

APPROVED
by HSE University Directive
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PROCEDURES FOR HSE INTERNATIONAL OLYMPIAD – 2024

1. General Provisions

1.1. These Procedures for HSE International Olympiad – 2024 (hereafter the “Procedures”) set forth the terms, conditions, and related processes for holding and participating in HSE International Olympiad – 2024 events (hereafter the “Competition”).

2. Registration of Competition Participants

2.1. Online registration of Competition participants is mandatory and free of charge.

2.2. Online registration of Competition participants shall be open from September 1, 2023 until November 5, 2023 through a Competition participant’s personal account on the webpage located on HSE University’s corporate website (portal) at: <https://asav.hse.ru/intolymp.html>. The registration period may be extended at the discretion of the chairperson of the Competition Organizing Committee (hereinafter the “Organizing Committee”); this decision shall be fixed in the relevant meeting minutes of the Organizing Committee. The minutes of the Organizing Committee’s meetings shall be stored at the University’s International Admissions Office (Room D620).

2.3. Registration shall be deemed completed if a participant has received a respective e-mail confirmation from the Competition Organizing Committee. Furthermore, he/she shall be assigned a registration number, which must be used by each participant to take part in all selected Competition events (up to 5 (five) events). Each registration number must be kept by participants until Competition results are tallied up.

2.4. An electronic confirmation, or a notification stating that a participant’s application has been rejected, shall be sent to a participant’s e-mail, as specified in their online registration form, no later than 2 (two) calendar days from the moment when their registration is completed.

2.5. Participants are not allowed to register more than once. If a Competition participant has registered multiple times, his/her first registration (in terms of their registration date) will be deemed valid, along with the registration number specified in their personal account. In turn, all subsequent registrations will be cancelled.

2.6. In-person registration may be held at sites of face-to-face competitions in foreign states and the Russian Federation. A list of locations for competitions shall be published no less than 1 (one) week prior on the Competition’s webpage on HSE University site (portal) at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

2.7. The following fields in the Competition participant’s registration form are mandatory:

2.7.1. full name;

2.7.2. date of birth; gender;

2.7.3. passport or any other ID (with photograph); if no passport or ID is available, a birth certificate may suffice (in a pdf or jpeg format);

- 2.7.4. e-mail;
- 2.7.5. contact telephone number (including country and city codes);
- 2.7.6. citizenship;
- 2.7.7. country and city of residence;
- 2.7.8. name and location (country and city) of academic institution;
- 2.7.9. school grade;
- 2.7.10. subjects, in which the participant is interested, as well as preferred formats for taking part in them (the participant may choose up to five events, as per p. 2.3 hereof);
- 2.7.11. cities and countries where the participant plans to attend the Competition events on-site (requiring their personal attendance);
- 2.7.12. a motivation letter.

2.8. A motivation letter is mandatory and may be written by a Competition participant independently and in any format. Nevertheless, it must include information about the participant, his/her educational achievements, motivation for participating in the Competition, and future academic plans. Furthermore, the motivation letter should come to at least 500 characters with spaces. The Competition Jury will not grade the motivation letter. Nevertheless, applicants, who have not submitted a motivation letter as per the aforementioned requirements, will not be allowed to participate in Competition events.

2.9. When registering, each Competition participant bears the right to choose anywhere between 1 (one) and 5 (five) subject areas of interest and participate in multiple Competition events (no more than 5 (five) events) if the Competition schedule permits him/her to participate in all chosen subjects.

2.10. Events in Biology, Asian Studies, History, Mathematics, World Literature, Law, Psychology, the Social Sciences: Person. Society. State, and Philosophy and Logic, shall be held in 2 (two) formats - on-site and online. To register for participation in the Competition in these subject areas, the format that is the most convenient for the participant may be chosen. If the same Competition participant attempts to take part in these subject areas in both formats - on-site and online – his/her results shall be annulled.

2.11. Each Competition participant bears the right to change his/her selection of Competition subject areas (within a range of up to 5 (five) subject areas) in his/her personal account until online registration closes on November 5, 2023.

2.12. Participants must provide their consent for personal data processing (as per p. 9.1 of the Procedures). If a participant refuses to provide his/her consent to data processing, he/she will not be registered and thus cannot participate in Competition events.

2.13. Competition participants are responsible for the accuracy of their registration data. The Organizing Committee will not consider or review any claims related to incorrect registration data.

2.14. For the quick resolution of any technical issues in regards to the operation of their personal account, participants can contact a moderator via their personal account by pressing the “Contact the Moderator” button. An Organizing Committee hotline will be set up for participants in regards to any other issues related to online registration procedures. Participants may contact the hotline by dialing: +7 909 628 44 25.

3. Preparatory Stage for Competition Participation

3.1. The following information for participants is published on the Competition’s webpage located on HSE University portal at <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>:

3.1.1. information about participant categories and Competition subject areas, rules for participation, schedules of on-site (personal attendance) and online events, organizational preparation for participation in the Competition, and the contact details of the Organizing Committee;

3.1.2. learning materials, which can be used to prepare for each Competition subject: demo versions of competition assignments, lists and descriptions of topics and recommended literature, video files of webinars held by methodological committees with information on the structure of assignments, as well as formats and their respective assessment criteria.

3.2. Participants should independently prepare for Competition events in their chosen subject areas using the learning materials provided (pp. 3.1.2 of p. 3.1 of the Procedures), as well as other respective preparation materials.

3.3. Prior to the Competition starting date, participants will be informed about the options and terms for admission to HSE University's Bachelor's and Specialist degree programmes (hereafter "undergraduate and Specialist degree programmes") in line with respective selected Competition subject areas.

4. Participation in Competition Events

4.1. Competition events shall be held in 2 (two) formats: on-site (requiring personal attendance) and online.

4.2. Competition events are slated to be held from November 14 until 25, 2023. Specific dates, the schedule of on-site (offered in specific countries) and online events, and the list of countries, cities and venues set to host on-site Competition events will be established by the Organizing Committee no later than 1 (one) week before the start of the Competition, and will be published on the Competition's webpage on the HSE University portal at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.3. Competition events will be held for each subject as per the schedule published on the Competition's webpage on the HSE University portal at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>. The start time for on-site events must be specified in local time. However, the starting time for online events are set according to Moscow time (GMT+3).

4.4. Competition events in Biology, Asian Studies, History, Mathematics, World Literature, Law, Psychology, the Social Sciences: Person. Society. State, and Philosophy and Logic, will be held in 2 (two) formats — on-site and online. To take part in the Competition in these subject areas, a participant must choose the most convenient format when registering. If it is uncovered that a Competition participant is attempting to participate in these subject areas in both formats - on-site and online - all of his/her results shall be annulled.

4.5. The duration of Competition's events may vary, depending on the specific subject and format.

4.6. Participants of on-site Competition events should arrive at the Competition venue no later than 30 minutes before the start of a given event. Furthermore, they must have their passport or another form of photo ID with them. If these documents are unavailable, participants should have their birth certificate on them.

4.7. If participants arrive late to the Competition event, they have the right to participate, but they will not receive a time extension on their assignments.

4.8. Participants will receive special forms to complete their event assignments. They are expected to bring their own stationery and writing materials (e.g., pens, pencils, etc.)

4.9. Participants of on-site events must complete their assignments using a pen with black or blue ink. Assignments completed using a pencil will not be accepted.

4.10. Participants are allowed to have the following items on their desks: identification documents, stationery and writing materials, drinking water, and small snack; at Competition events in Biology, participants are allowed to use calculators as individual devices, but not part of smartphones or other means of communication/devices.

4.11. During Competition events, participants may not have electronic devices, auxiliary materials, reference books, directories, or other items forbidden for use during the event, on their desks, unless otherwise is stated in respective instructions; communicate and exchange any materials with other participants; or leave their place without the organizers' permission. The use of the materials specified above is prohibited for participants of Competition events, both online and on-site (in a classroom and on the premises throughout the entire Competition event until the end of the time allotted for completing their assignments).

4.12. Competition participants are prohibited from leaving the classroom during on-site Competition events.

4.13. A participant may exit the classroom after completing the on-site event once he/she has handed over to a member of the Organizing Committee at the venue a completed cover (registration) page and their finalized Competition assignment. If a Competition assignment is completed and submitted ahead of time, the participant's involvement in the Competition shall be deemed completed.

4.14. If a participant violates the rules of participation or refuses to follow them, he/she will not be allowed to continue to participate in the Competition, and this decision cannot be appealed. If a student's participation in the Competition is suspended, a respective decision shall be fixed in a special Statement (Annex 1 hereto), which shall be signed by 2 (two) members of the Organizing Committee at the venue, as well as the participant who has acknowledged that he/she has been familiarized with the decision. If the participant refuses to sign the Statement, a note "Refused to Sign" will be added thereto. His/her results in the Competition event will be thereby annulled.

4.15. The terms of participation and guidelines for joining online Competition events are established by the Organizing Committee and shall be published no later than 3 (three) weeks before the start of the events on the Competition webpage on the HSE University portal at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.16. Participation in Competition events in an online format in Biology, Asian Studies, Foreign Languages and Cross-cultural Communication, Information Technologies, History, Mathematics, International Relations, World Literature, Law, Psychology, Advertising and Public Relations, the Social Sciences: Person. Society. State, Philosophy and Logic, shall be held via a proctoring platform, as per the respective Instructions, posted on the Competition's webpage on HSE University's portal at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.17. Participants in Competition events held via a remote format can sign into the proctoring platform within 20 minutes after the start time of the online Competition, as specified in the timetable. When connecting to the proctoring platform, participants must show their passport or another form of photo ID in front of the camera.

4.18. After signing into the proctoring platform within 20 minutes after the start time for the online Competition as per the timetable, online participants may complete their assignments during the entire period of the competition, as specified in the schedule.

4.19. During Competition events, which are held in an online format via a proctoring platform, participants are not allowed to leave the proctor-controlled area, as specified in the

respective Instructions, which can be found on the Competition webpage on the University's corporate website (portal) at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.20. If there are any breaches of the Rules of Competition events held remotely via a proctoring platform, the violating participant will be removed from the platform by the proctors without any right to repeat their participation in the given event.

4.21. If the Organizing Committee allows online participants in Competition events via a proctoring platform to make another attempt to take part in an event after a technical error occurs, the participant's most recent attempt will be counted towards their results of the Competition.

4.22. If a participant in Competition events held remotely via a proctoring platform has taken part in the same event twice without the permission of the Organizing Committee, the result, which was first inputted in the Competition system, will only be counted.

4.23. Competition events in Design, Journalism, and Media Communications held in a remote format shall be governed by the terms and rules posted on the Competition's webpage on HSE University's portal at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

4.24. Competition events in Design, Journalism, Media Communications, and Advertising and Public Relations will be held remotely as per the following timetable:

4.24.1. from November 14 until 25, 2023, participants who have completed obligatory e-registration must send HSE University their work as per the rules and terms, posted on the Competition's webpage on the HSE University portal at: <https://olymp.hse.ru/inter>;

4.24.2. from December 4 until 15, 2023, interviews will be conducted with participants who have moved on to the second round.

5. Assessment of Completed Competition Assignments

5.1. Competition papers completed on-site by participants must be encoded. The cover (registration) pages will be stored in a safety deposit box at the HSE University's International Admissions Office (Room D618) until the period designated to decode them.

5.2. All papers will be assessed by the Competition Jury.

5.3. Jury members bear the right to check papers submitted by Competition participants for plagiarism through the system "Anti-Plagiarism". In the event that plagiarism is detected, the given participant's Competition results shall be annulled.

5.4. The results (scores) of Competition participants will be published on the Competition's webpage on the HSE University portal at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>, no later than December 30, 2023.

6. Procedure for Determining Competition Winners and Prize-Winners

6.1. Competition winners and prize-winners shall be determined via e-ballots of the Organizing Committee and the Jury. The Organizing Committee shall record the decision in its meeting minutes. A list of Competition winners and prize-winners will be published before December 30, 2023 on the Competition's webpage on HSE University's corporate website (portal) at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

Minutes of the Organizing Committee's and the Jury's joint meeting shall be stored at the HSE University's International Admissions Office (Room D620).

6.2. Competition winners and prize-winners shall be entitled to additional privileges as per the Regulations for HSE International Olympiad - 2024 and other relevant HSE University bylaws. In turn, the Competition Organizing Committee shall publish a list of Competition winners and prize-winners who are entitled to such privileges on the

Competition's website on the HSE University portal at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

6.3. Competition winners and prize-winners, who are entitled to privileges when applying to HSE University's undergraduate/Specialist degree programmes under quota (tuition waiver) places established by the Russian Government for foreign citizens and stateless persons, must submit their documents by the date specified on the Competition website on the the University's corporate portal at: <http://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>. If documents have not been submitted by an applicant by the established deadline, the aforementioned privileges shall no longer apply.

7. Filing Appeals against the Results of Competition Assignments

7.1. The contents, structure, competition criteria, assessment methods, and the results of the completion of Competition assignments, as well as any measures applied to Competition participants for violation of the Competition's rules, cannot be appealed.

8. Procedure for Awarding Diplomas to Competition Winners and Prize-Winners

8.1. Competition (first-place) winners and other prize-winners shall be awarded first-, second- and third-class honours diplomas (online) via their personal account, which shall be sent by e-mail to the addresses indicated in their registration forms by January 31, 2024.

8.2. Information about awarding diplomas to Competition winners and prize-winners, as well as certificates of participation, will be published on the Competition webpage on the University's portal at: <https://olymp.hse.ru/inter>, <https://olymp.hse.ru/en/inter/>.

8.3. First-, second- and third-class honours diplomas shall be awarded to foreign participants during award ceremonies in respective their countries, from January until May 2024.

9. Consent for Personal Data Processing

9.1. Pursuant to the Regulations on Personal Data Processing at National Research University Higher School of Economics (hereafter the "PD Regulations"), Competition participants must familiarize themselves with the PD Regulations and confirm their acknowledgement thereof. Furthermore, they are entitled to provide their personal data and consent to its subsequent processing. By providing their personal data, participants thereby accept all provisions of the PD Regulations and confirm that the personal data belongs to them, as well as assure that it is accurate and up-to-date and provided freely, of their own will and in their own interest; they shall confirm that they are aware of the consequences of such disclosure, and provide consent to the processing of their personal data, as pursuant to p. 3.7 of the PD Regulations.

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

Annex 1
to Procedures for HSE International
Olympiad – 2024

Template

**STATEMENT on
Suspending the Participant from the Competition**

This Certificate has been drawn up to suspend the participant (registration number _____) from the
Competition event _____.

Reasons for the participant's suspension:

- he/she violated one of the clauses of Regulations for HSE International Olympiad-2024 and/or Procedures for HSE International Olympiad-2024 (hereafter the "Rules")
(specify the violations)

- he/she has committed violation in another form, not covered by the Rules, thus causing inconvenience to other
Competition participants or the Organizer, etc.

The Certificate has been drawn up by _____
(organizer's full name) (signature)

_____ (organizer's full name) _____ (signature)

I familiarized myself with the Certificate _____
(participant's full name) (signature)

Date _____, 2023