



Approved by the Rector Ruben Enikolopov

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

Moscow 2020

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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. NES does not tolerate discrimination and harassment based on race, religion, health status, gender, sex orientation, gender identity or any other identity. Students, administration and faculty have to follow NES Code of Conduct.
- 1.4. 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.
- 1.5. The application procedure, admission requirements and regulations, as well as the teaching conditions for the Program are determined by the corresponding Provisions ("Rules for Admission to the Master of Arts in Economics Program at NES", "On financial aid for the Master of Arts in Economics Program at NES" of the current academic year).
- 1.6. The Program Director is responsible for the implementation of these Regulations. The Program Directorate, consisting of the Program Director, the Executive Director, and the Program Manager, is responsible for administering and monitoring the requirements of the Regulations.
- 1.7. The official abbreviation for the Program title in Russian is «МаЭ», in English – "MAE".
- 1.8. 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 (discussion section) 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 lasts for 7 weeks. Within the first year of studies, obligatory courses consist of lectures, discussion sections, 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
- 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 discussion sections 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.
- 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 on my.nes.ru. 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. At 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 required 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. To meet the Program requirements a student should complete a minimum of 41 course credits obtained with required and elective courses taken and with evaluated components of the research sequence.
- 3.3. During the first year of studies a student takes the following required courses:
 - Microeconomics 1-5
 - Macroeconomics 1-5
 - Mathematics for Economists 1-2
 - Probability Theory and Mathematical Statistics
 - Econometrics 1-3
 - Game Theory
 - Finance
 - English (2 credits)
- 3.4. The obligatory part of the MAE Program for the second year of studies includes the research sequence toward writing and defending the Master Thesis, consisting of the Research Seminar (2 credits), Methodological Seminar (1 credit), the Term Paper (2 credits), and a pre-graduation practice.

- 3.5. During the second year of studies every NES student forms his/her individual plan for the elective part of the Program choosing among courses in several specializations and general field Economics courses. A student at NES must earn at least 3 credits from to general field courses. The list of specializations and elective courses, breakdown of courses by the general field and specializations, and selection rules are described in the Provision "The MAE Academic Requirements," which are approved by the NES Academic Council 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.

Upon decision of the Program Directorate, second year students can have make up exam for the failed courses in the tenth module during a period sufficient for making up before the end of the study, in accordance with the Regulations on the Organization of Examination.

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. In June of the current year the instructor should submit the syllabus of the course to the Program Directorate. 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 and the grading policy. The final grade for the course can be given based on a weighted attendance amount, current and final assignments (including home work, quizzes, mid-terms, projects, Term Papers, etc.). Make-up exams can have another format and be evaluated differently from the main exam. The instructor should inform the students about the grading policy at the first lecture, include the grading policy into the course syllabus and should not change it during the course. The instructor may set up attendance requirements different from those mentioned in Point 2.7 and take into account attendance in the final grade.

- 4.4. An instructor may hire a teaching assistant (TA) and a course assistant (Grader) 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. The instructor should add his/her office hours to the course syllabus and onto my.nes.ru after the first class at the latest. Any changes in the office hours should be announced in advance and reflected on my.nes.ru
- 4.7. At the end of the course the Program Directorate organises student evaluation of the course by means of a standard questionnaire on my.nes.ru. After 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.
- 4.8. 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.
- 4.9. The instructor is responsible for uploading the grades for mid-term exams, homework, and final exam onto the my.nes.ru portal within seven days.
- 4.10. 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). During this period the instructor must also upload the final grades for the course onto the my.nes.ru portal and provide the Program Directorate with the signed final grade sheet. After that the instructor should return the graded examination exercise books to the students.
- 4.11. The instructor should respond to students' appellations.
- 4.12. Lectures may be shifted only in exceptional cases if agreed upon with the Program Directorate.

5. RIGHTS AND RESPONSIBILITIES OF TEACHING ASSISTANTS AND GRADERS

- 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 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 7.17;
 - 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 discussion section 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 Program Directorate provides the TA with the confidential information on the results of the student evaluation regarding his/her course.
- 5.6. Only 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, indicating their preferences. 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.
- 5.7. The TA of the core course may use an assistant (grader) for reviewing home assignments as agreed upon with the instructor and Program Directorate. The TA is responsible for his/her assistant's (grader's) work.
- 5.8. 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); (see the Internal Regulations for Students, the Regulations on the Electronic Information Environment and Electronic Portfolio of Students);
 - 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 the Provision "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 Student Council;
 - contact the faculty and School administration with any question regarding the teaching process and the School's activities;
 - have vacations for minimum 7 weeks and maximum 10 weeks.
- 6.2. The students of the MAE Program should meet the requirements prescribed by the Charter, 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 7.20, Point 7.22).
- 7.2. The Program Directorate schedules examinations indicating time, place, format, duration, proctors and the weight of each exam to be approved by the Rector. The Program Directorate informs instructors and students of the schedule of the exam session no less than a week before it starts by placing the schedule on the NES information boards, on the NES website and on the my.nes.ru portal. Free days to prepare for exams may not be allocated due to operational needs.
- 7.3. 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 on 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.

The instructor should submit the examination tasks to the Program Directorate at least 3 days prior the examination date. The instructor, the TA 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, make-up examination, and reviewing the main and make up examination papers. 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. 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 proctor 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.
- 7.8. If two professors deliver lectures within one course one after another, the instructor who is a tenured professor at NES is appointed a senior instructor and is responsible for the coordination within the course, including the examination.
- 7.9. Before the start of the exam, the proctor records attendance in the list provided by the Program Directorate and then passes the list of students who have actually taken the examination to the Program Directorate. A student whose name is not in the list cannot take the exam.
- 7.10. Students are required to turn in their written papers to the proctor immediately after the end of the exam. If a student fails to turn in his/her written paper, s/he is given a failing grade in the grade sheet.
- 7.11. During the examination, students may use specially allowed materials (in accordance with the exam requirements) if so decided by the instructor. The use of materials not authorized by the proctor, as well as the student's attempt to communicate with other students or other persons, including by electronic means of communication, are grounds for removing the student from the classroom with the "failing" or "no credit" grade indicated in the grade sheet. In this case, the proctor and the student should submit to the Program Directorate a memorandum on discipline violation at the test (exam) and an explanatory note, respectively.
- 7.12. The student is obliged to attend the examination at the time indicated in the session schedule. In case of a student being late, the time allotted for the examination is not extended.

- 7.13. The student who came to the examination but decided not to participate in it due to health reasons must state this before receiving the test or exam paper. This is indicated by the word “no” in the grade sheet.
- 7.14. A medical certificate cannot be a reason of declining a grade once a student has attended the examination.
- 7.15. 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. A reasonable excuse for the student’s absence at the exam or current assessment is considered to be a disease confirmed by a medical certificate submitted to the Program Directorate on the day on which s/he is instructed to start classes in accordance with the certificate, as well as other valid reasons including those documented no later than three working days after his/her absence. The Program Directorate decides whether it is a reasonable excuse.
- 7.16. The instructor organizes grading of the exams. The instructor may not ask his/her TA to review the examination papers if this TA takes the same exam.
- 7.17. NES encourages instructors and their TAs to consult students before the examination and to analyze the tasks and their solutions afterwards.
- 7.18. 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. If a student disagrees with this decision s/he may ask the Program Director to organize a conflict resolution committee.
- 7.19. The proctor uploads the grades for home work, mid-term exam, final exam, and final grade for the course onto my.nes.ru and submits the exam grade sheet together with the algorithm for the transfer of points into the grade to the Program Directorate within 10 days after the date of the main exam and within 5 days after the date of the make-up exam. If the grade is changed, the corresponding grade sheet should be changed as well. Make-up grading rules should allow the student to get a satisfactory grade.
- 7.20. Students have the right to take a final exam and two make-ups. The second make-up exam is held in an oral form and a commission of at least 3 NES faculty members is set up to conduct it.
- 7.21. 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 first make-up examination and 3- after the

second make-up examination. If the instructor submits a written motivated request the AC may decide to make an exception.

- 7.22. 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 should also participate in the exam.
- 7.23. The make-up exams are scheduled not earlier than 2 weeks after the date of the main exam and not later than the start of the next examination session. The Program Directorate announces dates of make-up exams at least five days prior to their dates.

8. RESEARCH SEMINAR (RESEARCH PRACTICE)

- 8.1. During the second year of studies every student must 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:
- abstract 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 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 down to "failing" and expelling him/her from NES in accordance with the Regulation "On the Procedure for Checking Written Papers Prepared by Students at NES for Plagiarism".
- 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 are also available in electronic forms on the my.nes.ru portal.
- 9.8. Regulations "On the Master's Thesis" and the Provision "On Term Papers and Master's Theses" determine the terms and procedures of completing the TPs and the MTs. The AC approves the Provision "On Term Papers and Master's Theses" annually.
- 9.9. The Program Director coordinates the process of completing the MT and settles the issues related to it.
- 9.10. Failure to submit the Master's Thesis on time leads to non-admission to the final (state) certification.

10. FINAL CERTIFICATION OF THE GRADUATES

- 10.1. Final certification of the graduates of the Master of Arts in Economics Program includes defense of the Master's Thesis.

- 10.2. The Rector approves the composition of the Final Certifying Committee (FCC) annually. 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.
- 10.3. The State final certification of the graduates is conducted in accordance with the Provision "On the Procedure for State Final Certification 38.04.01 in Economics" and includes defense of the Master's Thesis.
- 10.4. The Rector approves the composition of the State Examination Committee (SEC) annually.
- 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 SEC based on the thesis defense and reports of the supervisor and the outside reviewer.

In order to establish compliance with the five-point assessment system generally accepted in Russian higher education institutions, NES adopted the following scale of quality and numerical grades:

- Excellent (5) – 5-, 5, 5+ (a 10-point scale);
- Good (4) – 4-, 4, 4+ (a 10-point scale);
- Satisfactory (3) – 3-, 3, 3+ (a 10-point scale);
- Unsatisfactory (2) – 2 (a 10-point scale).

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. The grades are listed in the NES transcripts according to the system "excellent", "good", "satisfactory".

- 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. Russian State Master's diplomas are filled and given out to NES graduates in accordance with Russian government regulations.
- 10.13. Russian State Master's diplomas with distinction are given out under the following conditions:
All grades in disciplines, practices and for the Term Paper indicated in the transcript are "excellent" and "good";
All grades of the final state certification are "excellent";
The share of "excellent" grades in the transcript including grades for the state final certification is at least 75% of the total number of grades in the transcript.

11. ACADEMIC LEAVE, EXPELLING, AND READMISSION PROCEDURES

- 11.1. The NES MAE student may be granted an academic leave (AL) if s/he has health problems, severe family circumstances and other reasons. The AL may not last more than two years.
- 11.2. AL may be granted an unlimited number of times while studying at NES.
- 11.3. The student may be granted an AL if s/he submits a personal statement, the conclusion of the medical commission of the medical organization (for granting AL for medical reasons), the agenda of the military commissariat containing the time and place of departure to the place of military service (for granting AL in the case of conscription for military service), documents confirming the basis for granting an AL (if any).
- 11.4. The Rector or his/her authorized representative decides on AL within ten days from the date of receipt of the application from the student and the documents attached to it (if available). The Rector or his/her authorized representative issues a special order on AL.
- 11.5. The student on AL is relieved of his duties related to completing the MAE program and is not allowed to participate in the educational process until the end of his AL. If the student is studying in an organization under an education contract at the expense of a physical and (or) legal entity, during the AL the tuition fee is not charged.

- 11.6. AL is closed at the end of the period for which it was granted, or until the end of the specified period based on the student's application. The student is allowed to study after the end of AL based on the order of the NES Rector or his/her authorized representative.
- 11.7. 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 in accordance with the Provision "On the Procedure for Transfer, Expulsion and Readmission of Students".
- 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. the standard period of studies ends;
 - 11.8.2. s/he does not return from AL;
 - 11.8.3. s/he failed three elective courses or two obligatory courses, including credits for the research sequence (unsatisfactory academic progress);
 - 11.8.4. s/he decides to withdraw in accordance with the Provision "On the Procedure for Transfer, Expulsion and Readmission of Students".
- At the student's initiative:
- a) voluntarily, including transfer to another educational organization;
 - b) for medical reasons;
 - c) in the case of conscription for military service.
- On the NES initiative:
- d) in case of student expulsion as a disciplinary measure in accordance with the Charter, Provision On the Organization of Examination and Student Code of Conduct;
 - e) in case of non-reimbursement of education costs (financial debt);
 - f) in case of violation of the NES admission procedure resulting in illegal admission to NES through the student's fault;
 - g) if s/he violates NES Code of Conduct or Code of Honor.
- 11.9. Readmission procedures are as follows:
- 11.9.1. A student who was expelled from NES on his/her initiative before completing the program may apply for readmission after the expulsion during 5 years in the presence of vacant places.
 - 11.9.2. A student who was expelled from NES on the NES initiative may apply for readmission after the expulsion during 5 years in the presence of vacant places and only on a paid basis.
 - 11.9.3. Readmission is carried out upon checking previously studied disciplines against the current curriculum to determine if there is any academic failure. If necessary (in case of differences in

curricula), an individual curriculum is approved indicating the period during which the student should get credits for all courses completed with a passing grade.

11.9.4. A student who was expelled from the School in accordance with Points 11.8.2, 11.8.3 or Point 11.8.3 a), b), c), e), f) may apply for readmission after the expulsion. If a student had a failing grade/grades at the time of expulsion, s/he is readmitted to the beginning of the module where s/he has the first failing grade. S/he is set a period to complete all the courses with a passing grade. The student can continue his/her studies if s/he eliminates all academic failures on time. If there is at least one failing grade, the conditionally readmitted student is expelled.

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

11.9.6. 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.

12. EXCEPTIONAL CASES

12.1. 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, administration, and faculty. Such cooperation is possible only if all the parties follow the common rules of academic ethics and generally accepted social norms.

The NES student shares the School's values: professionalism, responsibility, mutual respect, integrity, and refrains from behavior that could damage the reputation of NES.

The NES student adheres to the School's standards of corporate culture, demonstrates commitment to the School's interests and communicative tolerance in the implementation of activities at NES or at events held on behalf of NES.

The NES student demonstrates an honest and responsible attitude to learning. 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, including home work;
- 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.
- Violence against other people, except for cases of statutory self-defense.
- Use, storage or distribution of narcotic drugs.
- Drinking alcoholic beverages in the territory of NES*
- Unceremonious treatment and abusive relationship with NES faculty members, students and staff.
- Vandalism: intentional damage to NES books, equipment, furniture and other property.
- Use of the name and symbols of NES for personal or other purposes that damage the School's reputation.

This Code is a voluntary agreement between the NES students. It determines behavior of students while studying and staying at the New Economic School.

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.