|  |
| --- |
| Annex  |
| APPROVED by HSE University Director No. \_\_\_\_\_\_\_\_\_\_, dated\_\_\_   |

**Procedures for**

**the Provision of Places in Dormitories at**

**National Research University Higher School of Economics**

**1. General Provisions**

* 1. The procedures for the provision of places in the dormitories[[1]](#footnote-1) of National Research University Higher School of Economics (Moscow campus) (hereinafter the “Procedures”, “HSE University” or the “University”, respectively) establish the categories of persons/parties, who may be granted places in HSE University dormitories, as well as the rules for the distribution of places in the University’s dormitories.
	2. These Procedures have been developed and approved as per part 2 of Art 39 of Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012.
	3. The HSE University subdivision responsible for the distribution of places in HSE University dormitories is the Office for Dormitory, Guesthouse and Recreation Centre Management (hereinafter the “Dormitory Office”).
	4. The respective procedures for the provision of spaces in dormitories of HSE University’s regional campuses shall be set as per the internal bylaws of such regional campuses.
1. **Parties/Persons with the Right for Guaranteed Places in**

**HSE University Dormitories**

* 1. The following persons are entitled to a guaranteed provision of a place in an HSE University dormitory:
		1. students in Bachelor’s or Specialist programmes, as long as they satisfy all of the following conditions:
			1. they are registered at a place of residence outside of the city of Moscow – in other territorial subjects of the Russian Federation, with the exception of Moscow and the Moscow Region, or beyond the eighth RZD tariff zone in Moscow and the Moscow Region;
			2. they are full-time students (with the exception of students pursuing programmes offered exclusively via distance technologies or e-learning techniques);
			3. they study under places financed by subsidies from the Russian federal budget for the performance of state assignments, or places financed by the University itself;
		2. students in Bachelor’s and Specialist programmes, who satisfy the conditions of pp. 2.1.1.1 and 2.1.1.2 of these Procedures and fall into one of the following categories:
			1. learners indicated in part 5 Art 36 of Federal Law No. 273 “On Education in the Russian Federation”, dated December 29, 2012;
			2. persons admitted to studies within the framework of the “Social Lift” project;
			3. persons admitted to studies without entrance examinations on the basis of diploma of the final stage of the All-Russian Olympiad for school students, e.g., those admitted to programmes, for which the enrolment is done exclusively for fee-paying places under agreements for the provision of paid educational services;
		3. students in Master’s programmes, as long as they satisfy all of the following conditions:
			1. students with registration at a place of residency outside of the city of Moscow – in other subjects of the Russian Federation, with the exception of Moscow and the Moscow Region, or the eighth RZD tariff zone in Moscow and the Moscow Region;
			2. engage in full-time studies (but with the exception of studies under programmes provided exclusively via the application of distance technologies or e-learning means);
			3. studies in places financed by subsidies from the federal budget for the execution of state assignments, or places paid for by the University itself;
			4. belonging to the category of learners specified in part 5 Art. 36 of Federal Law No. 273 “On Education in the Russian Federation”, dated December 29, 2012;
		4. foreign citizens and stateless persons, if they belong to one of the following categories:
			1. students in Bachelor’s, Specialist and Master’s programmes, admitted to studies under the Russian Government quotas for the studies of foreign citizens and stateless persons (hereinafter a “Russian Government quota”).
			2. learners from the Centre of International Preparatory Programmes;
			3. participants in programmes for international academic mobility within the framework of international agreements for cooperation in education (academic exchange programmes, double degree programmes, joint programmes, internships, etc.);
		5. Russian citizens from other cities, as well as foreign citizens and stateless persons, studying under doctoral programmes who were admitted to places financed by subsidies from the federal budget for the fulfilment of state assignments, or admitted to places financed by the University itself, or admitted to places funded by quotas earmarked by the Russian Government;
		6. persons taking part in programmes to attract Russian post-docs and registered at a place of residence outside of the city of Moscow – in other territorial subjects of the Russian Federation, with the exception of Moscow and the Moscow Region, or beyond the eighth RZD tariff zone in Moscow and the Moscow Region;
		7. persons taking part in programmes for intra-Russian mobility (e.g., inter-campus mobility).
	2. If the total number of persons included in the categories specified in pp. 2.1.1-2.1.7 of these Procedures exceeds the total number of free places available in HSE University dormitories, the University shall then bear the right to offer these persons placement in other rented accommodation, while they shall not be charged more than the maximum payment rate set for the use of a guest space in an HSE University dormitory.
1. **Parties/Persons with the Right for the Provision of Places in Dormitories**

**Based on Selection Results**

* 1. The right to take part in the selection process for the provision of a place in a dormitory is granted to students in Bachelor’s and Specialist programmes, who have met the criteria set out in pp. 2.1.1.1 and 2.1.1.2 of these Procedures and who, however, do not meet the criteria of pp. 2.1.1.3 hereof, as well as Master’s students who have met the criteria in pp. 2.1.3.1 and 2.1.3.2 of these Procedures, but do not satisfy the conditions in pp. 2.1.3.3 hereof and who, at present, are experiencing hardship and/or for other reasons require social support on the part of HSE University.
	2. The selection of students specified in p. 3.1, shall be held by a special HSE University committee, the procedures for which shall be confirmed as per a respective University internal bylaw (hereinafter the “committee”).
	3. Persons wishing to take part in a selection on this particular basis, must, by August 15, submit the following documents to the HSE University Admissions Office (either in person or via their personal account):
		1. a personal application;
		2. original documents, which confirm the income of the applicant’s parents over the past three calendar years (2-NDFL certificates, tax declarations, pension information, or other state welfare documentation);
		3. copies of all pages of the applicant and those of his/her parents;
		4. copies of all pages of the international passports of the applicant and his/her parents (if available; if such a passport was issued less than 3 (three) years ago, a previous one if available);
		5. extracts from the Unifiead State Real Estate Register (EGRN) for the applicant and his/her parents with respect to the ownership rights of said individuals to the real estate property located in the region of their residence (as of any date between June 1 and August 15 of the current year).

**4. Procedures for the Allocation and Distribution of Places in Dormitories**

* 1. The distribution of places in dormitories shall be carried out during admission campaigns and focused on students who have been admitted to the first year of studies. At the same time, students falling into the category specified in pp. 2.1.2.1, as well as p. 3.1, of these Procedures, may submit an application for the provision of a dorm place at the start of each academic year if they have not received such a place earlier.
	2. In terms of distribution, only those places in dormitories, which have been vacated by the start of the upcoming academic year, may be allocated. By November 1 of the previous calendar year, the Dormitory Office shall calculate and publish on its webpage on the HSE University portal (<https://www.hse.ru/dormitory/>) a forecast of the total freed up places and then, by July 15 of the current year, determine and publish the actual number of freed up spaces available for allocation to students.
	3. Places for those persons specified in p. 2.1 of these Procedures shall be given priority reservation from the total number of places.
	4. If available, remaining vacant places shall be allocated to those persons specified in Section 3 of these Procedures.

**5. Final Provisions**

* 1. The generation of lists of students who may be allotted a guaranteed space in an HSE University dormitory, as well as the issue of accommodation referrals for such persons, shall be made between July 30 and August 15.
	2. Places that remain vacant (unoccupied) with the category of students who are entitled to a guaranteed provision of a place, as well as students who have received the right to place on the basis of a selection process, shall be distributed by the Committee among those persons specified in 3.1 of these Procedures with due consideration of their life circumstances and/or need for social support. In addition to the main list for this category of learners, a second list shall be drawn up, which shall confirm the rights of students to apply for a freed up dormitory place. The creation of lists and issue of accommodation referrals to such places shall be carried out from August 15 until August 20.
	3. Students who have not received a place in a dormitory shall have the right to make a request with the Student Housing Office in order to secure support in finding alternative accommodation in the city of Moscow.
	4. As places are freed up during the academic year, such places may be allocated to:
		1. students on the second list, as drawn up as per p. 5.2 of these Procedures;
		2. non-Moscow residents and international students, taking part in programmes for inter-university mobility, which is taking place in the second semester of the academic year (in lieu of places vacated by those who have taken part in such programmes during the first semester of the academic year);
		3. non-Moscow residents applying for studies – for the entrance examination period, as well as participants in programmes for intra-Russian student mobility and in summer and winter schools organized by HSE University.
	5. Issues not regulated by these Procedures, shall be resolved by University’s officers, who oversee the University’s activities for the placement and social well-being of residents at the University’s dormitories as per the official allocation of duties at HSE University, as well as in line with Russian legislation and the University’s own internal bylaws.
1. Placement of learners in living spaces, arranged by HSE University in buildings and premises provided to the University under rental agreements, is not regulated by these Procedures. [↑](#footnote-ref-1)