**HOUSE RULES**

**IN STUDENT HOSTELS**

**OF KABARDINO-BALKARIAN STATE UNIVERSITY**

**named after H.M. BERBEKOV**

**1. General terms and conditions**

1.1 Rules of internal order of hostels (hereinafter - Rules) of the federal state budgetary educational institution of higher education “Kabardino-Balkarian State University named after K.M. Berbekov” (hereinafter - KBSU) are developed on the basis of the current housing legislation and regulations of the Russian Federation.

1.2 These Rules are a local normative act of KBSU. The Rules are mandatory for all residents of the hostels, as well as for other persons located on the territory of the hostels.

1.3 Residential premises in the hostels are intended for temporary residence of students, postgraduate students, doctoral students studying on a full-time basis, students of preparatory departments (courses), institutes and faculties of advanced training and other forms of education for the period of their full-time study, as well as for temporary residence of postgraduate students, doctoral students studying on a part-time basis, and applicants for admission examinations.

**2. Procedure for the provision of accommodation and occupancy in the hostel**

2.1 The students (applicants) are accommodated on the basis of their personal applications with the authorization visa of the Director of the Student Campus and the residential lease agreement in the hostel (hereinafter - the residential lease agreement).

Residential lease agreements are drawn up in two copies, one copy is kept by the resident, the other is in the administration of KBSU.

2.2 When moving into the hostel, students (applicants) must be familiarized with these Rules, the Regulations on the campus and Fire Safety Rules, familiarize themselves with the established procedure for the use of personal electrical appliances.

2.3 Students, postgraduates and doctoral students living in the hostel can be moved (if necessary) from one room to another or to another hostel by the decision of the Students' Campus Administration.

2.4 The amount of payment for living in the hostel is established in accordance with the legislation of the Russian Federation by the order of the Rector of the University.

2.5 With the permission of the Director of Students' Campus, the use of personal energy-consuming electrical appliances and equipment in the equipped common areas is allowed upon payment of an additional fee for the consumed electricity. The fee is paid by the residents who use the electrical appliances.

2.6 The following personal equipment may be used in the living rooms: TV set, refrigerator with low power consumption, computer equipment, phone charger, on the condition that no more than 2 devices are connected at the same time.

2.7 The fee for living in the hostel is charged to the students for the entire period of their stay;

2.8 In case of termination of the Residential Lease Agreement, the resident is obliged to leave the occupied place (room) in the hostel within three days, handing over the room to the administrator of the hostel under the Certificate of Acceptance of the hostel in a clean condition and all the received inventory in good condition.

2.9 The order of using the hostel by students on vacation is determined by the administration of KBSU in coordination with the trade union organization of students.

2.10. Students who are on leave for health reasons and reside in the territory of the Kabardino-Balkarian Republic are obliged to free the rooms occupied in the hostels or provide a certificate from a medical institution about their inpatient or outpatient treatment.

**3. Procedure for entering the hostel**

3.1 Persons living and working in the hostels are provided with personal passes of the specified pattern. It is strictly forbidden to give a personal pass to another person to enter the hostel.

3.2 Access to the hostels is carried out round the clock through checkpoints (posts), by personal passes.

3.3 At the checkpoints (posts), equipped with access control and management system, a person living in the hostel, puts a personal pass to the hostel (contactless access card) to the reader of the turnstile, as well as at the request of a security officer must show the pass to verify its belonging to the incoming person.

3.4 Access to visitors is carried out upon submission of an identity document, after registration of the visitor in the “Visitor Registration Log” in the presence of the receiving (accompanying) person. At the end of the visit (before 10 p.m.), the host is obliged to escort the visitor out and make a note in the “Visitor Registration Log”.

3.5 The host person is responsible for the visitor's compliance with these Rules. Visitors may stay in the room only with the consent of all occupants of the room. Visitors may stay in the hostel from 7 a.m. to 10 p.m.

3.6 The security guard (janitor) has the right to limit the access of visitors to the hostel, if they are under the influence of alcohol (drugs), or in the absence of the host.

3.7 The head of the hostel administration has the right to restrict access to the hostel to persons evicted from the hostel for violation of these Rules.

3.8 Any rude and insensitive actions towards the security officer (janitor), handing over the personal pass to another person, refusal to show the pass or identity document are considered gross violations of these Rules.

**4. Rights of the residents of the hostel**

4.1 Residents of the hostel have the right:

- to live in their assigned living room for the entire period of study (work) on condition of compliance with the terms of these Rules and the residential lease agreement;

- to use common areas, rooms for independent studies and rooms for cultural and household purposes, equipment and supplies of the hostel;

- ask the administration of the hostel for timely repair, replacement of equipment and supplies that are out of order not due to their fault;

- use personal household appliances with a power of more than 300 watts in specially equipped common areas with the registration of an agreement on the provision of additional household services in compliance with the rules of safety and fire safety.

**5. Duties of the residents of the hostel**

5.1 Residents of the hostel are obliged:

- to comply with the terms of the residential lease agreement concluded with the administration of KBSU;

- to provide documents for registration at the place of stay in accordance with the established procedure and terms;

- to receive visitors only at the time specified by the administration of the hostel;

- to pay in a timely manner in the specified amounts for living in the hostel and for all types of additional paid services;

- to keep silence while using the rooms for independent studies and rooms for cultural and household purposes and not to create obstacles for other residents in the use of the mentioned rooms;

- to strictly comply with these Rules, safety rules and fire safety rules;

- to comply strictly with the instructions for the use of household electrical appliances;

- to treat the premises, equipment and inventory with care;

- to use electricity, gas and water sparingly;

- to keep the living quarters and common areas clean and tidy; to clean their living quarters daily.

- to compensate for material damage caused in accordance with the current legislation and the residential lease agreement;

- at the request of the administration of the hostel present an identity document;

- to ensure the possibility of inspection of the living room by the administration of the hostel in order to control the compliance with these Rules, to check the safety of the property, to carry out preventive and other types of work;

- to notify the head of the hostel about the use of personal household appliances.

5.2 Residents of the hostel are forbidden:

- to smoke tobacco and hookah, consume alcoholic, low-alcoholic beverages, store, use, sell narcotic, psychotropic, toxic substances in the building of the hostel (in rooms, sections, corridors, kitchens, elevators, balconies) and on the territory adjacent to the hostel;

- to bring explosive and flammable substances, cold, firearms and other weapons into the hostel;

- to appear in the hostel in a state of alcoholic, narcotic or toxic intoxication;

- to move equipment without permission from one room to another;

- to move from one room to another without permission;

- to change the locks in the hostel without permission;

- to keep animals in the hostel;

- to install and operate any energy-consuming electrical appliances with a power of more than 300 W in the living rooms;

- to connect more than 2 devices

- to store, use, sell poisonous, flammable, explosive, pyrotechnic substances and means, as well as weapons and ammunition;

- to violate public order, use foul language, allow behavior that expresses a clear disrespect for society, insulting the honor and dignity of citizens,

- to allow unauthorized entry of citizens into the occupied residential premises such as family members or temporary tenants living with him/her;

- to install or dismantle electrical wiring;

- to perform works or other actions in the room, creating increased noise and vibration, violating the normal living conditions of students in other living quarters. From 22.00 to 07.00 hours the use of TV sets, radios, tape recorders and other loud-speaking devices is allowed only if the audibility is reduced to a degree that does not disturb the peace of the residents;

- to stick notices, schedules, etc., on the walls of the living room and in common areas, except for specially designated places for this purpose;

- to allow unauthorized persons to enter the hostel and (or) leave them overnight; to provide living space for other persons, including those living in other rooms of the hostel;

It is prohibited in the hostels:

- sale of tobacco products,

- sale and consumption of alcoholic and low-alcoholic beverages,

- storage, use, distribution of narcotic, psychotropic, toxic substances;

- installation of additional locks on the entrance door of the room in which they live, modification of locks or their replacement without the permission of the administration of the student hostel;

- use of open flame sources in the living room;

- storing bulky items in the room that prevent other residents from using the assigned room.

**6. Rights of the hostel administration**

6.1 The administration of the hostel has the right:

- to make proposals to improve living conditions in the hostel;

- to make proposals for consideration of the administration of KBSU on the use of disciplinary penalties to violators of public order;

- to make a decision on relocation of residents from one room to another.

**7. Duties of the hostel administration**

7.1 The administration of the hostel is obliged:

- to ensure the submission of documents for the registration of residents at the place of stay;

- to maintain the premises of the hostel in accordance with the established sanitary rules;

- to equip the hostel with furniture, bedding and other appliances;

- to ensure the current repair of the hostel, appliances, equipment, to maintain in proper order the territory assigned to the hostel, green areas;

- to eliminate malfunctions in the systems of sewerage, electricity and water supply of the hostel in a timely manner;

- to provide the residents of the hostel with the necessary rooms for independent studies, lounge rooms, living quarters;

- in case of illness of students to move them to another isolated room according to the recommendation of the attending physician;

- to ensure regular inspection of all hostel premises in order to identify shortcomings in their operation and sanitary maintenance and take timely measures to eliminate them;

- to grant residents of the hostel the right to use household appliances and equipment with a power of more than 300 watts in specially equipped common areas, if residents have signed an agreement on the additional household services and comply with safety instructions for using household appliances;

- to promote the work on the improvement of living conditions, everyday life and rest of the residents;

- to take measures for implementation of the residents' proposals, to inform them about the decisions taken;

- to provide residents with the necessary equipment, inventory, tools and materials for voluntary cleaning of the hostel and the territory assigned to the hostel;

- to ensure fire and public safety of the residents and staff of the student hostels.

**8. Responsibility for violation of these Rules**

8.1 Violation of these Rules may be subject to disciplinary measures - warning, reprimand, expulsion from KBSU - upon the recommendation of the administration of the hostel. The decision on the application of disciplinary measures to the students is made by the management of KBSU on the recommendation of the administration of the Student Campus.

8.2 Residents may be subject to disciplinary penalties in the following cases:

a) use of the living quarters not for the intended purpose;

b) destruction or damage to the accommodation by the residents or other citizens for whose actions they are responsible;

c) refusal of the residents to register at the place of stay;

d) systematic violation of the rights and legitimate interests of neighbors by the residents, which makes it impossible for them to live together in the same residential premises;

e) non-payment of rent by the residents for three months;

f) absence of the residents in the hostel without written warning for more than two months;

g) appearing in the hostel in a state of alcoholic, narcotic or toxic intoxication;

h) possession, use, distribution of narcotic drugs;

i) storage of poisonous, fire and explosive, pyrotechnic substances and means, as well as weapons and ammunition by residents of the hostel;

j) non-compliance with other prohibitions established by paragraph 5.2 of these Rules;

k) security breach;

m) in other cases, stipulated by the legislation of the Russian Federation.

8.3 The application of disciplinary penalties is formalized by the Order of the Rector (Vice-Rector) of KBSU;

8.4 Residents are financially responsible for damage to the living quarters, damage or loss of hostel equipment or appliances

**9. Procedure for eviction of residents from the student hostel**

9.1 Eviction of residents from the hostel is carried out in cases of:

- termination of the residential lease agreement in the hostel on the grounds stipulated in the agreement;

- expulsion of students from KBSU;

- termination or expiration of the labor contract with KBSU (in the case of KBSU employees living in the hostels);

- at the personal request of the residents;

- in other cases, in accordance with the current legislation.

**10. Amending the Rules**

10.1 Amendments and additions to these Rules are made by preparing a draft of the Rules in a new edition by the Director of the KBSU campus.

**11. Dispatch of the Rules**

11.1 These Rules are subject to mandatory dispatsh, which is carried out by the Organizational and Administrative Department of KBSU (hereinafter - ODU) in the manner prescribed by the KBSU Office Management Instruction.

11.2 These Rules shall be posted on the KBSU website.

**12. Registration and storage of the Rules**

12.1 These Rules shall be registered in the ODU. The original copy of these Rules shall be kept in the ODU until it is replaced by a new version. A certified copy of these Rules shall be kept as part of the organizational documents of the KBSU Student Campus.