

Appendix to HSE Directive
 No. 6.18.1-01/2101-01
 dated January 21, 2014
 Approved by HSE Academic Council,
 Minutes No.51 dated December 20, 2013

DORMITORY INTERNAL REGULATIONS of the National Research University Higher School of Economics

These Dormitory Internal Regulations of the National Research University Higher School of Economics (hereinafter, the Regulations) have been developed according to the Housing Code of the Russian Federation; Federal Law No.273-FZ *On Education in the Russian Federation* dated December 29, 2012; Resolution No.306 *On Approval of the Rules for Setting and Determining the Standards of Public Utility Services Consumption* of the Government of the Russian Federation dated May 23, 2006; Resolution No.42 *On Approval of the Rules for Including Residential Premises in Specialized Housing Stock and Approval of Standard Tenancy Agreements for Specialized Housing Stock* of the Government of the Russian Federation dated January 26, 2006; other regulations of the Russian Federation; the Charter and Internal Regulations of the National Research University Higher School of Economics (hereinafter, the University), and constitute the University bylaw governing accommodation rules for University applicants and students, and other issues related to dormitory accommodation. These Regulations and any amendments hereto shall be approved by the University Academic Council.

1. GENERAL PROVISIONS

1.1. A student dormitory of the University (hereinafter, dormitory) is a place for temporary accommodation and residence for the following categories of full-time University students training under core higher education programmes:

1.1.1. out of town students for the programme duration;

1.1.2. out of town doctoral and postdoctoral students, and trainees for the programme duration¹ (hereinafter referred to as students who need accommodation);

1.1.3. foreign nationals admitted to the University as students for the programme duration².

1.2. If there is enough dormitory places for all those falling into the category of students who need accommodation (listed in clause 1.1), and there are vacant places, as determined by the University Committee on Provision of Accommodation in the University Dormitories, these places shall be allocated to out of town attendees of the University preparatory courses for temporary accommodation and residence for the duration of their full-time studies, as well as to out of town applicants for the entrance exams period, provided that they pay accommodation fees and charges for public utility services in the Dormitory (hereinafter, the accommodation fees).

1.3. Those dormitory residents who are University students (hereinafter, the residents) may elect a Student Dormitory Council, an autonomous body that would act on the basis of the provisions

¹Place in a dormitory shall be provided to students who need accommodation if their permanent place of residence is farther than the eighth railway zone of the Moscow oblast.

² Check-in, living in the dormitory and registration of foreign students is subject to the Regulations for Check-in of Foreign Nationals to the Dormitories and Guesthouse of the National Research University Higher School of Economics approved by HSE Directive No.6.18.1-01/1305-06 dated May 13, 2013



approved by majority vote of a general meeting of residents of the corresponding dormitory (Appendix 1).

1.4. Student Dormitory Council

1.4.1. ensures that residents follow these Regulations;

1.4.2. helps to improve social and housing conditions; addresses issues of student life; organises social activities; supports and implements social initiatives; protects and represents resident rights and interests;

1.4.3. jointly with the Dormitory Administration addresses issues of housing conditions and dormitory operations;

1.4.4. maintains and strengthens democratic traditions in the student community;

1.4.5. submits proposals to the Dormitory Administration concerning pastoral support arrangements, leisure activities and living conditions of the residents; promotes healthy lifestyle;

1.4.6. organizes cultural and sporting public events independently together with the residents, subject to approval of the Dormitory Administration;

1.4.7. informs residents about activities of the Student Dormitory Council;

1.4.8. strives to improve the residents' integrity, high moral standards, careful treatment of the University property, commitment to the University traditions and spirit;

1.4.9. fosters residents' creative spirit;

1.4.10. coordinates the work of dormitory floor (apartment) monitors;

1.4.11. engages residents to volunteer community work in the dormitory and the adjacent territory;

1.4.12. helps the Dormitory Administration to ensure the safekeeping of valuables kept in the dormitory and assigned to residents;

1.4.13. liaises with the Dormitory Administration and student councils of the University's academic subdivisions and the University Student Council regarding dormitory activities and disciplinary action for violation of these Regulations against dormitory residents or HSE students who may be present at the dormitory while not residing there.

1.5. The following matters shall be agreed with the Student Dormitory Council:

1.5.1 change of social and living conditions;

1.5.2. schedule of extracurricular events held at the dormitory;

1.5.3. relocation of residents from one dormitory room to another at the initiative of the Dormitory Administration;

1.5.4. resident incentives;

1.5.5. taking disciplinary action for violation of these Regulations against dormitory residents or HSE students who may be present at the dormitory while not residing there.

1.6. The residents shall elect a monitor of each apartment (in apartment-style dormitories) and each floor (in apartment- and corridor-style dormitories) of the dormitory. The monitor shall:

1.6.1. ensure that residents treat the property located at the dormitory and owned by the University with due care;

1.6.2. organize and control residents' cleaning schedules to keep dormitory rooms, common kitchens (in corridor-style dormitories), and apartments (in apartment-style dormitories) clean.

Monitor shall comply with resolutions of the Student Dormitory Council and the Dormitory Administration.



2. DORMITORY CHECK-IN/CHECKOUT PROCEDURES AND PAYMENT OF ACCOMMODATION FEES

2.1. Dormitory accommodation shall be provided to students who need accommodation by the University Social Services Office (hereinafter, the SSO) in compliance with the procedures established in the University based on:

- a University directive on accommodation provision;
- a referral issued by the Social Services Office;
- a health certificate;
- a Dormitory Tenancy Agreement made between the resident and the University.

The Dormitory Tenancy Agreement shall be signed for the duration of the resident's studies.

2.2. A University directive on accommodation provision shall be drawn up by the SSO before September 20 for first-year students and before November 20 for preparatory course attendees and doctoral students.

2.3. To check in to a dormitory, students who need accommodation shall receive an Accommodation Referral from the SSO based on the relevant admission directive, a health certificate and health insurance policy.

2.4 Accommodation Referral is valid within 5 calendar days from the issuing date. Within the said period, students who need accommodation must check in to the dormitory or notify the Dormitory Manager of their inability to check in for a valid reason. Failure to do so renders the Referral invalid.

2.5. The dormitory check-in procedure is executed by the Dormitory Administration.

2.6. When the residents check into the dormitory, the Dormitory Administration must ensure that they have read and understood these Regulations (and acknowledged it by signature), and conduct safety and fire prevention training.

2.7. Pursuant to the University directive on accommodation provision, the Dormitories Director shall conclude Dormitory Tenancy Agreements:

- before October 15 with students;
- before December 1 with doctoral and postdoctoral students.

The Dormitory Tenancy Agreement shall be made in two copies, one for the resident and the other for the corresponding Dormitory Manager.

2.8. Resident registration shall be held according to the procedure established by the Russian legislation.

2.9. Upon the resident's written request, he/she may be relocated by the Dormitory Manager from the currently occupied room to

2.9.1. another vacant room;

2.9.2. another occupied room with the consent of the resident he/she is planning to exchange with.

2.10. Residents may be relocated from one room to another by the Dormitory Manager or from one dormitory another by the SSO, if necessary and agreed with the Student Council (in case of renovation works, conflicts between residents, etc.).

Residents cannot be relocated to a different dormitory at their request, except when relocation is required for medical reasons. In this case, the resident shall be relocated to a different dormitory by the SSO resolution based on a medical assessment report submitted by the resident.

2.11. Dormitory accommodation fees are paid by residents for the period starting from the actual date of check-in to the dormitory (once the allocated place is occupied):



2.11.1. during their stay in the dormitory, on a monthly basis within five calendar days following the reporting month;

2.11.2. for the entire period of stay in the dormitory, irrespective of their absence from the dormitory, including periods of³:

- vacation;
- exceptional leave of absence;
- maternity leave;
- childcare leave;
- internship outside the Russian Federation.

2.12. The accommodation fee amount is set out by the University bylaws adopted with due consideration to the opinion of the University Student Council. The University may reduce the accommodation fee amount payable by the residents or exempt certain categories of residents from paying them in the cases and according to the procedures set out by the University.

2.13. Dormitory rooms shall be provided free of charge and with priority to the following students:

2.13.1. orphaned children and children without parental care;

2.13.2. persons with disability of category I and II, persons with lifelong disabilities;

2.13.3. persons exposed to radiation as a result of Chernobyl disaster and other nuclear disasters, or nuclear tests at the Semipalatinsk test site;

2.13.4. persons disabled as a result of a military injury or disease contracted during military service, and combat veterans;

2.13.5. persons who served at least 3 years under an enlistment contract in the Armed Forces of the Russian Federation, internal troops of the Ministry of Internal Affairs of the Russian Federation, engineering or road-building military units under federal executive bodies and military rescue units of the federal executive body authorised to resolve civil defence matters, Foreign Intelligence Service of the Russian Federation, federal security services, government security services and federal agency for mobilisation training of government authorities of the Russian Federation for military positions subject to replacement by soldiers, seamen, sergeants, petty officers, and dismissed from military service on the grounds specified in subitems “b”-“d” item 1, subitem “a” item 2 and subitems “a”-“c” item 3, Article 51 of the Federal Law No.53-FZ *On Military Duty and Military Service* dated March 28, 1998;

2.13.6. persons entitled to state social benefits.

2.14. The SSO jointly with the Dormitory Administration shall monitor payment of accommodation fees by the residents.

2.15. A Dormitory Tenancy Agreement may be terminated:

2.15.1. anytime if agreed by the parties;

2.15.2. anytime by the resident’s decision;

2.15.3. by court order upon the University’s request in the event of the resident’s failure to meet his/her obligations thereunder and in the following cases:

- the resident’s failure to pay the accommodation fees for six month in a row;
- destruction of or damage to the dormitory room caused by the resident or other persons whose actions he/she is responsible for;
- regular violations of the rights and lawful interests of the neighbours, which makes it impossible to share one dormitory room;

³ If the resident failed to submit to the Dormitory Manager a paper-based request indicating his/her refusal to use the dormitory during the absence period



- improper use of the dormitory room;
- in other cases set forth in the Russian legislation.

2.16. A Dormitory Tenancy Agreement may end due to the loss (destruction) of the dormitory room, due to the resident ending his/her studies, and for other reasons set forth in the Housing Code of the Russian Federation.

2.17. If the Dormitory Tenancy Agreement is cancelled or terminated, in particular, due to the end of the resident's University studies or due to his/her dismissal from the University, the resident shall vacate the occupied room within three calendar days, leaving it clean and with no accommodation fees outstanding, and return all assigned equipment in working condition to the Dormitory Administration against a Delivery and Acceptance Certificate (Appendix 2).

If the Resident refuses to vacate the dormitory room occupied by him/her under the Dormitory Tenancy Agreement, he/she shall be evicted by court order.

The Dormitory Administration is not liable for any personal belongings of the resident left by him/her after vacating the dormitory room.

2.18. The conditions of taking up dormitory rooms by students on exceptional leave of absence, maternity leave, and childcare leave are set forth by the SSO.

2.19. Married students may receive a dormitory place (room) only if both spouses are students of the University.

The SSO shall review accommodation requests submitted by married students and make the final decision.

3. DORMITORY ACCESS PROCEDURES

3.1. When entering the dormitory:

3.1.1. Residents must show a pass;

3.1.2. University employees must show a pass or an ID badge;

3.1.3. University students who are not dormitory residents must show a pass at the security desk;

3.1.4. Persons who do not work or study at the University (hereinafter, guests) must show their ID document at the security desk and get a guest pass.

The security staff register guests in a special registration log, specifying their entry and exit times, the room and name of the resident they are visiting, and their passport details. After that, guests may enter the dormitory accompanied by the host resident.

3.2. Guests are allowed to stay in the dormitory from 08:00 until 23:00 only in the company of the host resident (this requirement does not apply to parents who visit residents). The Dormitory Administration, if agreed with the Student Dormitory Council, may independently limit the visiting period for residents' guests.

The host residents (along with the Dormitory Administration) must ensure that their guests leave in a timely manner and comply with these Regulations. Guests must not disturb the residents living in the same room or apartment (in apartment-style dormitories) with the host resident.

3.3. Bulky items may be removed from the dormitory only upon receiving a corresponding pass from the Dormitory Supervisor, Dormitory Manager or Deputy Manager. Bulky items brought to or removed from the dormitory must be registered in the registration log by the Dormitory Supervisor, Dormitory Manager or Deputy Manager.

4. RESIDENTS' RIGHTS AND OBLIGATIONS

4.1. Residents are entitled to:



- 4.1.1. live in the dormitory room assigned to them for their studies duration, provided that they comply with these Regulations and the signed Dormitory Tenancy Agreement;
 - 4.1.2. use the dormitory's self-study, recreation and utility rooms, equipment and appliances;
 - 4.1.3. notify the Dormitory Manager of any required repair or replacement of any broken equipment and appliances that broke down while in operation;
 - 4.1.4. move to a different dormitory room with the consent of the Dormitory Manager as per clause 2.9;
 - 4.1.5. participate in establishment of the Student Dormitory Council and be elected as its member;
 - 4.1.6. participate in all matters relating to improvement of living conditions for the residents, pastoral support and leisure activities through the Student Dormitory Council;
 - 4.1.7. use household appliances installed in the dormitory with due regard to the fire prevention and safety rules;
 - 4.1.8. submit proposals for improvement of living conditions and complaints about the dormitory maintenance directly to the Dormitory Manager or through the Student Dormitory Council;
 - 4.1.9. have guests from 8:00 until 23:00 unless the Dormitory Administration, upon agreement with the Student Dormitory Council, changes the visiting period for residents' guests;
 - 4.1.10. have access to the dormitory kitchen 24 hours a day;
 - 4.1.11. use a shower room between 7:00 and 1:00, except for the period between 13:00 and 17:00 when sanitary procedures are carried out there (for corridor-style dormitories);
 - 4.1.12. apply to the Dormitory Administration in writing to obtain a permission for holding events (birthday parties, celebrations) with indication of the event type, its time and location;
 - 4.1.13. read formal job descriptions of the dormitory employees.
- 4.2. Residents undertake to:
- 4.2.1. provide documents for resident registration and military registration in accordance with the procedures established in the University;
 - 4.2.2. inform the Dormitory Manager in advance and in writing about their absence from the dormitory for over five days in a row (or by registering and signing in the student accommodation log that can be found at the Dormitory Receptionist's);
 - 4.2.3. submit a health certificate to the Dormitory Manager annually before September 10;
 - 4.2.4. pay accommodation fees, as per clause 2.11, and provide a receipt to the Dormitory Manager each month within five calendar days from the payment date;
 - 4.2.5. maintain quietness in the dormitory from 23:00 to 6:00 on weekdays and from 23:00 to 9:00 at the weekend, except for official holidays;
 - 4.2.6. observe these Regulations, fire prevention regulations and safety rules; any use of open fire (candles, fireworks, etc.) in the dormitory room is strictly prohibited;
 - 4.2.7. treat dormitory premises, appliances and equipment with due care; never stick any notices, timetables, etc. on furniture, household appliances, room walls or common areas except for specially designated places (bulletin boards);
 - 4.2.8. return the occupied room to the Dormitory Administration against a delivery and acceptance certificate upon checking out from the dormitory due to end of studies or any other reason;
 - 4.2.9. save electricity, gas and water; keep the dormitory rooms and common areas clean and tidy;
 - 4.2.10. clean dormitory rooms and follow an established cleaning schedule to clean dormitory kitchen and other common areas⁴;

⁴ Common areas are to be cleaned only by residents of apartment-style dormitories



- 4.2.11. refrain from connecting electric appliances to a faulty powerline and making unauthorised repairs of the powerline (if a fault in the powerline is discovered, the Dormitory Administration must be notified immediately), strictly adhere to the household appliance manuals;
- 4.2.12. reimburse any material damage caused, pursuant to the current Russian legislation and the Dormitory Tenancy Agreement;
- 4.2.13. avoid coming to the dormitory in a state of alcohol, drug or other intoxication; never store, consume or distribute in the dormitory alcohol, beer or other alcoholic drinks, narcotics or psychotropic drugs, as defined by the Ministry of Health and Social Development of the Russian Federation;
- 4.2.14. refrain from smoking or storing hookah anywhere on the dormitory premises;
- 4.2.15. smoke only in specially designated areas;
- 4.2.16. refrain from storing explosives, hazardous chemical substances and firearms or sidearms of any kind in the dormitory;
- 4.2.17. prevent unauthorised stay of guests in the dormitory and/or their arrival to the dormitory out of hours stipulated by these Regulations (including night hours);
- 4.2.18. refrain from letting other people live in their dormitory rooms;
- 4.2.19. refrain from unauthorised room change or moving the University property from one dormitory room to the other;
- 4.2.20. move from one room to another, if requested by the Dormitory Manager, or from one dormitory to another, if requested by the SSO, if necessary and agreed with the Student Dormitory Council (in case of renovation works, conflicts between residents, etc.);
- 4.2.21. refrain from installing additional locks to the room door, replacing or altering them without the Dormitory Manager's consent;
- 4.2.22. refrain from storing bulky items in a way that might prevent other residents from using the dormitory rooms;
- 4.2.23. refrain from keeping pets in the dormitory;
- 4.2.24. refrain from using the assigned dormitory rooms for business;
- 4.2.25. inform the Dormitory Administration immediately of any discovered fault in the dormitory room or in sanitary or other equipment located in it;
- 4.2.26. grant access to the dormitory room to the staff of the dormitory, HSE and the company responsible for dormitory maintenance under corresponding agreements in order to carry out works, inspect the dormitory room to monitor compliance with the current Russian legislation on dormitory use and with these Regulations, as well as to check the safekeeping of the property;
- 4.2.27. refrain from bringing to the dormitory any unauthorised equipment or devices that are not allowed under the sanitary or fire safety regulations or because they exceed the permitted electrical load of the given dormitory;
- 4.2.28. refrain from any verbal abuse or insults towards the dormitory staff and residents;
- 4.3. When necessary, a special committee of at least two members will inspect the common areas in the resident's absence; inspection of the dormitory room may be carried out in the presence of at least one of its residents. The committee may include security staff members, University or dormitory management representatives and Student Dormitory Council representatives.
- 4.4. Dormitory residents who comply with these Regulations and actively participate in creating a cosy atmosphere, holding cultural and sporting events, and maintaining public order may receive a special commendation on recommendation from the Student Dormitory Council and the Head of Office for Dormitory Operation and Maintenance.



5. RIGHTS AND OBLIGATIONS OF THE DORMITORY ADMINISTRATION

- 5.1. Direct supervision over the dormitory is vested in the Dormitory Manager appointed to this position pursuant to the Directive of the University Rector or any other authorised person according to the established allocation of duties.
- 5.2. The Dormitory Manager shall:
- 5.2.1. organize the dormitory operations in compliance with the Russian legislation, the University Charter, these Regulations and other University bylaws, and resolutions of the University management and regulatory bodies;
 - 5.2.2. give instructions (within the Dormitory Manager's competence) binding on all personnel of the relevant dormitory;
 - 5.2.3. ensure compliance (within the Dormitory Manager's competence) with these Regulations, the Russian legislation, the University Charter and bylaws, and the resolutions of the University management and regulatory bodies;
 - 5.2.4. manage the process of residents checking into the dormitory based on the accommodation referral issued by the SSO;
 - 5.2.5. provide residents with the necessary equipment and appliances in compliance with the standard requirements and the University management resolutions on the issue;
 - 5.2.6. ensure that bedding is changed as per the sanitary regulations;
 - 5.2.7. consider resident comments on the dormitory maintenance and proposals to improve living conditions;
 - 5.2.8. ensure that the dormitory premises and the adjacent territory are clean and tidy;
 - 5.2.9. conduct resident training and take steps to ensure that safety and fire prevention rules are observed, hold major cleans of the dormitory rooms and the adjacent territory;
 - 5.2.10. take steps to keep the dormitory rooms in line with the sanitary regulations and standards;
 - 5.2.11. jointly with the University Office for Dormitory Operation and Maintenance (hereinafter, the ODOM) supply the dormitory with furniture, equipment, bedding and other resources;
 - 5.2.12. if necessary, initiate renovation of the dormitory rooms and equipment, ensure proper maintenance of the vegetation and territory assigned to the dormitory;
 - 5.2.13. ensure that lavatories, shower rooms (for corridor-style dormitories only), corridors and utility rooms are cleaned properly;
 - 5.2.14. jointly with the SSO and the ODOM provide residents with the place for self-study (for corridor-style dormitories), and if possible, for cultural and sporting public events;
 - 5.2.15. if any of the residents falls ill, relocate him/her to a separate room (isolation ward) based on the recommendations of the attending physician;
 - 5.2.16. take steps to improve living, cultural and housing conditions in the dormitory, take timely measures to implement resident proposals, and inform them about the decisions made;
 - 5.2.17. jointly with the University Department for Maintenance of Academic and Administrative Buildings, provide the necessary heating and lighting in the dormitory in compliance with the sanitary regulations and occupational safety rules;
 - 5.2.18. ensure that documents are duly submitted to the authorised bodies for resident registration;
 - 5.2.19. promptly remedy any faults in the utility equipment of the dormitory, jointly with the relevant University subdivisions;
 - 5.2.20. ensure that bedding is changed at least once every seven calendar days;
 - 5.2.21. ensure daily inspection of the dormitory premises to detect any faults in the maintenance and sanitary conditions and take timely measures to remedy them;



- 5.2.22. assist the Student Dormitory Council in its efforts to improve housing conditions, leisure and recreational activities;
- 5.2.23. provide a written consent or a substantiated refusal in response to resident requests within 24 hours from their receipt, as per clause 4.1.12;
- 5.2.24. ensure safety of the dormitory residents and employees in cooperation with the dormitory security staff and the University Security Office;
- 5.2.25. fulfil other duties in relation to the dormitory operations, as well as duties stipulated by the *Regulations for the Office for Dormitory Operation and Maintenance* and other bylaws;
- 5.3. The Dormitory Manager, within his/her competence, may:
 - 5.3.1. submit proposals on improvement of the living conditions to the Head of the Office for Dormitory Operation and Maintenance;
 - 5.3.2. submit proposals for disciplinary action against residents to the University Student Affairs Committee;
 - 5.3.3. make decisions on resident relocation from one room to another pursuant to clause 2.10;
 - 5.3.4. request documents from the residents for the purposes of resident registration and military registration,
 - 5.3.5. demand due payment of accommodation fees from the residents,
 - 5.3.6. demand room access for the dormitory staff to conduct necessary repairs or carry out technical and sanitary inspection of the premises, sanitary facilities and other equipment;
 - 5.3.7. require compliance with safety regulations, fire prevention rules, and these Regulations.

6. LIABILITY FOR VIOLATION OF THESE REGULATIONS

- 6.1. Residents may face disciplinary action, pursuant to the Russian legislation, the University Charter and other bylaws, for violation of these Regulations, including:
 - 6.1.1. regular breach of the rights and lawful interests of roommates and other residents;
 - 6.1.2. storage, distribution or consumption on the dormitory premises of toxic substances, narcotics and psychotropic drugs, as defined by the Ministry of Health and Social Development of the Russian Federation; staying in the dormitory while under the influence of drugs or other toxic substances;
 - 6.1.3. staying on the dormitory premises while under the influence of alcohol, as well as distributing or consuming alcoholic beverages, beer and beer-based beverages in the dormitory;
 - 6.1.4. smoking outside the specially designated smoking areas;
 - 6.1.5. storage of explosives, hazardous chemical substances, and any firearms or sidearms;
 - 6.1.6. violation of these Regulations and committing unlawful acts resulting in socially dangerous consequences for life and health of other dormitory residents, their guests and/or staff, and damage to the University goodwill and/or property;
 - 6.1.7. single gross violation or regular violations of the accommodation procedures set forth by these Regulations;
 - 6.1.8. failure to appropriately submit documents for military registration;
 - 6.1.9. imposition of a legal liability, including a criminal conviction for unlawful acts resulting in socially dangerous consequences for the University, the residents or staff;
 - 6.1.10. verbal or physical abuse of the dormitory residents, their guests, or dormitory staff;
 - 6.1.11. regular failure to maintain adequate sanitary conditions in the occupied room;
 - 6.1.12. sharing the University or dormitory pass with third persons;



6.1.13. absence from the dormitory for no valid reason and without prior written notification of the Dormitory Administration for two months during the academic year;

6.1.14. in other cases stipulated by the Russian legislation.

6.2. The following disciplinary measures may be imposed on the residents for violation of these Regulations:

a) admonition;

b) reprimand;

c) expulsion from the University.

6.3. The disciplinary measures are selected based on the gravity of misconduct, its reasons and circumstances, previous behaviour of the resident, his/her psychophysical and emotional state, as well as the opinion of the Student Dormitory Council, the University Student Council, and the council of parents of underage students.

6.4. Being under the influence of alcohol, drugs or other toxic substances while breaching the discipline shall be deemed an aggravating factor.

6.5. For misconduct defined in clauses 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.1.6, 6.1.9, and 6.1.10, residents can face disciplinary action in the form of expulsion from the University.

For regular misconduct defined in clauses 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.1.6, 6.1.9, and 6.1.10, underage residents can face disciplinary action in the form of expulsion from the University.

6.6. Residents, parents (legal guardians) of underage residents may appeal against the disciplinary measures and their imposition on the residents to the Committee for the settlement of disputes between parties to educational relationships.

6.7. No disciplinary punishment may be imposed on residents when they are ill, on vacation, exceptional leave of absence, maternity leave, or childcare leave.

6.8. Any disciplinary measure shall be imposed on/lifted from residents in compliance with the *Procedures for Taking Disciplinary Action against Students*, approved by Directive No.185 of the Ministry of Education and Science of the Russian Federation dated March 15, 2013.

6.9. The Dormitory Manager shall request a written explanation from the resident (Appendix 5) within three working days from the date of misconduct. If no explanation is received within this period, the Dormitory Manager shall draw up the statement to the effect (Appendix 3).

The resident's refusal to provide a written explanation shall not impede disciplinary action against the resident.

Documents concerning the resident's violation of these Regulations (resident's explanatory letter, Dormitory Manager's or Deputy Manager's official memorandum, other documents) shall be sent to the ODOM Head within three working days from the date of receiving the written explanation from the resident or the expiry of the period for giving such explanation.

The ODOM Head shall review the submitted documents within two working days and then forward them, along with the proposed disciplinary measure, to the head of the University's academic subdivision to which the resident is assigned, where these documents shall be reviewed by the Faculty Student Affairs Committee.

The head of the University's academic subdivision shall arrange a review of the submitted documents by the Faculty Student Affairs Committee within five working days from the date of receipt.

The decision of the Faculty Committee on the recommended disciplinary measure shall be forwarded by the head of the University's academic subdivision to the vice-rector for academic affairs of the faculties within two working days from the date of issue.



Within seven working days, based on the submitted documents, the vice-rector for academic affairs of the faculties shall make a decision on convening the All-University Student Affairs Committee to decide whether to impose the disciplinary measure on the resident.

The issue of taking disciplinary action may be considered by the All-University Student Affairs Committee without the Faculty Committee's decision.

6.10. Decisions of the All-University Student Affairs Committee shall constitute a basis for imposing the disciplinary measure on the resident and issuing the corresponding directive by the Rector or any other authorised person according to the established allocation of duties in the University. The ODOM Head shall prepare and approve the draft directive according to the established procedure. The draft directive shall be accompanied by statements, certificates and/or other documents confirming the misconduct and the resident's fault, as well as the resident's explanation.

6.11. The All-University Student Affairs Committee shall impose disciplinary measure on the resident within one month from the date when the violation was revealed, excluding the period of illness, vacation, exceptional leave of absence, maternity leave or childcare leave.

6.12. The Dormitory Administration shall ensure that the resident subject to disciplinary action has read, understood and acknowledged by signature the directive on taking disciplinary action within three working days from its date of issue. If the Resident refuses to acknowledge the directive by signature, a statement to the effect shall be drawn up (Appendix 4).

When necessary, the ODOM Head or the Dormitories Director may bring the directive to the attention of other residents as a cautionary measure.

6.13. Disciplinary action taken against the resident in cases stipulated by these Regulations provides grounds for revoking the previously granted tuition fee discounts.

Residents subject to disciplinary measure shall not receive a tuition fee discount until the said measure is lifted.

6.14. Pecuniary liability may be imposed on residents at the same time as the disciplinary measures.

6.15. Residents shall be offered to indemnify against any damage (loss) to the University property (furniture, bedding, etc.) voluntarily⁵; otherwise the damages will be recovered by court order.

6.15.1. Residents shall cover the damage voluntarily through a transfer of the property of equal value to the University, repair of the damaged property, or payment in the amount equal to the direct actual damage via the University Accounting Office.

Residents shall submit a written commitment to the Dormitory Administration to indemnify against damage specifying exact deadlines.

If the resident who made such a commitment is expelled from the University and refuses to compensate for the said damage before expulsion, the said damage shall be recovered by court order.

6.15.2. Compensation for damages is made irrespective of the resident being subject to disciplinary and administrative measures or criminal liability for actions (inaction) which caused damage to the University.

6.15.3. If the University's property is damaged by the resident's guest, the liability for damages is imposed on the host resident.

⁵ Pursuant to Article 1074 of the Civil Code of the Russian Federation, if an underage resident aged 14-18 years does not have income or other property sufficient to cover the damage, it shall be covered in full or in part by parents (adoptive parents) or legal guardian of the underage resident, unless they can prove that the damage is not their fault.



6.16. HSE students who are not dormitory residents shall be liable for misconduct on the dormitory premises in compliance with the Russian legislation and the HSE bylaws.



Appendix 1
to Dormitory Internal Regulations
of the National Research University
Higher School of Economics

Approved at the general meeting of dormitory residents
on _____ 20____

DRAFT REGULATIONS
on Student Dormitory Council
of the National Research University Higher School of Economics

1. General Provisions

1.1. A Student Dormitory Council of the National Research University Higher School of Economics (hereinafter, the Student Dormitory Council) is a governing body of students of the National Research University Higher School of Economics who are residing in the dormitory (hereinafter, the residents).

The Student Dormitory Council is established to exercise the right of residents to participate in management of the dormitory.

1.2. The Student Dormitory Council represents the interests of the residents within the scope of its competence.

1.3. The Student Dormitory Council shall be ruled by the Constitution of the Russian Federation, the Federal Law No. 273-FZ “*On Education in the Russian Federation*” dated December 29, 2012, the Charter of the National Research University Higher School of Economics (hereinafter, the University), and the Dormitory Internal Regulations of the University.

1.4. The Student Dormitory Council carries out pastoral, cultural, sports and health and preventive activities among the residents, as well as activities aimed at establishment and compliance with the sanitary norms and public order in the dormitory.

1.5. The Student Dormitory Council coordinates its activities together with the Dormitory Administration, Social Services Office, Office for Dormitory Operation and Maintenance, faculty supervisors, the All-University and Faculty Student Affairs Committees.

1.6. Decisions on establishment of the Student Dormitory Council, change in its composition, and early termination of powers are made at a general meeting of dormitory residents.

2. Composition of the Student Dormitory Council

2.1. Composition of the Student Dormitory Council depends on its goals and objectives based on proposals submitted by the residents.

2.2. Any dormitory resident who is not under disciplinary action may become a member of the Student Dormitory Council.

2.3. The Student Dormitory Council is headed by a Chair elected from among its members by a simple majority vote for a period not exceeding 3 years.

The Student Dormitory Council may elect deputy chairs for various matters concerning living conditions and leisure activities of the residents.

2.4. Chair of the Student Dormitory Council performs his\her duties together with the Student Dormitory Council and the Dormitory Administration.

2.5. Instructions by the Chair of the Student Dormitory Council are binding upon all dormitory residents.

2.6. Chair of the Student Dormitory Council is in charge of the following:



- 2.6.1. management of the Student Dormitory Council;
- 2.6.2. presenting draft operating plans of the Student Dormitory Council to be discussed by the Council and agreed on by the residents and the Dormitory Administration;
- 2.6.3. assistance to the Dormitory Administration in monitoring residents' compliance with the Dormitory Internal Regulations;
- 2.6.4. reviewing best practices of Student Dormitory Councils of other higher education institutions;
- 2.6.5. allocation of duties among members of the Student Dormitory Council pursuant to these Regulations;
- 2.6.6. preparation and presentation of progress reports on operation of the Student Dormitory Council at general meetings of the dormitory residents.
- 2.7. The Chair of the Student Dormitory Council shall authorise one of his\her deputies to perform the Chair's duties during his\her absence.
- 2.8. Chair of the Student Dormitory Council and his\her deputies can be re-elected to a new term by a majority vote of the Student Dormitory Council members.

3. Goals and Objectives of the Student Dormitory Council

- 3.1. Within the scope of its goals and objectives, the Student Dormitory Council shall:
 - 3.1.1. help the Dormitory Administration to keep the dormitory clean and tidy, and ensure observance of the Dormitory Internal Regulations by all residents;
 - 3.1.2. improve social, housing and living conditions, resolve issues relating to student life, promote their social activities, support and implement social initiatives, protect and represent rights and interests of the residents;
 - 3.1.3. assist the residents in resolution of educational, social, housing and other issues affecting their interests;
 - 3.1.4. create conditions for fostering social responsibility in young adults;
 - 3.1.5. participate in resolution of current issues relating to dormitory operations;
 - 3.1.6. participate in improvement of social, housing and living conditions, resolution of issues concerning student life, promotion of student social activities, support and implementation of social initiatives, protection and representation of rights and interests of the residents;
 - 3.1.7. liaise with the Dormitory Administration to address issues of living conditions and dormitory operations;
 - 3.1.8. submit proposals to the Dormitory Administration concerning pastoral support arrangements, leisure activities and living conditions of the residents, promotion of healthy lifestyle;
 - 3.1.9. hold cultural and sporting public events together with the Dormitory Administration;
 - 3.1.10. inform the residents of activities of the Student Dormitory Council;
 - 3.1.11. coordinate activities of the floor and apartment monitors;
 - 3.1.12. engage residents in volunteer community work in the dormitory and its adjacent territory;
 - 3.1.13. assist the Dormitory Administration in monitoring the safekeeping of valuables located in the dormitory and assigned to residents;
 - 3.1.14. cooperate with the Student Councils of the University's academic subdivisions and the University Student Council on the issues relating to dormitory operations;
 - 3.1.15. help to resolve social, housing and other issues affecting interests of the residents;
 - 3.1.16. help to resolve current issues relating to the dormitory operations;
 - 3.1.17. support and strengthen democratic traditions in the student community;



- 3.1.18. arrange pastoral support, leisure activities and living conditions of the residents, promote healthy lifestyle;
- 3.1.19. promote the residents' integrity, high moral standards, careful treatment of the University property, commitment to the University traditions and spirit;
- 3.1.20. ensure openness of all aspects of the student community life through mass media;
- 3.1.21. promote creativity in residents;
- 3.1.22. review the matters of imposing disciplinary measures on residents and draw up substantiated conclusions.

4. Rights of the Student Dormitory Council

To achieve its objectives, the Student Dormitory Council has the right to:

- 4.1. request and obtain the necessary information, documents and analysis findings relating to the Student Dormitory Council competence from the Dormitory Administration;
- 4.2. resolve routine issues of resident life within its competence;
- 4.3. ensure that the Dormitory Administration and Office for Dormitory Operation and Maintenance improve housing and living conditions and resolve the dormitory maintenance issues;
- 4.4. demand that the Dormitory Administration review the Student Dormitory Council requests that relate to interests of the residents while not worsening the conditions of the dormitory building operation;
- 4.5. participate in settlement of social and legal issues of the residents;
- 4.6. protect rights of the residents relating to their stay in the dormitory;
- 4.7. impose community sanctions on residents who violate the Dormitory Internal Regulations;
- 4.8. request the Dormitory Administration to take relevant measures, if the resident submits a substantiated complaint about inadequate quality of the services rendered, as per the Dormitory Internal Regulations.

5. Responsibilities of the Student Dormitory Council

The Student Dormitory Council shall:

- 5.1. inform the residents and the Dormitory Administration of the different aspects of resident life;
- 5.2. actively engage residents in different areas of the dormitory life;
- 5.3. foster social engagement in residents;
- 5.4. represent resident interests to the Dormitory and University Administration.

6. Work Arrangements of the Student Dormitory Council

- 6.1. The Student Dormitory Council shall convene at least quarterly according to the schedule drawn up for each academic year. Resolutions are adopted by a majority vote of the Council members.
- 6.2. To organize its activities, the Student Dormitory Council may use different communication means, including the dormitory bulletin boards and public address system, subject to the Dormitory Manager's consent.

7. Amendments

- 7.1. Any amendment to these Regulations shall be approved at a general meeting of the dormitory residents by a simple majority vote.
- 7.2. Chair of the Student Dormitory Council, his/her deputies and the Dormitory Administration shall ensure compliance with these Regulations.



Appendix 2
to Dormitory Internal Regulations
of the National Research University
Higher School of Economics

CERTIFICATE

Moscow

« ____ » _____ 20__

This Certificate is made by _____, Manager of Dormitory No. _____ of the Office for Dormitory Operation and Maintenance of the National Research University Higher School of Economics, _____, Supervisor of the said Dormitory, and _____, Tutor of the Social Services Office, to confirm that the student, _____, is vacating room/apartment No. _____ in the said Dormitory due to _____. The specified room/apartment is returned clean, all its fittings are in working order, and the student has no accommodation fees overdue.

Signatures:

Manager of the Dormitory No. _____

« ____ » _____ 20__

Supervisor of the Dormitory No. _____

« ____ » _____ 20__

Tutor of the Dormitory No. _____

« ____ » _____ 20__

Student of the Dormitory No. _____

« ____ » _____ 20__



Appendix 3
to Dormitory Internal Regulations
of the National Research University
Higher School of Economics

STATEMENT

Moscow

« ____ » _____ 20__

This Statement is drawn up by:

list positions with the number of the relevant dormitory, initials and last names of persons who have drawn up this Statement (three persons or more)

Example: T.F. Karayeva, Deputy Manager of Dormitory No. 4; E.M. Sidorova, Receptionist of Dormitory No.4; N.U. Petrova, Receptionist of Dormitory No.4 to report that

state the date, time and circumstances of misconduct and the clauses of the HSE Dormitory Internal Regulations that had been violated.

Example: on February 25, 2013, at 10 p.m. Ilya Petrovich Sidorov, a Year 2 student of the Faculty of Economics, consumed alcohol in room 612 of the said Dormitory, thus violating subclause ____, clause ____ of the HSE Dormitory Internal Regulations.

On February 28, 2013, Ilya Petrovich Sidorov was requested to provide a written explanation of his misconduct. The written explanation has been provided (enclosed)/The student refused to provide a written explanation.

Signatures of persons who have drawn up this Statement:

list positions and the relevant subdivision, initials and last names of persons who have drawn up this Statement

I have read and understood this Statement⁶.

Year ____ student ____ of the Faculty _____, residing at the room/apartment No. ____ of Dormitory No. _____

(signature)

(full name)

⁶ *Refused to sign* note must be added, should the student refuse to sign this document in acknowledgement.



Appendix 4
to Dormitory Internal Regulations
of the National Research University
Higher School of Economics

STATEMENT

Moscow

« ____ » _____ 20__

This Statement is drawn up by:

list positions with the number of the relevant dormitory, initials and last names of persons who have drawn up this Statement (three persons or more)

Example: T.F. Karayeva, Deputy Manager of Dormitory No. 4; E.M. Sidorova, Receptionist of Dormitory No.4; N.U. Petrova, Receptionist of Dormitory No.4 to certify that ____ (*specify full name*), a Year__ student of the Faculty/School _____, residing at the room/apartment No. _____ was offered to read the Directive No. _____ dd. _____ on taking disciplinary action against this student.

The student _____ refused to acknowledge the Directive.

Signatures of persons who have drawn up this Statement:

list positions and the relevant subdivision, initials and last names of persons who have drawn up this Statement

I have read and understood this Statement⁷.

Year__ student ____ of the Faculty _____, residing at the room/apartment No. ____ of Dormitory No. _____

(signature)

(full name)

⁷ Refused to sign note must be added, should the student refuse to sign this document in acknowledgement.



Appendix 5
to Dormitory Internal Regulations
of the National Research University
Higher School of Economics

NOTICE

Moscow

« ____ » _____ 20 ____

To the attention of _____ *state full name*, resident of the Dormitory No. _____,
apartment/room No. _____

Please provide the Dormitory Manager with a written explanation concerning the _____

state the date, time and circumstances of misconduct and the clauses of the HSE Dormitory Internal Regulations that had been violated within three academic days.

This Notice is served to *state full name of the student* in the presence of *list positions with the number of the relevant dormitory, initials and last names of persons who have drawn up this Notice (three persons or more)*

Example: T.F. Karayeva, Deputy Manager of Dormitory No. 4; E.M. Sidorova, Receptionist of Dormitory No.4; N.U. Petrova, Receptionist of Dormitory No.4.

Signatures of persons present when the Notice had been served:

list positions with the number of the relevant dormitory, initials and last names of persons who have drawn up this Notice

I have read and understood the Notice⁸.

Year ____ student ____ of the Faculty _____
_____, residing at the room/apartment No. ____ of
Dormitory No. _____

(signature)

(full name)

⁸ *Refused to sign* note must be added, should the student refuse to sign this document in acknowledgement.

