

THE GOVERNMENT OF THE RUSSIAN FEDERATION  
FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION  
OF HIGHER PROFESSIONAL EDUCATION  
"SAINT-PETERSBURG STATE UNIVERSITY"  
(SPbU)

## ORDER

dd. 11.08.2015

No. 5956/1

On the approval of the Regulations  
for conducting guided tours  
at the St. Petersburg State University Research Park

In order to integrate research and educational activities, as well as to ensure the implementation of educational programmes at SPbU

I HEREBY ORDER:

1. To adopt the attached Regulations for conducting guided tours at the St. Petersburg State University Research Park (hereinafter referred to as 'Regulations').
2. That Directors of the SPbU Research Park Resource Centres shall enforce the Regulations as of 01.08.2015.
3. That control over the execution of this Order shall be exercised by Director of the SPbU Research Park S.V. Mikushev.

Vice Rector for Research

S.P. Tunik

### **Regulations for conducting guided tours at the SPbU Research Park**

1. Guided tours at the SPbU Research Park (hereinafter referred to as 'Tours') shall be conducted with the following objectives in mind:
  - 1.1. ensuring the implementation of duly registered educational programmes at SPbU (according to Subclause 2.1.2 of the Procedure for Research Work at Core Facilities (SPbU Resource Centres), Annex No. 3 to Order No. 2167/1 dd. 17.06.2011 (as amended by Order No. 2699/1 dd. 24.07.2013));
  - 1.2. ensuring seamless coordination of research activity and teaching and learning process (according to Clause 57, Subclause A of the SPbU Charter as amended by Decree of the RF Government No. 58 dd. 31.01.2012 and Decree of the RF Government No. 252 dd. 29.03.2014);
  - 1.3. ensuring the integration of scientific and educational activities (according to Subclause 58 of the SPbU Charter as amended by Decree of the RF Government No. 58 dd. 31.01.2012 and Decree of the RF Government No. 252 dd. 29.03.2014).
2. The following persons shall be considered Tour stakeholders: the Director of the SPbU Research Park, Directors of Resource Centres, Resource Centre specialists, representatives from SPbU or from another organisation who have submitted a Tour request/application in due order (hereinafter referred to as 'Applicant'), and members of Tour groups.
3. The following persons may be considered Applicants:
  - 3.1. as specified in Subclauses 1.1. and 1.2. hereof: academic staff members of St. Petersburg State University, performing their official duties in the course of the implementation of curricula of educational programmes, namely laboratory work or preparation of diploma projects; heads of academic departments, directors of institutes, and academic advisors.
  - 3.2. as specified in Subclause 1.3. hereof: heads, deputy heads, and employees of an institution that holds a licence for conducting education activities and implements specialised main and additional educational programmes for basic and secondary (complete) general education; the Vice Rector for Academic Affairs and his/her deputy, as well as officials directly subordinate to the Vice Rector for Academic Affairs.
4. Conducting a Tour involves the following basic procedures:
  - 4.1. submission of a tour request through an online form at the SPbU Research Park website (<http://researchpark.spbu.ru/>), where the Applicant shall specify all the necessary information in the appropriate fields.
  - 4.2. processing of the information received from the Applicant by an authorised person appointed by the SPbU Research Park Director;
  - 4.3. approval of the requested time and date of the Tour or negotiation of a different time, date, and duration;
  - 4.4. the Tour itself;
  - 4.5. the Applicant's submission of a Tour review form.
5. The information received from the Applicant by an authorised person appointed by the SPbU Research Park Director shall be processed in the following stages:
  - 5.1. receiving a Tour request with all the necessary information in accordance with the relevant online form via the SPbU Research Park e-service for requests and applications;
  - 5.2. composing and sending a request to the Director of the appropriate Resource Centre, or to a person responsible for the reception of guests and visitors appointed by the Director of the appropriate Resource Centre, on whether it is possible to conduct a Tour at the requested time and on the requested date, while also taking into account the relevant branches of science (scientific fields of study) specified in the Applicant's request;

- 5.3. creating a Tour route and entering it into the electronic timetable; in case the Tour is to be conducted at several Resource Centers, the relevant dates and times have to be approved by each Resource Centre Director first;
- 5.4. the Applicant's approval of the route;
- 5.5. passing the information on the time and place of meeting the group to Resource Centre Directors, to persons responsible for the reception of guests and visitors appointed by Resource Centre Directors, or to chaperones from among SPbU employees or students instructed to accompany the group;
- 5.6. issuing an entrance permit to the group based on the information about its members (provided by the Applicant);
- 5.7. submitting monthly reports on Tours to the SPbU Research Park Director.
6. Upon receipt of a Tour request, the Director of a Resource Centre shall:
  - 6.1. contact the authorised person responsible for Tours (appointed by the SPbU Research Park Director);
  - 6.2. consider whether it is possible to conduct a Tour for this specific group and make the appropriate decision;
  - 6.3. propose a plan for a Tour at the Resource Centre he/she is in charge of;
  - 6.4. propose grouping options based on the number of visitors and the requested time and duration of each specific Tour;
  - 6.5. appoint a person responsible for the reception of guests and visitors from among employees of the Resource Centre he/she is in charge of;
  - 6.6. support and, if necessary, supervise the Tour.
  - 6.7. In the event of unforeseen circumstances that render conducting a Tour impossible, the Director of a Resource Centre shall immediately notify the Research Park Director and the authorised person responsible for Tours (appointed by the SPbU Research Park Director).
7. Tours shall be organised and conducted only pursuant to submitted requests. Groups shall be admitted from 9 am to 5 pm on business days and, under exceptional circumstances, at weekends and during national holidays.
8. The size of one group cannot exceed 15 people. In certain cases, the maximum number of visitors is five per group, which is reported to the Applicant during the request approval process by an authorised person appointed by the Director of the SPbU Research Park. Groups with children/students (from 7 to 18 years old) must be accompanied by at least two representatives of their education institution and/or parents. All visitors must be 7 or older to go on a Tour.
9. All visitors must have an identity document on their person. Group leaders must have a list with their group members' names.
10. A mandatory health and safety briefing is to be given before every Tour. Health and safety briefings shall be given on the premises of a Resource Centre by an authorised person responsible for conducting the Tour and shall be recorded in the briefing log.
11. Tours are limited to the territory of the SPbU Research Park.
12. Tours may include information on topics and methods of research conducted at the SPbU Research Park, a demonstration of the Research Park's equipment and facilities, and an overview of research results.
13. Tours can only be conducted by the personnel of a Resource Centre, with direct supervision of a staff member responsible for the reception of guests and visitors. Certain parts of a Tour may involve academic staff members of St. Petersburg State University.
14. One Tour for one group is limited to 180 minutes.