**CHARTER**

**OF THE IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**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.**

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**Authority:**

The present Charter was approved by the Ministry of Science and Higher Education of the Russian Federation.

1. **Introduction and General Provisions**

Federal State Autonomous Educational Organization of Higher Education the Immanuel Kant Baltic Federal University (hereinafter referred to as the University, the IKBFU) is a unitary organization which aims to advance education and conduct academic, scientific, social, and other nonprofit activities.

The University was established in 2010 on the basis of the Immanuel Kant Russian State University, which was the successor to Kaliningrad Pedagogic Institute.

The founder of the University is the Russian Federation, with the Ministry of Science and Higher Education (hereinafter referred to as the Ministry) acting as its duly authorized representative. The Federal Agency for State Property Management (Rosimushchestvo) and the Ministry exercise functions and powers of the owner of the property allocated to the University.

The responsibilities of the Ministry include but are not limited to:

* to represent the founder of the University under its foundation, reorganization, and dissolution;
* to validate the University Charter and amendments thereto (as agreed with Rosimushchestvo);
* to conclude and terminate employment contracts with the University Rector and the University President;
* to approve the University development program;
* to establish the state assignment for the educational services;
* to make decisions on foundation and dissolution of the University branch offices and representative offices;
* to make decisions on property allocation (subject to agreement with Rosimushchestvo);
* to control the University activity;
* etc.

In conducting its activities, the University is guided by the Constitution of the Russian Federation, federal laws of the Russian Federation, other legislative regulatory acts of the Russian Federation, regulatory acts of the respective federal authority, as well as the present Charter.

The University constitutes a legal entity with its own financial balance and ledger accounts.

The University possesses a round seal bearing its full name and the coat of arms of the Russian Federation, as well as other seals, stamps, letterheads, the emblem, and other insignia.

The University shall conduct the state assignment and shall not refuse the fulfillment of this obligation.

The University provides all the necessary conditions (including social, cultural, sports, and recreational infrastructure) for academic activities, research, work performance, advanced developments, creative growth, and healthcare of students and staff.

Establishment and operation of any organizational structures of political parties and religious movements and organizations within the University is not permitted.

The University grants protection of information that constitutes the state secret, and other classified information.

The IKBFU Charter is posted on the University website, which makes it available for staff, students, and the general public.

1. **Name and Address**

The full legal name of the University is:

* in the Russian language – федеральное государственное автономное образовательное учреждение высшего образования «Балтийский федеральный университет имени Иммануила Канта»,
* in the English language – the Immanuel Kant Baltic Federal University.

Abbreviated legal names of the University are:

* in the Russian language – ФГАОУ ВО «Балтийский федеральный университет имени Иммануила Канта»; ФГАОУ ВО «Балтийский федеральный университет им. И. Канта»; ФГАОУ ВО «БФУ им. И. Канта»; Балтийский федеральный университет имени Иммануила Канта; Балтийский федеральный университет им. И. Канта; БФУ им. И. Канта,
* in the English language – the IKBFU.

The University's legal address is 14, A. Nevsky Street, Kaliningrad, 236016 Russia.

1. **Goals and Activities**

The IKBFU major core activities are:

1. Teaching and Learning. The University implements higher professional academic programs (Bachelor’s, Specialist’s, Master’s programs, academic staff training programs at the doctoral level, medical residency programs), secondary vocational programs, core general education programs, programs of professional education (professional training and retraining programs), continuing general and professional education programs. Consistent with its goals, the IKBFU endeavors to enhance teaching and learning, to spread knowledge among specialists and the general public, to advance their educational and cultural level.
2. Research and Discovery. The IKBFU is a place where research and advanced developments are conducted. The University spreads new scientific knowledge into the Russian and international society, promotes innovation, provides human resourcing and methodological support for scientific and academic development. The University transfers academic and research experience by means of writing and publishing of papers, research books, textbooks, guides in Russian and other languages. The IKBFU provides opportunities for Candidate and Doctor of Sciences theses defense. The University ensures practical application of the University’s intellectual property, including its commercialization.
3. Social Advancement. The University maintains youth policy activities, arranges educational and research events of public importance, achieves international cooperation in the field of education, research, and innovations.

The University main goals are as follows:

* to satisfy the public and state need in highly-skilled specialists;
* to satisfy individual demands for intellectual, cultural, and moral development;
* to carry out research and developments, providing people and organizations with innovative facilities;
* to conduct pilot studies, fundamental and applied research, as well as to utilize the research results in the studies;
* to ensure comprehensive modernization of the higher education;
* to provide informational support, to develop and apply informational networks and databases.

The IKBFU is entitled to conduct the following activities, unless they interfere with its goals and objectives:

* to render paid educational services pursuant to the Russian legislation;
* to conduct research projects beyond the scope of the state assignment;
* to develop and apply intellectual property results, to conduct patent research;
* to provide for the printing and publication of research and other works;
* to implement special assessment of working conditions;
* to provide labor protection services;
* to implement examination and evaluation activities;
* to carry out international events;
* to arrange internships and apprenticeships in Russia and abroad;
* to promote science and technological advances;
* to develop, apply, and sell the know-how;
* to develop energy-saving technologies;
* to provide environment-oriented services;
* to conduct urban development;
* to lease out assets;
* to provide housing facilities;
* to deliver media content;
* to provide library services;
* to conduct sports and recreational activities;
* to provide tour guide services;
* to deliver health care services;
* to provide rehabilitation in regard to education of people with disabilities and special needs;
* to provide food services;
* to conduct engineering surveys, to develop design estimates;
* to provide transportation services;
* to provide legal services;
* to provide job placement services;
* to be engaged in other activities which are not prohibited by the current legislation.
1. **Structure**

The University is independent in its structure formation and staffing table establishment.

The University’s structure may comprise the following structural units:

representative offices, institutes, departments, subdivisions, centers, shared facilities centers, laboratories, directorates, boards, offices, training workshops, practice bases, libraries, theatres, museums, health and recreational centers, dormitories, botanical garden, etc.

The University does not have any branch offices and have one representative office in the city of Riga (Latvia).

1. **Governance**

The governance of the University is exercised according to the legislation of the Russian Federation and the present Charter on the basis of individual and collective leadership.

The University’s governing bodies include the Supervisory Board of the University, the Conference of the IKBFU employees and students, the University Academic Council, the Rector of the University, the Board of Trustees of the University.

1. **The Supervisory Board of the University** shall be comprised of between five and eleven members, including the Ministry representatives, Rosimushchestvo representatives, and representatives of the public community known for their achievements in respective domains. The Supervisory Board may also comprise members of other state authorities, bodies of local government, and the University staff. The Rector and Vice-Rectors cannot be included to the Supervisory Board. The Rector takes part in the Supervisory Board’s meetings in a consultative capacity. The term of the University Supervisory Board’s office is five years.

The University does not have the right to remunerate the members of the Supervisory Council for performance of their duties.

The founder of the University enjoys the power to appoint and dismiss the Supervisory Board members.

The Chair of the Supervisory Board is elected from and by its members by the simple majority of votes.

The University Supervisory Board’s terms of reference cover:

* consideration of the amendments to the University Charter;
* giving recommendations on the establishment and termination of activities of the University branch offices and representative offices;
* giving recommendations on the University reorganization or dissolution;
* approval of the University participation in other legal entities;
* approval of the University plan of financial and economic activities;
* consideration of the reports on the University activities;
* making decisions on the University significant deals;
* making decisions on performance of the University annual financial audit.

The Supervisory Board reserves the right to obtain information within its terms of reference from other University boards.

The Supervisory Board shall meet as and when required, but no less than quarterly.

Decisions of the Supervisory Board are taken by the majority of votes with each member casting one vote.

1. **The Conference of the IKBFU employees and students** elects the members of the University Academic Council, makes decisions on the conclusion of the Collective Agreement and its amendments, and exercises other responsibilities under the present Charter. Procedure of the delegates’ selection to the Conference, representation quotas, terms, procedure of the convocation and activity of the Conference are determined by the actual Academic Council of the University. The share of the members of the Academic Council shall be no more than half of the total amount of the Conference delegates. All decisions of the Conference are approved by majority of votes (assuming no less than 2/3 of the delegates are available). The Conference shall meet as and when required, at least once in a five-year period.
2. **The University Academic Council** is an elective representative body that exercises general management of the University. The number of the Council members is determined by the Conference of the IKBFU employees and students. The Rector in the status of the Chair, the President in the status of the Deputy Chair, and Vice-Rectors are the members of the Academic Council ex officio, and Directors of the Institutes and representative offices – under the decision of the Academic Council. Other members are elected by the secret voting of the Conference delegates. A member of the Academic Council discontinues their membership automatically in case of their discharge from the University. The term of the University Academic Council’s office is five years.

Meetings of the University Academic Council are held at least once in every three months, save for the summer period.

Decisions of the Academic Council are taken by the majority of votes (assuming no less than half of the members are available).

The Presidium of the University Academic Council is headed by the Deputy Chair of the Council. The Presidium prepares meetings of the Academic Council, coordinates the interaction of the Academic Council and structural units of the University within the responsibilities of the Academic Council, and performs other functions stipulated by the Regulations of the University Academic Council. The working procedure of the Presidium, its meetings and decision-making process are determined by the Regulations of the University Academic Council.

The University Academic Council’s terms of reference cover:

* convocation of the Conference of the IKBFU employees and students;
* mapping key directions of the University’s development, including academic and research activities;
* making decisions on the University policies in the field of education, research, financial and economic activities, international cooperation;
* approval of the University bylaws, including the Admissions Policy, the Assessment Policy, the Regulations on the Procedures of Transfer, Expulsion and Reinstatement of the University Students, etc.;
* consideration of the University development program and the University plan of financial and economic activities;
* hearing of the Rector’s annual reports and reviewing reports of heads of the University structural units;
* approval of the University plan for conducting pilot studies, fundamental and applied research;
* making decisions on establishment and termination of the activities of the University academic and research structural units;
* making decisions on establishment and activity of the Board of Trustees;
* nomination of the University employees for academic titles;
* nomination for the University honorary titles;
* recommendation and support of the candidates for awarding national honorary titles;
* recommendation and support of students for awarding the Presidential Scholarship and other scholarships;
* election of the President of the University;
* approval of syllabus of academic programs;
* development and approval of academic programs;
* execution of other duties stipulated under the present Charter, the University bylaws, and the current legislation.

The University assigns the Academic Councils of the Institutes (Departments).

1. **The Rector of the University** is a single executive body to perform the current governance of the University. The Rector is assigned by the Government of the Russian Federation from the list of candidates proposed by the University Supervisory Board. The Rector is elected for the term up to five years. The employment contract between the Rector and the Ministry shall be concluded for the corresponding term.

Rector bears responsibility for academic, research, educational, disciplinary, and economic activities of the University. The Rector:

* performs the direct management of the University;
* signs documents on behalf of the University;
* acts on behalf of the University;
* annually presents a report to the University Academic Council and the University Supervisory Board;
* annually presents the University development program for the consideration of the University Academic Council;
* approves the structure and the staffing table of the University;
* makes decisions on establishment and termination of the activities of the University structural units (except those falling within the competence of the University Academic Council);
* approves the policies of the University structural units (except those falling within the competence of the University Academic Council);
* manages the activities of the University structural units;
* submits proposals for the state assignment for the consideration of the Ministry;
* approves the Admissions Policy;
* distributes duties amongst Vice-Rectors and other responsible officials of the University;
* hires and assigns employees of the University, discharges them, approves incentives and prescribes disciplinary sanctions, concludes employment contracts;
* approve incentives for the IKBFU students and prescribes disciplinary sanctions against them;
* approves annual programs for the development of research and advanced studies;
* manages the property and funds of the University;
* sets up the University accounts in the established order;
* submits a draft plan of financial and economic activities of the University to the Supervisory Board;
* submits annual financial reports to the University Supervisory Board;
* issues orders and directions, approves bylaws falling within their terms of reference;
* executes other duties stipulated by the Russian legislation and the Charter.

The Rector is entitled to delegate certain powers to Vice-Rectors and other managing staff of the University.

1. The position of **the President of the University** is established in order to increase the efficiency of the University management and promote the development of the University.

The President of the University is elected at the meeting of the University Academic Council by a simple majority of secret votes. The procedure for electing the President of the University is determined by the University Academic Council. After the election of the President, the Ministry concludes an employment contract with the elected President for a period of up to five years. One person cannot simultaneously hold positions of the Rector and the President..

No later than two months before the expiration of the employment contract, the President of the University reports on the completed work at the meeting of the University Academic Council.

The activities of the President of the University are regulated by the legislation of the Russian Federation, this Charter, the Regulations on the President of the University, other University bylaws, and the employment contract.

The President of the University exercises the following powers (subject to agreement with the Rector of the University):

* participates in the elaboration of the University development strategy and a draft concept for the University development;
* participates in the development on draft key policies of the University, including educational, financial, managerial, staff, academic, and information policies;
* participates in making decisions on the development of educational, research, disciplinary, organizational, and managerial activities of the University;
* represents the University in relations with the state bodies, local authorities, public, and other organizations in accordance with the legislation of the Russian Federation;
* develops a draft work plan for the University Academic Council, as well as an agenda for meetings of the University Academic Council in accordance with the work plan of the University Academic Council;
* supervises the preparation of draft documents for approval of the Conference of IKBFU employees and students, the University Supervisory Board, the University Academic Council; organizes discussion and examination of the prepared documents, if required;
* participates in the activities of the University Board of Trustees, the University Supervisory Board, as well as in the activities of other bodies of the University, if the President holds membership therein;
* represents the University at events organized by the University or with its participation;
* exercises other functions and powers in accordance with the Russian legislation, the Charter, the Regulations on the President of the University, other University bylaws, decisions of the Conference of IKBFU employees and students, the Supervisory Board, the Academic Council, and the Rector.

The termination of labor relations with the President of the University is carried out in the prescribed manner on statutory grounds.

1. **The Board of Trustees of the University** is established for the Rector’s term of employment. It comprises the members of business, financial, scientific networks, non-governmental organizations, unions, as well as private persons. The composition of the Board is established by the University Academic Council.

Decisions of the Board of Trustees are taken by the majority of votes (assuming no less than half of the members are available) with each member casting one vote. Decisions of the Board of Trustees are of advisory nature. The Rector has the right to take part in the Board’s meetings in a consultative capacity.

The Board of Trustees shall meet as and when required, at least once each year.

The University Board of Trustees:

* submits proposals for the current and perspective development objectives of the University to the Rector;
* attracts funds to the University;
* promotes new building projects, facilitates obtaining of new appliances, equipment, and materials;
* promotes the development of the University;
* helps to establish and develop international cooperation;
* raises the profile of the University;
* promotes social protection and benefits of the University staff and students;
* provides job placement assistance for the University alumni;
* executes other duties pursuant to the Regulations of the Board of Trustees of the University.

Different lines of the University’s operations are managed by Vice Rectors whose duties are distributed by the Rector.

Schools of the University are directly managed by Deans who are elected by the Academic Council from amongst the most qualified and competent specialists of the respective profile.

Institutes of the University are managed by Directors who are appointed pursuant to the Russian legislation.

Heads of Departments are elected by the Academic Council for a term of up to five years from amongst the most qualified and competent specialists of the respective profile.

Directors of the Institutes, Deans of the Schools, Heads of the Departments and other structural units bear personal responsibility for the activities of the corresponding unit.

The University Student Council and the University primary trade-union organizations are the bodies representing the University faculty and students and giving them an opportunity to influence the University policies.

1. **Economics and Finances**

The University carries out its financial and economic activities at own discretion. The University property lies in federal ownership. The University is entitled to act independently as a lessee or a lessor.

The resources financing the University activity are the following:

* subsidies from the federal budget;
* revenues from the University income-generating activities, including paid education services and entrepreneurial activities;
* revenues from intellectual property rights;
* grants and grant subsidies;
* donated funds (including international donations);
* funds received as rent and utility payments;
* dividends;
* other income generated in accordance with the current legislation.

The University independently administers the funds raised from its income-generating activities.

University fees are established by the Rector in the prescribed manner.

1. **Employees**

The University provides positions for academic employees (faculty members and researchers), engineering and technical, administrative and management staff, production, educational support, medical staff, and other categories of staff.

The rights and obligations of the academic staff of the University are regulated by the federal education and research legislation, as well as the federal science and technology policy.

Other categories of staff:

1. have the right to:
* be provided with the work stipulated by their employment contracts;
* be timely and fully compensated in accordance with their qualifications, work complexity, and the quantity and quality of performed work;
* enjoy other rights provided by the Russian legislation, the University Charter, the Staff Employment Policy, job descriptions, other University bylaws, and employment contracts.
1. are obliged to:
* perform their duties according to their employment contracts;
* abide by the Staff Employment Policy;
* perform other duties in accordance with the Russian legislation, the University Charter, the Staff Employment Policy, job descriptions, other University bylaws, and employment contracts.

University staff members can be provided with moral and material incentives.

1. **University Bylaws**

The University is entitled to enact the following types of local normative acts to govern and regulate its activity in accordance with the legislation of the Russian Federation:

* orders,
* policies,
* rules and regulations,
* instructions,
* etc.
1. **Reorganization and Dissolution**

The University may be reorganized or dissolved in accordance with the civil and educational legislation of the Russian Federation.