

Regulations on the Competition to Receive Support for Extracurricular Student Initiatives at National Research University Higher School of Economics

1. GENERAL PROVISIONS

1.1. These Regulations establish the procedure for providing financial support to student initiatives (hereinafter, “Projects”) through the Fund for Student Initiatives Support (hereinafter, the “Fund”) of National Research University Higher School of Economics (hereinafter, “HSE”).

1.2. The key objectives of the Competition include:

1.2.1. developing students' teamwork and leadership skills, as well as other general abilities;

1.2.2. helping students to acquire practical and project management experience;

1.2.3. helping students to choose a future profession;

1.2.4. developing students' sense of social responsibility, as well as facilitating their involvement in solving socially significant, environmental, technological and other current issues;

1.3. Projects are supported on a competitive basis.

1.4. The HSE Student Initiative Support Centre (hereinafter, the “Centre”) is responsible for implementing these Regulations.

1.5. The Centre shall publish all relevant information with respect to the implementation of these Regulations on HSE’s corporate portal.

2. GENERAL REQUIREMENTS FOR COMPETITION PARTICIPANTS

2.1. Both individual and collective Projects that meet the requirements indicated below shall be eligible to participate in the Competition for Support of Extracurricular Student Initiatives (hereinafter, the “Competition”):

- a Project led by an HSE student;

- a non-commercial Project;

- a Project that is not violation of applicable legislation and / or HSE bylaws;

2.2. By taking part in the Competition, the Project Supervisor thereby gives his/her consent to abide by the provisions of these Regulations, the HSE Charter, the HSE Declaration of Values and the University’s Internal Regulations.

3. COMPETITIVE SELECTION PROCEDURE

3.1. Applications shall be submitted electronically to the Centre's e-mail at studsupport@hse.ru in an open format. An application must contain answers to the mandatory questions spelled out in Appendix 1 to these Regulations.

3.2. Within 3 (three) working days from the date of an application’s receipt, the Centre shall check it for compliance with these Regulations. Following this review, the application shall be either accepted or returned to the applicant so that he/she may rectify any flaws that had been identified. An application may be re-submitted if all flaws are subsequently rectified.

3.3. The Centre shall publish applications admitted for participating in the Competition on HSE's corporate portal.

3.4. Competitive selection shall consist of 2 (two) phases: an application review in absentia and the Project's presentation.

3.5. The first phase includes an expert review of applications and public voting via the HSE portal.

3.6. An Expert Committee shall be formed from among experts approved by the Fund's Council.

3.7. Applications shall be evaluated within 7 (seven) days based on the following criteria:

- relevance of the issue in question and the feasibility of the proposed solutions (up to 10 points);
- significance of the Project's results for HSE and society (up to 10 points);
- feasibility of the Project's implementation plan (10 points);
- feasibility of cost estimates (up to 10 points);

3.8. A total of 30 (thirty) applications with the highest score achieved as a result of expert reviews and public voting shall progress to the second phase.

3.9. The Centre shall notify applicants about the time and venue of the Project's presentation and publish all necessary information on HSE's corporate portal at least 5 (five) days prior to the date thereof.

3.10. Competition participants shall submit their Project presentation (prepared in a commonly used presentation editor) at least 2 (two) days prior to the presentation date.

3.11 The composition of the Expert Committee for the assessment of Project presentations shall be approved by the Fund's Council.

3.12 The Expert Committee evaluates presentations based on the following criteria:

- relevance of the issue in question and feasibility of the proposed solutions (up to 10 points);
- significance of the anticipated Project results for both HSE and society (up to 10 points);
- feasibility of the Project's implementation plan (10 points);
- feasibility of cost estimates (up to 10 points);
- quality of the Project presentation (10 points).

3.13 Applications accepted to the second phase of the Competition shall receive additional 10 (ten) points, if at least 50% of the Project participants have successfully completed and earned a certificate in the "HSE {Start} Student Project Accelerator" programme, which was developed by the HSE Business Incubator especially for Competition participants.

3.14 The final Competition score is calculated according to the following formula:

$0.25 * S1 + 0.25 * S2 + 0.5 * S3$, whereby:

S1 refers to the average score achieved for the first phase of the Project's evaluation (expert review); S2 refers to the average score based on the results of public voting; S3 refers to the average score achieved for the second phase of the Project's evaluation (Project presentation).

3.15 Within 5 (five) working days from the date of the Project's presentation, the Fund's Council shall make a decision as to whether or not the Project shall be supported. If approved, they shall set the amount of financial support to be allocated, based on the results of the competitive selection, requested funding and total funding available.

3.16 The Centre shall inform Competition participants regarding any decision to support Projects made by the Fund's Council and publish this information on the HSE portal.

4. PROCEDURES FOR PROVIDING SUPPORT

4.1. Projects shall be implemented pursuant to the HSE Fund's Council decisions and relevant applications.

4.2. Projects shall be implemented in line with a respective HSE directive.

4.3. Projects shall be financed (if applicable) based on the Regulations on the acquisition of goods, works and services as required by HSE within approved cost estimates.

4.4. The Project's implementation costs cannot be covered by HSE if such costs are related to:

- activities that are not permitted by the HSE Charter;
- financial incentives for participants in events proposed under a given Project.

4.5. The Centre may establish rules for using tangible assets that have been purchased with HSE funds.

4.6. Services provided by independent contractors, which could have been performed by engaging more students with relevant competencies, may be financed in exceptional cases only as per a decision of the Fund's Council.

4.7. In case of violations of the provisions hereof or any deviation from an approved Project implementation plan, the Centre shall be entitled to suspend its implementation and financing, after sending a respective notification to the Project's supervisor.

5. REPORTING AND ASSESSMENT OF PROJECT RESULTS

5.1. No later than 2 (two) weeks following the end of the Project's implementation, its supervisor shall submit to the Centre a final report in the format prescribed in Annex 2 hereto.

Application
for the HSE Student Initiative Competition

1. Project title;
2. Project aim (formulated according to SMART methodology);
3. Project team (CVs of participants, their responsibilities);
4. Analysis of the problem that the Project aims to address (600 characters min), description of the proposed solution (800 characters min); analysis of Project implementation risks (800 characters min);
5. Project description, its compliance with the goals of the contest (1,800 characters min), including its goals and target audience;
6. Importance of the expected results of the students' initiative for HSE and society (1,800 characters min), including expected outcomes (i.e., explain how the Project will benefit HSE, its students, and society in general, as well as specify if the project can be scaled and whether it can be developed in a sustainable fashion);
7. Project promotion plan (1,000 characters min);
8. Timeline for the Project's implementation;
9. Project budget (if necessary);
10. Appendices (any additional materials that can be helpful in evaluating the Project, including support/recommendation letters, etc.).

FINAL REPORT

Project title: _____

1. Project title;
2. Actions carried out as part of the Project;
3. Evaluation of the results achieved, as well as how they are in line with the Project's goals and objectives;
4. Description of the problems arising during the Project's implementation and possible applicable solutions;
5. Project financial report;
6. Evaluation of the Project's development prospects;
7. Evaluation of the contributions of each team member.