

Annex  
to HSE Directive  
No. 6.18.1-01/1702-04,  
dated February 17, 2017

APPROVED  
by HSE Academic Council  
Minutes No. 1, dated January 27,  
2017

## **Procedures for Supporting Student Organizations and Student Initiatives at National Research University Higher School of Economics**

### **1. GENERAL PROVISIONS**

1.1. These Procedures for Supporting Student Organizations and Student Initiatives at National Research University Higher School of Economics in Moscow (hereafter, the “Procedures”) set forth the guidelines for supporting extracurricular activities in the form of student organizations and student initiatives at the Moscow campus of National Research University Higher School of Economics (hereafter, “HSE”, or the “University”). These Procedures do not cover extracurricular student activities executed in any other forms.

1.2. Definitions of terms used in these Procedures:

1.2.1. **Extracurricular student activities** are collective or individual activities of HSE’s students, undertaken beyond their regular curriculum through student organizations and student initiatives, focused on the physical, intellectual and spiritual development of students, improving their professional skills, getting them involved in research work, organizing active leisure programmes and competitions, building and strengthening relations between different social groups, and acting as student mass media, as well as participation in charitable and other events;

1.2.2. **A student initiative** refers to an individual or collective student project implemented in the framework of a given extracurricular activities programme with a particular goal that can be attained through holding 1 (one) or several events, or within a limited period of time (not exceeding 1 (one) academic year);

1.2.3. **A student organization** is an association duly registered at HSE pursuant to the procedure, set forth in Section 2 hereof, comprised of the University’s students and alumni, headed by a (doctoral) student of the University, and established in order to carry out regular ongoing extracurricular activities.

1.3. In addition to their studies under a degree programme, extracurricular activities allow HSE students to gain experience in independent practical work and develop such key universal skills as goal-setting, time management, project management, team work, etc., as well as identify their strengths and expand their networks of contacts

1.4. HSE aims to fully support the extracurricular activities of its students and, thus, is eager to cultivate the most favourable conditions for their implementation.

1.5. HSE supports students’ organizations and initiatives, which are generally focused on:

- developing corporate culture and preserving the University’s traditions;
- encouraging the development of the intellectual and creative potential of students;
- developing self-reliance and self-management skills;

- boosting student involvement in research projects;
- providing students with career counselling;
- establishing liaisons with international student organizations and unions.

1.6. Student extracurricular activities shall be supported by the University, provided that:

- such activities are carried out in compliance with Russian legislation, the University's Charter, its Statement of Values, HSE's Student Internal Regulations, Regulations on Intellectual Property, and other bylaws of the University;
- such activities cause no material and / or reputational damage to the University;
- involve no income-bearing operations;
- intellectual rights of the University and third parties are observed;
- all necessary and reasonable measures are undertaken in order to ensure security of participants at student events; and
- student participation in political activities and support of political parties, movements and organizations (associations) within the University is not intended.

1.7. HSE's Student Initiative Support Centre (hereafter, the "Centre") shall be responsible for implementation of these Procedures, as well as for the provision of administrative support for all forms of student extracurricular activities.

1.8. All information concerning the implementation of these Procedures shall be published by the Centre on HSE's corporate website (portal).

## **2. REGISTRATION OF STUDENT ORGANIZATIONS**

2.1. For the purposes of these Procedures, registration of student organizations shall refer to the inclusion of information on a given student organization in the University's register.

2.2. Registration of student organizations shall be administered by the Centre.

2.3. A student organization may be registered at HSE, provided that the group of students initiating the registration process has successfully completed at least 2 (two) student initiatives.

2.4. In order to register a newly established student organization, students must fill in an application form via the Centre's website, providing the following details:

- name of the student organization;
- logo and other symbols of the student organization (if any);
- main purpose of the student organization;
- description of procedures for becoming a member (e.g., unrestricted participation, by invitation, or selection based on certain eligibility criteria, etc.);
- details regarding the leader and active team members of the student organization, as well as the leader's contacts;
- the student organization's action plan for its first six months;
- a description of at least 2 (two) student initiatives, previously completed by the group of students initiating the registration of the organization.

2.5. Within 5 (five) business days upon receipt of an application for registration of a student organization, the Centre shall verify it for completeness and compliance with the eligibility criteria established by these Procedures.

2.6. Upon reviewing the application, the Centre shall either grant registration to the student organization or return the application with a request to remedy any identified faults. An application for registration may also be rejected on grounds specified herein.

2.7. An application for the registration of an HSE student organization may be rejected on the following grounds:

- if the name and/or logos of a given student organization is similar to the name and/or logos of another student organization, which has already been registered by the Centre;
- there are reasons to believe that an existing registered student organization is trying to artificially break itself up in order to establish new student organizations;
- a student organization's purposes are inconsistent with the objectives of extracurricular activities;
- students initiating the registration of a student organization lack the experience necessary to implement the given student initiatives;
- the activities of a given student organization are inconsistent with Russian legislation, HSE's Charter and/or bylaws.

2.8. The registration of a student organization may be annulled in the following cases:

- on the basis of an application submitted by the leader of a given student organization, upon the approval of HSE's Student Council;
- in case of any violation of Russian legislation and/or the University's bylaws;
- absence of any documented activities during the last academic year;
- inconsistencies occurring between the declared objectives of the student organization and its actual operations/activities.

2.9. Upon cancellation of a student organization's registration, the organization shall not be entitled to any type of support, as specified in Section 3 hereof.

2.10. A decision on the cancellation of a student organization's registration shall be made by the Centre and communicated to the leader of the respective organization within 3 (three) working days after the decision was made.

2.11. A list of registered student organizations is published by the Centre on HSE's corporate website (portal).

2.12. The registered student organizations must inform the Centre of any changes in their leadership and/or contact details within 7 (seven) calendar days after the respective changes occur.

2.13. By June 30 of each year, student organizations registered as per the requirements set forth herein, must submit an activity report to the Centre, including information on all events held during the last academic year, as well as their respective action plans for the next academic year, pursuant to the established template forms (Annex 1).

### **3. TYPES OF SUPPORT FOR HSE STUDENT ORGANIZATIONS AND STUDENT INITIATIVES, RIGHTS AND OBLIGATIONS OF STUDENTS IN THE FRAMEWORK OF EXTRACURRICULAR ACTIVITIES**

3.1. Student initiatives, as well as student organizations registered as per the requirements set forth in these Procedures, shall be entitled to basic and additional support for their activities provided by HSE, including its faculties.

3.2. Basic support for student initiatives may take the following forms:

- provision of the University's information resources for the purpose of promoting and announcing student events; and
- providing access to HSE's premises/rooms for holding student events.

3.3. Basic support for registered student organizations may take the following forms:

- provision of the University's information resources for promoting and announcing student events;

- access to HSE’s premises/rooms for the purpose of holding student events, as well as allocating permanent office space to student organizations;
- guaranteed basic funding of student organizations on an annual basis;
- transportation services rendered by HSE;
- printing services rendered by the University’s printing office;
- holding training sessions, workshops and master-classes for members of student organizations;
- defending the interests of student organizations in the course of negotiations with external counterparts;
- other types of support.

3.4. Support shall be provided for all registered student organizations in accordance with established procedure, as per HSE’s own bylaws.

3.5. Permanent offices for student organizations on the University’s premises shall be provided pursuant to Russian legislation, HSE’s bylaws and the recommendations of its Student Council, upon the appearance of available and suitable office space.

3.6. Transportation services shall be rendered as per the availability of vehicles, pursuant to Russian law and the University’s bylaws.

3.7. Student organizations, registered pursuant to these Procedures, shall be entitled to guaranteed basic financing of their operations provided by HSE (effective from the next calendar year following their registration)<sup>1</sup>. All student organizations shall be granted equivalent basic annual funding, depending on the total money allocated for providing support to student organizations, pursuant to the University’s financial plan, as well as hinging on the number of registered student organizations as of January 1 in a respective calendar year<sup>2</sup>.

3.8. Total guaranteed basic financing must be approved by the Council of the Fund for Support of Student Initiatives Programme at HSE (hereafter, the “Programme Council”), following the Centre’s recommendation. Upon approval, the leaders of relevant student organization shall be informed accordingly within 5 (five) business days.

3.9. Upon approval of the Centre, the leader of a given student organization has the right to initiate the acquisition of goods and/or services in order to fulfil the organization’s annual action plan, within the limits established for guaranteed basic financing.

3.10. Projects carried out under student organizations and student initiatives are entitled to additional administrative and financial support provided by the University on a competitive basis within the framework of the Student Project Contest pursuant to the Regulations on the Contest for Supporting Extracurricular Student Initiatives at HSE.

3.11. The name, brand names and trademarks, as well as service marks of the University, may be used by student organizations and in the framework of student initiatives exclusively pursuant to HSE bylaws, which regulate its intellectual property rights.

---

<sup>1</sup> In 2017, guaranteed basic financing shall be provided by the University to student organizations, which had been registered pursuant to these Procedures as of March 15, 2017.

<sup>2</sup> In 2017, as of March 15, 2017.

Annex 1  
to the Procedures for Supporting Student  
Organizations and Student Initiatives at  
National Research University Higher School  
of Economics

**Template Form for a HSE Student Organization Annual Report**

**Report on Events Held by XXX Student Organization  
in 20\_\_ / 20\_\_ Academic Year**

Date	Name of the event	Number of participants	Description	Additional details	Resources used

**Key Publications in 20\_\_ / 20\_\_ Academic Year**  
*(for student mass media)*

Reference to the source (website/public/channel, etc.)	Number of subscriptions	Most popular materials	Frequency	Additional details	Resources used

**Template Form of the XXX Student Organization Annual Report  
for 20\_\_ / 20\_\_ Academic Year**

Dates	Name of event	Purpose of event	Target audience	Anticipated number of participants	Required resources