**Annex 5**

Annex 5

to Internal Student Regulations at National Research University Higher School of Economics

**Procedure for Dismissal of Students for Unsatisfactory Academic Performance and Failure to Fulfil Obligations under Paid Educational Services Agreements**

**1. Procedures for Student Dismissal for Academic Failure**

* 1. An academic failure occurs if:
		1. a student has 3 (three) or more failed academic assignments in different courses, based on the results of his/her interim or final assessments;
		2. a student has failed academic assignments, as he/she has failed to select a topic for the term paper of his/her thesis (hereafter, “thesis”) upon the expiry of an additional period of time: from the start of Module 3 up to February 15 of the ongoing academic year[[1]](#footnote-1);
		3. a student refuses to study under a special individual curriculum offered due to the need to retake courses/parts of courses in which he/she student has failed the academic assignments.

 The procedure for proposing an individual curriculum of a special type is set forth in Annex 5 to the Regulations for Interim and Ongoing Assessment of HSE Students.

* + 1. A student who fails final state certification / final certification (hereafter, “FSC”/ “FC”), pursuant to Russian legislation and HSE bylaws[[2]](#footnote-2) owing to:
			1. a “Fail” grade received on the FSC/FC;
			2. a student was absent from the FSC without a valid excuse (i.e., without subsequently submitting official documents, thereby confirming that he/she was absent from the state examination/defence of a final thesis for a valid reason);
			3. a student is not allowed to defend his/her final thesis, as he/she has not submitted a final thesis with an academic supervisor’s review by an established deadline without a valid reason;
	1. If there are sufficient grounds for dismissing a student studying on a fee-paying place, which is financed on a contractual basis at the expense of individuals and/or legal entities (hereafter, a “fee-paying student”) owing to his/her academic failure, an employee of the study office of the respective HSE subdivision implementing the core higher education programme under which the student is studying (hereafter, the “study office”) shall send a dismissal notice (Annex 1) to the student/client (depending on the number of parties to the agreement for paid educational services (hereafter, the “agreement”)) within the period stipulated in said agreement.
	2. A dismissal notice may be presented to a student in person (this fact must be certified by the student/client’s signature, depending on the number of parties to the relevant agreement, and on the copy of the notice, which must be stored in the student’s personal file) or delivered in 1 (one) of the following ways:
		1. by regular mail with an acknowledgement of receipt to the last known address, specified in the Agreement and/or the student’s personal file,
		2. by telegram with acknowledgement of receipt to the last known residence address, specified in the Agreement and/or personal file,
		3. by e-mail: to the student’s corporate e-mail, and to the client’s e-mail, specified in the Agreement.
	3. After sending a notice, the study office shall then prepare a draft dismissal directive[[3]](#footnote-3) and send it through HSE’s SDOU Document Management System (hereafter, “SDOU”) with an attached recommendation signed by the relevant faculty dean/subdivision head (pursuant to Annex 2 hereto) for approval by an official authorized by the HSE Rector to sign student dismissal directives (hereafter, the “authorized signatory”).
	4. If there are grounds for dismissing a student engaged in studies in state-funded place financed by a subsidy from the Russian federal budget (hereafter, a “state-funded student”) owing to his/her academic failure, the relevant study office shall prepare a draft dismissal directive[[4]](#footnote-4) within 3 (three) business days and send it via SDOU with an attached recommendation signed by the faculty dean/head of the subdivision implementing the degree programme, for an authorized signatory’s approval.
	5. If a student is dismissed owing to his/her failure to meet obligations related to mastering a given degree programme and curriculum, provided that he/she has refused to follow the suggested individual curriculum of a special type (hereinafter, “SIC”), the head of the relevant study office shall make a note on the student’s record of academic performance attached to the draft dismissal directive that the student has refused to follow a SIC with repetition of the failed courses.
	6. Procedure of Student Dismissal for Missing the FSC/FC:
		1. if is a student is dismissed for not taking the FSC on the grounds described in pp. 1.1.4.2 and 1.1.4.3 hereof, the relevant study office, before performing the steps described in pp. 1.3 - 1.4 hereof (in addition thereto), shall send the student a notice of his/her pending dismissal with a request for a written explanation (pursuant to Annex 3 hereto). The student’s personal signature on the notice shall be considered as a due acknowledgement of receipt;
		2. If a student is absent, a notice requesting his/her explanation shall be sent to the last known address specified in the agreement or the student’s personal file in 1 (one) of the ways described in p. 1.3 hereof;
		3. If a student refuses to submit an explanation, or if his/her explanation does not arrive within the deadline indicated in the notice[[5]](#footnote-5) , the study office shall, within 1 (one) business day, draw up a statement confirming that the student has refused to submit his/her explanation (Annex 4);
		4. An acknowledgement of receipt and a list of enclosures or a hard copy of the electronic letter shall be put into the student’s personal file.
1. **Procedures for Student Dismissal due to Failure to Fulfil Obligations Under Paid Educational Services Agreements**

2.1. A student’s failure to observe the terms and conditions of an agreement, in addition to situations related to the payment of tuition fees, may provide grounds for his/her dismissal for violation of these Regulations (the respective dismissal procedure is described in Annex 1 hereof).

2.2. If a student/client (depending on the number of parties to an agreement) violates the terms and conditions of an agreement relating to tuition payment deadlines, the relevant study office shall send a notice to the student/client with a request that they provide an explanation, as well as informing them about the suspension of contractual services and pending dismissal (Annex 5 hereto).

2.3. The day following the due payment date fixed in the agreement, when a student/client (depending on the number of parties to the agreement) failed to pay the tuition fee, shall be considered as the established violation date.

2.4. If, after sending a notice, a study office does not receive a student’s written explanation and a document confirming that he/she has fulfilled his/her contractual obligations (e.g., providing a copy of the payment receipt) within the timeframe stipulated in the given agreement, the study office shall then prepare a statement that no explanation has been provided (Annex 4), issue a draft dismissal directive, and thus send it via SDOU for approval to the authorized signatory.

2.5. Within 3 (three) business days after the issue of a dismissal directive for violation of a paid educational services agreement, the relevant study office shall present it to the student, who will then sign it. A copy of the directive signed by the student shall be placed in his/her personal file.

2.6. If a student refuses to read and sign a dismissal directive, the relevant study office shall then draw up a corresponding statement (pursuant to Annex 5 hereto).

2.7. In the event of a student’s absence, his/her acknowledgement of a dismissal directive shall be deemed obtained through sending a copy of the directive/extract from the directive by 1 (one) of the methods specified in p. 1.3 hereof.

2.8. An acknowledgement of receipt and list of enclosures or a hard copy of the electronic letter shall be placed in the relevant student’s personal file.

 Annex 1

to Procedure for Dismissal of Students for Unsatisfactory Academic Performance and Failure to Fulfil Obligations Under Paid Educational Services Agreements

Template

To: Student / Client[[6]](#footnote-6)

(Full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree programme;

Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Dismissal Notice**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*full name of the student/client*),

Please be informed that pursuant to paragraph \_\_\_\_\_\_\_\_\_ of the Student Internal Regulations of National Research University Higher School of Economics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s full name) shall be subject to dismissal for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of “\_\_\_”\_\_\_\_\_\_\_20\_\_\_, no document with confirmation of a valid reason: \_\_\_\_\_\_\_\_\_\_\_\_\_, was provided to the degree programme / doctoral school manager / head of the subdivision.

Faculty Dean/

Subdivision Head Signature Full name

I hereby confirm the notice’s receipt: Student / Client *(full name)[[7]](#footnote-7)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Annex 2

to Procedure for Dismissal of Students for Unsatisfactory Academic Performance and Failure to Fulfil Obligations Under Paid Educational Services Agreements

Template

To: Rector of the National Research University Higher School of Economics

Y. I. Kuzminov

**Recommendation**

**to Dismiss a Student at HSE’s Initiative**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_ | Date |

Dear Yaroslav Ivanovich,

This is a Recommendation to dismiss, at HSE’s initiative,

the student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s full name)

of the degree programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty / doctoral school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

year \_\_\_\_\_\_\_\_\_\_ , field of study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[8]](#footnote-8)

on the grounds of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[9]](#footnote-9), which are attached to this Recommendation.

Faculty Dean/

Head of Subdivision/

Head of Postgraduate Studies Office Signature Full name

Annex 3

to Procedure for Dismissal of Students for Unsatisfactory Academic Performance and Failure to Fulfil Obligations Under Paid Educational Services Agreements

Template

To: Student (full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level of the programme:

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree programme;

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the Client[[10]](#footnote-10) (full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notice Requesting an Explanation and Informing about a Pending Dismissal**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*full name of the student*),

and \_\_\_\_\_\_\_\_\_\_\_\_\_ (*full name of the client*)[[11]](#footnote-11),

we hereby request (student’s full name) to mail to the sender’s address within 2 (two) business days after receipt of this Notice, a written explanation as reasons for (*circumstances to be explained).*

We hereby inform you that, after the expiration of the deadline for the submission of the explanation, (student’s full name) shall be dismissed from HSE on the grounds of[[12]](#footnote-12) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Faculty Dean/

Subdivision Head Signature Full name

I hereby confirm the receipt of the notice: Student / Client *(full name)[[13]](#footnote-13)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Annex 4

to Procedure for Dismissal of Students for Unsatisfactory Academic Performance and Failure to Fulfil Obligations Under Paid Educational Services Agreements

Template

National Research University

Higher School of Economics

**Statement**

**of Non-Provision of Written Explanations**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_ | Date |

This Statement has been drawn up to confirm that, on “\_\_”\_\_\_\_\_\_\_20\_\_, the student of the degree programme \_\_\_\_\_\_\_\_\_of the faculty / doctoral school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) was requested to provide a written explanation as to the reasons for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(specify the reason for the request of the explanations),*

Whereto, Notice No.\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_ (date) requesting an explanation was drawn up and sent by mail/presented in person.

No written explanation has been provided by the student as of “\_\_”\_\_\_\_\_\_\_20\_\_.

Position signature printed name

Position signature printed name

Position signature printed name

Annex 5

to Procedure for Dismissal of Students for Unsatisfactory Academic Performance and Failure to Fulfil Obligations Under Paid Educational Services Agreements

Template

To: Student (full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level of the programme:

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree programme;

Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the Client[[14]](#footnote-14) (full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request for an Explanation**

**and Notice on the Suspension of a Paid Educational Services Agreement and Subsequent Dismissal**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*full name of the student*),

and \_\_\_\_\_\_\_\_\_\_\_\_\_ (*full name of the client*)[[15]](#footnote-15),

We hereby inform you that you have violated article \_\_\_ of Agreement for paid Educational Services (Bachelor’s/Master’s/Specialist Programme) No. \_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_.

We hereby request that you submit a written explanation within 2 (two) working days after receiving this notice about the reasons for *indicate the circumstances that must be explained*.

We also inform you that, if a document confirming compliance with this article(s) is not submitted to the faculty study office / manager of the degree programme before[[16]](#footnote-16) \_\_\_\_\_\_\_\_\_\_\_\_, HSE shall suspend educational services under Agreement No. \_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_, and (student’s full name) shall be dismissed from HSE for failing to fulfil the terms of the agreement for tuition-based study.

Faculty Dean/

Subdivision Head Signature Full name

I hereby confirm the receipt of the notice: Student / Client *(full name)[[17]](#footnote-17)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Annex 6

to Procedure for Dismissal of Students for Unsatisfactory Academic Performance and Failure to Fulfil Obligations Under Paid Educational Services Agreements

Template

National Research University

Higher School of Economics

**Statement**

**on Student’s Refusal to Acknowledge a Dismissal Directive**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_ | Date |

This Statement has been drawn up to report that:

the student of the degree programme \_\_\_\_\_\_\_\_\_\_ of the faculty / doctoral school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) has refused to acknowledge Directive No. \_\_\_\_\_\_ “*Title of the Directive*”, dated “\_\_”\_\_\_\_\_\_\_20\_\_.

Position signature printed name

Position signature printed name

Position signature printed name

1. This fact shall be fixed in a statement of the given student’s failure to choose a topic for their term paper/thesis, signed by at least 2 (two) administrative staff members of the degree programme, including the programme’s manager. A statement shall be attached to the draft of the dismissal directive as a support document. [↑](#footnote-ref-1)
2. Pursuant to p. 1.7 hereof. [↑](#footnote-ref-2)
3. As per the Collection of Standard Directive Templates for student affairs applicable to core Bachelor’s, Specialist and Master’s programmes. [↑](#footnote-ref-3)
4. As per the Collection of Standard Directive Templates for student affairs applicable to core Bachelor’s, Specialist and Master’s programmes. [↑](#footnote-ref-4)
5. If a notice is sent by regular mail, the deadline shall be extended to account for the time of the letter’s transport and arrival. [↑](#footnote-ref-5)
6. If a three-party agreement has been concluded [↑](#footnote-ref-6)
7. To be filled out when the notice is presented to the student/client in person. Leave blank, if the client is notified by letter. [↑](#footnote-ref-7)
8. Academic failure; failed FSC; violation of internal regulations; violation of terms and conditions of a paid educational services agreement [↑](#footnote-ref-8)
9. Supporting documents hereby comply with the list of documents indicated as possible supporting documents for the corresponding directive on student dismissal/expulsion at HSE’s initiative in the Collection of Standard Directive Templates for student affairs applicable to core Bachelor’s, Specialist and Master’s programmes. [↑](#footnote-ref-9)
10. To be filled out if a three-party agreement has been concluded [↑](#footnote-ref-10)
11. To be filled out if a three-party agreement has been concluded [↑](#footnote-ref-11)
12. For failure at the FSC / for violation of Internal Student Regulations [↑](#footnote-ref-12)
13. To be filled out when the notice is presented to the student/client in person [↑](#footnote-ref-13)
14. To be filled out if a three-party agreement has been concluded [↑](#footnote-ref-14)
15. To be filled out if a three-party agreement has been concluded [↑](#footnote-ref-15)
16. If the notice is sent by regular mail, the deadline is extended to account for the time it takes for the letter to arrive. [↑](#footnote-ref-16)
17. To be filled out when the notice is presented to the student/client in person [↑](#footnote-ref-17)