not featuring any personal information of applicants) shall be sent by the Organizing Committee to the chairpersons of respective subject committees corresponding to Competition’s subject areas. Personal information about applicants, including last names, shall not be provided to the members of subject committees;
3. research papers in the field of Mathematics, marked with individual codes and featuring applicants’ personal information shall be presented by the Organizing Committee to the chairperson of the subject committee that oversees the respective Competition subject area.
4. The chairperson of a subject committee shall appoint experts from among faculty members and the committee and distribute research papers among them according to the subject matter and their field of focus. The experts shall then assess the research papers as per 5 (five) criteria, as determined by the Organizing Committee at the start of the Competition, on a 10-point grading scale. Furthermore, each research paper should be reviewed and graded by at least 2 (two) experts, acting independently of each other. If the grades given by experts on a paper differ greatly (over 20 points), the chairperson of the given subject committee may initiate an additional evaluation of the research paper conducted by other experts.
5. Experts may not review research papers, if they are the academic supervisors of said papers. If such a conflict of interest is identified, the relevant expert must refuse to review the research paper within 3 (three) days and inform the chairperson of the respective subject committee about this.
6. If, in the view of a given expert, the research paper under review does not correspond to the given subject of the Competition, he/she will have 3 (three) days to inform the chairperson of the relevant subject committee. The latter, in turn, shall return the research paper with his/her recommendation to the Organizing Committee for a decision on the paper’s subject matter to be made within 2 (two) days - either to assign it to a different subject area, or remove it from the Competition.
7. The results of the Competition for each nomination shall be summarized at a meeting of the respective subject committee no later than 2 (two) weeks after research papers had been checked by experts, as long as at least half of the committee’s members are present. The results shall then be ratified as per the meeting’s minutes. Then the minutes, signed by the chairperson and the members of the relevant subject committee, shall be presented the Organizing Committee within 3 (three) days from the date of the committee’s meeting (within the period of the Competition).
8. For each Competition nomination under 1 (one) Competition area, the relevant subject committee shall decide on no more than 5 (five) research papers, which qualify for prizes. The number of prize-winning places in each nomination shall be set by the Competition’s Organizing Committee, based on the total of papers submitted for a given nomination, and approved as per the Organizing Committee’s minutes prior to the time when the results are summarized. The author(s) of the papers, who have taken prize-winning places, shall be declared winners of the Competition. The Competition’s winners shall be determined as per each subject committee’s decision, based on the average grade given by experts who had reviewed the submitted paper.
9. In addition to Competition winners, for each nomination, laureates may be determined, the number of whom should not account for over 10% of the total number of papers submitted to the Competition in a given nomination. Laureates shall be selected on the basis of the average grade given by all experts who had reviewed these papers. Laureate research papers shall not be ranked.
10. Research papers, where plagiarism has been identified[[1]](#footnote-1), shall be removed by the Organizing Committee from the Competition following the recommendation by the relevant subject committee. Such decisions shall be ratified via the minutes of the Organizing Committee. As a result, the author shall not be eligible to take part in the Competition for the following 2 (two) years.
11. If less than 10 (ten) research papers for a single nomination have been submitted, the Organization Committee, with the consent of the chairperson of the relevant subject committee for the corresponding Competition subject area, may decide to cancel this nomination of the Competition. The cancelation of any Competition nomination must be confirmed as per an HSE University’s directive.
12. Within 1 (one) week after the submission of minutes from the respective subject committee, the Organizing Committee shall draw up the final minutes for the Competition, listing its winners and laureates with the titles of their research papers. The final document must be signed by the Organizing Committee’s chairperson.
13. If violations are committed when grading research papers, the Organizing Committee may declare the respective results of the Competition invalid.
14. Original minutes of the Organizing Committee, subject committees and any attachments thereto shall be stored with the Office for Internal Monitoring and Student Academic Development as per procedures established at HSE University.

**5. Competition Winners and Laureates**

1. Competition winners and laureates shall be awarded diplomas.
2. In the instances specified by HSE University’s internal bylaws, Competition winners, when applying for studies at HSE University on Master’s programmes, shall be granted the right for additional points for their entrance examination “Competitive Selection (portfolio)”, as well as discounts on tuition and other privileges established as per HSE University’s bylaws.
3. The Competition’s first-place winners in the respective nomination shall be entitled to scholarships, as per the procedures established in the Regulations on Scholarships Assigned to Winners of the NIRS Competition at HSE University.
4. Competition winners[[2]](#footnote-2) can receive financial assistance for taking part in research events held in Russia, CIS countries and overseas, as per the Procedure for the Provision of Financial Aid for Taking Part in Research Events Provided by the Centre for Student Academic Development of the HSE University’s Office for Internal Monitoring and Student Academic Development.
5. Competition winners may be awarded the scholarship “Endowment of Outstanding HSE Graduates”, as per the procedure specified in the University’s internal bylaws. The size of scholarships and lists of winners shall be selected by the Board of Trustees of the Endowment of Outstanding HSE Graduates’.
6. Competition winners, as per the decision of respective subject committees, shall be recommended for participation in the annual HSE University’s International Conference or a designated academic conference.
7. The research papers of winners and laureates of the Competition may be, with the consent of the authors, sent by the Organizing Committee for participation in external student research competitions.

**6. Author’s Rights**

1. Authors of research papers shall guarantee the Competition’s Organizer that: at the moment when a given research paper is submitted, the author(s) is/are its only copyright holder(s), and they are duly authorized to provide consent to all terms for the Competition as specified in the Regulations. Author(s), who has (have) provided research papers written in co-authorship, shall be obliged to obtain beforehand the necessary consent to sending the research paper to the Organizer and ensure agreement with third parties (with co-authors) with respect to the possession of the exclusive right for components of the research paper as per the terms specified in the Regulations.
2. The authors of research papers shall grant the Committee’s Organizer the non-exclusive sub-licensable licence to use the research paper as per the methods specified in p. 2 Art. 1270 of the Civil Code of the Russian Federation.

The use of research papers on the part of the Competition’s Organizer is allowed in any country (worldwide) for the term of the exclusive right to the research paper from the date when the right to use it is granted, it is royalty-free and does not require any reports on its use. The right to use a given research work shall be considered as granted once the Competition Organizer receives the research paper as per the procedures specified in these Regulations, regardless of the grade assigned to the research papers presented by Competition’s Participants.

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|  | Annex 1to Regulations on Student Research Papers Competition at National Research University Higher School of Economics  |

**Rules for Writing Student Research Papers to be Submitted to the NIRS Competition (with the Exception of Mathematics)**

1. A research work shall be submitted to the NIRS Competition electronically in one of the following formats: Microsoft Word 97-2003 (\*.doc), Microsoft Word 2007+ (\*.docx), Rich Text Format (\*.rtf) or Adobe Reader (\*.pdf), by filling in the application and uploading the file to the Competition’s website.
2. The title page of a given paper should only specify the title of the research paper and its key words. No personal information about the Competition participant and/or his/her academic supervisor, or identifying notes and marks are permitted in the research paper file, including but not limited to names mentioned in references to repositories.
3. The size of a given research paper should not go over 60,000 symbols, including spaces, and 200 MB.
4. A research paper should consist of 3 (three) parts: an introduction (stating the key research points, reasons for pursuing the subject and its relevance, a short description of the existing research in the field is highly desirable); main body (the study of the given problem, approaches to its solution, etc.), and conclusion (author’s results/conclusions), as well as take into account recommendations with respect to the subject, as specified on the Competition website.
5. Graphic materials, used in a research paper, may be in black & white, or in colour.
6. At the end of the research paper, a bibliography should be provided, written up in line with current GOST and standards employed in international and Russian academic journals.

#  Annex 2

#  to Regulations on Student Research

# Papers Competition at National Research University

#  Higher School of Economics

**Rules for Writing Student Research Papers to be Submitted to the NIRS Competition in Mathematics**

1. A research paper for the Competition must be presented in the Adobe Reader (\*.pdf) format, by filling in the application and uploading the file(s) to the Competition’s website.
2. The following should be specified on a title page: title of the paper, its author(s), academic supervisor, and key words.
3. The volume of a research paper is not limited.
4. A research paper should consist of 3 (three) parts: an introduction (stating the key research points, reasons for pursuing the subject and its relevance, a short description of the existing research in the field is highly desirable); main body (the study of the given problem, approaches to its solution, etc.), and conclusion (author’s results/conclusion), as well as take into account the recommendations for the respective subject area, as specified on the Competition website.
5. A paper should feature new results with respect to theoretical mathematics and/or mathematical physics.
6. At the end of the research paper, a bibliography should be provided, written up in line with current GOST and standards employed in international and Russian academic journals.
1. Plagiarism is defined as the use in one’s written paper of another party’s text that was previously published in hard or soft copy, without properly citing the source, or with references cited but the volume and substance of the borrowed materials raises concern over the authenticity of the completed work or one of its major sections. [↑](#footnote-ref-1)
2. The winner of the NIRS Competition should be, at the time of application submission and participation in academic events, a student at HSE University, graduate student or in employment relations with the University, including its regional campuses (including affiliation). If, at the moment of the application submission for the NIRS competition, the winner does not meet this criterion, he/she shall still hold the right to access financial support for taking part in the academic event for a period of 2 (two) years after his/her victory in the competition, if he complies with the specified criterion. [↑](#footnote-ref-2)