**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**STUDENT CODE OF CONDUCT**

**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: 23/10/2019**

**Applicability:**

The Code applies to any student enrolled in an academic program at the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University).

**Authority:**

This paper was agreed by the student self-government bodies and approved by the Rector and the Academic Council.

**1. Introduction and Purpose**

The Student Code of Conduct sets out the standards of disciplinary and educational regulations for students, their rights and obligations, incentives and sanctions.

The purposes of the Code are to:

* provide for the advancement of knowledge and the development of ethically sensitive, responsible and lawful citizens,
* make the educational process at the IKBFU more efficient,
* promote discipline at the University,
* educate a careful attitude to the property and material values,
* promote intolerance towards different forms of corruption,
* educate national, religious tolerance and maintain a zero tolerance towards discrimination, harassment, extremism, terrorism,
* encourage students to adhere to the Student Code of Conduct, University policies, rules, and regulations.

The IKBFU students are expected to abide by the Code, other rules, regulations, and policies of the University, as well as federal laws, both on- and off- campus. These expectations are fundamental to the principle of independent learning and professional growth and to the maintenance of the healthy living and learning environment.

**2. Integrity and Respect for Others**

The IKBFU is an institution dedicated to the principle of treating each University Community member fairly and with respect, and embracing diversity and inclusion. In that spirit, each student is required to show respect to the faculty members and other staff, other students, applicants, and visitors of the IKBFU. The University prohibits discrimination and harassment and provides equal opportunities for all Community members, applicants, and guests regardless of their sex, race, color, religious creed, national origin, language, ancestry, physical or mental disability, medical condition, marital status, age, political position, or any other characteristics.

The University prohibits the use of vulgar, unsuitable, obscene language or gestures and other types of offensive behavior.

**3. Academic Honesty**

The IKBFU prohibits infringement of copyright and neighboring rights, as well as other types of academic dishonesty. Academic dishonesty is any form of academic conduct that is deceptive, dishonest, or fraudulent. Academic dishonesty includes but is not limited to cheating, plagiarism, and fabrications.

**4. Student Organizations**

All students have the right to join student organizations and influence University policies through self-governance. Thus, it is possible for all University Community members to participate in the process of discussion of and decision making upon the crucial issues of the University activity.

**5. Educational Process and Classroom Experience Policies**

All classes at the IKBFU are scheduled in accordance with curriculums and academic programs.

A class lasts forty-five minutes. The beginning, the end of classes, and the break time are determined by the Rector’s order. The ringing of the first bell is given two minutes before a class starts. The second bell is a signal that a class is beginning. The third one tells that a class is over. The break lasts between five and ten minutes. Students have a lunch break of between twenty and thirty minutes after a four-hour study period. During the classes students are expected to conduct themselves in a mature and considerate manner and not to interrupt and disrupt the class atmosphere, which inhibits and prevents learning and teaching. Classroom experience misconduct includes but is not limited to the following:

* Engaging in behavior that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, using offensive language or personal attack, creating distractions or disturbances, sleeping, and reading unrelated materials.
* Using cell phones or other electronic devices that disrupt the learning process.
* Entering the classroom late or leaving the classroom prior to the end of the class, unless exceptional circumstances arise.

Taking of pictures, audio or video recording are acceptable only if agreed with the lecturer or other faculty member.

In order to conduct seminars, tutorials, and laboratory classes academic groups are to be formed. Each group appoints a leader, who is responsible for a group absence rate registration, classroom discipline, and equipment damage control. A group leader informs other students of all changes in their schedule.

**6. Attendance and Absence from Classes**

Regular attendance at all kinds of classes is required.

Students should report all absences in a written form. Students who are sick should submit a medical certificate registered at the University Clinical Center.

**7. Use of Resources**

Membership in the University affords students free access to a wide array of resources including the Library, online curriculums, informational funds, education, research, and other kind of services of different University units.

**8. Student Allowance**

University students are entitled to receive student allowance, scholarships, grants, fellowships, and other types of financial support as relevant.

**9. Housing**

All non-resident students are eligible to live in the University dormitories provided that there are available housing resources.

The residents’ rights, duties, and responsibilities are outlined in the University Housing Policy.

**10. Leave of Absence**

A leave of absence is an authorized break in a student’s studies. Students can request a leave of absence from their studies for a documented medical or valid personal reason. When thinking about taking a leave of absence one should consult the Academic Department and other relevant support services for information and guidance.

**11. Transferring**

Students have the right:

* to change an academic program and/or the mode of study,
* to transfer to another university in accordance with the established procedure.

**12. Improper Use of IKBFU Name and Logo**

The use of the University name, logo, seal in the promotional, commercial, and political materials and activities is prohibited not otherwise authorized.

**13. Misrepresentation**

The following actions are prohibited for all University students:

* knowingly providing false information or making a false report to the University,
* representing or acting on behalf of the University or its structural units when not authorized to do so,
* distributing information that undermines University reputation and credibility.

**14. Political Activity**

It is forbidden to spread political propaganda or conduct any other political activities at the University.

**15. Smoking and Alcohol Policy**

The IKBFU prohibits students from possessing and consuming alcohol or any prohibited substances, as well as from being under the influence of them on campus.

Smoking is forbidden in all University premises.

**16. Gambling**

Gambling activities are prohibited in all University premises.

**17. University Identification Cards**

All students receive the IKBFU Identification Card. The cards are required for admission to all University activities and facilities.

Students will keep their ID card while they are enrolled at the IKBFU and are responsible for their ID card. ID card is free of charge, but in case of its loss, there is a replacement fee every time a replacement card is issued. ID cards are not transferable; students may not allow any other person to use their ID card for any purpose.

**18. Improper Use of University Property**

Students are expected to keep the University locations clean and tidy and to treat the property of both the University and other Community members with appropriate care and respect.

The IKBFU prohibits improper use of University property or facilities, including offices, laboratories, dormitories, and other physical spaces, books, computers, telephones, and other equipment or tangible property. Examples of improper uses include:

- vandalism, damaging, destroying, or defacing items or physical spaces;

- entering or remaining on or in any part of any University premises without proper authorization, bringing out University property from its premises, using University property (including facilities, equipment, services, and computers) or space without proper authorization;

- uses intended for the purpose of conducting business or non-profit endeavors not otherwise authorized.

It is also prohibited to eat or drink in classes and to move around inside the University buildings by bike, roller skates, and other vehicles and means of transportation.

**19. Personal Belongings**

Students are asked to remove outwear and headwear on entering the University and leave them in the appropriate cloakroom.

The University isn’t responsible for any clothes and personal belongings left outside the cloakrooms.

**20. Incentives**

University students can be rewarded for good academic performance, high results in study or research, close involvement in the University life. The following types of incentives are provided:

* expression of gratitude,
* giving a letter of appreciation and achievement,
* giving a money reward.

**21. Sanctions**

Any student who commits an act of misconduct and/or violates the Code or other IKBFU rules and regulations will be subject to University sanctions. In case of any suspected violations, a written explanatory report will be claimed first. Confirmed violations will result in appropriate disciplinary action.

Disciplinary measures that may be imposed under the Code include:

* admonition,
* reprimand,
* expulsion.

Violation of local or federal laws may result in disciplinary actions to the extent of expulsion from the University.

**22. Readmission**

Students who have been required to withdraw for any reason will have the right for readmission and resuming their academic work according to the established procedure and relevant policies, rules and regulations.

**23. International Students Policy**

1. The legal status of non-Russian citizens and stateless persons (hereinafter foreign citizens) in Russia is determined by the legislation of the Russian Federation, in particular:

- Federal Law No. 115-ФЗ as of July 25, 2002 "On the Legal Status of Non-Russian Citizens in the Russian Federation",

- Federal Law No. 114-ФЗ as of August 15, 1996, as amended "On Procedure for Entry to the Russian Federation and Departure from the Russian Federation”,

- Federal Law No. 109-ФЗ as of July 18, 2006 "On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation",

- Federal Law No. 99-ФЗ as of May 24, 1999 "On the State Policy of the Russian Federation in Relation to Compatriots Abroad".

1. Foreign citizens are required to comply with the laws of the Russian Federation, respect the customs and traditions of the country.
2. The Student Code of Conduct fully applies to all IKBFU international students.
3. All questions related to visa issuance, entry and registration, stay, movement, departure of foreign citizens are the responsibility of the International Office, which is located at 14, A. Nevsky Street (the IKBFU Building 2), Office 119.
4. The organization of the educational process of foreign citizens falls within the competence of the International Office and the Institute where the academic program is implemented.
5. Foreign citizens have the right to travel outside the Kaliningrad region, including travelling to their homeland during the vacation period or at other times [in conformity with applicable rules](https://www.multitran.com/m.exe?s=in%20conformity%20with%20applicable%20rules&l1=1&l2=2), for valid reasons and with official supporting documents.
6. For the purposes of timely registration, residence, registration of departure from the Russian Federation, and movement within the country foreign citizens are required:

- to submit national documents to the International Office within one day from the day of their arrival to the Kaliningrad Region for registration of residence rights in Russia,

- within at least fifteen days before the expiry of the national passport (or other equivalent document), to either renew or replace it with a new one and submit it to the International Office;

- to immediately report the loss of the national passport or other equivalent document to International Office and the Embassy of their country in Russia; to present a new passport for registration to the International Office within twenty-four hours after its receipt.

1. Upon graduation from the University or in case of early expulsion for any reasons, an international student has to leave the Russian Federation within fifteen days from their expulsion from the IKBFU or at a different time specified in the notification of the Office for Migration of the Ministry of Internal Affairs of Russia in the Kaliningrad Region.