

## On approving the SPbU Residences Rules and Regulations

For the purpose of regulating the relations connected with student accommodation at the Halls of Residence of the Federal State Budgetary Educational Institution of Higher Education “Saint Petersburg State University”,

### I DO HEREBY ORDER:

1. To establish the Federal State Budgetary Educational Institution of Higher Education “St. Petersburg State University” Residences Rules and Regulations (hereinafter referred to as the “Residences Rules”) in accordance with the Annex to this Order, and put them into force starting from the date of the issuance of this Order.
2. The following orders shall be deemed to have lost force:
  - 2.1. Order No 3035/1 of 23 August 2013 “On approving the rules of residence, room allocation, change of room, and eviction from SPbU Halls of Residence”, with subsequent changes and additions;
  - 2.2. Order No 5442/1 of 4 July 2016 “On introducing changes to certain internal regulations of SPbU”;
  - 2.3. Order No 2152/1 of 11 June 2013 “On procedures for room allocation at SPbU Halls of Residence to the guests of SPbU students and the guests of the tenants who are not SPbU students”.
3. Staff members of the Security Office, the Halls of Residence Management Office, and the Passports and Visas Department shall accept for bringing into effect the Residences Rules, within the scope of their responsibilities.
4. On the date of the issuance of this Order, the Head of the Public Relations Office T.T. Zainullin shall post this Order on the official SPbU website.
5. Proposals for amendments of and additions to this Order shall be sent to the following email address: [org@spbu.ru](mailto:org@spbu.ru).
6. The Head of the Halls of Residence Management Office shall arrange for the publication of this Order on the information boards located on the SPbU Halls of Residence.

7. Monitoring the implementation of this Order shall be the responsibility of the Deputy Senior Vice Rector for Material Assets Operation and Development K.A. Kuzmin.

Senior Vice Rector E.G. Chernova

Annex to Order No \_\_\_\_\_ of \_\_\_\_\_  
issued by Senior Vice Rector

The Federal State Budgetary Educational Institution of Higher Education  
“Saint Petersburg State University”  
Residences Rules and Regulations

## **1. General Provisions**

- 1.1. These Residences Rules and Regulations have been developed in accordance with the Civil Code of the Russian Federation, the Housing Code of the Russian Federation, Federal Law No 273-FZ of 29 December 2012 “On Education in the Russian Federation”, RF Government Regulation No. 42 of 26 January 26 2006 “On approving the rules for classification of residential spaces as special-purpose residential facilities and on standard-form residential tenancy agreements for special-purpose residential property” (as amended and supplemented), the Standard Regulations for student residences of a federal state educational institution of higher and secondary professional education of the Russian Federation under the authority of the Federal Agency for Education, the Standard Internal Rules for Student Housing (Annex 1 to the Regulation approved by the Ministry of Education and Science of the Russian Federation on 10 July 2007), Law of St. Petersburg No. 273-70 of 31 May 2010 “On administrative infractions in St. Petersburg “, the Charter of the Federal State Budgetary Educational Institution of Higher Education “Saint Petersburg State University” approved by Regulation No. 1241 issued by the Government of the Russian Federation on 31 December 2010.
- 1.2. These Residences Rules establish the internal rules of conduct on the site and in the hall of residence of St. Petersburg State University (hereinafter referred to as “SPbU”, the “University”), determine the actions of SPbU employees when allocating residential spaces at the halls of residence to SPbU students, reallocating the students’ residential spaces, and evicting students from the SPbU Halls of Residence; these Residences Rules are internal regulations that are mandatory for all individuals living in the SPbU Halls of Residence.
- 1.3. Residential spaces at SPbU halls of residence are federal property managed by the University and are meant for temporary accommodation of individuals.
- 1.4. These Residences Rules shall be posted on the information boards at the SPbU Halls of Residence and on the SPbU official website; they shall be brought to the attention of the individuals staying at the halls of residence, against their signed acknowledgement upon their moving into the halls.

## **2. Procedures for Room Allocation in SPbU Halls of Residence During the Academic Year**

- 2.1. Procedures for room allocation in SPbU halls of residence to students is established by the Regulation on Room Allocation in SPbU Residences (hereinafter referred to as the “Regulation on Room Allocation”).
- 2.2. For students moving into the halls of residence during the academic year, except for the categories specified in Section 3 of these Residences Rules, the procedure shall be as follows:
  - 2.2.1. The student will need to submit an application for room allocation in SPbU halls of residence to the First Vice Rector for Academic Affairs and Methodological Support using the Student Personal Account (my.spbu.ru).
  - 2.2.2. The Head of the Youth Office (hereinafter the “YO”), within one working day, shall provide to the Deputy Senior Vice Rector for Material Assets Operation and Development (hereinafter referred to as the “Deputy Senior Vice Rector for MAOD”) and to the Head of the Halls of Residence Management Office (hereinafter referred to as the “RMO”) the information about the students whose applications for obtaining accommodation in SPbU residences have been approved.

- 2.2.3. Head of the YO shall inform the students about the positive decision regarding their accommodation in the halls of residence.
- 2.2.4. The student whose application for accommodation in the halls of residence is approved should then contact the Accommodation Office, on working days from 09 am to 17.45 pm, for properly documenting the allocation of residential spaces to them:
  - Halls of Residence No 10: St. Petersburg, Peterhof, 66 Botanicheskaya St, Building 2;
  - Halls of Residence No 1: St. Petersburg, 20 Korablestroiteley St, Building 1, Room 1.
- 2.2.5. In order to move to a hall of residence, the student needs to submit their passport and a chest X-ray certificate with the date not later than 11 months, to the Accommodation Office. If the student does not have one or any of the specified documents, he/she cannot move to the halls of residence until the relevant documents have been provided.
- 2.2.6. A representative of the Accommodation Office shall assign a rental unit to the student, register all the relevant information about the student and the results of the X-ray examination in the “1-C: Halls of Residence (Management of SPbU Room Stock)” information system, execute a tenancy agreement for special-purpose residential property, and draw up the accommodation invoice.
- 2.2.7. The student checks into the halls of residence in accordance with the tenancy agreement for special-purpose residential property.
- 2.3. When the student checks into the halls of residence, he/she shall do the following:
  - 2.3.1. Read these Residences Rules, the Internal Rules for University Students, the SPbU Charter, the Regulation on Security Pass System and Internal Security Policy at SPbU, the Fire Safety Regulations, other internal SPbU regulations, and acknowledge their understanding of these documents by putting their signature;
  - 2.3.2. Accept the allocated residential space from the site supervisor of the halls of the MAOD hall of residence, in accordance with the acceptance certificate stating the current condition of the rental unit;
  - 2.3.3. Receive furniture, housekeeping equipment and bedding from the administrative manager of the MAOD hall of residence against a statement of obligation;
  - 2.3.4. Receive the keys to the rental unit from the representative of the Security Office (hereinafter referred to as the “SO”) at the security desk of the hall of residence against signature of receipt in the key book.
- 2.4. In order to activate the permanent contactless digital access pass to the hall of residence, valid for the whole duration of the tenancy agreement, the student should contact the MAOD Department of Additional Services.
- 2.5. In order to get residents’ registration, the student should contact the SPbU Passports and Visas Department.
- 2.6. After receiving the accommodation invoice from the Accommodation Office, the student shall pay the hall of residence accommodation fees in accordance with the rates established by SPbU internal regulations.
- 2.7. A student who is re-checking into a SPbU hall of residence while having payment arrears for accommodation and additional services or for guests accommodation or while not having returned the housekeeping equipment after moving out the previous time, cannot move in until he/she has paid all outstanding fees.

### **3. Accommodation of First-year Students Enrolled at SPbU from 25 to 31 August**

- 3.1. For first-year students enrolled at SPbU from 25 to 31 August whose names are included in the ranked accommodation lists in accordance with the Regulation on Room Allocation, the procedure for room allocation and moving in shall be as follows:
- 3.1.1. The ranked accommodation lists are posted to the SPbU official website; the lists include the full name of the student and the number of the hall of residence where the student has been assigned residential space.
  - 3.1.2. The student should go to the hall of residence assigned to him/her in accordance with the list published on the SPbU website.
  - 3.1.3. To get access to the hall of residence and its site, the student will need to obtain, at the security desk, a temporary access pass valid for 14 calendar days.
  - 3.1.4. The student who is moving into a hall of residence can be accompanied to the site of the hall by no more than two individuals.
  - 3.1.5. Access to the site can be granted to one vehicle per moving-in student for the purpose of delivering the student's belongings to the hall of residence; the vehicle can park on the site for up to one hour.
  - 3.1.6. The student needs to contact the respective site supervisor of the MAOD hall of residence from 9 am to 8 pm. In order to check into a hall of residence, the student will need to provide the following documents to the site supervisor:
    - passport;
    - chest X-ray examination certificate.If the student does not have some or any of the specified documents, he/she cannot move to the hall of residence until the relevant documents are provided.
  - 3.1.7. The site supervisor will execute the tenancy agreement for special-purpose residential property using the "1-C: Halls of Residence" system and register all the relevant information about the student as well as the results of the X-ray examination in the "1-C: Halls of Residence (Management of SPbU Room Stock)" information system.
  - 3.1.8. The site supervisor shall make sure that the student has read the Residences Rules, the SPbU Charter, the Internal Rules for University Students, the Regulation on Security Pass System and Internal Security Policy at SPbU, the Fire Safety Regulations, other internal SPbU regulations, and acknowledged his/her understanding of these documents by signing them.
  - 3.1.9. The site supervisor will hand over the residential space to the student in accordance with the acceptance certificate. The certificate shall state the current condition of the residential space in question.
  - 3.1.10. The student will receive furniture, housekeeping equipment and bedding from the administrative manager of the MAOD hall of residence against a statement of obligation.
  - 3.1.11. The student will receive the keys to the living quarters from the representative of the SO at the security desk of the hall of residence against signature of receipt in the key book.
  - 3.1.12. The representatives of the Accommodation Office shall, within 5 working days, calculate the accommodation charges and issue an accommodation invoice to the student (including without limitation such means as sending the invoice to the SPbU corporate email address of the student). Upon receiving the invoice, the student is required to make the payment before the 10th day of the next month.
  - 3.1.13. After moving into a hall of residence, the student is legally obligated to submit documents to the SPbU Passports and Visas Department for migration registration in accordance with the legislation of the Russian Federation.

3.2. If the student moving into the halls of residence arrives outside of working hours (from 8 pm to 9 am), the student will be sent to a standby hall of residence at one of the following addresses:

- Hall of Residence No 13, St. Petersburg, Peterhof, 66 Botanicheskaya St, Building 2;
- Hall of Residence No 19, St. Petersburg, 3 Kapitanskaya St.

The student will be checked into a standby hall of residence for one night till 10 am (Moscow Time). After that, the student shall head to the hall of residence assigned to him/her in accordance with the list published on the SPbU website and go through the check in procedure there as specified in clause 3.1 of the Residences Rules.

3.3. In exceptional circumstances and for objective reasons, following the decision of the MAOD head, the student may be reassigned to a different rental unit from the one initially allocated as indicated in the list. However, moving from a hall of residence located in Petrodvorets District of St. Petersburg to a hall of residence in Vasileostrovsky or Nevsky Districts of St. Petersburg is not allowed.

#### **4. Room Allocation Procedure for Guests of SPbU Students and Guests of the Tenants who are not SPbU Students**

- 4.1. An SPbU student or a tenant who is not an SPbU student (hereinafter referred to as the “Tenant”) who wishes to arrange for temporary accommodation of a guest in SPbU halls of residence shall submit to the Accommodation Office, during office working hours and not later than 1 working day prior to the date on which the guest is supposed to move in, a written application addressed to the Deputy Senior Vice Rector for Material Assets Operation and Development (Annex No 1 to the Residences Rules herein), requesting permission to accommodate a guest in one of the vacant residential spaces. When signing the application, the tenant needs to guarantee the payment of accommodation fees for the guest as well as compensation for possible damage to SPbU property which may be caused by the guest during his/her stay at SPbU halls of residence.
- 4.2. A representative of the Accommodation Office shall allocate residential space to the guest, register the required information in the “1C: Halls of Residence” system in accordance with the submitted application, calculate the guest accommodation fee in accordance with the rates established by SPbU internal regulations, issue the accommodation invoice for the stay of the guest at SPbU halls of residence to the tenant, and send the accommodation invoices to the student corporate email addresses.
- 4.3. The tenant shall pay the accommodation fees for the guest in full and show the paid invoice to the site supervisor at the hall of residence and at the security desk, to the representative of the Security Office who is responsible for letting the guest enter the SPbU hall of residence.
- 4.4. The Security Office responsible for letting the guest enter the SPbU hall of residence shall make sure that the guest enters the SPbU halls of residence for temporary stay only when accompanied by the tenant who invited the guest and only upon presentation of the paid accommodation invoice.
- 4.5. The site supervisor of the MAOD hall (or the administrator), upon presentation of the paid accommodation invoice, will hand over the living premises to the tenant for accommodation of their guest in accordance with the acceptance certificate and will provide the guest with the necessary inventory items against a statement of obligation. The tenant shall take the keys for the premises where their guest will be staying from the representative of the Security Office at the security desk of the hall.

- 4.6. At the end of the guest's stay, the tenant shall hand over the living premises as well as the provided inventory items to the site supervisor of the hall (or the administrator), in accordance with the acceptance certificate, not later than at 10 am of the next working day, and hand over the keys to representative of the Security Office at the security desk at the entrance to the hall of residence.
- 4.7. The Head of the Security Office shall organize a daily analysis after 11 pm of the number of people who entered and left SPbU halls of residence before 11 pm in accordance with the ACS database, and identify the individuals (guests) who entered the halls of residence in the daytime but did not leave before 11 pm.
- 4.8. The Head of the Security Office shall arrange for the guests who did not leave the halls of residence before 11 pm to be led outside the halls of residence site:
  - 4.8.1. In connection with the guest's overstay on the site of the halls of residence during night-time without the required advance payment, the representatives of the Security Office will draw up a report registering the violation by the tenant receiving the guest at night-time of the Regulation on Security Pass System and Internal Security Policy at SPbU. The Report is not drawn up in the cases provided for by clause 4.8.4 of the Residences Rules herein.
  - 4.8.2. Staff members of the Security Office shall make sure that the late guests are led out of the halls of residence past the security desk.
  - 4.8.3. The Head of the Security Office shall submit the information about the violations to the head of the MAOD and the Deputy Senior Vice Rector for Material Assets Operation and Development.
  - 4.8.4. If a guest refuses the request of the tenant to leave the hall of residence, the tenant shall contact a staff member of the Security Office and report the refusal of the said guest to leave in writing.
- 4.9. The head of the MAOD shall submit a report together with the relevant documents requesting disciplinary action in connection with the violation of the Regulation on Security Pass System and Internal Security Policy at SPbU to the following officials:
  - 4.9.1. the First Vice Rector for Academic Affairs and Methodological Support with respect to students;
  - 4.9.2. the Vice Rector for Human Resources with respect to the tenants who are not students.
- 4.10. After receiving the information pursuant to clause 4.8.3 hereof, the Deputy Senior Vice Rector for Material Assets Operation and Development shall organize the calculation of SPbU halls of residence accommodation charges in accordance with the rates established by the SPbU internal regulations and mailing of accommodation invoices to the tenants.
- 4.11. The tenant shall pay the fees in full not later than on the 10th day after the month that has ended.
- 4.12. If the tenant fails to pay the charges for guest accommodation, no more guests shall be allowed to visit such tenant at the halls of residence.
- 4.13. In case of violation by the tenant's guests of the accommodation procedure specified herein, such guests will no longer be granted access to the site of the halls of residence.
- 4.14. If a guest causes material damage to the University's property, the tenant receiving the guest shall pay for the damage in accordance with SPbU internal regulations.
- 4.15. The duration of temporary accommodation of the tenant's guests in SPbU halls of residence cannot exceed three consecutive calendar days and seven calendar days per month, except for the cases established by clause 4.16 of the Residences Rules. No more than two guests per tenant can be accommodated at SPbU halls of residence simultaneously.
- 4.16. The duration of temporary accommodation of the tenant's guests who are his/her close relatives (parents, children, grandfathers, grandmothers, grandchildren, full-blood and



half-blood brothers and sisters), cannot exceed fourteen days per six months. No more than two close relatives of the tenant can be accommodated at SPbU halls of residence simultaneously.

- 4.17. The duration of stay of each of the tenant's guests shall be counted towards the time limit for temporary accommodation of a tenant's guests in SPbU halls of residence.
- 4.18. The duration of the guest's stay with each of the tenants with whom such individual is officially registered as a guest shall be counted towards the time limit for temporary accommodation of a tenant's guests in SPbU halls of residence.
- 4.19. The list of residential spaces available for guest accommodation is established by SPbU internal regulations.

## **5. Relocation Procedure in the Halls of Residence**

- 5.1. When moving from one rental unit to another, the student shall be required to sign an additional agreement to the tenancy agreement for special-purpose residential property.
- 5.2. When the tenant is moving from the halls of residence located in Petrodvorets District of St. Petersburg to the halls of residence located in Vasileostrovsky and Nevsky Districts of St. Petersburg, the residential spaces shall be allocated in the manner established by the Regulation on Room Allocation. After the list of students to be relocated is compiled in accordance with the Regulation on Room Allocation, the authorized SPbU officials and students shall perform the following series of actions:
  - 5.2.1. The head of the YO shall submit the list of student to be relocated to the Deputy Senior Vice Rector for Material Assets Operation and Development and the head of the MAOD.
  - 5.2.2. The Deputy Senior Vice Rector for Material Assets Operation and Development shall arrange for the list of students to be checked for possible violations of clauses 5.4.1 – 5.4.6 specified herein. If any violations are found, the Deputy Senior Vice Rector for Material Assets Operation and Development shall return the list of students with all objections specified to the head of the YO.
  - 5.2.3. The Deputy Senior Vice Rector for Material Assets Operation and Development shall arrange for allocation of residential spaces to students who will be moving to the halls of residence in Vasileostrovsky and Nevsky Districts of St. Petersburg.
  - 5.2.4. The Deputy Senior Vice Rector for Material Assets Operation and Development shall send the information about the students and the rooms assigned to them to the head of the MAOT, who shall organize the relocation of the students.
  - 5.2.5. The head of the YO shall inform the students included in the list about the possibility to move from a hall of residence in Petrodvorets District to a hall of residence in Vasileostrovsky and Nevsky Districts of St. Petersburg by sending a message to their SPbU corporate email, specifying the dates and time limits.
  - 5.2.6. The students, after receiving the notification about a possibility to relocate to a different hall, should contact the site supervisors of the hall of residence they are going to move into in order to undergo the relocation procedure.
- 5.3. Students have the right to move from one rental unit to another but they are not allowed to move from a hall of residence located in Petrodvorets District of St. Petersburg to a hall of residence in Vasileostrovsky or Nevsky Districts of St. Petersburg (pursuant to clause 5.2. hereof). For that purpose, the student should submit an application addressed to the Deputy Senior Vice Rector for Material Assets Operation and Development (Annex No 2 to the Residences Rules). The procedure is as follows:
  - 5.3.1. Applications from students are accepted by the staff members of the Accommodation Office during the working hours, from 9 am to 17.45 pm, in the halls of residence at the addressed specified in clause 2.2.4 of this Order.
  - 5.3.2. Applications for relocation shall be processed within 5 working days.

- 5.3.2.1. Staff members of the Accommodation Office shall arrange for coordinated work with the head of the MAOD, who performs the check of the following information:
- absence of complaints against the applicant regarding the physical and sanitary condition of the residential space where the applicant lives and the common areas;
  - the good condition of SPbU inventory items issued to the applicant for temporary use against a statement of obligation;
  - the presence of a valid chest X-ray examination certificate;
  - absence of any arrears in payment for additional services provided at SPbU halls of residence;
  - absence of any complaints against the applicant regarding his/her actual residence in the halls;
  - absence of any disciplinary actions against the applicant.
- 5.3.2.4. Staff members of the Accommodation Office shall check whether the student has any arrears in payment of accommodation fees or guest accommodation fees.
- 5.3.2.6. Staff members of the Accommodation Office shall check whether the rental unit indicated in the application of the student has vacant residential spaces. Applications cannot be submitted for relocation to a rental unit with more than one vacant space or with no vacant spaces.
- 5.3.2.7. After the checks are conducted and the application is approved by the head of the MOAT, the staff members of the Accommodation Office send the application to the Deputy Senior Vice Rector for Material Assets Operation and Development. The Deputy Senior Vice Rector for Material Assets Operation and Development shall review the applications and make decision on approval of student relocation within two working days after the date of receiving the application for approval.
- 5.3.2.8. If the decision is positive, the staff members of the Accommodation Office shall inform the students and the halls of residence site supervisors about the decision and prepare additional agreements to the existing residential tenancy agreements with the students.
- 5.3.2.9. The head of the Accommodation Office is responsible for ensuring that the applications are kept at University for 5 years.
- 5.3.3. After receiving information about a positive decision with regard to the application, the student is required to move within five working days from the date of the approval of his/her application. If the student does not move to the new rental unit within five working days, his/her application shall be deemed withdrawn.
- 5.3.4. To carry out the relocation from one rental unit to another, the student is required to hand over the current rental unit and SPbU movable property in accordance with the acceptance certificate, to the site supervisor of the MOAP hall of residence that the student is moving out of, to move into and accept the newly assigned University rental unit and movable property, in accordance with the acceptance certificate, from the site supervisor and the administrative manager of the MAOD hall of residence he/she is moving to, and also contact an inspector of the Accommodation Office for signing an additional agreement to the existing residential tenancy agreement.
- 5.4. If residential premises are deemed to be put out of commission in the manner prescribed by SPbU internal regulations, the staff members of the MAOD shall assign the “out of commission” status to such residential spaces within the “C1: Halls of Residence” information system. The head of the MOAD shall arrange for real-time records management of operational commissioning and decommissioning of residential spaces

- in SPbU halls of residence and shall provide such information to the Deputy Senior Vice Rector for Material Assets Operation and Development.
- 5.5. If residential spaces where students live are deemed to go “out of commission”, the Deputy Senior Vice Rector for Material Assets Operation and Development shall within three working days after receiving such information arrange for actions to be taken to relocate the students to other rental units.
- 5.5.1. Staff members of the Accommodation Office shall assign another rental unit to such students.
- 5.5.2. Staff members of the Accommodation Office shall inform the site supervisors of the corresponding MAOD halls of residence about rental units assigned to students for relocation.
- 5.5.3. Staff members of the Accommodation Office shall send written instructions to the student living in rental units designated as “out of commission” about the need to move to other rental units.
- 5.5.4. The students informed about their rental units being “out of commission” shall within three working days after receiving the notification move to a new rental unit in the manner prescribed by clause 5.3.4 of the Residences Rules.

## **6. Procedure for Temporary Absence (Temporary Check Out) from the Halls of Residence**

- 6.1. Accommodation fees shall not be charged for the period of temporary absence (temporary check out) of the individual staying at an SPbU hall of residence on the basis of a tenancy agreement for special-purpose residential property, including vacation time, if the said individual signs an additional agreement to the residential tenancy agreement in the prescribed form (Annex No 3 to the Residences Rules herein).
- 6.2. In order to sign an additional agreement, the individual wishing to temporarily check out of the allocated rental unit with exemption from rent for the duration of their temporary absence should contact the Accommodation Office not later than 5 working days before the date of temporary departure.
- 6.3. If a tenant is temporarily absent (including vacation time) without signing an additional agreement specified in clause 6.1 of the Residences Rules, accommodation fees shall be charged in full as established by SPbU internal regulations.
- 6.4. One day before the beginning of the temporary absence period specified in the additional agreement, the tenant shall remove his/her personal belongings from the rental unit and hand over their residential space to the site supervisor in accordance with the acceptance certificate, return the movable property provided against the statement of obligation to the site supervisor of the MAOD hall of residence, and to hand over the keys from the rental unit to a Security Office representative at the security desk of the hall of residence.

## **7. Procedure for Eviction from the Halls of Residence**

- 7.1. The tenant is evicted from SPbU halls of residence if the term of the tenancy agreement for special-purpose residential property expires, including the cases when the student’s enrolment at SPbU is terminated. Early termination of the tenancy agreement and eviction of the tenant can be initiated by the tenant or by the University.
- 7.2. If the term of the tenancy agreement for special-purpose residential property at SPbU halls of residence has expired, the tenant is required to vacate the allocated premises within the time limits established by the tenancy agreement and SPbU internal regulations. The procedure is as follows:
- 7.2.1. The tenant shall remove his/her personal belongings from the rental unit and turns over the furniture and equipment (bedding and other inventory items)

- provided against the statement of obligation to the hall of residence administrative manager against signed acknowledgement; the tenant hands over the residential space and the common areas to the site supervisor in accordance with the acceptance certificate.
- 7.2.2. The tenant shall hand in the keys to the living quarters to a representative of the SO at the security desk of the respective hall of residence against signed acknowledgement in the key book.
  - 7.2.3. The tenant shall pay the arrears owed for accommodation at the halls of residence and for guest accommodation.
  - 7.2.4. The tenant shall pay any arrears (if accrued) owed for additional services provided at SPbU halls of residence and hand in the household appliances (if provided) to the representatives of the MAOD Department of Additional Services.
  - 7.2.5. The tenant shall submit an application for deregistration to the SPbU Passports and Visas Department.
- 7.3. If the tenants do not take any action to vacate the living premises:
- 7.3.1. The Deputy Senior Vice Rector for Material Assets Operation and Development shall arrange for initiation of a claim settlement procedure with regard to such tenants and shall submit to the Deputy Rector for Legal Affairs the information about the individuals who have violated the eviction time limits so that they could be evicted from the halls of residence through legal action.
  - 7.3.2. The staff members of the SPbU Department for Legal Affairs shall issue legal proceedings to evict such individuals through legal action.
- 7.4. If the tenancy agreement for special-purpose residential property is terminated by the University, i.e. due to the absence of the student from the allocated residential premises for over 30 days, according to the information from the access control system:
- 7.4.1. The Deputy Senior Vice Rector for Material Assets Operation and Development shall arrange for submitting the written notice and the additional agreement for termination of the tenancy agreement between the student and SPbU to the head of the MAOD. Staff members of the Accommodation Office shall inform the students about the need to terminate the agreement by an email sent to their corporate SPbU email address through the "1C: Halls of Residence" information system.
  - 7.4.2. The head of the YO shall arrange for the documents to be signed by the students and sends the signed document to the Deputy Senior Vice Rector for Material Assets Operation and Development.
  - 7.4.3. The student shall check the messages sent to their SPbU corporate email address and cooperate with SPbU staff members in the manner prescribed by the Residences Rules.
  - 7.4.4. If the tenant does not show up for the eviction procedure, then, in accordance with clause 6.2 hereof, the staff members of the Accommodation Office shall draw up a report (Annex No 5 hereto), register the necessary changes in the "1C: Halls of Residence" information system with regard to eviction of such student, and inform the site supervisor of the respective hall of residence.
  - 7.4.5. The site supervisor and the administrative manager of the MAOD hall of residence shall retrieve the equipment provided to the student against a statement of obligation.

## **8. Procedure for Vehicle Entry to the Halls of Residence Site**

Procedure for vehicle entry to the SPbU halls of residence site in Peterhof is determined by the Regulation on Security Pass System and Internal Security Policy at SPbU.

## **9. Pet Policy**

- 9.1. Keeping pets in SPbU halls of residence is forbidden unless officially approved by the head of the MAOD or an official duly authorized by him.
- 9.2. A tenant of an SPbU hall of residence wishing to keep a pet needs to submit an application addressed to the head of the MAOD in the prescribed form (Annex No 4 hereto) at the receiving office of the head of the MAOD located at the following addresses:
  - St. Petersburg, 20 Korablestroiteley St, Building 1, Hall of Residence No 3, Room 6;
  - St. Petersburg, Peterhof, 66 Botanicheskaya St, Building 2, Hall of Residence No 10, Room 203.
- 9.3. The following documents shall be enclosed to the tenant's application:
  - the registration certificate for the pet (the pet passport with the required vaccinations and the registration number);
  - the veterinary certificate;
  - medical certificates confirming that none of the neighbours living in the suite are allergic to pets.
- 9.4. The application has to contain signatures of all residents of suite, confirming their consent for a pet to be kept by the tenant.
- 9.5. The permission is granted for 1 academic year; after that the application for keeping a pet has to be resubmitted.
- 9.6. If there are any changes in the group composition of the tenants living in the relevant suite, the application has to be resubmitted.
- 9.7. The head of the MAOD has the right to make a negative decision on the application or cancel the previous positive decision in the following cases:
  - 9.7.1. The living conditions in the residential space and the state of the common areas do not meet the health and safety requirements, especially if such conditions are caused by the pet being kept on the premises.
  - 9.7.2. If the pet can be potentially dangerous for the tenants of the halls of residence (big, poisonous, aggressive animals, etc.).
  - 9.7.3. If the pet was replaced by another one during the validity term of the permission.
  - 9.7.4. If there are complaints from students sharing the common areas with the student keeping the pet.
  - 9.7.5. Failure of the tenant to comply with legal requirements regarding pets.
  - 9.7.6. If the authenticity of the documents is not verified after their examination.

## **10. Responsibilities of SPbU Halls of Residence Tenants**

- 10.1. A hall of residence tenant shall have the following obligations:
  - 10.1.1. To comply fully with the Residences Rules, the University Internal Rules of Conduct, the SPbU Charter, the Regulation on Security Pass System and Internal Security Policy at SPbU, Occupational Health and Safety Regulations and the Fire Safety Regulations, and to ensure that their guests comply with the Residences Rules specified herein.
  - 10.1.2. To accept the rental units in accordance with the acceptance certificate, to abide by the tenancy agreement for special-purpose residential property at a SPbU hall of residence signed with the University, to use the residential spaces and the common areas in accordance with their designated purpose.

- 10.1.3. To take good care of the movable and immovable property of SPbU halls of residence. To keep their residential spaces in good shape, to carry out minor repairs in the residential quarters, to keep the residential spaces and the common areas, communal facilities and amenities in the hall of residence clean and in good condition, to keep the residential spaces as well as the sanitary and other equipment located there in good repair, to keep such equipment in good shape, to save water and electricity by using them efficiently; in the case of any fault in the rental unit or breakage of sanitary and other equipment located in it, to take urgent measures to fix and remedy such faults, and if necessary report the problem to the University;
- 10.1.4. To pay for any damage caused to the movable and immovable property of SPbU halls of residence, in accordance with the applicable law and SPbU internal regulations;
- 10.1.5. Within three working days from the date of signing the residential tenancy agreement, to submit documents to the SPbU Passports and Visas Department necessary for residents' registration of the tenant and his/her family members at the place of stay;
- 10.1.6. Within three working days from the date of termination of the residential tenancy agreement, to submit to the SPbU Passports and Visas Department the documents necessary for deregistration of the tenant and his/her family members at the place of stay;
- 10.1.7. Upon termination or expiration of the tenancy agreement for special-purpose residential property, to hand over the residential space and common areas, as well as inventory items and equipment located in it to the University in good condition, not later than within seven working days, to pay the arrears for accommodation and the required services as well as additional services if provided, to hand back the rental unit in the same condition that it had when it was accepted in accordance with the acceptance certificate, to reimburse the University for any minor repairs if SPbU performed any minor repairs in the residential space;
- 10.1.8. To submit to the site supervisor of the MAOD hall of residence, on a regular basis, the chest X-ray certificate with the date of not later than 11 months;
- 10.1.9. To timely and fully pay for accommodation at the halls of residence and for all kinds of required and additional services provided, in the manner and in the amount established by the laws of the Russian Federation, SPbU internal regulations, and the tenancy agreement for special-purpose residential property;
- 10.1.10. In the case of the student's prolonged absence from the allocated rental unit without an additional temporary absence agreement, the University will charge accommodation fees in full, according to the rates established by SPbU internal regulations, and the student shall be required to pay accommodation fees accrued up to the date of his/her eviction;
- 10.1.11. In the case of the student's long absence (over 30 consecutive days without a valid reason such as academic leave, absence due to participation in an exchange programme, etc.) from the allocated rental unit without an additional temporary absence agreement, the University shall have the right to terminate residential tenancy agreement with the student unilaterally;
- 10.1.12. In the case of loss or damage to the contactless digital access pass received to gain access to the hall of residence and the hall of residence site, to reimburse the cost of its replacement to SPbU in the amount established by the applicable SPbU internal regulations;
- 10.1.13. To show the document granting the right to stay in the SPbU hall of residence as may be required by the staff members of SPbU;

- 10.1.14. At the request of the University, to relocate to another residential space provided by the University in the case of major renovation or minor repair work at the hall of residence, alteration or improvement of the premises;
  - 10.1.15. To grant access to their rental unit, at the time previously agreed upon, to SPbU employees or persons authorized by them, and to representatives of public oversight and monitoring authorities so as to enable them to inspect the physical and sanitary condition of the residential space, the condition of the sanitary and other equipment located there, for the purposes of monitoring their compliance with the Residences Rules specified herein, for ensuring proper safekeeping of the property, conducting the necessary preventive maintenance work, repairs and other types of work, and also to grant such access at any time in the case of emergencies;
  - 10.1.16. To inform SPbU about any changes to the grounds and conditions giving the individual the right to use the rental unit, not later than one business day from the date such a change occurs;
  - 10.1.17. To inform the University if third parties who are students of SPbU are not living in the allocated rental units;
  - 10.1.18. To bear liability to SPbU for behaviour of guests and individuals staying with the tenant.
- 10.2. Students living in the halls of residence are forbidden to do the following:
- 10.2.1. To move from their assigned room to a different room on the site of the SPbU residences without permission as well as moving furniture and equipment between rooms without permission;
  - 10.2.2. To prevent third parties - SPbU student - from moving into the living premises to occupy vacant residential spaces.
  - 10.2.3. To install and operate electric heating and energy-intensive appliances as well as washing machines in the residential premises without the express permission from the head of the MAOD or a duly authorized person;
  - 10.2.4. To carry out unauthorised modification or alteration, to replace the installed equipment, to re-circuit the electrical wiring or to conduct repairs of the electrical supply network in the residential spaces as well as the common areas without permission;
  - 10.2.5. To do work or perform actions in the rental unit that create strong noise and vibration, negatively affecting normal living conditions of students in rental units. From 11 pm to 7 am televisions, radios, tape recorders and other loud-speaking devices can only be used if the volume level is reduced to a degree that does not disturb other residents;
  - 10.2.6. To smoke in residential premises and common areas, to drink alcoholic beverages, to use narcotic or toxic substances, to be under the influence of alcohol, narcotic, toxic and similar substances on the site of SPbU halls of residence, to store and sell drugs, intoxicants, flammable, explosive substances and agents as well as other banned items, to use the premises to store bulky things that prevent other tenants from using the spaces assigned to them;
  - 10.2.7. To perform actions that do not conform to the moral and cultural traditions of St. Petersburg University as well as generally accepted moral and ethical standards;
  - 10.2.8. To bring unauthorized persons to the halls without permission and (or) let them stay in the premises for the night; to accommodate third parties in the residential spaces of the halls of residence;
  - 10.2.9. To use residential spaces and common areas of the hall for purposes other than the designated ones;

- 10.2.10. While using residential spaces, common areas, self-study rooms and cultural facilities, to violate the legitimate interests of other residents or prevent other tenants from enjoying their stay in the said areas;
  - 10.2.11. To install additional locks on the front doors of the rental units, to modify or replace them without express permission from authorized officials;
  - 10.2.12. To use open flame sources in the residences;
  - 10.2.13. To perform actions on the site of SPbU and in SPbU residences that may entail disciplinary, material, civil, administrative, and criminal liability;
  - 10.2.14. To give the contactless digital access pass to other persons.
- 10.3. If damage to the residential premises or SPbU movable property inside such premises is discovered, the University has the right, at its own discretion, to seek compensation for the damage from the tenants in full. If third parties who are University students are also accommodated in the same residential premises together with the tenant, the University can, according to Article 322 of the Russian Civil Code, demand compensation of damages from the tenant in full or in the amount divided proportionally to the number of residents in the dwelling unit.
  - 10.4. In the case of a prolonged absence of the student from the assigned dwelling unit, the student should contact the Accommodation Office and sign an additional temporary absence agreement; the student should also contact the site supervisor and the administrative manager for the hall of residence to initiate the eviction procedure for the period specified in the additional agreement. The eviction procedure is established by clause 6 of the Residences Rules. The student does not have to pay accommodation fees for the duration of their temporary absence from the premises.
  - 10.5. In case of violation of the time limits specified by eviction terms, when the tenancy agreement is terminated or the term of the tenancy agreement expires and the student is evicted from the halls of residence, the University shall not be responsible for the safety of student personal belongings left in the residential premises.
  - 10.6. In order to use additional services provided by SPbU halls of residence, the student should first contact the MAOD Department of Additional Services that will issue an appropriate bill. The bill shall be paid by the student prior to the provision of additional services.
  - 10.7. Tenants who violate the Residences Rules specified herein can be subject to disciplinary action initiated by the head of the MAOD, in accordance with the existing laws of the Russian Federation.
  - 10.8. The tenants who observe the Residences Rules and actively participate in awareness-raising and attitude development work in the halls of residence can be recommended for an incentive reward.



Annex No. 1 to SPbU Residences Rules and Regulations approved by Order No \_\_\_\_\_ of \_\_\_\_\_

issued by Senior Vice Rector

To Deputy Senior Vice Rector for Material Assets Operation and Development

From

\_\_\_\_\_  
*Full name of SPbU student*

\_\_\_\_\_  
*Main field of study, year*

\_\_\_\_\_  
*Hall No and Room No*

**Application Request**

I hereby request to allow accommodation of my guest

\_\_\_\_\_  
*Full name of guest*

Date of birth: \_\_\_\_\_, Passport No \_\_\_\_\_  
issued by

\_\_\_\_\_  
\_\_\_\_\_  
Date of issue

in Hall of Residence No \_\_\_\_\_ for the period from “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_ to “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_ .

I guarantee the timely payment of guest accommodation fees established by SPbU internal acts, reimbursement of any damage caused by my guest to SPbU property, and compliance of my guest with the SPbU Residences Rules and Regulations.

“ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_ \_\_\_\_\_ / \_\_\_\_\_ /  
*signature print full name*

Annex No 2 to SPbU Residences  
Rules and Regulations approved by  
Order No \_\_\_\_\_ of \_\_\_\_\_  
issued by Senior Vice Rector

To Deputy Senior Vice Rector for Material Assets  
Operation and Development from SPbU student

\_\_\_\_\_

Full name (please write legibly)

Year of studies: \_\_\_\_ Year of completion of studies: \_\_\_\_

Sex: M / F

Level of education: non-university level higher  
education/ bachelor programme/  
specialist programme / master  
programme / doctoral programme/  
medical residence programme

Form of education: full-time/ part-time/ correspondence

Basis: government-financed / fee-paying

Main field of study: \_\_\_\_\_

Permanent registrations in SPb and  
Leningrad Region (LO)

  

(No) LO SPb

Contact phone number: \_\_\_\_\_

### APPLICATION REQUEST

I hereby request permission to move

From Hall No  Room No

To Hall No  Room No

Procedure for relocation from halls of residence in Petrodvorets District of SPb to halls of residence in Vasileostrovsky or Nevsky Districts of SPb is established by clause 2.8 of the Regulation on Room Allocation at SPbU Residences.

“ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_\_

**To be completed by staff members of the Accommodation Office:**

Absence of arrears for payment of accommodation services \_\_\_\_\_

Number of vacant spaces in the rental unit for relocation \_\_\_\_\_

**To be completed by staff members of the MAOD Service Department:**

Availability of a valid chest X-day examination certificate \_\_\_\_\_

Absence of complaints regarding the condition of the dwelling unit \_\_\_\_\_

Absence of complaints regarding the condition of inventory items \_\_\_\_\_

Absence of disciplinary actions \_\_\_\_\_

Head of the MAOD Service Department “ \_\_\_\_\_ ” 20\_\_\_\_\_

To be completed by staff members of the MAOD Department of Additional Services:

Absence of arrears for additional services \_\_\_\_\_

Absence in the halls for over 30 consecutive days has not been established \_\_\_

Head of the MAOD Department of Additional Services “\_\_\_\_\_” \_\_\_\_\_ 20 \_\_\_\_\_

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ADDITIONAL AGREEMENT No \_\_\_\_\_  
to the Tenancy Agreement  
for special-purpose residential property at the Halls of Residence of  
St. Petersburg State University

St. Petersburg

“ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_

The Federal State Budgetary Educational Institution of Higher Education “Saint Petersburg State University” hereinafter referred to as the “University”, duly represented by \_\_\_\_\_,  
acting on the basis of \_\_\_\_\_, and Mr/Ms \_\_\_\_\_,  
hereinafter referred to as the “Tenant”, collectively referred to as the “Parties”, have entered into this Additional Agreement to Tenancy Agreement No \_\_\_\_\_ for special-purpose residential property at the Halls of Residence of St. Petersburg State University executed on “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ (hereinafter referred to as the “Agreement”) and have agreed as follows:

1. By way of amendment of clause  
5.1 of the Agreement, the following period(s) shall be excluded by the Parties from the duration of the Agreement\*:
- 1.1. from “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ to “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ inclusive\*\*;  
1.2. from “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ to “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ inclusive\*\*;  
1.3. from “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ to “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ inclusive\*\*;  
1.4. from “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ to “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ inclusive\*\*;  
1.5. from “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ to “ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_ inclusive\*\*.

\*Extra lines specifying the periods “from ... to ...” can be removed if necessary by being crossed out manually or deleted when completing the form electronically before printing it out.

\*\*The date indicated in this field can in no case be later than the final date assigned to the Tenant for occupancy of the dwelling unit allocated to the Tenant by decision of an authorized University official.

2. For the period(s) specified in clause 1 of this Additional Agreement (not later than the day preceding the day of temporary departure), the Tenant shall vacate the allocated residential space (including removal of personal belongings) and hand it over to the site supervisor of the hall of residence in accordance with an acceptance certificate, and return the provided inventory items and equipment to the administrative manager.

3. The University shall, no later than the day following the final day of the temporary absence (temporary check-out) of the Tenant, to allocate to the Tenant the same residential space assigned to the Tenant earlier by decision of an authorized University official, in good condition conforming to fire safety requirements, sanitary, environmental and other mandatory requirements.

DETAILS AND SIGNATURES OF THE PARTIES:

UNIVERSITY

TENANT

Signature L.S.

Signature L.S.

“ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_

“ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_

Annex No 4 to  
SPbU Residences Rules  
and Regulations approved  
by Order No \_\_\_\_\_ of \_\_\_\_\_  
issued by Senior Vice Rector

To the Head of the Halls of Residence  
Management Office

D.V. Mikhailov

From SPbU student of \_\_\_\_\_ year

Main field of study \_\_\_\_\_

Living in \_\_\_\_\_

(Hall No) (Room No)

\_\_\_\_\_  
(Full name)

### Application Request

I hereby request your permission to keep a pet \_\_\_\_\_  
\_\_\_\_\_ in Hall No \_\_\_\_\_ Room No \_\_\_\_\_.

(kind of pet, breed, name)

I shall comply with all legal requirements related to keeping pets. I have received consent from other tenants in my suite and I enclose the following original documents:

1. The registration certificate for the pet (the pet passport with the required vaccinations and the registration number).
2. The veterinary certificate.
3. Medical certificates confirming that none of the neighbours in my suite are allergic to pets.

Contact telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Signature)

I do not have any objections (to be completed by other residents of the suite):

- 1) \_\_\_\_\_  
(Full name) (Signature)
- 2) \_\_\_\_\_  
(Full name) (Signature)
- 3) \_\_\_\_\_  
(Full name) (Signature)
- 4) \_\_\_\_\_  
(Full name) (Signature)

I have checked that the conditions of the living space and the common area meet health and safety requirements.

Site supervisor of Hall No \_\_\_\_\_

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Signature)

The information in the medical certificates can be verified.

The Head of the MOAP has the right to refuse permission to keep a pet in the halls of residence in the following cases:

1. The living conditions in the dwelling unit do not meet health and safety requirements;
2. If the pet can be potentially dangerous for the tenants of the halls of residence (big, poisonous, aggressive animals, etc.).

**Report  
on failure of the tenant to appear for the eviction procedure**

St. Petersburg

“ \_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_\_

We, \_\_\_\_\_ the \_\_\_\_\_ undersigned

\_\_\_\_\_  
\_\_\_\_\_

Names in full

have drawn up this report with regard to the fact that the SPbU student

\_\_\_\_\_

Full name

living in Hall of Residence No \_\_\_\_, Unit/Room No \_\_\_\_, Tenancy Agreement for special-purpose residential property in Hall No \_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, failed to show up in the prescribed time before \_\_\_\_\_ for undergoing the eviction procedure in the manner established by SPbU internal regulations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understood this report \_\_\_\_\_

\_\_\_\_\_  
Full name