**Руководство**

**ДЛЯ ИНОСТРАННЫХ СПЕЦИАЛИСТОВ**

**ПО АДАПТАЦИИ К УСЛОВИЯМ РАБОТЫ В РОССИЙСКОМ ВУЗЕ И ЖИЗНИ В РОССИИ**

**НА АНГЛИЙСКОМ ЯЗЫКЕ**

**(International Faculty Handbook)**

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# Employment

## Before Arrival

### Visa

**What visa do I apply for if I am joining the University as a faculty or staff member?**

You need to apply for a work visa. There are currently two types of work visas available to foreign nationals who are officially employed in Russia – an ordinary work visa and a HQS work visa.

**What is the difference between these two work visas?**

|  |  |  |
| --- | --- | --- |
|   | **Ordinary Work Visa** | **HQS Work Visa** |
| Who can apply? | Any employee | An employee who meets the criteria for a highly qualified specialist  |
| Type  | Single entry | Multiple entry |
| Visa duration | Three months | Up to three years |
| Extension | It may be converted into a multiple-entry visa for a period of **up to one year**. The employee does not have to leave Russia to extend the visa. The documents for visa extension must be submitted no later than 1.5 months before the current visa expires. | It may be extended for a period of **up to three years**based on a new work contract**.** The employee does not have to leave Russia to extend the visa. The documents for visa extension must be submitted no later than 1.5 months before the current visa expires. |
| I will obtain the letter of invitation in about … | … **two months** after I submit my documents for the letter of invitation. | … **three months** after I submit my documents for work contract drafting. |

**Ordinary work visa procedure checklist**

|  |  |
| --- | --- |
|   | I sent my coordinator the documents required to initiate the letter of invitation. |
|   | I contacted the Russian Consulate where I will apply for a visa and received the list of other documents I will have to submit together with the letter of invitation. |
|   | I received the original letter of invitation from the university by mail. |
|   | I applied for an ordinary work visa at the Russian Consulate stated in my letter of invitation.  |

**HQS visa procedure checklist**

|  |  |
| --- | --- |
|   | I sent my coordinator the documents required for work contract drafting and initiating a [letter of invitation](#letter) and an HQS card. |
|   | I contacted the Russian Consulate where I will apply for a visa and received the list of other documents I will have to submit together with the letter of invitation. |
|   | I received the draft of my University work contract by email for approval. |
|   | After being asked by the HR department, I signed hard copies of the work contract and sent them by express mail to the specified address. |
|   | I received the original letter of invitation for my HQS work visa and other documents I need to apply for a visa by mail. |
|   | I applied for an HQS work visa at the Russian Consulate stated in my letter of invitation.   |
|   | I received my visa and entered Russia. I obtained my HQS card from the Federal Migration Service. |

### Letter of Invitation

**What do I need to provide for a letter of invitation and an HQS card?**

* Copy of your passport (main page)
* Passport-style digital image
* Postal address where the letter can be received and contact information
* Country and city where you will apply for a visa

**What does my spouse need to provide for a letter of invitation?**

* Copy of his or her passport (main page)
* Notarized copy of the apostilled or legalized marriage certificate\* (original)
* Notarized translation of the apostilled or legalized marriage certificate into Russian (original)
* Postal address where the letter can be received and contact information
* Country and city where your spouse will apply for a visa

**What do I need to provide for my child’s letter of invitation?**

* Copy of your child’s passport (main page)
* Notarized copy of the apostilled or legalized birth certificate\* (original)
* Notarized translation of the apostilled or legalized birth certificate into Russian (original)
* Postal address where the letter can be received and contact information
* Country and city where your child will apply for a visa

**\*Documents issued by the following countries do not have to be apostilled or legalized (as of June 2014):**

Republic of Azerbaijan
Republic of Albania
People's Democratic Republic of Algeria
Republic of Bulgaria
Bosnia and Herzegovina
Republic of Hungary
Socialist Republic of Vietnam
Kingdom of Spain
Republic of Cyprus
Kyrgyz Republic
Democratic People's Republic of Korea
Republic of Cuba
Republic of Latvia
Republic of Lithuania
Republic of Macedonia
Republic of Moldova
Mongolia
Republic of Poland
Romania
Slovak Republic
Republic of Slovenia
Tunisian Republic
Republic of Croatia
Czech Republic
Republic of Estonia
Socialist Federal Republic of Yugoslavia (or Serbia and Montenegro)

### Migration Card

Upon entry to Russia you may be asked to fill out a migration card, which is usually distributed to passengers on in­coming flights and available at arrival points in Russia. Sometimes migration control (passport control) officers fill these cards out for you.

**How do I complete a migration card?**

Fill out two identical sections (A and B) of the migration card. The card should be completed using an ink pen without blots or corrections in Russian or English block letters according to your travel document data. Indicate gender in the corresponding column with an "X". Please be sure to indicate the inviting party and the duration of the stay as stated on your current visa.

**What should be done with a migration card?**

The migration card and passport with visa are handed over to a migration control officer for checking and fur­ther endorsement. Section A is taken by the migration of­ficial and section В is given back to you. The stamp date is considered the first day of your stay in Russia. Make sure that it is legible. A migration card must be carefully kept throughout the duration of your stay in Russia and is given back upon departure. A new migration card must be filled out each time a foreign national enters Russia.

**What happens if I lose my migration card?**

A foreigner with his or her migration card lost or stolen should apply to the Federal Migration Service as soon as within 3 business days for a replacement card to be issued. Please contact your coordinator or Visa and Travel Support Unit for the exact address and visiting hours of the FMS office.

At any time you are strongly advised to keep copies of your migration card, passport, visa and registration coupon in your files in addition to the originals.

### Registration

As a foreign citizen, you must be registered by the Federal Migration Service upon arriving in Russia. This registration is proof of your legal stay in Russia, and foreign nationals must show confirmation of their registration together with their passport and migration card to police officers when asked. All registration procedures are carried out by the Visa and Travel Support Unit. Please note that the University doesn’t provide registration for Russian citizens.

**What do I need to submit to be registered?**

You must submit the following items to your coordinator:

* 1. a scanned copy of the main page of your passport
	2. a scanned copy of your current visa
	3. a scanned copy of your migration card

**How quickly do I need to be registered?**

|  |  |  |
| --- | --- | --- |
| **Category of foreign nationals** | **Deadline for registration upon arrival at the place of employment** | **Deadline for registration in case of business trips or vacation in Russia** |
| Visa-free | 7 business days, except for citizens of Ukraine (up to 90 days), citizens of Belarus and Kazakhstan (up to 30 days) and citizens of Tajikistan (up to 15 days) |
| HQSThis category includes employees who arrive in Russia with an HQS visa or who have converted their visas to HQS visas while in Russia. | If the stay of the HQS visa holder is more than 90 days, he or she must register within 7 business days after the expiry of the 90-day period.Note: As registration is still needed for some formalities (obtaining a bank card, a health insurance policy, etc.) we kindly request that HQS status holders submit the documents for registration**within three business days** of their first arrival in Russia. | If the stay of the HQS visa holder is more than 30 days, he or she must register within 7 business days after the expiry of the 30-day period.  |
| Other visas | 7 business days | 7 business days |

**Which document confirms my registration?**

This document is a registration coupon. You will receive it either from your coordinator or directly from the Visa and Travel Support Unit. Please be careful not to lose this coupon. It is useful to make photocopies of your registration coupon, passport, and migration card to keep in your files.



### Checklists

It is strongly recommended to follow the steps described in the checklists below to make sure your arrival and employment are processed efficiently. However since the whole procedure is complex and involves participation of several parties, even adherence to the advised track may not result in infallible and delay-free organization. We will do our best to make your arrival and employment procedures as quick and smooth as possible. Thank you for understanding!

**Pre-arrival Checklists**

Employment procedures can be rather complex, especially when a new employee is a foreign national. Some preliminary actions need to be taken before the actual arrival of a new faculty member to the campus. Below are the pre-arrival checklists that will show you which steps need to be completed, and the information form new employees are kindly asked to fill out. You may download your checklist and save it on your computer to update or print.

Checklist for Foreign nationals

Checklist for Russian nationals

**Upon Arrival Checklists**

All the preliminary steps for your employment have been made, and your work contract has been drafted. If you are a foreign national, you have obtained a Russian work visa and are about to travel to your new place of work. The checklists below will help you prepare for the trip and see what needs to be done upon your arrival. You may download your checklist and save it on your computer to update or print.

Checklist for Foreign nationals

Checklist for Russian nationals

## Upon Arrival

### HQS Card

|  |  |
| --- | --- |
| **What is an HQS card?**This is a work permit for a highly qualified specialist (HQS) on the territory of the Russian Federation.*Front and back of an HQS card =>***What are the advantages of having an HQS card?*** **Duration**. The HQS card and consequently the HQS work visa are issued for the duration of the work contract concluded with the employer, but no longer than three years. The card and the visa can be renewed multiple times for periods up to three years based on the duration of the work contract.
* **Taxation**. One of the benefits of having HQS status in Russia is that the tax rate applied to a salary is reduced to 13% irrespective of an individual’s tax residency status. This reduction comes into effect beginning with the start date of the HQS card, not the start date of the work contract..
 | http://ifaculty.hse.ru/data/2014/10/22/1099874876/card.jpg |

**Registration**. No registration is required for a stay of up to 90 days in Russia.

**Am I eligible for an HQS card?**

Research and teaching staff members who are invited to work at the University can obtain an HQS card if:

* they are foreign nationals;
* their salary is no less than one million Russian roubles per annum;
* the validity of their passport is at least 3 years from the date of applying for an HQS card.

*More information for highly qualified specialists can be found at*[*the Federal Migration Service website*](http://www.fms.gov.ru/foreign_national/vyskvalspec/inform/index_eng.php)*.*

**How do I get an HQS card?**

Issuance of an HQS card is initiated by the employer, the University, together with the letter of invitation for the HQS work visa. The employee must receive the HQS card in person from the Federal Migration Service (FMS) upon arrival in Russia. Naturally, before the work permit is collected, the highly qualified specialist does not have authorization to work even with the signed work contract. This is therefore one of the first things that must be done upon arrival. You will be accompanied to the FMS office by the University manager.

### Employment Procedure

After the HQS card is obtained, an employee must go through certain formalities to be officially employed at the University.

**What needs to be done during the employment procedure?**

1. You will complete and sign the following documents:

* Confirmation that you have read the University regulations
* Employee’s personal profile card
* Faculty member registration card
* Notice of employment
* Agreement for your personal information processing for employment purposes
* for Russian tax residency
* Application form for Russian tax residency
* Application form for a bank card (can be done in advance!)

2. Your passport, migration card and registration coupon will be copied by the HR department for internal purposes.

3. You will receive

* An entrance pass to the Univesity
* A University library card

During the employment session, you will meet with the International Faculty Support Unit and the HR Department. You will have a chance to ask questions at this time.

**What do I need to bring with me?**

* Your passport
* Your migration card
* Your HQS card
* A picture measuring 3x4 cm
* Your registration coupon  (the copy can be submitted later)
* Your employment record book (If you were previously officially employed in Russia, you already have one. If not, then you will need to buy this book. In 2014, the cost for the book was 169 roubles)
* Documents for travel costs reimbursement (if any, can be submitted later)

### Health Insurance

The University provides international faculty with basic health insurance financed by the university. (Название компании) is the health insurance company for 2015 chosen as a result of an annual competitive procurement procedure. Please note that the University has year-long contracts with insurance companies, which means that every January employees receive new health insurance policies.

The insurance is valid in Russia and covers outpatient care in select health clinics, home care, emergency and planned hospital admissions, and basic dental care. The insurance covers acute diseases and trauma treatment but does not cover life-threatening diseases, treatment of most chronic illnesses and pregnancy-related care. An ambulance can be called to any location within Russia free of charge.

### Bank Account

All remuneration at the University is paid using bank cards.

**How do I apply for a bank card?**

You will be asked to complete a bank application form with your passport details and other information and send a hard copy via express mail or a scan via email to your coordinator. You can also complete the application form upon your arrival, but in this case, you will have to wait three or four weeks for your card to be issued by the bank.

**Where do I collect my bank card?**

The issued bank card can be obtained in person at the bank office (your coordinator will inform you of the address).

**How can I use ATM?**

ATMs’ menu is mostly in Russian. Please be advised to use the ATMs of your bank only, for other banks’ machines may charge extra fee for cash withdrawal.

Some ATMs return bank offers or commercials before proceeding to the required operation. For skipping them please note the translation of possible phrases:

**Основное меню** – ***Main menu***

**Пропустить** – ***Skip***

**Отмена** – ***Cancel***

**Продолжить**  - ***Continue***

**Напомнить позже** -  ***Remind me later***

**Назад** – ***Back***

### Entrance Pass

For security purposes, students, faculty, staff and guests are required to have identification to enter all University buildings.

**What identification do I need if I am a faculty or staff member?**

After an employee has gone through the official employment procedure, he or she receives an electronic pass. This pass allows free access to all University buildings through the turnstiles and electronic doors. To enter or exit the building touch your electronic pass against the electronic pad of the turnstile. In the event of turnstile or door malfunction, please notify the security officer. Sharing passes or using someone else’s electronic pass to enter University buildings is prohibited.

**How do I enter the building if I don’t have my electronic pass with me?**

You will have to get a visitor’s pass to enter University buildings. Please contact your coordinator or other person at your department who can offer administrative support. If your electronic pass is lost or damaged, a new pass must be issued.

**How do I order a visitor’s pass?**

A visitor’s pass is issued for temporary visits. It must be ordered in advance by someone who has access to the temporary pass electronic system. To order a pass for a visitor, please contact your coordinator or other person responsible for administrative support at your department.

**How does a visitor obtain a pass?**

Passes are obtained at the entrance pass office. Please note that all visitors are required to show their identity documents to collect passes. Upon exiting a building, visitors shall place passes into the card collector near the turnstiles or return them to a security officer.

**When are University buildings open?**

University buildings are open Monday to Saturday from 8.00 am to 11.00 pm; they are closed on Sundays and national holidays.

### University Library

The collection of the university’s academic library comprises over 600,000 books and periodicals and offers a great variety of electronic resources, including e-books and journals, databases of peer-reviewed literature, patents, business data and other data collections. Our library collections are among the largest in Russian academia and are continuously expanding. You can browse the library resources using the e-catalogue or have a look at the list of major electronic resources available to University students and faculty.

**How do I register?**

To register at the library, please show your University entrance pass, passport, and a photo to the manager at the library. International faculty coordinators generally help international employees register at the library during their orientation session. When you receive your library card, you will be granted remote access to University Electronic Resources.

Please read the library rules  and regulations for the use of electronic resources.

**What if I cannot find the book I need?**

The library accepts orders to purchase books from foreign publishing houses. Applications should be sent for literature used for research and teaching.

To order books please complete the application form and the Excel form with book issue details (including the ISBN), have the application signed by the head of your department and send scanned copies of approved forms by email to the person responsible for accepting your applications. Within a week or two you will receive a response concerning the possibility and timing of purchasing the ordered books. The procedure to purchase books generally takes up to several months, so it is recommended to plan orders in advance.

**Can I be reimbursed if I buy books on my own?**

University tenure-track faculty members may use their Research Fund to purchase research materials such as books. If the library is unable to provide the necessary literature for your research work or teaching, and you have an opportunity to buy books yourself, you may use your Research Fund to cover the expenses. Please keep in mind that purchases using the research fund should be approved in advance rather than after the fact.

### Business Cards

You can order **business cards** in English and Russian. To do so, please fill in the online order form  with the following information:

* your full name
* your position and academic degree
* your contact details: office address, email address, phone number (office and mobile, if desired)

Business cards ordered in the first half of the month will be ready from the 22nd till the 25th day of the same month. When ordered in the second half of the month, business cards will be printed from the 7th till the 10th day of the following month.

### Email Account

The University has a corporate electronic mail system, and every employee is allocated a university email account. As stated in their employment agreements, employees are supposed to use their corporate accounts for all business related correspondence, either directly or through re-direction to other mail services.

**How to activate my email account?**

Your coordinator will help you activate your corporate email account. According to internal regulations your login consists of the first letter of your name and your full surname. The password will be generated automatically but you can change it at a later stage.

**How to change my password?**

(Инструкции и формы заявок)

**How do I access my account from an external computer?**

(Инструкции и формы заявок)

**Key Regulations**

* If your user details listed in the Outlook address book (name, phone numbers, position, and department) change, please notify IT Support Service within five business days of the change.
* When a mailbox size is exceeded, outgoing mail is automatically disabled. All users therefore are kindly asked to archive or delete information in due time.

How to enable and use the Personal Archive function

How to set up the email archive function

* Employees who are out of office for vacation should set an automatic 'out of office' reply specifying their vacation dates and, if possible, the contact details of a person or persons who can help on work-related issues.

How to activate auto reply

For further information please consult the regulations for corporate email use.

### Your Profile Page

All full-time faculty and staff members at the University have personal profiles on the website. These profiles are open to everybody and contain such information as contact details, office hours, educational background and work experience, courses, publications, research interests, attached research papers, etc.

**Why do I need to have this profile?**

Employees are required to provide information and update their profile pages regularly. You are therefore expected to update your page with timely information on new articles accepted for publication in academic journals, book publications, conferences, awards, changes to contact details, etc. In addition, it is a place for you to present yourself to your colleagues and students and to the public in a way that brings all your academic achievements and interests into one place that is easy to manage.

**How do I activate my profile?**

Your profile will be generated automatically several days after your work contract takes effect. Once your profile is online you can edit it yourself, but you need to be given access to do so. Ask your coordinator for help or submit an application to the Office of Online Media directly.

**How do I edit my profile?**

Some elements of your page are connected to HR databases and certain information is uploaded automatically. Do not be surprised therefore when you find something is already on your page before you have even started.

* To start editing your page, click on a blue man icon in the top right corner on the website and enter your login and password.
* Now you are in your personal account. To switch to English click the icon (British flag) in the top right corner. Click 'How it works' to view detailed instructions on editing specific sections of your personal profile page.

Contact portal support if you have questions about your personal page or want to discuss any changes you want to make to the text that is automatically generated. For more information visit the website of the Office of Online Media.

# Working at University

## Safety Tips

When moving to Russia, as any foreign country, you may face differences in the cultural and legal environment. To reduce the stress associated with relocation and integration, we highly recommend that you get acquainted in advance with the local administrative rules, safety and security regulations at the University, its internal rules and guidelines.

### ****Safety and Security Regulations at the University****

**In case of emergency, call the general emergency number 112:**

* **Active in all Russian regions**
* **Available from a mobile phone even if there is no SIM card in it**
* **Operators speak English**

If you are in a University building, inform the security post about the emergency immediately.

The University tracks information on security threats on its premises and beyond, such as breakdowns, natural disasters, illegal activities, threats to health and life both domestically and internationally, etc. When necessary, t keeps its staff and students informed by email or the public address system.

Security in Russia is provided by special security agencies, such as:

* The Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters (EMERCOM) – one of Russia's rescue services; acts together with regional rescue services, municipal rescue services, regional firefighting services, corporate fire protection services, municipal fire protection services, private fire protection services, and other agencies. The [EMERCOM](http://en.mchs.ru/) website (in Russian and English).
* The Ministry of Internal Affairs of the Russian Federation – a federal executive agency that develops and enforces state policy and legal regulation in domestic affairs.
* The Russian Police are part of the Ministry of Internal Affairs. The Police aim to protect the life, health, rights and freedoms of Russian citizens, foreign citizens and people without citizenship; to fight crime, to protect public order and property and to ensure public safety.
* The University strongly recommends checking the websites of these services.

[Ministry of Internal Affairs](https://en.mvd.ru/) (in Russian and English)

[Ministry of Internal Affairs Chief Office in Moscow](http://petrovka38.ru/) (only in Russian)

### Violations and fines in Russia

Within the state security policy you can be stopped by a police officer on the street / in metro / in a public place for documents check. Please make sure to always have with you the following documents:

* Passport with valid visa
* Migration card
* HQS work permit
* Valid registration coupon

Instead of carrying the original documents you can have the relevant copies duly confirmed by Visa and Travel Support unit.

According to the [Code of Administrative Offences of the Russian Federation](http://www.wipo.int/edocs/lexdocs/laws/en/ru/ru073en.pdf) you can be arrested and fined for:

* Smoking in public places
* Drinking Alcohol and Alcoholic Products in Public Places
* Taking Drugs or Psychotropic Substances in Public Places
* Appearing in Public Places in a State of Alcoholic Intoxication
* Disorderly Conduct
* Causing a disturbance at night-time

Please abstain from smoking and consuming alcohol, including beer, in places other than those specially designated for these purposes, like bars, cafes, clubs.

In addition, please be kindly advised of the following recommendations to avoid most widespread hardships and hazards.

### Health

**Pandemic**
Tips to prevent the spread of the disease and not to catch it up:

* Avoid close contact with sick people.
* If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
* Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
* Washing your hands often will help protect you from germs.
* Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
* Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
* When you are sick, keep your distance from others to protect them from getting sick too.
* If you are sick, immediately inform your doctor or the insurance company of the symptoms.
* Follow all the doctor’s recommendations and instructions.

## **Safety**

**Crime**

Please follow the following tips in terms of crime prevention:

* Be alert to the possibility of mugging, pick pocketing and theft from vehicles or hotel rooms.
* Be wary of groups of women and children who beg.
* Be aware of drink-spiking leading to robbery, violence and/or abuse. Unconscious victims are often left outside, which can be life threatening in the winter months. Buy your own drinks and keep sight of them at all times.
* Be aware of pickpockets in the main tourist areas and around the main railway concourses.
* Look after your passport at all times, especially in major transport hubs and busy areas.

**Rail travel**

Due to its vast territory the Russian Federation it is likely that you may want to travel somewhere by train. In this case it is highly recommended to bear in mind the following:

* If you are travelling by overnight train in a sleeping compartment, store valuables in the container under the bed or seat.
* Don’t leave your sleeping compartment unoccupied as some compartments only have a simple lock on the sliding door. If the carriage is equipped with additional security locks or chains make sure to use them at nighttime.
* Don’t agree to look after the luggage of a fellow traveler or allow it to be stored in your compartment.

**Political situation**

Political rallies may occur in Moscow, St. Petersburg and other places across Russia. For safety reasons:

* Check media for the latest information, be vigilant, and avoid any demonstrations.
* If you are arrested for participation in such events, do not hesitate to contact your Embassy. It is highly recommended to have a list of emergency numbers.

**Terrorism**

For personal security it is highly recommended to take the following steps:

* A foreign citizen should remain vigilant in all public places, particularly those where access is not controlled (e.g. open-air events and markets) and in major transport hubs.
* If you have noticed a suspicious-looking person/ unwatched personal belongings, you are to call the police and inform them of your concern.
* If an evacuation is ordered, go to a designated place. Make sure all staff and others in your facility are accounted for. Help challenged people who may need your help in exiting.
* After an explosion, terrorist attack, or other random act of violence there can be a second event that cause as much damage as the first so the following steps should be taken:
* Be aware of your surrounding and find your safest escape route.
* Personal safety of yourself and those around you should be the first concern.
* Since one event can be followed by another, stay alert. There may be more danger yet to come.
* For protection, consider crawling under a table or desk and remain there for at least 60 seconds.
* Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
* Do not move seriously injured persons unless they are in obvious, immediate danger (building collapse, fire, etc.). Avoid known problem areas (where there are gas lines, fire hazards, etc.). Once out, keep as far away from the building as possible.
* Open doors carefully. Watch for falling objects.
* Do not use elevators.
* Do not use matches or lighters. Sparks might trigger explosions.
* Avoid using telephones and hand radios. Electrical sparks or signals could trigger other bombs.

##

## **Environment**

**Natural disasters**

There are occasional occurrences of flooding in southern regions, and forest fires, mainly in the far eastern areas and Siberia.

This subsection describes the natural disasters typical for (название) region of the Russian Federation.

**Extreme heat**

As the climate in (название) region can be characterized as temperate continental, severe winters and extremely hot summers are not often to occur.

What you should do if the weather is extremely hot:

* Never leave children or pets alone in closed vehicles.
* Stay indoors as much as possible.
* Stay on the lowest floor out of the sunshine if air conditioning is not available.
* Postpone outdoor games and activities.
* Consider spending the warmest part of the day in public buildings such as libraries, schools, movie theaters, shopping malls, and other community facilities.
* Eat well-balanced, light, and regular meals.
* Drink plenty of water; even if you do not feel thirsty. Avoid drinks with caffeine. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
* Limit intake of alcoholic beverages.
* Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible. Avoid dark colors because they absorb the sun’s rays.
* Protect face and head by wearing a wide-brimmed hat.

**Wildfires**

Once the summer is extremely hot, the probability of wildfires increases. Apart from the wildfires of this origin, they are sometimes triggered by lightning or accidents, but very often are caused by people’s negligence.

In order to protect yourself and your family you are recommended to take the following actions:

* If advised to evacuate, do so immediately. Take your disaster supply kit, lock your home and choose a route away from the fire hazard.
* If you see a wildfire and haven't received evacuation orders yet, call the emergency number. Don't assume that someone else has already called. Describe the location of the fire, speak slowly and clearly, and answer any questions asked by the operator.

**Extreme Cold**

Russia is traditionally known for its severe weather with extremely cold winters. While in real life the danger from winter weather varies across the country, you are likely to face severe winter weather at some point.

To survive in extreme cold you are to bear the following ideas in mind:

* Dress warmly. Layering your clothing will provide the best insulation and retain body heat. Wearing a non-permeable outer layer will minimize the effects of strong winds.
* Protect your extremities. Hands and feet are at greater risk of frostbite because body heat is naturally reserved in the torso to protect vital organs. So wear an extra pair of socks, and choose mittens rather than gloves.
* Wear a hat. You lose about 30 percent of your body’s heat from your head. Particularly good are hats that cover the ears.
* Wear properly fitted winter boots. Boots that are too tight can limit or cut off circulation to the feet and toes. Also, choose a boot that’s insulated and has treads on the bottom for traction on ice and snow.
* Stay hydrated. The body uses a lot of energy to keep itself warm. Drinking plenty of fluids is important because your body will need frequent replenishing when fighting off the cold.
* Get out of wet clothing as soon as possible.

**Evacuation**

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave. Follow these guidelines for evacuation:

* Plan places where your family will meet, both within and outside of your immediate neighborhood.
* Become familiar with routes and other means of transportation out of your area. Choose several destinations in different directions so you have options in an emergency.
* Leave early enough to avoid being trapped by severe weather.
* Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
* Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.
* If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

## University Facilities

The University strives to maintain a safe, healthy and friendly campus environment for students, faculty and staff by maintaining university facilities. The University is rapidly growing, and therefore, our needs in terms of buildings and services are evolving. The University development strategy outlines the improvement of material and technical infrastructure and the creation of a “distributed” campus as several of the major objectives.

### Publishing House

The University Publishing House specializes in scientific, educational and reference literature by Russian and foreign authors. The list of authors predominantly consists of professors, lecturers and academics who are University faculty members.

**What is published?**

Focusing on subjects taught in the University curriculum, it publishes books and journals targeted at a wide audience of professionals and students. It also publishes editions for internal needs, such as preprints, printed materials for conferences and other university publications of limited circulation.

**What is the publishing house capacity?**

The Publishing House currently produces approximately (количество) titles each year, with educational publications circulated in editions of up to (количество) copies; additional print runs are made as needed. For scientific publications, circulation is usually (количество) copies. Circulations of (количество) to (количество) copies are also available for the University’s internal needs. The majority of books published are available in print and electronic versions.

**Where to buy books?**

The University books are currently available for purchase at online bookstores such as OZON.ru, Co@Libri, Book.ru, Bolero.ru, and University Books.ru; they are also available at the leading Russian electronic libraries, including LitRes and University Library Online. The University’s bookstore stocks both the University’s own publications and books from a wide assortment of foreign publishers: academic textbooks, manuals and multimedia related to the University curriculum, as well as children’s books, volumes on art, and the University souvenirs. Assistants are experienced booksellers who are fluent in English.

For more information, please visit the Publishing House's website or contact its staff by email at (адрес).

### Common Rooms for Faculty

Many University buildings provide common rooms for faculty members that offer space for reading, writing, class preparation and rest. Common rooms usually feature desks and armchairs, as well as one or more computer workstations equipped with printers. Some of these faculty lounges have small kitchens where tea, coffee and snacks can be made. A University entrance pass must be used to get in and out.

### Cafeterias

Almost all University buildings have cafeterias and snack bars. The menu is quite diverse, offering a choice of appetizers, soups, main courses, desserts and soft drinks. Meals normally include vegetarian alternatives. Prices are moderate: the average cost of a full meal usually does not exceed 200 roubles. University cafeterias usually have plenty of space (except for ‘rush hour’ at 1:00-3:00 pm), and is a good place to dine or enjoy a cup of tea or coffee.

### Wi-Fi

Nearly all University buildings have free Wi-Fi access. Please use the following login and password to be connected

**Login: universityguest**

**Password: universitypassword**

## Teaching Guide

### Academic Year Structure

The academic year at the University is divided into 4 modules of 8-10 weeks each. Each module is followed by an examination period which usually lasts for one or two weeks.

Usually the dates of modules and holidays for the academic year are as follows:

|  |  |  |
| --- | --- | --- |
| **MODULES** | **NUMBER OF WEEKS** | **DATES** |
| MODULE 1 | 9 | September 1 – November 2 |
| MODULE 2 | 9 | November 3 – December 31 |
| WINTER BREAK | 2 | January 1-11 |
| MODULE 3 | 11 | January 12 – March 29 |
| MODULE 4 | 12 | March 30 –  July 3 |
| MAY HOLIDAYS | 1 | May 1-10 |
| SUMMER BREAK | 9 | July 1 – August 31 |

Initially, it is essential to get information about a teaching schedule, the exact number of teaching hours and the length of courses in order to avoid any confusion or misunderstanding. All of this information can be obtained from your coordinator or the contact person at the faculty who will give you detailed information about your schedule.

### Educational model at the University

Every year, each educational programme approves its curriculum, which consist of **compulsory** (basic curriculum), **elective** and **optional** courses.

Students make their own **Individual Study Plan**, based on the curriculum. A students’s Individual Study Plan must contain:

* All core subjects from the basic curriculum;
* Elective courses.

Optional courses may be included in the plan at the discretion of students. If an optional course is included in a student’s plan, an “unsatisfactory” grade will be considered to be an academic failure.

For all courses from the Individual Study Plan, the student must earn at least 60 credits per year. Any credits earned for optional courses are above the basic 60 credits.

The University’s flexible education system allows students to make their own plan, choosing courses from different areas that they are interested in.  According to the new educational model, undergraduate students should dedicate 20% of their study time to working on different projects (work in research groups, laboratories) and 10% to gaining an additional competence. Thus, except for the core and elective courses, which make up the bulk of the chosen educational track, students should also choose elective courses for their minor specialty (minors).

### University courses

The University provides great opportunities and a wide range of disciplines for a diverse audience and offers the following types of elective and optional courses:

**Minors** are a series of interconnected elective courses (4 courses) from non-core educational programmes, which are taught sequentially and help students to get an additional competence in fields of knowledge different from their main area of study. Minor courses can be chosen by second and third year undergraduate students. Each minor course lasts for two modules and is worth 5 credits.

***Additional Open courses*** are elective training courses on various subjects ranging from those with a purely theoretical format to workshops of leading practitioners and specialists. Additional open courses are beyond the basic educational programme and are open to students of all courses, all specializations and even students from other universities.

The University offers a number of ***MOOCs (Massive Open Online Courses)***that may interest students who want to gain additional knowledge. MOOCs provide free training to all those who are interested. Our MOOC trainers are the best talents in their field. The best University open courses are available on Coursera, the most popular international free online education platform.

The lecturer must take into account the specifics of optional courses, as the students attending these courses are from different educational programmes. We recommend you pay particular attention to the electronic forms in LMS so as not to be confused when carrying out assessment.

### Course Syllabus

The first and the most important task of a lecturer before beginning studies is to work out the course syllabus.

The syllabus is the main agreement with students on the process and conditions of training, and the educational process is organized according to it. The syllabus should include the content of the course (its goals, topics, literature for further reading) and methods of work with students (types of work, assessment principles).

Although the requirements for course descriptions taught in English have been simplified at the University, it still needs careful examination and compliance with all the rules and terms to schedule it. And you will also need to write a short description of the course in Russian, you will probably need some help from your department.

### Structure

A course syllabus must contain the following sections:

* Course Description
1. Course title
2. Pre-requisites
3. Course Type (compulsory, elective, optional)
4. Abstract
* Learning Objectives
* Learning Outcomes
* Course Plan
* Reading List
1. Required
2. Optional
* Grading System
* Guidelines for Knowledge Assessment
* Methods of Instruction
* Special Equipment and Software Support (if required)

### Approval and terms

When the syllabus is completed, it should be discussed and approved by the Academic Сouncil at your department. The approval procedure is shorter for elective and optional courses; for core subjects it generally takes a little more time to receive approval. As the general requirement is to submit the syllabus to the commission before the beginning of the module, the lecturer is responsible for establishing the exact terms of its approval in advance.

Full-time foreign and exchange students coming from abroad choose their courses 6 months prior to the beginning of their study at the University. Thus, if the course is taught in a foreign language, its synopsis (not necessarily the whole syllabus) should be presented to your department **6 months prior** to the beginning of the semester when this course will be taught.

As soon as the syllabus is approved, the course is included in the curriculum and automatically appears in the database of the University courses and on the personal profile of the lecturer on the website. A description is attached to the course’s profile by the website editor at the department.

The course syllabus must be placed on the website **prior to September 1**, regardless of the actual start date of the course.

The lecturer is responsible for the availability and quality of the syllabus put into the database of courses. If necessary, the lecturer may make minor changes to assessment formulae or sequence of topics to be learned, on the condition that the students are informed of these alterations beforehand. It is best to inform students about any changes using the LMS or via email to protect oneself against possible student complaints concerning the violation of rules fixed in the syllabus.

### Knowledge Assessment System

The assessment system at the University is another significant thing to be aware of and again, needs to be included in the syllabus. During the first lesson it is important to familiarize students with the different types of assessment that will be held throughout the academic year. There are three different types of assessment used at the University: the routine, intermediate and final assessment.

***Routine assessment***is carried out as part of the regular and systematic monitoring of students’ academic knowledge during lectures and seminars, including distance learning courses, and other forms of studies (internships, project work, scientific seminars etc.).

Routine assessment is conducted by the lecturer and can be organized:

* during an in-class work in the presence of the lecturer according to the schedule;
* during  independent work without the lecturer with the subsequent assessment of results by the lecturer or the assistant;
* by using the information environment for remote learning during both in-class work and independent work, with the possible automatic assessment of results.

Routine assessment can be carried out in the following forms: homework assignments, tests, papers, essays, colloquiums, laboratory classes, course projects and other forms of routine assessment at the discretion of the lecturer responsible for teaching a particular academic subject.

The lecturer must inform the students on the results of routine assessments not later than 10 days after the event through various communication means, including electronic ones.

***Intermediate assessment***is aimed at assessing part of an academic subject if it lasts longer that one period, and should be held upon the completion of the module or semester. Thus, some academic subjects may not require intermediate knowledge assessment.

The intermediate assessment may be summarised by using routine checking methods and/or by conducting an exam. It should be noted that an unsatisfactory result of the intermediate check is not a reason to deny a student access to a subsequent intermediate check or to the final test of knowledge on the subject.

It is important to know that the contents and procedures pertaining to intermediate assessment  and routine checking must be specified in the syllabus of the subject and students must be informed of them during the first lesson on the given subject, and in addition, they must be repeatedly informed of the contents and procedures of exams at the last lesson before the corresponding exam on the given subject.

The ***final assessment*** which is primarily held in written form (test, essay, report, etc.) should be held upon the completion of an academic subject. The lecturer can choose the type of assessment without administering an exam.

### Exams

Each module is followed by an examination period, which lasts one or two weeks. Students may have exams on consecutive days, but not more than one exam per day. The duration of the exam should not exceed 4 academic hours per student. It can be held between 9 a.m and 9 p.m.

Exams at the University are generally held in written form, but in some cases may be oral at the discretion of the lecturer.

The exams schedule is always announced to lecturers and students at least one week before it begins. Information on this can be found on the website and information boards around the university.

### ****Repeated exams****

In case of a failed exam, students have the right to repeat the examination but not more than twice within one course. The first attempt is administered by the lecturers who led the initial examination and is similar to a regular exam; the second attempt must be administered in the presence of a committee composed of at least three lecturers, one of whom is appointed chairman of the committee. The examination committee may involve lecturers from other departments.

Repeated exams are allowed only after the second and the fourth modules. It is not permitted to take repeated exams in order to upgrade a positive result (above 4 on the 10 point grading scale).

### ****Violations****

At the University there are requirements for written assignments or oral answers at exams. Their violation may bring students disciplinary penalties ranging from a reprimand and an unsatisfactory grade up to expulsion from the University.

The lecturer is responsible for elimination of the following violations of academic standards:

* Cheating,
* Repeated submission of same written assignment,
* Plagiarism,
* Forgery,
* Fabrication of data and results.

To check the course and graduation papers written in English against plagiarism you may use one of electronic systems.

Likewise, students may appeal against the results of intermediate and final controls for the following violations of their rights:

* Incorrect wording of questions, questions outside the scope of the curriculum, mistakes in the answer options in assignments and tests;
* Violation of the intermediate and final control procedures by the lecturer;
* Non-compliance with evaluation methods;
* Circumstances hindering an objective evaluation.

### Grading System

The University has a 10-point grading system, which corresponds to the 5-point scale officially used in many other Russian educational institutions and the European scale ECTS.

Unlike the 5-point grading system, in which 5 is excellent and 1 is poor, the 10-point scale makes assessment more nuanced. To facilitate the grading process, please use this simple scheme:

**Pass-Fail Exam**

|  |  |
| --- | --- |
| **GRADES** | **POINTS** |
| PASS | 4-10 |
| FAIL | 0-3 |

**Numerically Graded Exam**

|  |  |  |
| --- | --- | --- |
| **GRADES** | **POINTS** | **MARKS** |
| EXCELLENT | 8-10 | 5 |
| GOOD | 6-7 | 4 |
| SATISFACTORY | 4-5 | 3 |
| POOR | 0-3 | 2 |

Grades for all the assessment types should be integers ranging from 0 to 10 points. The grade rounding rules must be described in the course syllabus.

During the course the lecturer registers intermediate results in student performance record in the LMS.

Grades received at the exam and other tests must be also registered in the examination record sheet (printed or an electronic version) formed by the Programme Office before the exam. Grades are put in the exam record in numerical form on a ten-point scale and in text form (“excellent”, “good”, “satisfactory”, “unsatisfactory”)  on a 5-point scale.

The exam record sheet must be signed by all lecturers carrying out the exam and submitted to the Programme Office (in original or scanned copy by email) within one working day. Students who are not present at the exam should be registered as “absent” on the examination record sheet.

The overall grades are put in electronic student’s grade books in their account in the LMS by the Programme Office manager.

### ****LMS****

The Learning Management System (LMS), the University’s internal online platform for lecturers and students, was launched with the aim of making the study process more user-friendly for everyone involved.

Each course has its own site in the system, and as soon as students have chosen the course for the current academic year they then have access to it. For every course a lecturer can:

* Place training materials (tasks, cases, presentations, reading literature, etc);
* Test knowledge (routine or final assessment);
* Maintain student performance records;
* Collect and store individual assignments of students (essays, course and graduate papers, projects etc.);
* Communicate with students and consult them.

To get access to the LMS a University lecturer should send a registration application with his or her name, email address, department and list of courses to the LMS support service.

The LMS team conducts group-training sessions on using the system. If you are interested you should fill in an application form following the link on the main page of the LMS or forward it to the maintenance specialist.

### Teaching Assistants

University lecturers can apply for a teaching assistant from the body of graduate or undergraduate students. These assistants are paid by the university for their work.

Teaching assistants may be chosen from those students who do not have grades below 8 points on mid-term assessments in the academic subject they are recruited for, or those who have been recommended by the department responsible for teaching this subject, as well as post-graduate students recommended by the department responsible for the course.

It must be also taken into account that the teaching assistant should not:

* be studying at a course level in which the subject is taught;
* be recruited simultaneously by two or more lecturers;
* be recruited simultaneously in two different subjects;
* be recruited to conduct academic or research seminars, as well as to develop and implement subjects that are being included for the first time in a division’s curriculum;
* work at the University in a teaching position or provide teaching services to the university under a civil law contract (for students of Master’s programmes or postgraduate students)

Teaching assistants help lecturers in preparing for a lecture or a seminar, participate in conducting lessons, and engage in the preliminary evaluation of students’ work, but the final grades are to be determined by the lecturers. It is important to remember that teaching assistants must always operate under their mentor’s supervision and are not permitted to carry out teaching activities on their own. The lecturer is responsible for the quality of a teaching assistant’s work.

Applications can be submitted by a lecturer or by the head of the department twice a year. If a subject is continued in the next academic year, a new application for teaching assistant must be submitted. To clarify all the details on applications and terms, please contact the designated person at your Faculty.

### Practical recommendations

Here are some practical tips that will help you fulfill your teaching duties at the University.

* Make sure your course syllabus contains complete/updated information about the assessment procedure, the methods of grades calculation, the timing and forms of written and other types of work.
* Make sure your course syllabus is included in the courses database and is available on your Profile Page.
* Update you Profile Pager regularly. Make sure it contains all the necessary and current information.
* Create a profile of your course in the LMS.
* Prior to the beginning of studies, inform the Programme Office in your department of your preferences regarding the course schedule (preferred days of the week and hours) and your wishes will be taken into account as far as possible.
* Course schedules are placed on the Faculty bulletin boards not later than 3 days prior to the beginning of classes, and the exam schedule not later than 7 days.
* Inform students about types and features of assessment procedures and also of their achievements to date one week prior to assessment procedure.
* Register students’ achievements in the Student performance record. It's best to do it in LMS.

### How to reserve a room and facilities for studies

When planning a course, if you have special requirements for the room (arrangement of tables and a board, the Internet, computers, an interactive whiteboard, etc.) for the duration of the whole course, it is necessary to inform the Programme Office in your department of your needs two weeks prior to the beginning of the module.

If you need a laptop, a projector, speakers or access to the Internet to conduct one or several lectures/seminars, please ask your coordinator to assist you with submitting an application to the appropriate department 3 days prior to the beginning of the event.

## Research

### Academic Travel Grants

Travel support for academic purposes is generally provided in the form of grants. This type of support is offered to encourage internationally recognized research by faculty and promote internationalization. The expected outcome is publication of research in top peer-reviewed international academic journals and by international university presses with an indication of affiliation with the University.

**Who is eligible?**

This kind of support is normally available to internationally recruited tenure-track professors and postdocs. The maximum amount that can be available for academic travel and the conditions of its allocation are stated in individual work contracts.

**What does it cover?**

Funds can be used flexibly for participation in international conferences where the applicant is presenting research, as well as for seminars and projects that require international travel for collaboration with co-authors on articles, books or other joint research. It can be used to cover all or part of registration fees, accommodation, travel, visas, health insurance, per diem, etc.

**How do I apply if I am a tenure-track professor?**

Grants for tenure-track professors are administered by the (название подразделения). For a travel grant application and questions on academic travel grants, please contact (имя сотрудника).

**How do I apply if I am a postdoctoral fellow?**

Postdocs need to receive approval for their academic trip from the head of their department.

**When do I get the money?**

The funds are available in the form of a reimbursement. This means that the applicant must cover all the costs associated with the trip from personal funds and then have them reimbursed upon return after all the necessary supporting documents (tickets, receipts, invoices, etc.) are presented to the accounting department.

### Sabbatical Leave

A short-term sabbatical is a paid leave for the pursuit of scientific research. During a sabbatical leave, faculty members can work on their research projects in other research and educational institutions.

**Who is eligible for a short-term sabbatical?**

A short-term sabbatical is granted to employees whose primary place of employment is the University and who were hired through international recruiting or have a third level academic merit pay.

**How long can a short-term sabbatical be?**

A short-term sabbatical should not exceed 28 days per calendar year. It can be submitted once or several times annually for periods when the applicant does not have lessons or other classroom-based events. At the discretion of the International Recruitment Committee, a short-term sabbatical may be prolonged to 56 days per calendar year.

**How do I apply for a short-term sabbatical?**

Two weeks before the planned beginning of a short-term sabbatical leave, please do the following:

* Fill out an application form and send it to the head of your structural subdivision, who is either the dean of your faculty or the head of your lab. If you have two contracts, then your sabbatical must be approved by both.

Application form for a short-term sabbatical leave

Upon sending the form, please coordinate the form for reporting research results with the head of your structural subdivision.

**How do I report about the results of my short-term sabbatical?**

Upon returning from a short-term sabbatical, the results (in the form agreed before the leave) are to be sent to the head of the structural subdivision within two weeks.

**How is the short-term sabbatical paid?**

The sabbatical is granted with standard salary maintenance and within the timeframes of the University’s internal regulations. However, in case the 28-day period has not been used up, the remaining time cannot be transferred to the next calendar year. In addition, remaining time cannot be compensated, preceded by or followed by the basic annual leave.

### Support for Academic Events

If you plan to organize an academic event at the University (e.g., conference, seminar, symposium, colloquium, round table) you may apply to the University Event Organization Office for financial support.

**Application Period**

Applications for the next calendar year can generally be submitted from September 1 until September 25 of the previous year. Applications submitted after this date will be accepted but treated as out-of-schedule.

Application Procedure

To submit an application, it is necessary to complete the following:

* The application form with a justification of the planned activity, its goals and objectives, the maximum amount financial support requested from the University, as well as information about external sources of co-financing, any agreements reached, and the amount of co-financing
* The estimate of expenditures form

According to university regulations, the forms have to be filled in in Russian. Please ask your colleagues for assistance if needed. Email the completed forms to (адрес).

**Contacts**

(ФИО и контактные данные)

For details in Russian, please visit the website of the University Event Organization Office.

### Teacher-student Team Research Projects

Research study groups can apply to the University Academic Fund for financial support provided that they engage full-time instructors and researchers at the University who hold postgraduate academic degrees and have published in leading academic journals. The project should involve at least five undergraduate and postgraduate students and no more than three University instructors and researchers, one of them being a project manager. The project manager is required to have experience as an academic supervisor of undergraduate, graduate or postgraduate students, as well as experience conducting seminars, courses or workshops at the University. Participation in the competition requires ongoing research work and publications on a theme close to that of the stated project.

**Application Deadline**

The competition is held annually in the fall. The application deadlines are announced on the website and the website of the Academic Fund next in the fall.

**Application Procedure**

Applications are submitted online by filling out a form on the website user page.

**Contacts**

(ФИО и контактные данные)

For details, please visit the website of the University Academic Fund.

### Other projects (if available)

## Intellectual Property Protection

The University strives for intellectual property protection. The legal department elaborated an internal legal base to regulate main aspects of protecting authors’ rights of the faculty and published them on the website.

Once you have a question regarding intellectual property protection, you may address it to (ФИО) at (адрес).

## Business Trips

The University faculty and staff employed under work contracts are allowed to leave the country either on their non-working days (days off, Russian public holidays, or during a paid or unpaid leave) or when going on a business trip. If you leave the country on a workday without going through formal procedures, you are not following the terms of your work contract. These procedures need to be completed in advance before going abroad on a leave or a business trip. Otherwise your leave or business trip will not be registered. Note that this procedure needs to be followed no matter what funds you use to cover your business trips expenses. Please read these business trips guidelines to find out more about the procedure.

### Guidelines

The following guidelines concern tenure-track professors. Postdocs should skip **Step 1** and **Step 2** in the section covering the guidelines before the trip, and **Step 1** in the section covering the guidelines after the trip.

**What needs to be done before and during the trip?**

1. Apply for a **travel grant** with the (название подразделения) **one month** before the planned trip.

2. If the expert group approves your application, the (название подразделения) informs you of the decision and forwards the approved application form along with the expert group’s decision to your coordinator, who can then begin preparing a travel assignment form for your trip.

3. Provide your coordinator with the **invitation letter** from the hosting party. The invitation must contain the following details: the purpose of your visit, name and location of the event, dates, participation fee details, and a note stating which expenses (if any) related to the trip will be covered by the hosting party.

4. Your coordinator fills out the **travel assignment form** with the help of the central accounting office and has it signed by you, the head of your department and the first vice rector.

5. A **business trip order** is issued based on this business trip assignment.

6. If you travel for more than one day within Russia, your most important document is your**business trip certificate.**You must take this paper with you, get it stamped at your destination and bring it back.

7. During your trip, please make sure to collect **all documents** for expenses that you want to have reimbursed.

**What needs to be done after the trip?**

1. Submit a back-to-office report to the (название подразделения) within 10 days of your return. If you traveled to a conference or similar academic event, the report must be accompanied by a copy of your paper or presentation.

2. Submit all **supporting documents** for travel expense reimbursement to your coordinator.

3. Your coordinator will help you to fill out a travel expenses report and submit it to the accounting office together with your bank card details and supporting documents.

4. You receive reimbursement for your travel expenses.

For more details, please see university regulations on business trip .

### Supporting Documents for Reimbursement

We strongly recommend reviewing these requirements before you go on your business trip.

**Golden Rules**

1.Original copies of supporting documents with translation into Russian must be submitted for reimbursement.

2. All documents proving payments must contain payment references.

3. All expenses must be paid by the employee. Services purchased using someone else’s bank card will not be reimbursed.

4. Reimbursement for one trip cannot be made in parts. Only a complete package of documents will be accepted.

5. An employee will only be reimbursed for those expenses that are proven by correct documents.

6. Bank statements issued by Russian banks must contain a signature and a seal.

What documents do I need to present to be reimbursed for a business trip?

|  |  |  |  |
| --- | --- | --- | --- |
| **I want to get reimbursement for …**  | **… if I paid in cash or by card in person:** | **… if I paid online:** | **I should not forget, that …** |
| **participation fee** | 1. sales receipt2. cashier’s receipt | 1. electronic payment confirmation2. bank statement |  |
| **hotel** | 1. invoice2. cashier’s receipt | 1. electronic booking confirmation or payment confirmation2. invoice or an equivalent document confirming the fact of my residence in the hotel3. bank statement | Only lodging in an economy class hotel room will be reimbursed. The number of guests in supporting documents must not exceed one person. I need to make sure that confirming documents contain the hotel’s name, my full name, the number of guests, dates of check-in and checkout, cost of the stay, and the means of payment. |
| **rented apartment** | **PAYING TO THE AGENCY**1. original rental agreement signed by two parties2. sales receipt (must contain my name and the dates of my stay)**PAYING TO THE HOST**1. original rental agreement signed by two parties2. note signed by hand from the host confirming the payment3. copy of host’s passport (the main page with the signature). | 1. electronic agreement2. electronic receipt3. bank statement | As lodging at a private apartment is not standard from the point of view of Russian legislation, it must be approved by the head of my department or vice rector beforehand. |
| **travel expenses** | 1. plane tickets and boarding passes **OR**train tickets2. sales receipt3. cashier’s receipt | **BY AIR**1. electronic plane tickets2. boarding passes3. bank statement**BY TRAIN**1. electronic train ticket2. bank statement | Only travel from the city of my employment to my business trip destination will be reimbursed. Employee travel on a business trip directly from a vacation destination is considered on a case-by-case basis.It is recommended to book plane tickets (only economy class) through the websites of big airlines, such as [*Aeroflot*](http://www.aeroflot.ru/cms/en).If I travel byRussian Railways I don’t need to provide a bank statement, only electronic tickets. |
| **transfer** | Aeroexpress ticket ORtaxi receipt specifying the route “airport – hotel” or “hotel – airport”  | 1. electronic Aeroexpress ticket2. bank statement | Taxi receipts must specify the date and route, as well as contain the driver’s signature. If I travel in Russia, taxi expenses will not be reimbursed, onlyAeroexpress. If I take a train to travel abroad, transfer from and to the railway station won’t be reimbursed as it will be part of my per diem. |
| **health insurance** | 1. sales receipt2. cashier’s receipt3. health insurance policy | 1. electronic health insurance policy2. bank statement |   |
| **per diem** | **WHEN TRAVELING ABROAD**1. scanned copies of the following passport pages:pages with stamps confirming my entry and exit from Russia and entry and exit to the country of destination2. main page with the photo,3. page with the visa **WHEN TRAVELING IN RUSSIA**1. completed and stamped business trip certificate There must be three stamps on this certificate by the end of my trip – the first stamp I get at my University campus, the other two stamps and a signature I get from the host institution. |   |
| **visa** | 1. invoice or sales receipt(or an equivalent document specifying payment reference)2. cashier’s receipt3. copy of my visa | 1. invoice(or an information email)2. bank statement3. copy of my visa | Extended fees for urgent visa issuance will not be reimbursed.If I use a commercial visa service, a receipt specifying payment reference and a cashier’s receipt need to be provided. The university recommends using the PONY EXPRESS service [www.ponyexpress.ru/](http://www.ponyexpress.ru/)  |

For questions, please contact your coordinator or the International Faculty Support Unit.

## Work Calendar

National holidays in Russia are considered non-working days. Every year the Russian government issues a statement specifying the duration of national holidays, so it may vary from year to year. National holidays may also be followed or preceded by additional days off. Please note that a working day preceding a national holiday is normally one hour shorter.

National holidays are celebrated in Russia on the following days:

|  |  |
| --- | --- |
| January 1-6, 8 | New Year Holidays |
| January 7 | Christmas Day |
| February 23 | Defenders of the Fatherland Day |
| March 8 | International Women’s Day |
| May  1 | May Day |
| May 9 | Victory Day |
| June 12 | Day of Russia |
| November 4 | National Unity Day |

### ****36-Hour Work Week****

Professors usually work six hours per day Monday to Saturday, which results in 36 hours per week. Please refer to your work contract for your exact work schedule. Days off are marked in red. Working days marked in green are one hour shorter as they precede national holidays.

(Календарь на текущий год)

### 4****0-Hour Work Week****

Researchers, including postdoctoral fellows, normally work eight hours per day Monday to Friday, which results in 40 hours per week. Please refer to your work contract for your exact work schedule. Working days marked in green are one hour shorter as they precede national holidays. Days off are marked in red.

(Календарь на текущий год)

### Leave

The University faculty and staff are normally employed under work contracts where the employee’s working time on the territory of the Russian Federation is specified. Employees are free to travel outside Russia on their non-working days that are days off, Russian national holidays, or registered leaves. Naturally, leaving the country on a workday (if it is not an official business trip ) is violation of the work contract.

Going on leave requires formal procedures that must be completed in advance; otherwise, leaves will not be registered. The University teaching and research staff are entitled to different types of leave – annual paid leave, short-term sabbatical leave, and unpaid leave. Please read the information below for details on each kind of leave.

### Annual Paid Leave

According to the Russian Labour Code and the internal regulations of the University, research fellows must be provided with the annual paid leave of 28 calendar days per year; faculty who have a teaching load are provided with an extended annual paid leave of 56 calendar days. Please consult your contract for the duration of your annual leave.

The period of your annual leave can be divided into several parts with one unbroken part of no less than 14 calendar days. In general, faculty members take most of this leave in July and August, as there are no classes during these months.

Employees are supposed to use annual paid leave during the working year. Transfer and deferral of the annual paid leave is only possible in exceptional cases. To change the dates of the leave, an application must be completed. Please note that when changing your leave you should specify the new dates for the entire leave period: either as one lump or in smaller pieces.

**How to apply?**

Annual paid leave is provided according to the Employee Leaves Schedule, which is composed and approved at the department and submitted to the HR office in December at least two weeks before the start of a calendar year. According to the schedule, the leave and allowance are processed automatically during the year without any additional formal procedures.

Unplanned leave out of schedule is provided based on an application filled out by the employee and submitted to the head of their department at least two weeks prior to the beginning of the leave.

**How is it paid?**

While it may seem advantageous to combine leave with holidays to prolong it, this may lead to certain monetary losses.

The reason is that compensation for leave days is calculated differently than a salary, and depends on 1) the amount of average wage[[1]](#footnote-1) and 2) the number of working days in a month. While salary is paid for workdays, leave is paid for calendar days (including weekends). Furthermore, public holidays that occur during the period of leave are not paid, though they prolong the period of leave to the corresponding number of days. It is important to remember that the fewer working days there are in the calendar month, the smaller your compensation will be.

In January and May, for instance, you can take a longer leave, saving leave days, but receive less payment. Accordingly, if you want to go on leave with minimal monetary losses, the recommended months for leave on the work calendar are April, July, and August.

If you want to know the details of how the payment for your leave days was or will be calculated, you may consult the Accounting Department.

### Sabbatical Leave

A short-term sabbatical is paid leave for the pursuit of scientific research. It is granted to employees whose primary place of employment is the University and who were hired through the international recruiting procedure or who have a third-level academic merit pay.

This academic leave should not exceed 28 days per calendar year. It cannot be preceded by or followed by the basic annual leave. It can be applied for once or several times annually for periods when the applicant does not have lessons or other classroom-based events. At the discretion of the Centre for Advanced Studies, a short-term sabbatical may be prolonged to 56 days per calendar year.

**How to apply?**

Two weeks before the planned beginning of a short-term sabbatical leave, please complete the following steps:

* Complete an application form and submit it to the head of your department. If you have two contracts, then your form must be approved by both department heads.
* Coordinate the form for reporting research results with the head of your department.

**How to report on the results of a short-term sabbatical?**

Upon returning from a short-term sabbatical, the results (in the form agreed before the leave) are to be submitted to the head of your department within two weeks.

**How is it paid?**

The sabbatical is granted with standard salary maintenance and within the timeframes of the University’s internal regulations. If the 28-day period has not been used up, the remaining days can neither be transferred to the next calendar year nor compensated.

### Unpaid Leave

Aside from annual paid leave, the faculty and staff can take unpaid leave upon the agreement of the head of their department.

Please keep in mind that unpaid leave exceeding one month can cause difficulties related to your immigration status. Please consult the HR Department for details of your individual case.

## Office of Information Technology

Please, refer to services provided by the IT Office and terms of submitting applications to the User Support Unit.

**The User Support Unit’s main tasks are to:**

* Ensure performance of the University equipment
* Repair, maintain and upgrade
* Provide antivirus works
* Setup and maintain the University staff working places
* Participate in planning, forming and application of the University technical policy in choosing personal computers, peripherals, audio, video and copy appliances, and software.
* Work out technical specifications for the purchase of equipment, technical statements on tender results
* Carry out equipment acceptance, preparation and installation at work places, classrooms (including software installation)
* Prepare technical statement on discarding failed and out-of-date equipment with subsequent recycling

**Here you can find applications submitted to IT Office for the University’s users’ support:**

* Application for workplace connection to workplace network
* Application for office equipment setup
* Application for Software Installation
* Application for computer and Office equipment diagnostics and repair
* Application for a cartrage / toner
* Application for setting up internet network outlets

All applications to IT Office are formed as Outlook letter sample and will be automatically sent from your University corporate e-mail address.

Please, make sure to fill in all the boxes in application forms, otherwise IT specialist will not be able to provide assistance in your query. Do not write any text in addition to the submitted form in the letter!

All applications submitted to the Service Desk are filed and sent for execution.

After your application is processed, you will be sent an automatically generated confirmation.

# Life outside University

## Place of Residence

### Renting an apartment

The University usually provides new international appointments with initial lodging at one of its guesthouses to give you time to find suitable accommodation. The University does not provide direct assistance in renting an apartment, however some trustworthy estate agents and relocation agencies which have English-speaking staff can be recommended:  (Названия компаний).

Rental prices depends on the different requirements you have for your accommodation. The number of bedrooms, location, parking facilities, interior design, and security features are some key factors influencing the price.

### Household emergency

There are several ways of protecting yourself against the risk of unpleasant household incidents requiring the help of certain specialists (such as plumbers, electricians, pest control teams, etc.)

* Ensuring there is a clause about resolving these situations in the rental contract. The landlord should bear responsibility for troubleshooting issues regarding plumbing, electricity, gas, etc.
* Signing a package agreement with a real-estate agency which includes 24/7 support and problem-solving for the apartment. This type of package is naturally pricier than a regular service.
* If a problem arises, you should contact your landlord first, explain the situation and ask for help in dealing with the problem.
* You can also contact one of the following domestic support companies:
	+ (Названия компаний и ссылки на них).

## District Infrastructure

No matter in what district you live there are certain facilities that unite them all.

# Kindergartens

# Schools

# Institutions of higher education

# Hospitals

# Shops

# Restaurants

## Transport

### ****Metro****

The 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. Metro entrances are marked with a large letter 'M'.

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.

Staff in Metro ticket offices rarely speak English, so it's a good idea to show cashier a card indicating the number of rides you wish to purchase. You may want to have this sign printed: 'Пожалуйста, [blank space] поездок' ([so many] rides, please). Note that the card purchased from the metro ticket office is also valid for ground public transport.

Many stations in the city centre now have English information signs, stations in residential areas do not. However, every station has a red and blue INFO/SOS (ИНФО/СОС) pillar in the centre of the platform. There is a metro map in two languages. Maps inside the carriages also have information in English.

There are no waste bins in the metro for security reasons. So if you take wrapped food into the metro prepare to hold the wrapper until you leave. There won't be a good place to throw it away on the trains or in the stations.

For further information (including fares), please visit the metro website.

### ****Ground Public Transport****

The public ground transportation includes buses, trolley buses, and trams. You can purchase tickets from drivers or in booths near the stops. Passes are also available for purchase in metro stations. It is highly recommended not to purchase the passes from the drivers as you will have to pay much more in this case. 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'.

### ****Taxi****

We highly recommend that you use official registered taxi services. While there are taxis in (название города) that offer a cheaper alternative, we strongly advise against using them or hitchhiking. It might be unsafe. Note that if you plan to get reimbursement from the University for taxi services, only official taxis provide receipts that will allow it. Here are some registered taxi services that have English-speaking operators and drivers:

(названия такси)

Let the operator know that you will need a receipt for the Accounting department if you wish to be reimbursed.

# International Faculty Support

## Managing Culture Shock

Culture shock and problems associated with it may have a powerful and lasting impact in the workplace. Once their physical relocation to Russia is complete, most international specialists and their families begin integrating into the Russian community and business environment. As any other country, Russia has its own culture and customs, people, mentality and view of the world, beliefs, behaviour, government, and social structure.

When going through the process of acculturation every expat will experience some form of culture shock. This is an essential although admittedly stressful part of the transition process. It also affects expat spouses who in particular often feel isolated and resentful when they experience life in a new cultural environment.

Culture shock is primarily a set of emotional reactions, such as homesickness, feelings of guilt, worry and anxiety, boredom, sadness, irritability, frustration, and difficulty falling or staying asleep. In addition, it may bring some physical symptoms like headaches, stomach aches, and a constant feeling of tiredness. These are normal responses to abnormal situations that can be expected under the circumstances. What is therefore needed is to remember that they are transitory and do not imply mental illness or an inability to cope.

Here are a few tips for avoiding the pitfalls of culture shock:

### ****Before arrival****

* Familiarize yourself with cultural practices common in Russia by reading or talking to people familiar with the culture. Have realistic expectations before you go.  There are a few Internet sites for expats, including those living in (название города) who are ready to share their experience and advice, such as (примеры сайтов). There you may find useful information and some tips for future relocation. Nevertheless, opinions differ, and they may be subjective and somewhat biased or prejudiced, so do not rely on them completely.
* Identify and practice realistic self-care and stress management techniques that you will be able to use when you are abroad; remember that the practices that you use in your homeland may not be practical or safe when you are abroad, so be creative.
* Keep an open mind and try to be flexible when things don’t go as planned. Make sure you have prepared everything for your upcoming arrival to Russia by checking the website of the supporting unit; there you will find useful information and prevent possible difficulties.

### ****Culture shock****

Culture shock is a normal developmental phase of adjustment to a new cultural environment.

* Establish new friendships with Russians who can help explain the reason behind some of the customs/behaviours you might find difficult to understand. This will help you make healthy adjustments abroad. Working through culture shock can be a valuable growth experience – one that strengthens identity and intercultural competence. And besides, your new friends will likely want to know more about your country and family’s traditions as well. There are many websites and online clubs, including those designed especially for women living abroad to keep them engaged and interested: (ссылки на клубы).
* Connect with others while you are away. Don’t isolate yourself! Share your feelings with your landlord and colleagues. If you are talking with other foreigners working abroad, be sure you don’t get caught up in being negative together. Contact your family and friends back home, as nowadays there are many ways to keep in touch online and through various apps.
* Take care of yourself physically, including getting regular and sufficient amounts of sleep and food. Try new foods, even if at first they may seem unusual; give the new cuisine a chance, or find ones similar to what you have back home. People usually tend to forget about exercise when abroad; keep in mind that regular exercise is calming, and it is also a great way to boost your mood, release endorphins (opiates that relieve stress and make you feel happier) and helps you reenergize and refocus. It may also become another way of finding new friends. Information about gyms and other sports venues in the city can be found at (ссылка).
* Give yourself permission to feel bad. Negative feelings are normal, and you should process these emotions rather than just push them away and fail to address the issue. Homesickness is natural, but do not let negative thoughts occupy you as they prevent you from enjoying the exciting new culture that surrounds you. You can always check for updates on interesting events in the city at (ссылка) and find exciting places to visit at (ссылка).
* Don’t make any big life changes while abroad. It will take time to figure out how your new life experiences will fit into your previous culture and life experience.
* Consider learning Russian. It will not only help you feel more confident, and ease communication both at work and in your social life, but it is also an excellent way to develop a stronger understanding of Russian culture. The University offers Russian language courses for employees at the Russian Language Centre. More information can be found at (ссылка).

The experience of culture shock has been accepted as completely normal and even desirable, as it is seen as part of the successful process of adaptation for employees. Therefore, it is important to embrace the new culture instead of resisting it, and to willingly recognize and accept the transformative changes that will help with the adaptation process. Soon, you will likely get used to life in Russia and start to feel more confident and comfortable. Day-to-day life will get easier and you will be happier as a result.

There will be times when you feel like talking to someone to share your concerns and feelings. Befrienders Worldwide is a longstanding network and a recent charity comprising 169 international centres in 29 countries. Their internet resource is available in several languages, offering  helplines and centres that you can contact by phone, SMS, e-mail and other online channels. For more information visit <http://www.befrienders.org>.

The University understands that moving to a different country and working in a completely new environment may cause some difficulties. The Psychological Counselling Centre is staffed by psychologists who provide the University staff and students a broad range of counselling services for mental health concerns such as anxiety, depression, stress/crisis management, transitional issues, grief, substance abuse, and eating. Visits are confidential.

To make an appointment or obtain additional information about the services provided, as well as terms and conditions, you can contact the Centre by e-mail: (адрес).

If you make an appointment, please make sure to specify the required information: your name, options for convenient date and time for a counselling session, contact phone number and e-mail address. As soon as your appointment is scheduled, you will be sent a confirmation letter.

***Working hours:*** Monday – Friday 9 a.m. – 9 p.m.

***Location:*** (адрес).

## Assistance in Spouse Employment

The University assists internationally-recruited specialists in finding jobs for their spouses. Thus, the University on a regular basis monitors the needs of local campuses and informs international faculty of it.

The main area where spouses may be employed:

(названия подразделений и их вакансии)

## International Schools and Kindergartens

All children in Russia have the right to receive general and vocational education free of charge and on a selective basis, free non-university and university level higher education and postgraduate education in state and municipal educational establishments (one course programme at each level).

Before school, children typically go to kindergarten or other pre-school establishments from the age of three. Most Russian children attend state kindergartens and schools near their homes. However, recent years have been marked by a rise in the number of foreign specialists working in Russia. Given that they often have families and children of school age, the demand for kindergartens and schools that can accommodate foreign children has increased. There are a number of private international kindergartens and schools in the city which usually charge tuition fees:

* (Названия и адреса детских садов и школ)

**Documents for admission**

Every institution requires its own set of documents. However, typically the following documents are requested:

* birth certificate
* health insurance, health examination form
* previous school record (for schools)

For admission to Russian state schools, the following are also required:

* a notarized translation of parent’s passport
* a notarized translation of the child’s birth certificate
* registration
* Russian visa valid for at least a year

## University Community Life

Aside from sharing academic interests and being involved in research and education, the University team enjoys a vibrant community life. Different clubs, cultural events, outdoor activities and other projects enrich the extra-curricular time of the faculty, students, staff and university guests.

Community events are usually open to all the members of the University and often to the general public as well, though some may require registration prior to the event. There are a number of activities, such as festivals, concerts, sports and travel which can be enjoyed regardless of your language proficiency in Russian. Some projects and clubs require a better understanding of the language, and can provide a good platform for socializing and networking, exchanging information with colleagues and improving your Russian. Naturally, some community events at the University require fluent knowledge of Russian in order to participate in them fully. This guide will provide an overview of community life activities at the University according to the level of Russian language proficiency needed for participation and the type of activities.

Events are announced on the University’s website, by mailout and on our bulletin boards.

### **Traditions and Annual Celebrations**

The University has its own traditions and annual events, which allow everyone to enjoy the University’s atmosphere and spirit, despite the fact they are held predominantly in Russian.

According to their language requirements all events may be divided into those where no language proficiency is required, those where the working language is Russian/English, and those where you need to be fluent in Russian.

### No language proficiency is required

### Sports

A number of sport clubs for faculty and students operate at the University:

* The Chess Club welcomes professionals, amateurs, beginners and everyone else who loves this ancient game. Members of the club participate in tournaments (blitz, classic), workshops with well-known players, simultaneous chess displays and can take classes for beginners. For details, please contact (имя и контактные данные сотрудника).
* Everyone over 17 years of age is welcome to join the Club for Athletic Tourism. The club organizes camping trips that include hiking, climbing, rafting, skiing; competitions; hiking weekends; and classes in the school of athletic tourism. Please contact the club at (адрес) for more information.
* The Yacht Club offers training for sports qualifications of a yachtsman-racer, retraining and advanced training courses. All certificates are international and offer the opportunity to travel by water on your own throughout the world! Please send your inquiries to (адрес).
* At the Sengenkan Aikido Club you will learn basic movements and techniques of Aikido, a Japanese martial art developed and used mainly for self-defense, where balance and flexibility of your body are much more important than physical strength. Sengenkan Aikido does not involve meditation classes, and does not teach on the philosophical and religious aspects of Budo. Contact (имя и контактные данные сотрудника) for details.

Students and staff take part in regular sports competitions and festivals, such as (названия мероприятий).

### Music

The University Professors’ club has been running various cultural events for many years. Since music is an international language itself, everyone can easily attend and enjoy these events.

### Working language – English/Russian

### Open Lectures and Workshops

A university is not only an educational and academic campus; it is a source of new and bright ideas, as well as projects that define a city’s social and cultural space. The University holds an array of events within the university that are open to anyone. Some of them, such as research seminars and workshops are in great demand and have a large attendance. Others, like lectures and additional optional courses on various subjects ranging from history to cinema, music and fashion, have already become a popular and beloved part of the University’s community life.

The university also strives to create new platforms for communication, discussion and exchange of knowledge in the city.

### University Lectorium

The University holds a great number of open lectures and presents a new style of educational activity. These talks give participants an opportunity to listen to lectures by the University’s scholars on the most interesting topics, and the speakers get a chance to share ideas with a wider audience and get their feedback.

### Working language – Russian

### Cultural clubs

Although the current working language of the cultural projects is Russian, the majority of participants have good English skills and are able to share impressions and opinions and hold a discussion with international faculty and students. The Cultural clubs of the University provide a perfect place for socializing with local colleagues and students. They also give a unique opportunity for improving your Russian through discussion, small talk, watching movies, attending museums and traveling.

The majority of cultural projects are implemented by students with the support of their mentors. These projects bring together talented people who are eager to study and develop the cultural life of the University and the city. The goal of each project is to exchange knowledge and practical experience without any borders between students, lecturers and guests.

(Названия клубов и их описание)

### Discussions and Meetings

There is a number of meetings and events which are conducted exclusively in Russian but should not go unmentioned because of their role and meaning for the University. These meetings are open to everyone and help the University’s faculty and students to exchange views and interact with other important figures and institutions in the social, political and cultural life of the country.

(Названия семинаров и их описание)

## Russian Language Courses

The Russian Language Centre at the University offers international students and faculty individually-designed instruction in the Russian language at all levels.

Language courses are offered from beginning to advanced, along with a wide selection of elective courses.  Studying in small groups, students will develop their reading, writing, and speaking skills through a unique combination of academic instruction, conversational practice with native speakers, and the latest technology in language instruction.

The programmes range from [short summer classes](http://www.hse.ru/en/rfl/intensive) to [immersion course](http://www.hse.ru/en/rfl/foundation), which prepares students for university study in the Russian language. The centre has also introduced a new programme specifically designed for [heritage speakers](http://www.hse.ru/en/rfl/intensive). For summer courses, in addition to our classroom instruction, language tutors introduce students to life and culture in the city through extracurricular activities and conversational practice.

## Editions for International Faculty and Foreign Students

The University publishes issues especially for international faculty and foreign students. In 2015 there are (число изданий, их названия).

* Название издания и его описание (целевая аудитория, основные рубрики).
1. Pursuant to Article 139 of the Labour Code of Russia the average salary/wage of an employee (full-time or part-time) is calculated based on his/her actual salary/wage and actual hours worked during 12 calendar months preceding the period when the employee is entitled to retain his/her average salary (leave, business trip, etc.). A calendar month covers the period from the 1st up to and including the 30th (31st) day of each month (up to and including 28th (29th) day in February). Average daily wage payable for leave is calculated by dividing the amount of employee's salary/wage covering the previous 12 months by 12 and 29.4 (average number of calendar days in each month). [↑](#footnote-ref-1)