

**INTERNATIONAL FACULTY
HANDBOOK**

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1. Employment

Before Arrival

Visa

What visa do I apply for if I am joining the University as a faculty or staff member?

You should apply for a work visa. There are currently two types of work visas available to foreign nationals who are officially employed in Russia – an ordinary work visa (professor's visa) and a HQS work visa.

For those who plan to work in Russia for 90 days or less within each 180 days, it is possible to apply for the Ordinary Humanitarian Visa for Scientific and Technical Links.

What is the difference between these two work visas?

	Ordinary Work Visa	HQS Work Visa
Who can apply?	Any employee	An employee who meets the criteria for a highly qualified specialist
Type	Single entry	Multiple entry
Visa duration	Three months	Up to three years
Extension	It may be converted into a multiple-entry visa for a period of up to one year . The employee does not have to leave Russia to extend the visa. The documents for visa extension must be submitted no later than 1.5 months before the current visa expires.	It may be extended for a period of up to three years based on a new work contract. The employee does not have to leave Russia to extend the visa. The documents for visa extension must be submitted no later than 1.5 months before the current visa expires.
I will obtain the letter of	... two months after I submit my documents for the letter of	... three months after I submit my documents for work contract

invitation in about ...	invitation.	drafting.
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Ordinary work visa procedure checklist

	I sent my coordinator the documents required to initiate the letter of invitation.
	I contacted the Russian Consulate where I will apply for a visa and received the list of other documents I will have to submit together with the letter of invitation.
	I received the original letter of invitation from the university by mail.
	I applied for an ordinary work visa at the Russian Consulate stated in my letter of invitation.

HQS visa procedure checklist

	I sent my coordinator the documents required for work contract drafting and initiating a letter of invitation and an HQS card.
	I contacted the Russian Consulate where I will apply for a visa and received the list of other documents I will have to submit together with the letter of invitation.
	I received the draft of my University work contract by email for approval.
	After being asked by the HR department, I signed hard copies of the work contract and sent them by express mail to the specified address.
	I received the original letter of invitation for my HQS work visa and other documents I need to apply for a visa by mail.
	I applied for an HQS work visa at the Russian Consulate stated in my letter of invitation.

	I received my visa and entered Russia. I obtained my HQS card from the Federal Migration Service.
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Letter of Invitation

What do I need to provide for a letter of invitation and an HQS card?

1. Copy of your passport (main page)
2. Passport-style digital image
3. Postal address where the letter can be received and contact information
4. Country and city where you will apply for a visa

What does my spouse need to provide for a letter of invitation?

5. Copy of his or her passport (main page)
6. Notarized copy of the apostilled or legalized marriage certificate* (original)
7. Notarized translation of the apostilled or legalized marriage certificate into Russian (original)
8. Postal address where the letter can be received and contact information
9. Country and city where your spouse will apply for a visa

What do I need to provide for my child's letter of invitation?

10. Copy of your child's passport (main page)
11. Notarized copy of the apostilled or legalized birth certificate* (original)
12. Notarized translation of the apostilled or legalized birth certificate into Russian (original)
13. Postal address where the letter can be received and contact information
14. Country and city where your child will apply for a visa

***Documents issued by the following countries do not have to be apostilled or legalized (as of January 2015):**

Republic of Azerbaijan	Republic of Cuba
Republic of Albania	Kyrgyz Republic
People's Democratic Republic of Algeria	Republic of Latvia
Argentine Republic	Republic of Lithuania
Republic of Armenia	Republic of Macedonia
Republic of Belarus	Republic of Moldova
Republic of Bulgaria	Mongolia

Bosnia and Herzegovina	Republic of Poland
Republic of Hungary	Pridnestrovian Moldavian Republic
Socialist Republic of Vietnam	Romania
Hellenic Republic	Republic of Serbia
Georgia	Slovak Republic
Arab Republic of Egypt	Republic of Slovenia
Republic of India	Republic of Tajikistan
Republic of Iraq	Tunisian Republic
Islamic Republic of Iran	Turkmenistan
Kingdom of Spain	Republic of Uzbekistan
Italian Republic	Ukraine
Republic of Yemen	Republic of Finland
Republic of Kazakhstan	Republic of Croatia
Republic of Cyprus	Montenegro
People's Republic of China	Czech Republic
Democratic People's Republic of North Korea	Republic of Estonia

Migration Card

Upon entry to Russia you may be asked to fill out a migration card, which is usually distributed to passengers on incoming flights and available at arrival points in Russia. Sometimes migration control (passport control) officers fill these cards out for you.

"А" (Въезд/Arrival)		Российская Федерация Federation		Республика Беларусь Russian Republic of Belarus	
Миграционная карта Migration Card		Серия/ Serial		№	
Фамилия/Surname (Family name)		G A T E S			
Имя/Given name(s)		W I L L I A M H E N R Y			
Отчество/Patronymic					
Дата рождения/Date of birth			Пол/Sex		
День/ Day	Месяц/ Month	Год/ Year	Муж./Male <input checked="" type="checkbox"/>	Жен./Female <input type="checkbox"/>	
2	2	1 0	1 9 5 5	USA	
Документ, удостоверяющий личность/Passport or other ID		Номер визы/Visa number:			
6 2 4 1 7 8 9					
Цель визита (нужное подчеркнуть)/ Purpose of travel (to be underlined):		Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя, (отчество) физического лица), населенный пункт/Name of host person or company, locality (the same as in your visa).			
Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба /Education, Работа/Employment, Частный/Private, Транзит/Transit		Moscow Myasnitskaya 20			
Срок пребывания/Duration of stay:			Подпись/Signature:		
С/From: (the same as in your visa)			Do/To: your visa		
Служебные отметки/For official use only					
Въезд в Российскую Федерацию /Республику Беларусь/Date of arrival in the Russian Federation/Republic of Belarus			Выезд из Российской Федерации /Республики Беларусь/Date of departure from the Russian Federation/Republic of Belarus		

How do I complete a migration card?

Fill out two identical sections (A and B) of the migration card. The card should be completed using an ink pen without blots or corrections in Russian or English block letters according to your travel document data. Indicate gender in the corresponding column with an "X". Please be sure to indicate the inviting party and the duration of the stay as stated on your current visa.

What should be done with a migration card?

The migration card and passport with visa are handed over to a migration control officer for checking and further endorsement. Section A is taken by the migration official and section B is

given back to you. The stamp date is considered the first day of your stay in Russia. Make sure

that it is legible. A migration card must be carefully kept throughout the duration of your stay in Russia and is given back upon departure. A new migration card must be filled out each time a foreign national enters Russia.

What happens if I lose my migration card?

A foreigner with his or her migration card lost or stolen should apply to the Federal Migration Service as soon as within 3 business days for a replacement card to be issued. Please contact your coordinator or Visa and Travel Support Unit for the exact address and visiting hours of the FMS office.

At any time you are strongly advised to keep copies of your migration card, passport, visa and registration coupon in your files in addition to the originals.

Registration

As a foreign citizen, you must be registered by the Federal Migration Service upon arriving in Russia. This registration is proof of your legal stay in Russia, and foreign nationals must show confirmation of their registration together with their passport and migration card to police officers when asked. All registration procedures are carried out by the Visa Department. Please note that the University doesn't provide registration for Russian citizens.

What do I need to submit to be registered?

You must submit the following items to your coordinator:

1. a scanned copy of the main page of your passport
2. a scanned copy of your current visa
3. a scanned copy of your migration card

How quickly do I need to be registered?

Category of foreign nationals	Deadline for registration upon arrival at the place of employment	Deadline for registration in case of business trips or vacation in Russia
Visa-free	7 business days, except for citizens of Ukraine (up to 90 days), citizens of Belarus and Kazakhstan (up to 30 days) and citizens of	

	Tajikistan (up to 15 days)	
HQS This category includes employees who arrive in Russia with an HQS visa or who have converted their visas to HQS visas while in Russia.	If the stay of the HQS visa holder is more than 90 days, he or she must register within 7 business days after the expiry of the 90-day period. Note: As registration is still needed for some formalities (obtaining a bank card, a health insurance policy, etc.) we kindly request that HQS status holders submit the documents for registration within three business days of their first arrival in Russia.	If the stay of the HQS visa holder is more than 30 days, he or she must register within 7 business days after the expiry of the 30-day period.
Other visas	7 business days	7 business days

Which document confirms my registration?

This document is a registration coupon. You will receive it either from your coordinator or directly from the Visa and Travel Support Unit. Please be careful not to lose this coupon. It is useful to make photocopies of your registration coupon, passport, and migration card to keep in your files.

Линия отрыва

Настоящим подтверждается, что

Фамилия Л О У Р Е Н С С М И Т

Имя, отчество Г А Р Р И

Гражданство, подданство С Ш А

Дата рождения: число 2 4 месяц 0 1 год 1 9 5 5 Пол: Мужской Женский

Документ, удостоверяющий личность: Вид П А С П О Р Т Серия № 2 3 5 7 8 8 9

в установленном порядке уведомил о прибытии в место пребывания по адресу:

Область, край, республика, АО

Район

Город или другой населенный пункт М О С К В А

Улица С О Л Н Е Ч Н О Г О Р С К А Я

Дом 3 Корпус 4 Строение Квартира 1 9 0

Срок пребывания до: число 0 9 месяц 1 2 год 2 0 1 1

ОТРЫВНАЯ ЧАСТЬ БЛАНКА УВЕДОМЛЕНИЯ
О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА В МЕСТО ПРЕБЫВАНИЯ

Upon Arrival

HQS Card

What is an HQS card?

This is a work permit for a highly qualified specialist (HQS) on the territory of the Russian Federation.

Front and back of an HQS card =>

What are the advantages of having an HQS card?

1. **Duration.** The HQS card and consequently the HQS work visa are issued for the duration of the work contract concluded with the employer, but no longer than three years. The card and the visa can be renewed multiple times for periods up to three years based on the duration of the work contract.
2. **Taxation.** One of the benefits of having HQS status in Russia is that the tax rate applied to a salary is reduced to 13% irrespective of an individual's tax residency status. This reduction



comes into effect beginning with the start date of the HQS card, not the start date of the work contract.

Registration. No registration is required for a stay of up to 90 days in Russia.

Am I eligible for an HQS card?

Research and teaching staff members who are invited to work at the University can obtain an HQS card if:

1. they are foreign nationals;
2. their salary is no less than one million Russian roubles per annum;
3. the validity of their passport is at least 3 years from the date of applying for an HQS card.

More information for highly qualified specialists can be found at [the Federal Migration Service website](#).

How do I get an HQS card?

Issuance of an HQS card is initiated by the employer, the University, together with the letter of invitation for the HQS work visa. The employee must receive the HQS card in person from the Federal Migration Service (FMS) upon arrival in Russia. Naturally, before the work permit is collected, the highly qualified specialist does not have authorization to work even with the signed work contract. This is therefore one of the first things that must be done upon arrival. You will be accompanied to the FMS office by the University manager.

Employment Procedure

After the HQS card is obtained, an employee must go through certain formalities to be officially employed at the University.

What needs to be done during the employment procedure?

1. You will complete and sign the following documents:
 1. Confirmation that you have read the University regulations
 2. Employee's personal profile card
 3. Faculty member registration card
 4. Notice of employment

5. Agreement for your personal information processing for employment purposes
 6. for Russian tax residency
 7. Application form for Russian tax residency
 8. Application form for a bank card (can be done in advance!)
2. Your passport, migration card and registration coupon will be copied by the HR department for internal purposes.
3. You will receive
1. An entrance pass to the University
 2. A University library card

During the employment session, you will meet with the International Faculty Support Unit and the HR Department. You will have a chance to ask questions at this time.

What do I need to bring with me?

1. Your passport
2. Your migration card
3. Your HQS card
4. A picture measuring 3x4 cm
5. Your registration coupon (the copy can be submitted later)
6. Your employment record book (If you were previously officially employed in Russia, you already have one. If not, then you will need to buy this book. In 2014, the cost for the book was 169 roubles)
7. Documents for travel costs reimbursement (if any, can be submitted later)

Health Insurance

The University provides international faculty with basic health insurance financed by the university. «РЕСО-гарантия» is the health insurance company for 2015 chosen as a result of an annual competitive procurement procedure. Please note that the University has year-long contracts with insurance companies, which means that every January employees receive new health insurance policies.

The insurance is valid in Russia and covers outpatient care in select health clinics, home care, emergency and planned hospital admissions, and basic dental care. The insurance covers acute diseases and trauma treatment but does not cover life-threatening diseases, treatment of most

chronic illnesses and pregnancy-related care. An ambulance can be called to any location within Russia free of charge.

Bank Account

All remuneration at the University is paid using bank cards.

How do I apply for a bank card?

You will be asked to complete a bank application form with your passport details and other information and send a hard copy via express mail or a scan via email to your coordinator. You can also complete the application form upon your arrival, but in this case, you will have to wait three or four weeks for your card to be issued by the bank.

Where do I collect my bank card?

The issued bank card can be obtained in person at the bank office (your coordinator will inform you of the address).

How can I use ATM?

ATMs' menu is mostly in Russian. Please be advised to use the ATMs of your bank only, for other banks' machines may charge extra fee for cash withdrawal.

Some ATMs return bank offers or commercials before proceeding to the required operation. For skipping them please note the translation of possible phrases:

Основное меню – *Main menu*

Пропустить – *Skip*

Отмена – *Cancel*

Продолжить - *Continue*

Напомнить позже - *Remind me later*

Назад – *Back*

Entrance Pass

For security purposes, students, faculty, staff and guests are required to have identification to enter all University buildings.

What identification do I need if I am a faculty or staff member?

After an employee has gone through the official employment procedure, he or she receives an electronic pass. This pass allows free access to all University buildings through the turnstiles and electronic doors. To enter or exit the building touch your electronic pass against the electronic pad of the turnstile. In the event of turnstile or door malfunction, please notify the security officer. Sharing passes or using someone else's electronic pass to enter University buildings is prohibited.

How do I enter the building if I don't have my electronic pass with me?

You will have to get a visitor's pass to enter University buildings. Please contact your coordinator or other person at your department who can offer administrative support. If your electronic pass is lost or damaged, a new pass must be issued.

How do I order a visitor's pass?

A visitor's pass is issued for temporary visits. It must be ordered in advance by someone who has access to the temporary pass electronic system. To order a pass for a visitor, please contact your coordinator or other person responsible for administrative support at your department.

How does a visitor obtain a pass?

Passes are obtained at the entrance pass office. Please note that all visitors are required to show their identity documents to collect passes. Upon exiting a building, visitors shall place passes into the card collector near the turnstiles or return them to a security officer.

When are University buildings open?

University buildings are open Monday to Saturday from 8.00 am to 11.00 pm; they are closed on Sundays and national holidays.

University Library

The collection of the university's academic library comprises over 600,000 books and periodicals and offers a great variety of electronic resources, including e-books and journals, databases of peer-reviewed literature, patents, business data and other data collections. Our library collections are among the largest in Russian academia and are continuously expanding. You can browse the library resources using the e-catalogue or have a look at the list of major electronic resources available to University students and faculty.

How do I register?

To register at the library, please show your University entrance pass, passport, and a photo to the manager at the library. International faculty coordinators generally help international employees register at the library during their orientation session. When you receive your library card, you will be granted remote access to University Electronic Resources.

What if I cannot find the book I need?

The library accepts orders to purchase books from foreign publishing houses or loan books through inter-library exchange system. Applications should be sent for literature used for research and teaching. To order books please complete the application form with book issue details (including the ISBN), have the application signed by the head of your department and send scanned copies of approved forms by email to the person responsible for accepting your applications. Within a week or two you will receive a response concerning the possibility and timing of purchasing or loaning the ordered books. The procedure to purchase books generally takes up to several months, so it is recommended to plan orders in advance.

Business Cards

You can order business cards in English and Russian. To do so, please provide your coordinator with the following information:

1. your full name
2. your position and academic degree
3. your contact details: office address, email address, phone number (office and mobile, if desired)

Business cards ordered in the first half of the month will be ready from the 22nd till the 25th day of the same month. When ordered in the second half of the month, business cards will be printed from the 7th till the 10th day of the following month.

Email Account

The University has a corporate electronic mail system, and every employee is allocated a university email account. As stated in their employment agreements, employees are supposed to use their corporate accounts for all business related correspondence, either directly or through re-direction to other mail services.

How to activate my email account?

Your coordinator will help you activate your corporate email account. According to internal regulations your login consists of the first letter of your name and your full surname. The password will be generated automatically but you can change it at a later stage.

Key Regulations

1. If your user details listed in the Outlook address book (name, phone numbers, position, and department) change, please notify IT Support Service within five business days of the change.
2. When a mailbox size is exceeded, outgoing mail is automatically disabled. All users therefore are kindly asked to archive or delete information in due time.
3. Employees who are out of office for vacation should set an automatic 'out of office' reply specifying their vacation dates and, if possible, the contact details of a person or persons who can help on work-related issues.

Your Profile Page

All full-time faculty and staff members at the University have personal profiles on the website. These profiles are open to everybody and contain such information as contact details, research interests, list of major research papers, etc.

How do I activate and edit my profile?

Contact your coordinator to activate your profile or if you have questions about your personal page or want to discuss any changes you want to make to the text. Employees are required to provide information and update their profile pages regularly.

4. Working at University

Safety Tips

When moving to Russia, as any foreign country, you may face differences in the cultural and legal environment. To reduce the stress associated with relocation and integration, we highly recommend that you get acquainted in advance with the local administrative rules, safety and security regulations at the University, its internal rules and guidelines.

Safety and Security Regulations at the University

In case of emergency, call the general emergency number 112:

1. Active in all Russian regions
2. Available from a mobile phone even if there is no SIM card in it
3. Operators speak English

If you are in a University building, inform the security post about the emergency immediately.

The University tracks information on security threats on its premises and beyond, such as breakdowns, natural disasters, illegal activities, threats to health and life both domestically and internationally, etc. When necessary, it keeps its staff and students informed by email or the public address system.

Security in Russia is provided by special security agencies, such as:

1. The Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters (EMERCOM) – one of Russia's rescue services; acts together with regional rescue services, municipal rescue services, regional firefighting services, corporate fire protection services, municipal fire protection services, private fire protection services, and other agencies. The EMERCOM website (in Russian and English).
2. The Ministry of Internal Affairs of the Russian Federation – a federal executive agency that develops and enforces state policy and legal regulation in domestic affairs.
3. The Russian Police are part of the Ministry of Internal Affairs. The Police aim to protect the life, health, rights and freedoms of Russian citizens, foreign citizens and people without citizenship; to fight crime, to protect public order and property and to ensure public safety.
4. The University strongly recommends checking the websites of these services.

Ministry of Internal Affairs (in Russian and English)

Ministry of Internal Affairs Chief Office in Moscow (only in Russian)

Violations and fines in Russia

Within the state security policy you can be stopped by a police officer on the street / in metro / in a public place for documents check. Please make sure to always have with you the following documents:

1. Passport with valid visa

2. Migration card
3. HQS work permit
4. Valid registration coupon

Instead of carrying the original documents you can have the relevant copies duly confirmed by Visa and Travel Support unit.

According to the Code of Administrative Offences of the Russian Federation you can be arrested and fined for:

1. Smoking in public places
2. Drinking Alcohol and Alcoholic Products in Public Places
3. Taking Drugs or Psychotropic Substances in Public Places
4. Appearing in Public Places in a State of Alcoholic Intoxication
5. Disorderly Conduct
6. Causing a disturbance at night-time

Please abstain from smoking and consuming alcohol, including beer, in places other than those specially designated for these purposes, like bars, cafes, clubs.

In addition, please be kindly advised of the following recommendations to avoid most widespread hardships and hazards.

Health

Pandemic

Tips to prevent the spread of the disease and not to catch it up:

1. Avoid close contact with sick people.
2. If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
3. Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
4. Washing your hands often will help protect you from germs.
5. Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
6. Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

7. When you are sick, keep your distance from others to protect them from getting sick too.
8. If you are sick, immediately inform your doctor or the insurance company of the symptoms.
9. Follow all the doctor's recommendations and instructions.

Safety

Crime

Please follow the following tips in terms of crime prevention:

1. Be alert to the possibility of mugging, pick pocketing and theft from vehicles or hotel rooms.
2. Be wary of groups of women and children who beg.
3. Be aware of drink-spiking leading to robbery, violence and/or abuse. Unconscious victims are often left outside, which can be life threatening in the winter months. Buy your own drinks and keep sight of them at all times.
4. Be aware of pickpockets in the main tourist areas and around the main railway concourses.
5. Look after your passport at all times, especially in major transport hubs and busy areas.

Rail travel

Due to its vast territory the Russian Federation it is likely that you may want to travel somewhere by train. In this case it is highly recommended to bear in mind the following:

1. If you are travelling by overnight train in a sleeping compartment, store valuables in the container under the bed or seat.
2. Don't leave your sleeping compartment unoccupied as some compartments only have a simple lock on the sliding door. If the carriage is equipped with additional security locks or chains make sure to use them at nighttime.
3. Don't agree to look after the luggage of a fellow traveler or allow it to be stored in your compartment.

Political situation

Political rallies may occur in Moscow, St. Petersburg and other places across Russia. For safety reasons:

1. Check media for the latest information, be vigilant, and avoid any demonstrations.

2. If you are arrested for participation in such events, do not hesitate to contact your Embassy. It is highly recommended to have a list of emergency numbers.

Terrorism

For personal security it is highly recommended to take the following steps:

1. A foreign citizen should remain vigilant in all public places, particularly those where access is not controlled (e.g. open-air events and markets) and in major transport hubs.
2. If you have noticed a suspicious-looking person/ unwatched personal belongings, you are to call the police and inform them of your concern.
3. If an evacuation is ordered, go to a designated place. Make sure all staff and others in your facility are accounted for. Help challenged people who may need your help in exiting.
4. After an explosion, terrorist attack, or other random act of violence there can be a second event that cause as much damage as the first so the following steps should be taken:
5. Be aware of your surrounding and find your safest escape route.
6. Personal safety of yourself and those around you should be the first concern.
7. Since one event can be followed by another, stay alert. There may be more danger yet to come.
8. For protection, consider crawling under a table or desk and remain there for at least 60 seconds.
9. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
10. Do not move seriously injured persons unless they are in obvious, immediate danger (building collapse, fire, etc.). Avoid known problem areas (where there are gas lines, fire hazards, etc.). Once out, keep as far away from the building as possible.
11. Open doors carefully. Watch for falling objects.
12. Do not use elevators.
13. Do not use matches or lighters. Sparks might trigger explosions.
14. Avoid using telephones and hand radios. Electrical sparks or signals could trigger other bombs.

Environment

Natural disasters

There are occasional occurrences of flooding in southern regions, and forest fires, mainly in the far eastern areas and Siberia.

This subsection describes the natural disasters typical for the North-western region of the Russian Federation.

Extreme heat

As the climate in the North-western region can be characterized as temperate continental, severe winters and extremely hot summers are not often to occur.

What you should do if the weather is extremely hot:

1. Never leave children or pets alone in closed vehicles.
2. Stay indoors as much as possible.
3. Stay on the lowest floor out of the sunshine if air conditioning is not available.
4. Postpone outdoor games and activities.
5. Consider spending the warmest part of the day in public buildings such as libraries, schools, movie theaters, shopping malls, and other community facilities.
6. Eat well-balanced, light, and regular meals.
7. Drink plenty of water; even if you do not feel thirsty. Avoid drinks with caffeine. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
8. Limit intake of alcoholic beverages.
9. Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible. Avoid dark colors because they absorb the sun's rays.
10. Protect face and head by wearing a wide-brimmed hat.

Wildfires

Once the summer is extremely hot, the probability of wildfires increases. Apart from the wildfires of this origin, they are sometimes triggered by lightning or accidents, but very often are caused by people's negligence.

In order to protect yourself and your family you are recommended to take the following actions:

1. If advised to evacuate, do so immediately. Take your disaster supply kit, lock your home and choose a route away from the fire hazard.
2. If you see a wildfire and haven't received evacuation orders yet, call the emergency number. Don't assume that someone else has already called. Describe the location of the fire, speak slowly and clearly, and answer any questions asked by the operator.

Extreme Cold

Russia is traditionally known for its severe weather with extremely cold winters. While in real life the danger from winter weather varies across the country, you are likely to face severe winter weather at some point.

To survive in extreme cold you are to bear the following ideas in mind:

1. Dress warmly. Layering your clothing will provide the best insulation and retain body heat. Wearing a non-permeable outer layer will minimize the effects of strong winds.
2. Protect your extremities. Hands and feet are at greater risk of frostbite because body heat is naturally reserved in the torso to protect vital organs. So wear an extra pair of socks, and choose mittens rather than gloves.
3. Wear a hat. You lose about 30 percent of your body's heat from your head. Particularly good are hats that cover the ears.
4. Wear properly fitted winter boots. Boots that are too tight can limit or cut off circulation to the feet and toes. Also, choose a boot that's insulated and has treads on the bottom for traction on ice and snow.
5. Stay hydrated. The body uses a lot of energy to keep itself warm. Drinking plenty of fluids is important because your body will need frequent replenishing when fighting off the cold.
6. Get out of wet clothing as soon as possible.

Evacuation

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave. Follow these guidelines for evacuation:

1. Plan places where your family will meet, both within and outside of your immediate neighborhood.
2. Become familiar with routes and other means of transportation out of your area. Choose several destinations in different directions so you have options in an emergency.
3. Leave early enough to avoid being trapped by severe weather.
4. Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.

5. Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.
6. If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

University Facilities

The University strives to maintain a safe, healthy and friendly campus environment for students, faculty and staff by maintaining university facilities. The University is rapidly growing, and therefore, our needs in terms of buildings and services are evolving. The University development strategy outlines the improvement of material and technical infrastructure and the creation of a “distributed” campus as several of the major objectives.

Publishing House

The University Publishing House specializes in scientific, educational and reference literature by Russian and foreign authors. The list of authors predominantly consists of professors, lecturers and academics who are University faculty members.

What is published?

Focusing on subjects taught in the University curriculum, it publishes books and journals targeted at a wide audience of professionals and students. It also publishes editions for internal needs, such as preprints, printed materials for conferences and other university publications of limited circulation.

What is the publishing house capacity?

The Publishing House currently produces approximately 500 titles each year, with educational publications circulated in editions of up to 100000 copies; additional print runs are made as needed. For scientific publications, circulation is usually 300-500 copies. Circulations of 50 to 300 copies are also available for the University’s internal needs. The majority of books published are available in print and electronic versions.

Where to buy books?

The University books are currently available for purchase at online bookstores such as OZON.ru, Co@Libri, Book.ru, Bolero.ru, and University Books.ru; they are also available at the leading

Russian electronic libraries, including LitRes and University Library Online. The University's bookstore stocks both the University's own publications and books from a wide assortment of foreign publishers: academic textbooks, manuals and multimedia related to the University curriculum, as well as children's books, volumes on art, and the University souvenirs. Assistants are experienced booksellers who are fluent in English.

Cafeterias

Almost all University buildings have cafeterias and snack bars. The menu is quite diverse, offering a choice of appetizers, soups, main courses, desserts and soft drinks. Meals normally include vegetarian alternatives. Prices are moderate: the average cost of a full meal usually does not exceed 250 roubles. University cafeterias usually have plenty of space (except for 'rush hour' at 1:00-3:00 pm), and is a good place to dine or enjoy a cup of tea or coffee.

Teaching Guide

Academic Year Structure

The academic year at the University is divided into 4 modules of 8-10 weeks each. Each module is followed by an examination period which usually lasts for one or two weeks.

Usually the dates of modules and holidays for the academic year are as follows:

MODULES	NUMBER OF WEEKS	DATES
MODULE 1	9	September 1 – November 2
MODULE 2	9	November 3 – December 31
WINTER BREAK	2	January 1-11
MODULE 3	11	January 12 – March 29
MODULE 4	12	March 30 – July 3
MAY HOLIDAYS	1	May 1-10
SUMMER BREAK	9	July 1 – August 31

Initially, it is essential to get information about a teaching schedule, the exact number of teaching hours and the length of courses in order to avoid any confusion or misunderstanding. All of this information can be obtained from your coordinator or the contact person at the faculty who will give you detailed information about your schedule.

Educational model at the University

Every year, each educational programme approves its curriculum, which consist of compulsory (basic curriculum), elective and optional courses.

Students make their own Individual Study Plan, based on the curriculum. A students's Individual Study Plan must contain:

1. All core subjects from the basic curriculum;
2. Elective courses.

Optional courses may be included in the plan at the discretion of students. If an optional course is included in a student's plan, an "unsatisfactory" grade will be considered to be an academic failure.

For all courses from the Individual Study Plan, the student must earn at least 60 credits per year. Any credits earned for optional courses are above the basic 60 credits.

The University's flexible education system allows students to make their own plan, choosing courses from different areas that they are interested in. According to the new educational model, undergraduate students should dedicate 20% of their study time to working on different projects (work in research groups, laboratories) and 10% to gaining an additional competence. Thus, except for the core and elective courses, which make up the bulk of the chosen educational track, students should also choose elective courses for their minor specialty (minors).

University courses

The University provides great opportunities and a wide range of disciplines for a diverse audience and offers the following types of elective and optional courses:

Additional Open courses are elective training courses on various subjects ranging from those with a purely theoretical format to workshops of leading practitioners and specialists. Additional

open courses are beyond the basic educational programme and are open to students of all courses, all specializations and even students from other universities.

The University offers a number of *MOOCs* (*Massive Open Online Courses*) that may interest students who want to gain additional knowledge. MOOCs provide free training to all those who are interested. Our MOOC trainers are the best talents in their field. The best University open courses are available on Coursera, the most popular international free online education platform. The lecturer must take into account the specifics of optional courses, as the students attending these courses are from different educational programmes.

Course Syllabus

The first and the most important task of a lecturer before beginning studies is to work out the course syllabus.

The syllabus is the main agreement with students on the process and conditions of training, and the educational process is organized according to it. The syllabus should include the content of the course (its goals, topics, literature for further reading) and methods of work with students (types of work, assessment principles).

Although the requirements for course descriptions taught in English have been simplified at the University, it still needs careful examination and compliance with all the rules and terms to schedule it. And you will also need to write a short description of the course in Russian, you will probably need some help from your department.

Structure

A course syllabus must contain the following sections:

1. Course Description
1. Course title
2. Pre-requisites
3. Course Type (compulsory, elective, optional)
4. Abstract
5. Learning Objectives

6. Learning Outcomes
7. Course Plan
8. Reading List
1. Required
2. Optional
3. Grading System
4. Guidelines for Knowledge Assessment
5. Methods of Instruction
6. Special Equipment and Software Support (if required)

Approval and terms

When the syllabus is completed, it should be discussed and approved by the Academic Council at your department. The approval procedure is shorter for elective and optional courses; for core subjects it generally takes a little more time to receive approval. As the general requirement is to submit the syllabus to the commission before the beginning of the module, the lecturer is responsible for establishing the exact terms of its approval in advance.

Full-time foreign and exchange students coming from abroad choose their courses 6 months prior to the beginning of their study at the University. Thus, if the course is taught in a foreign language, its synopsis (not necessarily the whole syllabus) should be presented to your department 6 months prior to the beginning of the semester when this course will be taught.

The course syllabus must be placed on the website prior to September 1, regardless of the actual start date of the course.

The lecturer is responsible for the availability and quality of the syllabus put into the database of courses. If necessary, the lecturer may make minor changes to assessment formulae or sequence of topics to be learned, on the condition that the students are informed of these alterations beforehand. It is best to inform students about any changes using email to protect oneself against possible student complaints concerning the violation of rules fixed in the syllabus.

Knowledge Assessment System

The assessment system at the University is another significant thing to be aware of and again, needs to be included in the syllabus. During the first lesson it is important to familiarize students with the different types of assessment that will be held throughout the academic year. There are three different types of assessment used at the University: the routine, intermediate and final assessment.

Routine assessment is carried out as part of the regular and systematic monitoring of students' academic knowledge during lectures and seminars, including distance learning courses, and other forms of studies (internships, project work, scientific seminars etc.).

Routine assessment is conducted by the lecturer and can be organized:

1. during an in-class work in the presence of the lecturer according to the schedule;
2. during independent work without the lecturer with the subsequent assessment of results by the lecturer or the assistant;
3. by using the information environment for remote learning during both in-class work and independent work, with the possible automatic assessment of results.

Routine assessment can be carried out in the following forms: homework assignments, tests, papers, essays, colloquiums, laboratory classes, course projects and other forms of routine assessment at the discretion of the lecturer responsible for teaching a particular academic subject. The lecturer must inform the students on the results of routine assessments not later than 10 days after the event through various communication means, including electronic ones.

Intermediate assessment is aimed at assessing part of an academic subject if it lasts longer than one period, and should be held upon the completion of the module or semester. Thus, some academic subjects may not require intermediate knowledge assessment.

The intermediate assessment may be summarised by using routine checking methods and/or by conducting an exam. It should be noted that an unsatisfactory result of the intermediate check is not a reason to deny a student access to a subsequent intermediate check or to the final test of knowledge on the subject.

It is important to know that the contents and procedures pertaining to intermediate assessment and routine checking must be specified in the syllabus of the subject and students must be informed of them during the first lesson on the given subject, and in addition, they must be

repeatedly informed of the contents and procedures of exams at the last lesson before the corresponding exam on the given subject.

The *final assessment* which is primarily held in written form (test, essay, report, etc.) should be held upon the completion of an academic subject. The lecturer can choose the type of assessment without administering an exam.

Exams

Each module is followed by an examination period, which lasts one or two weeks. Students may have exams on consecutive days, but not more than one exam per day. The duration of the exam should not exceed 4 academic hours per student. It can be held between 9 a.m and 9 p.m.

Exams at the University are generally held in written form, but in some cases may be oral at the discretion of the lecturer.

The exams schedule is always announced to lecturers and students at least one week before it begins. Information on this can be found on the website and information boards around the university.

Repeated exams

In case of a failed exam, students have the right to repeat the examination but not more than twice within one course. The first attempt is administered by the lecturers who led the initial examination and is similar to a regular exam; the second attempt must be administered in the presence of a committee composed of at least three lecturers, one of whom is appointed chairman of the committee. The examination committee may involve lecturers from other departments.

Repeated exams are allowed only after the second and the fourth modules. It is not permitted to take repeated exams in order to upgrade a positive result (above 4 on the 10 point grading scale).

Violations

At the University there are requirements for written assignments or oral answers at exams. Their violation may bring students disciplinary penalties ranging from a reprimand and an unsatisfactory grade up to expulsion from the University.

The lecturer is responsible for elimination of the following violations of academic standards:

1. Cheating,
2. Repeated submission of same written assignment,
3. Plagiarism,
4. Forgery,
5. Fabrication of data and results.

To check the course and graduation papers written in English against plagiarism you may use one of electronic systems.

Likewise, students may appeal against the results of intermediate and final controls for the following violations of their rights:

1. Incorrect wording of questions, questions outside the scope of the curriculum, mistakes in the answer options in assignments and tests;
2. Violation of the intermediate and final control procedures by the lecturer;
3. Non-compliance with evaluation methods;
4. Circumstances hindering an objective evaluation.

Grading System

The University has a 10-point grading system, which corresponds to the 5-point scale officially used in many other Russian educational institutions and the European scale ECTS.

Unlike the 5-point grading system, in which 5 is excellent and 1 is poor, the 10-point scale makes assessment more nuanced. To facilitate the grading process, please use this simple scheme:

Pass-Fail Exam

GRADES	POINTS
PASS	4-10
FAIL	0-3

Numerically Graded Exam

GRADES	POINTS	MARKS
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EXCELLENT	8-10	5
GOOD	6-7	4
SATISFACTORY	4-5	3
POOR	0-3	2

Grades for all the assessment types should be integers ranging from 0 to 10 points. The grade rounding rules must be described in the course syllabus.

During the course the lecturer registers intermediate results in student performance record.

Grades received at the exam and other tests must be also registered in the examination record sheet (printed or an electronic version) formed by the Programme Office before the exam. Grades are put in the exam record in numerical form on a ten-point scale and in text form (“excellent”, “good”, “satisfactory”, “unsatisfactory”) on a 5-point scale.

The exam record sheet must be signed by all lecturers carrying out the exam and submitted to the Programme Office (in original or scanned copy by email) within one working day. Students who are not present at the exam should be registered as “absent” on the examination record sheet.

Practical recommendations

Here are some practical tips that will help you fulfill your teaching duties at the University.

1. Make sure your course syllabus contains complete/updated information about the assessment procedure, the methods of grades calculation, the timing and forms of written and other types of work.
2. Make sure your course syllabus is included in the courses database .
3. Update you Profile Page regularly. Make sure it contains all the necessary and current information.
4. Prior to the beginning of studies, inform the Programme Office in your department of your preferences regarding the course schedule (preferred days of the week and hours) and your wishes will be taken into account as far as possible.
5. Course schedules are placed on the Faculty bulletin boards not later than 3 days prior to the beginning of classes, and the exam schedule not later than 7 days.

6. Inform students about types and features of assessment procedures and also of their achievements to date one week prior to assessment procedure.
7. Register students' achievements in the Student performance record.

How to reserve a room and facilities for studies

When planning a course, if you have special requirements for the room (arrangement of tables and a board, the Internet, computers, an interactive whiteboard, etc.) for the duration of the whole course, it is necessary to inform your coordinator in your department of your needs two weeks prior to the beginning of the module.

If you need a laptop, a projector, speakers or access to the Internet to conduct one or several lectures/seminars, please ask your coordinator to assist you with submitting an application to the appropriate department 3 days prior to the beginning of the event.

Research

Support for Academic Events

If you plan to organize an academic event at the University (e.g., conference, seminar, symposium, colloquium, round table) you may apply to the University Event Organization Office for financial support.

Application Period

Applications for the next calendar year can generally be submitted from September 1 until September 25 of the previous year. Applications submitted after this date will be accepted but treated as out-of-schedule.

Application Procedure

To submit an application, it is necessary to complete the following:

1. The application form with a justification of the planned activity, its goals and objectives, the maximum amount financial support requested from the University, as well as information about external sources of co-financing, any agreements reached, and the amount of co-financing
2. The estimate of expenditures form

According to university regulations, the forms have to be filled in Russian. Please ask your colleagues for assistance if needed.

Intellectual Property Protection

The University strives for intellectual property protection. The legal department elaborated an internal legal base to regulate main aspects of protecting authors' rights of the faculty and published them on the website.

Business Trips

The University faculty and staff employed under work contracts are allowed to leave the country either on their non-working days (days off, Russian public holidays, or during a paid or unpaid leave) or when going on a business trip. If you leave the country on a workday without going through formal procedures, you are not following the terms of your work contract. These procedures need to be completed in advance before going abroad on a leave or a business trip. Otherwise your leave or business trip will not be registered. Note that this procedure needs to be followed no matter what funds you use to cover your business trips expenses. Please read these business trips guidelines to find out more about the procedure.

Guidelines

The following guidelines concern professors employed at SPbPU.

What needs to be done before and during the trip?

1. Apply for a travel grant with the Chair of your Department one month before the planned trip.
2. If the expert group approves your application, the Chair informs you of the decision and forwards the approved application form along with the expert group's decision to your coordinator, who can then begin preparing a travel assignment form for your trip.
3. Provide your coordinator with the invitation letter from the hosting party. The invitation must contain the following details: the purpose of your visit, name and location of the event, dates, participation fee details, and a note stating which expenses (if any) related to the trip will be covered by the hosting party.

4. Your coordinator fills out the travel assignment form with the help of the central accounting office and has it signed by you, the head of your department and the first vice rector.
5. A business trip order is issued based on this business trip assignment.
6. If you travel for more than one day within Russia, your most important document is your business trip certificate. You must take this paper with you, get it stamped at your destination and bring it back.
7. During your trip, please make sure to collect all documents for expenses that you want to have reimbursed.

What needs to be done after the trip?

1. Submit a back-to-office report to the (name of department) within 10 days of your return. If you traveled to a conference or similar academic event, the report must be accompanied by a copy of your paper or presentation.
2. Submit all supporting documents for travel expense reimbursement to your coordinator.
3. Your coordinator will help you to fill out a travel expenses report and submit it to the accounting office together with your bank card details and supporting documents.
4. You receive reimbursement for your travel expenses.

Supporting Documents for Reimbursement

We strongly recommend reviewing these requirements before you go on your business trip.

Golden Rules

1. Original copies of supporting documents with translation into Russian must be submitted for reimbursement.
2. All documents proving payments must contain payment references.
3. All expenses must be paid by the employee. Services purchased using someone else's bank card will not be reimbursed.
4. Reimbursement for one trip cannot be made in parts. Only a complete package of documents will be accepted.
5. An employee will only be reimbursed for those expenses that are proven by correct documents.
6. Bank statements issued by Russian banks must contain a signature and a seal.

What documents do I need to present to be reimbursed for a business trip?

I want to get reimbursement for if I paid in cash or by card in person:	... if I paid online:	I should not forget, that ...
participation fee	<ol style="list-style-type: none"> 1. sales receipt 2. cashier's receipt 	<ol style="list-style-type: none"> 1. electronic payment confirmation 2. bank statement 	
hotel	<ol style="list-style-type: none"> 1. invoice 2. cashier's receipt 	<ol style="list-style-type: none"> 1. electronic booking confirmation or payment confirmation 2. invoice or an equivalent document confirming the fact of my residence in the hotel 3. bank statement 	<p>Only lodging in an economy class hotel room will be reimbursed. The number of guests in supporting documents must not exceed one person.</p> <p>I need to make sure that confirming documents contain the hotel's name, my full name, the number of guests, dates of check-in and checkout, cost of the stay, and the means of payment.</p>
rented apartment	<p>PAYING TO THE AGENCY</p> <ol style="list-style-type: none"> 1. original rental agreement signed by two parties 2. sales receipt (must contain my name and the dates of my stay) 	<ol style="list-style-type: none"> 1. electronic agreement 2. electronic receipt 3. bank statement 	<p>As lodging at a private apartment is not standard from the point of view of Russian legislation, it must be approved by the head of my department or vice rector beforehand.</p>

	<p>PAYING TO THE HOST</p> <ol style="list-style-type: none"> 1. original rental agreement signed by two parties 2. note signed by hand from the host confirming the payment 3. copy of host's passport (the main page with the signature). 		
travel expenses	<ol style="list-style-type: none"> 1. plane tickets and boarding passes OR train tickets 2. sales receipt 3. cashier's receipt 	<p>BY AIR</p> <ol style="list-style-type: none"> 1. electronic plane tickets 2. boarding passes 3. bank statement <p>BY TRAIN</p> <ol style="list-style-type: none"> 1. electronic train ticket 2. bank statement 	<p>Only travel from the city of my employment to my business trip destination will be reimbursed. Employee travel on a business trip directly from a vacation destination is considered on a case-by-case basis.</p> <p>It is recommended to book plane tickets (only economy class) through the websites of big airlines, such as <i>Aeroflot</i>.</p> <p>If I travel by Russian Railways I don't need to provide a bank statement, only electronic tickets.</p>

transfer	<p>Aeroexpress ticket</p> <p>OR</p> <p>taxi receipt specifying the route “airport – hotel” or “hotel – airport”</p>	<p>1. electronic Aeroexpress ticket</p> <p>2. bank statement</p>	<p>Taxi receipts must specify the date and route, as well as contain the driver’s signature.</p> <p>If I travel in Russia, taxi expenses will not be reimbursed, only Aeroexpress.</p> <p>If I take a train to travel abroad, transfer from and to the railway station won’t be reimbursed as it will be part of my per diem.</p>
health insurance	<p>1. sales receipt</p> <p>2. cashier’s receipt</p> <p>3. health insurance policy</p>	<p>1. electronic health insurance policy</p> <p>2. bank statement</p>	
per diem	<p>WHEN TRAVELING ABROAD</p> <p>1. scanned copies of the following passport pages: pages with stamps confirming my entry and exit from Russia and entry and exit to the country of destination</p> <p>2. main page with the photo,</p> <p>3. page with the visa</p> <p>WHEN TRAVELING IN RUSSIA</p> <p>1. completed and stamped business trip certificate</p> <p><u>There must be three stamps on this</u></p>		

	<u>certificate by the end of my trip – the first stamp I get at my University campus, the other two stamps and a signature I get from the host institution.</u>		
visa	1. invoice or sales receipt (or an equivalent document specifying payment reference) 2. cashier's receipt 3. copy of my visa	1. invoice (or an information email) 2. bank statement 3. copy of my visa	Extended fees for urgent visa issuance will not be reimbursed. If I use a commercial visa service, a receipt specifying payment reference and a cashier's receipt need to be provided. The university recommends using the PONY EXPRESS service www.ponyexpress.ru/

For questions, please contact your coordinator or the International Faculty Support Unit.

Work Calendar

National holidays in Russia are considered non-working days. Every year the Russian government issues a statement specifying the duration of national holidays, so it may vary from year to year. National holidays may also be followed or preceded by additional days off. Please note that a working day preceding a national holiday is normally one hour shorter.

National holidays are celebrated in Russia on the following days:

January 1-6, 8	New Year Holidays
January 7	Christmas Day
February 23	Defenders of the Fatherland Day
March 8	International Women's Day
May 1	May Day

May 9	Victory Day
June 12	Day of Russia
November 4	National Unity Day

36-Hour Work Week

Professors usually work six hours per day Monday to Saturday, which results in 36 hours per week. Please refer to your work contract for your exact work schedule. Days off are marked in red. Working days marked in green are one hour shorter as they precede national holidays.

40-Hour Work Week

Researchers, including postdoctoral fellows, normally work eight hours per day Monday to Friday, which results in 40 hours per week. Please refer to your work contract for your exact work schedule. Working days marked in green are one hour shorter as they precede national holidays. Days off are marked in red.

Leave

The University faculty and staff are normally employed under work contracts where the employee's working time on the territory of the Russian Federation is specified. Employees are free to travel outside Russia on their non-working days that are days off, Russian national holidays, or registered leaves. Naturally, leaving the country on a workday (if it is not an official business trip) is violation of the work contract.

Going on leave requires formal procedures that must be completed in advance; otherwise, leaves will not be registered. The University teaching and research staff are entitled to different types of leave – annual paid leave, short-term sabbatical leave, and unpaid leave. Please read the information below for details on each kind of leave.

Annual Paid Leave

According to the Russian Labour Code and the internal regulations of the University, research fellows must be provided with the annual paid leave of 28 calendar days per year; faculty who

have a teaching load are provided with an extended annual paid leave of 56 calendar days. Please consult your contract for the duration of your annual leave.

The period of your annual leave can be divided into several parts with one unbroken part of no less than 14 calendar days. In general, faculty members take most of this leave in July and August, as there are no classes during these months.

Employees are supposed to use annual paid leave during the working year. Transfer and deferral of the annual paid leave is only possible in exceptional cases. To change the dates of the leave, an application must be completed. Please note that when changing your leave you should specify the new dates for the entire leave period: either as one lump or in smaller pieces.

How to apply?

Annual paid leave is provided according to the Employee Leaves Schedule, which is composed and approved at the department and submitted to the HR office in December at least two weeks before the start of a calendar year. According to the schedule, the leave and allowance are processed automatically during the year without any additional formal procedures.

Unplanned leave out of schedule is provided based on an application filled out by the employee and submitted to the head of their department at least two weeks prior to the beginning of the leave.

How is it paid?

While it may seem advantageous to combine leave with holidays to prolong it, this may lead to certain monetary losses.

The reason is that compensation for leave days is calculated differently than a salary, and depends on 1) the amount of average wage¹ and 2) the number of working days in a month. While salary is paid for workdays, leave is paid for calendar days (including weekends). Furthermore, public holidays that occur during the period of leave are not paid, though they prolong the period of leave to the corresponding number of days. It is important to remember that the fewer working days there are in the calendar month, the smaller your compensation will be.

¹ Pursuant to Article 139 of the Labour Code of Russia the average salary/wage of an employee (full-time or part-time) is calculated based on his/her actual salary/wage and actual hours worked during 12 calendar months preceding the period when the employee is entitled to retain his/her average salary (leave, business trip, etc.). A calendar month covers the period from the 1st up to and including the 30th (31st) day of each month (up to and including 28th (29th) day in February). Average daily wage payable for leave is calculated by dividing the amount of employee's salary/wage covering the previous 12 months by 12 and 29.4 (average number of calendar days in each month).

In January and May, for instance, you can take a longer leave, saving leave days, but receive less payment. Accordingly, if you want to go on leave with minimal monetary losses, the recommended months for leave on the work calendar are April, July, and August.

If you want to know the details of how the payment for your leave days was or will be calculated, you may consult the Accounting Department.

Office of Information Technology

Please, refer to services provided by the IT Office and terms of submitting applications to the User Support Unit.

The User Support Unit's main tasks are to:

1. Ensure performance of the University equipment
2. Repair, maintain and upgrade
3. Provide antivirus works
4. Setup and maintain the University staff working places
5. Participate in planning, forming and application of the University technical policy in choosing personal computers, peripherals, audio, video and copy appliances, and software.
6. Work out technical specifications for the purchase of equipment, technical statements on tender results
7. Carry out equipment acceptance, preparation and installation at work places, classrooms (including software installation)
8. Prepare technical statement on discarding failed and out-of-date equipment with subsequent recycling

Applications should be submitted to IT Office for the University's users' support:

1. Application for workplace connection to workplace network
2. Application for office equipment setup
3. Application for Software Installation
4. Application for computer and Office equipment diagnostics and repair
5. Application for a cartridge / toner
6. Application for setting up internet network outlets

All applications to IT Office may be sent from your University corporate e-mail address.

All applications submitted to the Service Desk are filed and sent for execution. After your application is processed, you will be sent a confirmation.

Life outside University

Place of Residence

Renting an apartment

The University usually provides new international appointments with initial lodging at one of its guesthouses to give you time to find suitable accommodation. The University does not provide direct assistance in renting an apartment, however your coordinator can help you with providing some trustworthy estate agents and relocation agencies which have English-speaking staff.

Rental prices depends on the different requirements you have for your accommodation. The number of bedrooms, location, parking facilities, interior design, and security features are some key factors influencing the price.

Household emergency

There are several ways of protecting yourself against the risk of unpleasant household incidents requiring the help of certain specialists (such as plumbers, electricians, pest control teams, etc.)

1. Ensuring there is a clause about resolving these situations in the rental contract. The landlord should bear responsibility for troubleshooting issues regarding plumbing, electricity, gas, etc.
2. Signing a package agreement with a real-estate agency which includes 24/7 support and problem-solving for the apartment. This type of package is naturally pricier than a regular service.
3. If a problem arises, you should contact your landlord first, explain the situation and ask for help in dealing with the problem.

District Infrastructure

No matter in what district you live there are certain facilities that unite them all.

1. Kindergartens
2. Schools

3. Institutions of higher education
4. Hospitals
5. Shops
6. Restaurants

Transport

Metro

The metro is efficient, fast and easy to use, although there are few signs in English and very few stations are wheelchair accessible.

All metro lines have their own colour. Metro entrances are marked with a large letter 'M'.

Opening hours: 6 a.m. to 1 a.m.

Basic rules for using the metro safely:

1. On escalators: stand on the right side, pass on the left side holding the handrail; stand behind the protective strip, never lean against motionless parts. Never sit or place objects on the stairs of escalators, run along them or walk on an idle escalator.
2. On platforms: stand away from the platform edge until the train stops completely, and after it stops completely, clear the space at the car doors to let passengers depart. Never descend onto the metro tracks or put items on them.
3. In cars: do not lean against car doors, or open them while moving, allow passengers to enter and exit the train. Do not use the 'passenger – metro driver' intercom system unless necessary. Never place luggage on seats.

Staff in Metro ticket offices rarely speak English, so it's a good idea to show cashier a card indicating the number of rides you wish to purchase. You may want to have this sign printed: 'Пожалуйста, [blank space] поездок' ([so many] rides, please). Note that the card purchased from the metro ticket office is also valid for ground public transport.

Many stations in the city centre now have English information signs, stations in residential areas do not. However, every station has a red and blue INFO/SOS (ИНФО/СОС) pillar in the centre of the platform. There is a metro map in two languages. Maps inside the carriages also have information in English.

There are no waste bins in the metro for security reasons. So if you take wrapped food into the metro prepare to hold the wrapper until you leave. There won't be a good place to throw it away on the trains or in the stations.

For further information (including fares), please visit the metro website.

Ground Public Transport

The public ground transportation includes buses, trolley buses, and trams. You can purchase tickets from drivers. Passes are also available for purchase in metro stations. It is highly recommended not to purchase the passes from the drivers as you will have to pay much more in this case. Public transport operates from 5.30 a.m. until 1 a.m. There are a few night routes.

Bus stops are marked by yellow plates marked with 'A' signs, trolley stops – by white plates with 'T', and tram stops – with white plates 'Tp'.

Taxi

We highly recommend that you use official registered taxi services. While there are taxis in St.Petersburg that offer a cheaper alternative, we strongly advise against using them or hitchhiking. It might be unsafe. Note that if you plan to get reimbursement from the University for taxi services, only official taxis provide receipts that will allow it.

Let the operator know that you will need a receipt for the Accounting department if you wish to be reimbursed.

International Faculty Support

Managing Culture Shock

Culture shock and problems associated with it may have a powerful and lasting impact in the workplace. Once their physical relocation to Russia is complete, most international specialists and their families begin integrating into the Russian community and business environment. As any other country, Russia has its own culture and customs, people, mentality and view of the world, beliefs, behaviour, government, and social structure.

When going through the process of acculturation every expat will experience some form of culture shock. This is an essential although admittedly stressful part of the transition process. It also affects expat spouses who in particular often feel isolated and resentful when they experience life in a new cultural environment.

Culture shock is primarily a set of emotional reactions, such as homesickness, feelings of guilt, worry and anxiety, boredom, sadness, irritability, frustration, and difficulty falling or staying asleep. In addition, it may bring some physical symptoms like headaches, stomach aches, and a constant feeling of tiredness. These are normal responses to abnormal situations that can be expected under the circumstances. What is therefore needed is to remember that they are transitory and do not imply mental illness or an inability to cope.

Here are a few tips for avoiding the pitfalls of culture shock:

Before arrival

1. Familiarize yourself with cultural practices common in Russia by reading or talking to people familiar with the culture. Have realistic expectations before you go. There are a few Internet sites for expats, including those living in St.Petersburg who are ready to share their experience and advice. There you may find useful information and some tips for future relocation. Nevertheless, opinions differ, and they may be subjective and somewhat biased or prejudiced, so do not rely on them completely.
2. Identify and practice realistic self-care and stress management techniques that you will be able to use when you are abroad; remember that the practices that you use in your homeland may not be practical or safe when you are abroad, so be creative.
3. Keep an open mind and try to be flexible when things don't go as planned. Make sure you have prepared everything for your upcoming arrival to Russia by checking the website of the supporting unit; there you will find useful information and prevent possible difficulties.

Culture shock

Culture shock is a normal developmental phase of adjustment to a new cultural environment.

4. Establish new friendships with Russians who can help explain the reason behind some of the customs/behaviours you might find difficult to understand. This will help you make healthy adjustments abroad. Working through culture shock can be a valuable growth experience – one that strengthens identity and intercultural competence. And besides, your new friends will likely want to know more about your country and family's traditions as well. There are many websites and online clubs, including those designed especially for women living abroad to keep them engaged and interested.

5. Connect with others while you are away. Don't isolate yourself! Share your feelings with your landlord and colleagues. If you are talking with other foreigners working abroad, be sure you don't get caught up in being negative together. Contact your family and friends back home, as nowadays there are many ways to keep in touch online and through various apps.
6. Take care of yourself physically, including getting regular and sufficient amounts of sleep and food. Try new foods, even if at first they may seem unusual; give the new cuisine a chance, or find ones similar to what you have back home. People usually tend to forget about exercise when abroad; keep in mind that regular exercise is calming, and it is also a great way to boost your mood, release endorphins (opiates that relieve stress and make you feel happier) and helps you reenergize and refocus. It may also become another way of finding new friends.
7. Give yourself permission to feel bad. Negative feelings are normal, and you should process these emotions rather than just push them away and fail to address the issue. Homesickness is natural, but do not let negative thoughts occupy you as they prevent you from enjoying the exciting new culture that surrounds you.
8. Don't make any big life changes while abroad. It will take time to figure out how your new life experiences will fit into your previous culture and life experience.
9. Consider learning Russian. It will not only help you feel more confident, and ease communication both at work and in your social life, but it is also an excellent way to develop a stronger understanding of Russian culture. The University offers Russian language courses for employees at the Russian Language Centre.

The experience of culture shock has been accepted as completely normal and even desirable, as it is seen as part of the successful process of adaptation for employees. Therefore, it is important to embrace the new culture instead of resisting it, and to willingly recognize and accept the transformative changes that will help with the adaptation process. Soon, you will likely get used to life in Russia and start to feel more confident and comfortable. Day-to-day life will get easier and you will be happier as a result.

There will be times when you feel like talking to someone to share your concerns and feelings. Befrienders Worldwide is a longstanding network and a recent charity comprising 169 international centres in 29 countries. Their internet resource is available in several languages,

offering helplines and centres that you can contact by phone, SMS, e-mail and other online channels. For more information visit <http://www.befrienders.org> .

International Schools and Kindergartens

All children in Russia have the right to receive general and vocational education free of charge and on a selective basis, free non-university and university level higher education and postgraduate education in state and municipal educational establishments (one course programme at each level).

Before school, children typically go to kindergarten or other pre-school establishments from the age of three. Most Russian children attend state kindergartens and schools near their homes. However, recent years have been marked by a rise in the number of foreign specialists working in Russia. Given that they often have families and children of school age, the demand for kindergartens and schools that can accommodate foreign children has increased. There are a number of private international kindergartens and schools in the city which usually charge tuition fees.

Documents for admission

Every institution requires its own set of documents. However, typically the following documents are requested:

1. birth certificate
2. health insurance, health examination form
3. previous school record (for schools)

For admission to Russian state schools, the following are also required:

1. a notarized translation of parent's passport
2. a notarized translation of the child's birth certificate
3. registration
4. Russian visa valid for at least a year

University Community Life

Aside from sharing academic interests and being involved in research and education, the University team enjoys a vibrant community life. Different clubs, cultural events, outdoor

activities and other projects enrich the extra-curricular time of the faculty, students, staff and university guests.

Community events are usually open to all the members of the University and often to the general public as well, though some may require registration prior to the event. There are a number of activities, such as festivals, concerts, sports and travel which can be enjoyed regardless of your language proficiency in Russian. Some projects and clubs require a better understanding of the language, and can provide a good platform for socializing and networking, exchanging information with colleagues and improving your Russian. Naturally, some community events at the University require fluent knowledge of Russian in order to participate in them fully. This guide will provide an overview of community life activities at the University according to the level of Russian language proficiency needed for participation and the type of activities.

Events are announced on the University's website, by mailout and on our bulletin boards.

Traditions and Annual Celebrations

The University has its own traditions and annual events, which allow everyone to enjoy the University's atmosphere and spirit, despite the fact they are held predominantly in Russian.

According to their language requirements all events may be divided into those where no language proficiency is required, those where the working language is Russian/English, and those where you need to be fluent in Russian.

No language proficiency is required

Sports

A number of sport clubs for faculty and students operate at the University:

1. The Chess Club welcomes professionals, amateurs, beginners and everyone else who loves this ancient game. Members of the club participate in tournaments (blitz, classic), workshops with well-known players, simultaneous chess displays and can take classes for beginners.
2. Everyone over 17 years of age is welcome to join the Club for Athletic Tourism. The club organizes camping trips that include hiking, climbing, rafting, skiing; competitions; hiking weekends; and classes in the school of athletic tourism.
3. The Yacht Club offers training for sports qualifications of a yachtsman-racer, retraining and advanced training courses. All certificates are international and offer the opportunity to travel by water on your own throughout the world!

4. At the Sengenkan Aikido Club you will learn basic movements and techniques of Aikido, a Japanese martial art developed and used mainly for self-defense, where balance and flexibility of your body are much more important than physical strength. Sengenkan Aikido does not involve meditation classes, and does not teach on the philosophical and religious aspects of Budo.
5. Students and staff take part in regular sports competitions and festivals.

Music

The University Professors' club has been running various cultural events for many years. Since music is an international language itself, everyone can easily attend and enjoy these events.

Working language – English/Russian.

Open Lectures and Workshops

A university is not only an educational and academic campus; it is a source of new and bright ideas, as well as projects that define a city's social and cultural space. The University holds an array of events within the university that are open to anyone. Some of them, such as research seminars and workshops are in great demand and have a large attendance. Others, like lectures and additional optional courses on various subjects ranging from history to cinema, music and fashion, have already become a popular and beloved part of the University's community life.

The university also strives to create new platforms for communication, discussion and exchange of knowledge in the city.

University Lectorium

The University holds a great number of open lectures and presents a new style of educational activity. These talks give participants an opportunity to listen to lectures by the University's scholars on the most interesting topics, and the speakers get a chance to share ideas with a wider audience and get their feedback.

Working language – Russian.

Cultural clubs

Although the current working language of the cultural projects is Russian, the majority of participants have good English skills and are able to share impressions and opinions and hold a discussion with international faculty and students. The Cultural clubs of the University provide a perfect place for socializing with local colleagues and students. They also give a unique opportunity for improving your Russian through discussion, small talk, watching movies, attending museums and traveling.

The majority of cultural projects are implemented by students with the support of their mentors. These projects bring together talented people who are eager to study and develop the cultural life of the University and the city. The goal of each project is to exchange knowledge and practical experience without any borders between students, lecturers and guests.

Discussions and Meetings

There is a number of meetings and events which are conducted exclusively in Russian but should not go unmentioned because of their role and meaning for the University. These meetings are open to everyone and help the University's faculty and students to exchange views and interact with other important figures and institutions in the social, political and cultural life of the country.

Russian Language Courses

The Russian Language Centre at the University offers international students and faculty individually-designed instruction in the Russian language at all levels.

Language courses are offered from beginning to advanced, along with a wide selection of elective courses. Studying in small groups, students will develop their reading, writing, and speaking skills through a unique combination of academic instruction, conversational practice with native speakers, and the latest technology in language instruction.

The programmes range from short summer classes to immersion course, which prepares students for university study in the Russian language. The centre has also introduced a new programme

specifically designed for heritage speakers. For summer courses, in addition to our classroom instruction, language tutors introduce students to life and culture in the city through extracurricular activities and conversational practice.