



SKOLKOVO
Moscow School of Management

ORDER

No. 4-Ord-326A/16 dated November 28, 2016

On Amendments to the REGULATIONS on the Procedure for Transfer, Dismissal, and Re-enrolment of Participants of the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education

On the basis of amendment of the Charter of the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education,

I HEREBY ORDER:

1. To make amendments to the Regulations on the Procedure for Transfer, Dismissal, and Re-enrolment of Participants of the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education (Appendix hereto).
2. The Teaching Methodology Manager (O. Yu. Novichonok) shall communicate this Order to all structural units engaged in educational activities.
3. To agree amendments to the Regulations on the Procedure for Transfer, Dismissal, and Re-enrolment of Participants with the Legal Department (S. S. Pisarev).
4. I reserve the right to control the execution of this Order.

M. M. Atnashev

Dean of the Moscow School of Management SKOLKOVO /signature/

Appendix
to Order of the Dean
of the Moscow School of Management
SKOLKOVO
No. 4-Ord-326A/16
Dated November 28, 2016

APPROVED

/signature/

M. M. Atnashev
Seal

**REGULATIONS ON THE PROCEDURE FOR TRANSFER, DISMISSAL, AND RE-
ENROLMENT OF PARTICIPANTS**

of the Moscow School of Management SKOLKOVO,

Non-Government Educational Institution of Additional Professional Education

Moscow Region
Skolkovo
2016

1. General Provisions

1.1. The Regulations on the Procedure for Transfer, Dismissal, and Re-enrolment of Participants of the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education (hereinafter referred to as the School) were developed on the basis of Federal Law No. 273-ФЗ dated December 29, 2012 *On Education in the Russian Federation*, the Procedure for the Arrangement and Performance of Educational Activities Under Additional Training Programmes, approved by Order of the Ministry of Education and Science of Russia No. 499 dated July 1, 2013, and the Charter of the Moscow School of Management SKOLKOVO.

1.2. These Regulations are a local regulatory act of the School that regulates the procedure for the transfer, dismissal, and re-enrolment of Participants in the educational programmes of additional professional education provided by the School.

1.3. These Regulations, amendments and additions hereto shall be published on the official website of the School.

1.4. These Regulations, amendments and additions hereto shall be reviewed by the Academic Council of the School and approved by the Order of the Dean of the School.

1.5. In these Regulations, 'transfer' shall be understood as a change by a Participant of the period of study and the group within the same educational programme of the School.

1.6. In these Regulations, 're-enrolment' shall be understood as resumption of training by a previously dismissed Participant in the same area of study on condition that there is a vacant place on the relevant educational programme of the School.

The decisive condition for transfer and re-enrolment is the Participant's ability to successfully continue training in the groups studying at the School at the time of the Participant's transfer or re-enrolment (groups that have already begun training at the time when the Participant submits an application for transfer or re-enrolment).

1.7. In these Regulations, 'dismissal' shall be understood as termination of the provision of educational services by the School to the Participant.

In making decisions on the transfer, dismissal, and re-enrolment of Participants, the School takes into account the rights and interests of citizens, protected by law, the interests of the state and society, as well as the rights, interests and capabilities of the School.

1.8. The decision on the transfer of the Participant is made by the head of the structural unit that provides training under the educational programme under which the Participant is studying / planning to study.

1.9. The decision on the re-enrolment of the Participant is made by the head of the structural unit that provides training under the educational programme under which the Participant plans to continue training.

1.10. The decision on the dismissal of the Participant is adopted by the Academic Council of the School.

2. Participant Transfer Procedure

2.1. The transfer of the Participant from one group to another within the same programme is carried out upon submission of a personal request by the Participant (the request form is given in the Appendix to Order on the Approval of Standard Forms of Orders on Educational Activities, approved by Dean's Order No. 4-Ord-71/13 dated December 30, 2013 (hereinafter referred to as 'Standard Order Forms')) to the Dean of the School, endorsed by the head of the structural unit that provides training under the relevant programme.

2.2. The availability of a vacant place in the current group at the time of the Participant's transfer and compliance with the standard period of study are mandatory conditions.

2.3. In the case of transfer of the Participant, the Educational Programme Manager of the

group where the Participant studies shall prepare a draft Order on the Transfer of the Participant and a supplementary agreement to the Contract on the Provision of Educational Services with the new period of study indicated and an individual training schedule.

3. Re-enrolment of Participants

3.1. Re-enrolment of Participants in the School is carried out on the grounds provided for by the Academic Policy of the relevant programme and on condition that at the time of the re-enrolment, vacant places are available in the group of the educational programme under which the Participant previously studied.

3.2. The Participant has the right to re-enrol in the School within two (2) years after dismissal, given that the conditions of study, in accordance with which he/she studied before the dismissal, have remained unchanged. The conditions for the re-enrolment of the Participant are determined in accordance with the Academic Policy and the Contract on the Provision of Educational Services under the programme for which the Participant is being re-enrolled.

3.3. A Participant dismissed at the initiative of the School by the decision of the Academic Council can be re-enrolled within two (2) years.

A Participant dismissed for violation of the Charter and/or the Internal Rules of Conduct for Participants or failure to comply with the terms of the Contract on the Provision of Educational Services shall be re-enrolled into the module in which the order on his/her dismissal was issued.

A Participant dismissed for academic failure shall be re-enrolled into the module in which the discipline is studied, in which the Participant failed an examination/test.

If the programme curriculum has changed by the time of the re-enrolment of the Participant, as a result of which there is a difference between the disciplines studied by the Participant earlier and disciplines that are to be studied according to the new curriculum, the Participant shall undergo training in the new disciplines and pass the required attestation in them.

3.4. The amount of tuition fees, payable by the Participant in the event of re-enrolment, shall be calculated in accordance with the individual training schedule on the basis of the Procedure for Calculating the Cost of Educational Services Provided by the School in the Case of Changes in the Participant's Educational Trajectory.

3.3. Participants who were dismissed earlier shall submit a request for re-enrolment, addressed to the Dean of the School, to the structural unit that provides training under the programme for which the Participant is being re-enrolled (the request form is given in the Appendix to the Standard Order Forms).

3.4. The Educational Programme Manager shall check the Participant's personal file and the wording of the order on the Participant's dismissal. The head of the structural unit that provides training under the relevant programme makes a decision about the possibility of re-enrolment. The Participant shall be re-enrolled on the basis of an appropriate order of the head of the structural unit that provides training under the relevant educational programme.

3.5. Based on the above request and the order of the head of the structural unit, the Educational Programme Manager shall prepare a draft order on the re-enrolment of the Participant and a supplementary agreement to the Contract on the Provision of Educational Services with the new period of study indicated and an individual training schedule.

4. Dismissal of Participants

4.1. Any Participant may be dismissed from the School, regardless of the type of educational programme he/she studies under, in the following cases:

4.1.1. in the case of voluntary refusal to continue studies, on the basis of a personal request and termination of the Contract on the Provision of Educational Services. The tuition fees shall

be refunded to the Participant in accordance with the Methodology for Calculating the Amount of Refund to the Participant in Case of Termination of the Contract on the Provision of Educational Services on His/Her Initiative, approved by Order of the Dean of the School No. 4-Ord-62/14 dated June 01, 2014;

- 4.1.2. if it is established that the enrolment procedure was violated and the Participant was unlawfully enrolled in the School through his/her fault;
- 4.1.3. if the Participant fails to pay tuition fees or part thereof, or any other payments due to the School from the Participant under the Contract on the Provision of Educational Services, within 15 calendar days after the agreed payment date;
- 4.1.4. if it is impossible to duly perform obligations under the Contract on the Provision of Educational Services due to actions (omissions) of the Participant;
- 4.1.5. if the Participant has been subjected to disciplinary action in the form of dismissal. The School may take disciplinary actions against the Participant, as provided by the laws of the Russian Federation, including dismissal which may be applied in the following cases:
 - 4.1.5.1. if the Participant fails to master the Programme (part of the Programme) in good faith or to follow the curriculum;
 - 4.1.5.2. if the Participant repeatedly (two or more times) fails to comply with, or violates the School Charter, the provisions of the Academic Policy and other local regulations of the School concerning the arrangement and performance of educational activities, or rules of conduct adopted in the relevant training locations to which the Participant is sent by the School under the relevant programme;
 - 4.1.5.2. in case of one-time gross violation of the School Charter and other local regulations of the School (including for showing disrespect for members of the School staff, other Participants or faculty members, unlawful use of intellectual deliverables of third parties (plagiarism), including during interim and final attestation);
 - 4.1.5.3. in case of disclosure by the Participant of confidential information transmitted by the School and/or third parties as part of the programme;
- 4.1.6. in the event of entry into force of a court judgement of conviction, pursuant to which the Participant has been sentenced to imprisonment or another punishment that precludes the possibility of continuing studies by the Participant;
- 4.1.7. in the event of death of the Participant, as well as in the event of recognising the Participant missing or dead by a court decision;
- 4.1.8. when the Participant has completed studies at the School.

4.2. The Participant may be dismissed in cases provided for by the current law only after receiving his/her explanation regarding the offence committed. It is prohibited to dismiss Participants when they are ill or during holidays.

4.3. If the Participant is dismissed on the initiative of the School, the Educational Programme Manager shall notify the Participant by sending a registered letter with acknowledgement of receipt, stating the reasons for dismissal and termination of the Contract on the Provision of Educational Services to the address specified by the Participant in his/her personal file or in the Contract on the Provision of Educational Services, and/or to the address of the Sponsor.

4.4. In the event that the Participant has been personally notified about the dismissal, which is confirmed in writing (the Participant's signature on the relevant order of the head of the structural unit that provides training under the programme), sending a written notification is not required.

4.5. The Participant shall be dismissed from the School by an appropriate order of the Dean with obligatory statement of the grounds for and date of dismissal in accordance with the decision adopted by the Academic Council of the School.

4.7. In accordance with the order on the Participant's dismissal and at his/her request, the Participant shall be issued, within three (3) days after the issuance of the order on his/her dismissal, an academic certificate with a list of the courses he/she has taken. The original certificate shall be transferred to the Participant upon request, and a copy of the certificate shall be transferred by the Educational Programme Manager to the Teaching Methodology Manager to be added to the Participant's personal file. If the Participant has not requested the School for the certificate within thirty (30) days, the original certificate shall be transferred by the Educational Programme Manager to the Teaching Methodology Manager of the School for inclusion in the Participant's personal file. The certificate may be handed to a person authorised by a power of attorney issued in accordance with the established procedure.

4.8. All documents that are the basis for drawing up an order on the dismissal of the Participant shall be transferred by the Educational Programme Manager to the Teaching Methodology Manager of the School for inclusion in the Participant's personal file.