

Annex to HSE Directive
No. 6.18.1-01/1205-19 dated May 12, 2017

APPROVED
by HSE Academic Council
Minutes No. 4, dated April 7, 2017
with amendments approved by
the HSE Academic Council
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dated June 19, 2018

Regulations on Scholarships and Other Types of Financial Support for Students of National Research University Higher School of Economics

1. General Provisions

1.1. These Regulations on Scholarships and Other Types of Financial Support for Students of National Research University Higher School of Economics (hereafter, the “Regulations”) set forth the procedure for determining the size of scholarships, awarding and paying scholarships, and providing other forms of financial support to (doctoral) students of National Research University Higher School of Economics, as well as HSE’s regional campuses (hereafter, “students”, and “University” or “HSE”, respectively), including international students of the HSE Preparatory Department for Foreign Citizens of the Faculty of Pre-university Studies.

1.2. Scholarships and other types of financial support shall be provided to students:

- 1.2.1. at the expense of the federal budget allocated for student scholarships;
- 1.2.2. at the expense of targeted subsidies and special-purpose donations provided to HSE by legal entities and individuals for the purpose of encouraging students and awarding targeted scholarships;
- 1.2.3. at the expense of revenue-generating activities.
- 1.3. These Regulations have been developed pursuant to:
 - 1.3.1. Federal Law No.273-FZ “On Education in the Russian Federation”, dated December 29, 2012;
 - 1.3.2. The procedure for awarding state academic scholarships and (or) state bursaries to full-time students studying on state-funded places, state scholarships to full-time doctoral students, interns, and assistants studying on state-funded places, and scholarships to learners of preparatory departments studying on state-funded places at federal state higher education institutions, as per Directive No. 1663 of the Ministry of Education and Science of the Russian Federation, dated December 27, 2016;
 - 1.3.3. Decree No. 854 of the Russian Government, dated August 27, 2016, “On Approval and Payment of Scholarships of the President of the Russian Federation to Full-time Students Pursuing Accredited Degree Programmes with Concentrations or Fields of Study Focused on the Modernization and Technological Development of Russian National Economy”;
 - 1.3.4. The HSE Charter.
- 1.4. Scholarships are payments, awarded to full-time HSE students with the aim of encouraging and (or) supporting their studies under relevant degree programmes, and are subdivided into:
 - 1.4.1. state academic scholarships (including increased state academic scholarships);
 - 1.4.2. state bursaries (including increased state bursaries);
 - 1.4.3. state scholarships awarded to doctoral students;
 - 1.4.4. scholarships of the President of the Russian Federation and scholarships of the Russian Government, as well as scholarships awarded by other state government bodies;
 - 1.4.5. named scholarships (including scholarships awarded by HSE and its subdivisions);
 - 1.4.6. scholarships awarded by legal entities and individuals (including persons who have commissioned them for study at the University);
 - 1.4.7. additional scholarships awarded to students of the Department of Military Training.
 - 1.4.8. scholarships awarded to international students of the HSE Preparatory Department for Foreign Citizens of the Faculty of Pre-university Studies, as specified in p. 1.6 hereof;
 - 1.4.9. HSE scholarships granted for good academic performance, HSE bursaries, increased HSE scholarships for special achievements, and increased HSE bursaries (hereafter, “HSE scholarships”, financed at the expense of the University’s revenue-generating activities).

1.5. Foreign citizens and stateless persons (hereafter, “foreign citizens”) pursuing HSE’s degree programmes as full-time (doctoral) students shall be entitled to state scholarships if they are enrolled in state-funded places (tuition waiver), including quotas established by the Russian Government, or covered by relevant international treaties signed by the Russian Federation.

Foreign citizens pursuing HSE’s degree programmes on state-funded places within established federal quotas shall be entitled to state academic scholarships and state scholarships payable to (doctoral) students during the entire period of their study irrespective of their academic performance.

1.6. Foreign citizens admitted within established federal quotas to state-funded places in HSE’s continuing general education programmes in order to prepare for subsequent studies under Russian-taught professional programmes at the Preparatory Department for Foreign Citizens of the Faculty of Pre-university Studies shall be entitled to scholarships during the entire period of their study irrespective of academic performance.

1.7. If a scholarship is awarded on any particular basis, a student shall be eligible to receive another scholarship on other grounds.

1.8. State scholarships awarded to doctoral students, state academic scholarships and state bursaries awarded to students, and Golden HSE scholarships awarded under the “Silver Nestling” nomination, as well as other HSE scholarships, including named HSE scholarships and named scholarships financed by the University’s subdivisions, shall not be paid after a student’s dismissal from HSE, or as soon as the grounds for awarding a given scholarship become invalid, as well as in other cases set forth by Russian legislation.

1.9. These Regulations and any amendments hereto shall be approved by the HSE Academic Council.

2. Size of Scholarships

2.1. The size of scholarships awarded by the President of the Russian Federation, the Russian Government and other state bodies, as well as related payment procedures, shall be defined by the President of the Russian Federation, Russian Government and other state bodies. These types of scholarships shall be paid at the expense of the federal budget of the Russian Federation.

2.2. State scholarships awarded to doctoral students, state academic scholarships and state bursaries awarded to students, HSE scholarships awarded for good academic performance and HSE bursaries, shall be paid in an amount stipulated by the Scholarship Payment Procedure, which is approved for the relevant calendar year (hereafter, the “Scholarship Payment Procedure”) as per the HSE Rector’s (or the relevant authorized officer’s) directive within the timeframe specified in p. 2.3 hereof, with due consideration as to the opinion of the HSE Student Council, at the expense of the HSE budget allocated for student scholarships (scholarship fund) and the University’s revenue-generating activities.

The size of state academic scholarships and state bursaries awarded to students, as well as state scholarships awarded to doctoral students, cannot be lower than the limits set

forth in the regulatory standards established by Russian Government for each level of professional education and student categories, with due regard to inflation rates.

2.3. The Scholarship Payment Procedure must be approved by January 15 for the period from January to December of the ongoing year.

2.4. The amount of increased state academic scholarships, as well as scholarships awarded to first- and second-year students enrolled in Bachelor's and Specialist's programmes who have "excellent" and/or "good" grades and who can be referred to the category of persons entitled to state social assistance, or students of up to 20 years of age, who only have one parent who is a disabled person, as well as the amount of increased HSE scholarships awarded for special achievements and increased HSE bursaries, shall be established by the Rector's (or the relevant authorized officer's) directive, with due consideration as to the opinion of the HSE Student Council, for a given calendar year.

2.5. The size of additional scholarships awarded to students of the Department of Military Training shall be fixed as per paragraph 40 of the Regulations on Faculties of Military Training (Military Training Department) at federal higher education institutions, as approved by the Russian Government Decree No. 152, dated March 6, 2008.

2.5.1. The size of additional scholarships awarded to HSE students of the Department of Military Training shall be fixed annually, pursuant to the Scholarship Payment Procedure.

2.6. The size of scholarships awarded to learners of HSE Preparatory Department for Foreign Citizens of the Faculty of Pre-university Studies shall be fixed for a given calendar year, pursuant to the Scholarship Payment Procedure.

2.7. The size of scholarships, including named scholarships awarded to HSE students by legal entities and individuals, e.g. by persons who commissioned them to study at the University, shall be fixed by legal entities and individuals, who have established such scholarships. The size of named HSE scholarships shall be fixed as per the University's bylaws. Furthermore, the size of scholarships awarded by HSE subdivisions shall be fixed by each respective subdivision within the limits of their budgets. The size of the Golden HSE scholarship under the "Silver Nestling" nomination shall be fixed as per the HSE Rector's directive. The size of other HSE scholarships shall be fixed as per the University's internal bylaws.

3. Procedure for Awarding and Paying State Scholarships, Named Scholarships and HSE Scholarships to Students

3.1. State Academic Scholarships

3.1.1 State academic scholarships shall be awarded to students by the HSE Rector's (or the relevant authorized officer's) directive, pursuant to the Scholarship Payment Procedure.

3.1.2 A directive on awarding state academic scholarships to students shall be issued within 5 (five) working days after the publication of the Scholarship Payment

Procedure or after the date of the confirmation of a student's eligibility for this type of scholarship.

3.1.3 State academic scholarships depend on the academic performance of students and shall be awarded on the basis of interim assessment results, starting from the first day of the month after the end of the interim assessment, for the period until the end of the month when the subsequent interim assessment is held.

3.1.4 In the period starting from the beginning of the academic year until the first interim assessment, a state academic scholarship shall be awarded and paid to all first-year full-time students enrolled in state-funded places.

3.1.5 All students who have been awarded a state academic scholarship, except for students who are entitled to a scholarship as per p. 3.1.4 hereof, must meet the following requirements:

3.1.5.1 no "satisfactory" grades (4 and 5 points), based on their interim assessment results;

3.1.5.2 no academic failures.

3.1.6. State academic scholarships shall be paid on a monthly basis.

3.1.7 State academic scholarships shall be cancelled as of the first day of the month following the month when a student received a "satisfactory" grade during his/her interim assessment, or in case of the student's academic failure.

3.1.8. The payment of state academic scholarships shall be suspended as of the first day of the month following the month when a student has been granted an exceptional leave of absence, as well as a maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, and shall be resumed as of the first day of the month after the student returns from his/her exceptional leave of absence, as well as from maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, based on the interim assessment results available as of the date when the student was granted an exceptional leave of absence, as well as maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, taking into account the period of study when the state academic scholarship was actually paid before the student was granted an exceptional leave of absence, as well as maternity leave, and/or a leave to attend to a child up to 3 (three) years of age.

3.1.9. State academic scholarships shall be cancelled after a student's dismissal from HSE. In such cases, the size of the state academic scholarship payable to the student in the month of his/her dismissal shall be calculated *pro rata* to the number of days in the month starting from the first day until the dismissal date.

3.2. Increased State Academic Scholarships

3.2.1. Full-time students studying on state-funded places shall be entitled to increased state academic scholarships for their special achievements in academic, research, public, creative and sports activities (hereafter, "special achievements").

3.2.2. Increased state academic scholarships shall be awarded as per the HSE

Rector's (or the relevant authorized officer's) directive.

3.2.3. Draft directives on awarding increased state academic scholarships to Moscow-based students shall be prepared by the Centre for Scholarships and Charitable Programmes (hereafter, the "CSCP"). Draft directives on awarding increased state academic scholarships to students enrolled at other HSE regional campuses shall be drawn up by respective authorized officials employed at regional campuses.

3.2.4. Increased state academic scholarships shall be awarded on a competitive basis to students who, in addition to the criteria specified in p. 3.1.5 hereof, meet the eligibility criteria established in Annexes 1-5 hereto, and have submitted the required documents in Russian, or certified Russian translations of such documents, via the HSE Learning Management System (hereafter, the "LMS") by the due date fixed as per these Regulations.

3.2.5. An increased state academic scholarship shall be awarded for a student's achievements during his/her enrolment at HSE.

3.2.6. Increased state academic scholarships shall be awarded to HSE students twice a year: during Modules 1-2 (Semester 1) and Modules 3-4 (Semester 2). An additional competition for awarding increased state academic scholarships during Module 2 may be announced as per the HSE Rector's directive.

3.2.7. Competitions for increased state academic scholarships shall be announced by the CSCP on the HSE corporate website (portal), as well as on the respective websites of the CSCP and HSE subdivisions by May 15 and by November 15 of each academic year.

3.2.8. Competitions for increased state academic scholarships awarded for students' outstanding achievements in research, social, sports and creative activities (hereafter, the "competition") shall be held as follows:

3.2.8.1. within 20 calendar days after the call for applications is announced, students must submit the required documents (Annexes 1 - 5 hereto) via their LMS account;

3.2.8.2. the respective subdivision's Scholarship Committee shall verify the documents submitted via the LMS and prepare a list of the competition participants, indicating their scores in accordance with the eligibility criteria, as per Annexes 1 - 5 hereto. In order to carry out an assessment of a student's involvement in different activities and the level of the event, the relevant subdivision's Scholarship Committee retains the right to use materials provided by another committee of an HSE subdivision. In order to evaluate the student's contributions in the University's public activities, the committee may request that the HSE Student Council provide its opinion on the relevance of his/her achievements;

3.2.8.3. if a competition participant's documents require verification, the Scholarship Committee of the respective HSE subdivision may request that the applicant provide the original documents submitted for the competition;

3.2.8.4. the competition participant shall be personally responsible for the accuracy of his/her submitted documents;

3.2.8.5. if any misleading information has been provided deliberately, as per the decision of the University-wide Scholarship Committee, taken with respect to the opinion of

the HSE Student Council, the given applicant can be deprived of his/her right to take part in the competition in the following year;

3.2.8.6. by June 20 and December 20 of each academic year, a given subdivision's Scholarship Committee shall submit information (meeting minutes, as well as necessary supporting documents) to the CSCP in order to draw up a university-wide list of candidates;

3.2.8.7. the CSCP shall prepare and submit a university-wide list of students applying for increased state academic scholarships to the University-wide Scholarship Committee;

3.2.8.8. by June 30 and December 30 of each academic year, respectively, the University-wide Scholarship Committee shall review the list of candidates at a meeting in order to approve the winners of the competition for increased state academic scholarships. Students demonstrating the highest scores based on the results of their work assessments, as per the eligibility criteria established in Annexes 1 - 5 hereto, shall be deemed winners of the competition.

If a student has demonstrated achievements in several areas, the All-University Scholarship Committee may select 1 (one) priority area where the given student has shown his/her best results.

3.2.9. Increased state academic scholarships shall be paid on a monthly basis.

3.2.10. In the period of a student's exceptional leave of absence, maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, he/she shall not be entitled to take part in a competition for an increased state academic scholarship.

3.2.11 Increased state academic scholarships shall be cancelled as of the first day of the month after a student receives a "satisfactory" grade during his/her interim assessment, or in case of his/her academic failure.

3.2.12. Payment of increased state academic scholarships shall be suspended as of the first day of the month after a student has been granted an exceptional leave of absence, as well as a maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, and shall be resumed as of the first day of the month after the student is back from their exceptional leave of absence, as well as back from maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, based on the relevant interim assessment results available as of the date of granting the student an exceptional leave of absence, as well as maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, with due consideration of the period of study when the increased state academic scholarship was actually paid until the student was granted an exceptional leave of absence, as well as maternity leave, and/or a leave to attend to a child up to the age of 3 (three) years.

3.2.13. An increased state academic scholarship shall be cancelled after a student's dismissal from HSE.

In such cases, the size of an increased state academic scholarship payable to students in the month of their dismissal shall be calculated *pro rata* to the number of days in the month starting as of the first day until their dismissal date.

3.2.14. Based on interim assessment results in Modules 1 and 3 of each academic year, by November 10 and April 10, respectively, the CSCP and staff of HSE regional

campuses shall check the academic performance of students who were granted increased state academic scholarships in the ongoing semester.

Those students, whose state academic scholarships have been cancelled, shall no longer be eligible for an increased state academic scholarship.

3.2.15. Students who have not been awarded a state academic scholarship are not eligible to take part in the competition for an increased state academic scholarship.

3.2.16. Students who have missed interim assessments for a valid reason but were able to earn the required score fixed for the increased state academic scholarship shall be entitled to increased state academic scholarship starting from the date when they are awarded a standard state academic scholarship.

3.3. State Bursaries

3.3.1 State bursaries shall be awarded to students as per the HSE Rector's or another authorized official's directive.

3.3.2 State bursaries are awarded to students belonging to the category of (former) orphaned children and children without parental care; persons who have lost both parents or their only parent during the given period of study; children and persons with a Category I and II disability; persons with lifelong disabilities; persons exposed to radiation as a result of the Chernobyl disaster and other nuclear disasters, or nuclear tests at the Semipalatinsk test site; persons disabled as a result of a military injury or disease contracted during their military service, and combat veterans, or who are entitled to state social benefits, as well as students who served at least 3 (three) years under an enlistment contract in the Armed Forces of the Russian Federation, internal troops of the Ministry of Internal Affairs of the Russian Federation, engineering or road-building military units under federal executive bodies and military rescue units of the federal executive body authorized to resolve civil defence matters, the Foreign Intelligence Service of the Russian Federation, federal security services, government security services and federal agency for mobilisation training of government authorities of the Russian Federation for military positions subject to replacement by soldiers, seamen, sergeants, petty officers, and dismissed from military service on the grounds specified in sub-items "b"- "d" item 1, sub-item "a" item 2 and sub-items "a"- "c" item 3, Article 51 of the Federal Law No.53-FZ On Military Duty and Military Service, dated March 28, 1998¹.

3.3.3 Increased state bursaries (hereafter, an "increased state bursary") are awarded first- and second-year students of degree programmes (Bachelor's and Specialist level) with "excellent" and/or "good" grades who belong to the category of persons entitled to a state bursary, or students of up to 20 years of age whose only parent is a person with a Category I disability.

3.3.4 A state bursary shall be awarded to a student as of the date of submission of

¹ As per Part 5 of Article 36 of Federal Law 273-FZ "On Education in the Russian Federation", dated December 29, 2012

documentary evidence attesting to the fact that he/she falls into 1 (one) of the categories listed in paragraph 3.3.2 hereof, until the grounds for awarding a state bursary remain effective (except for persons entitled to state social benefits).

3.3.5 If a document, which serves as evidence that a student falls into one of the categories specified in paragraph 3.3.2 hereof (except for persons entitled to state social benefits), is not subject to a time limit, the state bursary shall be awarded to him/her until the end of his/her studies.

3.3.6. Students falling into the category of persons entitled to state social benefits shall be granted state bursaries upon submission of documents, thereby serving as a confirmation that they are eligible for such benefits, for one year starting from the date when state social benefits have been awarded.

3.3.7. State bursary, as well as increased state bursary, shall be awarded to students pursuant to the Scholarship Payment Procedure following the submission of relevant supporting documents. Documents shall be submitted in the following manner:

3.3.7.1. students who wish to apply for a state bursary shall complete an electronic application in his/her LMS account and attach documentary evidence attesting to the fact that he/she falls into one of the categories listed in paragraph 3.3.2 hereof and/or documents confirming his/her entitlement to state social benefits;

3.3.7.2. the date when a student's application is completed and saved (and contains all relevant attachments) shall be regarded as its date of submission;

3.3.7.3. applications for a state bursary shall be reviewed by the CSCP within 10 working days;

3.3.7.4. if a student's application status is 'approved', such student must submit the original (-s) of his/her supporting document (-s) to the office of his/her degree programme so that these documents can be added to his/her personal file. Once these documents are submitted, the student shall be awarded a state bursary. The awarding date shall be established by a directive on awarding state bursary, which shall be published in the LMS after its approval. An original supporting document must look exactly the same as its electronic copy submitted online;

3.3.7.5. if a student's application status is 'rejected', this means that his/her application and/or supporting documents have been declared invalid, since they do not provide sufficient evidence to support the fact that he/she falls into 1 (one) of the categories, listed in paragraph 3.3.2. In this case, a student must submit another application and attach new supporting documents. A CSCP staff member who reviewed a rejected application shall specify the grounds for such rejection in the comments section.

3.3.8. A state bursary, including increased state bursaries, shall be paid every month.

3.3.9. The payment of a state bursary shall be cancelled:

3.3.9.1. upon a student's dismissal from HSE;

3.3.9.2. as of the first day of the month after the grounds for its awarding cease to be effective (except for students entitled to state social benefits) or after the expiry of state

bursary term fixed for students entitled to state social benefits;

3.3.9.3. as of the expiry date of the state social benefits period, i.e. within one year following the awarding date for state social benefits.

3.3.10. If a student takes an exceptional leave of absence, maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, this fact shall not serve as the grounds for cancelling payments of his/her state bursary.

3.4. State Scholarships Awarded to Doctoral Students

3.4.1. State scholarships shall be awarded to HSE doctoral students based on their academic performance in the course of their study under doctoral programmes, as well as based on their interim assessment results, at least 2 (two) times a year. Draft directives on awarding a state scholarship to doctoral students shall be prepared by the HSE Office of Doctoral and Postdoctoral Studies.

3.4.2. Doctoral students must meet the following eligibility criteria in order to receive such a scholarship:

3.4.2.1. no “satisfactory” grades, based on his/her interim assessment results;

3.4.2.2. no academic failures - successful completion of his/her individual curriculum for the established period of study.

3.4.3. In the period effective from the beginning of the academic year until the first interim assessment, state scholarships shall be awarded and paid to all first-year full-time doctoral students studying on a state-funded basis.

3.4.4. Payment of state scholarships shall be suspended as of the first day of the month after a doctoral student has been granted an exceptional leave of absence, as well as maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, and shall be resumed from the first day of the month when the doctoral student is back from their exceptional leave of absence, as well as back from maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, based on the interim assessment results available as of the date of granting the doctoral student an exceptional leave of absence, as well as maternity leave, and/or a leave to attend to a child up to 3 (three) years of age, taking into account the period of study when the state scholarship was actually paid until the doctoral student was granted an exceptional leave of absence, as well as maternity leave, and/or a leave to attend to a child up to 3 (three) years of age.

3.4.5. A state scholarship shall be cancelled upon a doctoral student’s dismissal from HSE. In such cases, the size of state scholarships payable to doctoral students in the month of their dismissal shall be calculated *pro rata* to the number of days in the month as of the first day until the student’s dismissal date.

3.5. Named Scholarships and Scholarships Awarded to Students by Legal Entities and Individuals

3.5.1. The procedure and terms for awarding and paying personal scholarships to HSE students, as well as scholarships provided by legal entities and individuals, including persons who have commissioned them to study at the University, shall be fixed by such legal entities and individuals, who have established such scholarships.

3.5.2. Named scholarships offered by HSE or respective HSE subdivisions shall be awarded to (doctoral) students who have demonstrated the best academic and research performance, as well as take part in the University's student organizations and initiatives.

3.5.3. The procedures for awarding and paying named scholarships offered by HSE or respective HSE subdivisions are established by the HSE Academic Council and the respective academic councils of its subdivisions, or, in their absence, by subdivision heads.

3.5.4. The procedure for awarding and paying Golden HSE scholarships in the "Silver Nestling" nomination shall be established by the Regulations on the Awarding and Payment of Golden HSE Scholarships in the "Silver Nestling" Nominations, which constitute Annex 6 hereto.

3.5.5. The procedure for awarding and paying HSE scholarships to foreign citizens and stateless persons, including Russian nationals permanently residing abroad and pursuing the University's degree programmes, shall be established as per the Regulations on the Awarding and Payment of Scholarships to Foreign Citizens and Stateless Persons (including Russian nationals pursuing HSE degree programmes), which constitute Annex 8 hereto.

The procedure and terms for awarding and paying other HSE scholarships shall be fixed as per the University's internal bylaws.

3.5.6. The procedure for awarding and paying HSE scholarships to students of HSE degree programmes who study under educational services agreements on places financed at HSE's expense shall be established by the Regulations on the Awarding and Payment of HSE Scholarships to Students Studying Under Educational Services Agreements at HSE's Expense which constitute Annex 8 hereto.

3.6. Scholarships Awarded to Foreign Students of the HSE Preparatory Department for Foreign Citizens of the Faculty of Pre-university Studies

3.6.1. Scholarships for foreign students enrolled at the HSE Preparatory Department for Foreign Citizens of the Faculty of Pre-university Studies (hereinafter – PDFC students), as specified in p. 1.6. hereof, shall be awarded as per the HSE Rector's or respective authorized person's directive for the student's entire period of study.

3.6.2. A draft directive on awarding scholarships to PDFC students, as specified in p. 1.6. hereof, shall be prepared and submitted for approval via the SDOU system by respective HSE subdivisions offering continuing general education programmes for foreign citizens, in order to properly prepare them for further studies under Russian-taught degree programmes.

3.6.3. A directive on awarding scholarships to PDFC students, specified in p. 1.6. hereof, shall be issued within 10 working days upon their enrolment.

3.6.4. Scholarships awarded to PDFC students shall be cancelled upon their dismissal from HSE.

In such cases, the size of scholarships payable to PDFC students for the month of their dismissal shall be calculated *pro rata* to the number of days starting from the first day of the month of their dismissal until the dismissal date.

4. Financial Support for Students in Need

4.1. Full-time students who are facing financial issues may be provided with financial assistance at the expense of the federal budget, i.e. up to 25% of HSE's scholarship fund reserved for state academic scholarships and bursaries. Financial support may also be provided at the expense of HSE income-generating activities.

4.2. Financial support to the students in need shall be provided as follows:

4.2.1. as a one-off payment on the following grounds:

4.2.1.1. in difficult circumstances and financial situations - in order to improve a student's financial situation and provide him/her with personal (targeted) support (no more than once per one academic year);

4.2.1.2. special health conditions requiring medical assistance and rehabilitation after a disease or an accident, etc.;

4.2.1.3. childbirth;

4.2.1.4. death of a parent (legal representative);

4.2.1.5. loss of personal property as a result of force majeure circumstances, theft or other incidents;

4.2.1.6. in other exceptional cases as established by the University-wide Student Committee or similar committees working at HSE's regional campuses;

4.2.2. twice per academic year at the student's request if he/she can be referred to one or more categories from the list below (irrespective of all other types of financial support he/she may be receiving):

4.2.2.1. orphaned children and children without parental care;

4.2.2.2. former orphaned children and/or children without parental care;

4.2.2.3. children with disabilities, persons with a Category I or II disability, and children with lifelong disabilities;

4.2.2.4. students with children up to 18 years of age.

4.3. Students enrolled under educational services agreements at the expense of HSE may be granted financial support on the grounds specified in p. 4.2 hereof. In this case, financial support shall be paid at the expense of HSE income-generating activities.

4.4. Should the grounds specified in p. 4.2 arise during a student's enrolment at HSE, he/she should submit the following documents to the coordinator of his/her degree programme: application, ID (copies of the 2nd and 3rd passport pages + pages with registration) and documents confirming the occurrence of grounds specified in the

application:

No.	Grounds/student category	Required documents
1	Difficult financial situation (p.4.2.1.1.)	<ul style="list-style-type: none"> - a certificate issued by the Building Administration/ Multi-purpose Service Centre/ Home Owners Association/ Housing Maintenance Office containing information about all student's family members; - confirmations of income for all the student's family members over the most recent 6 months (parents, brothers and sisters over 18 years of age who are living together with the student, or a certificate confirming that they are full-time university students).
	<i>Additional documents (if applicable):</i>	
	for students whose parents are unemployed	a certificate issued by the Federal Employment Bureau attesting to the fact that a student's parent is registered at the Bureau, or a copy of a parent's employment record book with an indication of the last place of employment;
	for students whose parents are retired	a copy of parents' pension certificates, a copy of parents' employment record books with an indication of the last place of employment;
	for students whose parents have a Category I or II disability	copies of certificates confirming the parents' disability status;
	for students who have a certificate confirming their exposure to radiation as a result of the Chernobyl disaster, or other nuclear accidents	a copy of a certificate confirming a student's exposure to radiation as a result of the Chernobyl disaster, or other nuclear accidents;
	for students with Category III disability	a copy of certificate confirming a student's disability;
	for war and combat veterans	a copy of a combat veteran ID;
	for students from multi-child families	a certificate or ID confirming the family's multiple children status;
	for students with only one parent	a copy of death certificate or a copy of single parent's certificate;
2	for students who need medical treatment due to a disease, accident, etc.	a certificate issued by the Building Administration/ Multi-purpose Service Centre/ Home Owners Association/ Housing Maintenance Office containing information

		<p>about all student's family members;</p> <ul style="list-style-type: none"> - confirmations of income for all the student's family members over the most recent 6 months (parents, brothers and sisters over 18 years of age who are living together with the student, or a certificate confirming that they are full-time university students). - copies of documents confirming medical treatment or the occurrence of an accident, as well as relevant expenses (medical services agreement, receipts for medication, etc.). These documents may be submitted no later than within 6 months from the date of occurrence of special circumstances;
3	for students who gave birth to a child	a copy of childbirth certificate. Documents must be submitted no later than within 6 months from the child's date of birth;
4	death of a parent (legal representative)	<ul style="list-style-type: none"> - a copy of death certificate; - a copy of the student's birth certificate. <p>Documents must be submitted no later than within 6 months from the date of death;</p>
5	loss of essential personal belongings	<ul style="list-style-type: none"> - copies of documents issued by the Russian state authorities to confirm the accident; copies of documents confirming related financial expenses. Documents must be submitted no later than within 6 months from the date of accident;
6	(former) orphans and children without parental care	a copy of parents' death certificates or a copy of the document confirming legal guardianship over an underage student without parental care or copies of other documents attesting to the fact that a student has no parents or that his/her parents don't have an opportunity to take care of him/her;
7	for students with disabilities, persons with Category I and II disabilities, persons with lifelong disabilities	a copy of certificate confirming a student's disability;
8	for students with children under 18 years of age	a copy of a child's birth certificate.

4.5. International students are entitled to financial support on the grounds stipulated in p. 4.2 hereof upon presentation of notarized translations of documents serving

as an evidence of their special circumstances.

4.6. Students shall be held personally responsible for the authenticity and accuracy of information and documents they provide.

4.7. Further details about application submission deadlines and application processing procedure shall be published on the HSE corporate website (portal), as well as on the web pages of the HSE Office of Staff and Student Benefits and other relevant HSE subdivisions.

4.8. The amount of financial support shall depend on the grounds specified in a student's application and shall be established by the University-wide Student Committee or other similar committees working at HSE's regional campuses.

4.9. A decision on the provision of financial support shall be made based on the HSE Rector's or relevant authorized official's directive, as per the recommendation of the University-wide Student Committee or a similar committee at an HSE regional campus, upon a student's personal application accompanied by respective supporting documents thereby confirming the grounds specified in p. 4.2 hereof.

4.10. Funds for organizing cultural events, athletic and sports competitions, and wellness programmes for students shall be allocated from the federal budget in the amount equivalent to double of the monthly scholarship fund allocated for state academic scholarships and state bursaries.

4.11. Full-time students falling in the category of former orphaned children and children without parental care shall be entitled to an annual allowance equivalent to 3 (three) monthly scholarships for the purchase of course books and writing accessories. This allowance shall be financed at the expense of the federal budget of the Russian Federation.

4.12. The University's bylaws may stipulate other types of student financial support, which shall be financed at the expense of HSE income-generating activities.

5. Social Allowances

5.1. Maternity allowances shall be provided to full-time female students studying on state-funded and/or on fee-paying places under educational services agreements. An allowance shall be paid upon submission of a certificate issued by a medical institution from the funds allocated for maternity allowances:

5.1.1. full-time female students who study on state-funded places shall be entitled to maternity allowance equivalent to the amount of their current scholarship;

5.1.2. if no scholarship has been awarded to such a student, the allowance shall be equivalent to the minimum amount of a state academic scholarship, approved as per the Scholarship Payment Procedure;

5.1.3. female students studying on fee-paying places under educational services agreements shall be entitled to allowances equal to the minimum amount of a state academic scholarship, approved as per the Scholarship Payment Procedure.

5.2. In addition to maternity allowance, female students who registered at a

medical institution during their early months of pregnancy - up to 12 (twelve) weeks shall be entitled to a one-off extra allowance. This allowance shall be awarded and paid simultaneously with the maternity allowance, if a pregnancy registration certification is submitted along with other documents for maternity allowance. If such a certificate is submitted at a later date, the allowance shall be awarded and paid no later than within 10 working days after submission of a pregnancy registration certification.

5.3. Allowances, specified in pp. 5.1 and 5.2 hereof, shall be paid upon a student's request, addressed to the subdivision (faculty) head and upon submission of supporting documents specified in pp. 5.1 and 5.2 hereof.