

CHARTER OF RUSSIAN STATE UNIVERSITY FOR THE HUMANITIES

1. General provisions

1.1. State educational establishment of professional higher education Russian State University for the Humanities hereafter referred to as *the University*, is a state higher education establishment of federal control.

1.2. The University was established in 1991 in accordance with the Resolution of the Council of Ministers of RSFSR No. 175 of 27 March 1991 on the basis of and as the successor to Moscow State History and Archives Institute.

1.3. In conducting its activities, the University is guided by the Constitution of the Russian Federation, the "On Education" Law of the Russian Federation, the "On Higher and Graduate Professional Education" Federal Law, as well as other legislative regulatory acts of the Russian Federation, the Standard Higher Education Establishment Statute of the Russian Federation endorsed by the Resolution No. 71 of the Government of the Russian Federation of 14 February 2008, regulatory acts of the respective federal authority, as well as the present Charter.

1.4. The founder of the University is the Government of the Russian Federation, with the Federal Agency for Education acting as its duly authorized representative. The relations between the University and the latter body are regulated by the agreement sealed by the University and the Federal Agency for Education.

1.5. The University holds a licence issued by the Federal Service for Educational and Academic Control authorizing its educational activities (licence A No. 164190, registration No. 4099 of 10 February 2005); the University is also nationally accredited (letter of accreditation of 28 March 2005, registration No. 1856).

The University is authorized to conduct educational activities at the levels of higher education, extended vocational education, postgraduate training, and secondary vocational education.

Types and kinds of programs:

- higher education;
- graduate education;
- extended vocational education,
- secondary vocational education.

1.6 The University considers the following to be its key values:

- harmonious personality development, promoting spiritual and human qualities, enhancing capacities for understanding, decision making and critical thinking, self-fulfilment and team work;
- satisfaction of the individual's intellectual, cultural and moral needs via participation in the educational processes;
- fulfillment of the socio-economic needs of the country to have highly qualified professionals holding diplomas of secondary and tertiary education as well as research and academic faculty of utmost excellence.

1.6.1 The University considers the following to be its main tasks:

- professional training and education of undergraduate holders of certificates of

- secondary vocational training of students holding certificates of general secondary education;
- professional retraining, postgraduate training and further specialist training;
- integration and collaboration with regional, national and international academic and research institutions and organizations.

When approaching its key tasks, the University is guided by the following principles:

- succession and continuity of the educational process;
- competitiveness and publicity as far as research and academic priorities are concerned;
- ensuring the graduates' individual competitive abilities as the basis of their social security;
- fostering academic creativity and innovation amongst its faculty members, research assistants and students, including the ability to choose their own ways, methods, range of topics to teach and study, as well as freedom of choice between academic extracurricular activities;
- assembling the academic community from individual scholars and academics whose professionalism and high moral standards guarantee that the tasks and objectives of the University will be achieved.

1.6.2. Graduate degrees can be obtained via affiliation with the University's graduate school.

1.7. Acting on its own behalf and in accordance with its fields of activity, the University:

- designs and affirms the University Charter;
- appoints University management structures (subsidiaries excluded), affirms schedules and timetables as well as the distribution of official duties;
- plans, drafts and organizes academic, tutorial and research activities, including the preparation and affirmation of educational packages, syllabi and curricula;
- forms student quotas as within the control figures set by the Federal Agency for Education and strictly within the limits of its educational activities licence;
- evaluates students' progress and controls their academic performance within the limits set by the legislation;
- sets charge rates for authorized complementary education services;
- selects and employs staff, conducts the deployment and further training of academic and research faculty members, management and ancillary workers, as well as invites nationally and internationally acclaimed professionals to hold trainings, tutorials and consulting seminars;
- sets remuneration rates and official salaries guided by available funds and strictly within the limits set by current legislation;

- sets salary premiums and increments, their size, and order of awarding them to faculty and staff members;
- approves the workload of the faculty of the University;
- takes decisions with respect to awarding its students with qualifications and its faculty with academic degrees and ranks;
- delegates faculty to establishments, organizations and enterprises, both at home and abroad, to complete academic and research tasks as well as other duties;
- organizes and takes part in national and international workshops, conferences and symposia;
- engages in publishing activities, including publishing study materials, academic and tutorial literature;
- uses supplementary sources of finance, including bank credits;
- provides social assistance to students, faculty and staff;
- coordinates activities of NGOs (including youth organizations), except when their activities contradict Paragraph 1.11 of this Charter;
- draws up and adopts the Internal Regulations and other local acts;
- engages in other activities which are not prohibited by the current legislation;
- implements measures to preserve the state secrecy.

1.8. The University is a legal entity with its own financial balance and ledger accounts opened in accordance with the prescribed order to monitor the transactions from the federal budget and other budgets, as well as to monitor funds resultant from the University's entrepreneurial and profitable activities. It also holds foreign currency accounts in banking or loan institutions, and is authorized to enter into contracts in its own name as well as purchase objects of property and exercise its property and non-property rights, or to participate in court proceedings as either claimant or defendant, including commercial and arbitration courts.

1.9 The University possesses a seal on which the coat-of-arms of the Russian Federation is depicted along with the name of the University; it also holds other seals, stamps, the emblem and other insignia that occupy the top right-hand corner of official forms.

1.10. As per the "On Education" Law of the Russian Federation as well as the "On Higher and Graduate Professional Education" Federal Law, the University is entitled to autonomy, which implies its own responsibility when choosing and deploying faculty and staff, as well as conducting academic, research, financial and economic activities, and other activities in accordance with the current legislation and this Charter).

The University cooperates with other educational institutions of higher professional education and research organizations, including foreign and international ones to promote higher academic mobility. Participation in academic mobility programs as well as the prescribed procedures of such participation are determined by agreements with other educational institutions of higher professional education, research organizations, and by local normative acts of the University.

The University enjoys the right, in accordance with the applicable federal legislation of the Russian Federation and that of the corresponding foreign countries, to set up representative

offices and bring up to the Founder the issue of opening branch offices of the University both on the territory of the Russian Federation and abroad.

1.11. The University does not authorise the creation on its grounds of any organizational structures of political parties, socio-political or religious organizations.

1.12. The University introduces and awards the title "*honorary doctor* (HONORIS CAUSA) of the Russian State University for the Humanities".

1.13. The University's full name is *State Educational Establishment of Professional Higher Education Russian State University for the Humanities*.

The University's abbreviated name, 'РГГУ' (RSUH), is capitalized with no full stops between the characters. Various depictions of capitalized characters constituting the University's abbreviated name are allowed.

The University's name in English is *Russian State University for the Humanities*.

1.14. The University's legal address: 6 Miusskaya Square, Moscow, 125993 Russia.

Note: The new, third, version of the Charter of Russian State University for the Humanities is based on the charter approved by the State Committee of the Russian Federation for Higher Education (02.08.1994), and Version II approved by the Ministry of General and Professional Education of the Russian Federation (22.04.1997).

**Russian State University for the Humanities is the successor to Moscow State History and Archives Institute, which was established in accordance with the decree of CEC and CPC of the USSR (No. 43 of 3 September 1930 as The Institute of Archive Studies; from 20 April 1933 and in accordance with the Charter as History and Archives Institute).

2. Management of the University

2.1 Management of the University is exercised according to the legislation of the Russian Federation and the present Charter on the basis of principle of sole and collective management combination.

The principle of sole management is implemented by means of:

- Individual responsibility of the Rector for the University activities including quality of education, due condition of the financial and contractual discipline, accounting and record keeping, safe keeping of the property and other material values being owned or managed operationally by the University;
- Binding force of the Rector's orders and instructions for the employees and students of the University.

The principle of the collective management is implemented by means of:

- Election of the Rector and Academic Council at the Conferences of the University;
- Election of Deans and Department Chairs at the Academic Council of the University;
- Carrying out the competitive selection of the faculty members at the Academic Council, Boards of the Institutes and Schools;

- Transparency of the Academic Council's meetings for the lecturers, researchers and other employees and students of the University;
- Regular conferences of the lecturers, researchers and other employees of the University;
- Regular reporting on the activities and decisions taken by the University's administration to the employees and students of the University;
- Informational transparency of the formation and activities of the University Board of Trustees.

2.2 Approval of the Charter, its amendments and addenda, election of the Members of the Academic Council, election of the University's Rector, are exercised at the Conference of the lecturers, researchers and other employees of the University and the University students (hereinafter referred to as "Conference")

Charter and/or its amendments and addenda adopted by the Conference are approved by the Federal Agency of Education and registered in the order stipulated by the current legislation.

2.3 Procedure of the delegates' selection to the Conference, representation quotas, terms, procedure of the convocation and activity of the Conference, are determined by the actual Academic Council of the University. Meanwhile, the convocation of research and educational staff should be not less than 80% of the total delegates' amount and the members of the Academic Council – not more than 50% of the total amount of Conference delegates.

Conference meeting is considered as authorized on the stipulation that not less than 2/3 of the elected Conference delegates are present.

All decisions of the Conference are approved by simple majority except when another procedure is stipulated by the legislation of the Russian Federation and the present Charter.

Voting form is determined by the Conference delegates except the other is stipulated by the legislation of the Russian Federation.

2.4 General administration of the University is exercised by the elective representative body – the Academic Council.

The number of the University Academic Council members must not exceed 50 persons.

The term of the University Academic Council's office is 5 years.

A Member of the Academic Council discontinues their membership automatically in case of their discharge from the University.

2.5 The Rector in the status of the Chairman and Vice-Rectors are the Members of Academic Council *ex officio*, and Deans of Schools – under the decision of the Academic Council.

2.6 The University Academic Council's terms of reference cover:

- Determination of the University's policy in the field of educational, research, financial and economic activities and international cooperation;
- Consideration of the amendments and addenda to the University Charter;
- Approval of perspective plans of the University's development;

- Approval of the Regulations on the procedure of the Rector's elections;
- Consideration of the issues on establishment, transformation and termination of the activities of the Institutes, Schools, Departments and educational and research centers;
- Consideration of the issues on establishment and termination of the activities of subsidiaries and representative offices of the University;
- Consideration of the issues on establishment of the Council of Trustees and other councils at the University;
- Carrying out elections of the Schools' Deans and Department Chairs;
- Competitive selection of research and teaching employees (professional and teaching staff, research employees) of the University;
- Nomination of the University employees for academic titles "Professor" and "Associate Professor";
- Adoption of the Regulations on the awarding procedure of the "Honorable Doctor, Honoris Causa, Russian State University for the Humanities" rank;
- Nomination for the "Honorable Doctor, Honoris Causa, Russian State University for the Humanities" rank;
- Recommendation and support of the candidates for the awarding the "Honored Scientist", "Honored Cultural Figure" and other ranks, as well as candidates for the election at the Russian Academy of Sciences and others;
- Consideration of the academic programs, subject area and results of the research carried out in the University;
- Determination of the training, retraining and professional development directions for the University students;
- Consideration of the issues on establishment of the educational programs;
- Approval of educational programs syllabus;
- Approval of the Regulations on the admission to the University;
- Approval of the Regulations on the procedures of transfer, expulsion and reinstatement of the University students;
- Approval of the Regulations for the system of mid-term and end-term control of the University students' knowledge;
- Approval of the Regulations on the final state assessment of the students;
- Approval of the Regulations on the procedures awarding scholarship to the University students;
- Approval of the Regulations on the awarding of the honorary degree "Honored Professor of Russian State University for the Humanities";

- Nomination for the honorary degree “Honored Professor of Russian State University for the Humanities”;
- Approval of the Regulations on the awarding of the honorary degree “Honored Worker of Russian State University for the Humanities”;
- Nomination for the honorary degree “Honored Worker of Russian State University for the Humanities”;
- Execution of the other duties stipulated under the present Charter and the current legislation.

Meetings of the Academic Council are conducted openly as a rule.

Closed meetings are conducted according to the specially taken decisions of the Academic Council.

2.7 The Rector of the RSUH is the Chairman of the Academic Council.

The Academic Council may establish permanent and temporary committees on certain issues of the University activities. Duties and structure of the commissions are determined by the Academic Council.

2.8 Decisions of the Academic Council are taken by voting.

The voting is considered valid in case of participation of no less than 2/3 of the Academic Council members' total number.

Decisions of the Academic Council on the academic ranks' nomination are taken by a secret ballot by no less than 2/3 of the Academic Council members being present at the meeting.

Decisions of the Academic Council on election of the Deans and Department Chairs, competitive selection of the academic and teaching staff are taken by a secret ballot by the simple majority of the Academic Council members being present at the meeting.

Other decisions of the Academic Council are taken by an open ballot by the simple majority as a rule.

The decisions of the Academic Council are executed under the Rector's orders.

There may be established Council of Trustees and other councils in the University. Procedure of formation, structure, authorities and activities of these councils are determined by the respective regulations and approved by the Rector.

2.9 The Rector is elected for the direct management of the University by the Conference of the lecturers, researchers and other employees of the University and the University students.

Rector bears personal responsibility for the activities of the University.

The Rector is elected for the term of 5 years.

The Rector reports on results of his/her activities for the term of five years to the Conference empowered to carry out elections (re-election) of the Rector.

Rector's elections are carried out by the secret ballot of the Conference delegates (under the cl. 2.3 of the present Charter).

The Rector elected at the Conference is confirmed in his/her appointment by the Order of the

Head of the Federal Agency of Education.

New competitive elections are conducted when the Rector whose term in the office has expired is not re-elected at the Conference as well as when the Rector's post becomes vacant.

As a rule the Rector is elected on a competitive basis from amongst persons being experienced and competent faculty members of the University who have experience in management work, and who possess an academic rank and a degree.

Repeat elections are carried out in case of the motivated refusal of the Federal Agency of Education to approve the candidacy of the Rector elected by the Conference. Meanwhile, should the candidate collect no less than 2/3 of votes the total number of the Conference participants, s/he is approved by the Federal Agency of Education in the mandatory order.

2.10 The Rector of the University, in accordance with the actual legislation and the present Charter:

- Represents the University at all state authorities, bodies, institutions and organizations;
- Signs documents on behalf of the University;
- Acts on behalf of the University without power of attorney;
- Manages the property and funds of the University;
- Decides the issues of the University's financial activity;
- Sets up accounts in the established order for the transactions reflecting the execution of the federal and other budgets' costs, accounting of funds received from the entrepreneurial and other activities bringing in profit; currency account – in the banking and credit institutions; concludes contracts; issues powers of attorney;
- Appoints to the post and dismisses Vice-Rectors, distributes duties amongst them;
- Appoints to the post and dismisses the chief accountant, heads of the organization departments, concludes labor agreements (contracts) with them;
- Issues orders and directions, gives instructions that are obligatory for all employees and students of the University;
- Approves employee list and budgets of the University;
- Approves Regulations on the organization of the University (including Regulations on subsidiaries and representative offices);
- Declares by an order the structure of the Academic Council and its commissions, structures of the organization departments' Councils, approves respective Regulations;
- Manages the activities of the Academic Council;
- Presents candidates for the Dean and Department Chair posts to the Academic Council of the University;
- Confirms elected Deans and Department Chairs appointment by the order;
- Confirms elected professional and teaching staff appointment by the order;

- Hires and assigns employees of the University, discharges them, remunerates and prescribes disciplinary punishments, concludes and cancels fixed-date labor agreements (contracts);
- Decides the issues relating to the salary and bonuses, determines procedure, rate and conditions of the allowance payment;
- Decides the issues of University employees' business trips;
- Admits to and expels students from the University;
- Bears personal responsibility for the security of the classified information at the University;
- Executes other duties stipulated by the legislation and the Charter.

The Rector is guided in his/her activities by the Regulation on the status of the rector of the higher educational establishment of the federal subordination approved by the Government of the Russian Federation (No. 695 dd. 11.06.1996)

2.11 The Rector has the right to delegate some of his/her powers to the Vice-Rectors and other managing employees of the University.

2.12 The Rector has no right to hold any other paid post excluding a research or a teaching one at the University or outside it.

2.13 Schools of the University are directly managed by the Deans who are elected on the basis of the procedure determined by the Academic Council.

2.14 Dean of the School is elected by the Academic Council for a term of 5 years with regard for the references of the School (Institute) Council from amongst the most qualified and competent specialists of the respective profile who have academic rank or degree.

Deans of Schools elected by the Academic Council are confirmed in their appointment by the Rector's order.

2.15 Dean bears personal responsibility for the activities of the School headed by him/her and represents it at all of the University departments and other organizations.

Dean makes orders within his/her jurisdiction that are mandatory for the employees of the School headed by him/her and its students.

Authority of the Deans is determined by the respective Regulations approved by the University Rector.

2.16 University Departments at the University are directly managed by the Department Chairs who are elected on the basis of the procedure determined by the Academic Council.

2.17 Department Chairs are elected by the Academic Council for a term of 5 years with regard for the references of the School (Institution) Council from amongst the most qualified and competent specialists of the respective profile who have as a rule academic rank or degree.

Department Chairs elected by the Academic Council are confirmed in their appointment by the Rector's order.

2.18 Department Chair bears personal responsibility for the activities of the Department headed by him/her and represents it at all of the University departments and other organizations.

Department Chair makes orders within his/her jurisdiction that are mandatory for the employees of the Department headed by him/her.

Authority of the Department Chairs is determined by the respective Regulations approved by the University Rector.

2.19 Posts of the Rector, Vice-Rectors, Deans of Schools, heads of the subsidiaries are filled by the persons not older than sixty-five years irrespective of labor agreement terms.

If the Academic Council so moves, the Federal Agency of Education may extend the age limit for the person filling the Rector's post to the age of seventy years.

If the Academic Council so moves, the Rector may extend the age limit of the persons filling the posts of Vice-Rectors, Dean of School, heads of subsidiary posts to the age of seventy years.

Administrative employees whose terms have not been extended (or who are seventy years old) are transferred with their consent to the teaching, research or other positions according to their qualification.

2.20 *Excluded. Ref.: Amendments and addenda to the RSUH Charter approved on 28.06.2007*

2.21 A Rector's Administration is established as a consultative body under the Rector. Decisions of the Rector's Administration have the status of recommendations .

Structure of the Rector's Administration, its competence, meeting procedure, decision making procedure and control procedure are determined by respective regulations.

Rector, Vice-Rectors and Deans are the members of the Rector's Administration *ex officio*.

Permanent and temporary commissions may be established within the the Rector's Administration. Their duties and structure are announced by the Rector's orders.

3. The structure of the University

3.1. The University is independent in its structure formation (except for subsidiaries).

3.2. According to the approved Provisions, structural divisions may receive the power of attorney to have full or partial powers of legal entity, to have their own balance sheet and accounts in any banks or other credit institutions.

3.3. The status, functions and powers of the University's structural divisions related to educational and research work are considered approved by the Rector following respective proposals of the Academic Council.

Administrative structural divisions are established and liquidated by order of the Rector.

3.4. Activity of the University as the institution of higher education of the federal subordination is ensured by:

- the participation of the University structural subdivisions in the accomplishment and ensuring of the educational process and research work;
- obligatory execution by the structural subdivisions of the decisions made by the Rector and Academic Council.

3.5. The university has subsidiaries in the Russian Federation, acting on the grounds of and according to the federal educational legislation, other normative legal instruments, Regulations of the University and its own Provisions.

3.5.1. Subsidiary in Kaluga established according to the order of the Ministry of Education of the Russian Federation No. 126 dated July 29th 1999.

Name of the subsidiary: Subsidiary of RSUH of Kaluga.

Location: 248002 Kaluga, Nikitina St., 41.

3.5.2. Subsidiary in Kirov established according to the order of the Ministry of Education of the Russian Federation No. 126 dated July 29th 1999.

Name of the subsidiary: Subsidiary of RSUH of Kirov.

Location: 610020 Kirov, Sovetskaya St., 51.

3.5.3. Subsidiary in Kostroma established according to the order of the Ministry of Education of the Russian Federation No. 126 dated July 29th 1999.

Name of the subsidiary: Subsidiary of RSUH of Kostroma.

Location: 156602 Kostroma, Dolmatova St., 25-A.

3.5.4. Subsidiary in Astrakhan established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Astrakhan.

Location: 414018 Astrakhan, Bezzhonova St., 103.

3.5.5. Subsidiary in Georgievsk, Stavropol'skiy region established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Georgievsk.

Location: 357820, Stavropol'skiy region, Georgievsk, Oktyabrskaya St., 142.

3.5.6. Subsidiary in Ivanovo established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Ivanovo.

Location: 153000 Ivanovo, avenue F. Engelsa, 21.

3.5.7. Subsidiary in Kaliningrad established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Kaliningrad.

Location: 236010 Kaliningrad, Radischeva St., 81.

3.5.8. Subsidiary in Veliky Novgorod established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Veliky Novgorod.

Location: 173004, Veliky Novgorod, Bolshaya Moskovskaya St., 31/7.

3.5.9. Subsidiary in Vsevolozhsk established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Vsevolozhsk.

Location: 188643, Leningradskaya region, Vsevolozhsk, Shishkanya St., 2.

3.5.10. Subsidiary in Kazan established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Kazan.

Location: 420097, Kazan, Shmidta St., 35a.

3.5.11. Subsidiary in Krasnoyarsk established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Krasnoyarsk.

Location: 660079, Krasnoyarsk, Matrosova St., 19.

3.5.12. Subsidiary in Kyzyl established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Kyzyl.

Location: 667000, Tyva Republic, Kyzyl, Salchaka Toka St., 14.

3.5.13. Subsidiary in Magadan established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Magadan.

Location: 685000, Magadan, Proletarskaya St., 43.

3.5.14. Subsidiary in Nizhny Novgorod established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Nizhny Novgorod.

Location: 603159, Nizhny Novgorod, Karla Marks St., 17.

3.5.15. Subsidiary in St. Petersburg established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of St. Petersburg.

Location: 199226, St. Petersburg, Nalichnaya St., 32 building 2.

3.5.16. Subsidiary in Samara established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Samara.

Location: 443052, Samara, Zavodskoye road, 31.

3.5.17. Subsidiary in Saratov established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Saratov.

Location: 410071, Saratov, Bolshaya Sadovaya St., 151/8.

3.5.18. Subsidiary in Tver established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Tver.

Location: 170015, Tver, Litvinki vil..

3.5.19. Subsidiary in Tolyatti established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Tolyatti.

Location: 445026, Samarskaya region, Tolyatti, Baumana Bld, 3.

3.5.20. Subsidiary in Ulan-Ude established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Ulan-Ude.

Location: 670033, Ulan-Ude, Pishevaya St., 10A.

3.5.21. Subsidiary in Elista established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Elista.

Location: 358011, Elista, Rokchinskogo St., 7.

3.5.22. Subsidiary in Yaroslavl established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Yaroslavl.

Location: 150006, Yaroslavl, Korabelnaya St., 1, building 7.

3.5.23. Subsidiary in Balashiha established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Balashiha.

Location: 143900, Moscow region, Balashiha, Lenina Avenue, 75.

3.5.24. Subsidiary in Voskresensk established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Voskresensk.

Location: 140200, Moscow region, Voskresensk, Academica Zelinskogo St., 5d.

3.5.25. Subsidiary in Dmitrov established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Dmitrov.

Location: 141800, Moscow region, Dmitrov, Vtoraya Centralnaya St., 3.

3.5.26. Subsidiary in Domodedovo established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Domodedovo.

Location: 142040, Moscow region, Domodedova, Kashirskoye road, 4, building 2.

3.5.27. Subsidiary in Zheleznodorozhniy established according to the order of the Ministry of

Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Zheleznodorozhniy.

Location: 143988, Moscow region, Zheleznodorozhniy, microdistrict Pavlino, 12, building 1.

3.5.28. Subsidiary in Kashira established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Kashira.

Location: 142900, Moscow region, Kashira, Gvardeyskaya St., 6.

3.5.29. Subsidiary in Lytkarino established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Lytkarino.

Location: 140800, Moscow region, Lytkarino, Pervomayskaya St., 1.

3.5.30. Subsidiary in Mytischi established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Mytischi.

Location: 141006, Moscow region, Mytischi, Olimpiyskiy Prospect St., 42.

3.5.31. Subsidiary in Naro-Fominsk established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Naro-Fominsk.

Location: 143390, Moscow region, district Naro-Fominskiy, Kokoshkino vil., Dachnaya St., 3a.

3.5.32. Subsidiary in Odintsovo established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Odintsovo.

Location: 143000, Moscow region, Odintsovo, Molodezhnaya St., 3A.

3.5.33. Subsidiary in Pavlovskiy Posad established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Pavlovskiy Posad.

Location: 142500, Moscow region, Pavlovskiy Posad, Bolshaya Pokrovskaya St., 45.

3.5.34. Subsidiary in Fryazino established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Fryazino.

Location: 141196, Moscow region, Fryazino, Okruzhnoy passage, 2A.

3.5.35. Subsidiary in Chekhov established according to the order of the Ministry of Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Chekhov.

Location: 142300, Moscow region, Chekhov, Chekhova St., 8A.

3.5.36. Subsidiary in Elektrostal established according to the order of the Ministry of

Education of the Russian Federation No. 3497 dated December 4th 2000.

Name of the subsidiary: Subsidiary of RSUH of Elektrostal.

Location: 144000, Moscow region, Elektrostal, Pionerskaya St., 27-a

3.6. The University has representative offices in the Russian Federation and abroad, acting on the grounds of and according to the federal educational legislation of the Russian Federation, civil code of the Russian Federation, other normative legal instruments of the Russian Federation, Regulations of the University and its own provisions, as well as the legislation of the foreign countries in question.

3.6.1. Representative office in Volgograd established according to the order of RSUH No. 01-05-07/f dated February 22nd 2001.

Name of the representative office: Representative office of RSUH of Volgograd.

Location: 400074, Volgograd, Barrikadnaya St., 1D.

3.6.2. Representative office in Zhukovskiy (Moscow region), established according to the order of RSUH No. 01-05-08/f dated November 30th 2000.

Name of the representative office: Representative office of RSUH of Zhukovskiy.

Location: 140180, Moscow region, Zhukovskiy, Pravolineynaya St., 33.

3.6.3. Representative office in St. Petersburg, established according to the order of RSUH No. 01-05-18/f dated February 23rd 2000.

Name of the representative office: Representative office of RSUH of St. Petersburg.

Location: 199026, St. Petersburg, Vasilevskiy island, line 26, 5, building 4, D.

3.6.4. Representative office in Tula, established according to the order of RSUH No. 01-05-35/f dated June 26th 2001.

Name of the representative office: Representative office of RSUH of Tula.

Location: 300041, Tula, Kominterna St., 21.

3.6.5. Representative office in Lipetsk, established according to the order of RSUH No. 01-05-01/f dated April 17th 2003.

Name of the representative office: Representative office of RSUH of Lipetsk.

Location: 398058, Lipetsk, University campus, 1.

3.6.6. Representative office in Tambov, established according to the order of RSUH No. 01-05-28/och. dated April 2nd 2003.

Name of the representative office: Representative office of RSUH of Tambov.

Location: 392035, Tambov, Petropavlovskaya St., 3.

3.6.7. Representative office in Cheboksary, established according to the order of RSUH No. 01-05-07/f dated June 9th 2005.

Name of the representative office: Representative office of RSUH of Cheboksary.

Location: 428028, Cheboksary, Leninskogo Komsomola St., 86.

3.6.8. Representative office in Voronezh, established according to the order of RSUH No. 01-05-01/f dated March 9th 2006.

Name of the representative office: Representative office of RSUH of Voronezh.

Location: 394006, Voronezh, 20letiya Oktyabrya St., 93.

3.6.9. Representative office in Stavropol, established according to the order of RSUH No. 01-05-28/f dated June 21st 2007.

Name of the representative office: Representative office of RSUH of Stavropol.

Location: 355017, Stavropol, Lenina St., 251.

3.6.10. Representative office in Prague (Czech Republic), established according to the order of RSUH No. 01-05-26/f dated June 21st 2007.

Name of the representative office: Representative office of RSUH of Prague (Czech Republic).

Location: Praha 5, Motol, Jerabinova 294\11 PSC 15000.

3.6.11. Representative office in Paris (France), established according to the order of RSUH No. 01-05-31/f dated June 22nd 2007.

Name of the representative office: Representative office of RSUH of Paris (France).

Location: France, Paris, 15 Pondichery St. 75015.

3.6.12. Representative office in Daleiden (Federal Republic of Germany), established according to the order of RSUH No. 01-05-33/f dated June 22nd 2007.

Name of the representative office: Representative office of RSUH of Daleiden (Federal Republic of Germany).

Location: Federal Republic of Germany, Daleiden, Haardter Weg 1, 54689.

3.6.13. Representative office in Perm, established according to the order of RSUH No. 01-05-247/dated November 19th 2007.

Name of the representative office: Representative office of RSUH of Perm.

Location: 614064, Perm, Geroev Hasana St., 42.

3.6.14. Representative office in Kamensk-Uralskiy, established according to the order of RSUH No. 01-05-246/dated November 19th 2007

Name of the representative office: Representative office of RSUH of Kamensk-Uralskiy.

Location: 623406, Sverdlovskaya region, Kamensk-Uralskiy, Isetskaya St., 36.

3.6.15. Representative office in Nizhniy Tagil, established according to the order of RSUH No. dated

Name of the representative office: Representative office of RSUH of Nizhniy Tagil.

Location: 622001, Sverdlovskaya region, Nizhniy Tagil, Lomonosova St., 49.

3.6.16. Representative office in Austria, established according to the order of the RSUH № dated

Name of the representative office: Representative office of the RSUH of Austria (Carinthia, Klagenfurt am Wörthersee).

Location: Siebenburgengasse 5, 9073 Viktring-Klagenfurt, Tel. + 43 463 29406 Fax. + 43 463 2908 e-mail: gorand@chello.at

4. Admission Procedure

4.1. Russian citizens are entitled to free higher and graduate professional education on a competitive basis according to the state educational standards if the citizens acquire the education at the given level for the first time.

The admission of foreign citizens and stateless persons is carried out according to the current legislation, international agreements of the Russian Federation, intergovernmental agreements and the Rules of Admission to the University.

4.2. The number and distribution by structural divisions of the students who have their education financed out of federal budget is determined by the Rector to the extent established annually by the Federal Education Agency.

The University is entitled to admit extra students – according to the corresponding contracts providing that tuition fees are paid by an individual person and/or legal entity.

The total number and distribution by structural divisions of the students is determined by the Rector. Yet the total number of students can not exceed the student quota determined by the license.

4.3. The procedure of admission to education programs is determined by the Rules of Admission to the University developed by the University according to the current federal legislation, and the Admission Procedure established by the corresponding federal executive authority.

The Rules of Admission are passed by the Academic Council and approved by the Rector of the University.

4.4. The University may admit individuals with secondary (complete) general education or secondary professional (vocational) education.

The Admission to the University is carried out by personal application according to the results of admission tests, except for the cases stipulated by the Russian legislation on education.

The Admission tests are carried out with a view to determining the ability of the applicants to master higher professional educational programs.

In case of competitive enrolment the individuals who won the competition by the results of the admission tests are enrolled at the University (if no other condition is stipulated by the legislation of the Russian Federation).

4.5. During the period of admission the University guarantees the observance of the rights of the citizens to acquire education determined by the legislation of the Russian Federation, publicity and openness of the admission committee work, and the objectivity entrance test grades.

4.6. With a view to providing staff training assistance to state agencies the University may allocate a certain amount of spots for target admission (keeping in mind the total number of applicants determined by the Federal Education Agency), organize separate competition, use preparatory division (the rules of admission to which are determined by the Rector) to this effect, making agreements with corresponding organizations.

5. Arrangement of the educational and research process

5.1. There shall be implemented programs of higher education, graduate vocational education, supplemental education and retraining courses different in terms and training level at the university.

Besides, there shall be implemented educational programs of pre-university, initial and secondary vocational education if there is an appropriate licence.

5.2. Basic programs of higher vocational education at the University shall be implemented uninterruptedly or according to the following stages:

- higher professional education, certified by awarding to a person who has successfully accomplished a final examination, a Bachelor's degree;
- higher professional education, certified by awarding a diploma to a person who has successfully passed the final examination;
- higher professional education, certified by awarding to a person who has successfully accomplished a final examination, a Master's degree.

The duration of the programs of higher education are the following:

- to obtain a Bachelor's degree – at least four years;
- to obtain a diploma of higher education – at least five years;
- to obtain a Master's degree – at least six years.

5.3. The content of the special training educational process and normative terms of the study shall be determined by the University according to state standards of education.

5.4. The content of the educational process at the University shall be regulated by professional educational programs and study programs (syllabi) on specific disciplines.

Arrangement of the University educational process is regulated by the following:

- general syllabi of University educational programs;
- annual syllabi;
- academic schedules.

Syllabi of educational programs shall be approved by Academic Council and the timetable shall be approved by the Vice-Rector for academic affairs.

5.5. People with secondary vocational education of a particular profile may be allowed to obtain higher education on a reduced educational program and/or in reduced terms approved by the Rector.

On the ground of the decision of Academic Council and the order of the Rector studying on reduced educational program and/or in reduced terms shall be also allowed to some people if their level of their education or abilities has been deemed sufficient for it.

5.6. Russian language is used for educational process at the University.

5.7. Academic year at the University starts 1 September and end according to the syllabus of the course.

5.8. Taking into consideration personal means and time restrictions of students, University educational programs shall be implemented in full-time (day) or evening form of education, education by correspondence (including distance-learning) as well as externship (its procedure shall be determined by the corresponding federal executive body) and a combination of the above-mentioned forms. Unified state standard is valid for all the educational forms applied within basic vocational educational program.

5.9. At the University there shall be established the following kinds of studies: lecture, seminar, practical lesson, laboratory work, tutorial, colloquium, interview, final tests, examination, essay, report, written tests, practice, yearly project, thesis.

According to the decision of Academic Council of the University other kinds of studies may be also implemented.

5.10. Academic hour is set at 45 minutes.

The amount of hours per week on average shall not exceed 27.

The academic schedule is approved by the Vice-Rector.

5.11. Students of full-time and evening form of education shall have holidays at least twice an academic year with the total duration of 7-10 weeks.

5.12. Knowledge, abilities and skills of students in their certificate of education shall be assessed with the following (passing) grades:

- “excellent” (“A”) (“5”)
- “good” (“B”) (“4”)
- “satisfactory” (“C”) (“3”)
- “passed“ (“credit”)

Grades shall be given during an examination or any other form of testing, determined by the Academic Council of the University.

Grading procedure (including “unsatisfactory” and “failed”) as well as any particular conditions of transfer from one year to another is determined by the Provisions of current final monitoring of students’ progress.

Procedure of expulsion from the University is determined by the respective Provisions that shall be passed by the Academic Council of the University and approved by the Rector.

The grounds for expulsion are poor academic progress, transfer to another educational institution, impossibility to continue one’s studies (for example, as a result of being drafted to the Armed Forces), failure to fulfil the duties provided by the Regulations of the University and University rules, failure to meet the terms of the contract (for external studies) or its cancellation,

student's request, health status.

Previously expelled students shall be exempt from paying the fee to the University for transfer and return to the University.

5.13. Students' internships shall be implemented on the grounds of the contract with enterprises, establishments and organizations according to the Provisions passed by Academic Council of the University and approved by the Rector.

5.14. University students who comply with all the requirements of curricula shall be allowed to take final state examination (the appropriate certificate of higher education and qualification is issued based on its results).

Procedure of the final state examination is determined by the respective federal executive body.

5.15. The University issues people who have successfully passed the final state examination a diploma of higher education of the state standard with the official symbols of the Russian Federation arranged according to the normative documentation of the respective federal executive body.

5.16. People who were issued the certificate of higher education of the state standard have a right to continue studying at the next stage of higher education according to their major.

5.17. People who have not completed the basic program of higher vocational education shall be issued academic references (transcripts) of the prescribed standard, and in case of successfully passing intermediate testing (at least two years for full-time form of education students and at least three years for evening form of education and education by correspondence students) they shall be issued a diploma of undergraduate education.

5.18. The University shall be entitled to render paid additional educational services on the grounds of the contract with legal entity or an individual, including students, who study on standard programs financed from budget of different levels (however paid educational services shall not be rendered instead of and as a part of basic educational activity that is financed from the budget).

5.19. The University does research, both fundamental and applied, and its results shall be used in the educational process.

5.20. The University plans its research work that is financed from the corresponding budgets and attracted funds according to research, academic and technical programs and contacts, duly approved.

5.21. The University research work shall be financed by means of the federal budget and other sources, provided that its usage is not prohibited by the current legislation, as well as by means of attracted funds of enterprises, establishments, organizations and people, including foreign citizens.

5.22. The University research work shall be carried out by institutes, schools, centers, departments, laboratories and other structural subdivisions of the University.

5.23. The University research work shall be carried out by professors, research scholars, other university employees, students (in accordance with the appropriate curricula and research work plans), graduate and postgraduate students, interning researchers, other categories of students and those who are honing their professional skills at the University.

Provisional labor groups within the University and in association with other organizations can be

formed to carry out research work.

5.24. The University arranges and holds (independently or together with other organizations) academic conferences, seminars, symposia, contests, and other kinds of arrangements.

6. Faculty training

6.1. The training of research and academic faculty of the University is performed within graduate and postgraduate programs.

To this end the divisions of the University organize, as per usual regulations, the work of degree candidates, award them with research leaves and hold special academic events.

6.2. Teaching and research faculty affiliated with the University may advance their academic skills at other higher education establishments, research institutions and other organizations via academic placement programs (as per affirmed individual curricula and syllabi), as well as via preparation and defense of dissertations.

6.3. In addition to the budgetary funds, the University may utilize other sources of funding licensed by the current legislation of the Russian Federation, as well as attract funds of interested enterprises, institutions, organizations or individuals, including foreign nationals.

6.4. Admission quotas and structures for graduate programs and various forms of academic and research training funded from the federal budget of the Russian Federation are set by the Federal Agency for Education.

Admission procedures for the graduate school and various forms of academic and research faculty training are stipulated by the relevant federal executive body in accordance with the federal law "On Higher and Graduate Professional education".

The order of advanced faculty training is established by a Provision passed by the Academic Council and affirmed by the Rector of the University.

6.5. The legal status of individuals undergoing faculty training at the University is the same as that of the University's course participants.

6.6. In accordance with current legislation the University creates and maintains Dissertation Councils.

7. University undergraduate, graduate, postgraduate students, and auditors

7.1. Undergraduate students of the University are individuals enrolled according to the established procedure.

Undergraduate students are given free student ID cards and record books of a standard form.

7.2. The rights and obligations of undergraduate and other students of the University are determined by the legislation of the Russian Federation, the present Statutes, the Internal Regulations and other local normative acts of the University.

7.3. Full-time students may defer military service until after the end of the studying period according to the current legislation.

7.4. Undergraduate students of the University have a right to:

- participate in the formation of the contents of their education on condition of meeting the requirements of the State Standards of higher professional education and/or in the

- study apart from classroom disciplines of a selected field of study (speciality) any other classroom discipline taught at the University (according to the Provision provided by the Academic Council and approved by the Rector of the University), as well as disciplines taught at other higher education institutions (according to an agreement between heads of both higher education institutions);
- choose optional (non-obligatory) courses for the given field of study (major) and elective (chosen from provisioned by the plan), provided by the corresponding faculty and department;
- participate in the discussion and solution of the most important issues connected with the activities of the University (including by means of social organizations) and be represented in the management bodies of the University;
- while engaged in educational activities, have free access to the libraries, information resources, services of the educational, academic, medical and other divisions of the University in accordance with the procedure established by the local normative acts of the University (apart from that, according to the federal law "On Librarianship", the library can also provide paid services);
- participate in all forms of academic research, conferences and symposia and submit their works for publication, including in the University press;
- appeal against the orders and instructions of the University administration in accordance with the procedure established by the current legislation of the Russian Federation;
- transfer from fee-paying (contract) form of education to a free one (if state budget-financed spots are available) by the decision of the Academic Council and after the issue of the Rector's order, if during the instruction period they became orphans (full orphans) or persons with disability of 1st or 2nd degree;
- transfer by personal application to another educational institution carrying out the educational program of the relevant level;
- change educational forms and fields of study (specialities) if vacant places are available and the academic difference in curricula and academic programs is eliminated within a prescribed period;
- participate in academic mobility programs according to bilateral and multilateral agreements of the University and receive information on the given programs within a period which allows making a decision about the participation in the above-named programs.

7.5. Undergraduate students of the University are obliged to:

- abide by the Statutes, Internal Regulations and dormitory accommodation rules of the University;
- meet the requirements of the professional education programs within a prescribed period;
- attend all forms of classes requiring obligatory attendance according to educational programs

and curricula;

- execute the orders and instructions of the Rector and his or her authorized University officials.

7.6. Undergraduate students may be provided with moral and material incentives (official acknowledgement, scholarship increase, valuable gifts, bonuses and others).

7.7. For not abiding by the requirements of the professional education programs, violation of duties determined by the Statutes of the University and violation of the Internal Regulations and dormitory accommodation rules undergraduate students are given disciplinary punishment (warning, reprimand and severe reprimand) up to and including expulsion from the University; disciplinary punishment (including expulsion) may be imposed on a student after receiving from him or her an explanation in written form (or drawing up the relevant act of the refusal to give an explanation).

Disciplinary actions are taken against undergraduate students within a month after the discovery of the violation, but not later than six months after the day of committing the violation, except for the time the student was ill and/or on vacation, on study leave or maternity leave.

7.8. For medical grounds and in other singular cases undergraduate students of the University are given study leave according to the procedure established by the corresponding federal executive authority.

7.9. Full-time undergraduate students of the University who have their education financed out of federal budget funds are provided with scholarship according to the procedure established by the Academic Council of the University.

Undergraduate students are entitled to scholarship provided by an individual person or legal entity that sent them to the educational institution, and special scholarship in virtue of the corresponding provisions.

Full-time students may be given various increments and one-time payments (financial assistance).

7.10. According to the procedure established by the corresponding provision approved by the Rector of the University, upon availability of the relevant University housing undergraduate, students of the University in want of accommodation are provided with a dormitory accommodation meeting sanitary regulations. For undergraduate students who have their education financed out of federal budget funds the dormitory rent can not exceed five per cent of the scholarship.

7.11. Undergraduate students expelled from the University or another higher education institution except for the students expelled without valid excuse during the first term of the first year may be enrolled at the corresponding year (reinstated in the corresponding year) retaining the previous education basis (contract or free).

Reinstatement of undergraduate students expelled due to academic failure or for another reason is implemented if vacant spots in the corresponding year are available and the academic arrears are eliminated in due course as determined by the corresponding Provision, accepted by the Academic Council and approved by the Rector.

7.12. Students' interests can be represented by their social organizations acting in accordance with the federal legislation.

7.13. Graduate student is an individual with a higher professional education who won the enrolment competition and is studying at the Graduate school and preparing to submit a Ph.D.

7.14. Postgraduate student is an individual with a Candidate's academic degree (Ph.D.) enrolled to the school of postgraduate studies in order to submit a thesis for the Doctoral academic degree. Postgraduate studies are considered full-time. The period of postgraduate studies can not last more than three years. Postgraduate students are provided with scholarship according to the procedure established by law.

7.15. An auditor in the graduate school is an individual with a higher professional education attached to the school of graduate studies to pass the Candidate's examinations and preparing to submit a thesis for the Candidate's degree (Ph.D.) without studying at the school of graduate studies. The period of auditors' attachment cannot last more than five years. Auditor working towards their doctoral degree is an individual with a Candidate's degree attached to the school of graduate studies to submit a thesis for the Doctoral degree for not more than four years.

8. Faculty and Staff

8.1. The University is the employer of the faculty and staff of the University.

8.2. The University provides positions for academic employees (the faculty and researchers), engineering and technical, administrative and management staff, production, teaching and assisting staff and other staff.

The faculty positions include the positions of School Dean, Department Chair, Professor, Associate Professor, Assistant Professor, Lecturer, and Assistant Instructor.

8.3. The Rights and Obligations of the faculty and staff of the University are regulated by the federal legislation, the present Statutes, the Internal Regulations, job descriptions and other local normative acts of the University.

8.4. The faculty and staff are obliged to:

- abide by the present Statutes and Internal Labor Regulations for university faculty and staff;
- systematically upgrade their skills;
- perform their duties according to the present Statutes and job descriptions;
- contribute to performing the tasks of the University and defend its interests;
- keep undisclosed the secret information divulged to them in connection with the execution of their duties, which is considered official and commercial secret according to Section 139 of the Civil Code of the Russian Federation;
- execute orders, ordinances and instructions of the Rector, Vice-Rectors and Heads of Schools of the University.

8.5. The University employees engaged in pedagogical activity (hereinafter referred to as faculty members) have a fixed 36-hour work week and a prolonged 56-calendar-day annual paid vacation.

Faculty members are given other vacations and leaves according to the current normative documents.

Job hours at the University are regulated by the Internal Labor Regulations, the present Statute, employment agreement (contract) and other current normative documents.

8.6. Faculty members and researchers of the University within the limits established by the

Academic Council of the RSUH have a right to choose methods and means of teaching which best suit their personal characteristics and provide high-quality teaching and to determine the contents of the courses according to the state educational standards.

Researchers have a right to choose methods and means of conducting research which suit their personal characteristics and provide high-quality research.

Research and teaching employees have a right to participate in academic mobility programs according to bilateral and multilateral agreements of the University, to receive information on the given programs within a period which allows making a decision about the participation in the said programs.

Research and teaching employees are obliged to:

- provide highly effective teaching and research;
- form students' professional qualities in their selected subject field (speciality), their civil position and the ability to work and live under the conditions of modern civilisation and democracy; develop students' independence, initiative and creative abilities.

8.7. Teaching loads for faculty individuals are determined by the University depending on their qualifications and specific activities, but can not be more than 900 hours per academic year; minimum teaching loads are not determined.

8.8. Work Relations between a University employee and the administration are regulated by an employment agreement (contract).

The faculty positions include the positions of the Department Chair, Professor, Associate Professor, Assistant Professor, Lecturer, and Assistant.

Employment in all the academic positions of the University except for the position of the Department Chair is provided by an employment agreement (contract) made for a term of up to 5 years.

Employment in an academic position by employment agreement (contract) is preceded by competitive selection.

Provision concerning the employment to academic positions is approved by the corresponding federal executive authority.

School deans and department chairs are elected. School deans are dismissed by order of the Rector.

Vice-Rectors are employed by a fixed term employment agreement (contract) which ends together with the Rector's term of office.

8.9. Enquiry into violations of professional behavior standards of a faculty member can be made only upon receipt of a written complaint about their behaviour provided that the faculty member is given a copy of the complaint.

Enquiry procedure and the decisions based on its results can be made public only with the agreement of the faculty member, except for the cases leading to the prohibition of teaching activity or, if it proves necessary, to defend student interests.

8.10. University faculty and staff members are dismissed according to the current legislation.

Dismissal of the University faculty and staff members due to redundancy initiated by the

administration is allowed only after the end of the academic year.

Reasons for dismissal of the teaching employees initiated by the administration before the contract expires (apart from the reasons defined in the current legislation) are the following:

- repeated serious violations of the University Statutes during the academic year;
- using educational methods involving physical and/or psychological violence;
- appearance at the University in a state of alcohol, narcotic and other intoxication.

The rights and obligations of administrative and management, engineering and technical, production, training and assisting, and other staff are defined by the labor legislation of the Russian Federation, Statutes of the RSUH and job descriptions. Labor relations between the above-named staff members and the Rector of the RSUH are regulated by employment agreement (contract).

8.11. University faculty and staff members are provided with moral and material incentives.

According to the current legislation, disciplinary actions established by the Internal Regulations can be taken against the University faculty and staff members.

According to the established procedure, the University may put faculty and staff members forward for state decorations and honorary titles.

The University has the right to grant Russian and foreign scholars, professors and public figures the title of honorary Doctor, HONORIS CAUSA, of the Russian State University for the Humanities according to the Provision provided by the Academic Council of the University.

9. International activities of the University

9.1. The University is entitled to engage in international cooperation of the Russian Federation connected with higher and graduate professional education, retraining and advanced training of specialists, and academic and research activities.

With this aim the University:

- participates in international programs of bilateral and multilateral cooperation and programs of academic exchange of undergraduate, graduate and postgraduate students and teaching and research staff members.

9.2. The University issues invitation letters for foreign citizens coming to the RSUH according to the current legislation.

9.3. The University engages in training, retraining and advanced training of foreign citizens in the Russian Federation as well as Russian citizens in foreign states; organizes and coordinates teaching and research activities of foreign citizens in the Russian Federation as well as Russian citizens in foreign states; creates preparatory divisions to provide foreign citizens who want to study and/or continue their education at the University and/or other educational institutions with an opportunity to learn Russian language and other disciplines in Russian.

The University participates in the activities of international associations and organizations, provides counselling services and engages in other activities not inconsistent with the legislation of the Russian Federation.

9.4. International activities of the University (including training, retraining and advanced training of foreign citizens in the Russian Federation, and teaching and research activities of Russian

citizens in foreign states) are carried out under interstate agreements and agreements between the relevant federal executive authority and the relevant academic authorities of foreign states, as well as under direct agreements made between the University and foreign citizens and foreign legal entities.

9.5. The University has a right to:

- join non-governmental international organizations;
- enter into cooperation agreements with foreign partners;
- create structural subdivisions with the participation of foreign partners;
- create joint Master's programs and carry out exchange programs with partner universities;
- admit foreign citizens (researchers, faculty, postgraduate, graduate, undergraduate students and auditors) to complete education programs of the University full-time, part-time and extramurally, schools of graduate and postgraduate studies, as well as Russian language courses, internship programs, research, conferences, seminars, summer and winter schools, culture and sports events;
- engage foreign citizens as teachers;
- send researchers, the faculty, postgraduate, graduate and undergraduate students abroad for training, teaching and research, participation in internship programs, conferences, symposia and other activities.

9.6. The University may engage in foreign economic activities for the purposes specified in the federal law "Concerning higher and graduate professional education" as well as the current Statutes.

9.7. The funds of the University and its divisions generated from foreign economic activities are not liable to seizure and tax as well as obligatory sale, if they are spent on the purposes of the University specified in the federal law "On Higher and Graduate Professional Education".

10. Property, Financial and Economic Activities

10.1. The property owner (or a body authorized by the property owner) secures federal buildings, facilities, property complexes, equipment and other necessary consumer, social and cultural property and other property to the University with the right of operational management.

10.2. The University independently uses the property under its operational management including for economic activities, leasing out for temporary use without the right of selling.

10.3. The University is entitled to act independently as a lessee and/or a lessor.

The University is entitled to lease out (without the right of selling) secured property and plots of land at the rate of rent at least equal to the rate established in the given region.

The funds received by the University as a rent payment are applied by the University to the maintenance and development of educational process.

10.4. The University is, according to the established procedure, allocated plots of land provided for permanent (unlimited) use.

10.5. The University has the property right to:

- self-generated funds and property acquired out of this funds;
- funds and property allocated to the University by individuals and/or legal entities as gifts, donations or devise;
- any intellectual and creative products resultant from the University activities.

10.6. The University independently carries out financial, economic and other activities according to the current legislation.

10.7. The resources generating property of the University and financing its activity are the following:

- the budgets of different levels;
- bank credits upon consent of the Russian Ministry of Education;
- funds received from paid education services and entrepreneurial activities;
- other income generated in accordance with the current legislation.

10.8. The financial support of the University from federal budget is carried out depending on the number of students and employees and according to the standard established by the Decree of the Council of Ministers of the RSFSR (No. 465 of 06.09.91) as 1 faculty member per 5 students.

The financial support of the University may also be carried out by means of local budget.

The funds unemployed in the current period (year, quarter of the year or month) can not be confiscated from the University or credited toward financing of the following period (during the year or in the following year).

10.9. The academic research carried out by the University is financed by the corresponding federal executive authority separately from financing of educational activities.

10.10. Extra expense resulted from indexing the expense of higher education institutions operating on the budgetary basis is covered out of budget resources.

10.11. The University is entitled to attract additional financial resources, including foreign currency resources by rendering paid educational and other kinds of services as well as resulting from voluntary contributions and special payments by legal entities and individuals including foreign ones.

Attraction by the University of additional resources shall not be followed by the reduction of its standard funds and (or) absolute size of its federal and local budget financing.

10.12. According to the Regulations the University is entitled to carry out paid activity in the field of education and other fields unless it interferes with its principal activity.

The University is entitled on the ground of its license to go over the federal budget financing state plans (scheduled figures) in professional training of contract students whose education is paid for by legal entities and (or) individuals.

The University independently deals with any issues related to signing of contracts, definition of commitments and other terms unless they contradict the current federal legislation and the Regulations.

The University is not entitled to conduct transactions that may be followed by disposal or charge of its property or property purchased at the expense of funds given to the University by its proprietor unless otherwise established by the legislation.

10.13. Financial and pecuniary funds of the University assigned to it or presented as its property can be used by the University at its own discretion according to the Regulations.

The University is entitled to choose directions and procedure of using all its budget and non-budget funds, including funds assigned to salaries and financial incentives of the personnel.

10.14. Revenue from paid educational services is reinvested in the educational process of the University, including salary rises.

10.15. The University implements tasks and renders services to enterprises, establishments, organizations and citizens on the ground of contracts.

The University orders tasks and services necessary for the statutory activity within the limits of the funds assigned to this purpose.

10.16. The University is entitled to form organizations (associations, unions) including with participation of establishments, enterprises and non-government organizations. The University is also entitled to participate in partnerships, enterprises and stock-joint companies using property, funds and other means that are the University's property as an investment in their authorized capital.

The University can be, at its own expense, a founder of enterprises, establishments and organizations of all kinds of organizational legal forms except the state ones.

10.17. The University is entitled to implement entrepreneurial activity in the following spheres:

- sale and lease of the University main funds and property;
- goods and equipment trade;
- rendering of intermediary services;
- shareholding in the activity of other establishments, organizations and enterprises;
- dealing with shares, stock, other securities and making profit (dividends, interest) on them;
- involvement in operations that have no direct relation to the University production, services and their sale;
- other kinds of activity that is not prohibited according to the current legislation of the Russian Federation.

In its entrepreneurial activity the University has the same status as an enterprise and falls under the legislation of the Russian Federation relating to entrepreneurial activity.

10.18. The activity of the University in the sphere of sale of its production, work and services is considered as entrepreneurial only in relation to the profit not reinvested in the University and (or) for the needs of provision, development and improvement of the educational process (including salaries) at the University.

10.19. The University is entitled to carry out charity event, auctions and other similar events in accordance with the procedure established by the federal legislation.

11. Salar

- 11.1. Wages and official salary are paid to workers of the University for fulfilling their functional duties and the work stipulated by labor contracts, duty regulations and other local certificates of the University.
- 11.2. The minimal amount of the workers' salary is established by the federal legislation.
- 11.3. The University independently forms the payment fund from the means of the federal budget directed on the maintenance of the University, and other sources which have not been forbidden by the legislation.
- 11.4. On the basis of the decision of the Academic Council and within the limits of available funds, the University independently determines forms and systems of payment, the sizes of salary premiums, increments and other payments.
- 11.5. The university determines the total number of employees, their required professional and academic level.

In accordance with the tasks set by the University and within the limits of available payment funds, faculty and staff members, as well as other personnel of the University are affirmed by the Rector of the University.

- 11.6. In case of creation within the University of structural divisions and introduction of posts falling outside the corresponding scheme (the Unified Tariff Scale), the sizes of official salaries according to divisions and posts are determined directly by the University.

12. Accounting, record-keeping and control

- 12.1 The university conducts operating accounting guided by the federal law on accounting and accounting regulations for budgetary establishments and organizations, as well as by its own accounting policies.
- 12.2. The form and order of accounting is established by the Ministry of Finance of the Russian Federation. The terms of submitting the quarterly and annual accounting reports are stipulated by the Federal Agency for Education.
The forms of statistical reporting of the University, addresses, terms, the order of submission are stipulated by the state statistics authorities.
- 12.3 The University's abidance by the financial and economic regulations is supervised by corresponding authorities within the limits of their competence.
- 12.4. The officials bear disciplinary, material and criminal responsibility for distorting state audit and accounting reports, in accordance with the federal legislation.

13. Cessation and suspension of activity of the University

- 13.1. The activity of the University can be ceased by means of its dissolution or reorganization (change of the organizational and legal form and (or) the status).
- 13.2. The University can cease its activity by the decision of the Government of the Russian

Federation, coordinated with the legislative and executive authorities of the city of Moscow.

13.3. The University can be dissolved under the decision of court in cases of conducting activity without the appropriate licence, or the activity forbidden by the law, or the activity not corresponding with its authorized purposes.

In case of infringement by the University of the federal legislation in the field of education and (or) the Charter, the Federal Agency for Education has the right to suspend the activity of the University until a court decision is reached.

13.4. In the event of dissolution and (or) reorganization of the University, the Rector of the University is obliged to arrange the protection of the classified data and their carriers, which, in their turn, are destroyed in accordance with the set procedures, submitted to archive storage or transferred to the assignee.

14. List of local certificates regulating activity of the University

In conducting its activities, the University utilises the following kinds of local legal certificates:

- 1) the Charter;
- 2) the Collective agreement;
- 3) decisions of collegiate bodies;
- 4) orders;
- 5) decrees;
- 6) protocols;
- 7) acts;
- 8) provisions (standard and individual);
- 9) orders;
- 10) rules (internal labor schedule rules, university admission rules, etc.);
- 11) instructions (job descriptions, safety precautions, labor safety measures, accounting, etc.).