**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**HOUSING POLICY**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

**Last updated on: 29/06/2018**

**Applicability:**

The Policy applies to all dormitory residents of the Immanuel Kant Baltic Federal University (hereinafter the University, the IKBFU).

**Authority:**

The Policy was agreed by the student self-government bodies and approved by the Rector and the Academic Council of the University.

1. **Introduction**

This paper is designed to set forth rules and regulations related to the residence in the Immanuel Kant Baltic Federal University dormitories.

The main purpose of the Policy is to ensure safe and enjoyable living and learning experience for all dormitory residents.

The Policy has been drawn up in line with:

* Federal Law “On Education in the Russian Federation”,
* Housing Code of the Russian Federation,
* Civil Code of the Russian Federation,
* other regulatory acts of the Russian Federation,
* the Charter of the IKBFU,
* the IKBFU Rector’s orders and directives,
* other IKBFU bylaws.
1. **Right of Residence**

The IKBFU dormitories are intended for the temporary dwelling and residence of students who do not have permanent residency in the city of Kaliningrad and the surrounding localities (as a rule, at least 60 km distant), namely:

* full-time students, research students (seekers of the Candidate of Sciences and the Doctor of Sciences degrees), medical residents, non-degree students from other cities during their period of studies;
* part-time students, research students (seekers of the Candidate of Sciences and the Doctor of Sciences degrees), medical residents from other cities during their examination period and thesis defense period provided that there are available housing resources;
* University applicants from other cities during their entrance examination period, if all aforesaid student categories have been provided with places in the University dormitories.

The following groups of students are given priority in providing housing facilities:

* orphan students and students without parental care,
* residents of children’s homes,
* students with disabilities,
* students exposed to radiation as a result of the Chernobyl disaster and other nuclear accidents.

International students enrolled at the IKBFU in accordance with the international recruitment process and the Compatriot Program are provided with the University accommodation as a matter of priority after the mentioned privileged categories and under the terms of corresponding agreements.

International students enrolled in fee-based educational programs at the IKBFU (apart from the aforesaid international student categories) are provided with the University housing facilities on a common basis with Russian students.

If all students that need living spaces, as specified above, have been provided with places at the IKBFU dormitories, and if unoccupied places are available, these units may be allocated to the University staff members on contractual terms. As a rule, this option concerns international employees or those who do not have permanent residency in the city of Kaliningrad, but there can be some exceptional cases.

The legality of residence is subject to control by the University administration and dormitories’ supervisors.

All citizens provided with the University housing facilities shall sign a Residence Agreement.

1. **Check-in Procedures**

Check-ins to a dormitory shall be subject to the presence of the following documents:

* Rector’s order (the Residence Order),
* student’s housing application,
* Residence Agreement.

A dormitory supervisor checks-in students on the basis of:

* valid ID document,
* referral from the Center for Student Social and Financial Support with the dormitory address, room number, the Residence Order details specified,
* housing fee payment receipt,
* health certificate (medical expert statement).

Upon the check-in procedure, the dormitory supervisor shall familiarize a new resident with the current Policy, as well as provide them with safety and fire prevention instructions.

Residents are housed in accordance with sanitary rules and regulations. At least 6 sq. m of living space shall be allocated to each resident. A dormitory room shall be assigned to residents of the same gender.

After completing all check-in procedures, the dormitory supervisor shall hand over a room key to a new resident.

Registration of residents at their place of stay shall be carried out by the University responsible officer according to the legislation of the Russian Federation.

1. **Resident Code of Conduct**

The Resident Code of Conduct is based on consideration for other residents, safety and hygiene, University policies, federal and local legislation.

Residents of the University dormitories have the right to:

* reside in premises assigned to them for the entire period of their studies as long as they follow this Policy and the terms of the Residence Agreement;
* have 24-hours access to the dormitory upon presentation of their valid University ID card;
* be provided with safe and secure living conditions;
* be provided with the proper utilities, appropriate temperature and lighting conditions;
* use the premises for self-study, cultural, and household activities, have access to the appliances and equipment therein;
* use kitchens, bathrooms, toilets, and other accommodation facilities;
* have the change of bed linen according to sanitary rules;
* wash and dry laundry in designated rooms;
* move to different premises of the dormitory upon the personal application;
* offer suggestions to improve living conditions to the University administration.

Residents of the University dormitories are obliged to:

* abide by the current Policy, terms and conditions of the Residence Agreement, safety rules, and fire prevention guidelines;
* respect the rights of other community members, avoid conflict situations;
* maintain living areas, including kitchens and bathrooms, in a safe and sanitary condition, always keep them clean and tidy;
* dispose of the trash in designated areas;
* make personal belongings available for inspection and for security check;
* provide access to living premises to the dormitory staff, the University’s employees, and representatives of contracted service firms, charged with carrying out works, services and inspections;
* immediately inform the dormitory administration about any emergencies, accidents, defects in the living premises, dormitory facilities, or other appliances;
* transfer a room key duplicate to the dormitory administration;
* minimize wear and tear on the dormitory facilities and furnishings;
* use electricity and water sparingly;
* consistently pay for the housing fees (including rent costs, utility payments, additional services costs);
* maintain quiet in the living spaces, common areas, and other premises of the dormitories (avoid making noise that prohibits other residents from studying or sleeping, avoid listening to loud music or playing musical instruments from 7 pm till 8 am, avoid performing repair, construction, and loading work from 11 pm till 8 am);
* reimburse the University for material damages as per Russian legislation, the current document, and the Residence Agreement;
* avoid illegal presence of guests in the dormitory at nighttime, that is from 11 pm till 8 am (guests are allowed to enter the dormitory from 8 am till 10.50 pm upon presentation of their valid ID documents at the dormitory front desk and only accompanied by a host resident).

Residents of the University dormitories are strictly prohibited to:

* possess or use electrical heating devices in student rooms (including but not limited to electric kettles, microwave ovens, hot plates) without the dormitory administration permission,
* leave electrical devices plugged in and unattended;
* place objects in any exit or on fire escapes, block or obstruct halls, stairways, handicap ramps, or other means of access;
* store bicycles in rooms and common areas;
* use emergency fire-fighting equipment;
* be on the dormitory premises or its adjacent areas in a state of alcoholic or narcotic intoxication, as well as bring to the dormitories, store, use, or distribute alcoholic beverages, narcotics, toxic, other psychotropic substances, weapons, explosives, dangerous objects;
* move to another dormitory room not otherwise authorized, remove furniture from the rooms or premises, or move furnishings from one room to another;
* perform unauthorized repair work;
* provide one’s living space for the residence of another person, including residents from other rooms;
* smoke, including electronic cigarettes, in all areas and premises of the University dormitories;
* cook in dormitory rooms, except in those areas specifically designated as kitchens;
* drive nails into furniture and walls, stick posters;
* allow any other person to use their ID card for entering the dormitory.
1. **Keeping Pets**

Residents shall contact a dormitory supervisor for matters regarding their right to keep pet in the dormitory room.

Residents may keep pets in the dormitory, provided that:

* the administration has approved the resident’s application on keeping a pet (the permission is granted for one year and is subject to annual prolongation);
* other residents of the suite have given their written permission for keeping a pet;
* there are no health, environmental, epidemic, and sanitation risks;
* animals are kept in accordance with veterinary and safety rules;
* animals are registered and vaccinated; ongoing veterinary examination is undertaken;
* a pet fee is paid.
1. **Housing Fees**

Housing fees (including accommodation rent costs, utility payments, additional services costs) shall be paid by residents twice a year (namely, for two entire periods of the current academic year): no later than September 15 and no later than February 15.

The payments are made by means of cash-register equipment with the receipt issued or via the IKBFU website service available at https://www.kantiana.ru/payment/.

The following groups of students are exempt from the housing fees:

* orphan students and students without parental care,
* students with disabilities,
* students exposed to radiation as a result of the Chernobyl disaster and other nuclear accidents,
* and some other resident categories.

The payment procedures shall comply with the legislation of the Russian Federation.

1. **Student Dormitory Council**

The Student Dormitory Council is a branch of student government representing dormitory students. Residents have the right to take part in the formation of the Student Dormitory Council and be elected thereto. Through participation in the Council, residing students may assist in decision-making processes related to upgrading housing facilities and equipment for residents, organizing cultural and leisure activities.

The Students Dormitory Council:

* coordinates the activity of room/suite/floor monitors;
* arranges residents’ voluntary service in the dormitory premises;
* makes sure residents treat the University’s property in the dormitory with due care;
* ensures that residents comply with this Policy;
* applies for resident’s expulsion in case of major or repeated violation of this Policy;
* participates in decision-making process on residents’ incentives and sanctions;
* protects residents’ rights within the Council’s area of responsibility.

The full list of rights and responsibilities of the Head and members of the Council is set out in the Student Dormitory Council Policy.

1. **Sanctions**

The infractions of the current Policy shall result in the following sanctions:

* admonition,
* reprimand,
* expulsion from the dormitory and dismissal from the University.

In case of any suspected violations, a written explanatory report will be claimed first. Confirmed violations will result in appropriate disciplinary action. A resident’s refusal or holding out on a written explanation shall not hinder the application of respective disciplinary measures to them.

1. **Dormitory Check-out**

The Residence Agreement shall be terminated and a resident shall vacate a dormitory room/apartment in the following cases:

* resident’s graduation from the University;
* resident’s violation of the University policies, rules, and regulations;
* housing fee payment delay for three months;
* resident’s discretion;
* resident’s actual absence from a dormitory for more than one month without any valid reason;
* retirement of the residing member of staff from the University;
* expiry of the Residence Agreement (for residing members of the University staff);
* ownership of living accommodation or a share of it (for residing members of the University staff).

Before a resident vacates a room or apartment, they shall clean it, have it inspected by the appropriate staff, have their exit checklist signed by the dormitory supervisor and the Accounts Office representative, lock the door and return all keys to the front desk.