*Предлагаю перевести на иностранные языки выделенные цветом пункты Положения, касающиеся иностранных граждан, внутри документа (не меняя структуры документа). Фрагменты для перевода выделены серым.*

**St Petersburg STATE UNIVERSITY**

**STUDENT HOUSING REGULATIONS**

1. **GENERAL PROVISIONS**
	1. Настоящее Положение разработано в соответствии с Гражданским Кодексом Российской Федерации, Жилищным Кодексом Российской Федерации, федеральным законом от 29.12.2012 N 273-ФЗ «Об образовании в Российской Федерации», Постановлением Правительства РФ от 26.01.2006 N 42 «Об утверждении Правил отнесения жилого помещения к специализированному жилищному фонду и типовых договоров найма специализированных жилых помещений» и определяет порядок предоставления мест обучающимся Санкт-Петербургского государственного университета (далее – обучающиеся, Университет, СПбГУ) в общежитиях СПбГУ (далее – общежития), расположенных в Василеостровском районе, Невском районе и в Петродворцовом районе Санкт-Петербурга, а также членам их семей (в соответствии с правилами, установленными пунктами 2.11-2.14 настоящего Положения) и иным лицам (в соответствии с правилами, установленными разделом 6 настоящего Положения).
	2. Places in student halls of residence are allocated to students upon moving into or changing accommodation:

1.2.1. In case of a new student moving in, places in student halls of residence are provided to students with no history of residential lease agreements at the university’s halls of residence as well as to students having concluded such agreement for the purpose of providing supplementary accommodation in the student halls of residence to members of their families.

1.2.2. In case of a continuing student changing accommodation, places in student halls of residence are allocated to students having already concluded a residential lease agreement and entitled to an alternative accommodation according to their personal application instead of the accommodation allocated at an earlier time. Changing accommodation is strictly subject to availability of places in the student halls of residence.

* 1. Places in student halls of residence are allocated in accordance with a personal application from a student requesting housing. The application shall be submitted using the Student personal account (my.spbu.ru) in due time as established in the order of the senior vice-rector for academic affairs and methodological support and in accordance with the procedure established in Section 3 of these Regulations.
	2. Places in student halls of residence are allocated to first-year students enrolled in principal educational programs of secondary vocational and higher education (including residency and postgraduate studies) at the University in the current academic year on the grounds of the student’s request for accommodation for the period of study in their personal application for admission submitted to the corresponding Admissions Committee upon admission to university. If the application for admission lacks the indication that the student in question requested accommodation, the student has the right to submit an accommodation request form in accordance with Paragraph 1.3 of these Regulations.
	3. Отзыв заявления о предоставлении места в общежитии осуществляется путем подачи личного заявления на имя первого проректора по учебной и методической работе.
	4. Places in student halls of residence may be allocated to students in additional educational programs, postdoctoral students, interns studying in accordance with agreements concluded by the University with other organisations, as well as to persons studying in accordance with academic exchange agreements, on the basis of submissions from deputy heads of the Academic Division or those of the Admissions Division addressed to the senior vice-rector for academic affairs and methodological support.
	5. If otherwise not provided with accommodation within the territory of St Petersburg, students in principal educational programs of secondary vocational and higher education (with the exception of those studying in accordance with academic exchange agreements) and their family members (upon availability, in accordance with the rules established in Paragraphs 2.11-2.14 of these Regulations) are provided with places in student halls of residence:

1.7.1. For the entire period of study of students in the intramural form of study (with the exception of cases specified in Clauses 1.7.2 and 1.7.3 of these Regulations);

1.7.2. From September, 1st until the end of the study period of residency and PhD students (places in student halls of residence may be provided from August, 27th to students specified in Clause 2.8.1 and from August, 25th to students specified in Clause 2.8.5 of these Regulations);

1.7.3. С 02 сентября и до конца периода обучения – обучающимся по очной форме, имеющим регистрацию по месту жительства в Ленинградской области (обучающимся, указанным в пунктах 2.8.1-2.8.2 настоящего Положения, места в общежитиях предоставляются с 25 августа на весь период обучения);

1.7.4. For the period from September, 9th to July, 31st within one academic year for students of the intra-extramural form of study (provided that students of the intramural form of study are provided with places in student halls of residence);

1.7.5. For the period of midterm and final assessment for students of the extramural form of study (provided that students of the intramural form of study are provided with places in student halls of residence).

* 1. Обучающимся, имеющим регистрацию по месту жительства на территории Санкт-Петербурга (за исключением случаев, указанных в подпунктах 1.8.1 и 1.8.2 настоящего Положения), места в общежитиях могут предоставляться при наличии вакантных мест не ранее 01 октября на срок по 30 июня в пределах одного учебного года. Исключение составляют следующие случаи:

1.8.1. Обучающимся по основным образовательным программам высшего образования очной формы обучения, имеющим регистрацию по месту жительства на территории Санкт-Петербурга, зачисленным в Университет в текущем учебном году на первый курс, являющимся победителями и призерами заключительного этапа Всероссийских предметных олимпиад школьников, а также предметных олимпиад школьников, имеющим право поступать в Университет по льготе «без вступительных испытаний», получателями грантов Президента Российской Федерации для поддержки лиц, проявивших выдающиеся способности, расписание которых предполагает посещение занятий преимущественно в учебных корпусах, расположенных в Петродворцовом районе, места в общежитиях, расположенных в Петродвоцовом районе Санкт-Петербурга, предоставляются с 25 августа по 30 июня, далее на последующих курсах обучения – с 1 сентября по 30 июня в течение всего периода обучения. Предоставление мест в общежитиях указанным обучающимся в каждом учебном году осуществляется на основании отдельного личного заявления о предоставлении места в общежитии, поданного в соответствии с пунктом 1.3 или 1.4 настоящего Положения.

1.8.2. Обучающимся, имеющим регистрацию по месту жительства в Курортном районе Санкт-Петербурга, расписание которых предполагает посещение занятий преимущественно в учебных корпусах, расположенных Петродворцовом районе Санкт-Петербурга, места в общежитиях, расположенных в Петродвоцовом районе (за исключением случаев, указанных в подпункте 1.8.1 настоящего Положения), могут предоставляться при наличии вакантных мест с 09 сентября по 30 июня в пределах одного учебного года.

* 1. Persons specified in Clause 1.6 of these Regulations may be provided with accommodation for the period of studies.
1. **LIST ESTABLISHING PROCEDURE FOR HOUSING ALLOCATION**
2. Places in student halls of residence are allocated in accordance with corresponding lists. The procedure for their establishment is determined in this section.
3. The list for housing allocation in the halls of residence located in Vasileostrovsky and Nevsky Districts (hereafter referred to as ‘Common Queue’) is established in the order in which the applications are submitted for each category of students entitled to a place in student halls of residence in accordance with these Regulations.
4. Students are informed about their place in the list by the means of lists being published and regularly updated on the website of the University under the ‘Extracurricular Activities’ section (<http://www.students.spbu.ru/mmen-obwezhitija.html>). The assigned registered number is available in the Student personal account (my.spbu.ru) and shows the student’s place in the Common Queue.
5. If after the allocation of places in student halls of residence to all persons of one category in the Common Queue or if during the allocation of places in student halls of residence to persons of any of the succeeding categories a person(s) belonging to a preceding category submits an accommodation request, they shall be allocated an accommodation before persons of the succeeding categories (in the event that several persons submit their requests, the allocation of places in student halls of residence takes place in the order in which the requests are submitted within the newly created list).
6. Places in the Common Queue both for new students moving in and for continuing students changing accommodation are personally assigned to students that have submitted a corresponding request. Conceding the right to a place in the Common Queue to another person is not allowed.
7. A student loses their right for a place in the Common Queue upon refusal of a place in student halls of residence (except if a student refuses a place in the order specified in Clause 2.7 of these Regulations and is waiting for a place according to Clause 2.8 of these Regulations), upon their inclusion into the waiting list for moving to the halls of residence located in Vasileostrovsky and Nevsky Districts of St Petersburg according to Clause 3.8 of these Regulations, and upon losing their student status. In the event that a student submits a new request, they are included into the Common Queue under the rules established for persons that have submitted an accommodation request for the first time.
8. Places in the student halls of residence located in Petrodvortsovy District of St Petersburg are provided to students requiring accommodation in student halls of residence. The procedure of establishing the list for the allocation of places in these halls of residence to the following categories is as follows:

2.7.1. Students from among citizens of the Russian Federation and foreign citizens in principal educational programs of secondary vocational and higher education of the intramural form of study (including those currently studying, readmitted and transferred to study at the University) that are not provided with accommodation within the territory of St Petersburg and are not provided with places in the student halls of residence located in Vasileostrovsky District and Nevsky District of St Petersburg, in accordance with Paragraph 2.8 of these Regulations.

2.7.2. Students enrolled in principal educational programs of secondary vocational and higher education of the intra-extramural and the extramural forms of study that are not provided with accommodation within the territory of St Petersburg.

2.7.3. Students enrolled in additional educational programs that are not provided with accommodation within the territory of St Petersburg.

2.7.4. Обучающиеся по основным образовательным программам среднего профессионального и высшего образования очной формы обучения, зарегистрированные по месту жительства на территории Санкт-Петербурга.

2.7.5. Обучающиеся по основным образовательным программам среднего профессионального и высшего образования очно-заочной формы обучения, зарегистрированные по месту жительства на территории Санкт-Петербурга.

2.7.6. Иные обучающиеся.

1. Places in the student halls of residence located in **Vasileostrovsky District and Nevsky District of St Petersburg** are allocated to the following categories of students that are not provided with accommodation in St Petersburg and are to attend classes in the educational buildings located in Admiralteysky District, Vasileostrovsky District, and Central District of St Petersburg. The Common Queue for the accommodation allocation in the specified halls of residence is established for the following categories of students as follows:

2.8.1. Students in principal higher education programs of the intramural and the intra-extramural forms of study who are orphans, children left without parental care, people under the age of 23 among them; children with disabilities, people with disabilities from childhood, people with disabilities of groups I, II and III, people with disabilities caused by military injuries or illness received during military service; citizens under the age of 20 having only one parent that has a group I disability, if the average family income is below the subsistence level in the corresponding territorial subject of the Russian Federation; war veterans from among the persons specified in Subparagraphs 1-4 of Paragraph 1 of Article 3 of Federal Law dated 12.01.1995 No. 5-FZ "On Veterans"; citizens who have served under contract for at least three years in the Armed Forces of the Russian Federation; first-year students enrolled at the University in the current academic year at the age of 15 and under.

2.8.2. First-year students of principal higher education programs of the intramural form of study enrolled at the University in the current academic year that are winners and runners-up of the final stage of the All-Russian Olympiads of School Students in school subjects, as well as Olympiads for School Students in school subjects, and entitled to enter the University without taking entrance examinations, and recipients of grants from the President of the Russian Federation in support of individuals having shown outstanding ability.

2.8.3. Students of secondary vocational education programs of the intramural form of study enrolled at the University in the current academic year are principally allocated places in the hall of residence No. 5 in Vasileostrovsky District of St Petersburg.

2.8.4. Students of principal educational programs studying at the University in accordance with interuniversity academic exchange agreements (including in certain areas of study) are principally allocated places in the hall of residence No. 19 in Vasileostrovsky District of St Petersburg.

2.8.5. First-year students from among foreign citizens and citizens of far abroad countries (in accordance with the Appendix to these Regulations) enrolled at the University in the current academic year in the fields of study of the Ministry of Education and Science of the Russian Federation, and enrolled at the University on a contractual basis where the tuition contract is concluded with physical and (or) legal entities to study in principal educational programs of undergraduate, specialty, graduate, residency, and doctorate studies and referred as eligible for housing by the Admission Committee for foreign citizens until the end of the first semester of the current academic year (January, 31st).

2.8.6. Students enrolled in principal educational programs of secondary vocational and higher education of the intramural form of study, placed in the Common Queue for housing allocation in the student halls of residence located in Vasileostrovsky District and Nevsky District of St Petersburg during the 2016-2017 academic year in accordance with these Regulations (students move into the halls of residence before August, 15th, before first-year students of the intramural form of study enrolled at the University in the current academic year, taking into account the number of available places that is required to accommodate students specified in Clauses 2.8.1-2.8.5 of these Regulations).

2.8.7. Students that were expelled in connection with military conscription to the Armed Forces of the Russian Federation and reinstated for studies and that resided in the student halls of residence located in the Vasileostrovsky District and Nevsky District of St Petersburg prior to conscription.

2.8.8. First-year students from among citizens of the Russian Federation, foreign citizens, and citizens of near abroad countries (in accordance with the Appendix to these Regulations) studying in graduate, residency, and doctorate programs, enrolled at the University in the current academic year and having indicated their wish to be accommodated in student halls of residence in their admission applications for admission or having submitted personal requests in accordance with Paragraph 1.3 of these Regulations until the end of the first semester of the current academic year (January, 31st).

2.8.9. Students enrolled in the principal educational programs of secondary vocational and higher education of the intramural form of study, placed in the Common Queue for accommodation allocation in the student halls of residence located in Vasileostrovsky District and Nevsky District of St Petersburg during the 2017-2018 academic year, published on the website of the University under the ‘Extracurricular Activities’ section (<http://www.students.spbu.ru/mmen-obwezhitija.html>).

2.8.10. Students from among citizens of the Russian Federation, foreign citizens, and citizens of near abroad countries in the principal educational programs of secondary vocational education of graduate and specialty studies of the intramural form of study, placed in the Common Queue for housing allocation in the student halls of residence located in Vasileostrovsky District and Nevsky District of St Petersburg during the previous academic year (from September, 1st, to July, 25th), in accordance with these Regulations, published on the website of the University under the ‘Extracurricular Activities’ section (<http://www.students.spbu.ru/mmen-obwezhitija.html>).

2.8.11. Students from among citizens of the Russian Federation, foreign citizens, and citizens of near abroad countries (in accordance with the Appendix to these Regulations) in the principal educational programs of graduate and specialty studies of the intramural form of study, enrolled at the University in the current academic year and having indicated their wish to be accommodated in student halls of residence in their admission applications for admission or having submitted personal requests in accordance with Paragraph 1.3 of these Regulations until the end of the first semester of the current academic year (January, 31st).

2.8.12. Students from among citizens of the Russian Federation, foreign citizens, and citizens of near abroad countries in the principal educational programs of secondary vocational and higher education of the intramural form of study, enrolled at the University in the previous years (including the current academic year), not having indicated their wish to be accommodated in student halls of residence in their admission applications for admission, but having submitted personal requests in accordance with Paragraph 1.3 of these Regulations until the end of the first semester of the current academic year (January, 31st), based on personal requests in the chronological order (date of submitting).

1. First-year students enrolled at the University in the current academic year and specified in Clauses 2.8.8 and 2.8.11 of these Regulations are included into two ranked lists in order to be entered into the Common Queue according to the order established by Paragraph 2.8 of these Regulations:

2.9.1. A list of students in the principal educational programs of graduate and specialty studies. Student are ranked according to their scores for the Unified State Exam or the scores for the entrance examination in major subjects conducted by the University (highest to lowest). If foreign citizens of near abroad countries do not have a Unified State Exam score or an entrance examination score, the University takes into account the score on the grounds of which the student was admitted. In disputable situations where students have the same score for the major subject, the average score for other Unified State Exams or the average score for other entrance examinations required to enter the University are taken into account.

2.9.2. A list of students in the principal educational programs of postgraduate, residency and doctorate studies. Student are ranked according to their scores for the entrance examination (from highest to lowest) without taking into account individual achievements\*. If there are several entrance examinations, students are ranked in accordance with the average score for entrance examinations. Moreover, in disputable situations where students have the same score, their grade point average from the previous stage of education is taken into account.

\*Ранжирование обучающихся, зачисленных на первый курс, указанных в пункте 2.9.2 настоящего Положения, в соответствии с баллом за вступительное испытание (от большего к меньшему) без учета индивидуальных достижений с учетом позиции в рейтинговых списках осуществляется в следующем порядке:

1) Список всех обучающихся, зачисленных в СПбГУ в текущем году на первый курс, разделяется на списки обучающихся по образовательным программам (отдельно для каждого уровня образования), на которые осуществлялось зачисление.

2) По каждому списку обучающихся первого курса по каждой образовательной программе формируется отдельный рейтинг в соответствии с баллами за вступительное испытание (от большего к меньшему) без учета индивидуальных достижений.

3) В каждом рейтинговом списке отдельной образовательной программы, сформированном согласно пункту (2), устанавливаются 5 категорий обучающихся со следующими коэффициентами по отношению к баллу за вступительное испытание: I категория – 5; II категория – 4; III категория – 3; IV категория – 2; V категория – 1.

4) I категория. Первым по рейтингу 20% обучающихся, входящим в рейтинговый список отдельной образовательной программы, присваивается коэффициент 5, на который умножаются баллы за вступительное испытание для каждого обучающегося в данной категории.

5) II категория. 20% обучающихся, входящим в рейтинговый список отдельной образовательной программы и следующим за обучающимися категории I, присваивается коэффициент 4, на который умножаются баллы за вступительное испытание для каждого обучающегося в данной категории.

6) V категория. Последним по рейтингу 20% обучающихся, входящим в рейтинговый список отдельной образовательной программы, присваивается коэффициент 1, на который умножаются баллы за вступительное испытание для каждого обучающегося в данной категории.

7) IV категория. 20% обучающихся, входящим в рейтинговый список отдельной образовательной программы и предшествующим обучающимися V категории, присваивается коэффициент 2, на который умножаются баллы за вступительное испытание для каждого обучающегося в данной категории.

8) III категория. Обучающимся, входящим в рейтинговый список отдельной образовательной программы и не подпадающим под категории I-II и IV-V, присваивается коэффициент 3, на который умножаются баллы за вступительное испытание для каждого обучающегося в данной категории.

9) В случае получения дробного числа при расчёте 20% обучающихся, входящих в категории I-II и IV-V, оно подлежит округлению до целого числа по правилам математического округления.

10) В случае если общее количество обучающихся образовательной программы составляет менее 5 человек, то данным студентам присваивается III категория с коэффициентом 3.

11) После умножения баллов за вступительное испытание на соответствующие коэффициенты для всех обучающихся первого курса, указанных в пункте 2.9.2 настоящего Положения, по всем образовательным программам рейтинговые списки всех образовательных программ объединяются в общий рейтинговый список обучающихся первого курса Университета, который ранжируется в соответствии с баллами за вступительное испытание, умноженными на соответствующий коэффициент (от большего к меньшему).

1. If students in principal educational programs for **doctorate** studies are to attend classes in the educational buildings located in Petrodvortsovy District of St Petersburg and are not provided with accommodation in the student halls of residence located in Vasileostrovsky District or Nevsky District of St Petersburg, they are allocated places in the student halls of residence located in Petrodvortsovy District of St Petersburg, in the hall of residence No. 9 (ul. Khalturina, 15/2) or in other halls of residence located in Petrodvortsovy District of St Petersburg if there are no places available in the hall of residence No. 9, in accordance with Paragraph 2.8 of these Regulations.
2. If a student is enrolled in principal educational programs of secondary vocational and higher education of the intramural form of study, not provided with accommodation within the territory of St Petersburg and applies for supplementary accommodation in student halls of residence for their family members (provided that the family members are the student’s children of minority age, or the student’s parents if the student has not reached the age of 15, and these family members are not provided with accommodation within the territory of St Petersburg), places for them may be provided in the hall of residence No. 9 (ul. Khalturina, 15/2) from September, 1st, to August, 15th, within the same academic year, on the basis of personal requests submitted using the Student personal account (my.spbu.ru), enclosing the child's birth certificate to the application in order to justify the need to provide supplementary accommodation. Students who have not reached the age of 15 may be provided with only one supplementary place to be accommodated with one of their parents (adoptive parents, guardians or other legal representatives) if there are places available in student halls of residence.
3. Обучающимся по основным образовательным программам среднего профессионального и высшего образования по очной и очно-заочной формам обучения, не обеспеченным жилым помещением на территории Санкт-Петербурга, претендующим на предоставление мест в общежитиях для совместного проживания (при условии, что оба члена семьи являются обучающимися СПбГУ, не обеспеченными жилым помещением на территории Санкт-Петербурга), могут предоставляться места в общежитиях, расположенных в Петродворцовом районе Санкт-Петербурга, на основании личных заявлений, поданных через Личный кабинет обучающегося (my.spbu.ru), с приложением свидетельства о заключении брака для супругов или свидетельств о рождении для родных братьев/сестер – для обоснования права на совместное проживание.
4. Students’ family members who are not students at the University (provided that the family members in question are students’ spouses of students who are not provided with accommodation in St Petersburg), may be allocated places in the hall of residence No. 9 (ul. Khalturina, 15/2) if there are places available after all out-of-town and foreign students of the University of the intramural, intra-extramural or extramural form of studies, as well as students registered at the place of residence and within the territory of St Petersburg, but in need of University accommodation for the period from November, 1st, to June, 30th, over the period of one academic year are provided with a place in student halls of residence.
5. When a student is granted academic leave, maternity leave, parental leave, or other leave that temporarily interrupts the learning process at St Petersburg State University, additional places in student halls of residence may not be provided for their family members for the period of leave, за исключением случаев, предусмотренных законодательством Российской Федерации. Для обеспечения выполнения настоящего пункта:

2.14.1. Начальник Управления по работе с молодежью, в случае поступления личных заявлений обучающихся, находящихся в академических или иных отпусках, указанных в пункте 2.14 настоящего Положения, о предоставлении дополнительных мест в общежитиях для членов их семей, направляет копии личных заявлений и приложенных к ним документов начальнику Юридического управления для проведения соответствующей проверки оснований для предоставления дополнительных мест в общежитиях.

2.14.2. Начальник Юридического управления осуществляет проверку оснований для предоставления дополнительных мест в общежитиях лицам, подавшим заявления, указанные в пункте 2.14.1 настоящего Приказа, и представляет начальнику Управления по работе с молодежью соответствующие заключения.

1. Lists of persons specified in Paragraphs 2.11 and 2.12 of these Regulations are established in accordance with the procedure for establishing Lists for accommodation allocation in student halls of residence located in the Petrodvoretsky District of St Petersburg, as established by Paragraph 2.7 of these Regulations.
2. Обучающимся по основным образовательным программам магистратуры первого курса, завершившим обучение в Университете по программам бакалавриата или специалитета в текущем году и проживавшим в период обучения в общежитиях, расположенных в Петродворцовом районе Санкт-Петербурга, при наличии технической возможности может быть предоставлено место в той же комнате общежития, которая занималась ими во время обучения ранее.
3. Обучающимся по основным образовательным программам подготовки научно-педагогических кадров в аспирантуре первого года, завершившим обучение в Университете по программам магистратуры или специалитета в текущем году и проживавшим в период обучения в общежитиях, расположенных в Петродворцовом районе Санкт-Петербурга, может быть предоставлено место в той же комнате общежития, которая занималась ими во время обучения ранее, если в этой комнате имеются вакантные места к моменту поселения обучающегося по факту зачисления в Университет.
4. When a student is granted academic leave, maternity leave, parental leave, or other leave that temporarily interrupts the learning process at St Petersburg State University, students may be allocated places in the hall of residence No. 9 (ul. Khalturina, 15/2) if there are places available after all out-of-town and foreign students of the University of the intramural, intra-extramural or extramural form of studies, as well as students registered at the place of residence and on the territory of St Petersburg, but not on leave are provided with a place in student halls of residence. Such places are only provided in the halls of residence located in Petrodvortsovy District of St Petersburg and in accordance with documents which confirm that the student requires accommodation in student halls of residence and which are directly related to the grounds for granting leave, for the period from November, 1st, to June, 30th, over the period of one academic year.

In accordance with the order on granting academic leave based on medical reasons and upon the availability of a document confirming that the student is to be treated within the territory of St Petersburg, the student may be provided with a place in the student halls of residence located in Petrodvortsovy District of St Petersburg for the period of treatment.

During academic leave for medical reasons, students requiring treatment in central and north-eastern parts of St Petersburg may be provided with a place in the student halls of residence located in Vasileostrovsky District of St Petersburg by respecting other clauses of these Regulations.

1. Students referred for an academic exchange, as well as students on leave that have not extended their stay in accordance with Paragraph 2.18 of these Regulations should contact the inspector of the Student Housing Department to conclude an additional agreement to the housing contract for the rental of premises for temporary departure, for the period specified in the order on granting leave or the order for referring students for exchange education.
2. Students residing in the halls of residence located in Vasileostrovsky District or Nevsky District of St Petersburg before leave are given an extraordinary right to be allocated a place in the halls of residence located in Vasileostrovsky District or Nevsky District of St Petersburg, on the basis of an order from an executive officer on the completion of leave (or an order on returning from an academic exchange).
3. **PROCEDURE FOR ACCOMMODATION ALLOCATION IN STUDENT HALLS OF RESIDENCE**
4. Accommodation in student halls of residence is provided to students from August, 25th, before the beginning of the academic year and during the academic year:

3.1.1. In the student halls of residence located in Petrodvortsovy District of St Petersburg – continually as foreseen by the lists established in accordance with Section 2 of these Regulations;

3.1.2. In the student halls of residence located in Vasileostrovsky District and Nevsky District of St Petersburg – if there are places available as foreseen by the lists established in accordance with Section 2 of these Regulations.

1. Head of Division for Youth Affairs provides the information about the number of places available in every hall of residence no later than August, 24th, and no later than the 20th day of any following month (with the exception of January, June, July and September) on the website of the University under the ‘Extracurricular Activities’ section (http://www.students.spbu.ru/mmen-obwezhitija.html).
2. Decisions on whether to provide accommodation in student halls of residence from August, 25th, of the current year to first-year students enrolled at the University in the principal educational programs of secondary vocational and higher education, as well as to students that submitted an accommodation request to be placed in a student hall of residence before August, 31st, of the current year, and an accommodation request to be relocated to a different student hall of residence before July, 25th, of the current academic year, are made considering the vote of the Student Council of St Petersburg State University within the period established annually by order of the senior vice-rector for academic affairs and methodological support.
3. From October, 1st, upon completion of application processing following the procedure established by Clause 3.3 of these Regulations, decisions on the provision of places in student halls of residence are made within 7 working days from the moment that the information on places available in student halls of residence located in the Vasileostrovsky District and Nevsky District of St Petersburg is made public (if there are places available).
4. В Университете устанавливается следующая процедура принятия решения о предоставлении мест в общежитиях в соответствии с пунктом 3.3 настоящего Положения:

3.5.1. Начальник Управления по работе с молодежью с учетом информации, указанной в личных заявлениях обучающихся, обеспечивает составление списков обучающихся в соответствии с правилами, указанными в разделе 2 настоящего Положения.

3.5.2. Начальник Управления по работе с молодежью в течение трех рабочих дней с момента размещения информации о вакантных местах в общежитиях направляет списки обучающихся, а также информацию о количестве вакантных мест в каждом общежитии председателю Студенческого совета СПбГУ.

3.5.3. На основании информации о количестве вакантных мест и списков обучающихся Студенческий совет СПбГУ вносит предложения первому проректору по учебной и методической работе по распределению мест в общежитиях между обучающимися в срок не позднее трех рабочих дней со дня получения информации и списков. В случае непредоставления предложений Студенческим советом СПбГУ в указанный срок предложения первому проректору по учебной и методической работе по распределению мест в общежитиях вносятся начальником Управления по работе с молодежью в соответствии с настоящим Положением.

3.5.4. При отзыве заявления о предоставлении места в общежитии после передачи информации, указанной в пункте 3.5.3 настоящего Положения, указанное заявление передается начальником Управления по работе с молодежью председателю Студенческого совета СПбГУ.

3.5.5. После обсуждения вопроса о предоставлении мест в общежитиях председатель Студенческого совета СПбГУ представляет начальнику Управления по работе с молодежью предложения по формированию следующих списков:

3.5.5.1. Списки обучающихся с указанием фамилии, имени, отчества, направления подготовки (специальности), курса и номера общежития;

3.5.5.2. Список обучающихся, отказавшихся от предоставления места в общежитиях, с приложением заявлений об отказе.

3.5.6. После получения от председателя Студенческого совета СПбГУ списков и информации, указанных в пункте 3.5.5 настоящего Положения, начальник Управления по работе с молодежью не позднее 24 августа осуществляет распределение обучающихся по комнатам общежитий.

3.5.7. Распределение обучающихся по комнатам производится начальником Управления по работе с молодежью с учетом следующих принципов по возможности:

3.5.7.1. Совместное поселение обучающихся одного направления обучения в одну комнату или блок в общежитии;

3.5.7.2. Совместное поселение обучающихся по направлениям, реализуемым в учебных корпусах СПбГУ в Петродворцовом районе Санкт-Петербурга, в одну комнату или блок в общежитии;

3.5.7.3. При подселении в частично занятые комнаты или блоки - совместное поселение обучающихся одинакового возраста, одинаковых направлений обучения или обучающихся по направлениям, реализуемым в учебных корпусах СПбГУ в Петродворцовом районе Санкт-Петербурга, в одну комнату или блок в общежитии;

3.5.7.4. Учет пожеланий по соседству от обучающихся из числа иностранных граждан.

1. Принятие решения о предоставлении мест в общежитиях, расположенных в Василеостровском районе и Невском районе Санкт-Петербурга, для переселения обучающихся, проживающих в общежитиях, расположенных в Петродворцовом районе Санкт-Петербурга, и включенных в Единую очередь в соответствии с правилами, указанными в разделе 2 настоящего Положения, осуществляется в соответствии с процедурой, установленной пунктом 3.5 настоящего Положения.
2. The information on the allocation of places in student halls of residence is provided to students as follows:

3.7.1. Upon allocating accommodation at the beginning of the academic year, lists of students indicating numbers and addresses of student halls of residence are made public by deputy heads of Division for Youth Affairs in accordance with the students’ fields of study (on the information boards of academic offices in corresponding buildings), by authorized employees of Material Assets Management (on the information boards in student halls of residence and on the website of the University under the ‘Halls of Residence’ section (<http://www.campus.spbu.ru)>) and by Head of Division for Youth Affairs (on the website of the University under the ‘Extracurricular Activities’ section ([www.students.spbu.ru](http://www.students.spbu.ru/)));

3.7.2. Lists of students that are placed in the student halls of residence located in Vasileostrovsky District or Nevsky District of St Petersburg during the academic year are published by Head of Division for Youth Affairs on the website of the University under the ‘Extracurricular Activities’ section ([www.students.spbu.ru](http://www.students.spbu.ru/)) indicating ID numbers of the halls of residence;

3.7.3. Students who are provided with accommodation in the student halls of residence located in Vasileostrovsky District and Nevsky District of St Petersburg during the academic year are informed in a formal e-mail to their student e-mail address provided by the University indicating the ID number of the hall of residence as well as terms in which the student is to move into the hall of residence.

1. If a student’s request is fulfilled, they are to contact the head of the allocated hall of residence and complete the formal procedure of moving into the hall of residence within seven days from the moment that the list is published and in the order established by Clause 3.7.1 of these Regulations (or within 14 days from the moment that a personal request was submitted in accordance with Paragraph 1.3 of these Regulations).
2. If a student is provided with accommodation in the student halls of residence located in Vasileostrovsky District or Nevsky District of St Petersburg during the academic year, they are to contact the head of the allocated hall of residence and complete the formal procedure of moving into the hall of residence within 14 days from the moment that they are informed about the decision of the University in the order established by Clause 3.7.2 of these Regulations.
3. Students that did not complete the formal procedure of moving into the hall of residence in the terms established by Paragraphs 3.8 and 3.9 of these Regulations without serious cause are considered to have refused a place in student halls of residence.
4. Places in the student halls of residence located in Vasileostrovsky District and Nevsky District of St Petersburg are only allocated in accordance with the rules specified in Section 2 of these Regulations. An exchange of a place in a hall of residence located in Petrodvortsovy District of St Petersburg to a place in a hall of residence located in Vasileostrovsky District or Nevsky District of St Petersburg by mutual agreement is not allowed if it bypasses the Common Queue.
5. If a student cannot take their allocated place in a hall of residence within the established period of time for a valid reason, they are to inform Head of Division for Youth Affairs with due advance via e-mail urm@spbu.ru indicating the estimated time of relocating (if a student changes accommodation during the academic year, they are to contact Head of Division for Youth Affairs before the established date; in August – before the date specified on the website). By doing this, students may keep their place in the Common Queue.
6. If a student is allocated a place in the halls of residence located in Vasileostrovsky District or Nevsky District of St Petersburg in order of precedency while the student is on academic leave or exchange education, the place is provided upon the completion of their academic leave or exchange education as established by the order of executive officer in charge of providing academic leave or referring the student to an academic exchange.
7. **PROCEDURE FOR ACCOMMODATING OTHER SOCIAL CATEGORIES IN STUDENT HALLS OF RESIDENCE**

4.1.Places in student halls of residence may be provided to the following social categories arriving at the University:

4.1.1. applicants to academic programs at the University and persons accompanying them, as established in the order of the senior vice-rector for academic affairs and methodological support on the procedure of accommodating applicants in student halls of residence;

4.1.2. лицам, прибывающим для участия в мероприятиях Университета, **–** в установленные сроки проведения мероприятий на основании приказов об организации и проведении мероприятий;

4.1.3. лицам, прибывающим в рамках работы по грантам, прохождения практики, в том числе по договорам/соглашениям с Университетом, в случае если в договоре указано обязательство Университета о предоставлении мест на период прохождения практики, **–** в установленные сроки проведения работ/практик на основании приказов об организации и проведении работ/практик;

4.1.4. лицам, командированным в Университет, – на основании решения начальника Управления по работе с молодежью о поселении лиц на гостевые места в общежития с указанием сроков поселения: в общежитие № 19 (ул. Капитанская, д.3) или в общежитие № 13 (ул. Ботаническая, д.66, корп.4);

4.1.5. persons specified in Clause 2.11 of these Regulations, for the period from August, 16th to August, 31st, as well as persons specified in Clause 2.13 of these Regulations, indicating the duration of stay, to be accommodated in guest rooms in the halls of residence № 19 (ul. Kapitanskaya, 3) or № 13 (ul. Botanicheskaya, 66/4) if there are places available;

4.1.6. resident’s guests regardless of the resident’s status (if they are a student at the University or not) to be accommodated in guest rooms in the halls of residence № 19 (ul. Kapitanskaya, 3) or № 13 (ul. Botanicheskaya, 66/4) if there are places available:

1. If guests belong to the student’s close family (parents, adult children, grandparents, siblings), they are allowed to stay no longer than 14 days each semester and no more than two close relatives at a time;
2. Other guests may stay no longer than three days in a row and no more than seven calendar days a month;

The time limit for temporary accommodation of a resident’s guests in the halls of residence takes into account the time that all of the resident’s guests spend in the halls of residence over the specified period.

4.2. Для поселения лиц, указанных в пунктах 4.1.2 и 4.1.3 настоящего Положения, работник Университета, ответственный за организацию и проведение мероприятия/работы/практики в Университете, обязан:

4.2.1. не позднее, чем за 5 рабочих дней до начала мероприятия/работы/практики направить запрос начальнику Управления по работе с молодежью о возможности размещения лица или группы лиц с указанием максимального числа человек, сроков размещения, источника оплаты проживания и указания стоимости мест, на которые запрашивается (планируется) поселение, согласно тарифам, установленным первым проректором по экономике;

4.2.2. в случае подтверждения начальником Управления по работе с молодежью возможности предоставления указанного количества мест в общежитиях на указанные сроки в приказ о проведении мероприятия/работы/практики в СПбГУ включить пункт: «Начальнику Управления по работе с молодежью обеспечить поселение лиц в количестве … на срок … при наличии свободных мест»;

4.2.3. не позднее, чем за 3 рабочих дня до начала мероприятия/работы/практики направить начальнику Управления по работе с молодежью списки лиц для организации поселения в общежитие.

4.3. The accommodation of persons specified in Paragraph 4.1.6 of these Regulations is conducted in accordance with the procedure established at the University.

4.4. В случае предоставления мест в общежитиях СПбГУ иностранным гражданам и лицам без гражданства (далее – Иностранные граждане), относящимся к категориям граждан, указанных в пунктах 4.1.1 - 4.1.6, поселение необходимо согласовывать с начальником Паспортно-визового отдела СПбГУ посредством системы электронного документооборота и делопроизводства «Дело», прилагая сканы документов иностранного гражданина (страницы документа с установочными данными, визы (при наличии) и миграционной карты (при наличии).

4.5. Accommodating foreign citizens that violate migration rules or rules for transit passage via the territory of the Russian Federation is strictly prohibited in student halls of residence of the University.

Приложение к Положению о предоставлении мест в общежитиях СПбГУ, утвержденному приказом

от \_\_\_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_

**Countries of the near abroad**

|  |  |
| --- | --- |
| AbkhaziaAzerbaijanArmeniaGeorgiaKazakhstanKyrgyzstanLatviaLithuania | Republic of BelarusRepublic of MoldovaTajikistanTurkmenistanUzbekistanUkraineEstoniaSouth Ossetia |

**Countries of the far abroad**

All countries not listed under ‘Countries of the near abroad’.