

# ADMISSION POLICY AND REQUIREMENTS

## ADMISSION PROCEDURES

Higher School of Economics (HSE) seeks to enrol academically qualified high school students with outstanding academic records, who are able to achieve high results in a professional field. The following Admission Policy and Requirements for applicants are based on the HSE Academic Policy and the Standard of the Ministry of Education and Science (MES) of the Republic of Kazakhstan.

### **Applicants' Responsibility**

HSE applicant must assume full responsibility for rules and regulations of the school and programme requirements for the chosen degree programme.

### **Admission Procedures for the Undergraduate Programmes**

1. An applicant should submit all paper documents to KAZGUU University.
2. An applicant should meet all HSE academic programme requirements:
  - entry English proficiency requirement
  - entry major exam (Mathematics/English)

### **General Admission Requirements for all Undergraduate Degree Programmes as stated by the Ministry of Education and Science**

To be granted admission to HSE, a perspective student must have:

- Completed application form
- High school diploma (original)
- 6 photos, size 3x4
- Completed Medical form 086-Y (X-ray examination)
- Official high school transcript
- Unified National Test (UNT/CT) certificate (at least 50 points)
- Personal Statement (only for Translation Studies Applicants 250-300 words)
- Interview (only for Translation Studies Applicants)
- UNT official certificate
- Certified copy of ID
- Registration military certificate

*\*Applicants who do not meet this deadline may not enrol until official documents are received*

### **English Language Requirements (Except for 5B020700 – «Translation Studies»)**

HSE applicant should take English Proficiency Test.

If the applicant provides Academic IELTS of 3.0 (A2 Pre-intermediate) band score or more, he/she doesn't take English Proficiency Test.

Test consists of four sections: reading (10 questions - 30 minutes), listening (20 questions - 30 minutes), interview (15 minutes), essay (250 words - 60 minutes).

The test takes place in the KAZGYU University from July 1 to August 20, 2017. Test costs 5000 tenge.

There will be paid courses of the summer language school from June 20, 2017 (72 hours) at the KAZGYU University for applicants who want to improve own English.

After completing the English preparatory courses at the summer language school of KAZGYU University, the student passes the exam again on a free basis. The dates of re-examination: 22, August 24, 2017.

### **English Language Requirements:**

No	Major	KAZGUU English Placement Test	Academic IELTS	TOEFL IBT/PBT
1	5B050600 Economics, 5B050900 Finance,	Pre-Intermediate (A2) Min 40% from 100%*	Not less than 3,0**	30-40 IBT 397-433

	5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism 5B050300 Psychology			PBT
	5B020700 Translation Studies	Intermediate B1	Not less than 5,0**	64 IBT 510 PBT

\* An applicant who does not receive the required number of points on the KAZGUU English Placement Test is advised to pass an intensive three-week summer course at the GES Language Center on a paid basis and re-pass the KAZGUU English Placement Test to achieve Pre-Intermediate (A2) (min 60% of 100%)\*.

\*\* Applicant who has submitted a confirming document on English language proficiency according to the requirements of higher schools (Academic IELTS from 3.0 points or its equivalent TOEFL IBT / PBT for non-linguistic majors, from 5.0 points or its equivalent TOEFL IBT / PBT for the major of Translation Studies) is exempt from the KAZGUU English Placement Test. The applicant must provide a copy of the IELTS certificate to the admission committee, as well as the original to the English Language Department (office 427) for authentication

Applicants who are planning to enroll in 5B050600 Economy, 5B050900 Finance, 5B050800 Accounting and Auditing, 5B050700 Management, 5B090200 Tourism, 5B050300 Psychology and having a certificate Academic IELTS Band Score of 3.0 to 4.5, or its equivalent TOEFL IBT / PBT, in the first semester can be allowed to registration only for the general education courses.

Applicants who are planning to enroll in 5B050600 Economy, 5B050900 Finance, 5B050800 Accounting and Auditing, 5B050700 Management, 5B090200 Tourism, 5B050300 Psychology and having a certificate Academic IELTS Band Score of 5.0 to 6.5, or its equivalent TOEFL IBT / PBT:

1. On the basis of the certificate, the course "English (A2B1)" is recalculated: 6 credits with a rating of 100%, "excellent" - 4.0.
2. In the first semester, registration is allowed for the following courses: "Principles of Economics", "Calculus/Mathematics for Business and Economics " or others that do not require prerequisites according to the HSE Catalogue.

Applicants who are planning to enroll in 5B050600 Economy, 5B050900 Finance, 5B050800 Accounting and Auditing, 5B050700 Management, 5B090200 Tourism, 5B050300 Psychology and having a certificate Academic IELTS Band Score of 7.0 to 9.0, or its equivalent TOEFL IBT / PBT:

1. On the basis of the certificate, the course " English (A2B1)" and "Academic English" are recomputed with a rating of 100%, "excellent" - 4.0.
2. In the first semester, the following courses are allowed to be registered: "Principles of Economics", "Calculus/Mathematics for Business and Economics ", "Business Communications", "Organizational Behavior", "Business Ethics", "Microeconomics" or others that do not require prerequisites according to the HSE Catalogue.

**Schedule** of KAZGUU English Placement Test during the work of the admission committee:

Every day from Monday to Friday from 9.00 - 16.00 (break from 13.00 - 14.00)

**09:00 - 10:00** - Registration for the exam

**10:00 - 10:50** - Listening

**11:00 - 12:00** - Reading

**12:00 - 13:00** - Writing

**14:00 - 16:00** - Speaking

**After 16:00** - Announcement of results

**Location** – 434 auditoriums

**Duration of the exam:** 4 hours

***English Language Requirements for 5B020700 – «Translation Studies»***

For the major of 5B020700 - "Translation Studies" according to the results of the UNT / CTA, applicant need to score at least 20 points out of 40 possible in English with a total result of a UNT / CTA certificate of at least 50 points or an Academic IELTS certificate from 5.0 to 9.0 band score.

If the applicant provides an Academic IELTS certificate 5.0, then he can be enrolled in 5B020700- "Translation Studies" without English Proficiency Test.

Applicants who want to enroll 5B020700 - "Translation Studies" of the Higher School of Economics must have at least English Intermediate B1.

In the case of a lack of English proficiency, it is recommended to take multi-level courses in English, which are conducted on a fee basis (see above). To attend classes, applicant must fill out a questionnaire and pay for courses.

### **Mathematics requirements**

For the major of 5B050700 - "Management" according to the results of the UNT / CTA, applicant must score at least 10 points out of 40 possible in mathematics with a total result of a UNT / CTA certificate of at least 50 points.

For the major of 5B050600 - "Economy", 5B050900 - "Finance", 5B050800 - "Accounting and Audit" based on the results of UNT / KTA, applicant must score at least 20 points out of 40 possible with a total result of the UNT / CTA certificate of at least 50 points.

## **ADMISSION RULES FOR TRANSFER STATUS**

Students who transfer to the second year must:

- By April 30, the students have to be tested for determining the level of analytical (including qualitative) skills with a score of at least 50% of the maximum number of points required for further successful studies in HSE Economics, Finance, Accounting and Auditing, Tourism Academic Programs – and take an English exam with a result not less than Intermediate level;
- To gain GPA level of at least 2.0 on the basis of the first year of study.
- To gain 60 ECTS / 36 credits based on the results of the first year of study.

Note: If the student at the end of the first year of study gains 50 ECTS/ 30 credits, then he/she has the right to complete 10 ECTS/ 6 credits during the summer semester of the current academic year.

### **5B020700 Translation Studies**

Transfer Requirements to the second year of HSE to 5B020700 Translation Studies see Table 2.

**Table 2.** Transfer Requirements to the second year of HSE to 5B020700 Translation Studies.

No	Major	Min ECTS	Min GPA	Interview Results	Results of English B1	Level of English
1	5B020700 Translation studies	60	2.0	50	75	Intermediate II

The students can be transferred to the second year if he/she meets all the requirements.

In the case of student's academic performance does not meet these requirements, he/she can:

- During 2 semesters increase the GPA to the minimum required level by retaking a discipline, otherwise the student is recommended to transfer to any other educational institution in the holiday period;
- Study one discipline no more than 3 - times during the entire period of study at the university, otherwise the student is recommended to replace one elective course with other, to transfer to another

specialty of the Higher School of Economics, KAZGUU University or any other educational institution in the holiday period;

- improve level of English, students should take English classes at HSE Preparatory courses;
- transfer to another major at KAZGUU or to another Institution.

If the students' GPA is less than 2.0 points, she/he can take only 18 credits, including failed courses on the following majors such as 5B050900 Finance, 5B050800 Accounting and Audit.

***Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology and 5B020700 Translation Studies.***

***Transfer to the third year the students must:***

- By April 30 of the current year students are required to take comprehensive exams of English with result not less than Intermediate I;
- To gain 121 ECTS / 72 credits for 5B020700 Translation Studies;
- To gain 124 ECTS / 74 credits based on the results of the second year of study for 5B050600 Economy, 5B050700 Management, 5B050900 Finance, 5B090200 Tourism, 5B050800 Accounting and Auditing , 5B050300 Psychology;
- To gain GPA level of at least 2.0 on the basis of the first year of study.

***Transfer Requirements of HSE to the third year to 5B020700 Translation Studies (see Table 3).***

**Table 3.** Transfer Requirements to the third year of HSE to 5B020700 Translation Studies

No	Major	Min ECTS	Min GPA	English Exam Results B2	Level of English
1	5B020700 Translation Studies	121	2.0	75	Upper-Intermediate

In the case of student's academic performance does not meet these requirements, he/she can:

- During 2 semesters increase the GPA to the minimum required level by retaking a discipline, otherwise the student is recommended to transfer to any other educational institution in the holiday period;
- Study one discipline no more than 3 - times during the entire period of study at the university, otherwise the student is recommended to replace one elective course with other, to transfer to another specialty of the Higher School of Economics, KAZGUU University or any other educational institution in the holiday period;
- to improve level of English, students should take English classes at HSE Preparatory courses.

If the students' GPA is less than 2.0 points, she/he can take only 18 credits, including failed courses on the following majors such as 5B050900 Finance, 5B050800 Accounting and Audit.

***Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology and 5B020700 Translation studies.***

***Transfer to the fourth year the students must:***

- By April 30, 2016 students are required to take a comprehensive exam to determine the level of English with a result not less than Upper-Intermediate I;
- To gain 121 ECTS / 72 credits;

- To gain 184 ECTS / 110 credits based on the results of study for 5B050600 Economy, 5B050900 Finance, 5B090200 Tourism, 5B050800 Accounting and Auditing , 5B050300 Psychology, for 5B020700 Translation Studies;
- To gain 179 ECTS / 106 credits based on the results of study for 5B050700 Management;
- To gain GPA level of at least 2.0 on the basis of the first year of study.

**Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies (See Table 4).**

**Table 4.** Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies

No	Major	Min ECTS	Min GPA	Interview Results	Level of English
1	5B020700 Translation Studies	184	2.0	75	Low Proficient

The students can be transferred to the fourth year if he/she meets all the requirements.

In the case of student's academic performance does not meet these requirements, he/she can:

- During 2 semesters increase the GPA to the minimum required level by retaking a discipline, otherwise the student is recommended to transfer to any other educational institution in the holiday period;
- Study one discipline no more than 3 - times during the entire period of study at the university, otherwise the student is recommended to replace one elective course with other, to transfer to another specialty of the Higher School of Economics, KAZGUU University or any other educational institution in the holiday period;
- take English classes at HSE courses;

If the students' GPA is less than 2.0 points, she/he can take only 18 credits, including failed courses on the following majors such as 5B050900 Finance, 5B050800 Accounting and Audit.

**To gain the "Bachelor Degree" from HSE students of all majors must:**

- By April 30, 2016 students are required to take a comprehensive exam to determine the level of English with a result not less than Upper-Intermediate II;
- gain 240 ECTS (including);
- complete the Internship;
- gain at least 2.0 GPA
- complete the following subjects: "Organizational Behaviour", "Business Communication" and "Business Ethics";
- the students of 5B050300 Psychology are required to be certified in the training course at least 32 hours;
- complete the State Exam;
- To defense thesis /project for students of 5B050700 Management, 5B090200 Tourism, 5B050600 Economy.

Requirements on completion and gaining Bachelor Degree of HSE to 5B020700 Translation Studies (see Table 5).

**Table 5.** Requirements on completion of HSE and gaining Bachelor Degree to 5B020700 Translation Studies

No	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1	5B020700 Translation Studies	240	2.0	90-100	Proficient

The students gain Bachelor degree if he/she meets all the requirements of HSE.

### **Change of Grades**

If the instructor has already submitted a grade, the changes can be made only with approval of the Dean of HSE. The instructors are in charge of submitting the individual in charge of the undergraduate programme and must be submitted to Platonus.

It is recommended to follow the Transfer Requirements for HSE students enrolled in 2013 and 2014.

The provisions of enforce the Academic Integrity reflect in the Academic Policy and Code of Conduct of KAZGUU University.

### **CHANGE OF MAJOR/INTERNAL TRANSFER REQUIREMENTS**

There are several ways students may change their major. In such cases, undergraduate students should submit an application to the SSC office within the period of no later than 15 days prior to the beginning of the academic year.

To change from one degree to another a student should consult their advisor for guidance and submit an approved decision from QAC, HSE. The change is possible after completing the first semester.

Students shall meet the following criteria:

- GPA must be no less than 2,0;
- *Fundamentals of the Theory of Economics* course should be on a pass basis
- at least 7 points on Mathematics according to the UNT/KT certificate for such majors as 5B050700 Management, 5B050800 Tourism;
  - at least 12 points on Mathematics according to the UNT/KT certificate for such majors as 5B050600 Economics, 5B050800 Accounting and Audit, 5B050900 Finance;
  - at least 21 points on English Language Test, or IELTS certificate 5,0 for students of such majors as 5B050700 Management, 5B050800 Tourism; 5B050600 Economics, 5B050800 Accounting and Audit, 5B050900 Finance;
  - at least 17 points on Russian/Kazakh/ English Language Test according to UNT/ KT certificate or IELTS certificate 5,0 for Translation Studies major.

*NOTE: in case a student doesn't meet the above mentioned criteria but he/she is still willing to enter the programmes such as Economics, 5B050800 Accounting and Audit, 5B050900 Finance, he/she is recommended to take Mathematics course (60 academic hours) for additional payment at the HSE preparatory centre.*

### **Transferring to a New University**

**If the 1st-year students plan to transfer to the majors of HSE they shall:**

- meet the above mentioned requirements;
- pass the required courses that shown below (see Table 6);
- consult the advisor and get the approval of the QAC, HSE in order to clarify the difference in academic performance and achievements of the submitted transcript by taking into account the amount of ECTS credits and prerequisites.

**Table 6.** Students' academic achievement requirements

No.	Course Name	Number of credits	Final grade in %						
			Economics	Finance	Accounting and Audit	Management	Tourism	Psychology	Translation Studies
1	English and Cross-Cultural	4	-	-	-	-	-	-	70

	Communication (B1)								
2	Economics/Principles of Economics	2	60	60	60	50	50	-	-

If the 2nd-year student plans to transfer from one major to the 3rd year of HSE, a student shall follow the requirements below:

- GPA must be no less than 2,0;
- at least 40 points in English Language Test, IELTS certificate 5,0 for such majors as 5B050700 Management, 5B050800 Tourism; 5B050600 Economics, 5B050800 Accounting and Audit, 5B050900 Finance, 5B050300 Psychology;
- at least 75 points in English Language Test or IELTS certificate 5,0 for students of Translation Studies major.

**Table 7.** Change in Majors. Difference in Academic Performance and Achievements

Student's major Major to be transferred to	Finance	Accounting and Audit	Economics	Management	Tourism	Psychology	Translation Studies	Other Majors of KAZGUU University
Finance		6**	3**	0**	2 year*	2 year*	2 year*	2 year*
Accounting and Audit	6**		6**	6**				
Economics	3**	6**		6**				
Management	0**	6**	6**					
Tourism	2 year*	2 year*	2 year*	2 year*		2 year*	2 year*	
Psychology								
Translation Studies					2 year*			

\* A student can be enrolled to the 2<sup>nd</sup> year

\*\* Amount of credits (academic difference)

### Transfer Terms and Conditions

If the 2nd-year student plans to transfer from other universities to the majors of HSE, KAZGUU University, they shall;

- meet the above listed terms and conditions to the relevant major;
- gain the grades no less than required (see Table 8);
- consult the advisor and get the approval of the QAC, HSE in order to clarify the difference in academic performance and achievements of the submitted transcript by taking into account the amount of ECTS credits and prerequisites.

**Table 8.** Academic Performance Requirements. Transfer from other Universities of the Republic of Kazakhstan

№	Course Name	Credit numbers	Final Course Assessment, in %						
			Economics	Finance	Account and Audit	Management	Tourism	Psychology	Translation Studies
1	English and Cross-Cultural Communication (B1)	3	-	-	-	-	-	-	60
2	English and Cross-Cultural Communication (B2)	3							
3	Kazakh (Russian) for Professional Purposes	2							50
4	Fundamentals of English Theory Analysis	3							60
5	Fundamentals of Translators & Interpreters Skills	3							60
6	Economics / Principles of Economics	2	60	60	60	50	50	-	-
7	Microeconomics	2	60	55	55	50	50	-	-
8	Macroeconomics	3	60	55	55	50	50	-	-
9	Econometrics	3	60	-	-	-	-	-	-
10	Finance	3	55	60	55	50	50	-	-
11	Accounting Principles/ Accounting/ Accounting and Audit	3	50	55	60	50	50	-	-
12	Financial Accounting I	3	-	-	60	-	-	-	-
13	Management	3	50	50	50	60	-	-	-
14	Financial Ratio Analysis	3	60	60	60	-	-	-	-
15	Principles of Tourism Studies	3	-	-	-	-	60	-	-
16	Tourism Management	3	-	-	-	-	60	-	-
17	Active Tourism Techniques	3	-	-	-	-	60	-	-
18	International Tourism Geography	3	-	-	-	-	60	-	-
19	General Psychology	3	-	-	-	-	-	60	-
20	Introduction to General and Comparative Psychology	3	-	-	-	-	-	60	-
21	Developmental and Social Psychology	3	-	-	-	-	-	60	-
22	Differential Psychology of Personality	3	-	-	-	-	-	60	-

If the 3<sup>rd</sup> year student of KAZGUU University changes his/her major to the 4<sup>th</sup> year , the academic difference must be determined according to the transcript , students should gain:

- GPA not be less than 2,0;
- at least 60 points in ELT or at least 5.0 IELTS certificate to the following majors such as 5B050700 Management, 5B090200 Tourism, 5B050600 Economics, 5B050800 Accounting and Auditing, 5B050900 Finance, 5B050300 Psychology;
- at least 75 points in ELT or at least 5.0 IELTS certificate for 5B020700 Translation Studies;
- at least 32 hours of completion the certificate programme for 5B050300 Psychology.

### Transfer Terms and Conditions



If the 3<sup>rd</sup> year student plans to transfer from other universities to the majors of Higher School of Economics, KAZGUU University, they shall;

- meet the above listed terms and conditions for the relevant major;
- gain the grades no less than in the Table 9;
- consult the advisor and get the approval of the QAC, HSE in order to clarify the difference in academic performance and achievements of the submitted transcript by taking into account the amount of ECTS credits and prerequisites.

According to the recommendations of Academic Quality Committee of Higher School of Economics some changes can be made in this regulation.

**Table 9.** Requirement to Academic Performance of Students who Transfer from other Universities of the Republic of Kazakhstan

№	Academic Performance Course Name	Credit numbers	Final Course Assessment, %						
			Economics	Finance	Accounting and Audit	Management	Tourism	Psychology	Translation Studies
1	English and Cross-Cultural Communication (B1)	3	-	-	-	-	-	-	60
2	English and Cross-Cultural Communication (B2)	3							
3	Kazakh (Russian) for Professional Purposes	2							50
4	Fundamentals of English Theory Analysis	3							60
5	Fundamentals of Translators & Interpreters Skills	3							60
6	English for Professional Purposes								60
7	Translation								60
8	Economics/Principles of Economics	2	60	60	60	50	50	-	-
8	Microeconomics	2	60	55	55	50	50	-	-
10	Macroeconomics	3	60	55	55	50	50	-	-
11	Econometrics	3	60	-	-	-	-	-	-
12	Finance	3	55	60	55	50	50	-	-
13	Accounting Principles/ Accounting/ Accounting and Audit	3	50	55	60	50	50	-	-
14	Financial Accounting I	3	-	-	60	-	-	-	-
15	Managerial Accounting	3	-	-	60	-	-	-	-
16	Management	3	50	50	50	60	-	-	-
17	Financial Ratio Analysis	3	60	60	60	-	-	-	-
18	Business Organization	3	-	-	-	60	-	-	-
19	Entrepreneurship	3	60	-	-	-	-	-	-
20	Basics of Tourism Studies	3	-	-	-	-	60	-	-
21	Tourism Management	3	-	-	-	-	60	-	-
22	Active Tourism Techniques	3	-	-	-	-	60	-	-
23	International Tourism Geography	3	-	-	-	-	60	-	-
24	Tour Guiding	2	-	-	-	-	60	-	-
25	Tourism Marketing	4	-	-	-	-	60	-	-
26	General Psychology	3	-	-	-	-	-	60	-
27	Introduction to General and Comparative Psychology	3	-	-	-	-	-	60	-
28	Developmental and Social	3	-	-	-	-	-	60	-

	Psychology								
29	Differential Psychology of Personality	3	-	-	-	-	-	60	-
30	Economics II	3	60	-	-	-	-	-	-
31	Applied Economics	3	60	-	-	-	-	-	-
31	Corporate Finance	3	-	60	-	-	-	-	-
33	Financial Management	3	-	60	-	-	-	-	-
34	Auditing	3	-	-	60	-	-	-	-
35	Psychological Counseling	3	-	-	-	-	-	60	-
36	Workshop on Experimental Psychology and Psychodiagnostics	4	-	-	-	-	-	60	-
37	Medical Psychology	2	-	-	-	-	-	60	-

## ENTRY REQUIREMENTS FOR INTERNATIONAL STUDENTS

HSE welcomes the great diversity of international faculty and students and we are thrilled that you are considering HSE, KAZGUU University for your education. We invite you to explore what it is like learning at the HSE and living on our campus in Astana, Kazakhstan.

### Application Timeline

International students must apply through an online application which will be open for all current and perspective undergraduate students of HSE from July 1<sup>st</sup> to October 1<sup>st</sup> (Spring Semester) and from January 1<sup>st</sup> to May 1<sup>st</sup> (Fall Semester). Your application will go through competitive selection criteria. Students who are best academically qualified will be eligible to enroll. GPA and Language requirements are main objectives of academic qualification.

Students should contact with an advisor before the application deadline in order to clarify the transfer credits and the courses.

### English Language Requirements

If English is not your first language, it is essential that your English language skills are good enough for you to take an intensive and challenging academic course that is taught and examined in English. Therefore, you may be asked to achieve one of the formal qualifications listed below as part of the conditions of your offer\*.

- **IELTS** –a minimum overall grade of 5,0
- **TOEFL IBT**- a minimum 75 points
- **TOEFL PBT** – a minimum 500
- **English: Proficiency** – grade A or B.
- **SAT**: at least 650 score

*\*If you don't have one of these formal qualifications but you are currently being taught in English, please contact one of the advisors for advice.*

### Credential Evaluators

HSE requires the official status of your school and need to verify the authenticity of documents such as:

- transcripts (A copy of the original transcripts should accompany the translation)
- two recommendation letters
- Personal Statement (500 words)

### Visa Information

Advisory Office and the Student Service will provide detailed information to the international applicants.

### Proof of Financial Support

Students should provide a Certified bank Statement in English verifying that they have sufficient funds available for their education.

### Medical Care & Health Insurance

All students who decided to enrol to HSE, KAZGUU University must submit a completed health history form through Student Health Centre.

HSE requires international undergraduate students to purchase health insurance.

### Campus Accommodation

If you are one of the enrolled students and you are planning to stay on campus, it is better to book a room in advance to make sure it suits your requirements before you arrive.

For more information on booking the room, please contact the Centre of Student Affairs.

## UNDERGRADUATE ACADEMIC COURSE LOAD

According to the Academic Calendar every student registers online for the Fall/Spring Semester in the AIS Platonus in order to assign the individual credit load. Table 12 demonstrates the undergraduate credit load per semester.

**Table 12.** The required number of credits per semester.

No	Semester	Minimum number of ECTS/credits	Maximum number of ECTS/credits
1	1 – 2	30/18	36/22
2	3 – 7	20/12	36/22 <sup>1</sup>
3	8	0	10/6 <sup>2</sup>
4	Summer School	0	10/6 <sup>3</sup>

Based on the credits acquired early by the undergraduate students who retake the 7th or 8th semester classes, the cumulative number of credit load must be determined on the individual basis.

If the student does not register for the minimum number of credits per semester and does not take academic leave, he/ she can be expelled from the University according to the academic failure.

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<sup>1</sup> Individual cases are considered by the Academic Quality Committee of Higher School of Economics.

<sup>2</sup> Individual cases are considered by the Academic Quality Committee of Higher School of Economics.

<sup>3</sup> Students who enrolled in the military department are not allowed to register for more than 4 credits during the military service.