

APPROVED BY:
Order No. SRD-16/17-239
of 29 June, 2017
by the Rector
of Vytautas Magnus University

DESCRIPTION OF PROCEDURE FOR ACCOMMODATION IN DORMITORIES AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The description of procedure for accommodation in dormitories (hereinafter the Description) at Vytautas Magnus University (hereinafter University) determines the order of residence place management, provision, accommodation procedure and payment of accommodation fees.

2. The concepts used in the Description are the following:

Agreement for Accommodation is an agreement between the University and a person who, under this Description, is provided with the place of residence (Annex No 1);

Accommodation fee is a fee for accommodation determined by the University;

Resident is a person who has signed the agreement for accommodation with the University;

Place of Residence is a living place in the room of the dormitory provided for the resident under the agreement for accommodation;

Competition is the competition organised by the Student Affairs Department in order for the I (First-Year) students to get the place of residence;

Nightly stay fee is a type of a fee for a nightly stay in the dormitory determined by the University;

Student – a person who has a status of a University's student.

Student Self-Service Portal is a University's information system where student can independently perform various activities by using individual login name and password, provided by the University;

Guest is a person who is accommodated in the University's dormitories if invited by residents or subdivisions of the University and who is provided accommodation in the dormitory;

Customer is the person of the subdivision of the University or Student Council responsible for booking the place of residence.

3. Under the staff notification of Student Affairs Department (hereinafter SAD) in line with Student Council (hereinafter SC), the Rector of the University or his/her authorised person shall determine the number of the Places of Residence for:

- 3.1. the students of all cycles, study forms and courses;
- 3.2. the guests who were invited by students;
- 3.4. the guests who were invited by the subdivisions of the University.

II. PROCEDURE FOR PROVISION OF RESIDENCE FOR STUDENTS

4. The Places of Residence shall be appointed by SAD for a definite period of time:

- 4.1. by means of competition through the mediation of the SC;
- 4.2. by non-competitive means - under the decision of the Director of SAD.

5. For the residents of Kaunas city municipality the place of residence can be provided only by non-competitive means.

6. Provision of the places of residence by means of competition:
 - 6.1. SAD shall announce the competition for students willing to get the place of residence and indicate the period for accepting applications, conditions, the necessary documents and/or their copies and other conditions and requirements;
 - 6.2. The places of residence shall be provided by means of the competition with a priority for:
 - 6.2.1. students who have been in foster care in conformity to the procedure established by law until adulthood or their parents (the only parent they had) are dead;
 - 6.2.2. students with disabilities;
 - 6.2.3. students from families raising three or more children, if they are not older than 25 years old;
 - 6.2.4. students from disadvantaged backgrounds;
 - 6.2.5. students whose one of the parents is dead.
 - 6.3. Students who do not have preferential right shall be provided with the place of residence taking into consideration the distance between Kaunas city municipality and the territory of declared place of residence (Annex No.2).
 - 6.4. Citizens of foreign countries who come to study at the University shall be provided with Places of Residence in the Dormitory by SAD by means of competition, through the mediation of the International Cooperation Department (hereinafter ICD) and priority for Residence is provided for:
 - 6.4.1. persons, whose both parents are dead;
 - 6.4.2. persons with disabilities;
 - 6.4.3. students to whom accommodation should be provided with accommodation in accordance with Inter-University cooperation agreements;
 - 6.4.4. I year full-time Students;
 - 6.4.5. persons, who filled an application for the place of accommodation form correctly and were the first to file it.
 - 6.5. The person who does not agree with the results of the competition can address the SAD in a written the reasoned request to reconsider his/her application. The final decision on provision of accommodation is made by the director of SAD with the agreement of SC.
 - 6.6. The person who is provided with the place of residence through competition shall immediately inform SAD if he/she does not intend to live there.
7. Provision of the places of residence by non-competitive means:
 - 7.1. the student shall book a vacant place of residence online in student self-service portal or by visiting SAD.
 - 7.2. the student shall confirm his/her reservation in accordance to the procedure determined by SAD;
 - 7.3. after SAD's permission and no later than 5 (five) work days the student shall sign the agreement for accommodation and may reside in the place of residence.
8. A student who is wishing for a place of residence for a short period of time, no longer than 7 (seven) calendar days, it is provided according to the following procedure:
 - 8.1. the student shall book the place of residence by using student self-service portal no later than in 1 (one) working day before the arrival;
 - 8.2. the place of residence shall be provided only when the booking has been approved by SAD;
 - 8.3. the student shall sign the agreement for accommodation and pay accommodation fees before the arrival to the dormitory;

- 8.4. On the moment of arrival to the dormitory the student shall provide a document, which confirms the payment of the nightly-stay fee for the whole period, to the administrator of the University (the dormitory).
9. Students are allowed to be accommodated in the University dormitory during the summer period (from June 15 until August 15) according to the following procedure:
- 9.1. the student shall book the vacant place of residence for the summer period by using student self-service portal from June 1;
 - 9.2. the place of residence shall be provided only when the booking for a summer period has been approved by SAD;
 - 9.3. The student shall sign the agreement for accommodation and pay accommodation fees for the whole period of summer before the arrival to the dormitory;
 - 9.4. On the moment of arrival to the dormitory the student shall provide a document, which confirms the payment of the Nightly-stay fee for the whole summer period, to the administrator of the University (the dormitory).
10. A resident is allowed to extend or to conclude a new Agreement for Accommodation within the period and conditions specified by SAD.

III. PROCEDURE FOR PROVISION OF RESIDENCE FOR GUESTS

11. Having concluded the agreement for accommodation, the student shall have a right to accommodate his/her guest for a period of no longer than 7 (seven) days according to the following procedure:
- 11.1. the student shall reserve a place of residence no later than in 1 (one) working day until the arrival of the guest by using the student self-service portal.
 - 11.2. the student's guest can live at the place of residence if the booking is confirmed by SAD;
 - 11.3. the student shall pay the nightly stay fee for his/her guest.
 - 11.4. the student takes responsibility for his/her guest's behaviour and shall familiarise his/her guest with the internal rules of the Dormitory of the University as well as with the other accommodation related requirements stipulated in the legal acts of the Republic of Lithuania;
 - 11.5. the student's guest shall be accommodated only in the dormitory rooms intended for the accommodation of students' guests.
12. Having received the permission of SAD for a student with disabilities to live together with an accompanying person, the accompanying person shall obtain the status of the guest and may be accommodated in the dormitory in the same room with the student for the period of validity of the agreement for accommodation.
13. Guests, who arrive under the invitation of University's subdivisions, shall be provided with the place of residence according to the following procedure:
- 13.1 the customer shall book a place of residence for a guest by using the VMU Dormitory IS, no later than 1 (one) working day before the arrival of the guests.
 - 13.2. guests shall be accommodated in the place of residence only after the reservation is confirmed by the SAD;
 - 13.3 guests shall sign the agreement for accommodation and pay all of the fees related to accommodation services determined in the agreement for accommodation before the arrival to the dormitory;
 - 13.4. guests shall be accommodated in the dormitory rooms intended only for the accommodation of guests, except in cases where SAD allows guests to reside in other rooms of the dormitory if possible,

14. If the guest does not move into the booked place of residence on the appointed time and does not cancel it no later than 2 (two) calendar days before the guests' arrival, the customer/student shall pay the nightly fee that is counted for the first booked day.

IV. PROCEDURE FOR ACCOMODATING AND MOVING OUT

15. The resident shall move into the dormitory:

15.1. within the time specified by SAD if the place of the residence is provided in accordance with the competition results;

15.2. within 5 (five) working days following the day of appointment of the place of residence if the place of residence is provided by non-competitive means;

15.3. no later than until October 1 (Autumn semester) or February 1 (Spring semester) if the place of residence is provided for the citizens of foreign countries.

16. If students do not move in the dormitory until the date referred to in Article 15, students shall lose the right to live in the place of residence.

17. Practical accommodation and moving out of the residents, as well as payment of the accommodation fees shall be monitored by the responsible University (Dormitory) administrative staff member.

18. Person has to move into the provided place of residence from 2 p.m. and move out until 12 a.m.; in other cases, the person has to address the responsible employee of University (Dormitory) administration.

19. By signing the agreement for accommodation, person declares that he/she is aware with the internal rules of the dormitories of the University and commit to obey them.

20. The resident has a right to change his place of residence 1 (one) time in a single academic year free of charge under the agreement between the residents, otherwise the resident has to pay a fee determined by the Rector.

21. If the place of residence is changed in the same dormitory where residents are living then both residents have to inform the responsible employee of University (Dormitory) administration about the changes of the place of residence, if the place of residence is changed in the different dormitory - residents have to inform the SAD.

22. Before leaving the place of residence, after graduation or termination of studies, a dormitory resident shall:

22.1. inform the responsible employee of University (Dormitory) administration no later than 1 (one) working day before moving out;

22.2. pay all the fees related to the accommodation;

22.3. move out of the room and leave the room clean and tidy and shall return the inventory to the responsible employee of the University (Dormitory) administration;

22.4. take away personal property or otherwise the University shall have a right to take it for utilisation and the transportation and (or) utilisation expenses may be attributed to the Resident who shall pay it in accordance with the procedure determined by the University.

V. PROCEDURE FOR DETERMINATION AND PAYMENT OF ACCOMODATION FEES

23. Expenses related to the exploitation and management of places of residence shall be paid using the resources of fees, the University, state and other subsidies, etc.

24. Every calendar year, the Rector of the University or his/her authorised person shall confirm fee rates for accommodation and a nightly stay as well as other fees and charges that are related to the accommodation in the dormitory under the recommendation of SAD and approval of SC.
25. Conditions and terms of paying the accommodation fee or a nightly stay fee shall be provided in the agreement for accommodation. The fee for an overnight stay of a guest shall be calculated for the resident.
26. Guests shall pay the following fees for the accommodation in the dormitory:
- 26.1. if the guest is accommodated for a period longer than 2 (two) months – accommodation fee;
 - 26.2. if the guest is accommodated for a period 2 (two) months or less – nightly stay fee.
27. Accommodation or nightly stay fees for the residents or guests may be reduced under the decision of the University Rector or his/her authorised person.
28. Citizens of foreign countries shall pay in advance a one-time non-refundable payment imposed by the Rector for the reservation of the place of the residence, which will be counted as part of the accommodation fee after person moves into the residence place. The accommodation fee for the citizens of foreign countries shall be started to count from the day of the Student's moving into the dormitory but no later than the beginning of the Autumn or Spring semester.
29. The accommodation fee and nightly stay fees shall be suspended after the resident moves out of the dormitory.
30. The accommodation fee shall be paid for the day of moving into and out of the dormitory.
30. On the request of the resident, University may provide additional charged services that are related to the accommodation in the dormitory.
31. Penalties shall be imposed on the residents upon failure to pay accommodation fee or a nightly stay fee on time.

VI. PROCEDURE FOR IMPOSING PENALTIES

32. Penalties are designed for enhancing the responsibility of the residents and ensuring proper implementation of their duties.
33. The following penalties shall be imposed on the resident who has failed to comply with the provisions of the agreement for accommodation and violated the internal rules of the dormitories of the University, by the report of the responsible University's (Dormitory's) administrative staff member, by the report of dormitory's self-governance or by a complaint of the other resident, taking into consideration the seriousness of the situation, repetitive violation or other circumstances. The following penalties shall be imposed by the decision of the director of the SAD under the agreement with SC:
- 33.1. a notice;
 - 33.2. a warning;
 - 33.3. a strict warning after which the agreement for accommodation is terminated after the end of current academic year and afterwards the place of residence is provided only if there are vacant places of residence;
 - 33.4. change of the place of residence by providing place of residence in another dormitory or room.
34. The resident, who has concluded an agreement for accommodation for a period longer than 2 (two) months and who do not pay fees that are related to accommodation services, shall be imposed the following penalties:

- 34.1. a notice, if the resident has not paid fees that are related to accommodation services and has a debt for a period from 1 to 1,5 months;
 - 34.2. a warning, if the resident has not paid fees that are related to accommodation services and has a debt for a period of from 1,6 to 2 months;
 - 34.3. a strict warning, if the resident has not paid fees that are related to accommodation services and has a debt for a period from 2,1 to 3 months;
 - 34.4. the termination of the agreement for accommodation may be imposed, if the resident has not paid fees related to accommodation services for more than 3 months.
35. Penalties, determined in Article 33 of the Description, received during the period of one academic year shall be combined in accordance with the following procedure:
- 35.1. two notices shall be considered as a warning;
 - 35.2. two warnings shall be considered as a strict warning;
 - 35.3. two strict warnings shall result in termination of the Agreement for Accommodation.
36. A dormitory resident shall pay a penalty for improper implementation of duties or (and) non-compliance with them. Its rate shall be established by University Rector.
37. Depending on the circumstances, under the decision of director of SAD the resident's agreement for accommodation may be terminated. Upon termination of the agreement for accommodation, the right to the residence for the whole study period in the study cycle the student studies shall be lost;
38. The resident shall cover the damage done by him/her or his/her guests for accommodation of common areas and (or) property which is situated in it. If it is impossible to identify who has done the damage, it shall be covered in equal instalments with other residents of the room, block of rooms or the floor.
- The resident shall be informed about the penalties imposed on him/her by a letter which will be sent to his/her personal email, moreover this information shall also be announced on the Intranet system of the University. The resident may familiarise himself/herself with the original document, under which penalties have been imposed on him/her, at SAD.

VII. PROCEDURE FOR THE MANAGEMENT OF RESIDENCES

39. The University attempts to create the conditions in the residences favourable to living, resting and studying, for which the responsibility shall be borne by the residents of the dormitories, the University administration, the University dormitories' council and SC.
40. SAD carries out the following functions:
- 40.1. administers the system of accommodation of the University;
 - 40.2. assigns rooms for residence;
 - 40.3. organizes and carries out competitions;
 - 40.4. imposes penalties;
 - 40.5. administers student competitions regarding allocation of concessions for accommodation fees;
 - 40.6. supervises the activities of the University dormitories' self-governance;
 - 40.7. takes care of creating the conditions for comfortable life, studies and rest for the residents;
 - 40.8. carries out the control related to the payment of accommodation fees;
 - 40.9. administers accommodation in the University's information system.
 - 40.10. provides the list of persons who are not included in the university's information system and who shall pay the assigned fees for the Finance Department (hereinafter FD);
 - 40.11. prepares and provides reports on demand;

- 40.12. is responsible for the administration of the dormitory information system;
 - 40.13. prepares internal legislation that are related to accommodation in dormitories;
 - 40.14. performs other administrative functions related to the administration of accommodation in the dormitory and creation of favourable social conditions for the residents.
41. The Maintenance and Investment Department (hereinafter MID) shall:
- 41.1. be responsible for the practical accommodation and eviction of the residents;
 - 41.2. be responsible for technical state and supervision of the dormitory property, inventory and equipment, running renovations, compliance to safety rules, etc.;
 - 41.3. be responsible for maintenance and support of the Internet network as well as supervision and administration of the development of living premises at the University;
 - 41.4. be responsible for maintaining order and cleanliness in living premises at the University;
 - 41.5. be responsible for removal of household waste left in common areas or rooms and other personal property elimination. The department has a right to remove this property without a notice to the owner if he/she is unidentified. It also has a right to initiate the provision of a penalty after his/her identification under this description.
 - 41.6. monitor the payment of fees for accommodation at the University;
 - 41.7. be responsible for preparation and provision of reports related to accommodation of the residents to the subdivisions of the University concerned;
 - 41.8. record the violations of internal rules of the dormitories of the University of the people residing in the dormitory and inform SAD about them;
 - 41.9. perform other activities related to accommodation of people, maintenance of living premises controlled under the property rights or other rights by the University, etc.
42. SC shall carry out the following functions:
- 42.1. participate in establishing the number of residences in the dormitories with the deciding vote;
 - 42.2. participate in organising the competition with the deciding vote;
 - 42.3. participate in deciding the size of fees for accommodation and/or a nightly stay.
 - 42.4. participate in imposing penalties;
 - 42.5. participate in providing fee concessions for accommodation;
 - 42.6. take care of the occupation of residents, creation of favourable life, study and rest conditions of the people living in the dormitory.
43. The responsibilities of the dormitory self-governance, its election and activities are regulated by the VMU dormitory Self-Government Regulations, which are approved by the University Rector.
44. The Customer shall be responsible:
- 44.1. for timely and accurate provision of application for accommodation of University guests who are arriving by invitation of the University's subdivision;
 - 44.2. for payment of fees related to Guests' accommodation and fulfilment of responsibilities undertaken by the Guest.
45. Finance Department shall:
- 45.1. record incomes related to accommodation fees of all kinds in the information system of the University;
 - 45.2. provide reports for the subdivisions of the University concerned.
46. ICD mediates for accommodation for international students.

VIII. FINAL PROVISIONS

47. This procedure, its amendments and (or) additions shall enter into force after they have been approved by the order of the University Rector.
48. The procedure shall be valid to the extent it is in line with laws of the Republic of Lithuania, the University Statute and other legal acts of the Republic of Lithuania and internal legal acts of the University.
49. University reserves the right to refuse to let in or to accommodate the undesirable persons for a period set by the director of the SAD.
50. The director of SAD by his own decision may:
- 50.1. allow the students to change their place of residence in the dormitory, where they are accommodated, more than one time in the academic year;
 - 50.2. determine the period of conclusion or renewal of agreement for accommodation;
 - 50.3. not impose the given penalties, to change the imposed ones or to apply them partly, with an agreement of SC and under a motivated request of the resident;
 - 50.4. allow persons of different gender to live in one dormitory room designated for students by the request of both students whenever possible;
 - 50.5. allow the resident of the dormitory to take an additional place of residence in the room where he/she is accommodated, for an additional charge, if there are vacant places of residence;
 - 50.6. implement conditions for students with disabilities to fulfil their special needs;
 - 50.7. allow by the need and with a possibility schoolchildren, persons having a free-mover status, persons who study in other higher education institutions and University graduates to live in the dormitory for a determined period.
51. Under mediation of the University Rector or his/her authorised person, vacant places of residence in the dormitory may be provided to other persons than it is indicated in the description.
52. For the period of residence in the dormitory, all information which is related to accommodation in the dormitory is sent to the electronic mailbox provided by the University and it is considered as an appropriate way of informing the student.
53. Exceptions of the procedure shall be applied by the decision of the University's Rector or his/her authorised person.
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AGREEMENT FOR ACCOMMODATION

_____ (month) _____ (day) _____ (year) No. _____

Kaunas

Vytautas Magnus University (hereinafter - University) represented by _____, acting pursuant to authority granted by _____, and _____ (hereinafter – Resident), hereinafter referred to collectively as the “Parties” or individually as a “Party“ have entered into the following Agreement for Accommodation (hereinafter – the Agreement) in accordance to the Procedure for University Dormitory Management (hereinafter – Procedure):

I. SUBJECT OF THE AGREEMENT

1. The University, for the charge laid down in chapter II of this Agreement and in accordance with the procedure and conditions laid down herein, shall make available to the Resident occupation of **room No.** _____ (hereinafter – Residence) located at _____ (address), Kaunas, for the period indicated in clause 9 of this Agreement. The Resident shall use this Residence for their intended purpose and pay the rent indicated in the Agreement.

II. PAYMENTS AND ACCOUNTS

2. Charge for accommodation in the Residence shall be EUR _____ /day (*amount in words* euros/day). This charge includes the payment for utilities and exploitation, related with the Place of Residence.
3. If the Resident resides for:
 - 3.1. a period longer than 2 (two) months - the Resident shall pay the charge for the current month by the 10th (tenth) calendar day of the current month.
 - 3.2. a period shorter than 2 (two) months (inclusive) - the Resident shall pay the charge for the whole period of residence, which is indicated in the Agreement, within 1 (one) day from his/her residence and shall present the confirmation of remittance to the University (Dormitory) executives.
4. The Resident shall pay the charge for accommodation in due time, by indicating the purpose of payment: ***(Payment for accommodation (Resident's Name, Surname) University's student registration number (if Resident is a student) or (in other cases) the number of this Agreement,*** to one the University bank account:
 - No. LT04 7044 0600 0284 8625, SEB Bankas, code of the transfer – 10318 (for international transfer: BIC/ SWIFT code - CBVILT2X)
 - No. LT79 7300 0101 3113 5650, Swedbank, code of the transfer – 100300
 - No. LT89 4010 0425 0278 5505, DNB bank, code of the transfer – 30.

III. RIGHTS AND DUTIES OF THE PARTIES

5. The Resident has the right:
 - 5.1. to use residential and common areas, appliances and equipment for their intended purpose in accordance to the conditions and period indicated in this Agreement;
 - 5.2. to use the University dormitories' Internet network, if the Resident lives in the University dormitory, after registering at <http://connect.vdu.lt> and using the Resident network code
 - 5.3. other rights which are indicated in *Internal Rules of the Dormitories of Vytautas Magnus University* (hereinafter – Rules), Procedure and other internal legal acts of the University.
6. Duties of the Resident:
 - 6.1. By moving into the Place of Residence, the Resident shall make sure that it is clean and orderly, that the University's individual usage inventory and equipment which is granted for the Resident for the period of residence is undamaged, is functioning and is in a condition for safe operation. In case of any observed compliance failure the Resident shall notify the University (Dormitory) administration.

All of the complaints on the cleanliness of the Place of Residence, damage or malfunctioning will not be accepted later than 24 hours after accommodation procedures.

- 6.2. During the period covered by the Agreement the Resident shall use the Residence only for its intended purposes and take care of it as well as of the University equipment, inventory and any other property in the residential and common areas, shall act in compliance with fire-safety regulations and other legal acts and rules related to both the exploitation of the Residence and the common areas in such a way that the condition of the place of Residence would be of the same condition as it was before assigning it to the Resident as much as possible;
- 6.3. The Resident shall pay the charge for the accommodation in the Residence in time and in accordance with the conditions defined in the Agreement;
- 6.4. The Resident shall obey the legal requirements of the University (Dormitory) executives;
- 6.5. The Resident shall personally familiarise with and present the Rules to his/her guests and take responsibility for breaking the rules either personally or by his/her guests in the Place of Residence and common areas;
- 6.6. In case the Resident breaches the obligations indicated in this Agreement or neglects the duties, responsibilities and prohibitions provided in Rules, he/she shall be responsible for his/her actions in accordance with the Agreement regulations and, on demand of the University, shall pay the penalty which equals forfeit and the amount of which is defined by the Rector's order. The Resident shall compensate the damage experienced by the University through the Resident's or his/her guests' fault, non-compliance or inappropriate compliance with the duties indicated in this Agreement or Rules. The Resident shall also compensate the damage to the third party if it occurred because of the Resident's or his/her guest's fault or negligence.
- 6.7. The Resident is forbidden to accommodate strangers in the Place of Residence on his/her own will, to dispose the University property or otherwise allow the third parties to use the property or the Place of Residence.
7. The University has the right:
 - 7.1. In accordance with the conditions indicated in the Agreement, to impose penalties and require the forfeit and compensation of damage from the Resident for the negligence of or inappropriate treatment of commitments, in case the Resident or his/her guest, which the Resident is responsible for, breach the regulations which are indicated in this Agreement or Rules.
 - 7.2. To move Resident from one room to another or from one dormitory to another, after a prior notification, in case of reconstructing, renovating or restructuring the dormitory, as well as for a rational management of the premises, to achieve energy savings, to develop utilities, in case of conflicts between residents or to ensure the compliance of hygiene standards.
 - 7.3. After a prior notification to the Resident unilaterally change the size of the charge for accommodation and any other fees and conditions related to accommodation, that are determined in the Agreement and internal legal acts of the University.
 - 7.4. Other rights, which are laid down in Rules, Procedure and other internal legal acts of the University.
8. Duties of the University:
 - 8.1. To provide the Resident with a tidy Place of Residence;
 - 8.2. To assign the property related to accommodation to the Resident, according to the conditions and terms indicated herein;
 - 8.3. To remove inventory faults and ensure the operation of engineering systems and other equipment, after timely report of the Resident;
 - 8.4. To take care of comfortable life, study and relaxation conditions and the suitable environment for the Resident.

IV. VALIDITY, AMENDMENT AND TERMINATION OF THE AGREEMENT

9. This Agreement shall be in force from the date of the Resident's settlement, which is recorded by the University (Dormitory) executive, and shall be valid until **June 30**, _____ (**year**) or until the day of moving out of the Residence, recorded by the University (Dormitory) administration.
10. After expiration of the Agreement or its premature termination, the Resident has to move out of the Place of Residence in 5 (five) working days, has to pay all of the fees related to accommodation services and to settle with the University (Dormitory) executive regarding the disposed assets of the University.
11. The Agreement shall be terminated prematurely :
 - 11.1. Under bilateral agreement of the Parties;
 - 11.2. If the Resident disagrees with the change of accommodation fees or conditions, the Agreement shall be terminated from the date of the changes of accommodation fees or conditions entering into force.

11.3. Unilaterally by one of the Parties having announced this to another Party not less than 5 (five) working days before the termination and indicating the date and reason of the Agreement termination.

11.4. Without additional notice if the Resident is expelled from or terminates the studies at the University or if new circumstances arise, because of which the Resident has no legitimate ground to be in the territory of the Republic of Lithuania;

11.5. In compliance to the court's decision.

12. After the expiry or premature termination of the Agreement and if the Resident does not move out of the room during the set term he/she has to pay the daily fee for every day after the term as a penalty for violating an Agreement for Accommodation, which is 10 (ten) times bigger than the previous daily fee, set in the previous Agreement for Accommodation. If the Resident does not move out, does not free up and does not transfer his/her Residence place to the responsible executives of the University (Dormitory) in 14 calendar days, the University has a right to address law enforcement authorities for forced eviction and after 30 (thirty) calendar days – to a court of law.
13. All written changes, amendments and annexes are inseparable parts of the Agreement, which are in force upon signing them by both Parties.

V. FINAL PROVISIONS

14. This Agreement is composed and shall be interpreted according to the law of the Republic of Lithuania.
15. If this Agreement and publicly announced internal legal acts of the University regulate the same practices differently, higher power belongs to the provisions of the publicly announced internal legal acts of the University.
16. Any dispute arising in connection with this Agreement or related to it is resolved in the local court of the University headquarters following the procedures established by the law of the Republic of Lithuania, unless it is resolved in 14 (fourteen) calendar days in negotiation after one of the Parties makes a claim.
17. Upon signing the Agreement, the Resident confirms that he/she is familiar with the Description, Rules and promises to obey them.
18. Upon signing the Agreement, the Resident agrees that for the security purposes he/she would be under video-surveillance in the territory and common areas of the Dormitory.
19. This Agreement has been executed in two original copies with equal legal power, one copy for each Party. Both Parties have read the Agreement. The Parties understood its content and consequences and have signed this Agreement as a document, which corresponds to their true will, aims and intentions. Under the agreement between the Parties, the electronic form of the Agreement is treated as a written form.

VI. LEGAL DETAILS AND SIGNATURES OF THE PARTIES

University:

Vytautas Magnus University
K. Donelaičio g. 58, LT-44248 Kaunas, Lithuania
Code 111950396
Tel./fax.: _____
Email: _____

Title of the authorised person of the University
Name, Surname

Resident:

(name, surname)

(personal code or birth date)

(registered address of permanent residence)

(telephone number and email address)

P.S.

(Name, surname)

(Signature)

Annex No. 2
of the Description of Procedure for Accommodation in Dormitories
at Vytautas Magnus University

List of district municipalities of the Republic of Lithuania, that were ranked by territorial zones in accordance with the distance from Kaunas city municipality.

No.	Municipality	Territorial zone	No.	Municipality	Territorial zone
1	Klaipėda City Municipality	I	31	Anykščiai District Municipality	III
2	Kretinga District Municipality	I	32	Druskininkai Municipality	III
3	Mažeikiai District Municipality	I	33	Kalvarija Municipality	III
4	Neringa Municipality	I	34	Lazdijai District Municipality	III
5	Skuodas District Municipality	I	35	Molėtai District Municipality	III
6	Palanga City Municipality	I	36	Panevėžys City Municipality	III
7	Akmenė District Municipality	II	37	Panevėžys District Municipality	III
8	Biržai District Municipality	II	38	Šalčininkai District Municipality	III
9	Ignalina District Municipality	II	39	Varėna District Municipality	III
10	Joniškis District Municipality	II	40	Vilnius City Municipality	III
11	Kelmė District Municipality	II	41	Vilnius District Municipality	III
12	Klaipėda District Municipality	II	42	Alytus City Municipality	IV
13	Kupiškis District Municipality	II	43	Alytus District Municipality	IV
14	Pagėgiai Municipality	II	44	Elektrėnai Municipality	IV
15	Pakruojis District Municipality	II	45	Jurbarkas District Municipality	IV
16	Pasvalys District Municipality	II	46	Kėdainiai District Municipality	IV
17	Plungė District Municipality	II	47	Marijampolė Municipality	IV
18	Radviliškis District Municipality	II	48	Raseiniai District Municipality	IV
19	Rietavas Municipality	II	49	Šakiai District Municipality	IV
20	Rokiškis District Municipality	II	50	Širvintos District Municipality	IV
21	Šiauliai City Municipality	II	51	Trakai District Municipality	IV
22	Šiauliai District Municipality	II	52	Ukmergė District Municipality	IV
23	Šilalė District Municipality	II	53	Vilkaviškis District Municipality	IV
24	Šilutė District Municipality	II	54	Birštonas Municipality	V
25	Švenčionys District Municipality	II	55	Jonava District Municipality	V
26	Tauragė District Municipality	II	56	Kaišiadorys District Municipality	V
27	Telšiai District Municipality	II	57	Kazlų Rūda Municipality	V
28	Utena District Municipality	II	58	Prienai District Municipality	V
29	Zarasai District Municipality	II	59	Kaunas City Municipality	0
30	Visaginas Municipality	II	60	Kaunas District Municipality	0

People who declared their place of residence out of the territory of the Republic of Lithuania will be attributed to a I territorial zone.