



SKOLKOVO
Moscow School of Management

ORDER

No. 4-Ord-82/17 dated May 23, 2017

On Approval of the New Revision of the Regulations on Taking Disciplinary Actions Against Participants of Educational Programmes 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. From the date of signing this Order:
 - 1.1. to cancel Order No. 4-Ord-69/13 of December 23, 2013 On Approval of the REGULATIONS on Taking Disciplinary Actions Against Participants of Educational Programmes of the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education;
 - 1.2. to approve the new revision of the Regulations on Taking Disciplinary Actions Against Participants of Educational Programmes 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. I reserve the right to control the execution of this Order.

M. M. Atnashev
Dean of the Moscow School of Management SKOLKOVO

Appendix
to Order of the Dean
of the Moscow School of Management
SKOLKOVO
No. 4-Ord-82/17
Dated May 23, 2017

APPROVED
M. M. Atnashev
Seal

**Regulations on Taking Disciplinary Actions Against Participants of Educational Programmes
of the Moscow School of Management SKOLKOVO, Non-Government Educational
Institution of Additional Professional Education**

Moscow Region
Skolkovo
2017

1. General Provisions

1.1. The Regulations on Taking Disciplinary Actions Against Participants of Educational Programmes 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 of December 29, 2012 *On the 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 of 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 taking disciplinary actions against Participants of educational programmes of additional vocational education in the event of committing acts that are, or violating the rules and procedures, adopted by the School, by the partners of the School, as well as at other programme locations. These Regulations may also be applicable in case it is impossible for the Participant to continue studies (at the initiative of the School or the Participant).

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 approved by the Order of the Dean of the School.

2. Grounds for Taking Disciplinary Actions

2.1. There are three types of disciplinary actions that may be taken against the Participant for disciplinary offence, i.e. for intentional non-fulfilment or improper fulfilment by the Participant of his/her obligations related to completing the educational programme. These actions are:

- admonition (the least strict penalty);
- reprimand (a more strict penalty);
- dismissal from the educational programme.

The disciplinary action in the form of an admonition shall be taken if the Participant has committed a one-time offence, which was not a gross violation.

The disciplinary action in the form of a reprimand shall be taken if the Participant committed a repeated offence, which did not constitute a gross violation.

Dismissal of the Participant from the educational programme is an exceptional disciplinary action, which is resorted to only if there are sufficient grounds provided for by the current law of the Russian Federation, the Contract on the Provision of Educational Services, concluded between the Participant and/or the Sponsor of educational services and the School (hereinafter referred to as the Contract), and also the Academic Policy of the relevant Programme.

2.2. The School takes disciplinary actions against the Participant who has violated the provisions of the current laws of the Russian Federation, the Charter and local regulations of the School, the rules set forth in the effective Academic Policy, and the rules of third parties receiving Participants as part of the programme modules.

2.3. It is prohibited to take disciplinary actions against Participants when they are ill or during holidays.

2.4. Only one disciplinary action may be taken for a disciplinary offence.

2.5. When choosing a disciplinary action, it is necessary to take into account the gravity of the offence and the circumstances in which it was committed.

2.6. If the violation committed is insignificant, the Educational Programme Director may issue only a verbal warning to the Participant.

2.7. The grounds for taking disciplinary actions against Participants are as follows:

- late arrival, absence, systematically arriving late for classes, expert speeches, meetings or

events during project work, as well as other activities included in the programme curriculum. To confirm the Participant's absences or late arrivals, it is necessary to provide an attendance sheet or other supporting documents;

- violation of legal norms, generally accepted moral and ethical standards, moral principles, in particular, disrespect for research, teaching, administrative, support and other staff of the School and other Participants, as well as violation of the rules of conduct adopted in the training locations where the Participant is sent by the School as part of the programme curriculum.

2.8. The grounds for taking a disciplinary action in the form of dismissal from the Programme are as follows:

- the Participant's failure to pay tuition fees or part thereof, as well as any other payments due to the School from the Participant under the Contract before the agreed date;

- the Participant's failure to fulfil his/her obligations to master the Programme (part of the Programme) in good faith or to complete the curriculum;

- the Participant's repeated (two or more times) failure to comply with or violation of the School Charter, the provisions of the Academic Policy and other local regulations of the School concerning the arrangement and performance of educational activities, the rules of conduct adopted in the relevant training locations to which the School sends the Participant under the Contract;

- one-time gross violation of the School Charter and other local regulations of the School (including disrespect for members of the School staff, other Participants or faculty, unlawful use of intellectual property of third parties, including plagiarism);

- disclosure by the Participant of confidential information transmitted by the School and/or third parties as part of the programme;

- refusal to reimburse at his/her own expense the damage caused by the Participant to the property of the School and/or any third parties, engaged by the School in the educational process, during the training.

3. Procedure for Taking Disciplinary Actions

3.1. Before taking a disciplinary action, the Educational Programme Manager shall request a written explanation from the Participant. If the requested explanation is not provided by the Participant within seven (7) days, an appropriate report shall be drawn up. The Participant's refusal or evasion from providing a written explanation is not an obstacle to taking a disciplinary action.

3.2. The disciplinary offence committed by the Participant is reported through the submission of memos by the Programme Manager to the Educational Programme Director or other representatives of the School who are responsible for maintaining internal order in the territory of the School.

3.3. The Programme Director and/or heads of departments responsible for maintaining internal order in the territory of the School shall notify the Dean of the School, as well as the Legal Department and the Corporate Security Department about the incident by submitting a Memo.

3.4. After receiving the Memo, the Dean of the School, at his own discretion, decides on the expediency of conducting official investigation, and issues an order appointing the members of an investigation commission.

3.5. During the investigation, the commission documents the fact of the violation, identifies its causes and effects, and obtains explanation from the participants in and witnesses to the violation. Following the investigation, the commission draws up a conclusion with a proposal to transfer the issue to the Academic Council of the School for consideration.

3.6. The Academic Council of the School makes a decision on disciplinary action to be taken against the Participant, based on the nature of the violation.

3.7. A disciplinary action may be taken against the Participant not later than one month from the day when the violation was discovered and not later than six months from the day when it was committed, excluding the time of the Participant's illness and/or holidays.

3.8. Disciplinary actions, including dismissal from the programme, are taken on the basis of the

Dean's Order issued to implement the decision adopted by the Academic Council of the School.

3.9. The Programme Manager shall immediately send a written notice to the Participant (with acknowledgement of receipt) about taking the disciplinary action against him/her.

3.10. The Programme Manager shall, within three (3) days after the issuance of the order on the Participant's dismissal, prepare an academic certificate with a list of the modules the Participant has completed.

3.11. The Participant or his/her legal representatives have the right to appeal against the disciplinary action and its imposition within a month from the date of the Dean's order.

3.13. The Dean has the right to remove, on his own initiative, at the request of the Participant or his/her legal representatives, the Academic Council or the Alumni Association, the disciplinary penalty from the Participant before the expiration of a year from the day of the disciplinary action imposition.

4. Responsibility for Compliance with These Regulations

Responsibility for compliance with the rules set forth in these Regulations is vested with the Programme Directors.

Programme Managers are obliged to comply with the requirements of these Regulations, and are personally responsible for the timely issuance, availability and submission of documents with records of Participants' progress, attendance, and violations, if any. In addition, Programme Managers are responsible for familiarising Participants with all decisions of the School regarding the latter.