



**THE RECTOR  
OF MYKOLAS ROMERIS UNIVERSITY**

**ORDER  
ON THE APPROVAL OF THE RULES FOR THE USE OF STUDENT HOUSE AT  
MYKOLAS ROMERIS UNIVERSITY**

1. I hereby a p p r o v e The Rules for the Use of the Student House at Mykolas Romeris University (attached).
2. I hereby e n t r u s t the Deputy Rector, Assoc. Prof. Dr. Saulius Spurga to control the enforcement of the law approved under paragraph 1 of this Order.
3. I hereby c o n f i r m the expiration of the validity period of The Rules for the Use of the Student House at Mykolas Romeris University approved by the Rector's Order No. 1I-249 of 9 June 2017, paragraph 1.1 "On the Approval of the Rules for the Use of the Student House at Mykolas Romeris University and the Dormitories of Kaunas Faculty of Public Security".

Rector

Prof. Dr. Inga Žalėnienė

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APPROVED BY  
Order No. 1I-  
of the Rector of  
Mykolas Romeris University  
of May 2019

**MYKOLAS ROMERIS UNIVERSITY**  
**RULES FOR THE USE OF THE STUDENT HOUSE**

**I. GENERAL PROVISIONS**

1. Regulations on the use of the Student House (hereinafter referred to as the Rules) at Mykolas Romeris University (hereinafter referred to as the University) establish the following procedures: place allocation, accommodation, student and resident behaviour rules, payment for living at the University Student House (hereinafter – the Student House) and penalties.

**II. PROCEDURE FOR ALLOCATION OF PLACES AND STUDENT  
ACCOMMODATION IN THE STUDENT HOUSE**

2. Places in the Student House shall be allocated to students of full-time study programmes who have no financial debts to the University or valid disciplinary penalties, and to international students who have come to study from abroad. Upon the availability of free places, the Student House may accommodate part-time students, students of minor studies and other residents, who must comply with the rules for using the Student House set for University students.

3. A place for University students in the Student House shall be provided upon written request and payment of the reservation fee. The application shall include the personal details of these persons (name, surname, personal identification code), faculty (institute or other unit of the University), year of studies and the preferred term of accommodation.

4. Newly enrolled full-time students are registered with the University Admissions Commission by August 15th (if the study year starts in September) or by February 10th (if the study year begins in February) and pays the reservation fee within 5 calendar days. Newly enrolled international students from foreign countries register with the University's Internationalisation Office. International students who came to study from abroad, pay a reservation fee of 100 Eur before arrival at the Student House.

5. Before signing the Student Accommodation at the Student House Agreement (hereinafter referred to as the Agreement), the resident (hereinafter referred to as the Resident) must signify that he/she has read and will abide by these Rules. Ignorance of the Rules does not relieve the Residents of their liability for non-compliance.

6. The Agreement and the permits granting the right to live in the Student House shall be issued by the managers of the Student House (hereinafter referred to as the Managers). They accommodate the Residents, familiarise them with these Rules. A fixed term contract is concluded with each Resident and the Act of Transfer Acceptance for the room inventory is signed. The documents shall be signed by the

Resident and, on behalf of the University, by the Manager who is authorized by the Rector. All Residents must complete the fire safety instruction course and sign the course completion document.

7. The University visitors and students of part-time and minor studies shall be accommodated upon request and upon payment of the relevant fee for accommodation in the Student House prior to their stay.

8. In case of termination of the Agreement, the Resident must notify the Manager in writing at least two weeks prior to the date of termination of the Agreement.

9. After informing the Resident in writing, the Manager may transfer the Resident from one room to another, from one dormitory to another due to reconstruction, repairs, or refurbishment of the Student House, or in an attempt to accommodate first year students together and make a rational use of premises, energy savings, and utilities, also in case of student conflict, and to ensure compliance with hygiene standards. When transferring a Resident, he/she must be ensured that their living conditions will not worsen.

10. In the event of a free place in a room and in case no other resident occupies this free place within one month or the Resident of that Room is unwilling to pay for additional place in the Room, the Manager may transfer the Resident to another room or other Student House, after informing the Resident (s) in writing. Residents with penalties or who did not improve living conditions in the dormitory at their own expense are transferred first.

11. Upon leaving the Student House, a Resident who has completed or terminated studies at the University must pay all fees (accommodation, additional paid services and other fees), free the room, transfer a tidy room, inventory and the keys of the room to the Student House Manager, Administrator or Housekeeper and sign the Transfer Acceptance Act. The Resident must collect his/her personal inventory.

12. Upon expiration or termination of the Agreement, the Resident shall leave the Student House according to the established procedure on the day of termination or expiration of the Agreement.

### **III. THE STUDENT HOUSE MANAGEMENT STRUCTURE**

13. The operation and maintenance of the Student House shall be directed by the Manager.

14. The Residents of the Student House shall elect the monitors of the floors, who form the Council of Monitors (hereinafter - the Council) for one academic year. The elections take place before September 20 each year and are initiated by the Manager. The candidates for the Chairman of the Council shall be proposed by the Monitor, the Student Representation Office and the Council. The candidate with the most votes shall be deemed elected.

15. The Council shall follow the Statute of the University, orders of the Rector, these Rules and other internal legal acts of the University.

16. The Council shall meet for a sitting whenever circumstances require. Minutes of meetings shall be taken. The minutes shall be signed by the Chairman and the Secretary of the Council.

17. Members of the Council:

17.1. check the order and cleanliness of the living rooms, shared premises and facilities, furniture and inventory, or if all residents pay a fee for living in the Student House;

17.2. ensure that Residents make no noise from 10 pm to 6 p.m.

17.3. ensure that Residents consume energy and water efficiently;

17.4. supervise that alcoholic beverages or psychotropic substances are neither stored nor consumed in the Student House; ensure that smoking is forbidden inside the Student House;

- 17.5. organise and participate in Resident Meetings as necessary;
- 17.6. actively participate in the Student House life;
- 17.7. call for an extraordinary Council elections;
- 17.8. organise the Student House events.

18. A student who resides on that floor shall be elected as the monitor of the floor. The elected student shall be accountable for the proper performance of their duties to the Manager and the Chairman of the Council.

19. The monitors of the floor shall be accommodated in separate rooms with the permission of the Student House Administrator.

20. Members of the Council supervise the compliance of students and visitors with these Rules, hygiene and fire safety requirements. The work of floor monitors is organised and supervised by the Chairman of the Council.

21. Members of the Council shall have the right to inspect living rooms at any time of the day to assess order and discipline, fire protection, hygiene and condition of equipment, and to make suggestions to the manager for improving the order and cleanliness of the Student House. In the event of violation of the Rules by the students, the Council shall have the right to hear the offenders at the meetings and to make proposals for disciplinary action.

#### **IV. RIGHTS AND OBLIGATIONS OF THE STUDENT HOUSE RESIDENTS**

22. Residents of the Student House shall have the right to:

22.1. provide comments and suggestions regarding the improvement of living, resting conditions, order and cleanliness in the Student House, renovation and quality improvement of the shared premises and living rooms in the Student House;

22.2. call for help from the Student House staff, call emergency services and, if necessary, call the security service and the police;

22.3. unlimited use of kitchens, toilets, showers, except in case of emergency or other reasoned decision made by the Student House Administration;

22.4. use of work and recreation rooms;

22.5. enter and leave the Student House freely at any time of the day;

22.6. use the laundry service.

23. Floor standby schedules may be established by the decision of the Council. The floor monitor maintains order and cleanliness on his/her floor, removes irregularities in the event of an irregularity, and informs the Manager in his absence.

24. Visitors are allowed to the Student House only from 7am to 11pm on Fridays and Saturdays, and until 24am on public holidays. They shall be recorded in the visitors' book kept by the security guard. Visitors must present their ID to the security guard. The behaviour of visitors, including those who have not checked in and out in time, is the responsibility of the Resident who they have visited. Visitors must leave the Student House by 11 p.m. on weekdays, up to 24 hours during at weekends and holidays. Visitors may only stay overnight upon prior request and upon payment of a fee.

25. Upon the written request of the Resident and with the written permission of the Housekeeper of the Student House, The Resident is allowed to use their own furniture and other inventory during the term of the Agreement. The University shall not be liable for any personal belongings or other property of the Resident left in the room or in the shared premises.

26. Residents:

26.1. after registering with the security guard and receiving the key, can use the laundry services, other shared premises or household equipment needed for the cleaning of the premises (e.g. vacuum cleaner, etc.);

26.2. upon the written request submitted to the Manager and with his written permission, at their own expense, are allowed to improve the living conditions of the dormitory, carry out equipment repair or replacement works. No work carried out at the expense of the Residents for the improvement (repair, replacement) of the Student House premises, property or equipment shall be remunerated.

26.3. With the permission of the Manager, upon payment of a fixed one-off administration fee for transfer as approved by the University Rector, the second and every subsequent transfer on their own initiative from one Student House to another or from one room to another once per academic year is free of charge;

26.4. may elect the Student House Council.

27. Residents must:

27.1. respect and not violate the rights and legitimate interests of other Residents;

27.2. pay on time accommodation fees for staying at the Student House, fees for additional services, and other service administration fees;

27.3. use the room provided for its intended purpose, maintain it, clean it, take care of the University property therein, strictly comply with fire safety requirements and other legal acts and the requirements of these Rules, and compensate the damage caused by their actions or negligence;

27.4. maintain cleanliness and tidiness in the rooms as well as in the shared premises and facilities in accordance with the requirements of sanitary hygiene. In case of violation of hygiene norms during the inspection due to the Resident's fault, the Resident (s) shall compensate the University or employee for the loss (s) due to the designated violation of hygiene norm (s); Residents are not provided with soap, paper towels, toilet paper;

27.5. adhere to the generally accepted norms of conduct in accordance with the legislation in force in the Republic of Lithuania from 10.00p.m. to 6 a.m., make no noise in the Student House, use musical equipment, headphones, or any inventory in a manner that does not interfere with the work and rest of the people living in the Student House and surrounding houses;

27.6. familiarise themselves and comply with fire safety requirements;

27.7. protect and spare inventory, equipment, and other property in the room, on the shared premises and facilities, and within the Student House area;

27.8. save energy resources, ensure that when leaving the room or shared premises or leaving the Student House for a longer period of time, no light, running water or unused electrical appliances are left in the premises;

27.9. immediately inform the Student House Administrator, the Administrator or the Housekeeper, or in case they are not available, inform the Student House Warden, of the broken, damaged Student House inventory, equipment and other property;

27.10. allow the Student House staff to enter the room at any time of the day, if necessary, to ensure compliance with the Rules in order to accommodate new residents, assess room conditions, perform emergency repairs or in the event of an emergency;

27.11. execute lawful instructions of the employees of the Student House, which do not contradict these Rules;

27.12. familiarise themselves with these Rules and undertake to abide by them, as well as familiarise themselves and comply with other internal legal acts of the University.

28. Residents, when leaving the Student House, shall transfer a neat room to the Manager or his authorised person (administrator, housekeeper). When a resident leaves, a Transfer-Acceptance Act shall be signed. The person who caused the material damage shall compensate it, or in case the offender is not identified, the damage is compensated by all the residents of the room, in solidarity. The funds for the material damage shall be paid into the University account.

29. without identifying the offender, all residents of that floor shall be liable for any damage caused to the shared premises. After the Act is concluded, the material damage caused shall be distributed in proportion to all the inhabitants of the floor.

30. Residents of the Student House shall be prohibited to:

- 30.1. exchange rooms without the permission of the Manager;
- 30.2. bring additional furniture and household appliances without the permission of the Manager;
- 30.3. arbitrarily carry the inventory of the Student House, rearrange furniture in rooms and shared premises;
- 30.4. use the room for improper purpose, damage or dismantle room inventory, fire automation and internal fire water supply equipment, arbitrarily recycle electrical wiring and other engineering networks;
- 30.5. use, store or sell alcoholic beverages, narcotics and toxic substances;
- 30.6. smoke only in the designated areas.
- 30.7. throw various items, scraps, rubbish through windows;
- 30.8. store food or other items on window sills outdoors;
- 30.9. sublease a room or allow others to use it;
- 30.10. use pyrotechnics or explosives;
- 30.11. leave household waste, dirty dishes, or personal inventory in the shared premises or facilities;
- 30.12. arbitrarily mount antennas, posters or other items on doors, windows or walls that may impair the condition of the living premises;
- 30.13. by improper conduct, cause impossible (inappropriate) conditions for others to live together in the room, disturb the rest of the residents of the Student House, disturb the learning and rest of others, loudly play music, hold noisy parties and violate other public policy requirements;
- 30.14. keep pets in rooms;
- 30.15. use technically disorderly, non-standard household electrical appliances in living rooms;
- 30.16. leave home appliances and other personal belongings behind after leaving the Student House;
- 30.17. leave the Student House without informing the Manager or Administrator;
- 30.18. to use the bed provided to the Resident without bedding;
- 30.19. disrespect, threaten or insult the Student House staff, Residents, and visitors.

## **V. RIGHTS AND OBLIGATIONS OF STUDENT HOUSE STAFF**

31. The Student House staff shall have the right to:

- 31.1. receive information from the Academic Affairs Centre or study managers about the termination of studies or expulsion from the University;
- 31.2. at any time of the day (only for security guards) to independently open the doors to shared premises, corridors and toilets in room blocks, to inspect or repair facilities there (even if there are no Residents at that time);
- 31.3. enter the room after knocking on the door in order to ensure compliance with the Rules. In the event of a report from other Residents of the Student House regarding a possible violation of the Rules, the security guard shall have the right to enter the room at any time of the day and inform the Manager thereof in writing;
- 31.4. order cleaning services (having previously warned the Residents), if after checking the Room or the shared premises and facilities, their cleanliness and tidiness is not maintained in accordance with

the requirements of sanitary hygiene standards. A bill for cleaning shall be provided to the Residents of the room or adjacent rooms;

31.5. refuse non-residents admission to the Student House;

31.6. if the Resident fails in due time to pay the fee for accommodation in the Student House, or additional services, or administration of services, terminate the provision of the Internet or laundry services to the Resident;

31.7. give warnings to the Residents regarding violations of these Rules and remove Residents from the Student House for violations in accordance with the procedure established by these Rules;

31.8. perform other functions to ensure compliance with the Rules.

32. In order to ensure cleanliness and tidiness of the rooms, the Student House Manager, Administrator or Housekeeper, together with the Representative of the Student House Council or, in his/her absence, with other members of the Student House staff, shall have the right to inspect the rooms.

33. Upon finding household waste, dirty dishes or other personal inventory in the shared areas, employees of the Student House Administration, in order to ensure cleanliness, order, and hygiene standards, shall warn the Residents to immediately remove the found household waste, dirty dishes or other personal inventory. If this is not done after the warning, the employees of the Student House Administration have the right to remove the inventory and take disciplinary action. If the owner of the household waste, dirty dishes, or personal inventory cannot be identified, the Student House Administration staff shall have the right to remove the inventory without notice to the owner and to take disciplinary action.

34. The Student House staff must:

34.1. respect and not violate the rights and legitimate interests of the Residents;

34.2. provide Residents with information and advice regarding accommodation and residence in the Student House.

## **VI. PROCEDURE FOR THE PAYMENT OF THE STUDENT HOUSE ACCOMMODATION FEE**

35. A reservation fee of 100 Eur shall be paid before staying in the Student House. Failure to pay the reservation fee by July 15 (for newly enrolled students - by August 20) will result in the loss of the reserved place at the Student House. The reservation fee paid during the stay in the Student House is included in the Resident's payment for accommodation in the Student House. Students who inform of the cancellation of their reservation two weeks prior to the stipulated deadline for accommodation shall submit request to the Student House Manager for a refund. If students fail to inform or cancel the reservation less than two weeks before the scheduled date of accommodation, the fee will not be refunded.

36. The fee for living at the Student House for the current month shall be paid by bank transfer to the specified University account or by the FOX BOX terminal before the 5th of each month.

37. If the Resident's accommodation fee is paid by another person, the purpose of the payment must indicate the person for whom the payment is made (name, surname, personal identification code).

38. Incoming students from abroad, before staying in the Student House, will pay a reservation fee of 100 EUR, which is included in the payment for accommodation in the Student House. The fee for the autumn semester is due by September 5, and for the spring semester - by February 5; the fee shall be paid by bank transfer to the specified University account or via FOX BOX terminal.

39. Students who have not paid the fee for one month without a valid reason and without informing the manager may be expelled from the Student House.



40. In the special case, if the Resident does not return the inventory or leave the Student House within 5 (five) business days after the date of the notice of the expulsion or continues to visit the Student House and violates the Student House policy, the Manager has the right to contact the police.

41. Students and Residents who remain in debt after they have moved out or were expelled from the Student House and have not paid their debt within 30 (thirty) calendar days shall be reported to Bailiff's Office.

42. Students and Residents who settle before the 15th of the month, pay for the whole month, while those who occupy the place from the 15th of the month, pay half of the monthly instalment.

43. Students and Residents who do not inform the Manager about the termination of the Agreement shall pay for the entire current month. The payment discount is only applicable after informing the Manager two weeks prior to the departure date.

44. Students of full-time studies, who are orphans and who have submitted an application and documents to the Social Affairs Committee and received a positive decision of that commission, may be exempted from the accommodation fee.

45. For students with disabilities, the accommodation fee at the Student House may be reduced by 50 percent upon submission of the application and appropriate documents to the Social Affairs Commission.

46. The monitors of the floors pay a fixed fee.

47. Students who wish to keep the place after leaving for an internship, training, etc., to other cities of the Republic of Lithuania or foreign countries for more than one month and inform the Manager in writing before the 5th of each month, shall pay half of the price for that period.

## **VII. DISCIPLINARY PENALTIES**

48. The following disciplinary measures may be imposed on students who infringe the rules, depending on the gravity of the offense:

- 48.1. warning;
- 48.2. reprimand;
- 48.3. strict reprimand;
- 48.4. expulsion from the Student House.

49. A warning shall be imposed for:

- 49.1. trash in the room or shared areas where hygienic hygiene standards are violated;
- 49.2. trashing the interior of the Student House or backyard;
- 49.3. exchange of places in rooms without the permission of the Manager;
- 49.4. storing additional furniture and household appliances in the room without the permission of the Manager;
- 49.5. leaving home appliances and other personal belongings after checking out from the Student House.

50. A reprimand shall be imposed for:

- 50.1. failure to respond to a legitimate warning made by the Manager;
- 50.2. smoking in non-designated areas;
- 50.3. throwing various items, scraps, garbage through windows, storing food or other items on window sills;
- 50.4. use of technically disorderly, non-standard household electrical appliances in living rooms;

50.5. keeping pets in rooms.

51. A strict reprimand shall be imposed for:

51.1. Disturbance of the Residents of the Student House, interference with the learning and rest of others, loud music, noisy parties and violations of other public policy requirements;

51.2. subletting a room or allowing others to use it;

51.3. misuse of the room, destruction or disruption of room inventory, fire automation and internal fire water supply installations, electrical installations and other engineering networks;

51.4. malicious non-compliance with these Rules (i.e., five warnings received per semester).

52. Removal from Student House shall be imposed for:

52.1. two strict reprimands received within 1 (one) year;

52.2. the sale, consumption or possession of alcoholic beverages, narcotics and toxic substances;

52.3. malicious non-payment of a fee for accommodation in the Student House.

53. The disciplinary penalty shall be valid for one year from the date of publication of the order.

### **VIII. FINAL PROVISIONS**

54. These Rules shall be amended, supplemented or repealed by order of the University Rector.

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