

Annex

APPROVED
by The Order of the Faculty
of Business and Management
No. _____, dated _____

The temporary Regulations on Student Groups Project Contest for students of the Faculty of Business and Management of The Higher School of Economics

1. General provisions

1.1. This temporary Regulations on Student Groups Project Contest for students of the Faculty of Business and Management of the Higher School of Economics establishes the procedure for carrying out the contest, duration, sources of financial support for project groups formation for students of the Faculty of Business and Management of the Higher School of Economics (hereinafter, accordingly, - the Regulation, the Contest, FBM, HSE University) and operates under The Temporary Regulations of The Faculties Contest for project groups formation in the Higher School of Economics, approved by The Order No. 6.18.1-01/2704-34, dated 27.04.2020 of HSE University.

1.2. The Contest shall be held in order to organize project activities for FBM students in accordance with the HSE University Development Programme up to 2030 (hereinafter - the Development Programme), authorised by HSE Academic Council, Minutes No. 01, dated 24.01.2020, and also in order to make efficient use of additional funding, devoted to FBM for scientific researches and students initiative support in accordance with the HSE Academic Council decision, Minutes No. 16, dated 20.12.2019.

1.3. General duration of the Regulations is up to December 31, 2020, and in part of projects evaluation - up to December 31, 2021.

1.4. This Regulations, changes in it are to be approved and enact by the order of the Dean of the FBM after discussion with the Educational Initiatives Support Commission of the FBM (hereinafter - the FBM Educational Commission)

1.5. The Contest shall not be held to organize the procurement of goods, works and services for the needs of the HSE University. It shall not be subject to the Federal law of the Russia Federation On Procurement of Goods, Works and Services No. 223-FZ, dated 18.07.2011, Federal law of the Russia Federation On Procurement of Goods, Works and Services for State and Municipal Needs No. 44-FZ, dated 05.04.2013, incl. the Paragraph 57 of the Civil Code of the Russian Federation.

2. Terms of the Contest

2.1. The Contest shall be organized by the FBM but held as a single event of the HSE University with common requirements. As part of the event, the submission period shall be organized with further competitive procedures within the FBM. Overall coordination of competitive procedures shall be carried out by HSE Centre for Student Academic Development.

2.2. Applications for project groups formation are submitted to the Contest. Project groups shall represent a group of at least 5 students, under the overarching theme and implementing a full cycle of project activities up to the achievement of a verifiable result.

2.3. Project group shall be organized under the students initiative and shall not be one of HSE University Departments.

2.4. Project groups may offer different types of projects, including entrepreneurial projects, consulting projects, sports projects, fundamental research, applied research, art

projects, educational projects, publishing projects, enlightenment projects, social activity projects, career and business events, etc.

2.5. Participation in the Contest is open to all MBF students. Project groups may be composed by students of any faculties. A project group leader shall be a student of the FBM.

2.6. Participants of the project groups, taking part in the Contest, shall agree with the rules of the Contest set in the Regulations.

2.7. In case of violation of the Regulations by a project group member, as well as establishing the fact of unfair behavior within the framework of the Contest, HSE University has the right not to allow such a student to participate in the Contest.

3. Procedure for considering applications

3.1. All proposed projects shall be original and shall not be duplication of the ongoing projects supported within the HSE centrally coordinated programmes, by the FBM funding or external funding.

3.2. Students organize project groups up to one year from the beginning of the work on the project with possible extensions.

3.3. Each student can submit one application for project groups formation as its leader. Submission of the other application as a leader is possible only after the completion of the current project. Participation in other project groups as a member is not limited.

3.4. All applications for project groups formation are to be considered by the FBM Educational Commission, acting under HSE local legal provisions.

3.5. Interdisciplinary applications are considered, as agreed, by commissions of two or more faculties/schools at the initiative of one the commissions.

3.6. The evaluation of applications is carried out in accordance with the procedures specified in this Paragraph, based on the following rules:

3.6.1. The Chairman of the Commission appoints experts and distributes applications among them in accordance with the type and title of application.

3.6.2. Experts evaluate applications on the basis of five criteria:

- contribution of the project to the implementation of the HSE University Development Programme up to 2030, incl. the project of creation and development of a world-class Business School.

- scale of expected impact of the project;

- innovations of the project;

- contribution of the project to acquirement of new knowledge/skills and development of competencies by FBM students;

- the feasibility of the project (compliance of the existing reserve, requested resources, project's goals and the resulting effect).

3.6.3. All these criteria involve rating scale evaluation (from 0 to 10, where 10 means that the project is aligned to criterion as high as possible).

3.6.4. Each application shall be considered and evaluated, at least, by two experts independently of each other. In case of discrepancy between the rating scale results of experts (more than 20 points), the Chairman of the FBM Educational Commission may decide on additional evaluation of an application by the other expert.

3.6.5. For consideration of applications the FBM Educational Commission may engage internal and external experts to evaluate applications on the condition of anonymity.

3.6.6. The decision on application of the FBM Educational Commission is final and cannot be appealed against.

4. General requirements for applications

4.1. All applications shall be submitted in electronic format via the page of the Contest on the HSE portal with further forwarding applications to the FBM.

4.2. All applications shall contain the following items:

4.2.1. faculty/department/school;

4.2.2. type of project (for example, entrepreneurial projects, consulting projects, fundamental research, applied research, educational projects, art projects, publishing projects, enlightenment projects, social activity projects, sports projects, projects for organizing career and business events, etc.);

4.2.3. project theme;

4.2.4. general project description (goals, relevance, expected impact - no more than 500 words);

4.2.5. project group leader with a short CV;

4.2.6. personal composition of the project group, indicating the educational program and year of study, including students and graduate students of this department/school, students of other departments/schools and other faculties, planned to be attracted to the project on a regular and periodic basis;

4.2.7. plan of action;

4.2.8. nature of the proposed activities (brief description).

4.2.9. nature and frequency of ongoing or planned regular seminars, workshops, other regular events;

4.2.10. existing reserve (previous work on project, verifiable actual results);

4.2.11. expected verifiable results of the work;

4.2.12. plan for communications, dissemination of knowledge and results of the work;

4.2.13. type of the financial support for the project group: basic or special;

4.2.14. brief project cost estimate (by calendar quarters);

4.2.15. amount and nature of attracted external resources (grants, external orders), available and planned to be attracted (if any);

4.2.16. institutional partners (if any), the nature of joint activities with partners;

4.2.17. other parameters reflecting the specifics of the activity.

5. Procedure for financial support for applications

5.1. The decision on formation and financial support for student project groups shall be made upon the results of the consideration of applications by the FBM Educational Commission and shall be approved by the order of the Dean of the FBM.

5.2. The main sources for financial support for project groups can be:

5.2.1. funding of the FBM funds devoted to support scientific research and student initiatives in accordance with the HSE Academic Council decision, Minutes No. 16, dated 20.12.2019;

5.2.2. funding of the FBM funds for academic development;

5.2.3. funding attracted from other sources by the FBM;

5.2.4. funding attracted by project groups.

5.3. In case of the approval of project group formation, the Commission will decide on the type of financial support: basic or special.

5.4. Basic financial support assumes a one-time allocation of the minimum amount for organizational and administrative issues of the project. Special financial support assumes regular payments to cover costs of the project group in accordance with approved cost estimates. The maximum of the basic financial support is 75 000 (seventy five thousand) rubles, the maximum of the special financial support is 250 000 (two hundred fifty thousand) rubles.

5.5. The costs covered by financial support (basic or special) relate:

- payroll fund with social contributions,
- travel expenses,
- access to the electronic databases,
- software licenses,
- membership fees for participation in professional organizations,
- the cost of participation in international specialized events in the field of Management and Business Informatics,

- purchase of literature,
- supplies for events, including foodstuffs,
- purchase and manufacture of souvenirs,
- costs of disseminating knowledge and promoting the project,
- transportation costs,
- purchase of computer equipment and its components,
- rental of facilities for events,
- printing costs,
- purchase of sports equipment,
- other justified expenses.

5.6. After decisions are taken at the faculty level, individual applications of students may be considered by HSE Student Initiative Support Fund (hereinafter - the Fund Council) and the commissions of the HSE Centre for Student Academic Development.

5.7. Annually, the FBM Educational Commission together with the FBM head administration determine the annual FBM limit for financial support for projects, in case of necessity the size of the annual limit can be revised.

5.8. For 2020, the annual limit is set at 15 million (fifteen million) rubles.

5.9. In case of exceeding the annual set up limit for financial support for projects, submitted applications for project group formation are transferred to the next year.

5.10. The decisions taken by the FBM Educational Commission are reported to project groups leaders within 7 working days since their adoption.

6. The dates for the Contest

6.1. Submission of applications is carried out on an ongoing basis during the year with several rounds, when the results of the Contest are summed up. The number of possible rounds and their dates are determined at the University level by the order of the HSE Rector.

6.2. The first round of the Contest is organized from April to June 2020, including:

6.2.1. announcement of terms of the Contest - by April 30, 2020;

6.2.2. submission of applications from project group leaders - until June 1, 2020;

6.2.3. consideration of applications and decision-making at the FME level - until June 20, 2020.

7. Consideration of reports on the activities of project groups

7.1. By the end of the year of work on the project each project group that received financial support, regardless of the source of fundings, submits a report on its activities to the Commission (or commissions) at the FBM and/or University level, which decided to provide financial support for this project group. If the project implementation period was less than one year, then the report is submitted by the project completion date. Results obtained as part of the work on other projects, supported within the HSE centrally coordinated programmes or by external funding, cannot be provided as reporting materials.

7.2. Project groups submit only final reports to the FBM Educational Commission. Project groups report should include a report on the tasks implemented by the project group according to their plan and, if necessary, on the tasks planned for implementation at the next stage, the achievement of planned outcome, a report on the cost estimate, a report on the attracted and used external resources, a communications report.

7.3. The FBM Educational Commission reviews reports of the project groups within 10 days and evaluates them according to a number of criteria. The criteria for evaluating reports include:

- contribution of the project to the implementation of the HSE University Development Programme up to 2030, incl. the project of creation and development of a world-class Business School.
- scale of expected impact of the project;
- innovations of the project;

- contribution of the project to acquirement of new knowledge/skills and development of competencies by FBM students;
- the feasibility of the project (compliance of the existing reserve, requested resources, project's goals and the resulting effect).

7.4. Following the consideration of the reports, the FBM Educational Commission can make the following decisions:

- on acceptance, revision or rejection of the report;
- on the extension of financial support for the project group, subject to a positive assessment of the final report (upon relevant request for extension).

7.5. Originals of Minutes of the commissions meetings, other materials of the Contest are stored at the FBM for a five-year period of storage. The Head of the structural unit is responsible for the safety of these documents. After the expiration of the five-year period of storage, the protocols and other materials of the Contest are included into the inventory list and transferred to the HSE Administration Department in accordance with the procedure established by HSE University.