

Regulations on Organizing the Participation of Learners at HSE University in St. Petersburg in International Academic Mobility Programmes

1. General Provisions

1.1. These Regulations set out the procedures for organizing and keeping records of the participation of students and doctoral students from HSE University in St. Petersburg in international academic mobility programmes (hereinafter, an “IAMP”).

1.2. The definitions of the main types of IAMP are specified in Section 2 of these Regulations. Appendix 1 to these Regulations hereby provide a sample schedule and describe key aspects in the organization, documentation and registration of HSE University-St. Petersburg student involvement in each type of IAMP.

2. Types of International Academic Mobility Programmes

The following definitions for the main types of IAMP shall apply to these Regulations:

2.1. **State Programme for International Academic Mobility** (hereinafter, “S-IAMP”) – in-class instruction of learners or doctoral students at a foreign host academic institution, implemented on the basis of and in accordance with intergovernmental agreements signed by the Russian Federation, the programme of the Russian Ministry of Science and Higher Education, other federal executive bodies, as per a student individual curriculum; a study at the location of the host institution shall run from 3 (three) to 12 (twelve) months.

2.2. **Long-term Programme for International Academic Mobility** (hereinafter, “LIAMP”) – in-class instruction of learners or doctoral students at a foreign host academic institution, executed on the basis of and in accordance with partnership agreements and contracts for student mobility (exchange) signed by HSE University and international academic institutions, scientific and other organizations, following an individual curriculum, with the term of studies at the location of the host institution coming to 3 (three) to 12 (twelve) months.

2.3. **International Academic Mobility Programme as Part of an International Consortium** (hereinafter, “IAMP-IC”) – in-class instruction of learners or doctoral students at a foreign host organization that is a member in an international consortium, which also includes HSE University, pursued on the basis of and in accordance with agreements/contracts for educational services under the auspices of the given consortium, or other documents relating to such a consortium, where HSE University is a member, on the basis of an individual curriculum, with the period of studies at the location of the host organization coming to 3 (three) to 12 (twelve) months.

2.4. **International Academic Mobility Programme under a Double-Degree Programme** (hereinafter, “IAMP-DDP”) – in-class instruction of learners or doctoral students at a foreign host academic institution, executed on the basis of and in accordance with agreements and contracts for the implementation of double-degree programmes concluded between HSE University and international academic institutions, as per an individual curriculum, developed on the basis of an agreed-upon list of the courses of the partner university, specified in the agreement for the relevant double-degree programme; the timeframe for studies at the location of the host institution shall be set in the respective agreement for the double-degree programme; the student’s learning outcomes shall be documented in an official transcript.

2.5. **Individual Long-term International Academic Mobility Programme** (hereinafter, “ILIAMP”) – in-class instruction of learners or doctoral students at a foreign host organization, implemented on the personal initiative of an individual learner without the conclusion of an agreement or contract between HSE University and a host institution on the basis of an invitation from the host organization and as per its terms, as well as under an individual curriculum; the studies at the location of the host organization may run between 3 (three) and 12 (twelve) months; the student’s learning outcomes shall be documented in an official transcript.

2.6. **Short-term International Academic Mobility Programme** (hereinafter, “SIAMP”) – involvement of a learner or doctoral student with a foreign host organization, implemented on the basis of and in accordance with the terms of an agreement or a contract concluded between HSE University and international host educational institutions, as well as without the conclusion of such an agreement, or else,

on the personal initiative of the learner, on the basis of an individual invitation from the host organization and in accordance with its terms for the provision of studies; the period of studies at the location of the host organization may last from 1 (one) day to 3 (three) months; participants in a SIAMP may follow an individual or group programme (summer or winter school programmes, on-site modules, study trips, field expeditions, academic internships, conference programmes, international competitions, tournaments, etc.), or in another cooperative research- or learning-focused format; the results of a SIAMP can be officially released as a transcript, certificate, information document, or another type of document.

3. Procedures for Arranging the Participation of Learners in International Academic Mobility Programmes

3.1. A learner's participation in an IAMP must be officially confirmed by a directive of the HSE University Rector prior to the start of the IAMP; a hard copy of this document should be added to the student personal file and this document should also be viewed in the ASAV corporate information system.

3.2. Curriculum Support Unit of the respective degree programme (hereinafter, Curriculum Support Unit) shall draw up a directive on sending a learner to take part in academic mobility and include his/her mobility-related information in his/her personal file, both in hard copy and via the ASAV system, as per the Regulations on HSE University Curriculum Support Units and Appendix 1 to these Regulations, within the following timeframes:

3.2.1. for an IAMP commencing in the autumn semester – as from the date when all documents specified in p. 3.3. of these Regulations are submitted to the relevant Curriculum Support Unit and up until the start of the IAMP, but no later than September 1 of the calendar year, in which the IAMP shall start;

3.2.2. for an IAMP commencing in the spring semester – as from the date when all documents specified in p. 3.3 of these Regulations are submitted to the relevant Curriculum Support Unit and up until the start of the IAMP, but no later than February 1 of the calendar year, in which the IAMP shall commence;

3.3. The grounds for drawing up a directive on sending a learner on a mobility programme shall include a packet of documents, which must contain the following:

3.3.1. a standard application for participation in an IAMP, addressed to the HSE University Rector, filled in by the mobility participant, and signed by the relevant Dean;

3.3.2. a consent form signed by the participant for taking part in outgoing academic mobility, as per established procedure;

3.3.3. a copy of an official letter from the host institution or the organizer of the IAMP processes, or another document (e.g., an agreement, contract, etc.) that confirms the participation of the learner in the IAMP, indicating the timeframe and terms thereof;

3.3.4. for IAMP, indicated in pp. 2.1-2.5 of these Regulations, individual curriculum for the period of study at the host institution, drawn up and approved as per standard procedure at HSE University.

3.4. IAMP participants shall be responsible for the timely submission of the documents indicated in p. 3.3 of these Regulations to the relevant Curriculum Support Unit, within the following timeframes:

3.4.1. for SIAMP – no less than 15 (fifteen) working days prior to the start of the mobility programme;

3.4.2. for the IAMP commencing in the autumn semester – no later than August 10 of the current calendar year;

3.4.3 for the IAMP starting in the spring semester – no later than January 15 of the current calendar year.

If documents are not submitted by the set deadlines without a valid reason, a learner may be excluded from a mobility programme.

3.5. The Academic Supervisor of the degree programme under which an IAMP participant is studying shall be responsible for the quality of the individual curriculum confirmed for the mobility participant.

3.6. The Curriculum Support Unit of the degree programme under which an IAMP participant is studying shall provide him/her with assistance in drafting an individual curriculum, as well as bear responsibility for its overall quality.

4. Key Features of Drafting and Amending Individual Curricula for Participants in International Academic Mobility Programmes

4.1. Upon drawing up and approving a learner's individual curriculum, the Academic Supervisors and Curriculum Support Units shall be guided by the following recommendations:

4.1.1. An individual curriculum drawn up prior to the start of the IAMP period should set out that a mobility participant earns at least 18 ECTS credit units per semester. For an IAMP-DDP, the overall study load shall be specified in the agreement for the implementation of a double-degree programme. An individual curriculum specifying a smaller study load may be only confirmed with the approval of the HSE University-St. Petersburg Deputy Director who oversees educational activities.

4.1.2. The status "as per HSE University curriculum" in a student's individual curriculum may only be assigned to those courses with the option of distance learning and interim assessment of the learning outcomes during the IAMP period.

4.1.3. Internships, which may fall on the IAMP period, should be rescheduled for the following year of study, if not otherwise specified in the relevant agreement/contract.

4.1.4. Courses which cannot be substituted by courses offered at a host institution owing to difference in planned study load, learning outcomes and other parameters, as well as courses unavailable in the LMS when an individual curriculum is being drawn up, should be rescheduled for the next year of study.

4.1.5. The academic activities on the part of a student at a foreign host academic institution done during the IAMP period may be considered the equivalent of a research seminar (falling on the mobility period), if they are relevant in nature and confirmed by relevant documentation.

4.1.6. Owing to the non-transferability of some courses taught in the graduation year, as well as the overlap of the standard IAMP periods with the timeframe for holding the Final State Certifications, it would not be advisable to approve an individual curriculum for learners in the final semester of his/her graduation year under a Bachelor's or Master's programme. An exception may be made for an IAMP-DDP, whereby the timetable for the Final State Certification shall be determined by the agreement for the implementation of the double-degree programme.

4.2. If it is impossible for a learner to complete his/her approved curriculum, either fully or in part (in the case of an SIAMP, individual or group programme), he/she must immediately inform the Curriculum Support Unit and his/her Academic Supervisor about this. In such cases, the IAMP participant shall have the right, within 3 (three) weeks as from the date of the IAMP's start, to submit an application to adjust his/her earlier approved individual curriculum with a draft of the new individual curriculum attached, addressed to the HSE University-St.Petersburg Director.

The relevant Curriculum Support Unit shall analyze proposed amendments to an individual curriculum and inform the learner should there arise the risk to fail to complete the study load and/or of an increase of the set term for studies, resulting from the proposed changes to the curriculum.

After factoring in the information provided by the relevant Curriculum Support Unit and other circumstances, the learner shall independently decide as to continue his/her participation in the IAMP or terminate it prior to the scheduled end date. He/she shall inform the Curriculum Support Unit about his/her decision.

If a learner decides to continue his/her participation in the IAMP, the Curriculum Support Unit shall initiate a directive on amending his/her individual curriculum and inform the Curriculum Development Council about this (or, if participating in an IAMP-DDP, Office of Degree Programmes).

The impossibility of full or partial completion of an individual curriculum may serve as a valid excuse for early termination of his/her participation in an IAMP only if the participant notifies the relevant Curriculum Support Unit about the situation within the aforementioned timeframe. Early termination of his/her involvement in the mobility programme in such cases shall be subject to the procedures specified in p. 5 of these Regulations.

5. Procedures for Completion of a Learner's Participation in an International Academic Mobility Programme

5.1. Should a learner have a substantiated reason for refusing to take part in an IAMP prior to its start, he/she must send to the relevant Curriculum Support Unit and the organizer of the competitive selection for the mobility programme in question an application addressed to the HSE University Rector with respect to his/her substantiated withdrawal from the mobility programme. In such instances, a directive to send the learner on mobility shall not be drawn up and, if such a directive has already been developed, it shall be annulled.

5.2. If a well-informed decision is made to terminate participation in an IAMP prior to its set end date for a valid reason after the mobility programme's commencement, the participant shall send to the Curriculum Support Unit and organizer of the competitive selection for the IAMP in question, an application addressed to the HSE University Rector about the early withdrawal from the IAMP. As per this application, the Curriculum Support Unit shall initiate a directive on termination of a learner's participation in the mobility ahead of schedule.

5.3. Information about the completion of a learner's studies under an IAMP shall be input by the Curriculum Support Office in the learner's electronic personal file in the ASAV corporate system as per p. 9.2 of Appendix 1 to these Regulations, on the day when he/she submits the documents to the Curriculum Support Office, confirming the outcomes of his/her involvement in the IAMP, or upon the registration of a directive on the early termination of the mobility processes.

6. Recognition of Learning Outcomes from Participation in International Academic Mobility Programmes

6.1. The recognition of learning outcomes of studies under an IAMP shall be done as per the procedures specified in relevant HSE University's internal bylaws and regulations.

6.2. Should a learner have more than 2 (two) unsatisfactory grades for different courses upon the completion of an IAMP, including grades received at a foreign host institution, the mobility participant shall be subject to dismissal from HSE University upon his/her return from the host institution, as per established procedure at HSE University.

6.3. Should a learner receive 1 (one) or 2 (two) unsatisfactory grades for courses included in his/her individual curriculum for studies at a foreign host institution, and should a foreign host institution or HSE University in St. Petersburg offer no retrieval opportunities, the student, as per his/her written request, shall be issued an individual curriculum that includes the courses from a working curriculum, which were previously excluded as they were substituted with courses planned for studies at the foreign host institution. A decision as to the opportunity to retrieve the course failed while at the foreign host institution shall be made by the Evaluation Committee of the student's degree programme.

7. Obligations of Parties Organizing Student Participation in International Academic Mobility Programmes

7.1. A student shall be obliged to do the following under an IAMP:

7.1.1. agree upon his/her participation in the IAMP with the Academic Supervisor of his/her degree programme and the Dean by having his/her application for mobility participation signed by the Academic Supervisor and Dean;

7.1.2. present to the relevant Curriculum Support Unit a full packet of documents for drawing up directive on sending to take part in the mobility programme in accordance with pp. 3.3-3.4 of the Regulations;

7.1.3. in good faith and within specified timeframes, carry out the requirements and instructions of the host academic institution with respect to providing documents and information requested by it for issuing visa documentation and organizing academic mobility activities;

7.1.4. within 3 (three) weeks of the IAMP's start date, as indicated in the relevant directive (for SIAMP – within 3 (three) calendar days), send a confirmation of the student's arrival at the location of the IAMP to the HSE St.Petersburg International Office (for IAMP-DDP – Office of Degree Programmes at HSE University-St.Petersburg), as per the prescribed form (Appendix 2 to the Regulations); failure of a student to meet this criterion may serve as grounds to initiate a directive for the early termination of his/her participation in the IAMP;

7.1.5. inform the relevant Curriculum Support Unit and his/her Academic Supervisor if it becomes apparent after the start of the IAMP that it is impossible to complete the approved individual curriculum, either in full or in part, as per the procedure and within the timeframe specified in p. 4.2 of these Regulations;

7.1.6. carry out the individual curriculum in good faith during the IAMP period; do not commit actions that may inflict harm on HSE University's reputation and image;

7.1.7. within 10 (ten) working days from the IAMP's end date as specified in the relevant directive, provide the Curriculum Support Unit with documents confirming the results of the student's participation

in the mobility programme (if another procedure for document submission is not in place at the host institution);

7.1.8. within 10 (ten) working days from the IAMP's end date as specified in the relevant directive, complete the online survey "IAMP Participant Digital Footprint" on the HSE University-St.Petersburg's online portal.

7.2. The HSE St. Petersburg International Office shall:

7.2.1. determine the procedure and timeframe for holding competition selections of learners to take part in a LIAMP within the framework of partnership agreement/contracts with foreign academic institutions, signed by HSE University in the interests of the degree programmes and subdivisions of HSE University-St. Petersburg (hereinafter, "the campus' LIAMP"); the terms and criteria for competitive selections to take part in the campus' LIAMP shall be approved by the HSE University-St.Petersburg Internationalization Committee by recommendation of the Curriculum Development Council;

7.2.2. inform learners, Deans, Academic Supervisors and Curriculum Support Units in due time about the timeframe and procedures for holding competitions for the campus' LIAMP and SIAMP, as organized by the Curriculum Development Council;

7.2.3. inform Deans, Academic Supervisors and Curriculum Support Units in a timely manner about results of LIAMP and SIAMP competitions, held in accordance with agreements/contracts signed by HSE University with foreign academic institutions;

7.2.4. prepare information/analytical materials about HSE University-St.Petersburg students taking part in IAMP;

7.2.5. if necessary, update Appendix 1 to these Regulations with respect to the sections on the involvement of learners in all types of IAMP, with the exception of IAMP-IC and IAMP-DDP.

7.3. The Office of Degree Programmes at HSE University-St.Petersburg shall:

7.3.1. determine the procedure and timeframe for holding competitive selections to take part in an IAMP-DDP;

7.3.2. ensure that learners, the Curriculum Development Council, Deans, Academic Supervisors and the relevant Curriculum Support Unit are informed in a timely fashion about the timeframe and procedure for holding IAMP-DDP competitions, along with subsequent results;

7.3.3. prepare information/analytical materials about the involvement of the HSE University-St.Petersburg students in IAMP-DPP;

7.3.4. if necessary, update Appendix 1 to these Regulations with respect to the section on organizing learners' participation in an IAMP-DPP;

7.4. The Academic Committees of the degree programmes, under which an IAMP-DDP is implemented, shall specify the terms and criteria for competitive selections and select learners for taking part in IAMP-DDP.

7.5. Coordinators of international consortiums, in which HSE University is a participant, shall ensure the following:

7.5.1. learners, Deans, Academic Supervisors and Curriculum Support Units are duly informed about the timeframes and procedures for holding competitions to participate in an IAMP-IC;

7.5.2. that the Curriculum Development Council, Deans, Academic Supervisors and Curriculum Support Units are duly informed about the results of IAMP-IC competitions;

7.5.3. that information/analytical materials about the involvement of HSE University-St.Petersburg learners in an IAMP-IC are prepared;

7.5.4. when necessary, update guidelines for the relevant Curriculum Support Unit with respect to the section on student participation in an IAMP-IC.

7.6. In addition to functions specified in the other sections of these Regulations, the relevant Curriculum Support Unit shall ensure the following:

7.6.1. providing documental support for competitive selections for participation in an IAMP-DPP and coordinating with learners taking part in such competitive processes, as well as the Academic Committees of respective degree programmes, under which the IAMP-DPP are being implemented;

7.6.2. keeping records and advising the Curriculum Development Council in regard to the participation of students in an ILIAMP or SIAMP, implemented without the conclusion of an agreement between HSE University and a foreign host institution;

7.6.3. promptly informing the Curriculum Development Council (or in case of an IAMP-DDP - the Office of Degree Programmes at HSE University-St.Petersburg) about substantiated refusals on the part of learners to take part in an IAMP and the termination of his/her participation prior to the mobility programme's end date.

7.7. The HSE University-St.Petersburg Doctoral Programmes Office shall:

7.7.1. carry out the functions of a curriculum support unit, specified in these Regulations, with respect to documenting and registering doctoral students' participation in IAMP;

7.7.2. inform Deans, Curriculum Development Council and Office of Degree Programmes at HSE University-St.Petersburg in a timely fashion about the results of IAMP competitions for doctoral students.