

Approved by the Rector Shlomo Weber

Regulations for the
Master of Arts in Economics Program
at the New Economic School

Moscow 2017

TABLE OF CONTENTS

1.	General Provisions.....	3
2.	Teaching Process	3
3.	Program Requirements	5
4.	Rights and Responsibilities of Instructors	6
5.	Rights and Responsibilities of Teaching Assistants	8
6.	Rights and Responsibilities of Students	9
7.	Examinations	10
8.	Research Seminar (Research Practice).....	12
9.	Requirements for Term Papers and Master's Theses	13
10.	Final Certification of the Graduates.....	14
11.	Academic Leave, Expelling, and Readmission Procedures	15
12.	Requirements for the Syllabus and Course Report.....	17
13.	Exceptional Cases	18
	NES Student's Code of Honor.....	19

1. GENERAL PROVISIONS

- 1.1. These Regulations determine basic rules and procedures of the teaching process within the Master of Arts in Economics (MAE) program at the New Economic School (NES) in accordance with the state educational standards for Master's program 38.04.01 in Economics, with NES internal regulations for faculty, students, and the program Directorate, as well as with controlling instruments.
- 1.2. If a student fulfills all program requirements s/he receives the Master of Arts in Economics degree and the NES diploma, as well as the Russian State Master's diploma.
- 1.3. Cheating at the examinations, plagiarizing homework, essays, Term papers or Master's theses, falsification of diplomas and transcripts, violation of the rules for conducting examinations or of other assessments will be considered as the violation of the common rules of academic ethics and are illegal at NES. For some types of violation, e.g. cheating at the examinations, plagiarizing essays, Term papers or Master's theses, falsification of diplomas and transcripts, these Regulations determine standard sanctions (see Point 7.11, Point 9.5, and Point 11.8.4). The Rector decides on sanctions towards violators on the basis of these Regulations and the suggestions of the NES Academic Committee (AC).
- 1.4. The application procedure, admission requirements and regulations, as well as the teaching conditions for the Program are determined by the corresponding.
- 1.5. The Program Director is responsible for the implementation of these Regulations.
- 1.6. The official abbreviation for the Program title in Russian is «МаЭ», in English – “MAE”.
- 1.7. Amendments to these Regulations are to be approved by the Rector on the basis of the Academic Committee's suggestions.

2. TEACHING PROCESS

- 2.1. The teaching process consists of lectures, discussion sections, workshops, independent work, homework, essays, course projects, examinations, and research including participation in the Research Seminar and Methodological Seminar, writing and defense of the Term Paper and Master's thesis.
- 2.2. The standard period of studies within the MAE Program at NES lasts for two academic years. Each academic year consists of five 8-week modules (from Module 1 to Module 10); each module consists of

7 weeks of classes, plus the examination session during the 8th week. A lecture or a seminar lasts for 2 academic hours (one academic hour is equal to 45 minutes).

- 2.3. The academic program for the upcoming academic year (curriculum, faculty list, schedule by modules), as well as the MAE Program requirements, are considered by AC and approved by the Rector and are to be announced to students at the beginning of the academic year. A list of research projects and their supervisors for the upcoming academic year should be available for students in the end of the preceding academic year. The MAE Program Director is responsible for the formation and content of the academic program, as well as for finalizing syllabi and coordination of faculty cooperation.
- 2.4. Within a module, a standard course consists of 13–14 lectures. Half a course is possible; it should consist of 7 lectures. Within the first year of studies, obligatory courses consist of lectures, seminars, and regularly reviewed home assignments.
- 2.5. For the purposes of the curriculum, the Program requirements, and determination of the scholarship index, the courses are assigned weight according to the following scale:
 - Standard course (13–14 lectures) 1 credits
 - Half a course (7 lectures) 0.5 credits
- 2.6. A 10-point scale is used for the final grades for the courses, as follows: 2; 3–; 3; 3+; 4–; 4; 4+; 5–; 5; 5+. For the purposes of the Grade Point Average (GPA), "+" and "-" are worth 0.3 points (the scale then is as follows: 2.0; 2.7; 3.0; 3.3; 3.7; 4.0; 4.3; 4.7; 5.0; 5.3). Grade "2" is considered as failing; only outstanding students can get "5+".
- 2.7. Attendance of lectures and seminars and fulfilling other course requirements is obligatory for students. Minimal attendance rate of classes by every student is 70% for obligatory courses and 50% for elective courses. Failure to meet these requirements may lead to sanctions described in Point 7.3, as well as other measures as decided by the Program Director.
- 2.8. A student must register for each module. Registration implies continuation of the student status and an obligation to meet all requirements for that module's courses, including examinations. A student is considered registered for a module automatically unless s/he submits a special notice declining registration before the first day of that module. Registration for the module implies automatic registration for the obligatory courses of the module. Registration for elective courses, starting from Module 5, should be done by the student separately. Selection of elective courses is done during the first two weeks of the module; by the end of this period a student submits a registration sheet for elective courses of the current module. Registration for elective courses after this deadline is impossible.

- 2.9. Within each module, a student should register for at least 2 and not more than 6 courses, including the obligatory courses (including the Methodological Seminar) but excluding the non-credit courses and the Research Seminar. In Module 10, there are no requirements for the minimal number of courses.
- 2.10. In the end of each module an anonymous evaluation is performed among the students for each course (including a teaching evaluation). The results are presented to the instructors and teaching assistants of the corresponding courses and are further accounted for when forming the Program curriculum.
- 2.11. NES has a library, computer laboratories, English language room as well as the Writing and Communication Center. All students can use them while studying at NES. Their working hours and conditions of use are determined by the corresponding Provisions.

3. PROGRAM REQUIREMENTS

- 3.1. The MAE Program consists of educational and research components. The Program requirements include passing the core and elective courses, implementation of research practice – participation in the Methodological Seminar and Research Seminar (see Section 8), writing and defense of the Term Paper and Master's Thesis (see Section 9).
- 3.2. In order to meet the Program requirements, a student should earn 41 credits, including 28 credits for the core courses and at least 3 credits for courses from within three different general economic fields during the second year of studies (see Point 3.5).
- 3.3. During the first year of studies a student takes the following core (mandatory) economics courses:
 - Microeconomics (5 credits)
 - Macroeconomics (5 credits)
 - Mathematics for Economists (2 credit)
 - Probability Theory and Mathematical Statistics (2 credit)
 - Econometrics (3 credits)
 - Game Theory (1 credits)
 - Finance (1 credits)
 - English (2 credit)
- 3.4. The obligatory part of the MAE Program for the second year of studies includes several advanced courses and the Research Seminar, as follows:

- Macroeconomics 6 (1 credits)
- Econometrics 4 (1 credits)
- Research Seminar, including the Term Paper (5 credits)

3.5. Additionally, during the second year of studies every NES student develops his/her individual plan for the elective part of the Program out of the courses offered within the following six general fields:

- Public Economics
- Development Economics
- Labor Economics
- International Economics
- Industrial Organization
- Econometrics

Courses are also offered within several specializations. The list of specializations and elective courses, breakdown of courses by major fields and specializations, and selection rules are described in Provisions "The MAE Academic Requirements," which are to be approved by the NES Academic Committee annually.

- 3.6. Before the final certification, a student may drop grades for no more than 3 elective courses from his/her final transcript provided that the remaining number of courses meets the Program requirements for the chosen specialization. The grades for the excluded courses are not listed in the transcript and are not accounted for in calculating the final Grade Point Average.
- 3.7. If after the first year of studies a student has a failing grade for one obligatory course after the make-up exam, s/he should register for this course again during the second year of studies and meet all necessary requirements to pass the course.

4. RIGHTS AND RESPONSIBILITIES OF INSTRUCTORS

- 4.1. The instructor is responsible for the course, including lectures and other activities (including discussion sections), as well as current and final assessments of student performance.
- 4.2. One month prior to beginning of the course the instructor should submit the syllabus (see Section 12) and his/her curriculum vitae indicating his/her research interests and publications (in Russian and in

English). Syllabi of the obligatory courses should correspond to the approved core curriculum for this subject.

- 4.3. The instructor sets the requirements necessary for completing the course (e.g. minimal attendance requirement) and the grading system for the course. The instructor may set up attendance requirements different from those mentioned in Point 2.7. In this case, relevant information must be included in the course syllabus, be provided to students at the first lecture, and must not change during the course. The instructor may refuse a student the right to take the final examination and/or the make-up exam if the student does not meet these requirements. On the day of the last lecture the instructor should provide the Program Directorate with a list of such students.
- 4.4. An instructor may hire a teaching assistant (TA) for each seminar group. If the TA does not meet necessary requirements the instructor may replace this TA within two weeks from the beginning of the course if agreed upon with the Program Directorate.
- 4.5. The instructor manages the work of his/her TAs (see Point 5.3). The instructor is responsible for composing home assignments for the course if applicable.
- 4.6. The instructor should allocate at least two hours a week for consulting students, either during regular office hours or by appointment.
- 4.7. The instructor is provided with the "Register of Attendance and Delivered Lectures".
- 4.8. After the course is completed and final grades for all courses of the module are determined the Program Directorate provides the instructor with confidential information on the results of the student evaluation regarding his/her course.
- 4.9. The instructor provides the Program Directorate with the conditions of the final and make-up examinations (including possibility of using textbooks, length of the examination, etc.) at least a week before the examination session starts.
- 4.10. The instructor is responsible for uploading the intermediate grades (such as mid-term exam, homework, etc.), as well as final examination and course grades to the my.nes.ru portal.
- 4.11. The instructor is responsible for conducting examinations during the allocated time and must deliver grades for the final exam within ten days and grades for the make-up exam within five days after the date of the exam (see Section 7). Then, the instructor must upload the final grades for the course into the my.nes.ru portal and provide the Program Directorate with the signed final record. After that the instructor should return the graded examination exercise books to the students.
- 4.12. The instructor should respond to students' appellations.

- 4.13. Within a month after the course is completed the instructor should provide the Program Directorate with the final report on the course, including the syllabus, lecture notes, home assignments, and quizzes (preferably with solutions) in paper and electronic formats (see Section 12).
- 4.14. If the instructor is not able to deliver a lecture s/he is responsible for finding a substitute. Lectures may be shifted only in exceptional cases.

5. RIGHTS AND RESPONSIBILITIES OF TEACHING ASSISTANTS

- 5.1. A Teaching Assistant (TA) acts as an assistant to the instructor.
- 5.2. Within the course, there should be one TA for every 25 students.
- 5.3. A Teaching Assistant should:
 - Conduct discussion sections in accordance with the schedule, syllabus, and materials as agreed upon with the primary instructor;
 - Review and return home assignments within a week after they are supposed to be submitted (the last home assignment should be reviewed and returned at least 2 days prior to the final examination);
 - Attend the final, mid-term, and make-up examinations and participate in reviewing examination exercise books;
 - Keep the registers of discussion section attendance and provide the Program Directorate with this information;
 - Respond to the students' appellations submitted in accordance with Point 7.15;
 - Assist the instructor in regards to the course;
 - Allocate office hours for consulting students (at least two hours per week).
- 5.4. If the TA is not able to conduct the seminar s/he should find him/herself a substitute and notify the instructor and the Program Directorate about it in advance.
- 5.5. Within a month after the module is completed the AC provides the TA with the confidential information on the results of the student evaluation regarding his/her course.
- 5.6. The TA may suggest to the instructor and the Program Directorate that a student should not be allowed to take the examination if s/he has not met the course requirements.
- 5.7. Second year students may work as TAs. Students willing to work as a TA should submit a request in regards to the chosen courses to the Program Directorate. The Program Director makes selections of TAs taking into consideration the following information:

- grades for the courses related to the chosen one;
 - the student's GPA;
 - faculty references with regard to the candidate's teaching potential.
- 5.8. The TA of the core course may use an assistant for reviewing home assignments as agreed upon with the instructor and Program Directorate (see Provisions "On the principles of hiring teaching assistants at NES"). The TA is responsible for his/her assistant's work.
- 5.9. At instructor's request the TA may be replaced in accordance with Point 4.4.

6. RIGHTS AND RESPONSIBILITIES OF STUDENTS

- 6.1. NES students are ensured comfortable educational conditions and infrastructure by having the right to:
- use the School's equipment, the English language room, library, computer laboratories, databases within the educational process (see corresponding Provisions);
 - receive textbooks, syllabi, and other educational materials from the NES library and use them during the period of studies;
 - receive financial aid in accordance with Provisions "On tuition fees and financial aid for the Master of Arts in Economics Program at NES" and other documents;
 - participate in discussing and making decisions on the School's activities through the representatives to the Program's Student Council;
 - address the NES faculty and Program Directorate with any question regarding the teaching process and the School's activities;
 - have vacations for at least 7 weeks per year.
- 6.2. The students of the MAE Program should meet the requirements prescribed by these Regulations, Provisions, Orders, and Instructions. Failure to meet these requirements may lead to the application of certain sanctions.

7. EXAMINATIONS

- 7.1. Usually the examination session takes place at the end of each module (as a rule, during the 8th week of the module). All examinations for MAE courses at NES are held in a written format (except for the cases described in Point 7.19).
- 7.2. The Program Directorate schedules examinations and provides the faculty and students with the information on time, place, and examination requirements at least a week prior to the examination. In order to prepare for the examination, a student should have at least one day free from classes and other exams.
- 7.3. Before each examination the Program Directorate announces the list of students not allowed to take the examination as agreed upon with the instructor. The instructor has a right not to allow the students who have not met the course requirements to take the examination (see Point 4.3). The Program Directorate may refuse a student the right to take the examination if s/he violates these Regulations or other requirements (e.g., if a student does not pay tuition fees in time).
- 7.4. The Program Directorate provides students with accessories necessary for the examination (exercise books and paper). It also announces the list of students allowed to take the exam (distributed by classroom). The proctor should copy the examination tasks or ask the Program Directorate to do so (in this case the examination tasks should be submitted for copying at least 3 days prior the examination date). The instructor and the Program Directorate are responsible for the confidentiality of preparation, storage, and copying of the examination materials.
- 7.5. The course instructor is responsible for conducting the examination. S/he composes the text of examination tasks, is in charge of the examination process, and organizes grading of the examination together with TAs. The examination text should indicate the weights of each problem within it, otherwise all problems are considered equally weighted. In order to avoid misspellings and mistakes, the instructor should check the text of the examination carefully in advance. It is also suggested that the instructor should instruct the TAs so that they could prevent cheating during the exam.
- 7.6. The proctor records attendance at the final exam and then passes the list of students who have actually taken the examination to the Program Directorate.
- 7.7. If there are two instructors for the same course (parallel streams) it is suggested that these instructors should perform a single exam. If there are going to be separate exams for each stream the instructors should notify the students and the Program Directorate about it during the first week of the course.

- 7.8. If two professors deliver lectures within one course one after another the latter is responsible for the coordination within the course, including the examination.
- 7.9. Usually the examination does not last for more than 3 hours. Otherwise, the examination should be divided into two parts with a break between them. All examination papers should be submitted to the administrator of the examination before the break and are given back to the students after the break. The mid-term exam should not last for more than 1.5 hours.
- 7.10. The examinations are held in a written format in accordance with the following procedure: the administrator of the examination seats the students in the classroom, while their personal belongings (bags, books, notebooks, switched off mobile phones, etc.) should be left in a designated place. Students may bring writing utensils and specially allowed materials (in accordance with the examination requirements) to the classroom. Students are not allowed to talk to each other, to pass anything to each other, or to leave the classroom during the examination. On extraordinary occasions (e.g. if a student does not feel well), s/he may leave the classroom if it is allowed by the proctor.
- 7.11. The proctor should control the examination process not allowing the students to cheat or somehow violate other rules and regulations. If the proctor observes that a student is cheating or encouraging other students to cheat such student should immediately leave the classroom with the failing grade. If a student violates other rules or regulations s/he first receives a warning notice and if s/he violates the rules or regulations for the second time s/he should immediately leave the classroom with the failing grade. The proctor should notify the Program Directorate about violation of rules in writing. Possible sanctions include lowering the violator's final grade for the course, not allowing him/her to take the additional examination, a reduction in financial aid, no assistance in job placement or continuous education, expelling him/her from the School. The same sanctions are applied if cheating is observed while reviewing the examination papers.
- 7.12. If a student is absent in the examination without any reasonable excuse or if s/he refuses to take the examination, the exam is considered failed. If the student is absent at the examination because s/he is sick and s/he provides the Program Directorate with a medical certificate within three days after s/he returns to the School it will be considered a reasonable excuse. A student should notify the Program Directorate about other unusual circumstances and not being able to take the examination in advance. The Program Directorate decides whether it is a reasonable excuse. A medical certificate cannot be a reason of declining a grade once a student has attended the examination.
- 7.13. The instructor organizes grading of the exams in accordance with Point 4.11. The instructor may not ask his/her TA to review the examination papers if this TA takes the same exam.

- 7.14. NES encourages instructors and their TAs to consult students before the examination and to analyze the tasks and their solutions afterwards.
- 7.15. If a student has any questions regarding the grading of the examination s/he may appeal to the instructor in writing within 5 working days after the grade is announced. S/he should receive a response not later than in 5 working days. The instructor makes the final decision on raising or lowering the grade not later than before the 7th week of the next module. If a student disagrees with this decision s/he may ask the Rector to organize a conflict resolution committee.
- 7.16. The administrator of the examination should submit the record of grades for home work, mid-term exam, final exam, and final grade for the course within 10 days after the date of the main exam and within 5 days after the date of the additional exam. If the grade is changed the corresponding record should be changed as well.
- 7.17. Students who failed the course (except for the case described in Point 7.3) or did not attend the examination due to a reasonable excuse have the right for one make-up examination. The second make-up examination (including cases when the primary make-up was missed for a documented reason) or an examination for the purpose of raising a passing grade is allowed on extraordinary occasions subject to approval of the AC.
- 7.18. Students who have failed the course or missed the final exam without a reasonable excuse may not receive the grade for the course higher than 3+ after the make-up examination. If the instructor submits a written motivated request the AC may decide to make an exception.
- 7.19. At his/her discretion and with the agreement of the Program Directorate, the instructor may provide a make-up exam for 1–2 students in an oral form. In this case another NES faculty member or a TA should also participate in the exam.
- 7.20. The make-up examination must be held at least in 2 weeks after the date of the main examination and 2 weeks prior the beginning of the next examination session. The Program Directorate announces the date of the make-up examination at least a week prior to that date.

8. RESEARCH SEMINAR (RESEARCH PRACTICE)

- 8.1. During the second year of studies every student should participate in the work of the Research Seminar (RS) as a member of a research (project) team. The purpose of the RS is to develop students' research and presentation skills, as well as to ensure scientific supervision for students' research. Within the RS

the student is supposed to complete the Term Paper (TP) and Master's Thesis (MT). The work of the Research Seminar is covered by the Provision "On the Research Seminar at the MAE" of the current academic year.

9. REQUIREMENTS FOR TERM PAPERS AND MASTER'S THESES

- 9.1. The Term Paper (TP) is an individual research paper leading to the Master's Thesis. The TP should be submitted for assessment to the supervisor in terms prescribed. A student should present the TP at the Research Seminar.
- 9.2. The TP should have the following structure:
 - problem definition;
 - brief literature review;
 - brief data analysis (for empirical work);
 - preliminary results;
 - suggestions regarding the further research subjects;
 - list of references.
- 9.3. If the TP is not submitted or presented in time it may lead to lowering the grade.
- 9.4. The MT is a final qualification work and is reviewed by an outside reviewer. The MT should be a piece of original theoretical or empirical research and should have the following structure:
 - executive summary containing a brief description of the problem and main results, in Russian and in English;
 - introduction containing the research objective, brief literature review, and discussion of the originality of the project;
 - data analysis (for empirical work) and data sources;
 - table of contents;
 - detailed results obtained;
 - conclusion and suggestions regarding further research;
 - list of references.
- 9.5. Plagiarism (use of other authors' papers without necessary citations) is unacceptable while completing the TP and MT. The texts of TP and MT are subject to obligatory anti-plagiarism check with special

software. If plagiarism is observed, academic and administrative sanctions are applied to the student, including lowering the grade and expelling him/her from NES.

- 9.6. The MT may be completed in Russian or in English as agreed upon with the supervisor. NES encourages students to complete the MT in both languages.
- 9.7. There is open access to MTs of the previous years. They are kept in the NES Library in paper and electronic forms.
- 9.8. Provisions "On Term Papers and Master's Theses" determines the terms and procedures of completing the TPs and the MTs. The AC approves these Provisions annually.
- 9.9. The Program Director coordinates the process of completing the MT and settles the issues related to it.

10. FINAL CERTIFICATION OF THE GRADUATES

- 10.1. Final certification of the graduates of the Master of Arts in Economics Program includes defense of Master's Thesis.
- 10.2. The Rector approves the composition of the Final Certifying Committee (FCC) annually. The FCC includes the Program Director, Vice-Rector for Academic Affairs, the Chairman of the Academic Committee, as well as other faculty members and specialists appointed by the Rector.
- 10.3. The FCC decides on the granting of the Master of Arts in Economics degree and the corresponding diploma to the Program graduate if s/he meets all necessary MAE Program requirements at NES (see Section 3).
- 10.4. The FCC decides on the issues related to final certification, in particular:
 - appoints the referees;
 - performs the defense and the assessment of the MT;
 - decides on the terms and procedures of defending the MT and shifting the defense to the next academic year if the MT is not submitted in time;
 - promotes MTs for awarding the prize;
 - decides on publishing the best MTs.
- 10.5. The MTs are marked with the application of a 10-point scale: 5+, 5, 5–, 4+, 4, 4–, 3+, 3, 3–, 2. The grade is determined by the FCC based on the thesis defense and reports of the supervisor and the referee.
 - 10.5.1. For the grade of 5 (excellent), the work should contain interesting scientific results and demonstrate the student's excellent knowledge.

- 10.5.2. For the grade of 5+ (special distinction), the thesis should be a completed research paper that can be further recommended for publishing in a refereed journal.
 - 10.5.3. If the MT is marked 2 it is considered as “failing”.
 - 10.5.4. If the grades by the supervisor and the referee differ greatly the FCC may appoint an additional reviewer and decide on the final grade taking into consideration his/her opinion.
 - 10.5.5. The grades are listed in the NES transcripts according to the system “excellent”, “good”, “satisfactory”, “failing”.
- 10.6. Students who complete the full Academic Program, whose GPA is 4.65 or higher, and who obtained 5 or 5+ for their MTs, receive diploma cum laude.
 - 10.7. Students who complete the full Academic Program, whose GPA is 4.85 or higher, and who obtained 5+ for their MTs, receive diploma summa cum laude.
 - 10.8. Students who do not complete the NES Academic Program within two years are given academic certificates (transcripts) containing the list of courses taken and grades received.
 - 10.9. Students who have 5+ for the MT are awarded a scholarship for the best student paper.
 - 10.10. Students who complete the full Academic Program, whose GPA is 4.75 or higher, who obtained 5 or 5+ for their MTs, and who show high potential for teaching and research, may be nominated by the FCC to receive the honorary Don Patinkin diploma.
 - 10.11. The Rector decides on awarding students on the basis of FCC’s suggestions.
 - 10.12. The necessary quorum for the FCC meeting is two thirds of the approved composition of the Committee. The FCC’s decision comes into force if more than 50% of the Committee members attending the meeting vote for it. The minutes of the meeting containing the decisions made then become the basis for the corresponding decisions of the NES Rector.
 - 10.13. Russian State Master’s diplomas are filled and given out to NES graduates in accordance with Russian government regulations.

11. ACADEMIC LEAVE, EXPELLING, AND READMISSION PROCEDURES

- 11.1. The NES MAE student may be granted an academic leave (AL). The Rector decides on AL on the basis of suggestions by the Program Directorate, student’s request, documents proving the basis for AL. The Rector issues a special order on AL.
- 11.2. The student on AL:

- may use the NES library and computer resources, attend certain lectures and seminars, take examinations for certain courses as agreed upon with the instructor and the Program Directorate;
 - has no right for a dormitory or academic scholarship.
- 11.3. A student may be granted AL if s/he does military service, has health problems, or has severe family circumstances. All circumstances should be properly documented. AL may be granted only if the student has no more than one failed course.
- 11.4. At the student's request AL may be terminated. If AL is based on the health status there should be a conclusion by a medical committee in order to get back to studies.
- 11.5. If the student is called to military services AL covers the whole period of service. In other cases AL may not last more than 12 months.
- 11.6. A student who gets back to studies should complete the Academic Program in accordance with the requirements existing as per the date when s/he gets back to studies. A readmitted student who was expelled according to Point 11.8.11.8.5 has a right to complete the Program that was valid for the date of his/her expelling from NES if on that date s/he had no more than three courses left.
- 11.7. AL may be granted only once while studying at NES.
- 11.8. The Rector makes a decision of expelling from NES on the basis of suggestions made by the Academic Committee or the Program Directorate. The student may get expelled from NES if:
- 11.8.1. s/he decides to withdraw or does not return from AL;
 - 11.8.2. s/he does not meet the requirements of the Academic Program, i.e s/he failed three elective courses or two obligatory courses (after make-up examinations);
 - 11.8.3. the NES internal regulations or contract terms are violated; inappropriate behavior;
 - 11.8.4. the norms of academic ethics are violated: cheating or assisting in cheating, plagiarism, or falsification of documents;
 - 11.8.5. the standard period of studies ends.
- 11.9. Readmission procedures are as follows:
- 11.9.1. A student who was expelled from NES in accordance with Point 11.8.1 or Point 11.8.5 may apply for readmission after the expelling if s/he passes all of the failed courses. In order to pass the examinations s/he should register for certain courses as interns in accordance with Provisions "On interns at NES" and meet all the requirements for passing those courses.
 - 11.9.2. A student who was expelled from the School on the basis of academic failure in accordance with Point 11.8.2 may be readmitted only in exceptional cases if s/he has no academic failures. If a

student was expelled in accordance with Point 11.8.3 or Point 11.8.4, s/he does not have a right to apply for admission or readmission to any NES program.

11.10. The Rector makes the decision on readmission on the basis of suggestions made by the Academic Committee and the Program Directorate. A student loses the right for readmission if s/he gets expelled from the School twice.

11.11. A readmitted student expelled from the School in accordance with Point 11.8.1 or Point 11.8.2, may get credits for the courses taken in intern status, only if the final grades for those courses were not less than 3. If a student was expelled in accordance with Point 11.8.5 s/he gets credits for all courses completed with any passing grade.

12. REQUIREMENTS FOR THE SYLLABUS AND COURSE REPORT

12.1. A syllabus for the course should meet the following requirements:

- Indicates the course title and the name of the instructor;
- Briefly describes the purpose of the course, indicates the proposed number of lectures, discussion sections, home assignments and essays, explains the examination structure, as well as the rules for determining the final grade for the course on the basis of different types of current and interim assessments and examinations (see Point 4.3);
- Gives the full list of basic and additional textbooks, articles, recommendations for information technologies, etc.;
- Describes the main course units (including the number and topics of the lectures). Usually each unit does not contain more than 5 lectures. Each unit should include a list of suggested textbooks.

12.2. When the course is completed the instructor should provide the Program Directorate with the report containing the following:

- Syllabus in Russian and in English (the Program Directorate assists visiting faculty in translating the syllabus and the course materials);
- Handout materials for lectures;
- Texts of home assignments and examinations (preferably with solutions).

12.3. If the instructor did not follow the syllabus s/he should reflect it in the report. It is suggested that the report indicates students' learning difficulties, recommendations for the future course plan (level of

teaching, topics, textbooks, articles, and methodological comments), and the assessment of NES students' level of knowledge and of TA's work.

13. EXCEPTIONAL CASES

13.1. The Program Director makes the decisions on exceptional cases.

NES STUDENT'S CODE OF HONOR

At NES, studying is based on cooperation, partnership, and mutual respect of the students, Directorate , and faculty. Such cooperation is possible only if students follow the common rules of academic ethics, which are as important as the teaching process itself.

Honest and responsible attitude towards studies is the best criterion of this requirement. Final grades for the courses show the quality of the academic program fulfilled by the student. Those grades can adequately reflect the student's knowledge only if the student works independently.

Therefore, it is unacceptable and blameworthy for the NES student to:

- Plagiarize – use the thoughts, ideas, quotations, etc. of other people without necessary references, as well as pretend someone else's work is yours;
- Cheat at the examinations – use other students' work, not to complete the mid-term and final examinations on your own;
- Copy other students' home works;
- Use forbidden sources – materials, cheat sheets, lecture notes not prescribed by the examination procedure;
- Receive examination tasks, texts, references, etc. or share such information with others in oral or written form before the officially assigned examination date;
- Help other students at the mid-term or final examination, share your work with others at the examination;
- Correct mistakes in the examination paper that has been already reviewed in order to submit a further appeal;
- Falsify the research results, use false data or submit false information regarding the source of the data;
- Falsify transcripts, diplomas, or other NES documents, use someone else's transcripts, intentionally falsify the performance results, etc.

This Code is a voluntary agreement between the NES students. It determines the student's behaviour from the date of admission until the completion of the studies.

I am aware of the provisions of this Code, agree with them, and undertake not to behave in a manner considered blameworthy for the student of the New Economic School.