

APPROVED by
Order No. 1I-249 of the Rector of
Mykolas Romeris University of
June 9 2017

MYKOLAS ROMERIS UNIVERSITY RULES FOR THE USE OF “STUDENT HOUSE”

I. GENERAL PROVISIONS

1. The Rules for Use of the “Student house” (hereinafter referred to as the “Rules”) and Dormitories at Mykolas Romeris University (hereinafter referred to as the “University”) shall determine the procedure for allocation of vacancies, management structure, accommodation, internal rules and payment for accommodation in the “Student house” as well as the procedure for penalty imposition.
2. Accommodation in the “Student house” shall be provided to full-time students and visiting students studying under academic exchange programmes. If there are vacancies available in the “Student house”, accommodation shall be provided to students of extended studies, optional studies, etc.

II. PROCEDURE FOR ALLOCATION OF VACANCIES AND ACCOMMODATION OF STUDENTS IN THE “STUDENT HOUSE”

3. Places in the “Student house” are appointed for students of full-time, optional and extended studies who do not have debts for the University and do not have any demerits as well as for students from other countries. If there are vacancies guests of the University or other individuals can be accommodated as well.
4. Students who have requested for accommodation in the “Student house” by the 15th of June shall be registered in that “Student house” and shall pay a deposit of one-month fee by the 5th of July. New entrants of full-time studies shall be registered at the Admission Commission by the 15th of August (if the study year starts in September) or by the 10 of February (if the study year starts in February) and shall pay a deposit of one-month fee in 5 calendar days. New entrants from foreign countries shall register at the International Office. Foreign students shall pay a deposit of 100 EUR prior to moving to the “Student house”. Students who report that they refuse the reserved place two weeks before the fixed accommodation are able to recover the paid deposit. The deposit is not returned for those who do not inform about the refusal.
5. Passes entitling to reside in the “Student house” shall be issued by the Managers (hereinafter referred to as the “Managers”) of the “Student house”. They shall accommodate the residents and introduce them to the Rules. Fixed-term accommodation agreement (hereinafter referred as the “Agreement”) shall be concluded with each resident and the room inventory Delivery and Acceptance Certificate shall be signed. The documents are signed by the resident and an infrastructure vice rector authorized by the rector on behalf of the University. All residents shall be given fire safety instructions and sign in the register.
6. Guests of the University, students of extended and optional studies shall be accommodated upon submission of an application and payment of an adequate fee for the accommodation.
7. Upon completion of the period of accommodation as provided for in the Agreement, the resident shall settle accounts with the Manager within 2 (two) business days and shall move out. Students may refuse accommodation in the “Student house” upon submission of a written request to the Manager by the 9th day of each month.

III. MANAGEMENT STRUCTURE OF THE “STUDENT HOUSE”

8. The Manager shall manage the operation of the “Student house”.
9. Residents of the “Student house” shall elect floor monitors, who shall constitute the Council of Monitors (hereinafter referred to as the “Council”), for a period of one year. The Manager shall initiate the election by the 15th of September. The candidate to the post of the Council Chair shall be proposed by the Manager, the Students’ Representative Body and the Council. The candidate with the majority of votes shall be considered as elected.
10. The Council of the “Student house” shall be governed by the Statute of the University, orders by the Rector and these Rules.
11. The Council shall convene whenever there is a need for that. The minutes of the meetings shall be kept. The minutes shall be signed by the Council Chair and the Secretary.
12. The members of the Council shall check the tidiness and cleanliness in residential rooms, premises of general purpose as well as how furniture and inventory are used and whether all the residents have paid the fee for the accommodation in the “Student house”.
13. The members of the Council shall supervise compliance of students and their guests with the Rules, sanitary and fire safety requirements. The activities of a floor monitors shall be organised and supervised by the Council Chair.
14. The members of the Council shall be entitled to check residential rooms at any time of the day to assess order and discipline, fire safety, sanitary condition and the state of equipment, as well as to provide proposals to the Manager on how to make the “Student house” tidier and cleaner. When students violate the Rules, the Council shall have the right to consider violations in meetings and provide proposals on the imposition of a disciplinary penalty.
15. A floor monitor shall be elected from the students residing on that floor. For proper fulfilment of one’s duties the elected student shall be accountable to the Manager and Council Chair.
16. Floor monitors shall be accommodated in different rooms.

IV. INTERNAL PROCEDURE FOR THE “STUDENT HOUSE”

17. Residents of the “Students house” shall be responsible for their rooms and their inventory. They shall tidy their rooms and bathrooms themselves. Premises of general purpose shall be tidied by cleaners.
18. Based on the decisions of the Council of the Students, duty schedule shall be made for each floor. Person on duty in a specific floor shall look after the order and cleanliness of the floor, and shall eliminate any violation in case of disorder.
19. Guests shall be admitted to the “Student house” from 7 a.m. to 11 p.m. and until 12 a.m. on Fridays and Saturdays, as well as public holidays. They shall be registered in the guest register held by the security guard on duty. Guests shall leave their IDs with the guard on duty. Residents accepting guests shall be responsible for the behaviour of their guests and of individuals who fail to register or do not leave the “Student house” on time. Guests shall leave the “Student house” by 11 p.m. on business days and by 12 a.m. on days off and public holidays. Guests shall spend a night over only subject to submission of an application in advance and payment of a specific fee.
20. In the event of an accident or an urgent repair, the staff shall be able to enter the room where no residents are present only subject to receiving permit from the Manager.
21. Before moving out from the “Student house” the residents shall handover a tidy room to the manager. While moving out, an act of transmission and reception shall be drafted. Residents of

- a room shall jointly cover the material damage following estimation of the damage. The resulting material damage shall be deducted from the paid deposit.
22. All of the residents of the floor shall be responsible for damages caused to the premises of general use if the causer is unidentified. Upon drawing up a report, the resulting damage shall be distributed equally to all residents of the floor.
 23. Security guard on duty shall have the right to check rooms and, in case of finding individuals who have failed to register or other violations of discipline, to draw up a report, take an identity document, as well as call security service or police officers.
 24. Residents shall be able to use laundry services and receive a key upon registration at the security guard on duty.
 25. Residents of the “Student house” are prohibited from the following:
 - 25.1 Exchanging places in the rooms without the Manager’s consent. If necessary, the Manager shall be entitled to move a student to another room.
 - 25.2 Placing additional furniture and domestic appliances in the room without the Manager’s consent.
 - 25.3 Using the room for any other purpose than the dedicated one, damaging or disassembling the inventory in the rooms, automated fire safety and internal fire safety water-supply equipment, reinstalling electricity installations and other engineering networks at one’s own discretion.
 - 25.4 Selling, keeping and consuming alcoholic drinks, drugs and toxic substances.
 - 25.5 Smoking in the places not dedicated to this purpose.
 - 25.6 Throwing various items, cigarette stubs and litter through the windows. Keeping foodstuff on the windowsills.
 - 25.7 Creating impossible environment for others to live in the room as a result of inappropriate behaviour, disturbing others while learning and resting, playing music loudly, organising noisy parties as well as violating other requirements of public order.
 - 25.8 Keeping pets in the rooms.
 - 25.9 Using technically faulty, non-standard domestic appliances in residential rooms.
 - 25.10 Leaving domestic appliances and personal belongings when moving out from the “Student house”.
 - 25.11 Sub-renting the room or making it available for use for other individuals.
 26. The period from 10 p.m. to 6 a.m. and from 11 p.m. to 6 a.m. on Fridays, Saturdays and public holidays shall be deemed the period of tranquillity in the “Student house”.

V. PROCEDURE FOR PAYMENT OF THE FEE FOR ACCOMMODATION IN THE “STUDENT HOUSE”

27. A deposit of one-month fee shall be paid prior to accommodation in the “Student house”. Failure to pay the fee by the 1st of July by current students and by the 20th of August by newly entered students shall result in losing the place in the “Student house”.
28. Upon termination of the agreement on the service provision, the deposit shall be returned or included in the fee for the last month of accommodation. Upon infliction of material damage in the “Student house”, the loss is deducted from the deposit upon drawing the report.
29. The payment for accommodation in the “Student house” is made by using a receipt created in the electronic study book and shall be paid by the 15th day of every month for the running month.
30. If the fee for the resident is to be paid by other person, details of the resident shall be specified in the field for the purpose of the payment (first name, last name, personal identification code).
31. Foreign students shall pay a deposit of 100 EUR prior to accommodation in the “Student house”. By the 15th of September they shall pay the fee for the autumn semester and by the 15th of

February the payment shall be made for the spring semester by using a receipt created in the electronic study book.

32. Students who failed to pay the fee for one month and did not inform the Manager are expelled from the “Student house”.
33. Full-time students who are orphans can be released from the duty to pay the fee for accommodation in the “Student house” upon submission of a request and related documents to the Social Affairs Commission.
34. For students with disabilities the fee of accommodation in the “Student house” may be reduced by 50% upon submission of a request and related documents to the Social Affairs Commission.
35. Monitors of the floors shall pay their fixed fee.
36. Prior to leaving for the traineeships, placements, etc. in other cities of the Republic of Lithuania or foreign countries exceeding one month, students, willing to keep their place in the “Student house”, shall pay half of the fee for that period upon submission of a notice in writing to the Manager by the 9th day of each month.

VI. DISCIPLINARY PENALTIES

37. Students having violated the rules shall be imposed the following disciplinary penalties depending on the severity of the violation:
 37. 1 Admonition;
 37. 2 Reprimand;
 37. 3 Severe reprimand;
 37. 4 Expulsion from the “Student house”.
38. Admonition is imposed for:
 38. 1 A mess in a room or in premises of general purpose that violates sanitary hygiene standards;
 38. 2 Littering inside or outside of the “Student house”;
 38. 3 Exchange of rooms without a consent of the Manager;
 38. 4 Possession of additional furniture and domestic appliances in the room without a consent of the Manager;
 38. 5 Leaving domestic appliances and personal belongings when moving out from the “Student house”.
39. Reprimand is imposed for:
 39. 1 Ignoring admonition imposed by the Manager;
 39. 2 Smoking in the places not dedicated to this purpose;
 39. 3 Throwing various items, cigarette stubs and litter through the windows as well as keeping foodstuff or other objects on the windowsills;
 39. 4 Using technically faulty and non-standard electronic devices in residential rooms;
 39. 5 Keeping pets in the room.
40. Severe reprimand is imposed for:
 40. 1 Disturbing peace of the residents of the “Student house”, disturbing others while learning and resting, playing music loudly, noisy parties and violating other requirements of public order;
 40. 2 Sub-renting the room or making it available for use for other individuals;
 40. 3 Using the room for any other purpose than the dedicated one, damaging or disassembling the inventory in the rooms, automated fire safety and internal fire safety water-supply equipment, damaging or reinstalling electricity installations and other engineering networks;
 40. 4 Malicious violation of the Rules (i.e. 5 (five) admonitions received during a semester).
41. Expulsion from the “Student house” is imposed for:

- 41. 1 Receiving 2 (two) severe reprimands during 1 (one) year;
 - 41. 2 Selling, keeping and consuming alcoholic drinks, drugs and toxic substances;
 - 41. 3 Malicious avoidance to pay the fee for the accommodation in the “Student house”.
42. Disciplinary penalty is valid for 1 year from the order proclamation date.

VII. FINAL PROVISIONS

43. The Rules are amended, complemented and declared not valid by the regulation of rector of Mykolas Romeris University.
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