Annex 3

to Student Internal Regulations at National Research University

Higher School of Economics

**PROCEDURES for Taking Disciplinary Actions and Dismissing HSE University’s Learners for Unsatisfactory Academic Performance or Failure to Fulfil Obligations under a Paid Educational Services Agreement**

1. **GENERAL PROVISIONS**
	1. These Procedures shall regulate the pursuit of disciplinary measures against HSE University learners or their dismissal from the University on the initiative of National Research University Higher School of Economics (hereinafter, the “University”, “HSE University”):
		1. for a learner’s failure to meet his/her obligation to duly master an academic/degree programme and satisfy the criteria set out in its curriculum (hereinafter, “unsatisfactory academic performance”);
		2. for a learner’s failure to meet the terms of his/her agreement for paid educational services.
2. **PROCEDURES FOR APPLYING DISCIPLINARY MEASURES**

**TO LEARNERS**

* 1. A person who has identified a learner’s disciplinary misconduct shall report the circumstances of this incident in a memo addressed to the head of the HSE University subdivision engaged in the provision of the programme where the learner is studying. If such a breach has been uncovered by more than one person, a joint statement on the incident (Annex 1) shall be drawn up and presented to the head of the subdivision engaged in the provision of the programme where the learner is studying.
	2. The head of the HSE University subdivision engaged in the provision of the programme, within 5 (five) working days from the date when the memo/joint statement has been submitted, shall request a written explanation from the learner who committed the disciplinary misconduct. Should the learner refuse to provide an explanation, a statement shall be written up about his/her refusal to provide this document. If a written explanation is not provided within the established time frame, a statement shall be drawn up on the non-provision of this document (Annex 2).
	3. If the learner is studying under an agreement for paid educational services (hereinafter, the “educational agreement”), the HSE University subdivision, engaged in the provision of the degree programme, shall forward a dismissal notice (Annex 3) to the learner/client (depending on the number of parties to the given educational agreement).
	4. A dismissal notice may be presented in person (confirmed against the signature of the learner/client (depending on the number of parties to the given educational agreement) on a copy of the document), or by another means, including:
		1. a notice with recorded delivery sent by post to the address indicated in the educational agreement;
		2. a notice with recorded delivery sent as a telegram to the address indicated in the educational agreement;
		3. a notice sent via e-mail to the learner/client, as indicated in the educational agreement, with the request for receipt acknowledgement.
	5. After dispatching the notice, the subdivision engaged in the provision of the programme, upon the expiration of 10 (ten) calendar days, shall draw up a draft directive on the learner’s expulsion1 with the accompanying recommendation by the head of the University subdivision implementing the educational programme. The draft directive shall be uploaded to HSE University’s Document Management System (hereinafter, the “SDOU”) to be signed by the University officer authorized by the Rector to sign directives on expelling learners (hereinafter, “the signatory”).
	6. A copy of the expulsion notification or a hard copy of the e-mail shall be kept in the learner’s file or stored in the subdivision’s records.
1. **PROCEDURE FOR DISMISSING LEARNERS FOR**

**UNSATISFACTORY ACADEMIC PERFORMANCE**

* 1. Unsatisfactory academic performance may refer to the following instances:
		1. if a learner has academic failures for 3 (three) or more courses at the same time as per the results of interim/final evaluations of their skills and knowledge;
		2. if a learner fails a final evaluation as per the University’s’ internal bylaws:
* if he/she receives unsatisfactory results for a final examination;
* if he/she does not take a final examination without a valid reason, e.g., without submitting official documents confirming a valid justification for the learner’s absence from the final examination;
* if, within the established deadline, a learner has failed to submit a final graduation paper/thesis with his/her academic supervisor’s feedback without any valid reason, he/she may be debarred from the final graduation paper/thesis defence.
	1. Should grounds arise for the dismissal of a learner for unsatisfactory academic performance, the University subdivision engaged in the provision of the educational programme shall send the learner/client (depending on the number of parties to the agreement for paid educational services (hereinafter, the educational agreement)) a dismissal notice (Annex 3) via one of the means specified in p. 2.4 of these Procedures.
	2. Following the dispatch of the notice, the University subdivision, upon the expiration of the deadline set for a learner to provide an explanation, shall draw up a draft directive on his/her expulsion and upload it to the SDOU), with an attached recommendation signed by the head of the University subdivision engaged in the provision of the educational programme to be subsequently signed by the HSE University’s official, so authorized by the Rector (hereinafter, “the signatory”).
	3. A copy of a dismissal notice or a hard copy of the electronic message shall be kept in the learner’s personal file or stored in the subdivision’s records.
1. **PROCEDURE FOR DISMISSING LEARNERS FOR FAILING TO COMPLY WITH THE TERMS OF AGREEMENTS FOR PAID EDUCATIONAL SERVICES**
	1. A learner’s failure to meet the terms and obligations of his/her agreement, excluding those related to tuition payment, may serve as grounds for his/her dismissal as a disciplinary measure (as specified in Section 2 of these Procedures).
	2. Should the learner/client (depending on the number of parties to the educational agreement) fail to make tuition payment within the time frame established in the educational agreement, the University subdivision engaged in the provision of the educational programme shall send the learner/client (depending on the number of parties to the agreement) a notice on the suspension of the provision of services under the educational agreement followed by the learner’s dismissal (Annex 4).
	3. A notice may be sent to the learner/client (depending on the number of parties to the educational agreement) by one of the means specified in p. 2.4. of these Procedures.
	4. If, following the dispatch of the notice upon the expiration of the deadline set in the educational agreement, the University subdivision engaged in the provision of the educational programme has not received documented confirmation from the learner/client that they have met their obligations stipulated therein (e.g., provision of a receipt for tuition payment), it shall draw up and upload a draft directive on the learner’s expulsion to the SDOU, along with the recommendation of the University subdivision’s head to be signed by the signatory.
	5. A copy of the dismissal notice or a hard copy of the electronic message shall be kept in the learner’s personal file or stored in the subdivision’s records.

Annex 1

to the Procedures for Taking Disciplinary Measures and Dismissing HSE University’s Learners for Unsatisfactory Academic Performance or Failure to Fulfil Obligations under a Paid Educational Services Agreement

Sample

National Research University Higher School of Economics

**REPORT**

**on the Incident of Disciplinary Misconduct**

**Committed by an HSE University’s Learner**

\_\_\_\_\_\_\_\_\_(city) \_\_\_\_\_\_\_ \_\_, 20\_\_

This report hereby states that:

The learner *full name,* studying under the professional retraining/continuing professional development programme *name of programme and its subdivision,* has/was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[1]](#footnote-1).

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| Position  |

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| Position |

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 | Full Name |

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| Position |

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 | Full Name |

 Annex 2

to the Procedures for Taking Disciplinary Measures and Dismissing HSE University’s Learners for Unsatisfactory Academic Performance or Failure to Fulfil Obligations under a Paid Educational Services Agreement

 Sample

National Research University Higher School of Economics

**STATEMENT**

**on a Non-provision by a Learner of a Written Explanation**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_(city)  |  \_\_\_\_\_\_\_ \_\_, 20\_\_  |

This Statement has been drafted due to the fact that on \_\_\_\_\_\_ \_\_, 20\_\_\_, *full name of the Learner,* student in the HSE University professional retraining/continuing professional development programme *name of programme and the implementing subdivision*, was requested to explain in writing the reasons for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*describe the incident, in connection with which a written explanation was requested*

in regard to which, a Dismissal Notice No. \_\_\_, dated \_\_\_\_\_\_\_\_\_\_ \_\_, 20 was drawn up and sent via post/e-mail/presented in person to the Learner.

As on \_\_\_\_\_\_ \_\_, 20\_\_, the Learner has failed to submit a written explanation.

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 | Full Name |

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| Position |

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 | Full Name |

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| Position |

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 | Full Name |

 Annex 3

to the Procedures for Taking Disciplinary Measures and Dismissing HSE University’s Learners for Unsatisfactory Academic Performance or Failure to Fulfil Obligations under a Paid Educational Services Agreement

 Sample

To: Learner/Client[[2]](#footnote-2)

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

 *full name*

 *professional retraining/continuing professional development programme* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*name of educational programme*

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

*name of subdivision*

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

**Dismissal Notice**

We hereby inform you that, as per p. \_\_\_ of the Student Internal Regulations at National Research University Higher School of Economics, you are subject to expulsion from HSE University for unsatisfactory academic performance/failing to pass a final examination/violating the Student Internal Regulations at HSE University.

As on \_\_\_\_\_\_ \_\_, 20\_\_, a document providing a valid reason for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ addressed to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has not been received.

*name of HSE University subdivision*

We hereby request that you provide, to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *name of HSE University subdivision*

 a written explanation of the reasons for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , by \_\_\_\_\_\_ \_\_, 20\_\_.

We hereby inform you that should you fail to provide a written explanation provided by the specified deadline, you shall be expelled from HSE University for unsatisfactory academic performance/failing to pass a final examination/violating the Student Internal Regulations at HSE University.

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| *Position of Head of HSE University’s Subdivision* |

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| --- |
|  |

 | Full Name |

Notice received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[3]](#footnote-3)

 *Full name of learner, signature, date*

HSE University official:

Full name

Tel.:

 Annex 4

to the Procedures for Taking Disciplinary Measures and Dismissing HSE University’s Learners for Unsatisfactory Academic Performance or Failure to Fulfil Obligations under a Paid Educational Services Agreement

 Sample

*To the learner/client*

*Format of \_\_\_\_\_\_\_\_\_\_\_\_\_programme, name of educational programme/HSE University’s subdivision*

*Full name*,

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

**Dismissal Notice**

Dear *full name*,

We hereby inform you that, in view of the violation of p. \_\_\_ of agreement for paid educational services No. \_\_\_\_, dated \_\_\_\_\_\_, committed by you, you/(full name of the Learner) shall be subject to expulsion from HSE University for failing to meet the terms of the agreement for paid educational services.

We inform you that if a document confirming that the fulfilment of this point(s) of the agreement is not provided to *name of subdivision* by [[4]](#footnote-4) \_\_\_\_\_\_\_\_ \_\_, 20\_\_\_, you/(full name of the Learner) shall be expelled from HSE University for failing to meet the terms of the agreement for paid educational services.

|  |  |  |  |
| --- | --- | --- | --- |
| *Position of Head of Subdivision*  |

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| --- |
|  |

 | *Full Name* |

The notice received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[5]](#footnote-5)

 Full name, signature, date

HSE University official:

Full name

Tel.:

1. The circumstances with respect to the learner’s disciplinary misconduct shall be described in detail. [↑](#footnote-ref-1)
2. Upon the signing of a three-party agreement [↑](#footnote-ref-2)
3. Indicate if the notice is presented to the learner in person. [↑](#footnote-ref-3)
4. If the notice is sent via post, the deadline shall be extended to include the shipping period. [↑](#footnote-ref-4)
5. Indicate if the notice is presented to the learner in person. [↑](#footnote-ref-5)