

**The procedure for interaction of employees
of the Accommodation Office of the Autonomous non-commercial organization
of Higher education Innopolis University with students
and alumni of Innopolis University living in the residential complex
of Innopolis University**

1. General provisions

1.1. This procedure for the interaction of employees of the Accommodation office of the Innopolis University with students and alumni of Innopolis University living in the residential complex of Innopolis University (hereinafter referred to as the Procedure) regulates the process of interaction of students and alumni of Innopolis University living in the Complex with employees of the Accommodation office of the Innopolis University.

1.2. Terms and definitions:

Term	Definition
University	Innopolis University
Complex	Residential complex of the University, located at the address: Innopolis, Universitetskaya str., 1, building 1 – 4
Building	A free-standing building of the Complex, connected by a passage with other Buildings
Accommodation office of Innopolis University (hereinafter - Administration)	A structural unit of the University responsible for the management and maintenance of the Complex, and responsible for economic activities, the operation of the property of the Complex, the organization of accommodation services, as well as for maintaining the order established by the University in the Complex
Students	Persons studying at the Innopolis University
Alumni	Persons who have completed their studies at Innopolis University
Residents	Students and Alumni who have signed an agreement for accommodation services (registration card) and live in the Complex
Committee	A collegial body created by the Administration for the purpose of effective interaction between the Administration and Residents
The Head of the Building (hereinafter - the Head)	The person representing the interests of the residents of the Building
Chairman of the Committee	The person who heads the Committee and represents the interests of the Residents of the Complex
Rules	The rules of accommodation and residence in the residential complex of Innopolis University

1.3. The administration in its activities is guided by housing legislation, legislation on education, the Charter of Innopolis University, the Rules of accommodation and residence in the residential complex of Innopolis University, this Procedure, other documents regulating the order of residence in the Complex, posted on the website <https://hotel.innopolis.university/dokumenty/>.

2. Goals and Objectives of the Committee

1.1. For the purpose of effective interaction, prompt resolution of issues of those living in the Complex, the University creates a Committee for Interaction with Students and Alumni living in the Complex (hereinafter referred to as the Committee).

1.2. The goals and objectives of the Committee include:

1.2.1. Assistance to the Administration in monitoring compliance with the Rules posted on the website <https://hotel.innopolis.university/dokumenty/>.

1.2.2. Assistance in solving social and housing issues arising during the residence of Students and Alumni in the Complex, representation of the rights and interests of Residents.

1.2.3. Informing Residents about planned events on the territory of the Complex.

1.2.4. Participation in the organization of events held on the territory of the Complex.

2. Functions of the Chairman of the Committee

2.1. The management of the Committee is carried out by the Chairman of the Committee, appointed by the Administration for a period of no more than 4 (four) years from among the Residents.

2.2. The Committee consists of the Chairman of the Committee and representatives of each Building – Heads, one representative from each Building, who are elected by the Administration and the Chairman of the Committee for a period of no more than 4 (four) years at the first meeting. The election of the Chairman of the Committee and the heads is formalized by the minutes of the meeting of the Committee.

2.3. The Chairman of the Committee performs the following functions:

2.3.1. Together with the Heads of the Buildings, it monitors compliance with the current Rules posted on the website <https://hotel.innopolis.university/dokumenty/>. In case of violation of the above Rules, the Chairman of the Committee informs the Administration about this, indicating the fact of violation, time, place and Residents involved in the violation.

2.3.2. Together with the Heads of the Buildings, it assists the Administration in familiarizing Residents with local regulatory legal acts and other documents, brings information to Residents that affects the rights and interests of Residents.

2.3.3. Brings to the attention of the Administration the appeals, complaints and suggestions of Residents.

2.3.4. Participates in resolving conflict situations affecting the interests of Residents, in resolving issues of settlement, relocation of Residents, as well as issues related to causing material damage to the property of the Complex.

2.3.5. Together with the Heads of the Buildings, he takes part in the adaptation of newly arrived Residents when settling into the Complex: familiarization with the current

Rules and other local regulatory legal acts, other documents posted on the website <https://hotel.innopolis.university/dokumenty/>.

2.3.6. Distributes functions among the Heads of the Buildings.

2.3.7. Organizes and monitors the implementation of the Committee's tasks.

2.4. The Chairman of the Committee may be suspended from his activities in case of non-performance or improper performance of his duties, in case of expulsion from the University, eviction from the Complex, or on his own initiative.

2.5. In case of removal of the Chairman of the Committee, the Administration appoints a new chairman from among the Residents, while priority is given to the Heads of the Buildings.

3. Functions of the Heads of the Buildings

3.1. The Heads are elected by the Administration and the Chairman of the Committee from among the Residents of the Complex. One Head is elected in each Building.

3.2. Any Resident has the right to become a Head by offering his candidacy to the Chairman of the Committee.

3.3. The head performs the following functions:

3.3.1. Monitors compliance with the applicable Rules established in the Complex, posted on the website <https://hotel.innopolis.university/dokumenty/>. In case of violation of the above rules, the Headman informs the Chairman of the Committee about this, indicating the fact of violation, time, place and residents involved in the violation.

3.3.2. Assists the Administration in familiarizing Residents with local regulatory legal acts, other documents, brings to Residents information affecting the rights and interests of Residents.

3.3.3. Represents the interests of the Residents of the relevant Building at the meetings of the Committee.

3.3.4. Brings to the attention of the Chairman of the Committee information on conflict situations affecting the interests of Residents, proposals for the relocation of Residents, as well as information related to causing material damage to the property of the Complex.

3.3.5. Informs the Residents of the Building about the decisions of the Committee.

3.3.6. Informs Residents and participates in the organization of events on the territory of the Complex.

3.4. The Head may be removed from office in case of non-fulfillment or improper performance of his duties, in case of expulsion from the University, eviction from the Complex, application of disciplinary measures by the University to the Head, or on his own initiative.

3.5. In case of removal of the Head of the Building at a meeting of the Committee and the Administration, a new Head of the Building is selected from among the Residents by voting of the participants of the meeting.

4. Powers of the Committee

4.1. In order to achieve the goals and objectives assigned to the Committee, the latter has the right to:

4.1.1. Request and receive the necessary information documents and analytical materials from the Administration, with the exception of information to which access is restricted in accordance with the legislation of the Russian Federation, as well as local regulations of the University.

4.1.2. Within the framework of their competence to solve the current problems of Residents.

4.1.3. Bring to the attention of the Administration questions and suggestions for improving living conditions in the Complex.

4.1.4. Take part in solving social and household problems of Residents within their competence.

4.1.5. Represent the interests of the Residents of the Complex.

4.2. The members of the Committee carry out their activities free of charge and are not entitled to receive remuneration for performing the functions assigned to them.

4.3. The University has the right to encourage the Heads and the Chairman of the Committee who perform their duties in good faith. The form and frequency of encouragement is determined by the University independently.

4.4. The Administration has the right to provide the Committee with a meeting room. In this regard, the Chairman of the Committee notifies the Administration 5 (five) days before the scheduled meeting.

4.5. Meetings of the Committee are held on the initiative of the Chairman of the Committee with the participation of all the Heads.

4.6. Meetings with the participation of representatives of the Administration (at least 2 representatives) are held at least once a quarter. The decisions taken are formalized by the minutes of the Committee meeting.

5. Final Provisions

5.1. This Procedure, as well as changes to it, are approved by the order of the Director of the University and published on the official website of the Complex <https://hotel.innopolis.university/dokumenty/>.