

Internal Dormitory REGULATIONS of National Research University Higher School of Economics

1. GENERAL PROVISIONS

1.1. These Regulations for Student Dormitories at National Research University Higher School of Economics (hereinafter, the "Regulations", the "University", and "HSE University" respectively), have been drawn up in line with the Housing Code of the Russian Federation, Federal Law No. 273-FZ "On Education in the Russian Federation", dated December 29, 2012, Russian Government Directive No. 306 "On Approving Rules for Setting and Determining the Standards of Public Utility Services Consumption", Russian Government Directive No. 42 "On Approving Rules on the Inclusion of Living Premises in a Special Housing Stock and Sample Agreements for Renting Such Special Living Premises", dated January 26, 2016, the Russia's Fire Prevention Guidelines, as approved by Russian Government Directive No. 390, dated April 25, 2012, and other regulatory acts of the Russian Federation, the HSE Charter and Internal Regulations affecting learners of HSE University. These Regulations shall be considered a bylaw of the University, thereby regulating the rules for the students' residence in the University's dormitories (hereinafter, "students") as well as other issues related to dormitory residence.

These Regulations and amendments thereto must be approved by the HSE University's Academic Council and enacted by an HSE University's directive.

1.2. HSE University's dormitory facilities (hereinafter, "dormitories") are intended for the temporary dwelling and residence during their period of studies of students, doctoral students, PhD students from other cities¹: as well as learners studying on preparatory programmes.

The following period shall not be considered a part of a period of study: if a resident is on academic leave; as such, a living space shall not be provided during this period.

1.3 If all student categories that need living spaces, as specified in p. 1.2 of these Regulations, have been provided with places at HSE University's dormitories, and if unoccupied places are available, such spaces may be allocated by the Office for Dormitory, Guesthouse and Recreation Centre Management (hereinafter, the "ODGRCM") to applicants from other cities for the period of entry examinations, as well as participants in student mobility programmes, and summer and winter schools organized by HSE University.

If there are not enough places in the dormitories to provide living space for all HSE University's learners who seek places of residence, the University retains the right to establish a priority list for allocating spaces to learners depending on the student category.

¹ Living spaces in HSE University's dormitories (in the city) of Moscow, shall be provided to students from other cities who require residence, and whose permanent place of residence is located outside of the eighth rail transport zone of the Moscow Region. An exception may be made in the cases of an application from a student residing in the Moscow Region, whose permanent place of residence is within the eighth rail transport zone, as long as there are free spaces and as per the decision of the Director of the Office for Dormitory, Guesthouse and Recreation Centre Management, until the end of the current academic year (excluding holiday periods), and in line with the annually approved academic calendar.

1.4. Students residing in dormitories (hereinafter, “residents”) may participate in the elections to a local governance body – a student dormitory council (hereinafter, “Student dormitory council”).

1.5. For each apartment (apartment-style dormitory) and on each floor (for apartment-style and corridor-type dormitories), residents may elect a monitor, who:

1.5.1. makes sure residents treat the University’s property in the dormitory with due care;

1.5.2. organizes and monitors residents’ maintenance of cleanliness in premises and kitchen areas (for corridor-type dormitories), and apartments (for apartment-style dormitories).

In his/her activities, the monitor shall be guided by the decisions of the Student dormitory council and the dormitory’s administration, respectively.

2.

DORMITORY CHECK-IN/CHECK-OUT PROCEDURES AND ACCOMMODATION FEES

2.1. The provision of accommodation in dormitories to students is implemented by the ODGRCM on the basis of:

- a directive on the provision of living spaces in a dormitory²;
- a directive on the organization of admissions and study processes (for international learners);
- another document addressed to the Director of the Office for Dormitory, Guesthouse and Recreation Centre Management (hereinafter, the “Director”), bearing the signature of the head of the educational subdivision.

2.2. Check-ins to a dormitory shall be carried by its administration and are subject to the presence of the following documents:

- 2.2.1 a directive on the provision of living spaces in dormitories;
- 2.2.2 referrals by the ODGRCM³;
- 2.2.3 directive on organizing admissions and study processes (for international learners), sent by the ODGRCM to the relevant dormitory;
- 2.2.4 documents confirming medical fitness for residing in the dormitory;
 - health certificate (medical expert statement) (as per Form No. 086/y³), or a certificate as per the form indicated in Annex No. 8, shall be presented by students in their first year of studies or moving into a dormitory for the first time;
 - documentation on the received vaccinations or a copy of a vaccination certificate (as per Form № 156/y-93)⁴. Foreign citizens, instead of the indicated documents, must provide a certificate or documentation on vaccinations issued by a medical institution in any format.
- 2.2.5 a medical insurance policy, the original of a document confirming one’s identity, including the original of the document confirming one’s identity recognized as such in the Russian Federation as well as a migration card (for international students).

A check-in referral is valid for five (5) calendar days starting from the date when it was issued by the ODGRCM. Therefore, within the indicated timeframe, the respective resident must check-into the dormitory, or inform the dormitory’s manager of the reason why he/she cannot move in.

² Prepared by the ODGRCM on the basis of an enrolment directive.

³ Issued by the ODGRCM upon the issue of an enrolment directive, or as per a student’s application to the ODGRCM.

2.3. Upon moving into a dormitory, its administration shall familiarize a new resident with the Regulations against his/her personal signature, as well as provide him/her with safety and fire prevention instructions.

2.4. After a resident moves into a dormitory, the administrator, or head, of the Dormitory Support Office of the ODGRCM, within thirty (30) working days, shall conclude a Dormitory Tenancy Agreement with him/her to rent a living space in the dormitory (hereinafter, an “Agreement”) with the date when the student moves into the premises as the Agreement’s start date. If a student has not signed an Agreement within thirty (30) working dates after moving into the dormitory, he/she shall be deemed as not requiring dormitory accommodation, and hence he/she shall lose the right to occupy a space in the dormitory (given the current allotment of the dormitory spaces).

An Agreement⁴ shall be drawn up in two (2) copies: 1 (one) shall be kept by the resident, the other will be stored by the dormitory’s manager.

The living spaces in a dormitory shall be turned over to a resident on the basis of his/her signing the Certificate for Transfer of Premises with the respective dormitory administration (Annex No. 1). The date of the resident’s move-in a dormitory (when he/she occupies a space/room) shall be the date when he/she and the dormitory’s administration sign this document.

2.5. Registration of residents at their place of stay shall be carried out by the dormitory administration⁵ as per Russian legislation⁶.

2.6. The dormitory accommodation fees (tenancy fees), utility payments and other services (hereinafter, “dormitory tenancy fees”) shall be set according to the relevant HSE University’s internal bylaw.

2.7. Dormitory tenancy fees shall be paid by residents for each period, starting from the check-in date (when they start occupying a respective living space in a dormitory), every month and no later than the 10th day of every month that follows the payment period, as per their respective Agreements⁷.

Payments for dormitory residence must be made during the entire period of stay, including periods when the student is absent from the dormitory, including during the periods of:

- holidays;
- maternity leave;
- childcare leave;
- internship in another city;

if not established otherwise by Russian law, the University’s internal bylaws, or this Agreement.

2.8. Residents which have been assigned state social bursary, as per Part 5, Art 36 of Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012⁸, shall be exempt from paying dormitory tenancy fees and utility payments.

⁴ To be filled in as per Annex No. 20 to Russia’s Ministry of Healthcare’s Directive № 834Н, dated December 15, 2014.

⁵ Registration at the place of stay of foreign students shall be carried out by the HSE University’s Visa and Registration Centre.

⁶ Those admitted to study at the University are registered on a priority basis, while those who move from one dormitory to another at their own discretion are registered thereafter.

⁷ For students residing in a dormitory for less than one month, dormitory tenancy fees shall be paid within three (3) working days after he/she has checked in.

⁸ Applicable only for students who are Russian citizens, whose main place of residency is in the Russian Federation.

2.9. Residents' payments of dormitory tenancy fees shall be monitored by the dormitory's administration. Should a resident move to another dormitory, or if he/she vacates the dormitory, he/she shall be obliged to contact the HSE University's Security and Operations Office of the Security Office in person, or by telephone as indicated on HSE University's corporate website (portal) in the "Academic Handbook" section, in order to change the access settings for his/her electronic pass (hereinafter, a "pass").

2.10. Residents can move to a different dormitory space as per the following terms:

2.10.1. residents may be moved at their initiative within the premises of the same dormitory following written requests, submitted by him/her to the address of the dormitory manager, (as long as he or she has not been in violation of the Regulations);

2.10.2. the transfer of residents from one dormitory to another at their request can only be done among HSE University's dormitories, which are located in the town of Odintsovo and the Odintsovo District of the Moscow Region, and as per the procedure for moving persons from one dormitory to another at their own request, as per Annex No.7 to the Regulations;

2.10.3. residents may be transferred by the dormitory manager from one room to another within the same building in the following cases:

2.10.3.1. if the technical necessity arises (e.g., problems with equipment/appliances, repairs to the premises, disinfection processes, rodent extermination, etc.);

2.10.3.2. the need to combine free spaces in different rooms in order to free up living space in order to place students according to their category (Bachelor's, Master's, and graduate students);

2.10.3.3. should a dispute or conflict arise between residents that cannot be settled by the student dormitory council or, if not available, the HSE University's Student Council, through negotiation, or via other pedagogical approaches;

2.10.4. the transfer of a resident, who has a Category I or II disability, from one dormitory to another for the purpose of bringing him/her closer to the place of studies – as per the Director's decision and on the basis of the student's request and documentation confirming that he/she belongs to this given category.

2.11. An Agreement may be terminated:

2.11.1. at any time, as per the consent of both Parties;

2.11.2. at any time, at the discretion of a given student, including cases when he/she moves to another residence, or he/she takes an academic leave. A resident's actual absence from a dormitory for a total of thirty (30) days over the course of three (3) successive months without any valid reason⁹ shall be too considered his/her move to another place of residence (stay).

2.11.3. as per the court order following the claim submitted by HSE University should the resident fail to meet his/her obligations under the Agreement, as well as in the following instances:

- failure of the resident to make his/her tenancy fees payments for six (6) or more months;

- destruction or damage to the living space on the part of the resident and/or other persons for whom he/she is responsible¹⁰;

⁹ A reason is recognized as valid in the following instances of the student's absence from a dormitory: when a student is on a holiday period, maternity leave, childcare leave, internship in another city, or sick, as well as for other reasons deemed valid as per HSE University's internal bylaws.

¹⁰ Guests of a resident, or students, who have come to visit him/her in the dormitory.

- regular violations of the rights and legal interests of fellow residents, making co-living on the same premises impossible¹¹;
- use of the residence for purposes other than its intended use;
- in other instances specified by the legislation of the Russian Federation.

2.12. The Agreement shall come to an end upon the loss (or demolition) of the living space, if the student completes or quits studies at HSE University, and as per other grounds set out in the laws of the Russian Federation.

2.13. The termination of the Agreement at the discretion of a student owing to his/her move from the dormitory to another residence (stay) (p. 2.11.2 of the Regulations), should be preceded by an inspection by the dormitory administration to make sure that the resident actually resides in the dormitory which should take place at least one time every three months. The inspection results shall be provided to the student dormitory council for informative purposes. If the council uncovers any irregularity in the results, and/or other instances requiring further consideration, it shall have the right to notify the administration of the dormitory accordingly. In turn, the dormitory's administration shall be obliged to review the notification, and, within five (5) working days from its receipt, inform the council about its findings.

2.14. Should the Agreement expire or be terminated, e.g., at the end of the resident's studies at HSE University or upon his/her dismissal from the University, within five (5) calendar days from the date of the Agreement's termination or expiration, the resident must vacate the living space in the dormitory, pay out any outstanding rental debt (if applicable), and pass over the premises to the dormitory's administration as per the Certificate for Transfer of Premises (Annex No. 1), as well as all received furniture and items.

If a resident refuses to sign a certificate or cannot meet to sign it owing to his/her move to another residence, the administration shall draw up a unilateral certificate on vacating the given space (Annex No. 2).

If the resident refuses to vacate the premises in the dormitory, which he/she occupied under the Agreement, he/she shall be subject to eviction through legal action.

The University shall not bear responsibility for any personal items left by a resident in a dormitory after he/she vacates the premises.

If the resident, after he/she completes studies under a Bachelor's or Master's programme, continues studying at HSE University, he/she must, after the issue of a relevant enrolment directive, extend the validity of his/her pass, by enquiring with HSE University's Security Office in person or by telephone (as indicated in the "Academic Handbook" section of the HSE University's website), in order to maintain access to the dormitory where he/she resides.

2.15. Students who are in an officially recognized marriage, and should there be available spaces, may apply for the provision of a living space (room) in the dormitory if both spouses are learners at HSE University.

Reviews of applications for living spaces (rooms) in dormitories for the family members of students and doctoral students and respective decisions shall be made by the ODGRCM.

3. ACCESS TO DORMITORIES

3.1. When entering the dormitory:

¹¹ Upon the agreement with the student dormitory council, or the University's Student Council.

3.1.1. residents and those University's students who are not residents at the dormitory, as well as the University's staff members, must present their passes at the security gate;

3.1.2. persons who are neither students nor staff members at the University (hereinafter, "guests"), must present an identification document, and receive a guest pass;

In a special log book, the dormitory's security staff shall record the information on guests, their arrival and departure times, their place of visit and whom they are visiting, as well as details of their identification document. Upon meeting these requirements, guests may move around the dormitory accompanied by the resident who has invited him/her.

3.2. Guests may be on the premises of the dormitory from 8am to 11pm only accompanied by a host resident (this rule shall not apply to resident's parents).

A host resident, along with the dormitory's administration, shall be responsible for his/her guests' timely exit from the dormitory, as well as their compliance with the Regulations. The guests' visiting should not interfere with other residents which reside in the same living space, or roommates (for apartment-style dormitories).

3.3. The oversized items can be carried out from the dormitory only upon presentation of a pass issued by a dormitory supervisor, its manager or his/her deputy. Movement of oversized items in or out of dormitory must be registered by the dormitory supervisor, its manager, or the deputy manager in a special log book.

4. RIGHTS AND OBLIGATIONS OF RESIDENTS

4.1. Residents have the right to:

4.1.1. reside in premises assigned to them for the entire period of their studies as long as they follow these Regulations and the terms of the signed Agreement;

4.1.2. use the premises for self-study, along with premises for cultural and household activities, and the appliances and interior fixtures therein;

4.1.3. contact the dormitory manager with requests for the timely repair of premises, replacement of appliances and interior fixtures, which have stopped working;

4.1.4. move to different premises of the given dormitory or a different dormitory as per p.2.10 of the Regulations;

4.1.5. take part in the formation of the student dormitory council and be elected thereto;

4.1.6. through participation in the student dormitory council, assist in decision-making processes related to upgrading housing facilities and equipment for residents, organizing cultural and leisure activities;

4.1.7. use appliances installed in the dormitory, whilst following their technical instructions and ensuring fire safety;

4.1.8. offer suggestions to improve living conditions or filing complaints about the upkeep of the dormitory to its manager, either in person or through the student dormitory council;

4.1.9. receive guests from 8am until 11pm, if the dormitory's administration, in agreement with its student council, has not decided to change the visiting hours for guests;

4.1.10. use the kitchen facility 24/7;

4.1.11. use the shower room at all times, except from 1pm until 4pm, when the premises shall be cleaned (for corridor-style dormitories);

4.1.12. make a written enquiry with the dormitory's administration in order to receive permission to hold events (birthdays and other types of celebration), indicating the time, type, place of the event;

4.1.13. contact the student dormitory council (or Student Council of HSE University) in writing, should he/she be in disagreement with the decision(so) of the dormitory's administration.

4.2. Residents are obliged to:

4.2.1. submit documents to be included on the migration registry¹² and be registered at one's place of residence within 2 (two) working days (for foreign citizens), or 14 (fourteen) working days (for Russian citizens) from the date of their check-in to the dormitory;

4.2.2. in writing (on the basis of a statement), inform the manager of the dormitory about his/her absence from the premises for more than 5 (five) days in a row;

4.2.3. every year during the study period following the summer holidays, but prior to September 10, provide the manager of the dormitory with a health certificate (in any format, or the format specified in Annex No. 8) with the obligatory notes of a doctor/physician or general practitioner with respect to the absence of any preconditions that would not permit residence in the dormitory, and a note stating that a fluorography x-ray has been carried out; this certificate must have been issued no earlier than 1 (one) month prior to its submission; foreign residents must provide a health certificate as specified in Annex No. 8;

4.2.4. make payments for the dormitory as per p. 2.7. of the Regulations and provide the dormitory administration with information that such payment has been made within 10 (ten) calendar days from the date of the payment;

4.2.5. maintain quiet in the dormitory:

4.2.5.1. on the premises of a dormitory in the Moscow Region:

- from 9pm until 8am on weekdays (Monday to Friday, inclusive);

- from 10pm to 10am on weekends (Saturday, Sunday) and bank holidays as set under Russian federal law;

4.2.5.2. on the premises of a dormitory in Moscow, from 11pm until 7am;

4.2.6. follow the Regulations, safety rules for appliances and Russia's fire prevention guidelines; always avoid using open flame in living space (candles, Bengal fires, etc);

4.2.7. treat the dormitory's premises, appliances and interior fixtures with due care; prevent the placement of announcements, schedules, etc. on the furniture, appliances, walls of premises, and in common areas, with the exception of specially equipped areas designated for such purposes (information stands/boards);

4.2.8. upon vacating a living space owing to the cessation of studies or another reason, including a court decision to evict a resident, within 5 (five) days of the termination and/or expiry of the Agreement, he/she must turn over the premises to the dormitory administration as per the Certificate for Transfer of Premises (Annex No. 1);

4.2.9. use electricity and water sparingly, keep living spaces and common areas clean and tidy;

4.2.10. regularly clean the premises:

4.2.10.1. for apartment-style dormitories: in living spaces, corridors, kitchen areas, balconies, bathrooms, toilet facilities;

4.2.10.2. for corridor-type dormitories: in living spaces, while in kitchen areas - as per the set cleaning schedule;

4.2.10.3. for block-style dormitories: in living premises; while in kitchen areas - as per the set cleaning schedule;

¹² For foreign citizens residing at the dormitory.

4.2.11. avoid the connection of damaged electrical cords or unauthorized repair of electrical outlets (e.g., if a defect in electrical wiring has been uncovered, residents should immediately contact the dormitory administration); strictly observe home appliances' instructions;

4.2.12. reimburse HSE University for material damages as per Russian legislation and the given Agreement;

4.2.13. not to be on the premises of the dormitory or its adjacent areas in a state of alcoholic or narcotic intoxication, as well as not store, use or distribute alcoholic beverages (including beer), and other drinks containing alcohol, in the dormitory, narcotics and psychotropic substances, as well as not bring alcoholic products (including low-alcohol products, beer, wine, canned cocktail drinks with alcohol) to the dormitory;

4.2.14. not to smoke, including vapes, electronic cigarettes, and other items imitating tobacco smoking, or their any substitutes, as well as use tobacco goods in any form on the dormitory premises and within its given territory, with the exception of designated smoking areas;

4.2.15. not to store or smoke hookah on the premises of the dormitory;

4.2.16. not to manufacture, store, use, or distribute on the dormitory's premises narcotic substances or psychotropic substances that are illegal in the Russian Federation, as well as articles that cannot be legally circulated in Russia;

4.2.17. not to use electrical cords with frayed or broken insulation, and damaged outlets, switches and other electrical fixtures;

4.2.18. not to cover electric lamps and lights with paper, fabrics and other flammable materials;

4.2.19. not to use electric irons, hot plates, electric kettles and other electrical heating devices, which may not have proper thermal protection, as well as may not have proper heat controls;

4.2.20. not to utilize non-standard (homemade) electrical heating devices;

4.2.21. not to leave electrical heating devices plugged in and unattended, as well as other appliances, including in standby mode, with the exception of devices intended to operate 24/7 as per the manufacturer's instructions;

4.2.22. not to use emergency fire-fighting equipment (extinguishers, fire hoses with nozzles), as well as smoke detectors (outside of their intended purpose);

4.2.23. not to cover smoke detectors, alarm systems, and other systems with plastic bags, fabrics or other materials;

4.2.24. not to use sources of open flame (e.g., candles, Bengal lights) in the living spaces;

4.2.25. not to store and/or use pyrotechnical, explosive, dangerous chemical substances or any type of flammable materials in the dormitory, as well as guns, air rifles, nonlethal and bladed weapons, crossbows, or imitation weapons, or similar replicas of melee weapons;

4.2.26. avoid illegal presence of guests in the dormitory and/or their presence on its premises at times outside of the ones established in these Regulations (e.g., at nighttime);

4.2.27. not to provide one's living space for the residence of another person(s);

4.2.28. not to allow self-initiated change of residences or moves of HSE University's property from one room to another;

4.2.29. transfer from an assigned room to another, or another dormitory, only as per p. 2.10. of the Regulations;

- 4.2.30. not to install additional locks, as well as locking bars, on doors to living spaces; not to retool locks or replace them without the permission of the dormitory's manager;
- 4.2.31. not to store bulky or oversized items in living spaces that may prevent access for other residents;
- 4.2.32. not to keep pets in the dormitory;
- 4.2.33. not to utilize dormitory premises for commercial purposes, including tutoring activities;
- 4.2.34. should any defects be found in the living premises, its facilities or other appliances therein, immediately inform the administration of the dormitory about this;
- 4.2.35. provide access to living premises to the dormitory staff, the University's employees, and representatives of contracted service firms, charged with carrying out works, services and inspections for the purpose of overseeing the compliance with the student housing legislation of the Russian Federation, as well as these Regulations, and for the purpose of making sure the University's property is in good order;
- 4.2.36. not to bring any technical device or equipment that is not permitted on the premises of the dormitory according to sanitary and fire-safety norms, or devices that would exceed the premises' set electrical capacity;
- 4.2.37. not to permit offense or insults towards residents, administrators or service personnel at the dormitory, repair/upkeep organizations, or safety and inspection teams.

5. RIGHTS AND OBLIGATIONS OF DORMITORY ADMINISTRATION

- 5.1. The dormitory's operations shall be overseen by its manager.
Instructions of the dormitory manager, given within his/her competencies, shall be followed by all dormitory staff and residents.
- 5.2. The manager is obliged to:
 - 5.2.1. organize the activities of the dormitory as per the laws of the Russian Federation, HSE Charter, these Regulations and other internal University's bylaws, as well as decisions set forth by the administration and HSE University's governing bodies.
 - 5.2.2. ensure the move-in of residents to the dormitory is as per p. 2.2 of the Regulations;
 - 5.2.3. ensure that residents have access to necessary appliances and interior fixtures;
 - 5.2.4. ensure the change of bed linen according to sanitary rules and norms;
 - 5.2.5. keep records of residents' complaints about the upkeep of the dormitory and proposals to improve living conditions;
 - 5.2.6. maintain cleanliness and order in the dormitory and its adjacent territories;
 - 5.2.7. provide instruction for residents and undertake measures so that technical safety and fire safety rules are followed;
 - 5.2.8. organize activities to maintain the interior of the dormitory's premises as per sanitary rules and regulations;
 - 5.2.9. in conjunction with the Office for Dormitory Support (hereinafter, the "UODO"), ensure the provision of the dormitory with furniture, appliances, bedding and other interior materials;
 - 5.2.10. if deemed necessary, initiate repairs to dormitory premises, interiors, and maintain assigned adjacent areas and greenery in fine order;
 - 5.2.11. ensure that residents have access to space for self-study (for block- or corridor- type dormitories) and, if possible, for holding cultural and sporting events;

5.2.12. should residents fall ill, move them to isolated premises on the recommendation of a treating doctor;

5.2.13. carry out activities to improve the living and social conditions in the dormitory, as well as undertake measures in a timely fashion to implement the proposals of residents and inform them of the decisions reached;

5.2.14. ensure all required documents are presented to HSE University's Visa and Registration Centre in order to carry out the registration of foreign students at their place of residences;

5.2.15. in conjunction with relevant HSE University's subdivisions, timely repair or correct problems with appliances and equipment in the dormitory;

5.2.16. collect information on livable and non-livable premises in order to identify faults in operations and sanitary conditions, carry out timely measures to correct any deficiencies;

5.2.17. provide support for the activities of the Student Dormitory Council to improve living conditions, recreational activities and leisure time;

5.2.18. within twenty-four hours, provide written authorization or a reasoned refusal to residents as per p. 4.1.12. of the Regulations;

5.2.19. in conjunction with the dormitory's security and the HSE University's Security Office, ensure the safety of residents and staff members at the dormitory;

5.2.20. not to insult or negatively impact the dignity of residents, their guests and dormitory staff;

5.2.21. carry out other obligations, related to the dormitory's operations, as well as those specified in the Regulations on the UODO and other relevant HSE University's bylaws;

5.3. The dormitory manager, as per his/her duties, retains the right to:

5.3.1. present proposals for improving living conditions at the dormitory to the head of the UODO;

5.3.2. present the head of the UODO with proposals to apply disciplinary measures with respect to residents;

5.3.3. arrange residents' moving as per p. 2.10 of the Regulations;

5.3.4. require that residents provide documents in order to register at their place of residence and be included on the official migration registry;

5.3.5. require that residents make payments for premises on time;

5.3.6. require access to a living space for dormitory staff so that they may inspect technical and sanitary conditions, or equipment located therein so as to ensure proper repair and servicing;

5.3.7. require that residents follow health and safety and fire prevention rules, these Regulations.

5.4. The dormitory manager shall retain the right to inspect living and common spaces. Such inspections may be carried out by dormitory staff in teams of at least 2 (two) persons:

5.4.1. with an inspection of a common space – with no residents in;

5.4.2. with an inspection of a living space – in the presence of at least one of the residents thereof (for apartment-style dormitories – in an apartment).

5.4.3. Residents may not be present during periods of emergency restoration and repair to premises.

6. LIABILITY FOR VIOLATION OF REGULATIONS

6.1. Should a resident act in violation of these Regulations, he/she may be subject to disciplinary measures, including in the following instances:

6.1.1. regular violation of the rights and legal interests of dormitory neighbours/roommates and other residents;

6.1.2. manufacturing, storing, distributing and using narcotic substances, psychotropic drugs and toxic substances in the dormitory, as well as being on the premises in an intoxicated state;

6.1.3. being on the premises of the dormitory in a state of alcoholic intoxication, as well as manufacturing, storing, using and bringing to the dormitory alcohol beverages, including beer, cocktail drinks and other beverages containing alcohol;

6.1.4. smoking outside of designated smoking areas;

6.1.5. use of electrical cords with frayed insulation, along with damaged outlets, switches, and other electrical fixtures;

6.1.6. enveloping electric lamps and illuminators with paper, fabrics and other flammable materials;

6.1.7. using electric irons, cooking plates, electric kettles and other electric heaters without thermal protection, as well as without proper heat controls;

6.1.8. using non-standard (homemade) electrical heating devices;

6.1.9. leaving electrical heating devices and appliances plugged in and unattended, including in standby mode, with the exception of devices that may or should be operating 24/7 as per the manufacturer's instructions;

6.1.10. using emergency fire-fighting equipment (extinguishers, fire hoses with nozzles), as well as smoke detectors (outside of their intended use);

6.1.11. covering smoke detectors, alarm systems and other devices with plastic bags, fabrics and other materials;

6.1.12. failure to provide a health certificate in a free format or a format indicated in Annex No. 8 within the timeframe set out in pp. 4.2.3 of p. 4.2 of these Regulations;

6.1.13. storing and using in the dormitory explosive materials, dangerous chemical substances, various types of firearms, nonlethal and melee weapons, air rifles, crossbows, fake weapons of various types, replicas of melee weapons;

6.1.14. a single gross breach or regular violation of the rules for residence as set out in the Regulations;

6.1.15. other violations of the Regulations, as well as illegal actions resulting in expressed and present danger to the life and wellbeing of learners, as well as dormitory residents, HSE University's staff and other persons, including damages to the University's property;

6.1.16. the imposition of legal liability upon a student, including him/her getting convicted of an illegal action that may entail socially dangerous consequences for the University, residents and their guests, students or staff members;

6.1.17. violent behaviour, including physical assault, with respect to other residents, their guests, students and HSE University's staff;

6.1.18. keeping one's room in an unsanitary condition on an ongoing basis;

6.1.19. lending a pass allowing entry to HSE University buildings or dormitories, to other persons, as well as allowing other persons to pass through University's entry systems by repeatedly swiping his/her own pass by the turnstile;

6.1.20. other instances, as stated in Russian legislation, as well as the University's Charter and its internal bylaws;

6.2. Decisions to apply disciplinary measures with respect to learners may be made by the HSE University's Rector or another staff member authorized by him/her to do so (hereinafter, an "authorized official") through issuing a relevant directive.

If not otherwise established by an authorized official, a decision to apply disciplinary measures shall be carried out involving the HSE University's Disciplinary Committee as per the procedures set up in the Regulations and the Regulations on the HSE University's Disciplinary Committee.

6.3. If a resident is in violation of these Regulations, he/she may be subject to the following disciplinary actions:

- a) admonition;
- b) reprimand;
- c) dismissal from HSE University.

6.4. When selecting an applicable disciplinary measure, the severity of the given violation should be considered, as well as the circumstances and reasons whereby it had been committed, along with the given resident's previous behaviour, and his/her psychophysical and emotional state.

6.5. If a resident is found to be in a state of alcohol, narcotic or other intoxication, this shall be considered an aggravating circumstance.

6.6. For actions subject to disciplinary measures, as per pp. 6.1.2.-6.1.13, 6.1.15.6.16 p 6.1 of the Regulations, the resident may be subject to such sanctions as dismissal from HSE University.

If an underage student repeatedly commits infractions, as specified in pp. 6.12.-6.1.13, 6.1.15-6.1.16 of p. 6.1 of the Regulations, he/she may be dismissed from the University.

6.7. Disciplinary measures shall not be applied with respect to students during their periods of illness, or while on maternity leave, academic leave, or leave to care for a child.

6.8. The application or removal of disciplinary measures with respect to a resident shall be carried out as per the Regulations for Applying and Removing Disciplinary Measures to Students as approved by the Ministry of Higher Education and Science No. 185, dated March 15, 2013.

6.9. If a disciplinary infraction has been committed, the dormitory manager and/or his/her deputy (other person who uncovered the infraction), shall draw up a relevant certificate (Annex No. 3). The day when the infraction was identified shall be the date included in the document.

Within 3 (three) academic days from the date when the infraction was committed, the dormitory manager, or his/her deputy, should personally present a notification to a resident in breach with the request for a written explanation (Annex No. 4). If the resident does not provide a direct explanation or a written explanation within the set deadline, a certificate about his/her failure to provide this information shall be drawn up (Annex No. 5).

A resident's refusal or holding out on a written explanation shall not hinder the application of respective disciplinary measures to him/her.

After a resident provides a written explanation (or upon the expiration of the deadline for its submission, if an explanation was not presented), the dormitory manager or his/her deputy shall forward a copy of this explanation (or a respective certificate if the explanation was not submitted) and a certificate to the head of the UODO.

The head of the UODO shall review the submitted documents and, within 2 (two) working days from the date of their receipt, forward them and subsequent proposals with respect to applying disciplinary measures to:

- the Student Council of HSE University;

- student council of the dormitory;
- chairperson of the disciplinary committee of HSE University;

The Student Council of HSE University shall reach decisions with due consideration of the opinion of the student council of a given dormitory, and shall provide the head of the UODO and the chairperson of the HSE University's Disciplinary Committee with its opinion in the form of an extract from the minutes of a meeting of the HSE University's Student Council, within a maximum of 7 (seven) working days from the date when the aforementioned documents were received.

The decision of the HSE University's Disciplinary Committee on whether to apply disciplinary measures shall bear a preliminary status and may be amended by an authorized official.

6.10. A decision of the HSE University's Disciplinary Committee on the application of disciplinary measures shall serve as the basis for the issuance of a respective directive on the part of the authorized official. A draft of the directive shall be drawn up with due consideration of p. 6.1. of the Regulations, and shall be approved as per established procedure by the head of the UODO. A directive should include all documents confirming that an infraction has been committed, as indicated in p. 6.9 of Regulations.

If the HSE University's Disciplinary Committee reaches a decision not to apply a disciplinary measure with respect to a resident, a respective directive shall not be issued.

6.11. Disciplinary measures must be applied within 1 (one) month from the date when a given infraction was identified, excluding periods of illness, academic leave, holidays, maternity leave or childcare leave.

6.12. A directive on the application of a disciplinary measure shall be issued by the authorized official in no more than 7 (seven) academic days from the date when, as per the Regulations, the HSE University's Student Council issues its well-grounded opinion, and shall be presented by the dormitory administration to the given resident subject to the measure against his/her signature within 3 (three) academic days from the date of its issue. Should the resident refuse to accept or sign the directive, a relevant certificate shall be drawn up (Annex No. 6).

6.13. The application of disciplinary measures with respect to a student studying under an agreement for paid education services (with the exception of such sanctions as dismissal or admonition) shall serve as the basis for depriving said student of his/her tuition discount.

Tuition discounts shall not be provided to learners who have been subject to disciplinary measures, during the entire effective period of the given sanction (with the exception of measures including dismissal and admonition).

6.14. Application of disciplinary measures to residents shall not exclude the measure of material accountability, which may be imposed at the same time.

6.15. Restitution for material harm (damages) caused by a resident to the University's property, as a result of damaging furniture, bedding and/or other property, can be carried out by him/her voluntarily¹³:

6.15.1. the resident may provide reimbursement voluntarily by handing over to the University the property of equal value, or repairing the damaged property, or paying a monetary sum equal to the actual value of the damaged property via an HSE University's Accounting Office.

¹³ As per Art 1074 of the Civil Code of the Russian Federation, if an underage resident of a dormitory (of 14 to 18 years of age) has no income or other personal property sufficient for reimbursing damages, such damages should be paid for in full or an outstanding amount by his/her parents (or adoptive parents), or legal guardians, unless they prove the damage was caused through no fault of their own.

For this purpose, the resident shall present to the dormitory's administration a written obligation in regard to the reimbursement of the damages, indicating the particular dates.

If a resident, who submitted such an obligation, is dismissed and refuses to fulfil an obligation prior to his/her dismissal from the University, the restitution for the given damages shall be pursued through court;

6.15.2. reimbursement for damages shall be carried out regardless whether or not the resident has been subject to disciplinary, administrative or criminal responsibility for his/her actions (or inactions), through which the damage to the University was caused;

6.15.3. If HSE University's property is damaged by a guest of a dormitory resident, the inviting resident shall be obliged to reimburse this damage.

6.16. If a resident does not provide his/her consent to provide voluntary restitution for material damage (harm) to the HSE University's property by damaging furniture, bedding or other items, reinstatement for such material damage (harm) shall be pursued via legal procedures.

6.17. Students at HSE University, who do not reside in a dormitory, shall bear responsibility for the disciplinary infractions committed by them while on the premises of the dormitory as per the Russian legislation and HSE University's own internal bylaws.

Annex № 1
to the Internal Dormitory Regulations of
National Research University
Higher School of Economics

Template

CERTIFICATE FOR TRANSFER OF PREMISES

Moscow _____ “ ____ ”,
20____.

This Certificate has been drawn up by Manager of Dormitory No. ____ of Office for Dormitory Support, Office for Dormitory, Guesthouse and Recreation Centre Management (National Research University Higher School of Economics) _____, Dormitory Supervisor _____, and Counselor _____, hereby stating that Student _____¹⁴, moving into/vacating¹⁵ Room No. ____ in this dormitory due to the following reason _____

_____, has occupied/transferred ¹⁶ *the room in a clean state; its interiors are in working order; the Student has no outstanding rental debt*¹⁷.

Signed by:

Manager of Dormitory № _____

_____ “ ____ ”, 20____

Supervisor of Dormitory № _____

_____ “ ____ ”, 20____

Counselor for Dormitory № _____

_____ “ ____ ”, 20____

Student (Graduate Student) at Dormitory
№ _____

_____ “ ____ ”, 20____

¹⁴ Status of dormitory resident (student, applicant, graduate student, etc.), and his/her full name should be indicated.

¹⁵ Indicate as appropriate.

¹⁶ Indicate as appropriate.

¹⁷ The words in italics shall be included in the transfer certificate if the student is vacating the dormitory room.

Annex № 2
to the Internal Dormitory Regulations of
National Research University
Higher School of Economics

Template

CERTIFICATE
on Vacating a Living Space in a Dormitory

Moscow _____ “ _____”, 201__

This Certificate on the vacation of a living space in a dormitory (hereinafter, the “Certificate”) has been written up by Manager of Dormitory No. ____ of Office for Dormitory Support, Office for Dormitory, Guesthouse and Recreation Centre Management (National Research University Higher School of Economics) _____, Dormitory Supervisor _____, and Counselor _____, hereby confirming that Student (Graduate Student) _____ of the year (year of study) _____¹⁸, has vacated Room No. _____/_____¹⁹.

As at the date of the signing of this Certificate, the living space is in the following condition: _____.

If the Student (Graduate Student) student is leaving any personal items: _____.

If the Student (Graduate Student) has any lingering debts on dorm tenancy payments and for additional services, as indicated his/her Dormitory Tenancy Agreement:

Signed by:

Manager of Dormitory № _____

_____ “ _____”, 20__

Supervisor of Dormitory № _____

_____ “ _____”, 20__

Counselor for Dormitory № _____

_____ “ _____”, 20__

¹⁸ Full name should be indicated.

¹⁹ Room/ room in an apartment (please indicate as appropriate).

Annex № 3
to the Internal Dormitory Regulations of
National Research University
Higher School of Economics

Template

**CERTIFICATE
on Identification of a Disciplinary Infraction**

Moscow _____ “___”, 20____

This Certificate has been drawn up by:
dormitory number, last names and initials, the positions of staff, who have drawn up this certificate (at least 3 people) should be indicated

E.g.: Deputy Manager of Dormitory No. 4, T.F. Karavayeva, Administrator of Dormitory No. 4 E.M. Sidorova, and Administrator of Dormitory No. 4 N.Y. Petrova, hereby state that

the date, time, circumstances of the given infraction, indicating the paragraph(s) of the Internal Dormitory Regulations of HSE University highlighting respective violations.

E.g., at 10pm, on February 23, 2013, second year Student Ilya Petrovich Sidorov, of the Faculty of Economics, while in Room no. 612 in Dormitory No. 4, was found consuming alcoholic beverages, which is a violation of pp. ___ of p. ____ of the Internal Dormitory Regulations of HSE University.

Signature of persons drawing up this certificate:

list of positions, indicating subdivision, last names and initials of staff members, who have drawn up this Certificate

in the presence of a resident in the living space _____ student of ___ year of the faculty _____ (in an apartment – for apartment-style dormitories)

I hereby confirm that I have been acquainted with the Certificate²⁰

Student of ___ year of the faculty _____
_____, residing in Room № ____ in Dormitory № _____ .

(signature)

(full name)

²⁰ Should the resident refuse to sign the certificate, “refused to sign” shall be noted.

Annex № 4
to the Internal Dormitory Regulations of
National Research University
Higher School of Economics

Template

**REQUEST
to Provide a Written Explanation**

Moscow _____ “___”, 20____

Dear _____ *indicate the full name* of resident of Dormitory No. ____, Apartment/Room No. ____.

I hereby request that you, within 3 (three) academic days, provide the Dormitory Manager with a written explanation with respect to: _____ *date, time, circumstances of the given infraction, indicating the paragraph(s) of the Internal Dormitory Regulations of HSE University highlighting respective violations.*

The request was presented in person to *indicate the full name of student* in presence of *indicate the dormitory number, list of staff, including their positions, last name and initials who is drawing up the certificate (at least 3 persons)*

E.g., Deputy Manager of Dormitory No. 4, T.F. Karavayeva, Administrator of Dormitory No. 4 E.M. Sidorova, and Administrator of Dormitory No. 4 N.Y. Petrova, who hereby state that

Signatures of persons present at handing over this request:
list of positions, respective subdivisions, last names and initials of staff members, who have drawn up the Certificate

Request was accepted.²¹

Student of the ____ year of the faculty _____
_____, residing in Room № ____ in Dormitory № _____

(signature)

(full name)

²¹ Should the resident refuse to sign the notification, “refused to sign” shall be noted.

Annex № 5
to the Internal Dormitory Regulations of
National Research University
Higher School of Economics

Template

CERTIFICATE
on Failure to Provide a Written Explanation

Moscow

_____ “___”, 20_____

This Certificate has been drawn up by:

dormitory number, last names and initials, the positions of staff, who have drawn up this certificate (at least 3 people) should be indicated

E.g., Deputy Manager of Dormitory No. 4 T.F. Karavayeva, Administrator of Dormitory No. 4 E.M. Sidorova, Administrator of Dormitory No. 4 N.Y. Petrova, hereby stating that Student I.P. Sidorov was told to submit a written explanation on _____”____”, _____. The Student refused to provide a written explanation.

Signatures of persons drawing up this Certificate:

list of positions, respective subdivisions, last names and initials of staff members, who have drawn up the Certificate

(signature)

(full name)

Annex № 6
to the Internal Dormitory Regulations of
National Research University
Higher School of Economics

Template

CERTIFICATE
on Refusal to Read Directive on Application of Disciplinary Measures

Moscow _____ “ ____”, 20____

This Certificate has been drawn up by:

dormitory number, last names and initials, the positions of staff, who have drawn up this certificate (at least 3 people) should be indicated

E.g., Deputy Manager of Dormitory No. 4 T.F. Karavayeva, Administrator of Dormitory No. 4 E.M. Sidorova, Administrator of Dormitory No. 4 N.Y. Petrova, hereby stating that Student of the ____ year, of the Faculty/Department _____ (full name of Student), residing in Room No. ____ in Dormitory No.____, was told to read in full Directive No.____, dated____, with respect to the application to him/her of disciplinary measures.

Student _____ refused to acquaint his/herself with the Directive

Signatures of persons drawing up this Certificate:

list of positions, respective subdivisions, last names and initials of staff members, who have drawn up the Certificate

I hereby confirm that I have been acquainted with the Certificate²²

Student of ____ year of the faculty _____
_____, residing in Room № ____ in Dormitory № ____ .

(signature)

(full name)

²² Should the resident refuse to sign the certificate, “refused to sign” shall be noted.

Procedure for Moving from One Dormitory to Another (at the Initiative of a Resident)

1. Residents may move from one dormitory to another only one time within an academic year.
2. Transfers upon the initiative of the resident may be carried out only between Dormitories No.6, No. 8, and “Dubki Student Dormitory”, with the exception of instances specified in p. 2.10.4. of these Regulations.
3. Resident in a dormitory, who wishes to transfer to another University’s dormitory (hereinafter, “applicant”), located in the Moscow Region, hereby submits an application, written up in any format, addressed to the Relocation Committee by the Chamber of Dormitories of the HSE University’s Student Council (hereinafter, “Relocation Committee”).
4. Criteria for applicants:
 - 4.1. no outstanding debt on dormitory rental payments;
 - 4.2. no current disciplinary penalties.
5. The Relocation Committee accepts applications from February 20 until May 15.
6. The Relocation Committee shall agree with the UODO if any vacant places are available in the dormitories.
7. If moving to another dormitory is approved, the UODO shall issue a referral to the relevant dormitory.

Annex № 8
to the Internal Dormitory Regulations of
National Research University
Higher School of
Economics

To be issued on the official letterhead

Health certificate

(first name, family name, date of birth)

To: National Research University Higher School of Economics

Health status at the time of examination:

Radio diagnosis. X-ray data examinations.

Laboratory diagnostics.

Blood test for HIV. Hepatitis B.

Information about vaccinations (with obligatory information about vaccinations against measles) (filled in on the basis of vaccination certificate).

Medical report.

I hereby confirm that _____ --
(First Name, Family Name)

has no infectious diseases, and is allowed to stay in a dormitory.

Name, signature and stamp of the doctor and stamp of a medical institution

Date of the certificate's issue