

Moscow Polytechnic University
Dormitory Regulations

Moscow
2022

1. General Provisions

- 1.1 The internal regulations (further “Regulations”) for the dormitory campus under the Federal State Autonomous Educational Institution of Higher Education “Moscow Polytechnic University” (further the “University”) are developed according to the Federal Law № 273-Ф3 dated 29.12.2012 “On Higher Education of the Russian Federation”, Housing Code of the Russian Federation № 188-Ф3 dated 29.12.2004, Resolution of the Government of the Russian Federation № 306 dated 23.05.2006 “On Adoption of Regulation Establishment and Public Services”
- 1.2 Dormitory campus consists of 10 dormitories:
- № 1 Moscow Malaya Semyonovskaya st., 12;
 - № 2 Moscow, 7th Parkovaya st., 9/26;
 - № 3 Moscow, 1st Dubrovskaya st., 16a;
 - № 4 Moscow, 800-letiya Moskvvy Street, 28 build. 1;
 - № 5 Moscow, Mikhalkovskaya st., 7 build. 3;
 - № 6 Moscow, Boris Galushkin st., 9;
 - № 7 Moscow, Pavla Korchagina st., 20A, build. 3;
 - № 8 Moscow, Rizhskiy proyezd, 15, build. 2;
 - № 9 Moscow, Rizhskiy proyezd, 15, build. 1;
 - № 10 Moscow, Baltiyskiy 1st lane, 6/21, building 3.
- 1.3 Dormitory campus provides temporary accommodation for non-resident intramural and extramural undergraduates and postgraduates (for the period of mid-term and final examination), doctoral students and other categories of students (further - Students) registered beyond the Moscow Federal Highway A107. At the same time, the priority is given to non-resident intramural undergraduates and postgraduates studying at the expenses of state funds of the federal budget; and, according to the loyalty program, talented enrollees and students irrespective of the place of residence.

In particular cases, when the University Students, mentioned in paragraphs 1 and 1.3, are fully provided with housing, the University is entitled, in accordance with the trade union of workers and students (further – **Union**), to adopt a decision on temporal settlement to the dormitory campus enrollees; persons applying for master and post-graduate programs; University students- Moscow Poly Residents registered within Moscow Federal Highway A107, preparatory course students, faculty of continued vocational education students and other forms of pre-university and additional professional education students, university academic mobility program participants, university employees, students of other educational organizations that have no dormitories in their structure until the end date of the current academic year (excluding school breaks) according to the annual curriculum schedule.

The decision on providing employees working at other organizations under the Ministry of Science and Higher Education of the Russian Federation (further – the Ministry) with accommodation at the dormitory campus will be made upon approval of the Ministry.

- 1.4 In case there is insufficient number of accommodation places at the dormitories campus to provide all students in need with accommodation, the University is entitled to set a sequence of provision to settle students according to the group they fall into.
- 1.5 Foreign citizens admitted at the University for educational purposes shall be provided with accommodation at the dormitories campus according to the Federal Laws of the Russian Federation № 109-FZ “On the Migration Registration of Foreign Nationals and Stateless Persons in the Russian Federation” dated 18.07.2006 and № 115-FZ “On the Legal Status of Foreign Nationals in the Russian Federation” dated 25.07.2002 unless otherwise provided for by the law.
- 1.6 The dormitories campus allows for independent research classrooms, lounge and entertainment zones, children`s playroom, stroller storage space, gyms, isolation wards, housekeeping service spaces (kitchens, showers, washrooms, laundry, ironing rooms, etc.) and public catering premises.
- 1.7 The educational activity coordination, proposing ideas on educational activity improvement and development at the dormitories campus and consideration of other issues are the responsibility of the Directorate for Social Work.
- 1.8 Social communities such as student unions (further – Student Unions) are established and act on the territory of dormitories according to the Provision on Student Unions. Wardens for each floor and housing accommodation supervisors are appointed at the dormitories.
- 1.9 The Directorate for Educational and Social activities under assistance of Trade Union and Student Union are responsible for educational work and recreational events at the dormitories.
- 1.10 Settling students to the dormitories; interaction with the dormitory Residents, structural educational subdivisions, as well as union organizations and student unions are the responsibility of the Dormitories Directorate.
- 1.11 Dormitories Directorate employees shall report directly to the head of the department.
- 1.12 In the event of any disputes or complaints posed by the dormitory Residents, the disputes shall be passed for consideration by the dormitory governors and student unions, in the first place. If the disputes are not resolved, the case should be transferred for further consideration by the Dormitory Directorate - head of the Directorate and trade union.
- 1.13 Dormitory Residents complying with the given Regulations and participating actively in social life, keeping the residential premises in good sanitary condition may be put forward by Dormitories Directorate, trade union organization, directorate for educational and social activity, or student union for reward (certificate of appreciation, certificate of merit, diploma, etc.).
- 1.14 During the Resident`s settling procedure, the Dormitories Directorate shall introduce students to the Regulations against their signature, and hold briefing on regulation on occupational and fire safety.

2. The order for granting of right for accommodation, housing, settlement, transferring and eviction (vacating living premises) from the academic village, accommodation fee

Granting Right for Residing. Settlement

- 2.1. The right for residing at the dormitory should be granted within the period provided for by the University local normative acts based on the application submitted by the student to the Dormitories Directorate is usually based on availability of places and distributed taking into consideration student`s academic performance, disciplinary sanctions and social privileges, as well as petitioner`s other applications. The settlement procedure is carried out on a contract-of-service basis.
- 2.2. It is compulsory for dormitory residents (further - Residents), according to the legislation, to make a residential lease agreement with the Dormitory Directorate (further - Agreement) where the form of the Agreement is determined based on the University President`s order.
- 2.3. Intramural student shall conclude the Agreement for the whole period of education, whereas other students conclude the Agreement for not longer than 1 (one) year.
- 2.4. The Agreement shall be made in 3 (three) copies: one for the Resident, the other two are kept by the University.

Transfer of the residential premise (housing bed space) shall be carried out based on the Act of release and acceptance for residential premises signed by the University President and the University official. The date of the in-dormitory placement of the student (occupying the corresponding housing bed space) should be the date the delivery acceptance report for residential premises is signed.

- 2.5. The set of documents necessary for provision when placed to the dormitory is as follows:
 - Copy of the identification document, including copy of the identification document that is recognized as such on the territory of the Russian Federation, as well as the copy of the migration card (for foreign citizens);
 - 2 photos (3cm x 4cm);
 - Document certifying payments for the accommodation at the dormitories campus;
 - Copy of medical insurance policy;
 - Medical certificates: dermatovenerologic dispensary, fluorography, lab diagnostics results for HIV and RW, vaccination certificate;
 - Copy of a conscription military certificate or military registration card (for male citizens of the Russian Federation).
- 2.6. Residential premises are not provided for students on who are on academic leave during which the educational activity at Moscow Poly temporarily terminates. The order for provision of Moscow Poly students with the accommodation due to medical conditions, or in other exceptional cases, is determined by the Dormitories Directorate as per agreed with the trade union organization at the request of the Resident with the attached certificates issued by the medical institution located in the same city as the University certifying the completion of the hospital or ambulatory treatment, or other documents certifying the necessity for dormitory accommodation that is directly related to the cause for the academic leave provision, for one academic year.
- 2.7. Enrollees and persons applying for master and post-graduate programs, for the period of entry examination, as well as part-time students for the period of mid-term and final examination can be temporarily accommodated at the dormitories campus, according to the accommodation rules and costs specified by the University.

- 2.8. The right to reside in an isolated living premises (family room) or in a block room (if any) can be granted to a student family after the marriage registration. The decision on provision of the isolated living premises is made by the Housing Committee approved by the president's order and carrying out its activity as per the relevant provision.
- 2.9. The application should be submitted through the Student Personal Account by one of the family members that are the University students or employees.
- 2.10. The registration of the Residents at the dormitories campus is carried out as per order specified by the internal affairs authorities according to the legislation of the Russian Federation. The preparation of documents necessary for resident registration and removal from registration for the Russian citizens is carried out by the Dormitories Directorate, whereas for foreign citizens – international integration and WFS directorate.
- 2.11. Students wishing to be repeatedly accommodated in the dormitories campus but having debts for accommodation and other services, provision of accommodation to visitors, or having not turned in the property when checking out are denied in accommodation until the debt repayment.

Transfer

- 2.12. Transferring students from one room to another and/ or from one dormitory to another may be carried out based on the following:
 - Student's personal initiative;
 - Due to the necessity for capital repair of the dormitory or its part;
 - Attestation;
 - Other objective reasons (incidents and emergency situation, strategic project implementation, dormitory living conditions optimization (necessity for uniting free space in order to free up the living premises for placement of students according to the categories they fall into) and other reasons, including conflict situations between the residents that cannot be resolved through negotiations, persuasions or other pedagogical methods of influence).
- 2.13. Transferring students upon their personal requests shall be carried out in time specified by the University local normative acts based on the President's application submitted through the Student Personal Account.
- 2.14. The application shall be considered by the Housing Commission upon which one of the following decisions may be made:
 - Approve transfer to another room or dormitory with specifying the dormitory number and address, room number, accommodation fee;
 - Deny transferring due to the lack of objective reasoning.
- 2.15. The decision will be based on the academic performance, personal achievements in sports, science, cultural and creative sphere, social activity, evidence of disciplinary penalties and social benefits of the residents.
- 2.16. In case the Resident is transferred to another room within one dormitory, an additional agreement to the labor contract shall be made.
- 2.17. In case the Resident is transferred to another dormitory the Agreement with the Resident shall be repudiated and another residential lease agreement shall be made.
- 2.18. Decision on transferring students due to the reason of inability to reside at the living premises as a result of the force majeure conditions shall be made by the Dormitories Directorate.

- 2.19. For the period of the capital repairs or reconstruction (when it is impossible to carry out the repairs without transferring the Residents), the University is entitled to transfer residents from one living premise to another, or from one dormitory to another.
- 2.20. When the transfer decision is made, the Resident receives a notice that states the reason and dates of transfer, as well as the number and address of the living premises where the Resident shall be transferred.
- 2.21. The Resident shall by the statement of release and acceptance turn in the living premises (housing bed space) that they leave within 3 (three) business days after receiving the decision notice.
- 2.22. The Resident shall turn in the living premises (housing bed space) according to the paragraph 2.4 of the given Regulations.
- 2.23. To ensure that the Residents accommodated in the dormitories campus comply with Agreement obligations specified by the given Regulations and carry out dormitory living conditions optimization the Housing Commission shall carry out regular attestation for the Residents of the dormitories .
- 2.24. The attestation results shall be formulated in a Protocol-like manner and serve the basis for decision-making of the following:
 - Approving transfer of a Student from one room to another and/or from one dormitory to another for the purpose of dormitory living conditions optimization;
 - Deny a Student from the dormitory with the Agreement repudiation and transferring them to another dormitory following by another residential lease agreement.

Eviction from Dormitory

- 1.23 Eviction of students from dormitory is carried out in the following situations:
 - 1.23.1 Upon repudiation of the Agreement based on Resident`s personal request and upon agreement of both parties;
 - 1.23.2 Upon repudiation of Agreement due to the following:
 - a) Repeated or one-off major violation by the Resident of the given Regulations, Housing Code and/or uncleared disciplinary sanctions is carried out as per paragraphs 5.8 and 5.9 of the given Regulations;
 - b) Violation of the residential lease agreement rules is carried out as per decision of the Housing Commission;
 - c) Actual absence of the Resident at the dormitory for a total period of 30 (thirty) days during the consecutive 3 (three) months without a due reason is carried out as per decision of the Housing Commission;
 - d) Imposing of disciplinary sanctions in the form of expulsion from the University with the consequent repudiation of the Agreement is carried out as per decision of the Disciplinary Commission;
 - e) Resident`s denial to be residence registration.
 - 1.23.3 Termination of the residential lease agreement under the following conditions:
 - a) Expiration of the agreement;
 - b) Provision a resident with an academic leave;
 - c) Expulsion from the University or dismissal of an employee.

- 1.24 Upon repudiation or expiration of the Agreement the student/employee residing in the dormitory campus shall turn in the residential premises within 3 (three) business days due to the reasons specified in the “a” sub-paragraph in the 2.23.2 paragraph, or the resident shall turn in the residential premises within 14 (fourteen) business days. In case the resident refuses to vacate the living premises, the Resident must vacate the premises through the legal action.
- 1.25 When being expelled/ dismissed from the University, the dormitory campus Residents, shall vacate the residential premises within 3 (three) business days from the moment of issuance of the order by the University president or other authorized person on expulsion/ dismissal of the resident/ employee or imposing disciplinary sanctions on the resident/ employee. Foreign citizens shall be evicted from the dormitory according to the legislation of the Russian Federation specified in the paragraph 1.5 of the given Regulations.
- 1.26 Enrollees and persons applying for master and post-graduate programs and having received an unsatisfactory grade as a result of the entry examination shall vacate the residential premises within 3 (three) business days since the results of the attestation have been announced, those filed in the appeal petition – within 3 (three) business days after the validation of the grade by the Commission. Enrollees and persons applying for master and post-graduate programs and having not passed on a contest basis shall vacate the residential premises within 3 (three) business days since the date of issuance of the order by the University president or other authorized person on admission to the University.
- 1.27 In case of termination of educational relations (expulsion from the University), repudiation (termination) of the Agreement on the residential lease in the dormitory campus, the Residents shall turn in the residential premises by the statement of release and acceptance, and, by the statement of release and acceptance, turn in the property passed to the Resident upon taking up the residence. Residential lease agreement is considered terminated from the date of signing by the Resident of the statement of release and acceptance. Payments for accommodation shall be carried out until the residential premises are returned by the act of release and acceptance. The Resident shall pay the accommodation fee for the whole calendar month irrespective of the date of signature of the Agreement.
- 1.28 In case the Resident refuses to sign the agreement of release and acceptance of the residential premises, or in case of incapability of the Resident to sign the Agreement – impossibility of residential premises due to moving of the resident to another place of residence, the Directorate shall make a unilateral act of vacating the residential premises.

The abovementioned act shall serve the ground for terminating the residential lease agreement and payments for residing in the academic village.
- 1.29 The University shall not be responsible for personal belongings left behind by the Residents.
- 1.30 Upon eviction from the dormitory the resident, shall give in the student pass, keys, property and registration certificate to the supervisor, receive the corresponding notes in the clearance sheet. The property passed to the Resident upon taking up residence shall be turned in by the act of release and acceptance.

Accommodation fees

- 1.31 The amount of payment for using the accommodation services including public utility charges is determined by the normative acts of the University that are in the open access to public on the official website of the University (further – accommodation fees).

- 1.32 The Resident may be exempted from paying accommodation fees in the following cases specified in the Part 5 of the Article 39 of Federal Law № 39 dated 29.12.2012 № 273-ФЗ “On Education of the Russian Federation”.
- 1.33 The Residents must pay accommodation fees according to the Agreement for the period starting from the date of settlement (date of signing of the statement of release and acceptance) in the form of monthly payments carried out not later than the 10th of the current month. Payments for the period from July to August shall be carried out by the Resident in the form of the one payment two months in advance not later than 10 July. The resident is entitled at their own discretion to make payments for accommodation and additional services several months, half year or a year in advance.
- 1.34 Upon settlement to the dormitory campus the first payment shall be made in full for the current month in advance.
- 1.35 The University is entitled to increase the accommodation fees on a unilateral form. The new cost will be determined by the local normative acts of the University that are in an open access on the official website of the University. Agreement modifications are drawn as supplementary agreements.
- 1.36 In case of transfer the accommodation cost shall be determined according to the local normative act of the University.
- 1.37 In case of any changes in accommodation fee for the period that the resident has paid for recalculations shall be made according to the local normative acts enforced by the University.
- 1.38 The accommodation fees should be carried out for the whole period of Agreement operation including the Resident`s absence period at the dormitory, namely vacation period, internship in other city.
- 1.39 In case of pre-term termination of the Agreement the refund of the amount that the Resident has not been yet wasted for the residential premises shall be carried out as per the written request of the resident for the period of the whole calendar month.
- 1.40 In case of transfer of a Resident from one dormitory to another the payment for another dormitory shall be carried out starting from the 1st day of the following month.

3. Rights and Obligations of the Dormitory Campus Residents

3.1 The Residents of the dormitory campus have the following rights:

- Reside at the residential premises during the whole period of education under the condition of complying with rules of the residential lease agreement made;
- Use the sanitary facilities and amenities (kitchen, washrooms, bathrooms, showers, laundry, toilets, and etc.), as well as other premises for extracurricular activities, and other University equipment and property;
- Demand for serviceable equipment according to the norms established, timely repairs of the electric power and water supply, drainage systems; as well as timely substitution of the failed equipment;
- Transfer from dormitory to dormitory as per decision made by the Housing Commission;
- Demand for living premises service improvements;
- Report to the head of the Dormitories Directorate and head of the union on non-compliance by the dormitory campus staff with the given Regulations and the residential lease agreement;

- Use additional services provided by the University;
- Elect and be elected to the student board, participate in its activity, bring forward the proposals on how to improve living and cultural services, and achieve their implementation;
- At the request of the student board and based on resident`s free will participate in the extracurricular time in all works on improving (in particular, carry out the repairs of the living premises taken if necessary) and greenification of the surrounding territories; carry out in the dormitory campus premises and its surrounding areas a thorough cleaning every last Friday of the month and on pre-holiday days in compliance with the safety procedures;
- Exercise other rights provisioned for by the government.

3.2 The Residents of the dormitory campus are obliged to:

- Upon receiving a notice on being granted a right of residence and formation of the residential lease agreement accept the living premises as per the dormitory campus residential premises transfer act within 3 (three) business days, otherwise the Resident forfeits their right to reside in the academic village;
- Upon settlement, and further annually, familiarize themselves with the given Regulations, safety procedures and fire safety rules;
- Provide the documents necessary for migration registration*, as well as for resident registration within 2 (two) business days (for foreign citizens) or 14 (fourteen) business days (for Russian citizens) from date of settlement to the dormitory;
- Strictly comply with the given Regulations, safety procedure rules, fire and public security, follow sanitary and epidemiological procedures, recommendations by Rospotrebnadzor (the Russian Federal State Agency for Health and Consumer Rights) and other local acts regulating the residential matters at the academic village;
- Follow recommendations by doctors, always accept hospitalization to a medical institution when showing symptoms of virus infection and follow recommendations for hospitalization;
- Comply with the rules of the Residential lease agreement;
- Pay accommodation, public utilities fees, as well as pay for the additional services in the manner and as per the lease agreement and conditions specified by the University (including the period of holidays and vacations). In case of agreement repudiation and turning in the room by the students or post-graduates for the period of summer holidays, the accommodation fees shall not be charged from the Resident.
- Annually, in the period before 1 September submit to the Dormitories Directorate the following medical certificates: certificate issued by dermatovenerologic dispensary certifying fluorography examination, as well as the results of the lab diagnostics for HIV and RW, vaccination certificate. At the same time, the certificates should be issued not earlier than 1 month before the date of its submission;
- Consume electricity, gas and water in an economical manner. When leaving the living premises (sanitary facilities) turn off the hot and cold water supply faucets, gas valves, close windows, turn off the electricity and electric appliances.
- Hand the spare key to the room over to the custodian;
- Use the living premises for residing only, refrain from passing the key or provide the living premises (the place in the room) to the third parties;

- Treat dormitory campus property with due care, keep the living premises and public areas in order, clean up the personal living premises daily;
- Clean up the kitchen after cooking, take away the food ingredients, turn off the cooking unit;
- If losing the student pass, restore it within 3 (three) business days;
- Hold themselves financially responsible for the damage made to the individual (public) property that belongs to the academic village. Upon damaging (loosing) of the abovementioned property, as well as learning about the damage of a building, premises, furniture, or other property (doors, locks, window glasses, lamps, electricity supply network, and etc.) recompense the damage caused in the full amount or purchase the property lost within the period of one month after filing in the report signed by the Dormitories Directorate and student board authorized representatives;

Imposing the disciplinary actions toward the Resident does not exclude simultaneous imposition of financial sanctions.

- Prevent violation of safety instructions on the dormitory campus property exploitation;
- Carry out running repairs of the living premises;
- Keep the sanitary ware shelf (if any) free from foreign items to provide plumbing specialists with full access to the water supply and drainage system pipes;
- Not obstruct halls and stairway, as well as main and emergency exits with furniture and personal belongings;
- Let Dormitories Directorate employees, maintenance personnel and other University staff enter the living premises in order to exam sanitary technical and fire safety conditions of the living conditions, access its proper use, as well as conducting necessary works (in particular, sanitary cleaning) in the living premises;
- In due time report to the Dormitories Directorate (in the night – to the security officers) on all damages, breakage, destruction or inappropriate use of the dormitory campus property, malfunctions, in particular, fire alarm system malfunction;
- Submit an application to the University maintenance department in due time on the emerged malfunctions: power and water supply systems, sanitary engineering, doors, lock, windows, etc., insects and cockroaches;
- Return the property of the dormitory campus back upon turning in the living premises as per act of release and acceptance;
- Avoid having guests in the living premises in case there is no permission granted by the neighbors, according to the 6.5 – 6.10 paragraphs of the given Regulations;
- Know the emergency situation action plan and be able to handle life-saving filter respiratory personal protection equipment;
- Use in a specified matter sanitary facilities (kitchen, laundry, ironing and drying rooms), as well as areas for extracurricular activities and elevators;
- Clean the kitchen according the duty schedule developed by custodians and approved by the president of the student board and the Dormitories Directorate;
- Get written permission from the Dormitories Directorate for the living premises reconstruction, fitting door locks, linking to the phone and Internet network, announcement placement, installation of the outdoor TV antennas, air conditioner;

- When temporarily leaving the dormitory campus for the holiday period, inform the Dormitories Directorate about the departure and turn in the living premises in due sanitary and technical condition;
- Keep silence during the hours specified in the paragraph 6.3 of the given Regulations;
- Comply with the directions by the warden of the floor;
- Comply with other directions provisioned for by the legislation;
- Treat the maintenance personnel, dormitory campus and University employees, student board members, floor wardens, residential premises supervisors and other residents with due respect;

3.3 The Residents are Forbidden to:

- Smoke on the territory of the academic village;
- Smoke e-cigarettes or hookahs in the living premises;
- Smoke e-cigarettes or any other devices simulating tobacco smoking or its any alternatives at any dormitory premises;
- Use anywhere on the territory of the dormitory campus an open fire, including candles and petroleum lamps;
- Use anywhere on the territory of the dormitory campus any smoldering substances including aroma sticks, sparks, spirals against mosquitos and others;
- Use personal power-intensive electric heaters in the living premises that are banned from the dormitories based on sanitary or fire prevention norms or based the amount of power generated for the academic village;
- Use in the living premises electrical equipment, including extension cords that have not been certified in a specified manner, non-standard (self-made) and defective electrical heaters;
- Use electrical cables with visible insulation defects, as well as malfunctioning sockets, cutouts and other failed electrical heaters;
- Wrap electric lamps in paper, fabric and other inflammables;
- Use electric irons, electric kettles, electric stoves and other electrical heaters that have no thermal protection, and upon the lack of or failure of temperature regulator specified in the manual;
- Leave unattended plugged in the electric heaters, as well as other household appliances, including those in stand-by mode, except for electric appliances that may and/or should be in around-the-clock mode of work according to the manual of the producing plant;
- Leave unattended working stoves when cooking just, as well as other working household appliances for cooking and heating up food;
- Be intoxicated by alcohol, drugs or other toxins, as well as store, use, or distribute alcoholic drinks, drugs or psychotropic substances, or stock consumer packages;
- Stay at other living premises in the period between 23:00 and 07:00;
- Keep explosives, inflammables and liquefied gases in the living premises;
- Keep at the living premises or have in one`s possession any kinds of guns;

- Settle or transfer from one dormitory to another without a written authorization from the Dormitories Directorate;
- Carry out repairs and replanning of the living premises, install door locks, wiring and radio, phone network, Internet, placing announcements, installing outer TV antennas, or air conditioners without a written authorization from the Dormitories Directorate;
- Install additional locks, locking bars on the front door of the living premises, redo the locks or switch them without the written authorization from the Dormitories Directorate;
- Disintegrated the furniture property of the academic village;
- Transfer the property received for individual (public) use from living premises to living premises without the written authorization from the academic village;
- Bring in and bring out, as well as transfer from one living premise to another living premise personal bulk (space eating) items the three dimensional size (height, width, length) of which excess 150cm without the written authorization of the Dormitories Directorate;
- Keep at the living premises bulky space eating items that prevent other residents to use the living premises;
- Hand the pass to the dormitory campus over to third parties;
- Turn on the audio-, TV- or video appliances at the volume exceeding the audibility within one living premise;
- Keep any kind of animals at the territory of the academic village;
- Leave trash on the territory of the academic village, as well as in the living premises, halls, kitchens and other public areas;
- Use sanitary facilities (kitchens, laundries, ironing and drying rooms) and elevators in the period between 00:00 and 06:00;
- Take any steps to prevent fire alarm sensors from functioning in normal working mode;
- Go onto the rooftop and fire escape, attic floor;
- Play gambling games;
- Use abusive language;
- Participate in various fights;
- Enter other Residents` living premises without their permission;
- Use other Residents` personal belongings without their permission;
- Carry out any kind of entrepreneurship on the territory of the academic village;
- Break the seals on the buildings.

4. Dormitories Directorate Rights and Obligations

4.1 Dormitories Directorate is obligated to:

- Ensure Resident`s settlement to the dormitory campus based on the residential lease agreement and set of documents specified in the paragraph 2.5 of the given Regulations;
- Provide the Resident with a living premise that should correspond to the sanitary hygienic, technical and fire protection standards;

- Inform the Residents about the upcoming sanitary, repair works, as well as treatment of premises in advance, 3 (three) days before the actual start of the works;
- Ensure the possibility of using sanitary facilities (kitchens, washrooms, bathrooms, showers, laundry, toilets) in working conditions and provide premises for extracurricular activities;
- Maintain the necessary temperature and lighting conditions at all dormitory campus premises according to the sanitary requirements and rules of the labor protection rights;
- In due time carry out full and running repairs of the dormitory campus property, collect garbage and keep the adjacent territory in a proper condition;
- Ensure the provision of public services and other services to the Residents of the academic village;
- Provide a 24/7 security and surveillance systems, comply with the access mode established;
- Carry out temporal registration of the Russian citizens residing in the dormitory campus in a manner specified by the Ministry of the Internal Affairs as per legislation of the Russian Federation and Moscow administration.

For residents who are foreign citizens the registration shall be carried out by the international integration and work with foreign students (WFS) department.

- Residential lease agreements with the residents of the dormitory campus shall be made according to the legislation;
- Upon settlement to the dormitory campus, and further annually, introduce the residents of the dormitory campus to the given Regulations, safety procedure rules, fire protection rules and other local acts that regulate the issues of residing in the dormitory campus and the amendments made the abovementioned documents against signatures in the relevant journal;
- Ensure fast and modern means of evacuation of the Residents in case of emergency;
- Based on the Act of release and acceptance provide for individual (public) use to the Residents the following: furniture, equipment, bedding items in good condition;
- Carry out linen exchange as per sanitary standards and norms;
- Make contributions to the work of student board in the sphere of improvement and organization of entertainment for the Residents;
- Hold events on improving living and cultural-social conditions at the dormitories, take actions to implement suggestions that the Residents make, in a prompt manner take actions measures against failures engineering technical equipment at the dormitory;
- Ensure the collection of data regarding residential and non-residential premises on the territory of the dormitory campus in order to identify the drawbacks of their exploitation and sanitary maintenance and take timely measures to eliminate them;
- Consider inquiries and complaints submitted by the Residents, student board, union, in case it is necessary to hold meeting and inform Residents about the decisions made on the complaints filed.

4.2 The Dormitories Directorate has a right to:

- Demand the Residents to comply with the given Regulations, technical safety protocol, fire protection safety, residential lease agreement and other local acts that regulate the process of residing at the academic village;
- Suggest persons settling to the dormitory campus take voluntary drug tests. The results received shall not be disclosed;
- Break the seals of the building in case of emergencies or in case of fire detecting sensors set off in the residential building and upon absence of people in that very building, as well as if the Resident refuse to open the door at the request of the dormitory campus employees.

The procedure of breaking the seal on the building is carried out in front of the academic village, student board representatives and a neighbor, upon breaking the seal a report is filed and signed by all those attending the procedure of breaking the seal. After the incident is eliminated, the building shall be impressed with a seal once again. Upon breaking the seal, a similar report is made, preferably in front of the same people present.

- Demand the Residents to carry out accommodation fees, payments for public and additional services in full and in a timely manner as per conditions specified by the University (in particular, for the period of holidays/ vacation);
- If the Resident has violated the given Regulations or has an uncleared disciplinary sanctions they shall be temporarily denied to use the additional services provided by the academic village (invitation of guest and etc.) for the period of 1 (one) period;
- Terminate in a specified manner the residential lease agreement made with the Residents if they violated the Housing Code, the rules provisioned for by the agreement and the given Regulations;
- Make an unilateral act on vacating the academic living premises in the event when the Resident refuses to sign the Act of the release and acceptance of the living premise or its impossibility due to Resident has left for another place of residence.
- In case the Resident is absent for two weeks after graduation or the expiry of permission to reside at a dormitory, the student board is entitled, after sending the written notice sent to the permanent registration address, to vacate the occupied room in the presence of the commission board formed from Dormitories Directorate and student board representatives, as well as bodies of student self-governance upon filling in the relevant acts and property inventory. The inventoried property shall be handed over for in custody to the storage chamber for the consequent transfer to the owner.

5. Responsibility of the Dormitory Campus Residents

- 5.1 The Residents of the dormitory campus violating the Regulations, technical safety protocol, fire protection rules and the residential lease agreement and failing to comply with the sanitary epidemiological events, recommendations by the Rospotrebnadzor; refusing to be hospitalized to a medical institution despite showing the virus infection symptoms, demonstrating disrespect toward the maintenance personnel, student board members, University employees, floor wardens, residential premises supervisors and other Residents shall be considered offending persons and can be imposed disciplinary sanctions up to expulsion from the University, as well as civil law sanctions in the form of the residential lease agreement repudiation and eviction from the academic village.
- 5.2 Consideration of the complaints filed by the Residents specified in the paragraph 5.1 of the given Regulations, as well as standards and norms shall be carried out by the University Disciplinary Committee establish for the purpose of passing the well warranted information to the president or an authorized person to impose disciplinary sanctions, that acts according

to the Provision about the Disciplinary Committee with its structure approved as per the University President`s order or an authorized person.

- 5.3 Disciplinary sanctions are imposed on the Resident according to the University President or an authorized person based on the presentation provided by the Disciplinary Committee and shall be carried out within 1 (one) month after the detection and within 6 (six) months after the offence was committed, excluding sick leaves, holidays or academic leaves.
- 5.4 The violators shall be imposed one of the following sanctions:
- Admonition (warning notice);
 - Punitive reprimand;
 - Expulsion from the University.
- 5.5 The imposition of sanctions should be preceded by the written explanation notice provided by the offender. Refusal or avoidance of the offender to provide written explanation does not serve the basis for exemption from the disciplinary sanction. In the event of refusal to provide the explanatory notice, the relevant act is made.
- 5.6 The disciplinary measure shall be imposed based on the severity of misconduct and circumstances under which the offence has been committed.
- 5.7 Disciplinary sanctions shall be imposed in accordance with the Union.
- 5.8 For systematic violations of the given Regulations, Housing Code, conditions provisioned for by the lease agreement, civil law sanctions in the form of residential lease agreement and eviction from the dormitory may be imposed on the violator.

Taking into consideration the provisions specified in the Article 1 Part 2 and Article 17 Part 4 of the Housing Code of the Russian Federation, a systematic violation should be considered repeated, actions on using the residential premises without respecting the rights and legitimate interests of the people residing in the given living premises, without complying with the requirements of the fire protection, sanitary hygienic, ecological and other requirements of the legislation, not following the housing policies (rules of listening to music, using TV, playing musical instruments in the night time with the volume exceeding the standards; procedures of carrying out repairs and construction works or other actions that caused disturbance of other Residents in the during the night; committing improper behavior towards Resident`s neighbors) and the given Regulations.

- 5.9 The residential lease agreement made with the Resident may be terminated due to major violation of the given Regulations by the Resident or one of their family members that caused a threat to life and health of other Residents and the dormitory campus employees, as well as their property, in particular:
- 5.9.1 Taking on the territory of the dormitory campus actions that pose threat to lives and health of other citizens;
- 5.9.2. Using inside the dormitory sources of open fire.
- 5.9.3. Smoking at any premises on the territory of the dormitory campus, including e-cigarettes and other devices simulating tobacco smoking or their any alternatives, storing or using hookahs in the living premises.
- 5.9.4. Being on the territory of the dormitory campus in the state of alcohol, drug intoxication, as well as drinking storing, using or distributing alcoholic drinks, drugs or psychotropic drugs, including storing consumer packaging.
- 5.9.5. Failing to comply with the legislation of the Russian Federation and local University regulations on following fire protection protocol, directions on the authorized persons of the Universities during practical trainings on evacuating people from the

dormitories; removing fire detectors without authorization, including battery replacement; turning on the system without due reasons by pulling the manual alarm call point; using primary firefighting means in an improper way; leaving unattended the food in the process of cooking, plugged in electrical devices; using in the dormitory campus premises open fire sources (excluding pocket lighters and matches); carrying repairs of the electrical network or of the readjustment electrical wiring without authorization; using in the living premises of the dormitory campus power-intensive equipment (electrical stoves, water heaters, electrical kettles, microwaves, electrical heaters, and other similar fire potential equipment).

5.9.6. Taking to the building and/ or to the territory of the dormitory campus items and substances threatening the life and health of other citizens, including: explosives and explosive-based materials; poisonous, chemically and biologically dangerous, easily inflammable substances and materials, inflammable liquids; explosive devices, pyrotechnic products; all types of weapons (fire, bladed, throwing, traumatic, pneumatic, gas, alarm weapons), cartridges and supplies, gunpowder, electric stunning device, gas spray, wrist rocket, as well as similar in their construction devices (air-rifle, pistols with projectile force between 0,5 – 3J irrespective of the caliber and patrons, objects designed for use as a crushing effect items (knuckles, boomerang, truncheons, and etc.) except for sports equipment.

5.10 The decision on the eviction of the Resident (Tenant) shall be made by the Housing Committee based on the materials provided by the Dormitory Directorate and/ or disciplinary commission. The decision made by the Housing Committee shall be documented in the form of the Conclusion that has an advisory nature and is forwarded to the University president or an authorized person to make a final decision on repudiating residential lease agreement and eviction from the dormitory.

The decision of the Housing Commission on repudiating the residential lease agreement and eviction serve the ground for issuing an University order on repudiation of the residential lease agreement and eviction of the Resident from the living premises within 14 (fourteen) calendar days since day of the issuance of order.

In case the Resident refuses to vacate the living premises shall be evicted through the legal action.

5.11 The Housing Commission in their actions shall be guided by the Provision for Housing Commission, the list of the participants shall be approved as per the order of the University President or an authorized person.

6. Pass Mode to the Dormitory Campus and Order for Guest Visits

6.1 One may enter the territory of the dormitory campus upon showing the pass of a standard form that is issued by the University Pass Office. The pass is the main document that grants the right to enter the dormitory campus premises. The pass reclamation is carried out by the pass office at the request of the Resident made through the personal (student) account.

6.2 One may leave the dormitory campus premises at any time except for the Residents who are under 18 years old as per the legislation of the Russian Federation and Moscow.

6.3 A complete silence shall be established in the dormitories since 23:00 till 07:00 and the emergency lighting turned on in the halls and staircases.

6.4 The following categories of Residents are allowed to invite Guests:

- Students of the University upon showing the student ID;

- Immediate relatives (mother, father, sister, brother, spouse, grandmother, grandfather children) upon showing security officers the documents confirming the family relationship);
 - University employees (upon showing the pass);
 - Other persons upon showing a passport or other ID document at the request (as per specified form) made by the Resident of the dormitory campus that has a positive recommendations provided by the Dormitories Directorate;
- 6.5 The guests are allowed onto the dormitory campus since 10:00 till 23:00;
- 6.6 Guests (mothers, father, brother, sisters, grandmothers and grandfathers) are allowed to visit the Residents for the period 3 (three) days once a month at the request of the Resident that of the dormitory campus that has a positive resolution provided by the Dormitories Directorate and issued pass. The visit of the Guests shall be registered as an additional agreement specified by the University local acts. Upon departure the Resident is obligated to hand the pass over to the custodian;
- 6.7 The registration of the guests shall be carried out by the security officers in a special journal against guest`s full name, passport (identification) data, as well as the date of stay.
- 6.8 The Resident s obliged to meet their Guest at the security post, provide a student ID and sign their (Resident`s) name in the registration board. During the Guest`s visit, the Resident`s ID shall be kept at a security post.
- 6.9 The number of Guests visiting the living premises shall not exceed 2 persons.
- 6.10 The Resident inviting the Guests shall be held responsible for ensuring the compliance of the Guests with the given Regulations;
- 6.11 The Resident is allowed to invite Guests without the disciplinary sanctions, debt in payment for the residential premises or other violations of the given Regulations.

7. Dormitory Campus Governing Bodies

- 7.1 In order to improve the quality and increase the level of cultural and sports functioning, residential security, improve living conditions in the dormitory campus there are student boards that, together with the union organization, represent interests of the Residents in their relationship to the University and academic village.
- 7.2 Student board coordinates the activity of wardens and supervisors, on voluntarily basis engages the Residents, in their extracurricular time, to the self-service works, improving and greenification of the territories adjacent to the dormitories, repair works carried out in the occupied rooms and other living premises, systematic (not less than 2 times per month) thorough cleanings held at the dormitory campus premises and designated areas, as well as other kinds of work.
- 7.3 The solutions to the following issues shall be resolved with the participation of the Student Board:
- Cultural and sports events schedule planning;
 - Other questions related to organizing daily and entertainment activities for the Residents.
- 7.4 The Supervisors are appointed by the head of the Dormitories Directorate in accordance with the Union and upon recommendations by student board and custodians. The supervisors

shall be held responsible for ensuring the compliance with the given Regulations, technical safety protocol, fire protection, sanitary and other rules and norms set for the living premises and public places , as well as taking actions to improve living conditions on the floor.

- 7.5 Custodian`s directions are obligatory for everybody residing on the floor.
- 7.6 Every dormitory shall appoint a supervisor that watches the due careful treatment with the property, keeping the living premises clean and in order;
- 7.7 In order to coordinate the work on the territory of the dormitory campus it is acceptable to establish a common student board that shall be formed from the student board presidents and union organization representatives. The joined student board may include educational subdivision employees and the University directorate for the Educational and Social Work (as per approval).
- 7.8 Activity of various political parties and movements is prohibited on the territory of the academic village.

8. Final Provisions

- 8.1 The rules as well as amendments and annexes to the given Regulations shall be approved by the Union, confirmed by the University President and are enforced based on the University order.
- 8.2 The Regulations are placed on the official website of Moscow Polytechnic University.

The Regulations are approved and enforced based on the order issued by the President dated _____.2020 № ____ The Regulations are approved by the Union.