

HSE International Student Handbook

Higher School of Economics Moscow



HSE International Student Handbook



Dear international student,

Thank you for choosing our university for your international study experience. It is a great honour and pleasure for the HSE to have you with us.

This handbook is intended to serve as a quick reference whenever you encounter a problem or simply have a question. It will prepare you for life and study in Moscow and answer at least some questions that might arise during the first days of your stay.

In order to better adapt to life in Moscow, we recommend that international visitors actively take part in the orientation sessions that take place during the first two weeks of the semester. The orientation activities are intended to help you learn about the HSE and its facilities, better adapt to living in the city, and make your visit as productive and enjoyable as possible.

We wish you success and many wonderful discoveries!

Sincerely yours, Sergei Erofeev HSE Vice-Rector





International Students Office

Address: 11 Myasnitskaya Ulitsa, Room 301, Moscow 101000

Office hours: Monday - Friday - 10.00 a.m.-7.00 p.m.

Visiting hours: Tuesday 10.30 a.m. - 1.00 p.m.,

Wednesday - Thursday 3 p.m. - 5 p.m.

E-mail: international.study@hse.ru

Website: istudents.hse.ru

General Support Unit

Orientation, student documents, housing, health insurance, student life, any other questions you may have



Sofia Sadykova Head of General Support



Ksenia Shomnikova Manager

Academic Support Unit

Courses, individual study plans, academic advising, transcript of records, Russian language courses



Svetlana Samsonova Head of Academic Support



Yulia Kolchugina Manager



Visa and Registration Office

Address: 40/1 Myasnitskaya Ulitsa, Room 218, Moscow 101000

Office hours: Monday - Friday - 9 a.m. - 6 p.m.,

Saturday and Sunday - closed.

Visiting hours: Monday, Tuesday, Thursday, Friday - 10:30 a.m. - 1 p.m.

Wednesday - 10:30 a.m. - 5 p.m.

E-mail: visa-registration@hse.ru

Invitations

Registration

Multiple-entry visa support Visa prolongation

Tamara Elshina

Visa and Registration Specialist

Tel.: +7 (495) 772 9590 ext. 11859

E-mail: telshina@hse.ru

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Russian Language Centre

Address: 21/4 Staraya Basmannaya Ulitsa, Moscow 105066

E-mail: Russian_center@hse.ru

Entrance test

Group and individual language courses

Cultural and social events

Summer school

Olga Eremina

Director

Upon Arrival Check List



I have successfully

obtained my migration card
kept my migration card safe
met my buddy
checked into the dormitory
submitted a copy of my passport with visa to the dorm staff for registration
submitted a copy of my insurance policy to the ISO
got a pass card
bought a SIM card for my phone
picked up my registration
attended the orientation session
obtained my student ID card
got my library card
filled out an arrival form
applied for transport card
applied for a multiple-entry visa
picked up my transport card
picked up my multiple-entry visa



Recommended add-ons & applications for your mobile devices

Apple Store / Google Play

- Yandex.Maps
- Yandex.Metro
- Rail Russia
- Aeroexpress
- Trains
- Yandex.Navi
- 2gis



Visa and Registration



Initial single-entry visa

This is the visa given to you by a Russian embassy/consulate in your country of residence. The visa is valid for 90 days only. It allows you to enter Russia only once, so if you leave the country before getting a multiple-entry visa you will not be allowed to enter Russia before receiving another single-entry visa.

International students are recommended to apply for a multiple-entry visa at the Visa and Registration Office 45 days before the date your single-entry visa expires.

REMINDER Every time you leave Russia and come back you need to obtain a migration card and re-apply for registration at the Visa Office (visa-registration@hse.ru)

Multiple-entry visa

It replaces the single-entry visa and is issued for the entire duration of your studies. Visit the Visa and Registration Office to apply for a multiple-entry visa. Please prepare the following documents for the application procedure:

- passport
- migration card
- migration registration notice
- 1 photo 3x4 (against white background)
- visa extension fee payment document of RUB 1,000
- letter of referral from the Ministry of Education and Science of the Russian Federation (ONLY if it is mentioned in your visa)
- certificate from your faculty/ISO confirming that you are an HSE student

Issuance of the multiple-entry visa usually takes 45 days. You will be invited by e-mail to the Visa and Registration Office to receive your visa when it is ready.

PLEASE NOTE that the HSE does not sponsor visas for family members or friends. If you intend to have guests coming to visit you in Russia, their visa and registration arrangements will have to be taken care of on their own account.

Registration

Apply for registration within 3 days of your arrival in Russia. If you are staying at the HSE student dormitory the administrator will do this for you.

For registration, please present the following documents:

your passport (ID page + visa page)

migration card

If you are not staying at the dormitory, please e-mail scanned copies of the documents to the Visa and Registration Office at *visa-registration@hse.ru* or the ISO at *international.study@hse.ru*.

At the time of registration, you will be given a migration registration slip that your registration has been submitted.

You should pick up your registration notice at the Visa and Registration Office three days after the documents have been submitted. Always keep the notice and your migration card with you.



Students Documents



Student ID card

Your student ID card is an official document certifying that you are an HSE student.

You can pick up your student ID card during the orientation session.

A student ID gives students the opportunity to apply for a transport card (also known as 'social card') that offers a significant discount on public transportation.

It also offers free admission into some museums, theatres and zoos. In addition, several cinemas, clubs, and exhibition centres provide discounts to student ID holders. The Student ID also allows for discounted purchase of railway tickets. On special occasions, some shops and cafes also offer certain discounts to students.



Pass card

You receive an electronic pass card upon checking into the dormitory. The pass card allows for entry into all HSE buildings.

If for some reason you do not receive your pass at the dormitory, please contact the ISO for one.

If you lose your pass card, please contact the dormitory staff or the ISO, depending on where the card was given to you.

If you lose your pass and need immediate access to the HSE building at 20 Myasnitskaya Ulitsa, please

inform us immediately either at international.study@hse.ru or by phone and we will order you a quick one-entry pass card at the HSE Pass Office. A document proving your identity must be shown to receive a pass.

When your study ends, return your pass card to the dormitory staff or the ISO, depending on where the card was given to you.





Library card

After you receive your student ID card, you can pick up your library card and sign the service agreement during a library tour as part of your orientation session.

You can also receive access to remote HSE electronic resources by filling out an online form on the library page http://library.hse.ru/e-resources/ez/ezregulation_eng.htm. After filling out the form, you will receive an auto-reply with a login and password. Next you will need to confirm your email with the library staff. There are two ways to do this:

- if you used your HSE mailbox (nsurname@edu.hse.ru) when registering for e-resources access, just forward the autoreply message to sivanov@hse.ru;
- if you used another personal e-mail, you will have to prove your registration details in person in room 210 at 20 Myasnitskaya Ulitsa during office hours: Monday 11:30 a.m. - 2. p.m.; Tuesday 10 a.m. - 12 p.m.; Wednesday 5 p.m. - 7:30 p.m.





Library hours (reading halls and delivery desks)

Monday-Friday: 10 a.m. - 9 p.m. **Saturday:** 10 a.m. - 6 p.m.

Sunday: closed



Library etiquette

- Leave your bags in the checkroom
- Keep guiet
- Do not talk on the cell phone in the reading halls, switch the sound off
- No food or drinks are allowed in the library

For more information, please check hse.ru/en/library.

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Transport card

When you receive your student ID card, you can apply for a transport card (also known as 'social' card or 'metro' card). An application form will be filled in and ready for you during the orientation session or at any convenient time in the ISO office. You will only need to sign it and fill in a unique code word. Then you take it to the cashier at one of the Moscow metro stations, on weekdays from 10 a.m. to 7 p.m.





Some of the central stations we recommend are:

Lubyanka (Лубянка) (● red line)

Ohotny Ryad (Охотный ряд) (● red line)

Aleksandrovsky Sad (Александровский сад) (light blue line)

Kitay-gorod (Китай-город) (● orange / ● purple lines)

Arbatskaya (Арбатская) (blue line / light blue line)

The full list of stations that accept transport card applications can be found on our website.

Issuing a transport card takes a minimum of two weeks. For the first 2-3 weeks in Moscow we recommend purchasing a universal ("ediniy")' ticket for a fixed number of rides on any type of public transport.

See more on engl.mosmetro.ru.

Dormitories



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Overview

All international students in need of housing support from the HSE are guaranteed a dormitory place for the duration of their study. Once you move in, your dormitory place is reserved for you and no prolongation steps need to be taken.

Tenants have 24/7 access to the dormitory. Guests are welcome from 8 a.m. until 11 p.m. Visiting relatives and friends are not permitted to reside in the dormitory.

Students' bedrooms are arranged on the basis of double occupancy. Each room is equipped with the following items:

- desks
- bookshelves
- a closet
- single beds
- mattresses, blankets and pillows
- bed linen and towels
- free Internet access.

Residents are asked to purchase their own cutlery and kitchen utensils, laundry detergents, shampoo and shower gels.

Everything provided in the room is the property of the University, and students will have to pay if damages and loss occur. Rooms are provided only for registered students, and no one else is permitted to stay overnight in the room.

Locations

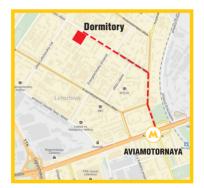
Dormitory on 33/1, Studencheskaya Ulitsa, "Studencheskaya" metro

(light blue line)

Phone: +7 (499) 623-69-30

Dormitory on 10/2, Energeticheskaya Ulitsa, "Aviamotornaya" metro(● yellow line) Phone: +7 (495) 362-72-98





Dormitory on 7, Ulitsa Kibalchicha, "VDNKH" metro (• orange)
Phone: +7 (495) 683-80-67

Dormitory on 1, Elektrodnaya Ulitsa, "Shosse Entuziastov" metro (• yellow line) Phone: +7 (495) 672-19-87





Payment

The HSE recommends making payment before the 5th of every month, in advance for the upcoming month. If you arrive in August, the first payment will also include paying for the remaining days of August.

The current fee for dormitory accommodation is **RUB 5,400** per month (RUB 180 per day)

Where and how to pay: pick up a payment form at the dormitory reception, fill in your name and pay the amount at a local bank (or ask your buddy to help you do so).

Rules and Regulations

Please always:

- Respect other residents and dormitory staff.
- Keep your room neat and clean.
- Dispose of your trash in designated areas.
- Cook only in designated kitchens on the floors.
- Avoid using electrical appliances (stoves, boilers, coffee-machines, irons, etc.) in your room.
- ✓ Listen to music at a moderate volume without disturbing other residents and only from 9.00 a.m. until 11.00 p.m.

Please never:

- × Smoke, drink alcohol or use drugs on the premises.
- × Bring pets into the dormitory.



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Academic year

The academic year at the HSE starts on September 1 and ends on June 30. The academic year is divided into four parts called "modules".

Module 1	September 1 – November 2	Exams: October 27 –

November 2

Module 2 November 3 – December 31 Exams: December 22 -31

Winter break January 1-11

Module 3 January 12 – March 29 Exams: March 23 -29

Module 4 March 30 – July 3 Exams: June 15-30

Spring break May 1-10

Summer break July 4 – August 31

National and public holidays in 2014/2015¹:

- November 3-4
- January 1-11
- March 8-9
- May 1-4, 9-11
- June 12-14

¹ May vary according to the faculty schedule.

Timetable

Daily classes are held in double periods of two academic hours:

1 double period = 2 academic hours = 2*40 minutes

Class	Time
1	9.00 – 10.20
2	10.30 – 11.50
3	12.10 – 13.30
4	13.40 – 15.00
5	15.10 – 16.30
6	16.40 – 18.00
7	18.10 – 19.30
8	19.40 – 21.00

Course schedules are announced at the beginning of every module. To find the schedule please visit http://istudents.hse.ru/ or the web pages of the faculties/ departments. Timetables are also displayed on faculties' call-boards.

Please note that schedules can be altered during the module. The International Students Office or faculty study offices will inform students on any changes that take place.

Please check your HSE email and LMS account daily to keep informed on the current course schedule and any possible changes.

Individual Study Plan

Every HSE student has an Individual Study Plan (or Personal Curriculum).

To determine your Study Plan we recommend that you use these guides while searching for courses:

- hse.ru/en/edu/study/ (only for English-taught courses);
- hse.ru/edu/courses/ (for both, Russian and English-taught courses).

These guides provide information concerning a module in which a course is held, the number of credits granted for a course, the department holding the course, and type of course it is.

There are several types of courses. **Compulsory courses** are always on schedule and are held annually on a regular basis. **Elective courses**, however, are optional and are offered only if five students are registered. If fewer than five students register for the course, it will be cancelled. The ultimate decision on whether to hold or cancel such courses is taken at the beginning of September.

The HSE places no restrictions regarding courses and credits. You can take as many elective or compulsory courses as you wish. The main criterion is your interest and the requirements of your home university.

Please keep your home university requirements in mind when developing your individual study plan.

After you decide on the courses you would like to take, go to your LMS profile and select the courses there. The system automatically submits your individual study plan to the International Students Office. After you have made your choice, you may visit the ISO to sign your final Individual Study Plan.

Credits and Grading System

The HSE student academic load is based on "academic hours".

1 academic hour = 40 minutes

1 credit = 36 academic hours = 24 astronomical hours

Total load is made up of contact hours and independent student work. The required load for an academic year is 60 credits, 30 credits in each term.

There are two forms of knowledge assessment: tests and exams. Assessment results are evaluated on a 10-point or 5-point scale and have qualitative characteristics.

Grading System

	ECTS Grades	Exam			
	EC13 Grades	10-point scale	5-point scale		
A+	Excellent	10	5		
Α	Very good	9	5		
A-	Very good	8	5		
B+	Good	7	4		
B-	Good	6	4		
C+	Satisfactory	5	3		
C-	Satisfactory	4	3		
F	Fail	3	2		
F	Fail	2	2		
F	Fail	1	2		

Students are expected to attend lectures and seminars, take tests and complete tasks assigned by instructors. The grade of a course is comprised of:

- Form of assessment and requirements (determined by the instructor in each course description; the instructor determines the structure of the grade and number of points)
- Attendance
- Work in seminars
- Interim tests
- Final exam

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Duration of a course unit

1 full academic year = 2 semesters = 4 modules 1 semester = 2 modules

Knowledge assessment

Student knowledge assessment at the HSE comprises the current assessment, intermediate assessment, and the final assessment.

Current assessment is carried out during the course, and is designed to organize students' independent work and a systematic monitoring of their academic knowledge.

Intermediate assessment is aimed at evaluating students' knowledge acquired while studying a part of an academic subject. Assessment is held upon module completion during an examination session. Some academic subjects may not require intermediate knowledge assessment.

Final assessment is held upon completion of a course, primarily in written form as a pass-fail test or exam.

Please keep in mind that the HSE's academic rules are the same for all students (Russian, foreign, exchange and non-exchange). To succeed with a subject we advise international students to attend all lectures and seminars, prepare their home assignments and meet the deadlines for all essays, reports, etc.

Re-examination

A student who fails an exam may have two extra attempts to re-take it, meaning an extra examination on a particular course can be scheduled no more than twice. If a student fails both re-examinations, he or she cannot be given a grade for the course. This course also cannot be included in the student's transcript of records.

Exam schedule

Official exam schedules are formed once a week before the exams start. Schedules are then published on the faculty web pages and posted on faculty callboards.

Student email

The HSE provides all exchange students with a university e-mail address (automatically generated).

To enter your e-mail box please visit edumail.hse.ru.

Your login: first letter of your name + your surname@edu.hse.ru. **Initial password:** Edu + number of your student ID card (no dots, slashes, etc.).

After your first login, the system will ask you to change your password.

During your stay at the HSE all emails and notifications from the International Student Office, instructors, and faculty study offices will be sent to your HSE e-mail address. Please check it daily.

Learning Management System (LMS)

The Learning Management System (LMS) is the HSE's educational space that connects instructors with their students. Teachers upload course materials, tests and tasks via the LMS for distribution to students. Students, in return, submit their home assignments or questions to teachers.

You can enter the LMS at Ims.hse.ru.

Your login: your university e-mail address

Initial password: the number of your student ID card (no dots, slashes, etc.).

The system will ask you to change this automatic password after your first login.

In your personal LMS account, you will only see courses for which you are registered.

Please check your LMS account regularly. You can also use settings of your LMS account, which will allow you to receive notifications of all changes in the LMS to your university email account.

To learn about LMS opportunities and how to use them, please attend the LMS instructional course during the Orientation session.

Transcript of records

An official transcript of records, detailing examinations and results achieved, is issued to all students finishing their academic stay with the HSE. There are two options available to receive your transcript of records:

- You can pick up your transcript at the International Students Office after you pass all exams and before you leave Russia.
- We can send the transcript to your home address or your university address by DHL after you leave Russia.

Requests for transcripts should be submitted at least 10 working days before you plan to pick it up. You will need to allow extra time for the posting of transcripts.

Certificates for students

You can apply for the following certificates and references at the International Student Office:

- Acceptance Letter
- Learning Agreement
- Arrival / Departure Form
- Confirmation of your enrolment at HSE
- Certificate of Academic Enrolment*
- Confirmation certificate of receiving scholarship (if accrued by the Ministry of Education and Science of the Russian Federation)

^{*}The certificate of academic enrolment includes all courses you were enrolled for, as well as the grades and credits you received for them.

Russian as a foreign language

International students can attend classes in Russian as a foreign language during their studies at the HSE. Before classes begin all international students are required to take an entrance test. Students are enrolled into courses according to their test results

The course is offered for students with different levels of Russian:

- Elementary (A1 A2)
- Pre-intermediate (B1)
- Intermediate (B2)
- Upper-intermediate (C1)
- Advanced (C2)

For advanced speakers of Russian, we also offer several special courses:

- Russian Literature
- Russian Culture
- Business Russian
- Russian in the Media
- Area Studies
- Professional Writing in Russian

The full course, which lasts one semester (two modules), is an intensive course with nine contact hours per week. Other options are also available.

Please send your enquiry to Russian_center@hse.ru to sign up for the entrance test.

Communications

Mobile connections

You can use your own mobile phone if your provider has a roaming agreement with a Russian mobile company. To avoid roaming charges, you can purchase a Russian SIM card from one of the stores operated by the top three nationwide mobile phone service providers in Russia:







Beeline www.beeline.ru

MegaFon *english.megafon.ru*

MTS Mobile en.mts.ru

You will need to bring your passport to the store to register your local SIM card. You can also buy a SIM card for your iPad or other tablet PC.

Internet connection

The dormitories offer free cable Internet, with two internet connections in each room. There are study rooms on each floor, where internet access is also available. There is no free WiFi in the dormitories, but you can use WiFi for a fee if you buy an access card from a Moscow provider.

WiFi

Nearly all HSE buildings have free WiFi access. Please use the following credentials to log in:

login: hseguest password: hsepassword

Health Care and Insurance



Medical insurance

Purchasing health and accident insurance in your home country before arriving in Russia is highly recommended. Check that your insurance policy is valid in Russia. Obtain a list of hospitals that cooperate with your insurance company or are certain to provide medical assistance based on your insurance plan.



Check that you have the following:

- Insurance card
- Insurance plan details
- Insurance company emergency contact information
- ☐ List of hospitals/medical centres to turn to

Keep in mind that American Medical Center and European Medical Center in Moscow cooperate with many international insurance companies, including BUPA International, Allianz WorldWide Care, and CIGNA International. They can also provide treatment by English-speaking personnel. If you do not know what hospital to contact should you require medical assistance, try AMC or EMC.

First aid

In case of medical emergency (e.g., acute pain, fever, trauma) immediately call **"112"** (from a mobile phone) or **"103"** (from a landline phone).

First aid for foreign citizens in Russia is free of charge.

Medical treatment

While it is recommended that the student should have taken care of their health insurance before coming to Russia, in case a student has not done so, the HSE will assist the student in procuring a health insurance policy from the 'Insotek' company. The cost of the personal insurance policy for a year is RUB 5,500.

Check our website for more information (istudents.hse.ru/medical).



Metro

The Moscow metro is efficient, fast and easy to use, although there are few signs in English and very few stations are wheelchair accessible.

All metro lines have their own colour. The ring line intersects all radial lines. Metro entrances are marked with a large red letter "M".

Students can use their transport card to use the metro at lower price.

Opening hours: 6 a.m. to 1 a.m.

Basic rules for using the metro safely:

- On escalators: stand on the right side, pass on the left side holding the handrail; stand behind the protective strip, never lean against motionless parts. Never sit or place objects on the stairs of escalators, run along them or walk on an idle escalator.
- On platforms: stand away from the platform edge until the train stops completely, and after it stops completely, clear the space at the car doors to let passengers depart. Never descend onto the metro tracks or put items on them.
- In cars: do not lean against car doors, or open them while moving, allow
 passengers to enter and exit the train. Do not use the "passenger metro driver"
 intercom system unless necessary. Never place luggage on seats.

For further information (including fares), please visit engl.mosmetro.ru

Ground public transport

Moscow's public ground transportation includes buses, trolley buses, and trams. Students can use their transport card on all types of public transport. If needed, you can also purchase tickets from the drivers or in booths near the stops. Uniform passes are also available for purchase in metro stations. Public transport operates from 5.30 a.m. until 1 a.m. There are a few night routes.

Bus stops are marked by yellow plates marked with "A" signs, trolley stops – by white plates with "T", and tram stops – with white plates "Tp".

For further information (including fares), please visit mosgortrans.ru/en/

Taxis

We highly recommend that you use official registered taxi services. While there are illegal taxis in Moscow that offer a cheaper alternative, we strongly advise against using them, as well as hitchhiking. They may be unsafe.

Safety tips

We recommend following basic precautions that would apply to living in any big city.

- Always have a copy of your passport, visa, and the original registration card on you
- Watch out for pickpockets in crowded places
- Keep an eye on your luggage while travelling and try not to take more than you can comfortably carry
- Store your valuables (money, wallet, credit cards, passport) in zipped pockets (on your clothes or in your bag)
- Always know how you will get home, i.e., the time of the last train/bus or the telephone number of a reputable taxi firm
- Do not react to verbal abuse/invitations

Emergency numbers

Universal emergency number for mobile phones - "112".
During work hours, any emergency can be also directed to the ISO:
+7 (495) 772 9590, ext,



Your Customized Orientation Session – Week 1

Sun									
Sat									
Fri									
Thu									
Wed									
Tue									
Mon									
	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00



Your Customized Orientation Session – Week 2

Congratulations on your acceptance to the Higher School of Economics!

We're delighted and proud that you have chosen to come and study here.

The International Students Office and the whole Department of Internationalization, within which the ISO operates, wish you many engaging experiences and fruitful discoveries to enjoy alongside your professional path in the HSE and also on your cultural journey in Moscow and Russia.

In order to learn more about the HSE facilities and services for our international guests, we recommend exploring our websites

istudents.hse.ru - website of the International Students Office

iai.hse.ru – website of the Department of Internationalization, responsible for academic integration of international staff and students at the HSE

Welcome to the HSE Family!

Key Contact information

International Students Office

E-mail: international.study@hse.ru

Official Moscow tourist information website:

http://www.travel2moscow.com

Moscow call centre for foreign and Russian tourists (24/7)

+7 (800) 220 0001

+7 (800) 220 0002

+7 (495) 663 1393

Emergency calls from mobile phones – 112