

APPROVED by  
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## **INTERNATIONAL YOUTH OLYMPIAD PROCEDURES – 2019**

### **1. General Provisions**

These International Youth Olympiad Procedures - 2019 (hereafter, the Procedures) shall set forth the terms and conditions and related procedures for taking part in the competitions held in the framework of the International Youth Olympiad - 2019 (hereafter, the Olympiad).

### **2. Registration of the Olympiad participant**

2.1. The online registration of the Olympiad participants is mandatory and available free of charge. No on-site registration of participants will be organized at the Olympiad venues.

2.2. Online registration of the Olympiad participants shall be open from August 10, 2018 until October 14, 2018 on the Olympiad website within the corporate (portal) website of National Research University Higher School of Economics (hereafter, HSE, or the University) at <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>. The registration period can be extended at the discretion of the chairperson of the Olympiad Organizing Committee (hereafter, the Organizing Committee).

2.3. The registration shall be deemed completed if the participant has received an email confirmation from the Olympiad Organizing Committee, specifying the Olympiad participant's registration number which will be used at all competitions throughout the Olympiad.

2.4. An electronic confirmation shall be sent to the participant's email address specified during the registration, within one week after the registration.

2.5. In case a participant has registered more than once, their most recent registration (by date of registration) shall be deemed valid, and all previous registrations shall be cancelled.

2.6. The following fields in the Olympiad participant's registration form are mandatory:

- Full name;
- Date of birth;
- E-mail;
- Contact telephone number (including country code);
- Nationality;
- Country and city of residence;
- Name and location (country and city) of the educational institution;
- Grade;
- Subjects in which the participant is interested, as well as their participation format (on-site or online);
- Cities and countries where the participant plans to personally attend the competitions;

– A motivation letter.

2.7. The motivation letter (up to one page) should be written in a free format and provide details about the Olympiad participant, including their academic achievements, motivation for taking part in the Olympiad, as well as plans for further education. The motivation letter will not be assessed by the Jury.

2.8. Participants must provide their written consent for personal data processing (p. 9.1 of the Procedures); this is a mandatory requirement for taking part in the Olympiad. If no consent has been provided, the participant shall not be registered and won't be able to take part in the Olympiad.

2.9. The Olympiad participant shall be responsible for the accuracy of their registration data. The Organizing Committee shall not accept any claims in regards to mistakes in the registration form.

2.10. A hotline with the Organizing Committee shall be set up with the aim of promptly resolving technical and other issues relating to the registration of participants. The hotline can be reached at [interolymp@hse.ru](mailto:interolymp@hse.ru) by email, or +7 (495) 531 00 59 by phone.

2.11. The Olympiad participants are entitled to register for one or more subjects of their choice and take part in several Olympiad competitions, if the Olympiad schedule allows them to take part in all given subjects.

### **3. Preparatory Stage for Taking Part in the Olympiad**

3.1. The following information for the Olympiad participants shall be published on the Olympiad website within the HSE corporate website (portal) <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>:

3.1.1. information about the categories of participants and the list of Olympiad subjects, rules for taking part in the Olympiad, schedule of on-site competitions (requiring personal attendance) and online competitions, organisational preparations for taking part in the Olympiad and contact details;

3.1.2. Methodological materials which can be used for preparing for each Olympiad subject: demo versions of the Olympiad assignments; the list and description of topics and literary sources; video files of webinars held by methodological committees containing information on the structure of tasks, as well as respective assessment criteria.

3.2. The Olympiad participants should prepare for the Olympiad competitions in the chosen subjects on their own. Participants can use available methodological materials (p. 3.1.2 hereof), as well as other learning materials.

3.3. Prior to the starting date of the Olympiad, participants shall be informed about the terms and opportunities for admission to HSE undergraduate or specialist programmes, corresponding to the selected Olympiad subjects.

### **4. Participation in the Olympiad Competitions**

4.1. The Olympiad competitions will be held in two formats: on-site (requiring personal attendance) and online.

4.2. The Olympiad competitions will be held from October 23, 2018 until October 31, 2018. Specific dates, schedule of on-site competitions (offered in specific countries) and online competitions, as well as the list of countries, cities and venues for on-site competitions shall be established by the Organizing Committee at least a week before the starting date of the Olympiad and published on the Olympiad website within the HSE corporate website (portal) at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.3. The Olympiad competitions shall be held in each subject in line with the schedule published on the Olympiad website within the HSE corporate website (portal) at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>. The starting time for on-site Olympiad competitions shall be fixed based on local time. The starting time for online Olympiad competitions shall be fixed based on Moscow time (GMT + 3).

4.4. The duration of Olympiad competitions may vary depending on the specific subject and format of the Olympiad. The duration of online competitions should not exceed 3 (three) hours (60 minutes each).

4.5. Participants are recommended to arrive at the Olympiad venue at least 30 minutes before the start of the competition. Participants must have their passport or any other ID (with a photograph) with them.

4.6. If participants are late for an Olympiad competition, they may still take part in it, but they will not be entitled to extra time for completing the assignments.

4.7. The participants will receive special forms for completing the Olympiad assignment. The Olympiad participants are expected to bring their own stationery (including pens, pencils, etc.).

4.8. Participants may have the following items on their desks: the participant's ID (passport); stationery (pens, pencils, etc.), drinking water and chocolate.

4.1 During the Olympiad competitions, participants may not have electronic devices, auxiliary materials, reference books, directories and other items, which are not allowed during the Olympiad competitions, on their desk; communicate and exchange any objects with other participants or leave their place without the organizers' permission. The Olympiad participants shall not be allowed to use these materials and devices both in the classroom and on premises in general throughout the entire Olympiad competition until the very end of the event when the participants are expected to complete their Olympiad assignments (this requirement also applies to online competitions).

4.9. Participants are not allowed to leave the classroom during on-site Olympiad competitions.

4.10. Participants can leave the classroom after the end of the on-site Olympiad competition after handing in the completed (registered) cover page and form containing answers to the Olympiad assignment.

4.11. In case of any violations of the rules of participation or if a participant refuses to follow the rules, he/she shall not be entitled to proceed with the Olympiad assignments and may not appeal this decision. In case a student's participation in the Olympiad has been suspended, the respective decision shall be fixed in a special statement which must be signed by at least two members of the Organizing Committee and personally acknowledged by the participant. In case of the participant's refusal to sign the statement, a note "Refused to Sign" shall be added to the statement. The results received by such a participant at a given competition shall be thereby annulled.

4.12. The terms for taking part in online competitions, as well as guidelines for gaining access to the competition, shall be established by the Organizing Committee and published no later than 3 (three) weeks prior to the starting date of the Olympiad on the Olympiad website within the HSE corporate website (portal) at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.13. Participation in the online Olympiad competitions in Mathematics and Foreign Language shall be regulated by terms and conditions published on the Olympiad website within the HSE corporate website (portal) at <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.14. Participation in the Olympiad competitions in Design, Journalism and Advertising and Public Relations shall be arranged in the online format as per the Instructions published on the Olympiad website within the HSE corporate website (portal) at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.15. Olympiad competitions in Design and Advertising and Public Relations shall be held online as per the following timeline:

4.15.1. from October 23, 2018 to October 31, 2018: upon completing the online registration, participants shall submit their papers as per the Instructions which are published on the Olympiad website within the HSE corporate website (portal) at: <http://olymp.hse.ru/inter>;

4.15.2. from November 1, 2018 to November 15, 2018: interviews with participants who have been approved for taking part in Round 2 will be arranged.

## **5. Assessment of Completed Olympiad Assignments**

5.1. Olympiad papers completed on site by the participants must be encoded. The cover (registration) pages shall be stored in a safe deposit box until the moment of decoding.

5.2. All papers shall be reviewed and assessed by the Jury.

5.3. Members of the Jury are entitled to check the papers submitted by the Olympiad participants for plagiarism. In case plagiarism is detected, the Olympiad participant's results shall be annulled.

5.4. The final results (scores) of Olympiad participants shall be published on the Olympiad website within the HSE corporate website (portal) at <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/> by December 15, 2018.

## **6. The Olympiad Winner (Prize-winners) Selection Procedure**

6.1 The Olympiad (first-place) winners and other prize-winners shall be determined at a joint meeting of the Organizing Committee and the Jury. The Organizing Committee shall draw up the minutes of the meeting, and the list of the Olympiad winners and prize-winners will be published before December 15, 2018 on the Olympiad website within the HSE corporate website (portal) at <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

6.2. The Olympiad winners and prize-winners shall be entitled to privileges as per the Regulations on the International Youth Olympiad - 2019 and other HSE bylaws. The Olympiad Organizing Committee shall publish the list of Olympiad winners and prize-winners, who are entitled to such privileges, on the Olympiad website within the HSE corporate website (portal) at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

6.3. The Olympiad winners and prize-winners, who are entitled to privileges for admission to HSE undergraduate/specialist programmes under the quota (tuition waiver) established by the Russian Government for foreign citizens and stateless persons, must submit their documents by the date specified on the Olympiad website within the HSE corporate website (portal) at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>. If no documents have been submitted by the applicant by the established deadline, privileges shall no longer apply.

## **7. The Appeals Procedure**

7.1. The Olympiad criteria, assessment methods and outcomes cannot be appealed.

## **8. Diploma Awarding Procedure for the Olympiad Winners and Prize-winners**

8.1. The Olympiad (first-place) winners and other prize-winners shall be awarded first, second and third class honours diplomas (in electronic format), which shall be sent by email to the addresses provided in the participants' registration forms by December 31, 2018.

8.2. The information in regards to the awarding of diplomas to the Olympiad winners and prize-winners shall be published on the Olympiad website within the HSE corporate website (portal) at <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

## **9. Consent for Personal Data Processing**

9.1. Pursuant to the HSE Regulations for Personal Data Processing at National Research University Higher School of Economics (hereafter, the PD Regulations), the Olympiad participants must familiarize themselves with the PD Regulations and confirm their acknowledgement thereof; they are also entitled to disclose their personal data and provide their consent for its subsequent processing. By disclosing their personal data, the participants thereby accept all provisions of the PD Regulations, confirm that the personal data belongs to them, is accurate and up-to-date. The participants may give relevant instructions in their free will and interest, are aware of the consequences of such disclosure and give their consent for the processing of their personal data pursuant to p. 3.7 of PD Regulations.

9.2. The Olympiad participants' personal data shall be processed pursuant to the principles, rules and terms set forth in the PD Regulations.