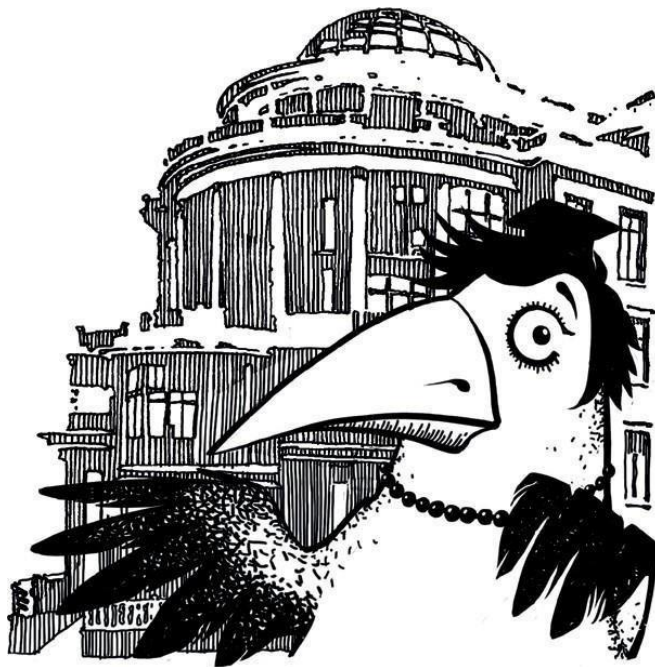




HSE University, Moscow

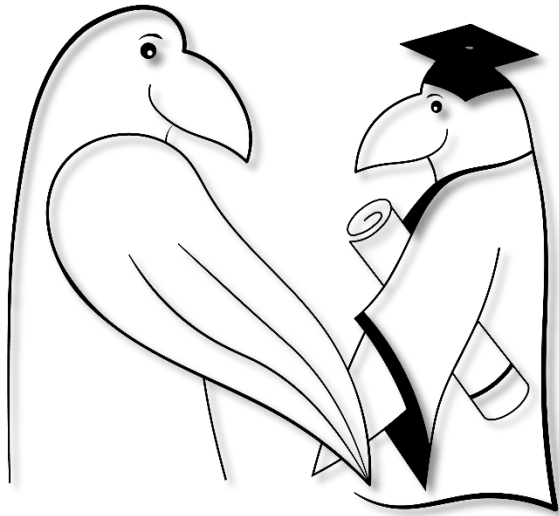
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# Welcome Guide for International Faculty



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## Dear colleagues,

Welcome to HSE University! Consistently ranked as one of Russia's top universities, National Research University Higher School of Economics (HSE University) is a leader in Russian education and one of the preeminent economics and social sciences institutions in Eastern Europe and Eurasia.

This brochure can serve as a quick reference guide for whatever questions that may arise during your stay at HSE University. We also recommend that you attend the orientation session held at the beginning of the academic year. [Orientation activities](#) can help you learn more about HSE University and its facilities and better adapt to living in Moscow, Russia's capital and largest city, so that you can make your stay and work as productive and enjoyable as possible. HSE University wishes you success and many wonderful experiences!

*International Faculty Support Centre*  
[ifaculty.support@hse.ru](mailto:ifaculty.support@hse.ru)

## Registration

Every international passport holder must be registered with migration authorities upon arrival to Russia.

- If you hold an HQS status, you must be registered within 90 calendar days after your arrival.

## When in Moscow

- If you are staying at a hotel/HSE Guesthouse in Moscow, its staff will take care of your registration.
- If you are staying at a rented apartment, its owner should provide you with a registration slip by applying to the local territorial body of the Russian Ministry of Internal Affairs.

- If you checked-in at a hotel and then checked out, please make sure to register at your actual place of stay within 3 working days.

### **When travelling across Russia**

If you hold an HQS status and travel across Russia (without actually leaving the country), you have 30 calendar days to get registered at your actual place of stay in another city. The same rule applies to your family (if they have Russian visas for accompanying family members).

Please bear in mind:

- If you are staying at a hotel in another city, the hotel's administration will register you – please make sure that you obtain a registration slip from the hotel. You will have 30 calendar days to re-register at your actual place of stay upon returning to Moscow.
- Each time you leave the country, your registration is automatically cancelled. Upon return to Russia, you must register again.
- If you obtain new migration documents – for example, a new migration card and registration upon re-entry or a new registration due to a change of address – please provide International Faculty Support Centre ([ifaculty.support@hse.ru](mailto:ifaculty.support@hse.ru)), HR office ([hrms@hse.ru](mailto:hrms@hse.ru)), and your coordinator **with scanned copies** the soonest possible.

**IMPORTANT!** If you are a Russian citizen moving to a new region where you do not have a permanent registration, you have 90 calendar days to get a temporary registration.

### **Remuneration. Salary structure**

HSE University staff are entitled to salary payments twice a month (as established by the legislation of the Russian Federation) based on their actual worked days:

- The first installment is transferred no later than by the 25<sup>th</sup> day of the current month (payment for the first 15 days of the month);
- The second installment is transferred no later than by 10<sup>th</sup> day of the following month (balance payment for the remaining days of the month and other entitlements).

**IMPORTANT!** For international faculty members with an HQS work permit, the contract can legally come into effect only after your HQS work permit has been personally collected from the migration authorities. It is highly important to obtain the work permit as soon as possible after your arrival, so that your contract and payroll may commence on schedule.

As salary is paid pro rata to the actual work time, salary may differ if a staff member took a leave of absence (annual or unpaid) or went on a business trip. For more information, please see the [Documenting absences from the workplace](#) and [Business trip](#) sections of this brochure.

## Bank accounts

Under the University's corporate programme, staff members are offered the issue of either a VTB MIR bank card or a SBER MIR bank card, to which their salary is transferred. You can submit an application for your bank card at the [HSE Front Office](#) or at [the Operations Service Centre](#). You would need to bring the following documents with you:

- A passport;
- Its notarized translation (for non-Russian citizens);
- Your registration slip (for non-Russian citizens);
- A valid migration card (for non-Russian citizens).

Your bank card will be issued within 7 working days from the date when you submitted an application.

**IMPORTANT!** In order to open a bank account in Russia, you must have a Russian [mobile phone number](#). Please read more at <https://ifaculty.hse.ru/bankaccount>

## FAQ

### **Q: How is the best teacher bonus awarded at HSE University?**

**A:** The Best Teacher award winner is selected every year through a vote of the student body. In May-June, students select the two best lecturers and workshops supervisors from their degree programme. Students must submit their scores online via the LMS module 'Rate your Courses', together with the obligatory Teaching Quality Assessment.

### **Q: Do public holidays affect my salary?**

**A:** Public holidays do not affect salary payments (provided that you do not take vacations or business trips during these months). A month with public holidays usually contains less working days. This means that daily salary in this month is higher. This fact should be taken into consideration when planning business trips or leaves of absence (the days with higher salary are replaced by the average payment per day – for more details, please refer to the [Documenting absences from the workplace](#) and [Business trip](#) sections of this brochure).

### **Q: When are leave allowances paid?**

**A:** Leave allowance shall be paid to staff no later than 3 days prior to their leave.

### **Q: What should I do if I have not received my salary?**

**A:** Contact the Accounting Office for clarification (their email can be found at the end of this brochure).

## Q: Where can I obtain a payroll slip?

**A:** Payroll slips for any month, except the current one, can be issued by submitting a request to the HSE Operations Service Centre, which is located at 3a Krivokolenny Pereulok (you can get to the office through the central entrance to HSE University on 20 Myasnitskaya Ulitsa). If you have signed an agreement for electronic communications with HSE University, you can make an online request for a payroll slip through your personal HSE account ([MyHSE Services Account at Smart Point](#)). It takes only 1 minute to apply for it. For that, you would need to pass a verification via SMS code, select campus and a desired time period of a payroll slip. After that, you will be able to download it on your device.

Alternatively, you can visit the HSE Operations Service Centre in person and apply for a payroll slip there. Please remember that you need to bring your passport with you (and its notary attested translation for non-Russian citizens).

Please bear in mind that payroll slips for the current month cannot be issued before the 10<sup>th</sup> day of the next month.

## Tax liabilities and residence status

The table below outlines the tax amounts corresponding to each income bracket.

<i>Type of income</i>	<i>Income bracket (RUB/year)</i>	<i>All HQS holders* and Russian tax residents**</i>	<i>Russian citizens (tax non-residents)</i>
<i>Salary</i>	≤2.4 million	13%	30%
	2.4-5 million	15%	
	5-20 million	18%	
	20-50 million	20%	
	>50 million	22%	
<i>Settling-in allowance</i>	13% – for tax residents 30% – for tax non-residents		

\*For more information on the HQS status see the [HQS Card](#).

HQS work permit can be annulled on a number of reasons, including absence of a foreign national on the territory of Russian Federation for 6 months and more.

\*\*A tax resident is a citizen of **any** nation that has lived on the territory of the Russian Federation for at least 183 days within the last 12 months.

The calculation is as follows:

<i>Type of income</i>	<i>Gross income (RUB/year)</i>	<i>All HQS holders and Russian tax residents</i>	<i>Russian tax nonresidents</i>
<i>Salary</i>	1,200,000	1,200,000-13%	1,200,000-30%
	3,000,000	2,400,000-13% 600,000-15%	3,000,000-30%

Learn more at <https://ifaculty.hse.ru/contract>.

## FAQ

### **Q: When should I confirm my tax residence status?**

**A:** There are several instances when information about tax residence status should be provided:

1. At the start of your contract with HSE University;
2. By December 15<sup>th</sup> of each year, so that final tax status for the current year may be confirmed so as to ensure accurate calculation of the PIT to be charged on all earnings received at HSE University in the current calendar year;
3. Upon the request of the Accounting Office;
4. After the Russian tax residence status is acquired.

### **Q: How can I confirm my tax residence status? Why should I do this?**

**A:** According to the requirements of the Federal Tax Service of Russia, all HQS employees should confirm their residence status and submit the following documents to the Accounting Office:

1. Copies of all passport pages with stamps of the Russian Border Service;
2. Other documents, establishing the duration of an individual's actual stay in the Russian Federation (e.g., this paragraph applies to citizens of Ukraine);
3. Residence permit (if available);
4. An application form (this can be done in the Accounting Office or requested through your coordinator).

### **Q: How do I confirm my tax residence status if I am to renew current passport abroad, while my old passport is to be collected and terminated by the authorized public institution?**

**A:** All passport pages in the previous passport should be copied prior to the passport renewal procedure.

## Q: What is a 2-PIT and how can I obtain it?

**A:** A Personal Income Tax Certificate (2-PIT) provides details on actually accrued income and tax deductions for each calendar year.

A 2-PIT Certificate (in Russian: 2-ИДФЛ) can be issued to staff upon their personal request submitted to the HSE Operations Service Centre online (to do that, you need to sign an agreement for electronic communications with HSE University). All you need to do is to make a request online. Within 3 working days, you will receive a notification in your email that your certificate is ready. After that, you can collect it at one of University's premises. You can apply for a 2-PIT Certificate using this link: <https://lk.hse.ru/service-detail/19>. Confirmations of income to be submitted to embassies/consulates in regards to a staff member's average income over six months and/or a year can be issued following the form at <https://handbook.hse.ru/reference>.

## Documenting absences from the workplace

Labour regulations stipulate that any absence from the workplace on a working day should be documented. Employees bear a personal responsibility for properly documenting their absence.

Undocumented absences from the workplace are considered a violation of labour discipline and can lead to detrimental consequences both for the employee and for the University. Any absence from a workplace on a working day must be approved by your direct supervisor at least two weeks before the date of your leave. Absence from your workplace may be approved for the following reasons:

### 1. Annual paid leave

- The number of days available for a paid leave is stated in your employment agreement (per 1 year of your work);
- Your annual leave entitlement can be divided into several parts with at least one part of no less than 14 consecutive calendar days;
- Average salary calculations include salary and bonus payments provided under employment agreements (payments received through service contracts are not counted).
- Salary payments per day on a paid leave are calculated as follows:

$$\text{Average daily salary} = \frac{\text{Staff member's actual salary for the previous 12 months}}{12 \text{ (calendar months)}} \div 29.3 \text{ (average number of calendar days in a month per annum)}$$

If your paid leave was included in the preliminary yearly plan by your department, you do not need to take any additional actions. If not, obtain approval from your direct supervisor. If you are planning to take a paid leave, submit an application for your leave/ its scanned copy with your signature to your direct supervisor (you can download a form at <hr.hse.ru/localforeign>). Please bear in mind that applications must be approved at least 14 days before the starting date of your leave.

## 2. Short-term sabbatical leave

- A short-term sabbatical is granted for conducting research activities;
- It is available for tenure-track and tenured specialists in the amount of 28 calendar days per year (+ 28 additional calendar days per year can be approved by the International Recruiting Committee);
- Average salary shall be guaranteed for the entire period of one's sabbatical leave;
- For more information, please refer to the Regulations on the Procedures and Conditions for Granting Short-Term Sabbatical Leaves to Academic Staff [hr.hse.ru/localforeign](http://hr.hse.ru/localforeign);
- Salary payments per day on a short-term sabbatical leave are calculated as follows:

$$\text{Average daily salary} = \frac{\text{Staff member's actual salary for the previous 12 months}}{12 \text{ (calendar months)}} \div 29.3 \text{ (average number of calendar days in a month per annum)}$$

- To get a short-term sabbatical leave, obtain approval from your direct supervisor. If you are planning to take a paid leave, submit an application for your leave/ its scanned copy with your signature to your direct supervisor (you can download a form at [hr.hse.ru/localforeign](http://hr.hse.ru/localforeign)). Please bear in mind that applications must be approved at least 14 days before the starting date of your leave.

## 3. Unpaid leave

In urgent cases, when all days for paid leave have been taken, unpaid leave can be granted. Since this type of leave may affect your migration status (HQS holders must be paid a certain amount of remuneration per month), the International Faculty Support Centre must give its preliminary approval.

## 4. Business trip

If you are planning a business trip, the request form should be completed at least 30 days prior to the intended date of travel. After its approval you should contact your coordinator for assistance in submitting a memo about the trip, including a cost estimate. Please bear in mind that this memo should be **approved** at least 14 days before the starting date of your business trip.

Salary payments per day of a business trip are calculated as follows:

$$\text{Average daily salary} = \frac{\text{Staff member's actual salary for the previous 12 months}}{\text{Number of staff member's actual working days for the previous 12 months}^*}$$

*\*except for days spent on a leave of absence, weekends, public holidays, etc.*

**IMPORTANT!** If you have been working for less than 12 months, your average daily salary is calculated by dividing the salaries accrued for the billing period by the number of days you have actually worked during this period.

## **Notes on receiving reimbursements for business trips:**

1. Make sure to submit all required documents for reimbursement with their translation into Russian to the **Operations Service Centre** within 3 working days after returning from your business trip. If you take a leave of absence right after the business trip, the reporting documents can be submitted to the Accounting Office within 3 working days after your leave of absence is over.
2. All expenses must be paid with an employee's bank card. Items purchased using someone else's bank card cannot be reimbursed. In addition to reporting documents, please submit an application to the Accounting Office for transferring money to your bank card.

## **FAQ**

### **Q: What expenses can be reimbursed?**

**A:** These types of expenses can be reimbursed:

1. Travel;
2. Accommodation;
3. Per diems (compulsory payment). HSE University is obliged by law to provide per diems unless the host party does (per diem costs depend on the country of the visit);
4. Local transportation;
5. Registration fees; 6. Health Insurance;
7. Visa fees.

For more information on reporting documents, please visit [ifaculty.hse.ru/trips](http://ifaculty.hse.ru/trips).

### **Q: How can I receive an advance payment for a business trip? What is the procedure?**

**A:** The steps are as follows:

1. Inform your coordinator of an upcoming business trip in advance (45 days prior to the business trip);
2. Submit the documents for a budget approval;
3. After the budget approval, a travel request form is processed by the coordinator and on the basis of it a business trip order is issued;
4. When the business trip order is issued you should complete and submit an advance payment form to the Operations Service Centre (20 Myasnitskaya Ulitsa, passage to 3A Krivokolenny Pereulok, 4<sup>th</sup> floor)
5. The advance payment will be transferred to your bank card within 3-5 working days after submitting the form.
6. Once the business trip is completed, all reporting documents should be collected and reported. Any additional expenses will be reimbursed, received excess funds will need to be refunded.

The payment shall be transferred to the bank account in 3-5 days from the date when the documents are submitted.

## Facilities

### HSE University buildings

- You can check [HSE buildings](#) online
- For your convenient orientation around the city, download the following Yandex apps (on AppStore or Play Market):



### Library

HSE University operates a large contemporary academic library, which includes:

- academic works on economics, management, and social and political sciences in both Russian and foreign languages;
- over 600,000 items;
- access to remote e-resources.

Library etiquette:

- bags and coats should be left in the cloakroom;
- cell phones should be kept on silent;
- food or drinks are not allowed in the Library.

Ask your host subdivision coordinator about how and when you can pick up your library card and sign the library service agreement. Learn more at [library.hse.ru/en](http://library.hse.ru/en).

### HSE Guesthouse

HSE University has two guesthouses, which can accommodate faculty, visiting professors, conference and seminar attendees.

- Guesthouse at 7 Vavilova Ulitsa (Leninsky Prospekt Metro Station)
- Guesthouse at 50 Bolshaya Pereyaslavskaya Ulitsa (Prospekt Mira Metro Station).

Learn more at [hse.ru/en/hotel](http://hse.ru/en/hotel).

### Cafeterias

Almost all HSE University's buildings have cafeterias and cafes with a diverse set of offerings. You can choose from a wide range of appetizers, soups, main courses, desserts, and soft drinks. Visitors are kindly asked to leave their outdoor clothes in the cloakroom before entering cafeterias. Learn more at [hse.ru/en/buildinghse/dining](http://hse.ru/en/buildinghse/dining).

## Safety tips

When moving to Russia, like moving to any other country, you may face differences in the cultural and legal environment. To reduce the stress associated with relocation and assimilation, we highly recommend acquainting yourself in advance with local administrative rules, HSE University's safety and security regulations, as well as its rules and guidelines for managing culture shock.

Please make sure to have the following documents with you at all times:

- Passport with a valid visa and its notarized translation;
- Migration card;
- HQS work permit;
- Valid registration slip.

In case of emergencies, call the **general emergency number 112**:

- It operates in all Russian regions;
- Available from a mobile phone even if there is no SIM card;
- Operators who speak English are available.

If you are in an HSE building, inform the nearest security post about the emergency immediately. All contacts are available at [hse.ru/en/org/hse/safety](https://hse.ru/en/org/hse/safety).

In case of a medical emergency, call your [health insurance company](#). Please contact the call centre, wait for an operator's response, and ask them to switch you to an English-speaking operator.

Please keep in mind the following crime prevention tips:

- Be aware of pickpockets in tourist areas and main metro/railway hubs;
- Be wary of groups of women and children who beg;
- Look after your passport at all times;
- Be aware of drink spiking that can lead to robbery, violence and/or abuse;
- Buy your own drinks and keep track of them at all times;
- Don't accept any suspicious items from strangers even if they assure you that it is a present.

Since you may want to travel throughout Russia, please keep in mind the following:

- If you are travelling by overnight train in a sleeping compartment, you can store valuables in the container under the bed or seat;
- Don't leave your sleeping compartment unoccupied as some compartments only have a simple lock on the sliding door;
- Don't agree to look after the luggage of a fellow traveler or allow it to be stored in your compartment.

Political rallies may occur in Moscow, St. Petersburg and other places across Russia. For safety reasons, please avoid any demonstrations. If you are arrested for participation in such events, do not hesitate to contact your Embassy. It is highly recommended that you have a list of emergency contacts.

### **Avoiding safety and potential administrative offences**

Please be advised that, according to the Code of Administrative Offences of the Russian Federation, you can be arrested and fined for violating this code. In addition, accumulating several offences may cause difficulties when prolonging your visa and your visa may even be revoked.

Some of the most common administrative offences we strongly recommend you to avoid:

- Appearing in public places in a state of alcoholic or narcotic intoxication;
- Disorderly conduct;
- Causing a disturbance at nighttime (11pm to 7am);
- Road traffic offences (e.g., speeding).

Learn more at <https://ifaculty.hse.ru/safety>.

## HSE University Contacts

Issue	Contact	Web-site and e-mail
<b>Your main contact point for immediate support is your coordinator/ subdivision/ laboratory</b>		
<b>General support, research funding</b>	International Faculty Support Centre	<a href="http://ifaculty.hse.ru">ifaculty.hse.ru</a> ifaculty.support@hse.ru
<b>Visa and registration</b>	Visa and Registration Centre	<a href="http://ivisa.hse.ru/en">ivisa.hse.ru/en</a>
<b>Salary</b>	<u>Zhanna Shevchenko</u> <u>Ekaterina Kolyvanova</u>	zshevchenko@hse.ru ekolyvanova@hse.ru
<b>Reimbursement for business trips</b>	<u>Larisa Pirskeya</u>  Operations Service Centre	pirskaya@hse.ru +7 (495) 621 31 67 ext. 33345  fd@hse.ru +7 (495) 624 57 85 ext. 33333
<b>Salary certificates and other financial issues</b>	Operations Service Centre	<a href="https://fd.hse.ru/">https://fd.hse.ru/</a> fd@hse.ru +7 (495) 624 57 85 ext. 33333
<b>Work contract conditions, employment procedures</b>	HR Office	<a href="http://hr.hse.ru/localforeign">hr.hse.ru/localforeign</a> hrms@hse.ru
<b>Medical insurance, social issues</b>	Office of Staff and Student Benefits	<a href="http://benefits.hse.ru/en">benefits.hse.ru/en</a> social@hse.ru
<b>Guesthouse regulations</b>	HSE Guesthouse	<a href="http://hse.ru/en/hotel">hse.ru/en/hotel</a>
<b>IT Support</b>	IT Department	digital@hse.ru
<b>Library and e-resources</b>	HSE Library	<a href="http://library.hse.ru/en">library.hse.ru/en</a>
<b>Personal profile on the HSE University website (portal)</b>	Online Media and Mobile Applications Office	portal.hse.ru/en/
<b>Russian courses</b>	Russian Language Centre	<a href="http://hse.ru/en/rfl">hse.ru/en/rfl</a>
<b>Learning Management System</b>	LMS  Smartlms	<a href="http://lms.hse.ru">lms.hse.ru</a> lms@hse.ru  smartedu.hse.ru
<b>HSE Publishing House</b>	HSE Publishing House	<a href="http://id.hse.ru/en">id.hse.ru/en</a> id@hse.ru