

REGULATIONS

On procedures to provide supplementary financial aid in the framework of the mobility support program to HSE faculty members holding an internationally recognized Ph.D. degree, hired at the international job market

1. General provisions.

1.1. This Regulations determines the procedures, sources and amounts of supplementary financial aid provided in the framework of the mobility support program to those HSE faculty members possessing an internationally recognized Ph.D. degree and hired at the international job market (hereinafter, *Ph.D.-holding Faculty Member*).

1.2. This program is open to faculty members that possess a Ph.D. degree, hold primary employment with the Center for Advanced Studies (hereinafter, *CAS*) and work at a HSE faculty, department/structural unit under the terms of internal multiple employment.

1.3. Provision of supplementary financial aid under the terms of this Regulations does not preclude a possibility for the Ph.D.-holding Faculty Member to apply for other HSE research grants or to receive other kinds of financial support to carry out research, which are available from HSE mobility programs (including the mobility contest program by the Advanced Training center, hereinafter *ATC*; and programs by particular faculties or schools). Ph.D.-holding Faculty Members can be eligible for applying for research grants from the Research Foundation program only upon the full use of the maximum amount of additional finance as determined by article 3.1 of these Regulations.

2. The types of mobility that are eligible for supplementary financial aid.

2.1. Supplementary financial aid is provided for the outgoing and the incoming mobility events.

2.2. The **outgoing** mobility events involve:

- Participation in international conferences in Russia and abroad;
- Participation in short-term education trainings and workshops at international universities and research centers;
- Travels to international universities and research centers to work with co-authors.

2.3. The **incoming** mobility events involve:

- International scholars/ researchers' visiting HSE to present at research workshops/ seminars, to carry out joint researches etc.

3. Funding

3.1. The maximum volume of supplementary financial aid for one employee – Ph.D.-holding Faculty Member cannot exceed 150,000 rubles per year.

3.2. Within this limit, supplementary financial aid is provided from the Central Budget funds and the funds of the corresponding HSE faculty or department/structural unit that employs the Ph.D.-holding Faculty Member under the terms of internal multiple employment, with share distributions as follows:

- Central Budget 50%, 1st grade Faculty/Department 50%;
- Central Budget 75%, 2nd grade Faculty/Department 25%;
- fully financed through the Central Budget in case of other HSE faculties or schools/ structural units.

3.3 The Central Budget funds allocated for this program are accounted in the Financial Framework based on the total number of Ph.D.-holding Faculty Members.

3.4. The provision of supplementary financial aid under this mobility program is governed on a case-by-case basis by the decision of an expert group, involving Pro-rector for Basic Research; CAS Director; a representative of the related HSE faculty/structural unit that employs the Ph.D.-holding Faculty Member under the terms of internal multiple employment; CAS Deputy Director for Research (hereinafter, *the Expert group*).

4. Organization procedures to provide supplementary financial aid under the program to support the Ph.D.-holding Faculty Members mobility

4.1.1. Organization procedures to provide supplementary financial aid under the mobility support program are carried out by the CAS and the related HSE faculty/ structural unit that employs the Ph.D.-holding Faculty Member under the terms of internal multiple employment.

4.1.1. CAS provides finance to support the outgoing/incoming mobility events of Ph.D.-holding Faculty Members within the established limits; carries out logistics to support the incoming mobility events through a contracted by HSE travel and visa agency; accounts for the financial support received by Ph.D.-holding Faculty Members from various sources to support their outgoing/incoming mobility events.

4.1.2. The related HSE faculty/structural unit that employs the Ph.D.-holding Faculty Member under the terms of internal multiple employment provides administrative support of the outgoing/incoming mobility events, according to article 5.6 of this Regulations.

4.2. To participate in the outgoing mobility events, Faculty members shall be given official travel assignments, as set for employees' business travels in accordance with the law of the Russian Federation and the HSE rules and regulations.

4.3. All logistics to facilitate participation in the incoming mobility events are carried out through a travel and visa agency contracted by HSE on the terms of a civil law contract concluded between HSE and the travel agency to ensure the agency's provision of services, such as booking and purchasing tickets; booking accommodations and transferring payments for hotel reservations; ensuring travel arrangements and transfers, honorarium payments and other administrative issues.

5. Documentation procedures for the incoming/outgoing mobility events and decision-making.

5.1. Ph.D.-holding Faculty Members can apply to the CAS for supplementary finance aid to support their incoming/outgoing mobility throughout the year. Applications must be submitted no later than 30 days prior to an outgoing mobility event, and no later than 45 days prior to an incoming mobility event.

5.2. Decisions on applications are made by the Expert group voting via electronic means.

5.3. A decision should be unanimous. In case of any disagreement between the members of the Group, this application shall be submitted by the CAS to the HSE International Recruitment Committee for further consideration.

5.4. Requirements for the provision of financial support for **outgoing** mobility events involve:

To participate in international conferences in Russia and abroad, short-term education trainings and workshops at international universities and research centers, the following documents should be submitted alongside the application:

- an invitation and/or notification from the organizing committee of an international conference, international university seminar or research center, stating that a paper submitted by the Ph.D.-holding Faculty Member has been accepted and included in the agenda (including the name of the author, the paper's title and type; author's affiliations).
- the academic program/agenda of this event;
- information on the event and the host organization (including http links to the event and organization's related websites).

For travels to international universities and research centers to work with co-authors, the following documents should be submitted alongside the application:

- an invitation from a foreign researcher – co-author within a research project;

5.5. Requirements for the provision of financial support for **incoming** mobility events involve:

- a confirmation of demand from HSE lecturers and research fellows who participate in a particular research workshop/seminar and would be potentially interested in maintaining relations with the given international researcher (a free-form written confirmation including email);
- a confirmation of work on a joint research project involving the given foreign researcher (a free-form written confirmation including email);
- an information on financial conditions of stay in Russia for the given foreign researcher.

5.6. Logistic and administrative support necessary for travelling abroad of a the Ph.D.-holding Faculty Member or for a visit of a foreign researcher shall be provided by the corresponding HSE faculty/structural unit that employs the Ph.D.-holding Faculty Member under the terms of internal multiple employment. To ensure this, the

Head of the HSE faculty/structural unit shall assign a particular staff member responsible for the following:

- to facilitate the submission of application(s);
- to prepare and coordinate travel assignment ToR's (terms of reference);
- to prepare and coordinate all necessary documents, and to submit the prepared documents to the Human Resources Office to issue an official travel assignment order;
- to prepare/ coordinate financial and accounting documents upon returning of the staff members from travel assignments, in interaction with the related HSE departments;
- to prepare and organize HSE events involving those foreign researchers whose visits were initiated by staff members.

5.7. CAS shall ensure the monitoring and accounting of the supplementary financial aid received by the Ph.D.-holding Faculty Members under the terms of the mobility support program from various sources. Information on the allocated supplementary financial aid shall be provided quarterly on CAS request, by the administrative office of the Research Foundation program (HSE Academic Research Office), ATC, and the HSE faculty/ structural unit that employs the Ph.D.-holding Faculty Member under the terms of internal multiple employment (part-time positions).

6. Accountability

All reports on the travel assignment, requested by the existing Regulations on Travel Assignments of HSE Employees, shall be submitted by the Ph.D.-holding Faculty Member to the Human Resources Office and the Accounting Office in accordance with the established procedure.

An academic report on a travel assignment/ visit of a foreign researcher shall be submitted by the Ph.D.-holding Faculty Member to the CAS no later than within 10 days upon the completion of the travel/ visit of a foreign researcher. Academic reports should be submitted in English. The academic travel (business trip) assignment report of the Ph.D.-holding Faculty Member shall include a copy of their paper and (or) presentation. The academic report provided by the Ph.D.-holding Faculty Member on an international researcher visit shall include the researcher's CV, a program of stay, and copies of their papers, presentations, lectures and articles drafted for international peer-reviewed journals.