

APPROVED BY:
Order No. SRD16/17-259
of 2 July, 2018
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, which must be followed by all students, employees and guests.

2. The terms and abbreviations used in the Description:

Agreement for Accommodation is an agreement between the University and a person who, under this Description, is provided with the Place of Residence.

Accommodation Fee is a fee determined by the University, which shall be payable by persons for University's allocated Place of Residence, when Agreement for Accommodation is concluded for a period longer than 2 (two) months.

Resident is a person who has concluded the Agreement for Accommodation with the University;

Place of Residence is a living place in the University's dormitory, provided for the resident under the Agreement for Accommodation.

Competition is the competition organised by the University's Student Affairs Department in order for students to get the place of residence.

Nightly stay fee is a fee determined by the University, which shall be payable by persons for University's allocated Place of Residence, when Agreement for Accommodation is concluded for a period shorter than 2 (two) months (including).

SA - University's Student Council.

SAD – University's Student Affairs Department.

ICD – University's International Cooperation Department.

Student is a person who in accordance with the procedures set by higher education institution has a status of a student.

Guest is a person who is accommodated by an invitation of students or is a participant of conferences, camps or other events, who was granted a place of residence in the University's dormitories.

University's Guest - is a person who is accommodated by an invitation of University's subdivisions and is granted a place of residence in the University's dormitories.

Customer is the person of the subdivision of the University responsible for booking the place of residence for University's Guests.

3. Decisions regarding individuals' accommodation in the University's Places of Residence is made under decision of SAD.

4. In months of May-June each year, SAD in line with Director of University's Administration and SC shall determine quotas of the Places of Residence for

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 the coming year:

- 4.1. Student rooms (distinguishing separately Places of Residence for international students, who are coming to study in the University, and students, who are actively participating in the University's activities);
 - 4.2. Guest rooms;
 - 4.3. University's guest rooms;
 - 4.4. Rooms, designed for other University's purposes.
5. Before moving into the allocated Place of Residence, Resident shall sign an Agreement for Accommodation, whose form was approved the order of University's Rector.
 6. Agreement for Accommodation is not being postponed; On Resident's request and by an approval of SAD, period of accommodation in the dormitory is extended by signing a new Agreement for Accommodation.
 7. All of dormitories belonging to the University are managed centrally by the responsible individual(-s) by using single University's information system.
 8. In case of vacancies in the dormitories, Place of Residence may be provided for the residents of the same city, where university's Dormitory is located.

II. PROCEDURE FOR ACCOMMODATION IN STUDENTS ROOMS

9. 1st year students The Places of Residence shall be appointed by the means of the Competition for whole the whole period of studies or for one academic year, depending on the type of dormitory.
10. SAD shall announce the Competition for Students and indicate conditions and requirements, in order to be provided Place of Residence.
11. The Places of Residence shall be provided by means of the Competition as a matter of priority, on the basis of:
 - 11.1 Students' social situation:
 - 11.1.1. 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;
 - 11.1.2. students with disabilities, based on their percentage of disability;
 - 11.1.3. students from families raising four or more children, if they are: minors, students of general education programme or are older than 18 years old students of formal vocational training or higher education institution.
 - 11.2. Timing of submitting the application - persons, who filled an application for the Place of Residence form correctly and were the first to file it.
 - 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.
12. 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.
13. By the decision of SAD, on the basis of Student's request, Place of Residence may be provided for whole period of studies by non-competitive means, in following cases:
 - 13.1. for students, who have not participated in the Competition, who are moving into the dormitory for a first time;
 - 13.2. for students, who have no penalties for violations and whose annual Agreement for Accommodation is ending;

14. The person who is provided with the Place of Residence through Competition and due to personal reasons does not intend to live there, shall immediately inform SAD about his/her decision.
15. Places for Residence for the current academic year are provided by reserving it in advance:
 - 15.1. for students of all cycles and forms, who are granted a preferential right to be provided place of Residence, in accordance with the agreements, on the basis of University's obligation;
 - 15.2. for students who are actively participating in University's public, sports or arts activities, on the basis of proposal of the President of Student Council, heads of arts and (or) sports collectives;
 - 15.3. for students who are reserving one of the Places of Residence which is published in the List of Vacant Rooms, by using Student Self-Service Portal (<http://studentas.vdu.lt/>).
16. SAD, through the intermediary of ICD, shall announce the Competition for foreign nationals, who come to study in the University and who wish to be accommodated in the University's dormitories as a matter of priority for:
 - 16.1. students who are entering University for the first time;
 - 16.2. timing of submitting the application - persons, who filled an application for the Place of Residence form correctly and were the first to file it.
17. During the academic year, in case of vacant rooms, Places of Residence in the Students' rooms can be provided for Students of other higher education institutions, who shall also submit certification which proves their student status.
18. SAD, indicating accommodation period and condition, can provide Places of Residence in the dormitories, during student holidays for:
 - 18.1. students, whose previously signed Agreement for Accommodation has expired;
 - 18.2. University's graduates;
 - 18.3. other persons, whose requests is approved by the rector or director of administration.
19. Student with a disability has a right to be accommodated in the dormitory with an accompanying person for the period of validity of the Agreement for Accommodation. Place of Residence is allocated after submitting medical certificate, which proves the need for an accompanying person.

III. PROCEDURE FOR ACCOMMODATION IN THE GUEST ROOMS

20. Having concluded the Agreement for Accommodation for one academic year or whole period of one's studies, student shall have a right to accommodate his/her guest for a period of no longer than 7 (seven) days by reserving Place of Residence on a *Student Portal* (www.studentas.vdu.lt/). Place of Residence for the Guest of non-VMU student shall be reserved under the procedures of SAD.
21. Guests shall only be accommodated in the Place of Residence after this reservation is confirmed by SAD and only in the Guest Rooms.
22. Student shall take 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;
23. Student of the University may request to be accommodated in the Guest Room for a short period of time, no longer than 30 (thirty) calendar days and reservation shall be carried out by using *Student Portal* (www.studentas.vdu.lt/).
24. Student shall be provided Place of Residence in the Guest Room only after this reservation is confirmed by SAD.
25. For a period set out by SAD and through mediation of rector or director of administration Guest Rooms can be accommodated by other persons as well.

26. If Student / Guest does not move into the reserved Place of Residence on the appointed time and does not cancel it no later than 3 (three) calendar days before the planned arrival date, the Student / Guest shall pay the Nightly Stay Fee that is counted for the first reservation day.

IV. PROCEDURE FOR ACCOMMODATION IN THE UNIVERSITY'S GUEST ROOMS

27. University's guests shall be provided Place of Residence after concluding Agreement for Accommodation according to the following order:

27.1. the Customer shall reserve a Place of Residence for a guest by using an electronic VMU Dormitory Information System, no later than 1 (one) working day before the arrival of the Guest. If Places of Residence are reserved for the group of guests, then Customer shall make a reservation no later than 10 (ten) working days before the arrival of the group of guests;

27.2. Accommodation in the Place of Residence is possible only after this reservation is confirmed by SAD.

28. In case of vacant rooms, Guests may be accommodated in the University's Guest Rooms.

29. For a period set out by SAD and through mediation of rector or director of administration University's Guest Rooms can be accommodated by other persons as well.

30. If Guest / University's Guest does not move into the reserved Place of Residence on the appointed time and does not cancel it no later than 3 (three) calendar days before the planned arrival date, the Guest / Customer shall pay the Nightly Stay Fee that is counted for the first reservation day.

31. Application for guests' accommodation in the University's Guest rooms (personal or group) shall be approved by rector or director of administration.

V. PROCEDURE FOR ACCOMODATING AND MOVING OUT

32. The Resident shall conclude Agreement for Accommodation before being accommodated in the Place of Residence.

33. Before the conclusion of Agreement for Accommodation Resident shall carefully read internal rules of the dormitories of the University and commit to respect it.

34. Student who has concluded Agreement for Accommodation shall move into the dormitory:

34.1. within the time specified by SAD if the place of the residence is provided by the means of Competition;

34.2. within 3 (three) working days following the day of appointment of the place of residence if the Place of Residence is provided by Non-Competition means;

34.3. no later than until September 30 (Autumn semester) or February 28 (Spring semester) if the place of residence is provided for the citizens of foreign countries, who come to study in the University;

34.4. within 3 (three) working days following the day of confirmation of a reservation, when Place of Residence is reserved from the *List of Vacant Rooms*.

35. If students do not move in the dormitory until the date referred in Article 34, students shall lose the right to live in the Place of Residence.

36. Person has to move into the provided Place of Residence from 2 p.m. and move out until 12 a.m.; in other cases, however upon a request of the Resident and with regard to the possibilities, responsible employee of University (Dormitory) administration has a right to change move-in and move-out time.

37. 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.
38. Resident who has detected irregularities or faults of inventory, has to inform about them responsible employee of University (Dormitory) administration, in 24 hours after move-into the dormitory. Later claims are not be accepted.
39. 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, other times the resident has to pay a fee determined by the Rector of the University.
40. When Places of Residence are changed in a mutual agreement between Residents, changes are made in the following order:
- 40.1. if the Place of Residence is changed in the same dormitory where both Residents are living then both Residents have to inform the responsible employee of University (Dormitory) administration about the changes;
 - 40.2. if the Place of Residence is changed in different dormitories then both Residents have to inform the SAD about the changes.
41. Before moving out of the Place of Residence Resident shall:
- 41.1. pay all the fees related to the accommodation;
 - 41.2. 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;
 - 41.3. 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.

VI. PROCEDURE FOR DETERMINATION AND PAYMENT OF ACCOMODATION FEES

42. Expenses related to the exploitation and management of Places of Residence shall be paid using the resources of fees, the University, state subsidies, grants and other funds.
43. After assessment of dormitories operational expenses of previous calendar year, taking into account its occupancy, planned operating incomes and expenses, housing market prices and current situation in the dormitories, SAD, in coordination with SC, shall submit a proposal of fees for guests Accommodation and Nightly Stay as well as other fees and charges, which are related to accommodation in the dormitory, which shall be later approved by the order of the Rector of the University.
44. Conditions and terms of paying the Accommodation Fee or a Nightly Stay Fee shall be covered in the Agreement for Accommodation.
45. Nightly Stay Fee for Student guests' accommodation shall be added to the fee for Student Accommodation.
46. Student, who is accommodated in the Guest Room, shall pay Accommodation Fee for whole period of residence within 1 (one) working day after moving into the dormitory.
47. Citizens of foreign countries who are coming to study in the university and who were provided Place of Residence by the means of Competition, accommodation fee shall be started to be count from the day of the Student's moving into the dormitory but no later than the first day of the Autumn or Spring semester.

48. Accommodation Fee shall be started to be count from the actual date of moving into the dormitory and suspended after Resident's moving out of the dormitory, when fee is paid for the move-out day of as well.
49. Citizens of foreign countries, before moving into the dormitory, shall pay in advance a one-time non-refundable payment imposed by the Rector for the reservation of the Place of Residence, which will be counted as part of the Accommodation Fee.
50. Accommodation or Nightly Stay Fees for the residents or guests may be reduced under the decision of the Rector of the University or director of administration.
51. During the academic year, in case of vacant rooms and under the request of Resident(-s), Places of Residence in the room can be provided for fewer people than accommodation fee for a vacant place(-s) is equally divided for all of Residents of the room.
52. University may provide additionally charged services, that are related to accommodation in the dormitory.
53. Penalties shall be imposed on the residents upon failure to pay Accommodation Fee or a Nightly Stay Fee on time.
54. Residents may be charged additional fees, that were approved by the Rector's order.

VII. PROCEDURE FOR IMPOSING PENALTIES

55. Penalties are designed for enhancing the responsibility of the Residents and ensuring proper implementation of their duties.
56. 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:
 - 56.1. a notice;
 - 56.2. a warning;
 - 56.3. a strict warning.
57. Student who was imposed strict warning, gets his/her Agreement for Accommodation terminated after the end of current academic year and afterwards the Place of Residence is provided only if there are vacant places of residence.
58. Residents, who do not pay fees that are related to accommodation services, shall be imposed the following penalties:
 - 58.1. 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;
 - 58.2. 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;
 - 58.3. 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;
 - 58.4. 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.
59. Resident may be imposed several different penalties simultaneously.
60. Penalties, received during the period of validity of the Agreement for Accommodation, shall be combined in accordance with the following procedure:

- 60.1. two notices shall be considered as a warning;
- 60.2. two warnings shall be considered as a strict warning;
- 60.3. two strict warnings shall result in termination of the Agreement for Accommodation.
61. 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.
62. Depending on the circumstances, in case of malicious behaviour, repetitive and other type of violations of internal rules of the dormitories of the University Resident's Agreement for Accommodation may be terminated by the decision of director of SAD and under the agreement with SC.
63. Upon termination of the Agreement for Accommodation:
 - 63.1. Resident shall lose the right to the residence for the whole study period in the study cycle the student studies;
 - 63.2. Resident shall be refused to enter dormitories for a period set by the SAD director. This provision shall no be applied for persons who were excluded from the dormitories for unpaid fees for accommodation in the dormitory.
64. The resident shall cover the damage done by him/her of 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.
65. The resident shall be informed about the penalties imposed on him/her by an email, moreover this information shall also be announced individually in the Student Portal of the University. The Resident may familiarise himself/herself with the original document, under which penalties have been imposed on him/her, at SAD.

VIII. PROCEDURE FOR THE MANAGEMENT OF RESIDENCES

66. The University attempts to create the conditions in the Places of Residence 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.
67. SAD carries out the following functions:
 - 67.1. prepares Agreements for Accommodation and is responsible for signing;
 - 67.2. administers the system of accommodation of University's dormitories;
 - 67.3. assigns rooms for residence and (or) confirms its' reservations;
 - 67.4. organizes and carries out Competitions;
 - 67.5. imposes penalties;
 - 67.6. administers student competitions regarding allocation of concessions for Accommodation Fees;
 - 67.7. supervises the activities of the University dormitories' self-governance;
 - 67.8. takes care of creating the conditions for comfortable life, studies and rest for the Residents;
 - 67.9. carries out the control related to the payment of accommodation fees and keeping of inner order;
 - 67.10. administers accommodation in the University's information system.
 - 67.11. 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);
 - 67.12. prepares and provides reports on demand;
 - 67.13. is responsible for the administration of the dormitory information system;

- 67.14. prepares internal legislation that are related to accommodation in dormitories;
- 67.15. performs other administrative functions related to the administration of accommodation in the dormitory and creation of favourable social conditions for the Residents.
68. The Maintenance and Investment Department (hereinafter MID) shall:
- 68.1. be responsible for the practical accommodation and eviction of the Residents;
- 68.2. be responsible for technical state and supervision of the dormitory property, inventory and equipment, running renovations, compliance to safety rules, etc.;
- 68.3. 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;
- 68.4. be responsible for maintaining order and cleanliness in living premises at the University;
- 68.5. 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.
- 68.6. monitor the payment of fees for accommodation at the University;
- 68.7. be responsible for preparation and provision of reports related to accommodation of the Residents to the subdivisions of the University concerned;
- 68.8. record the violations of internal rules of the dormitories of the University of the people residing in the dormitory and inform SAD about them;
- 68.9. maintain and develop accommodation information system;
- 68.10. as appropriate, seek service providers for services related to accommodation and conclude contracts with security, cleaning and other service providing companies;
- 68.11. perform other activities related to accommodation of people, maintenance of living premises controlled under the property rights or other rights by the University, etc.
69. SC shall carry out the following functions:
- 69.1. participate in establishing the quotas of residences in the dormitories with the deciding vote;
- 69.2. participate in organising the Competition with the deciding vote;
- 69.3. participate in deciding the size of fees for accommodation and/or a nightly stay.
- 69.4. participate in imposing penalties;
- 69.5. participate in providing fee concessions for accommodation;
- 69.6. take care of the occupation of Residents, creation of favourable life, study and rest conditions of the people living in the dormitory.
70. The responsibilities of the dormitory self-governance, its election and activities are regulated by the VMU dormitory Self-Government Regulations, which are approved by order of the University's Rector.
71. The Customer shall be responsible:
- 71.1. for timely and accurate reservation for accommodation of University guests;
- 71.2. for payment of fees related to University Guests' accommodation and fulfilment of undertaken responsibilities.
72. Finance Department shall:
- 72.1. record incomes related to accommodation fees of all kinds in the information system of the University;
- 72.2. provide reports for the subdivisions of the University and other concerned institutions.
73. International Cooperation Department shall:
- 73.1. mediate for the selection process of accommodation for international students;

- 73.2. in cooperation with SA, provides information for international students about accommodation process and conditions in dormitories of the University;
- 73.3. in case students has not covered his debts related to accommodation department may withhold the Transcript of Records wish is send to the home institutions or may inform this institution about Student's situation;
- 73.4. as appropriate, be involved in problem solving processes, that are related to international students' accommodation.

IX. FINAL PROVISIONS

74. This procedure, its amendments and (or) additions shall enter into force after they have been approved by the order of the University Rector.
75. 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.
76. 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.
77. The director of SAD by his own decision may:
- 77.1. allow the students to change their Place of Residence in the dormitory, where they are accommodated, free of charge for more than one time in the academic year;
 - 77.2. determine the period of validity of Agreement for Accommodation;
 - 77.3. not impose the given penalties, to change the imposed ones or to apply them partly, with an approval of SC, under a motivated request of the Resident;
 - 77.4. if possible and under a request of students, allow persons of different gender to live in one of students' rooms;
 - 77.5. ensure the conditions for Students with disabilities to meet their special needs.
78. For the period of residence in the dormitory all information which is related to accommodation in the dormitory is sent only to the University's provided electronic mailbox, if Resident is a Student or employee of the University, or to another mailbox known for SAD, if Resident is not a Student or employee of the University, and it is considered as an appropriate way of informing the Resident.
79. Exceptions of the procedure shall be applied by the decision of the University's Rector or Director of the Administration.
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