

EXTRACT from MINUTES #11
Meeting of HSE Academic Council

Chairman - Ya.I.Kuzminov

Academic Secretary - N.Yu.Savelieva

Present - the members of the Academic Council:

I.V.Abankina, S.B.Avdasheva, S.M.Avdoshin D.A.Alexandrov, O.I.Ananin, E.K. Artyomov, A.G.Barabashev, N.Yu.Beliaeva, A.V.Belyanin, N.I.Berzon, A.K.Bolotova, A.V.Vernikov, M. Ghilman, V.E.Ghimpelson, L.M. Gokhberg, T.I. Grigorieva, V.N.Danilina, M.B.Denisenko, M.S.Dobryakova, I.A.Dolmatov, V.V.Dybskaya, N.Yu.Erpylyova, E.B.Ershov, A.E.Zhalinckiy, O.O.Zamkov, I.V.Ivashkovskaya, L.G.Ionin, A.B.Kamensky, G.G.Kantorovich, V.N.Kirillina, A.V.Klimenko, E.A.Koval, A.A.Kozhanov, O.R.Kozyrev, M.G.Kolosnitsyna, S.G.Kordonsky, V.V.Kossov, T.K.Kravchenko, M.A.Krasnov, O.E.Kuzina, S.O.Kuznetsov, V.A.Kurennoy, S.K.Lando, M.I.Levin, I.V.Lipchits, M.I.Litvintseva, N.Yu.Maximova, A.S.Malin, S.V.Maltseva, V.S. Mkhitarian, V.V.Nikitin, O.M.Oleynik, S.E.Pekareky, E.N.Penskaya, A.N.Poddiakov, L.V.Polyakov, V.V.Radaev, S.Yu.Roschin, A.M.Rutkevich, I.M.Savelieva, E.N.Salyghin, V.A.Samoylenko, V.I.Sergeev, N.L.Titova, M.B.Urnov, A.Yu. Chepurensky, A.I.Shamrin, S.V.Shishkin, O.I.Shkaratan, E.S.Shomina, A.N.Shokhin, R.M.Entov, E.M.Yudina, M.M.Yudkevich, L.I.Yakobson, A.A.Yakovlev, S.M. Yakovlev, E.G.Yasin.

Agenda:

7. Approval of a new version of the HSE Internal Regulations

7. REPORTER:

M.I.Litvintseva - on approval of the new version of the HSE Internal Regulations

DECISIONS:

7.1. To approve the Internal Regulations of the State University – Higher School of Economics, with account of the stated comments and observations, and consider it effective as of April 05, 2010.

7.2. To commit the rector's office to make the amendments in the HSE Internal Regulations.

7.3. The Internal Regulations of the State Institution of Higher Professional Education “State University – Higher School of Economics” of the Ministry of Economy and Trade and the Ministry of the Education of the Russian Federation, approved by the Resolution of HSE Academic Council on 27.02.2004 (Minutes #17) (as amendments on 18.11.2004, 29.04.2005, 30.01.2009) shall be considered to have lost force.

Academic secretary

[signature]

N.Yu.Savelieva

APPROVED
by the Academic Council of
State University –
Higher School of Economics

Minutes dated #

INTERNAL REGULATIONS

State University - Higher School of Economics

1. GENERAL PROVISIONS

1.1. The Internal Regulations of the Federal State-Funded Institution of Higher Professional Education “State University – Higher School of Economics” (hereinafter – the University, the Employer or HSE) are developed according to the Labour Code of the Russian Federation, the federal law “On Higher and Post-Graduate Professional Education,” the Standard Statute on Institutions of Higher and Professional Education (institutions of higher education), other legal acts and the University Charter.

1.2. These Internal Regulations are the local act of the University, regulating the procedures of hiring and dismissal, the rights and obligations of the Employer and employees, working schedules, rest time, rewards, incentives and punishment applicable to employees, rights and responsibilities of students, organisation of studies, rewards for success in study, responsibility for violation of study discipline, and other issues regulating labour relationship and studies.

1.3. These Internal Regulations are obligatory for all employees and students of the University and its campuses/campuses.

1.4. Employees shall read these Internal Regulations and confirm in writing that they have read them at the University Human Resources Office or similar department at a campus (hereinafter – Human Resources) before conclusion of employment contract, trainees shall do the same at the Faculty Study Unit, students – at receipt of student ID cards, postgraduate students - at receipt of postgraduate ID cards, attendees – at signing contracts for chargeable educational services.

1.5. These Internal Regulations, all amendments and modifications thereto are published on the official website of the University. Administration of the University shall notify about any amendment to these Internal Regulations by corporate all-users mailing to the employees of the University.

1.6. These Internal Regulations, all amendments and modifications thereto are approved by the Academic Council of the University.

1.7. These Internal Regulations regulate the operation of the University campuses.

Appendix 1 hereto provides the specifics of the Internal Regulations of the Nizhny Novgorod campus of the University.

Appendix 2 hereto provides the specifics of the Internal Regulations of the Perm campus of the University.

2. LABOUR ORDER

2.1. Hiring and Dismissal of Employees

2.1.1. The labour relationship between employees and the University are based on the employment contract concluded both for full and part-time employments. The part-time employment contract provides for the employee to regularly work at the time when he/she is not engaged in his/her full-time job and for the employer to pay for such regular work.

2.1.2. At conclusion of employment contract at the Human Resources, a person having applied for a job shall produce:

- a) passport or another identity document;
- b) Labour Book (except for the cases when it is the first employment contract or if the applicant is to sign part-time employment contract, as well as **when employment contract is concluded with a foreign citizen**);
- c) state pension insurance certificate (**except for the cases when employment contract is concluded with a foreign citizen**);
- d) military service registration – for persons liable for military service and those subject to call (except for the cases when it is part-time employment contract);
- e) certificate of education, qualification or special knowledge or training.

No employment contract can be concluded unless the specified documents are produced.

2.1.3. If a person is to conclude the employment contract for the first time, Human Resources shall arrange for issue of employment records and state pension insurance certificate to him/her, on the basis of his/her written request.

2.1.4. In some cases provided for in the Labour Code of the Russian Federation, other federal laws, orders of the President of the Russian Federation or decrees of the Government of the Russian Federation and considering the job specifics, the Human Resources may require that the job applicant produce additionally other documents.

2.1.5. Persons under 18 can be employed only according to the order provided for in the Labour Code of the Russian Federation.

2.1.6. At employment, the employee's personal card, account card of researcher and academic faculty member is filled in. Induction instructions on occupational safety and fire safety regulations are delivered to the employee.

2.1.7. Head of the division in which the employee is hired shall familiarize him/her with his/her job duties according to the position occupied, labour conditions, work and rest schedule, order and method of reimbursement, explain his/her rights and responsibility.

2.1.8. Hiring for job is fixed in the order stating the job specifics and signed by the University rector or another duly authorized official. The order content shall match the conditions of the relating employment contract.

2.1.9. Order of the University about employment shall be produced to the employee within 3 (three) days after the actual date of the work start and the employee shall sign the statement that he/she has read and understood the order. Upon demand of the employee and on the basis of his/her written request for issuing him/her a copy of the employment order, the Human Resources shall provide him/her with the duly certified copy of the employment order

according to the procedure and within the timeframes established by the laws of the Russian Federation and the University local acts.

2.1.10. Signature of employment contract for the position of an academic faculty member or transfer to the same shall be preceded by the contest-based election of the employee to this position. Applicants and employees are appointed to academic positions according to the laws of the Russian Federation and the University local acts.

2.1.11. To confirm the adequacy for the job, an employee occupying the position of academic faculty member may undergo performance review according to the legally established procedure before the expiry of the contest-based appointment term for infinite employment contracts or the employment contract term.

2.1.12. The employment contract may contain the provision on a probation period of not more than 3 (three) months to confirm the employee's adequacy for the job, however the probation period of the positions of first Vice-rector, Vice-rector, chief accountant, deputy chief accountant, and director of the University campus is not more than 6 (six) months.

For employment contracts with the term from 2 to 6 months, the probation period may not be more than 2 (two) weeks.

Persons who have been appointed to position through contest according to the legally established procedure and other legal acts containing norms of labour legislation and are under 18 or invited upon agreement with another employer or others as provided for in the Labour Code of the Russian Federation and other federal laws shall not have any probation period.

2.1.13. The Human Resources shall issue the Labour Book according to the laws of the Russian Federation to each employee who has worked for more than 5 (five) days at the University if he/she is a full-time employee.

The Labour Book is the main document certifying the employee's employment history and work experience.

2.1.14. The employment contract is terminated on the grounds provided for in the laws of the Russian Federation.

The employment contract is terminated by the University order signed by rector or another official authorized by the rector.

2.1.15. An academic faculty member may be discharged on grounds of staff reduction at the Employer's initiative only at the end of an academic year and according to the laws of the Russian Federation.

2.1.16. On the discharge day, the Labour Book is given/returned to the employee and the final settlement is done.

The record in the Labour Book of the grounds of termination of the employment contract shall comply the wording set forth in the Labour Code of the Russian Federation or another federal law and with reference to the relevant article, the article part, clause of the article of the Labour Code of the Russian Federation or the other federal law.

The discharge date shall be understood as the final day of work or annual payable leave of the employee at providing the leave before discharge.

2.2. Rights and Obligations of the Employee

2.2.1. The University Employee shall have the right to:

- a) employment contract, which can be concluded, amended and terminated according to and on the grounds provided for in the Labour Code of the Russian Federation and other federal laws;
- b) the job stipulated in the employment contract;

- c) work place complying with the state normative requirements of the occupational safety;
- d) timely salary paid in full and according to his/her qualification, work complexity, the quality and quantity of the work carried out;
- e) rest after the established normal working hours or reduced working hours for some professions, during week-ends, and statutory holidays, as well as payable annual leave;
- f) full and reliable information about labour conditions and occupational safety requirements at the work place;
- g) professional and refreshment trainings according to the order established by the Labour Code of the Russian Federation, other federal laws and/or the University local acts;
- h) the conditions necessary for him/her to execute his/her professional activity at the University;
- i) be elected in the University (faculty or campus) authority bodies and elect there in;
- j) participate in discussion and making decisions on the issues relating to the University activity;
- k) participate in managing the University in the forms provided for in the labour legislation of the Russian Federation and the Charter;
- l) defense his/her labour rights, freedoms, and legal interests by all means that are not prohibited by law;
- m) appeal orders and decrees of the University according to the procedure established in the laws of the Russian Federation;
- n) organise and enter trade union;
- o) receive compensation for damage caused in connection with performance of job duties and for moral damage according to the order established in the Labour Code of the Russian Federation and other federal laws;
- p) mandatory social insurance in the cases stipulated by federal laws; !
- q) use the libraries, information facilities, equipment, office machines, information resources including the Internet, e-mail, fixed and mobile phone services, as well as services of social, welfare, medical and other amenities of the University, being provided to employees;
- r) receive social benefits provided to employees by the University according to the established order;
- s) other rights provided for in the labour legislation of the Russian Federation, the Charter and the University local acts, the employment contract.

2.2.2. In addition, the University academic faculty members have the right to:

- a) use technical means and equipment for teaching, according to the order established by the University;
- b) publish reports, articles, studies, study guides at the expense of the University or by using the information resources of the University and according to the University local acts;
- c) determine the content of courses according to the educational standards and programmes, approved by the University, develop and propose courses not included in the academic plan to departments, faculties, campuses, and the Education Board, as well as read such courses, provided they are approved by the department, faculty, or the Education Board of the University;
- d) select teaching methods and means meeting the individual capability of students and providing for the high-quality educational process;
- e) propose drafts of new methodology, courses, specialisations, master programmes, new course books and study guides, form of testing the students' knowledge and achievement in study of courses, as well as score the student's knowledge and achievements;

f) have a long-term/sabbatical leave according as determined by the University local acts;

g) arrange and conduct scientific and methodological seminars, provided the University has the relevant conditions;

h) receive scientific and pedagogical training in leading institutions of higher education and research organisations, including those abroad, according to the order established in the University local acts;

i) claim for reduced pedagogical load to be provided in connection with preparation of MPhil or Ph.D. thesis and implementation of research projects;

j) other rights provided for in the labour legislation of the Russian Federation, the Charter and the University local acts.

2.2.3. The University employees shall:

a) observe the laws of the Russian Federation, the University Charter, these Regulations, and other local acts of the University;

b) respect students and employees of the University;

c) not make statements leading to incitement of social and ethnic hatred, offend of religious feelings;

d) not conduct any political activity inside the University;

e) bona fide carry out the professional duties as specified in the employment contract, observe the labour discipline, requirements of safety, occupational safety and production sanitary and labour hygiene, fire safety, provided for in the laws of the Russian Federation, rules and instructions approved by the University;

f) execute orders and directions of the University authority bodies;

g) keep the working place and equipment in the appropriate order, clean, and in working conditions, observe the established order of storing documents and valuables;

h) care for the property of the University (including property of third parties, being in possession of the Employer, if the latter is liable for safety of such property) and of other employees, reimburse for damage caused to the University at the rate and according to the order, established by the laws of the Russian Federation;

i) notify the Human Resources of the change of surname, name, patronymic name, registration and actual addresses, mailing address, change of passport, personal data in writing within 3 (three) days of such changes;

j) not disclose information protected by law (national, commercial, official and other secrets), of which he/she has become aware in connection with his/her carrying out the professional duties and not disclose any personal data of other employees and students, protect employees' personal data received in connection of performance of personal duties from unauthorized use or loss;

k) have identification document issued by the University (HSE ID card) and proximity card (if issued) when entering the University and/or inside it; handle the HSE ID card carefully;

l) perform other duties as provided for in the laws of the Russian Federation, the Charter, local acts, and employment contract.

2.2.4. Academic faculty members of the University shall additionally:

a) carry out teaching and methodological work according to approved academic individual plan, stick to the schedule of lectures, seminars and consultations and mandatory attendance hours set by the local acts of the University;

b) write study guides on the disciplines taught according to individual academic teaching plans to improve the methodological support of teaching and the quality of training, which

includes development of discipline programmes and submitting them for approval in time and according to the established order;

c) carry out research work, be aware of modern research and methodological achievements in the field of their specialisations; supervise research conducted by the University students and post-graduate students according to approved individual academic plans, use the results of the said research in the educational process, discuss and publish their research results;

d) timely provide precise information for its posting on the official University website, regularly update their personal webpages on the official University website, post full texts of programmes of the taught disciplines according to the local acts of the University;

f) specify their position at the University at publication of research and methodological papers, including reports on conferences and workshops (for the full-time academic faculty members);

g) deliver consultations to students, researchers and faculty members, requesting them on issues relating to their expertise, assist and mediate at search of required experts;

h) be impersonal and severe at scoring knowledge, and skills of students; **reveal and prevent facts of plagiarism when checking student papers;**

i) ensure highly efficient teaching and educational processes, form in students the specialty professional qualities, citizenship, the ability to work and live in the current environment;

j) carry out in good faith the academic methodological, research, organizational, pedagogical work, as specified in the employment contract;

k) continually enhance the professional and pedagogical expertise, participate in refreshment training according to the employment contract and local acts of the University;

l) participate in scientific, methodological and vocational events and those related to enrollment and informing about the University;

m) perform other duties as specified in the Labour Code of the Russian Federation, the Charter, and local acts of the University.

2.2.5. Job instructions, made with account of the Unified Rating and Skills Guide for Jobs and Occupations of Manual Workers and the Unified Qualifications Reference Book for Positions of Executives, Specialists and Officers, and the employment contract define the job duties that the employee is to perform according to the positions, specialty and profession.

2.2.6. Upon termination of the employment contract, the employee shall return the materials, equipment, proximity card, seal, other property and documentation remaining in his/her possession and belonging to the University.

2.3. Rights and Obligations of the Employer

2.3.1. The Employer shall have the right to:

a) conclude, change and terminate employment contracts on the conditions and according to the order established by the Labour Code of the Russian Federation, other federal laws;

b) reward employees for fair and efficient work;

c) require that the Employees perform their job duties, handle with care the property of the University and third parties if the University is liable for such property, property of other employees, and observe these Regulations;

d) bring employees to disciplinary and material responsibility according to the order established by the legislation of the Russian Federation;

e) approve local acts according to the established order.

2.3.2. The Employer shall:

- a) observe the Labour Code provisions and other legal acts and regulations containing the norms of the labour legislation, local acts of the University, conditions of employment contracts concluded with employees of the University;
- b) provide employees with work according to employment contracts;
- c) ensure safety and labour conditions meeting state occupational safety requirements;
- d) provide access of the employees to office machines, facilities, equipment, tools, technical documentation and other means necessary for them to perform their job duties;
- e) continually improve the reimbursement and bonus system, provide for material incentives of employees, make them interested in an increase of the personal contribution in the common work results, ensure the correct application of the current reimbursement conditions;
- f) pay full salary to employees as follows:
salary for the worked months – on the 10th day of the next month;
advance - on the 25th day of the current month;
- g) provide for observance of the labour discipline, its improvement, avoidance of loss of working time, rational use of human capital, formation of the stable labour team;
- h) timely consider proposals of employees, aimed at improvement of the University operation;
- i) create conditions for higher quality of specialist training accounting demands of modern industry production, science, technology, organize study and implementation of the progressive training methods;
- j) observe occupational safety requirements, improve working conditions, provide for the appropriate equipment at all work places and create the working conditions meeting occupational safety requirements (safety requirements, sanitary norms and rules, etc.);
- k) continually monitor knowledge and observance by employees of requirements of instructions on occupational safety, industry sanitary, labor hygiene and fire safety;
- l) provide for regular refreshment training of the employees and increase of their knowledge level;
- m) ensure protection of personal data of employees;
- n) perform other duties established by the laws of the Russian Federation, the Charter, local acts of the University, and the employment contract.

2.4. Working and Rest Time

2.4.1. The University works from 8am till 11pm.

2.4.2. The University employees shall normally work 40 hours per week during 5 (five) business days and shall have 2 (two) holidays at the week-end (Saturday and Sunday).

The business day is from 9:30am to 6:00pm. Break for lunch is from 1:30pm to 2:00pm.

Due to the specifics of tasks and functions and on the basis of the University order, the business day start and end time, as well as the lunch time of some departments, groups of employees (professions, specialties) or some individual employees may change.

2.4.3. The higher-education teaching personnel shall work 36 (thirty six) hours per week during 6 (six) business days with 1 (one) holiday (Sunday).

The business day start and end are determined by the schedule of classes.

Number of attendance hours and days for the higher-education teaching personnel are established by the University order.

The higher-education teaching personnel shall perform all kinds of teaching, methodological and research work according to the occupied position, individual plan of teaching and methodology work during a six-hour business day.

Executives of organizational units of the University shall monitor the observance of schedules of classes and attendance hours, as well as individual plans of teaching and methodology work by the higher-education teaching personnel.

2.4.4. Due to specifics of tasks and functions, some departments, groups of employees (professions, specialties) or some individual employees may work:

- a) for 40 hours during six business days per week with one week-end day (Sunday);
- b) in shifts, according to the shifts schedule, with keeping records of total annual time worked so that it do not exceed the set normal working hours for a year;
- c) according to other working modes.

2.4.5. Upon the rector decision, irregular working hours may be set for some employees. The irregular working hours mean a special working mode according to which the employee may from time to time and upon direction of the superior be engaged to perform his job duties and functions beyond the normal working hours.

An employee who has irregular working hours fixed in his employment contract and according to the rector decision shall have additional payable annual leave. The duration of such leave is specified in Appendix 3 hereto.

2.4.6. Upon agreement between the employee and the University, as well as in the cases provided for by the laws of the Russian Federation, an employee may work reduced business days (shifts) or reduced business weeks, may have flexible working hours.

2.4.7. An employee may be involved in work beyond his/her normal business hours, at week-ends and on statutory holidays.

2.4.8. The University employee shall have annual payable leave of 28 (twenty eight) calendar days.

The annual payable leave longer than 28 (twenty eight) calendar days (extended annual leave) is provided to some groups of the University employees according to the Labour Code of the Russian Federation and other federal laws.

2.4.9. The University faculty members are provided with the extended annual payable leave for 56 (fifty six) calendar days.

2.4.10. The faculty members shall have the right to the long-term leave up to 1 (one) year every 10 (ten) years of uninterrupted work as faculty members. The order and conditions of such leave are determined in the University local acts.

2.4.11. Employees may have other additional leaves according to the effective legislation and/or the University local acts.

2.4.12. The annual payable leave shall be provided to the employee each year according to the Employee leaves Schedule approved at the University.

The Employee Leaves Schedule is approved by the rector or another rector-authorized official not later than 2 (two) weeks before the start of a calendar year.

2.5. Awards

2.5.1. In order to reward employees of the University for their good work, success and achievements, the following awards are established:

- a) honorary title (status) “Tenured Professor of the State University – Higher School of Economics;”
- b) honorary title (status) “Honoured Worker of the State University – Higher School of Economics;”
- c) Golden Award Pin “Merits for Higher School of Economics;”

- d) Silver Award Pin “Merits for Higher School of Economics,” of the 1st degree;
- e) Silver Award Pin “Merits for Higher School of Economics,” of the 2nd degree;
- f) annual premium “Zolotaya Vyshka” (Golden Vyshka);
- g) prize “Zolotaya Vyshka;”
- h) title “Awardee of Premium “Zolotaya Vyshka;”
- i) title “Nominee for Premium “Zolotaya Vyshka;”
- j) Diploma of Merit of the State University – Higher School of Economics;
- k) Gratitude Diploma of the State University – Higher School of Economics;
- l) bonus (rewarding payment);
- m) valuable (nominal) souvenir;
- n) other types of reward according to the University local acts.

2.5.2. The order and conditions of rewarding for work are determined in the University local acts.

2.5.3. The University employees may be nominated for national and industry awards: orders, medals, gratitude diplomas, award pins, honorary titles, etc., for prominent merits for society and the state.

2.6. Responsibility of the Employee

2.6.1. The University employee shall bear the responsibility for disciplinary offense: non-performance or inappropriate performance of his job duties, as provided for by the legislation of the Russian Federation.

2.6.2. For the disciplinary offense the following disciplinary sanctions may be applied:

- a) admonition,
- b) reprimand,
- c) dismissal on relevant grounds.

2.6.3. For a disciplinary offense, an employee may be punished only one time.

2.6.4. Before applying a disciplinary sanction to an offender of working discipline, his written explanation of the offense shall be demanded from him. Refusal of the employee to provide such explanation may not prevent applying the relevant disciplinary sanction to him. If the explanation is not provided by the employee within 2 (two) days from the offense date, the offense act shall be made. (Appendix 4,5 to these Regulations).

2.6.5. Disciplinary sanction is applied according to the University order signed by rector or other official authorized by rector. The employee shall sign the document stating that he/she has read and understood the order. If the employee refuses to sign such document, the relevant act is made. (Appendix 6 to these Regulations).

2.6.6. If within a year after application of a disciplinary sanction, the employee is not subjected to other disciplinary sanctions, the disciplinary sanction expires.

2.6.7. Upon initiative of the rector or another official authorized by the rector, the employee’s request or petition of his direct superior, the disciplinary sanction may be removed before expiration of the one-year period.

2.6.8. During the period of validity of the disciplinary sanction applied to an employee, the latter may not be rewarded with awards described in these Regulations. No incentives or bonuses may be paid to him if the University local act containing the order and conditions of payment of such incentives or bonuses expressly provides for that.

2.7. Responsibility of the Employer

2.7.1. The University shall bear the responsibility as stipulated in the Labour Code of the Russian Federation and other federal laws.

3. ACADEMIC REGULATIONS

3.1. Rights and Obligations of University Students

3.1.1. Discipline in the University is maintained based on mutual respect for human dignity of the University students and employees.

3.1.2. A student of the University shall have the right:

a) to participate in discussion and resolution of issues related to the University activities, including those involving social organisations and University authorities, to represent student social organizations in the University self-government bodies;

b) to use, free of charge, the services of University libraries, information funds and other University divisions in compliance with the rules approved by the University Academic Council;

c) to be timely provided with the curricula of the disciplines to be taught and with the necessary teaching materials;

d) to be timely provided with information on the requirements for the current, intermediate, and final knowledge testing, evaluation criteria, as well as complete and reliable information on the knowledge assessment;

e) to be timely provided with information on the training schedule for the next module (term), schedule of eliminating academic backlogs, changes in the schedule of classes, as well as other necessary information on the organisation and planning of the training process;

f) to be provided with housing in a dormitory if the University has appropriate housing facilities according to the order established by the University;

g) to receive, according to the established order, state academic and/or social scholarships, as well as other forms of material support in compliance with the laws of the Russian Federation;

h) to have a sabbatical leave for medical reasons and in other exceptional cases according to the order established by the federal education authorities, as well as any other leave of absence stipulated by the laws of the Russian Federation;

h) to be transferred to another higher education institution according to the order established by the federal education authorities;

i) to switch from one educational programme, including that which has not passed state accreditation, and/or form of training to another educational programme and/or form of training according to the order established by the University;

j) apply for readmission to the University in compliance with the terms and conditions and the order established by the Charter and local acts of the University;

k) to appeal against orders and decrees of the University in the manner set out in the laws of the Russian Federation;

l) to exercise other rights in compliance with the laws of the Russian Federation, the University Charter and local acts that regulate the legal status of the University students.

3.1.3. A student of the University shall:

a) attend classes, personally and within the established deadlines make all types of training tasks and knowledge tests of training materials according to the curricula;

b) submit to the discipline and comply with the academic standards of writing papers: prevent cheating, double submission, plagiarism, forgery while doing written tasks, as well as fabrication of data and results of written tasks (see Appendix 7 hereto);

c) not commit unlawful acts with socially dangerous consequences for the University, its students, and employees;

d) not commit unlawful acts related to gross violation of the Charter and Internal Regulations of the University, serious damage to the University's goodwill and neglect of the established rules of student behavior in the University buildings and dormitories and outside them;

e) timely notify, in writing, his/her faculty's office of the head of studies of the necessity to be absent from classes, including examinations and pass-fail tests, for a reasonable excuse. In the event of absence from classes, including examinations and pass-fail tests, for an unforeseen reasonable excuse, provide his/her faculty's office of the head of studies with the documents that confirm the validity of the reason for the absence from the classes on the first day of his/her attendance of the University. In the event of a disease, a student shall present to his/her faculty's office of the head of studies a certificate from a medical treatment facility in due form;

f) timely document readmission to the training process upon completion of a sabbatical and other leaves provided to him/her in compliance with the laws of the Russian Federation, submit to his/her faculty's office of the head of studies upon completion of the sabbatical leave an application for readmission to the training process and a medical opinion of a healthcare facility's clinical expert panel (in case the sabbatical leave was provided for medical reasons);

g) comply with the procedure of knowledge testing and elimination of academic backlogs, established by the University;

h) comply with the requirements of the laws of the Russian Federation, the University Charter, these Regulations, the rules of the use of the library and other local acts of the University, which regulate the legal status of the University students;

i) have a prudent and careful attitude towards the University's property (buildings, inventory, training aids, books, devices, etc.), and make amends for the caused damage in accordance with the procedure set out in the laws of the Russian Federation. Students are not allowed to take any things or equipment out of the training and other facilities without permission of the University Administration;

j) have an identity document (student ID card) and an e-pass (if any) when entering the University buildings and/or staying in the University premises; prudently and carefully keep the student ID card, e-pass (if any), and grade book;

k) show respect for other students, employees, and visitors of the University;

l) exercise other duties in accordance with the laws of the Russian Federation, the University Charter, and other local acts of the University.

3.1.4. These Regulations shall apply to students, postgraduates, and other categories of trainees to the extent of their legal status in compliance with the laws of the Russian Federation.

3.1.5. The rights, duties, and responsibilities of students who live in a dormitory are regulated by the Student Dormitory Internal Regulations approved by the University Council.

3.2. Organisation of Training Process

3.2.1. Organisation of training process in the University is regulated by the basic and active curricula in a field of study (major) and schedule of classes for each form of education.

Along with traditional forms of training process organisation, the University offers the following ones: a modular system of training process organization, a credit system (system of credits) of curriculum disciplines, a multiple point grading system of student knowledge assessment in certain disciplines, a cumulative assessment system of intermediate and final tests, a rating system of comprehensive knowledge assessment.

3.2.2. All types of classes and cumulative assessment (including test retake) shall be conducted based on the class schedules approved by the faculty deans/department heads and the Vice-rector for academic issues in accordance with the division of responsibilities established in the University.

The schedule of classes for the next module (term) shall be publicly available on the websites and information stands of the University faculties/departments not later than 3 (three) days before the classes start; the schedule of pass-fail tests and exams (retakes included) not later than 7 (seven) days before they start.

3.2.3. In the event of rescheduling or change of classes, the faculty's office of the head of studies shall notify students not later than 3 (three) days before the classes, and in the event of their rescheduling or change for an unforeseen reason (e.g., if a faculty member falls ill) – on the day when these classes are due.

3.2.4. Students are allowed to enter and leave a study facility during classes only if permitted by the faculty member who gives these classes. Students shall keep silence and order in all the study and adjoining facilities once classes start.

3.2.5. During seminars, practicums and other classes held in interactive form, as well as pass-fail tests and exams, each year's students shall be divided into groups. During lectures each year's students can be divided into streams. The structure and number of student groups and streams shall be approved by the decree of the Vice-rector for academic issues in compliance with the division of responsibilities established in the University.

During interactive classes in foreign languages, ICT-based classes held in computer rooms, as well as classes in some other disciplines, a study group can be divided into subgroups if authorized by the Vice-rector for academic issues.

3.2.6. Students of each group shall select a leader from among the most advanced and disciplined students.

A group leader shall be directly subordinate to the faculty dean/department head and shall inform the group of any instructions and decrees of the University authorities.

The group leader's responsibilities include:

- a) supervising the academic discipline of the group members during lectures, laboratory and practical classes, as well as the safety of the training equipment and inventory;
- b) notifying other students of changes in the class schedule;
- c) notifying the faculty's office of the head of studies about any disruption of classes;
- d) informing the faculty's office of the head of studies about classes that have not taken place without students being notified in advance as well as about any problems that students might face during the training process;
- e) receiving in the University's Administration of Social Affairs and giving to the group members monthly student travel passes for ground transportation.

3.2.7. The rules for keeping discipline by students during their progress assessment and intermediate tests shall be described in the appropriate regulations approved by the University Academic Council, and those for final state certification – by the Regulations for final state

certification of graduates of higher educational institutions of the Russian Federation approved by the federal education authorities.

3.2.8. To improve the organisation of extracurricular work with students, encourage their academic activities, provide psychological and pedagogical support to students, develop the mechanisms of student/faculty authorities feedback in all the faculties of the University, counselling shall be organised in compliance with the local acts of the University.

3.3. Student Incentives

3.3.1. The following forms of moral and material incentives shall be provided to University students for succeeding in academic and research activities as well as for taking an active part in public activities:

- a) expression of gratitude;
- b) presenting a valuable gift;
- c) assigning an individual scholarship.

Students can also be recommended for the scholarships of the President of the Russian Federation and the Government of the Russian Federation.

3.3.2. The forms of incentives shall be selected by the University rector and/or another official authorized by the rector.

Incentives shall be announced and brought to students' notice through orders of the University rector or another official authorized by the rector. An extract from the order on giving the incentive is attached to the student's personal file.

3.4. Student Responsibilities

3.4.1. If a student, for no good reason, fails to comply with a curriculum in a field of study (major) within the established deadline, or violates his/her duties set out in the University Charter, these Regulations, or other local acts of the University, including the internal regulations of a student dormitory, the rules of the use of the library, or fails to meet the terms and conditions of the contract on providing paid educational services if he/she studies on a fee basis, the student may be liable to the following disciplinary measures:

- a) admonition,
- b) reprimand,
- c) dismissal.

3.4.2. An unlawful act performed by a student during his/her study in the University shall be a ground for applying to him/her disciplinary sanctions up to dismissal from the University.

3.4.3. A student may be dismissed from the University in case of incurrence of legal liability, including a criminal record for an unlawful act performed by him/her towards the University, its students or employees, when other actions against the offender are deemed insufficient.

3.4.4. A student may also be dismissed for gross violation of these Regulations, for causing serious damage to the University's goodwill, and for disturbing public order or violating generally accepted standards of behaviour in the University's buildings and dormitories and beyond its premises.

3.4.5. Before applying disciplinary sanctions to a student, he/she may be required to give written explanations (except for cases when he/she is dismissed for poor academic progress). A student's refusal to make an explanation cannot be an impediment to imposing a disciplinary punishment. The fact of the student's refusing to explain his/her misconduct shall be documented by the appropriate act.

3.4.6. Disciplinary sanctions shall be applied within 1 (one) month from the day when the misconduct is revealed and 6 (six) months from its occurrence, excluding the period of a

disease and/or student vacations. Disciplinary sanctions cannot be imposed on students being on sick leave, vacations, sabbatical leave, or maternity leave.

3.4.7. Disciplinary sanctions shall be imposed by the order of the University rector or another official of the University authorized by the rector as advised by the faculty dean/department head unless otherwise stated in the Appendixes hereto. The order shall have acts, certificates confirming the fact of the student's misconduct and fault, and his/her explanations attached (Appendix 8 hereto).

3.4.8. Only one disciplinary sanction can be applied for each disciplinary offence.

3.4.9. An order on imposing a Disciplinary sanction shall be read to the student concerned who shall sign it within 3 (three) business days from its issue. If the student refuses to read and sign the order in question, the fact is documented by the appropriate act.

If necessary, the order can be made known to other University students for pedagogical purposes.

3.4.10. The student may appeal against the disciplinary sanction in the manner set out in the laws of the Russian Federation.

3.4.11. If the student is not imposed a new disciplinary sanction within 1 (one) year from the previous one, he/she is considered to have no disciplinary sanctions imposed.

On the student's request or petition from the faculty dean/department head, the disciplinary sanction may be cancelled before 1 (one) year expires provided that the student has not committed a new offence.

3.4.12. While the disciplinary sanction is imposed, no incentives specified herein can be given to the student.

3.4.13. If a student who studies on a contract basis and pays for his/her education is imposed a disciplinary sanction in the cases described herein, this constitutes grounds for denying him/her the right to receive the agreed discounts for the education fees.

Such discounts shall not be granted to the student who is subject to the disciplinary sanction during the entire period such sanction is imposed for.

4. ORDER IN UNIVERSITY BUILDINGS

4.1. The University shall provide security in its buildings and keep them in a good technical condition that enables normal operation of all University divisions; guarantee safety of equipment and other assets used in the University's educational, scientific, and economic activities.

4.2. Administrative directors of the University buildings shall be responsible for anti-terrorist security of the University buildings, their fire safety and sanitary conditions, as well as safety of the property.

4.3. A University building administrative director shall be responsible for providing amenities and comfort (good furniture, training equipment, normal temperature and illumination, etc.) in the University's training facilities.

Heads of departments and laboratories shall be responsible for keeping equipment of the University's training facilities in good condition.

4.4. While in the University buildings, its employees and students shall comply with generally accepted standards of behaviour in public places.

4.5. University employees and students are not allowed to:

a) stay indoors in outerwear and headwear;

b) leave clothes and personal belongings outside the changing room and other places allocated for their storage;

- c) smoke in areas where smoking is prohibited;
- d) come to or stay in a building under alcohol, drug or substance intoxication;
- e) take out any things or materials belonging to the University, or take in any bulky items, without prior permission from the University Administration;
- f) put up ads outside specially allocated areas without prior permission of the University Administration;
- g) use for personal purposes equipment intended for labor functions.

4.6. University students are allowed to use for independent work the rooms where no classes are held. Computer rooms shall be allocated for student self-training on a separate schedule.

4.7. The rector, (first) Vice-rectors, and area directors shall establish student and employee visiting hours to handle their personal matters.

Faculty deans/department heads, their deputies, and the faculty office of the head of studies shall establish visiting hours for academic staff and students depending on the faculty opening hours.

Heads of structural subdivisions shall establish student and employee visiting hours depending on the division opening hours.

4.8. The keys of the University building rooms shall be kept in specially designated areas and given out by a person on duty according to the list approved by the building administrative director.

4.9. The Rules of Accommodation in dormitories and their use and the rules for providing services to their residents, as well as the rights, duties, and responsibilities of the dormitory residents shall be regulated by a separate local act approved by the University Academic Council, and those of the University campuses – by a local act approved by the Academic Council of the corresponding campus.

The local acts approved by the campus Academic Councils shall be based on the laws of the Russian Federation and the local act of the University, which regulates the rules of accommodation in the dormitories and their use.

Appendix 1
to the Internal Regulations of
the State University –
Higher School of Economics

**Particulars of the Internal Regulations
of the HSE Campus in Nizhny Novgorod**

1. General working schedule of the HSE campus in Nizhny Novgorod is from 7:30am to 9:30pm.
2. The open hours are from 8:30am to 5pm. The campus is closed for lunch from 12:30 to 1pm.

Appendix 2
to the Internal Regulations of
the State University –
Higher School of Economics

**Particulars of the Internal Regulations
of the HSE Campus in Perm**

1. General working schedule is from 8am to 10pm.
 - 1.1. The open hours are from 9:30am to 6pm.
 - 1.2. The campus is closed for lunch from 12 to 12:30pm.
2. Watchmen (porters) shall have a summarized record of working time based on their schedule (shifts), approved by the order of the campus director. The accounting period for this category of employees shall be equal to the calendar period of 1 (one) year. Watchmen (porters) shall get paid based on an hourly wage rate fixed by the order of the campus director. A night-time (from 10pm to 6am) wage rate of a watchman (porter) shall be raised by 20% of the hourly wage rate per hour of night-time work.

Appendix 3
to the Internal Regulations of
the State University –
Higher School of Economics

List of Positions of Employees Who May Have an Irregular Working Day and Additional Paid Leave with its Duration in Days Specified¹

- Academic Supervisor of the University, President of the University, First Vice-rector, and Vice-rector: 28 days.
- Deputy Academic Supervisor of the University, Director of University's activity area, Chief Accountant of the University: 28 days.
- ICEF Director, Campus Heads, Campus President, Campus Academic Supervisor, Academic Supervisor of structural subdivision: 28 days.
- First Vice-rector Deputy, Vice-rector Deputy, Deputy Director of University's area of activities, Deputy Chief Accountant of the University, Head of an independent structural subdivision² of the University, Assistant Campus Head, Campus Chief Accountant: 14 days.
- Deputy Head of an independent unit: 7 days.

¹ The additional leave of the specified duration shall be granted if the basic leave of an employee does not exceed 56 calendar days

² The independent unit is an entity within the University, which is not part of any other division, except for the branches

Appendix 4
to the Internal Regulations of
the State University –
Higher School of Economics

Federal State-Funded Institution of Higher Professional Education
“State University – Higher School of Economics”

(structural subdivision name)

ACT
On Requesting a Written Explanation

Moscow

(date)

This Act is made to report that on *(date)* *(full name)* *(position [specialty, profession], qualification grade, class [category])* *(structural subdivision)* was requested to provide a written explanation of the reason for absence at work on *(date, period of absence from work)*. The employee has been warned that if he/she fails to provide such explanation within 2 (two) business days, the appropriate act will be issued in compliance with applicable legislation, and the employee's failure to provide such explanation is not an impediment to application of further disciplinary sanction.

(position)
name)

(signature) (full

(position)
name)

(signature) (full

(position)
name)

(signature) (full

Appendix 5
to the Internal Regulations of
the State University –
Higher School of Economics

Federal State-Funded Institution of Higher Professional Education
“State University – Higher School of Economics”

(structural subdivision name)

ACT

On the Failure to Provide a Written Explanation

Moscow

(date)

This Act is made to report that on *(date)* *(full name)* *(position [specialty, profession], qualification grade, class [category]) (structural subdivision)* was requested to make a written explanation of reasons for absence at work on *(date, period of absence from work)*. *(Full name)* has not provided any written explanation as of *(date)*

(position)

(signature)

(full name)

(position)

(signature)

(full name)

(position)

(signature)

(full name)

Appendix 6
to the Internal Regulations of
the State University –
Higher School of Economics

Federal State-Funded Institution of Higher Professional Education
“State University – Higher School of Economics”

(structural subdivision name)

ACT
On refusal to read and sign the Order

Moscow

(date)

This Act is made to report that *(full name) (position [specialty, profession], qualification grade class [category]) (structural subdivision)* has refused to read and sign the order on imposing a disciplinary sanction.

(position)

(signature)

(full name)

(position)

(signature)

(full name)

(position)

(signature)

(full name)

Appendix 7
to the Internal Regulations of
the State University –
Higher School of Economics

Procedure for Imposing Disciplinary Sanctions for Violation of Academic Standards of Writing Papers in the State University – Higher School of Economics

I. GENERAL PROVISIONS

1.1. The Procedure for Imposing Disciplinary Sanctions for Violation of Academic Standards of Writing Papers in the State University – Higher School of Economics (hereinafter – Procedure) is established to enhance the quality of the training process organisation and the level of student discipline, and to promote fair competition in the State University – Higher School of Economics (hereinafter - University).

The Procedure regulates the actions of the faculty members and officials of the University in the event of revealing corresponding violations.

1.2. Written academic papers (hereinafter – papers) shall include any papers written by students during the current, intermediate, and final knowledge testing in compliance with the discipline curriculum, as well as during the final state certification of graduates. These include homework, reviews, essays, quizzes, papers written during examinations and pass-fail tests, term papers and final qualification papers. All papers shall be written by students on their own.

1.3. Violations of the academic standards of writing papers regulated herein include:

- a) cheating on written exams,
- b) double submission,
- c) plagiarism,
- d) forgery while doing written tasks,
- e) fabrication of paper data and results.

1.3.1. *Cheating* shall be defined as the use of any written (printed or hand-written) sources not allowed by a faculty member, including electronic or other automatic data transmission devices during an assessment held in classrooms.

1.3.2. *Double submission* shall be defined as the fact of presenting the same text as different papers for an assessment. The use of any previously prepared text as part of a larger paper with a faculty member's consent shall not be deemed double submission.

1.3.3. *Plagiarism*³ shall be defined as the use in your own paper of someone else's text, published in paper or electronic format, without giving a full reference to the source or with references, but when the volume and nature of the borrowed text put into question a student's independent work on a paper or a part of it. There are two possible types of plagiarism:

- exact citation of someone's text,

³ The term "plagiarism" is used only to define one of the types of violations of citing rules, for which this disciplinary sanction is imposed in compliance with the Procedure. The issues of violating the laws on copyright and related rights are not regulated herein.

- paraphrase, or the use of someone's text with substitution of words and expressions but without altering the content of the borrowed text.

1.3.4. *Forgery* shall be defined as submission of a paper written by a third person as your own paper in order to pass an assessment or the fact of deliberately providing your own paper to a third person for him/her to pass an assessment. If the use of a text is not authorized by the author, the latter cannot be qualified as a participant in a forgery.

1.3.5. *Fabrication* of paper data and results shall be defined as creation of fake data or deliberate misrepresentation of information on the data sources and obtained results in order to pass an assessment.

II. PROCEDURE FOR IMPOSING DISCIPLINARY SANCTIONS

2.1. The following types of disciplinary sanctions shall be imposed for the violation of the academic standards specified in clause 1.3 hereof:

- a) admonition (1.3 .a),
- b) reprimand (1.3.b -1.3.c),
- c) dismissal (1.3.b -1.3.e).

2.2. If a faculty member reveals any violation of the academic standards specified in clause 1.3 hereof, the nature of which puts into question a student's independent work on a paper or any part of it, the faculty member shall put this student a "poor" grade (0 on a 10-point scale). Such paper shall be deemed not completed. The copy of the unduly written paper shall be stored at the department, where the discipline is taught, until the official retake completion date set for this discipline.

If a faculty member reveals *cheating*, he/she has the right to also put a "poor" grade (0 on a 10-point scale) to the student who has willfully allowed the other one to copy off his/her text.

2.3. If a faculty member reveals cheating for the first time, he/she has the right to make a verbal warning apart from putting the student a "poor" grade.

In the event of redetection of cheating, *plagiarism*, the volume or nature of which put into question the independent work of the student on his/her paper or one of its major parts; or redetection of plagiarism; or detection of *double submission* of a paper, a faculty member shall within 3 (three) business days address to the faculty dean/department head an office memo requesting him/her to impose a disciplinary sanction with the copy of the paper (its fragment) attached and the volume of the copied off or borrowed text and its source specified.

2.4. The faculty dean/department head shall within 5 (five) business days from the date of receiving the faculty member's office memo initiate a check of the stated facts and, if there are any grounds for taking disciplinary actions against the student; file the corresponding petition to the University rector or another official authorized by the rector in compliance with the established division of responsibilities.

If the student submits an application for an appeal, the faculty dean/department head shall act in compliance with clauses. 3.1, 3.3-3.5 hereof.

2.5. If a faculty member detects a *forgery* at paper submission or *fabrication* of its data and results, he/she shall do the following apart from putting a "poor" grade to the student on whose behalf the paper is signed:

- a) identify the personality of the offender and people involved in the forgery or fabrication (if possible);
- b) within 3 (three) business days submit an office memo to the faculty dean/department head stating the circumstances of the forgery or fabrication and specifying all the participants identified, and requesting to impose a disciplinary sanction.

2.6. Once the faculty member's office memo is received, the faculty dean/department head shall act in compliance with clause 2.4 hereof.

If the student submits an application for an appeal, the faculty dean/department head shall act in compliance with clauses 3.1, 3.3-3.5 hereof.

2.7. If the forgery participant is a student of another faculty/department, the copies of all documents shall within 3 (three) business days be forwarded to this faculty's dean//department head who shall act in compliance with clause 2.4. hereof.

2.8. If the forgery participant is not a student of this University, the faculty dean/department head shall send an official letter to the place of his/her employment or study to notify the authorities of the fact of the forgery.

2.9. The procedure for documenting and applying disciplinary sanctions in the event of violating the academic standards is specified in clauses 3.4.2-3.4.6 of the Internal Regulations of the University with this Procedure as an appendix.

III. PROCEDURE FOR SUBMITTING AND CONSIDERING AN APPLICATION FOR AN APPEAL

3.1. Within 2 (two) business days from the date of receiving an office memo from a faculty member requesting to impose a disciplinary sanction, a student shall be notified of its content by the faculty member or a staff member of the faculty/department office of the head of studies.

3.2. If the student does not agree with the standpoint of the faculty member who has registered the violation of the academic standards of writing papers, the student has the right to submit a written application for an appeal to the faculty dean/department head to justify his/her own standpoint within 2 (two) business days from the date of his/her notification of the violation.

3.3. The faculty dean/department head shall within 2 (two) business days from the date of receiving the application for the appeal appoint an appeal board that should include the University faculty members, staff members of the office of the head of studies of the faculty/department, the course supervisor, and a student representative (group leader or senior student of the year, a representative of an elective student organisation). The faculty dean/department head shall appoint the appeal board chairman from among the faculty members (excluding the one who has registered the violation).

If the violation involved a student of another faculty /department, the member of this faculty/department shall be included in the appeal board.

3.4. The chairman of the appeal board shall hold a meeting of the board within 1 (one) week from the date of making the decision to establish it.

The applicant shall be informed by the faculty/department office of the head of studies of the place and time of the meeting of the appeal board not later than 2 (two) days prior to the meeting. If the applicant fails to come to the meeting, the application for the appeal shall be considered in his/her absence.

If any additional information is required, the appeal board may postpone the consideration of the application but for no longer than 3 (three) business days.

Should any doubts arise during the consideration of the application for the appeal, their benefit shall be given to the student.

Decisions of the appeal board shall be made as a conclusion that shall be signed by the chairman of the board and presented to the faculty dean/department head.

The faculty dean/department head shall within 2 (two) business days make a final decision and shall act in compliance with clauses 2.4-2.8 hereof.

3.5. If no application for an appeal is submitted, an appeal board may be appointed at the initiative of the faculty dean/department head, Vice-rector for academic issues, or the faculty's student self-government body.

IV. NOTIFYING STUDENTS OF LIABILITY FOR THE VIOLATION OF THE ACADEMIC STANDARDS OF WRITING PAPERS

4.1. This Procedure shall be available on the corporate Web portal (site) of the University. Its contents shall be clarified to the students by the faculty members, the staff members of the office of the head of studies, and the course supervisors.

4.2. Ignorance of the Procedure does not exempt students from the liability for the violations.

4.3. Any orders on imposing disciplinary sanctions for the violation of the academic standards of writing papers shall be put up on the information stands of the faculties/departments whose students have violated the standards and shall be posted on the websites of these faculties/departments within 1 (one) week from their signing. The University faculty members shall ensure conditions for preventing, deterring, and revealing any violations of the academic standards specified herein.

4.4. When deciding on disciplinary actions, the University officials shall rely on objective and verified information.

Appendix 8
to the Internal Regulations of
the State University –
Higher School of Economics

ACT

Moscow

_____/____, 20

This Act is issued by:

(insert full names of not less than 2 employees who made this act, their positions in the department) For example: E.I.Mironova, Head of Bachelor's Programmes of the Faculty of Economics, V.V. Ionova, Lead Specialist of Bachelor's Programmes of the Faculty of Economics to certify that

insert the date, time and circumstances of violation, as well as violated clauses of the Internal Regulations or the Charter of the University.

For example: On May 25, 2004, at 12:00, Ivan I. Ivanov, the second-year student of the Faculty of Economics was drinking alcohol on the staircase of the 1st floor of the University at Myasnitskaya street 20, instead of attending classes of Applied Macroeconomics, thus violating clause 4.5 of the Internal Regulations of the University.

The student *insert name and surname* has been asked to provide written explanation. The explanation is provided (enclosed)/The student refused to provide the written explanation.

Signatures of the persons who has made this Act:

insert full names of employees who have made this act, their positions in the department

Example:

Head of Bachelor's Programmes
of the Faculty of Economics

signature

E.I.Mironova

Lead Specialist of Bachelor's Programmes
of the Faculty of Economics

signature

V .V. Ionova

I have read und understood this Act.*

The X-th year student ____ of the Faculty of

*(faculty
name)*

(signature)

(full name)

* If the student refuses to sign the Act, please mark the Act the following note "The student refused to sign the Act".