Appendix

APPROVED
by HSE Directive No.6.18.1-01/2807-07
dated July 28, 2015

REGULATIONS
on Financial Support of Academic Mobility and Research of HSE Faculty Members Hired Under International PhD Contract From the International Job Market

1. General Provisions

1.1. These Regulations govern provision of financial support of academic mobility and research for employees of the National Research University Higher School of Economics (hereafter, HSE) who were hired under an international PhD contract from the international job market and have their primary place of employment or internal secondment at a faculty/other subdivision of HSE (hereafter, the international faculty).

Throughout this document, financial support shall denote funds provided under an employment agreement to finance participation of international faculty members in academic mobility programmes, funds provided at the request of the international faculty to purchase the required research and teaching equipment and materials and assign them to international faculty members for use, and funds provided to the international faculty to reimburse the fees for submission of their articles to academic journals, costs of proofreading and pre-publication preparation of their research results, hiring research assistants of the international faculty (hereafter, materials, equipment, fees and services, respectively).

1.2. Financial support received as per these Regulations does not render international faculty members ineligible for financial support of research provided by HSE academic mobility and research support programmes implemented by HSE faculties/other subdivisions, except for cases stipulated herein.

International faculty members are not eligible to participate in the individual research projects competition and competition for academic mobility support of the HSE Academic Fund Programme, except for the research projects competition for research and study groups held by the HSE Academic Fund Programme (Teacher-Student).

1.3. Financial support of academic mobility and research will not be granted if the academic mobility event and/or purchase of the materials, equipment, fees or services fall within the last three months of validity of the employment agreement between the international faculty member and HSE.

1.4. Requests for financial support of academic mobility submitted by international faculty members are reviewed by a special expert group comprising the following members: vice rector responsible for basic research conducted at HSE; vice rector responsible for international relations of HSE and international recruitment of faculty members; Rector's advisor responsible for international recruitment; dean of the faculty/head of the subdivision where this international faculty member is employed (hereafter, the expert group).

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1.5. These Regulations and any amendments hereto shall be enacted by the HSE Rector's directive.

2. Academic Mobility and Research Support Covered by Financial Assistance

2.1. Financial assistance may be granted for incoming and outgoing academic mobility and for research support.

2.2. **Outgoing** academic mobility includes the following activities:

2.2.1. International faculty participation in conferences held in Russia or abroad;

2.2.2. International faculty participation in short-term academic workshops of foreign universities and research centres;

2.2.3. International faculty visits to foreign universities and research centres for collaboration with co-authors.

2.3. **Incoming** academic mobility involves foreign academics visiting HSE for the purposes of joint research activities with international faculty members.

2.4. If HSE lacks any materials, equipment or services required by the international faculty member for work, in order to support research HSE may, at this faculty member's request, purchase the required materials, equipment or services as per the Russian legislation and HSE bylaws or reimburse their cost to the international faculty member, imposing any required tax charges and insurance fees.

2.5. The overall amount of financial support provided per one international faculty member in accordance with Clause 2.1 cannot exceed the limit stipulated in Clause 3.1.

3. Financial Support Amount

3.1. The maximum financial support per one international faculty member cannot exceed 300,000 roubles per year.

3.2 Funds for financial support of academic mobility and research of international faculty members are factored into the HSE financial plan based on the total number of the international faculty employed by HSE.

4. Arranging Financial Support of Academic Mobility Programmes

4.1. Financial assistance for academic mobility programmes is arranged by the HSE Centre for Advanced Studies (hereafter, the CAS) together with employees of the faculty/subdivision where the given international faculty member works, appointed as per Clause 5.9.

4.2. The CAS collects requests for support of academic mobility programmes and research submitted by international faculty members and processes them based on the use of funds within the limit for financial support stipulated in Clause 3.1. The CAS also coordinates incoming mobility programmes by involving organizations contractually linked to HSE as per Clause 5.11.

4.3. Requests submitted by international faculty members are forwarded to the expert group once a week by a specially appointed CAS employee.

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5. Decision Process and Receipt of Financial Support for Academic Mobility Programmes

5.1. Requests (Appendices 1 and 2) for financial support of academic mobility programmes, along with the documents confirming that all the requirements listed in clauses 5.6-5.8 are met, may be submitted by international faculty members to the CAS throughout the entire year. Electronic requests must be submitted at least 30 calendar days in advance for ***outgoing*** academic mobility, and at least 45 calendar days in advance for ***incoming*** academic mobility.

5.2. Additional financial support exceeding the limit stipulated in Clause 3.1 may be granted only upon unanimous approval by the expert group.

5.3. Requests for financial support of academic mobility submitted by the international faculty shall be reviewed by the expert group as follows:

- If the total amount of the requested financial support does not exceed the limit stipulated in Clause 3.1, the request is regarded as a notification;
- If the total amount of the requested financial support exceeds the limit stipulated in Clause 3.1, the expert group reviews the request and decides if additional funding is justified, depending on how beneficial the participation in academic mobility is for
    - enhancing research competencies of the international faculty member;
    - integrating the international faculty into global research network and conducting joint research with foreign academics on a regular basis;
    - strengthening professional skills of preparing academic articles for international high impact factor journals;
    - enriching publication track-record of the international faculty with international peer-reviewed academic journals.

The expert group makes its decisions by e-voting. Voting results are kept by the CAS.

5.4. If the expert group cannot come to a unanimous decision, the CAS shall forward the request to HSE International Recruitment Committee which will make the final decision on whether additional funding is justified in this case.

5.5. In order to receive financial assistance for ***outgoing*** academic mobility, the requirements stipulated in clauses 5.6 and 5.7 must be met.

5.6. In order to receive financial assistance for participation in international conferences held in Russia or abroad, or in short-term academic workshops of foreign universities and research centres, the following materials must be submitted:

5.6.1. Invitation and/or notification from the organizing committee of an international conference, academic workshop of a foreign university or research centre, confirming that a report submitted by the international faculty member has been included into the event agenda (stating the author's name, title and type of the report, and the author's affiliation with HSE);

5.6.2. Academic agenda of the event;

5.6.3. Information (in any form, including electronically) on the academic event and its organizer (including links to the website of the event and its organizer).

5.7. In order to receive financial assistance for visits to foreign universities and research centres for collaboration with co-authors, international faculty members must

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submit an invitation from a foreign academic who is their co-author on the given research project.

5.8. In order to receive financial assistance for ***incoming*** academic mobility, the following materials must be provided:

5.8.1. Data (in any form, including electronically) on HSE teachers and researchers who participate in the research seminar and would like to stay in touch with the invited foreign academic;

5.8.2. Confirmation (in any form, including electronically) of a joint research project conducted together with the invited foreign academic.

5.9. HSE faculty/other subdivision where the international faculty member works shall provide assistance in arranging a business trip of the international faculty member/visit of the foreign academic, and in securing financial support of research within the limit stipulated in Clause 3.1.

To this end, the dean of the faculty/head of subdivision where the international faculty member works shall appoint an employee responsible for the following:

5.9.1. Assistance to the international faculty in preparing requests for financial support of academic mobility and research;

5.9.2. Preparation and approval of the documents required to send the international faculty member on a business trip;

5.9.3. Preparation and approval of documents needed to issue a directive on sending the international faculty member on a business trip, and their submission to the HSE Human Resources Office;

5.9.4. Preparation/coordination of financial and accounting documents collected once the international faculty member returns from a business trip; cooperation with the relevant HSE subdivisions;

5.9.5. Preparation of HSE events featuring foreign academics invited on the initiative of the international faculty;

5.9.6. Preparation and approval of the documents required for purchase and/or reimbursement of expenses for purchase of materials, equipment, fees and services needed by the international faculty in their work, and their submission to the relevant HSE subdivisions.

5.10. ***Outgoing*** academic mobility is documented as business trips, pursuant to the Russian legislation and HSE bylaws.

5.11. ***Incoming*** academic mobility is organized under independent contractor agreements between HSE and the organization responsible for booking and purchasing tickets, booking and paying for hotel accommodation, arranging transfers, paying remuneration and handling any other administrative matters.

6. Decision Process and Receipt of Financial Support for Research

6.1. Requests for financial support of research through purchase of materials, equipment or services required by the international faculty in their work must first be coordinated with the dean of the faculty/head of the subdivision where this international faculty member is employed. The decision on whether to grant the request is then up to the vice rector responsible for international relations of HSE and international recruitment of faculty members.

6.2. At the decision of the vice rector responsible for international relations of HSE and international recruitment of faculty members, the required additional

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materials, equipment and services may be purchased or expenses for their purchase may be reimbursed to the international faculty, subject to the limit for financial support stipulated in Clause 3.1.

6.3. HSE bylaws and the employment agreement of the international faculty define the conditions for financial support of research in relation to the purchase of required additional materials, equipment and services.

7. Accountability

7.1. The international faculty must submit business trip reports (required under HSE bylaws on business trip assignments of employees) to the HSE Human Resources Office and Accounting Office as prescribed by HSE bylaws.

7.2. The international faculty must submit academic reports on business trip/visit of a foreign academic to the CAS via email within 10 business days from their return/from the end of a foreign academic's visit. Academic reports must be prepared in English (see Appendix 3).

A report and/or presentation that an international faculty member has delivered at the event must be attached to an academic report on the business trip.

A CV of the foreign academic containing information on the education and professional history, visit agenda, text of reports, presentations, lectures, articles prepared for publication in international high impact factor journals must be attached to an academic report submitted by the international faculty member who's initiated the visit.

7.3. The submitted materials shall be kept by the CAS and used for accountability under the Roadmap for Implementing the Global Competitiveness Programme of the federal state autonomous educational institution for higher professional education National Research University Higher School of Economics in 2013-2020.

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