



SKOLKOVO  
Moscow School of Management

**Non-State Educational Institution of  
Further Professional Education Moscow  
School of Management SKOLKOVO  
(Moscow School of Management  
SKOLKOVO)**

## **ORDER**

**08.09.2018**

**No. 4-Ord-193C/18**

Moscow Region, Skolkovo

**On approval of the new version of the Internal Regulations for Students of the Non-State Educational Institution of Further Professional Education Moscow School of Management SKOLKOVO**

In terms of the revision of local regulations of the Non-State Educational Institution of Further Professional Education Moscow School of Management SKOLKOVO before the new academic year, based on the decision of the Academic Council dated 07.09.2018, Minutes No. 10/18

I HEREBY ORDER:

1. To consider Order of the Rector of the Moscow School of Management SKOLKOVO dd. 26.06.2014 No. 4-Ord-96/14 and the approved INTERNAL REGULATIONS FOR STUDENTS of the Non-State Educational Institution Moscow School of Management SKOLKOVO null and void from the date of signing this Order.
2. To approve the new version (Annex) of the Internal Regulations for Students of the Non-State Educational Institution of Further Professional Education Moscow School of Management SKOLKOVO from the date of signing this Order.
3. To instruct the Department of Records Management to communicate this Order to all structural educational units, against signature.
4. To entrust D.S. Konanchuk, Academic Director, with control over the execution of this Order.

**Rector**

*/signed/*

**M.M. Atnashev**

*/Seal:/*

Non-State Educational Institution of Further Professional Education Moscow School of Management SKOLKOVO

Moscow School of Management SKOLKOVO \*

PSRN 1075000012405 \*

Moscow Region

The Regulation

IS APPROVED

by Order of the Moscow School of Management SKOLKOVO

No. 4-Ord-193C/18

Dated 08.09.2018

**Internal Regulations for Students of the Non-  
State Educational Institution of Further  
Professional Education Moscow School of  
Management SKOLKOVO**

Moscow Region

Skolkovo

2018

## **1. General Provisions**

1.1. The Internal Regulations for Students (hereinafter referred to as the Regulations) of the Non-State Educational Institution of Additional Professional Education Moscow School of Management SKOLKOVO (short name - Moscow School of Management SKOLKOVO, hereinafter referred to as the School) are developed on the basis of the Constitution of the Russian Federation, Federal Law "On Education in the Russian Federation" dated December 29, 2012, No. 273-FZ, Procedure for Organizing and Carrying out Educational Activities under the Additional Professional Program approved by Order of the Ministry of Education and Science of the Russian Federation No. 499, dated July 01, 2013, the Charter of the Moscow School of Management SKOLKOVO.

1.2. These Regulations are a local regulatory act of the School regulating the rights and obligations of students, the organization of training sessions, the responsibility for the violation of academic discipline, as well as other issues related to the regulation of educational process.

1.3. These Regulations shall be binding upon all students of the School.

1.5. These Regulations and amendments hereto shall be published on the official website of the School.

1.6. These Regulations and amendments hereto shall be considered by the Academic Council and approved by the Order of the Rector of the School.

## **2. Rights and Responsibilities of the School Students**

2.1. Discipline at the School shall be maintained on the basis of mutual respect for human dignity of the students and employees of the School.

2.2. The Student shall be entitled to:

- a) use the information and other resources available to the School for self-study as well as to prepare for mid-term and final assessment;
- b) timely receive the curricula of the subjects to be studied, the necessary educational materials;
- c) timely receive information about the requirements for mid-term and final assessment, assessment criteria, as well as complete and reliable information about the academic performance assessment;
- d) timely receive information about the schedule of training sessions on the module, the schedule of retaking failed exams, changes to the class schedule, as well as other information on the organization and planning of the educational process necessary for students;
- e) resume studies at the School subject to conditions and in the manner established by the Charter of the School and local regulations;

- f) appeal against orders and instructions of the School in accordance with the procedure established by the law of the Russian Federation;
- g) participate in the discussion and resolution of issues related to the School's activities, chair the School's self-governing bodies through the Alumni Clubs;
- h) exercise other rights in accordance with the law of the Russian Federation, the Charter of the School, local regulations and the Academic Program Policies.

2.3. The Student shall:

- a) observe discipline, attend classes, personally perform all types of assignments and tests aimed at monitoring the learning achievements provided for by the curricula, in due time;
- b) observe the School's access control procedure in force, the rules of parking on the territory of the School;
- c) not infringe intellectual (copyright and related, invention, patent) rights, including usurping authorship (plagiarism), as well as cheating, double submission, falsification, fabrication of data and results of work;
- d) not commit illegal acts having socially dangerous consequences for the School, its students and employees;
- e) not commit illegal acts related to gross violation of the Charter and the Internal Regulations of the School, causing significant damage to the goodwill and disregard for the accepted order of conduct of students on the School's Campus and beyond;
- f) timely inform the administration of the programs about the need to be absent from classes, including examinations and tests;
- g) comply with the procedure for academic performance assessment and retaking failed exams, as established at the School;
- h) timely read all local regulations in force at the School which affect the rights and obligations of the Student. Strictly obey the policies in force at the School, the rules of conduct, ethical standards set forth in the Charter, local regulations of the School, Academic Program Policies, as well as the rules of conduct adopted in the respective places of training of the student, where the latter is sent by the School as part of the study;
- i) treat the School's property with care and compensate at his/her own expense for damage caused to the School's and any third party property during the study;
- j) show respect for academic and administrative personnel of the School and other students, not infringe on their honor and dignity;
- k) not disseminate information discrediting the business reputation of the School,

- including through the media and information and telecommunication networks;
- l) not use the name, symbols, trademark of the School without the permission of the authorized bodies (officials) of the School, including for commercial and (or) political purposes;
  - m) not speak in public or make any statements on the School's behalf without the appropriate permission of the authorized bodies (officials) of the School;
  - n) not submit false (forged) documents;
  - o) not violate public order, including using offensive language in statements made in public and (or) posted on the information and telecommunication networks;
  - p) not conduct political activity within the School, not take actions and (or) make statements containing motives of political, ideological, racial, national or religious hatred or enmity, or motives of hatred or enmity towards any social group, including actions and (or) statements of a discriminatory nature on the grounds of sex, race, color, nationality, language, origin, property, family, social and official status, age, place of residence, attitude to religion, political conviction, membership or non-membership in public associations;
  - q) perform other duties in accordance with the law of the Russian Federation, the Charter and other local regulations of the School.

2.4. These Rules shall apply to students in so far as they relate to their legal status according to the law of the Russian Federation.

2.5. In case of any violations of the rules and procedures adopted at the School, by the School's partners, as well as in other program places, the Student shall be subject to disciplinary sanctions approved by the Regulations on the application of disciplinary sanctions to the students of the School's educational programs

### **3. Educational Process**

3.1. The educational process in the School shall be regulated by the concept of the organization of education at the School, the curriculum, the timetable and the schedule of learning modules for each program.

3.2. All types of in-class activities and mid-term examinations (including retaking of tests/exams) are conducted in accordance with the study schedules.

3.3. Students must attend all classes. Students must arrive to be in time for the classes and observe the study schedule provided in advance by the program managers.

### **4. Assessment**

4.1. Assessment of students is divided into mid-term and final assessment.

4.2. Mid-term assessment is to determine the results of students' study of the discipline (module) and takes place at the end of the module. Some disciplines may not have any mid-term assessment.

4.3. Final assessment serves to provide a comprehensive review of performance in terms of the program upon its completion. Each program always ends with a final assessment.

4.4. Mid-term assessment is usually a test or an examination. Tests and examinations are equal measures of mid-term assessment. Other forms are prescribed in the Academic Program Policies.

4.5. Final assessment is mainly oral - defense of a final project / presentation.

4.6. The content and procedures of mid-term assessment are determined by the approved curriculum of the discipline (module).

4.6. The assessment system shall be independently adopted by structural subdivisions carrying out educational activities.

4.7. The Student shall be entitled to appeal against any mid-term and final assessment results. The procedure of appeal is accepted by the Academic Program Policies.

4.8. Students having unfulfilled assignments in three or more different disciplines at a time are not allowed to retake mid-term or final examinations and may be dismissed for academic failure.

4.8. Tests/examinations in the same discipline may be retaken up to two times. Retaking an exam for the second time shall be administered by a commission of at least three people. According to the results of the second retaking, a statement is drawn up, which is signed by all members of the commission.

## 5. Confidentiality

5.1 By signing the contract, the Student accepts the following non-disclosure agreement in respect of the following confidential information:

a) Methods of providing training under the program, as a whole, and individual processes (parts) thereof;

b) Personal data of teachers and employees of the School, other students, as well as professional and other qualities of teachers, partners, employees of the School, other students and other third parties involved in the program, the disclosure of which is required by the program methodology;

c) information provided to the Student orally or in writing (in any form), which is defined by the Parties as confidential (including within the framework of social and public projects of the Program);

d) information constituting a commercial secret, marked "Commercial Secret" when transmitted;

e) any information in any form transmitted to the Student by third parties and/or the School for the purposes of participation in corporate projects in Russia and abroad;

5.2. The obligations provided for in this section shall not apply to publicly available information, which includes information on the number and composition of students, information on the issuance of documents to students confirming the completion of studies and their details. At the same time, the Student hereby expresses his/her consent to the use of his/her name by the School for marketing and advertising purposes.

5.3. The Student's obligation of non-disclosure of confidential information shall be valid for 5 (five) years from the date of assuming it, unless otherwise provided by the agreement between the Student and the School and/or third parties.