

APPROVED
by Order No. 1 - 100 10th of July, 2017
of Rector of Klaipėda's University

KLAIPĖDA UNIVERSITY INTERNAL DORMITORY RULES

I. GENERAL INFORMATION

1. Klaipėda University Internal Dormitory Rules (hereinafter: Rules) shall establish the procedures of internal dormitory rules of Klaipėda University (hereinafter: KU).
2. The Dormitory Administrator shall be responsible for effective organization of the dormitory activities, the accommodation and relocation of the dormitory residents (hereinafter: Residents), for the order and cleanliness in the dormitory, and for the observation of the Rules.
3. When signing the Accommodation Contract (hereinafter: Contract), each Resident shall confirm their familiarity with the Rules and undertaking to observe them by their signatures. Ignorance of the Rules shall not exempt Residents from liability for non-compliance.
4. The dormitories of Klaipėda University shall accommodate full-time and part-time students, applicants, interns, visiting professors, foreign students, and university guests.

II. ACCOMODATION IN THE DORMITORY

5. A place in the dormitory shall be granted by the order of KU Rector or a person authorised by him.
6. Resident shall be accommodated in the dormitory by the Dormitory Administrator.
7. Residents shall be accommodated in the dormitory on working days, from 8 am to 12 am and from 1 pm to 4.30 pm.
8. Before settling in, Resident shall: pay an advance payment (deposit) and present the dorm administrator receipt for accommodation of the first current month. Sign the Contract, submit one passport size photo (3 x 4 cm), and confirm their familiarity with the rules by signature;
- 8.1. Foreign students who wish to live in university dormitories, before residing in a university dormitory must pay the advance payment (deposit) and the fee for the entire academic semester.
9. Resident shall receive a dormitory pass within 3 (three) working days from the day of the Contract signing.
10. Upon prior arrangement with the Dormitory Administrator, Resident shall be allowed to use their own furniture and other assets. KU shall not assume the responsibility for Resident's personal belongings or other property left in the room or other shared-use areas.
11. In the event of the dormitory reconstruction, major repairs, or re-organization, or seeking to accommodate first-year students in the same area, to use the premises more rationally, to save energy and to improve public utility services, or due to other good reasons, the Dormitory Services Administrator may transfer Resident from one dormitory room to another either in the same or another building without Resident's consent, after a prior 5 (five) working days written notice. When transferring Residents, efforts are made to

- provide them with living conditions not inferior to the previous ones.
12. The Dormitory Council may submit proposals or comments on Residents' transfer from one room or one dormitory to another. When making decisions, the Council proposals and comments shall be taken into account.
 13. When moving out of the dormitory upon the completion or termination of the studies, Resident shall pay all the fees, vacate the room, and transfer the tidy room, the assets, and the room key to the Dormitory Administrator under the latter's signature. The transfer shall take place 8 am to 12 am and 1 pm to 4 pm on working days, and 8 am to 12 am and 1 pm to 3.45 pm on Friday.
 14. Provided Resident fails to move out, they shall be moved out in accordance with the procedures prescribed by the law of the Republic of Lithuania. Residents can be also moved out without providing them with other accommodation in compliance with 19 and 21 of the Rules.
 15. Residents can be transferred from one room or one dormitory to another in 7 (seven) working days.
 16. The Centre of Infrastructure Services shall be responsible for the provision of accommodation services and for proper payment administration.
 17. The Centre of Infrastructure Services shall initiate and co-ordinate the issues of the dormitory accommodation-related debt recovery.

III. RIGHTS AND OBLIGATIONS OF DORMITORY RESIDENTS

18. Resident shall have the right:
 - 18.1. to submit comments and proposals on the improvement of accommodation and recreation conditions, order and cleanliness in the dormitory, repairs of auxiliary premises and rooms in the dormitory, and the organisation of the staff work;
 - 18.2. to apply for help to the dormitory staff or, when necessary, to the security service and the police;
 - 18.3. to use kitchens to 12 pm, showers, except for the shower sanitary maintenance time, in accordance with the procedures specified in 19 of the Rules;
 - 18.4. The dormitory are closed from 11 pm to 6 am;
 - 18.5. to use the services of the laundry from 8 am to 8 pm;
 - 18.6. to have guests in the dormitory from 8 am to 10 pm, and on Fridays, Saturdays, and the eve of official days-off (public holidays), to 11 pm. Guests shall be registered in the guest register book. Host Resident shall assume responsibility for the guest behaviour and actions;
 - 18.7. on submitting a free form request to the Administrator and receiving his permission, to improve one's living conditions at one's own expense by altering or repairing the dorm premises or equipment. KU shall not refund the improvement costs;
 - 18.8. to elect the Dormitory Council.
19. Resident shall:
 - 19.1. respect and not violate other Residents' rights and legitimate interests;
 - 19.2. pay the fees for the dormitory accommodation on time;
 - 19.3. when entering the dormitory, submit a dormitory pass to the guard;
 - 19.4. maintain the room, as well as the shared-use premises, clean and tidy in compliance with sanitary norms, rules, and hygienic standards;
 - 19.5. observe the generally accepted standards of behaviour and to make no disturbing noise (the dormitory shall be quiet from 10 pm to 6 am); to use musical equipment in such a way as not to disturb the work and rest of other dormitory residents or people living in the neighbourhood;
 - 19.6. observe the fire safety requirements;
 - 19.7. protect and save the assets, and not to give the room key to other people;
 - 19.8. to ensure sustainable use of energy resources: when leaving the room or the shared-use

- premises, or when leaving the dormitory for a longer period of time, to leave no switched on lights, running water, or switched on electric appliances not in use;
- 19.9. upon breaking or damaging the dormitory assets, equipment, or other property, or upon noticing the breakdown of the dormitory assets, equipment, or other property, immediately inform the Dormitory Administrator, and in the latter's absence, the dormitory guard.
 - 19.10. allow the staff of the dormitory, security service, or the police to enter the room at any time of the day, whenever it is necessary to achieve compliance with the Rules or in an emergency;
 - 19.11. on noticing other Residents' actions that are contrary to the Rules, immediately inform the Dormitory Administrator, and in the latter's absence, the dormitory guard;
 - 19.12. to reimburse KU for any damage inflicted by oneself or one's guests;
 - 19.13. on failing to return the room key, cover the costs of its acquisition;
 - 19.14. on moving out of the dormitory, to return the dormitory bedding, pay for the time of accommodation, and return the room key and assets to the Dormitory Administrator;
 - 19.15. carry out legitimate instructions, conforming to the Rules, of the dormitory staff.
 20. Resident shall be responsible for the maintenance of cleanliness and tidiness and the protection and saving of the dormitory assets, equipment, or other property in their room, the shared-use premises, and the dormitory area.
 21. In the dormitory, Residents are forbidden:
 - 21.1. to smoke (fine for smoking in dorm rooms and premises is € 20);
 - 21.2. to use, produce, or distribute alcoholic beverages;
 - 21.3. to keep, use (unless prescribed by a doctor), produce, or distribute narcotic or psychotropic substances and to gamble;
 - 21.4. to arbitrarily allow unregistered visitors to enter the dormitory or to accommodate them;
 - 21.5. to receive guests intoxicated with alcohol or psychotropic substances;
 - 21.6. to make disturbing noise after 10pm;
 - 21.7. to use pyrotechnics or explosives;
 - 21.8. to leave household waste, dirty dishes, or personal belongings in shared-use premises. The staff of the dormitory who find dirty dishes or other personal belongings in the shared-use premises, in order to ensure the compliance with sanitary norms and hygienic standards, are to warn Resident to remove dirty dishes or other belongings; provided those are not removed after the warning, the staff shall have the right to remove them from the premises themselves.
 - 21.9. to keep pets;
 - 21.10. to keep arms, explosives, tools or equipment with internal combustion engines, oil, gasoline, and other flammable liquids;
 - 21.11. to arbitrarily move to another room;
 - 21.12. to arbitrarily transfer the dormitory assets;
 - 21.13. to damage the equipment or assets in the dormitory and its area;
 - 21.14. to move out of the dormitory without informing the Dormitory Administrator;
 - 21.15. to arbitrarily perform any repairs or alterations of the dormitory premises and equipment;
 - 21.16. to put up antennas, posters, or other things on the doors, windows, or walls that can worsen the condition of the residential premises;
 - 21.17. to use additional heating devices in the rooms;
 - 21.18. to use dormitory rooms for economic or commercial activity;
 - 21.19. to behave disrespectfully, to threaten and insult the dormitory staff, other residents, or guests.

IV. RIGHTS AND OBLIGATIONS OF THE DORMITORY STAFF

22. The dormitory staff shall have the right:
 - 22.1. at any time of the day, to open the doors with their own keys and to enter the shared-use corridors, showers, and toilets, to inspect and repair the equipment there (even in the case of Resident absence in the room), and to ensure compliance with the requirements of the Rules;
 - 22.2. to enter the room after knocking;
 - 22.3. in order to ensure compliance with the requirements of the Rules, as well as order and cleanliness in the dormitory, the dormitory staff shall have the right to inspect the room, and also enter the rooms with the aim of doing repairs there, after giving Resident at least one day prior notice. Resident can be informed by e-mail, orally, or in writing. Resident shall ensure the presence of someone in the room at the indicated time. The absence of response from Resident shall be considered Resident's permission for the dormitory staff to enter the room;
 - 22.4. to arbitrarily unlock the door and enter the room when it is necessary to ensure compliance to the Rules, to accomodate new Residents, to do urgent repairs, or in an emergency situation, when Resident is absent or refuses to open the door. In Resident's absence, their rooms shall be entered with a witness; the fact of entrance shall be recorded in writing, and later at least one Resident of the room shall be informed about it;
 - 22.5. not to allow Resident in the dormitory, provided they do not submit passes;
 - 22.6. upon the Dormitory Administrator and a representative of the Dormitory Council inspecting the rooms and discovering a breach of order and cleanliness, to order cleaning services and to charge the Resident(s) of the room for the said services;
 - 22.7. to ensure order and cleanliness in compliance with the requirements of sanitary norms and hygienic standards; upon finding dirty dishes or other personal belongings in the shared-use premises, to remove them from the premises;
 - 22.8. to issue warnings to Residents who breach the Rules and to provide the information to the KU administration with the aim of penalty imposing;
 - 22.9. to perform other functions in order to ensure compliance with the requirements of the Rules.
23. The dormitory staff shall:
 - 23.1. respect and not violate Resident rights and legitimate interests;
 - 23.2. provide information and consultation to Residents on dormitory accomodation-related issues;
 - 23.3. regularly, however, at least once a month, to provide information to the faculties and the Infrastructure Maintenance Centre about indebted students.

V. DORMITORY MANAGEMENT BODIES, THEIR RIGHTS AND RESPONSIBILITIES

24. The Dormitory Council shall consist of the Chair of the Council, monitors, and representatives of the Student Union of KU. The first elections to the Dormitory Council shall be initiated and organized by the Student Union of KU.
25. The members of the Dormitory Council and its Chair shall be elected only from among full-time KU students-dormitory residents. The Chair of the Dormitory Council shall only be Resident who has lived in KU dormitories for more than half a year and has not had any valid warnings for the Rules violations.
26. The monitor of the dormitory floor (a member of the Dormitory Council) shall be elected by an open simple majority vote in the general meeting of the floor Residents at the beginning of the autumn semester of each academic year before October 15. The meeting shall be valid when no less than half of the Residents of the floor are present (50% + 1). The Dormitory Administrator, a member of the Student Union, or a KU staff member may attend as observers; a member of the Council may be re-elected with the support of more than half (50% + 1) floor Residents.
27. The Chair of the Dormitory Council shall be elected by the newly formed Dormitory

Council by an open simple majority vote in the first Dormitory Council meeting for one academic year. The meeting shall be valid when attended by more than 2/3 of the Council members. Any dormitory floor monitor can be nominated for the Chair's position. The Dormitory Administrator shall attend the elections as an observer.

28. The functions of the Dormitory Council shall include the following:
 - 28.1. to supervise the order in dormitories and to ensure compliance with the Rules. In the event of an incident, to report to the Dormitory Administrator, and, provided there are good reasons, to call the general helpline. Each member of the Council shall be responsible for the public order on their floor;
 - 28.2. to represent Resident interests and to submit comments and proposals on the procedure of accommodation, the improvement of the living and recreation conditions in the dormitory, and the organization of the staff work;
 - 28.3. to seek to have no disturbing noise in the dormitory from 10 pm to 7 am;
 - 28.4. to ensure Residents' economical consumption of energy and water;
 - 28.5. to ensure that no alcoholic beverages or psychotropic substances are used in the dormitory, and that nobody smokes or gambles;
 - 28.6. when necessary, to organize Resident meetings and to participate in them;
 - 28.7. to take an active part in the dormitory life;
 - 28.8. to convene extraordinary elections.
29. The functions of the Chair of the Dormitory Council include the following:
 - 29.1. to chair the Council and to organize its activities;
 - 29.2. to organize the Council and Resident meetings and to attend them;
 - 29.3. to submit comments and proposals on the improvement of the living and recreation conditions, as well as cleanliness and order in the Dormitory and the organization of the staff work;
 - 29.4. to provide assistance to the Dormitory Administrator;
 - 29.5. to provide assistance to Residents;
 - 29.6. to supervise the general order of the use of recreation facilities and to actively express one's opinion on the improvement of their conditions;
 - 29.7. to mandatorily provide relevant information to Residents;
 - 29.8. to participate in the KU Dormitory Council meetings.

VI. FEES

30. The rates of advance payments and accommodation fees shall be approved by the KU Rector's order.
31. Resident shall pay the fees in the order prescribed by the Contract:
 - 31.1. The advance payment (deposit) and the fee for the first current month are paid before resettling dormitory. The advance payment shall be refunded to Resident on their moving out of the dormitory and terminating the Contract in the order prescribed by the Contract within 30 (thirty) calendar days of the submission of a written request (the form of the request to be found at the Dormitory Administrator and on the KU website) for the refunding of the advance payment (deposit), provided Resident has fully paid for the accommodation and has no other obligations to KU;
 - 31.2. the fee for the dormitory accommodation, which is not returned;
 - 31.3. other fees as prescribed by KU.
32. dormitory chairman may be entitled to an up to 30 % reduced fee for the dormitory accommodation.
33. The following students shall be liable for full or partial compensation for the accommodation fee by KU:
 - 33.1. orphans who have submitted appropriate documents (a copy of death certificates, the court ruling on the restriction of parental powers, a certificate of the Population Register

Service, etc). They shall pay € 15 euro per month.

34. Individuals who are to live in a KU dormitory for 30(thirty) or more days shall sign an Accomodation Contract with KU (hereinafter: Contract), pay an advance payment, and submit the payment receipt to the Dormitory Administrator. On the expiry of the Contract, the payment shall be refunded in case Resident has fully paid the accomodation fee and has no other obligations to KU.
35. Individuals who have signed Accomodation Contracts to reside in KU dormitories shall pay a set fee in the following order:
 - 35.1. a dormitory Resident shall pay the set fee before the 20th of the current month, or they can pay for the next few months in advance;
 - 35.2. individuals who have failed to pay the fee on time shall settle the debt within 3 working days after receiving a default notice, unless the default notice provides for other terms;
 - 35.3. additional terms of paying the accomodation fee and other fees are laid out in the Accomodation Contract for Residence in KU Dormitory.
 - 35.4. before leaving the dormitory for a period longer than one month, Resident shall give a written notice to the dormitory administrator and pay a prescribed fee for the period. Provided Resident refuses to pay the fee, they shall vacate their place in the room and return the dormitory assets;
 - 35.5. provided Resident leaves the dormitory before the 15th of the current month, the fee shall be calculated for half of the month, and after the 15th, for a full month;
 - 35.6. residents who have paid the prescribed fee shall submit to the Dormitory Administrator a payment receipt or a copy of the money transfer to prove that the residence in the dormitory over a reporting period has been paid in full. The payment document shall contain the following data: the name of the dormitory, the Contract number, and Resident's personal number.
 - 35.7 Student who completed studies at KU is allowed to reside in the dormitory until the Contract expiry date (or for a shorter period, if they so desire), after having paid in advance for the period in which they plan to reside.
36. For individuals who due to unforeseen reasons (not due to KU fault), for disciplinary sanctions, and/or other breaches of the Contract or the Rules have to move out earlier than foreseen in the Contract, the accomodation fee shall not be refunded.
37. Individuals who reside in dormitories for less than 30 days shall pay the accomodation fee in the following order:
 - 37.1. the set accomodation fee shall be paid within one calendar day from the day of moving in the dormitory;
 - 37.2. individuals pay an additional one-time fee for bed linen (unless they have brought their own bed linen);
 - 37.3. for individuals who move out of the dormitory earlier than indicated in the Accomodation Contract (not due to KU fault), the fee shall not be refunded.

VII. PENALTIES

38. The following penalties shall apply for the following violations of the Rules:
 - 38.1. warning (valid for 1 year and 6 month of the day of its issuing);
 - 38.3. removal from the dormitory for the entire period of studies after a second warning;
 - 38.4. in special cases, the Head of the Dormitory Services shall have the right to propose the expulsion of the defaulting student from KU.
39. Warning shall be issued for non-compliance with the rules specified in 20, 21 points of the said Rules.
40. Residents shall be expelled from the dormitory for the whole period of studies for:
 - 40.1. production and distribution of alcoholic beverages;
 - 40.2. possession, use, production, or distribution of narcotic or psychotropic substances;
 - 40.3. the refusal to compensate for any damage caused to KU;

- 40.4. insolent behaviour towards the dormitory staff and the police or security staff in the performance of their duties;
- 40.5. gross violation of the rights of other Residents;
- 40.6. gross violation of the fire safety requirements which led to the consequences.
- 41. The penalty specified in 38.1. and 38.2. of the Rules, on the Administrator's proposal, shall be issued by the Rector or a person authorised by the Rector.
- 42. The penalty specified in 38.3. of the Rules, on the proposal of a commission including the Administrator of the Dormitory Service, the Chair of the Dormitory Council, and a representative of the KU Student Union, shall be issued by the Rector or a person authorised by the Rector.
- 43. The Dean of the Faculty shall be informed about the penalties.
- 44. Upon receipt of the penalty specified in 38.2. or 38.3., Resident shall vacate the room within 5 (five) calendar days.
- 45. The Resident expelled from the dormitory shall be refused admission to the dormitory throughout the penalty validity period. The provision shall not apply provided Resident, expelled from the dormitory for non-payment of the fees, has settled the debt before the visit to the dormitory.
- 46. In special cases, when the Resident expelled from the dormitory fails to move out of the dormitory within 7 calendar days of the receipt of the notification of expulsion, continues to illegally visit the dormitory, and violates the Rules, the Dormitory Service Administrator shall have the right to recommend the Rector to expell the student from KU.
- 47. Penalties shall be administered within 10 working days of the receipt of a notice of the breach of the Rules. The Resident shall be notified. All penalties shall be registered in the Dormitory Service, and the Dormitory Administrator shall inform the defaulting Resident under the signature. The Resident who disagrees with the decision may apply to the Head of the Centre of Infrastructure Supervision.

VIII. AMENDMENT TO THE RULES

- 48. The Rules or their individual articles shall be supplemented or amended by the Rector's order.
- 49. The Rules shall become effective as of the date of their approval by the Rector's order.