

APPROVED by  
Order No 1I-240 of the Rector of  
Mykolas Romeris University of  
29 May 2015

## **RULES FOR THE USE OF STUDENTS' RESIDENCE AND DORMITORIES AT MYKOLAS ROMERIS UNIVERSITY**

### **I. GENERAL PROVISIONS**

1. The Rules for the Use of Students' Residence and Dormitories at Mykolas Romeris University (hereinafter referred to as the "University") (hereinafter referred to as the "Rules") shall determine the procedure for allocation of vacancies, management structure, accommodation, internal rules and payment for accommodation in students' residence and dormitories (hereinafter referred to as the "Students' Residence"), as well as the procedure for penalty imposition.

2. Accommodation in the Students' Residence shall be provided to full-time students and visiting students studying under academic exchange programmes. Where vacancies are available, part-time students and students of bridging courses may be accommodated during exam sessions.

3. Guests of the University may be accommodated in the Students' Residence.

### **II. PROCEDURE FOR ALLOCATION OF VACANCIES IN THE STUDENTS' RESIDENCE AND DORMITORIES AND ACCOMMODATION OF STUDENTS**

4. Vacancies in the Students' Residence and dormitories shall be provided for one study year for full-time students residing outside Vilnius as well as for students from abroad. The priority criteria for accommodation provision are as follows:

4.1. Orphans (who have lost both parents before the age of 18).

4.2. Students with disabilities.

4.3. Students from socially supported families.

4.4. Students with good achievements in research, art, sports or social activities.

4.5. Students with the lowest income per family member.

Note. When the above criteria coincide, the average academic performance shall be taken into account.

5. Students wishing to reside in the Students' Residence shall submit an application and the following documents covering last three months to the Dean's Office of the Faculty/Institute Director by 20 May:

5.1. A document about the composition of the family.

5.2. A document about the total income of the family, including salaries, allowances, pensions, child maintenance, and a certified statement from the Social Support Division on the amount of social allowances received.

6. The Vice-Rector for Infrastructure authorised by the Rector shall allocate vacancies in the Students' Residence for University units (hereinafter referred to as the "Units") taking into account the intended number of Faculty students by 20 May. The Rector shall approve the plan for vacancy allocation. Vacancies in the Students' Residence shall be allocated by the commission set up by the order of the Unit's Director with the participation of students' representative. Vacancies for students from abroad shall be allocated by the Academic Affairs Centre, and students-sportsmen by the Health and Sports Centre.

7. The Vice-Rector for Infrastructure authorised by the Rector's order shall allocate the vacancies in the Students' Residence by 5 June.

8. The students who have started full-time studies are to present their applications and the required documents to the faculties:

8.1. Until 14th August (if the academic year starts in September).

8.2. Until 10th February (if the academic year starts in February).

9. The Units commissions shall distribute vacancies to new entrants by 16 August. Students shall be notified about provision of accommodation in the Students' Residence by the Units within 2 business days.

10. Passes entitling to reside in the Students' Residence shall be issued by the managers of the Students' Residence (hereinafter referred to as the "Managers"). They shall accommodate students and notify them about the Rules against signature. The contract on provision of services, signed by the student and the Manager, shall be concluded with each student accommodated. All residents shall be given fire safety instructions and sign in the register.

11. The priority in allocating double rooms shall be given to students with special needs, master-degree students, good performers in research, art, sports and social activities, as well as bachelor-degree students in the final year of studies.

12. Guests of the University, part-time students and students of bridging courses shall be accommodated upon submission of an application to the Vice-Rector for Infrastructure.

13. Upon completion of the academic year or the period of accommodation, the resident shall settle accounts with the Manager within 2 (two) business days and move out. The residents who are expelled from the University and the Students' Residence or terminated their studies shall settle accounts with the Manager within 5 (five) business days from the issue of the order and move out. Students may refuse accommodation in the Students' Residence upon submission of a written request to the Manager by the first day of each month.

14. Students who have been awarded accommodation upon the Rector's order, but failed without a justifiable reason to move in within two weeks shall lose their accommodation.

### **III. STUDENTS' RESIDENCE MANAGEMENT STRUCTURE**

15. The Manager shall manage the use of the Students' Residence.

16. Residents of the Students' residence shall elect floor monitors, who shall constitute the Council of Monitors (hereinafter referred to as the "Council"), for the period of one year. The election shall be initiated by the Manager by 20 September. The candidate to the post of the Council Chair shall be proposed by the Manager, the Students' Representation and the Council. The candidate with the majority of votes shall be elected.

17. The Council of the Students' Residence shall be governed by the Statute of the University, orders by the Rector and Vice-Rector for Infrastructure, and the Rules.

18. The Council shall convene at least 2-3 times per semester or when a need arises. The minutes of the meetings shall be kept. The minutes shall be signed by the Council Chair and Secretary.

19. The members of the Council shall check the tidiness and cleanliness in residential rooms, premises of common use, as well as how furniture and inventory are used.

20. The members of the Council shall oversee students and guests' compliance with the Rules, sanitary and fire safety requirements. Floor monitors' activities shall be organised and supervised by the Council Chair.

21. 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, provide proposals to the Manager on how to make the Students' Residence tidier and cleaner. When students violate the Rules, they shall consider violations in meetings and provide proposals on the imposition of a disciplinary penalty.

22. A floor monitor shall be elected from the students residing on the floor concerned. The elected student shall be accountable to the Manager, housekeeper, Council Chair for proper fulfilment of duties.

#### **IV. RULES OF INTERNAL PROCEDURE AT THE STUDENTS' RESIDENCE**

23. Residents of the Students' residence shall be responsible for their room and its inventory. They shall tidy their rooms and WCs themselves. Premises of common use shall be tidied by cleaners.

24. Guests shall be admitted to the Students' residence 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 recorded in the guest register held by the security guard on duty. Guests shall leave their IDs with the guard on duty. Residents receiving guests shall be responsible for their guests' behaviour and failure to register, as well as failure to leave the Students' Residence on time.

25. 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 escorted by the Manager or housekeeper.

26. Before the beginning of the academic year, at its end or when a student moves out, the condition of rooms and furniture shall be checked. An advance notification shall be given about property inventory or check-up. Where applicable, an act shall be drafted. Residents shall cover damages excluding natural depreciation. Upon the Manager's consent, residents may eliminate all the defects caused by their fault or cover repair costs in full.

27. The floor monitor of the Students' Residence shall be responsible for damages caused to the premises of common use where no culprit is identified.

28. Residents of the Students' Residence are prohibited from the following:

28.1. Exchanging places in the rooms without the Manager's consent. Where the necessity arises, the Manager shall be entitled to move a student to another room.

28.2. Stick announcements, posters, hang pictures on the walls of the rooms, place additional furniture in the rooms without the Manager's consent.

28.3. Damage or destroy the inventory in the rooms, automatic fire safety and internal fire safety water-supply equipment, reinstall electricity installations and engineering networks at one's own discretion.

28.4. Sell and consume alcoholic drinks, drugs and toxic substances, return to the Students' Residence under the influence of alcohol, drugs and toxic substances.

28.5. Smoke in the places not dedicated to this purpose.

28.6. Throw various items, cigarette ends and litter through the windows.

28.7. Disturb others while learning and resting, play music loudly, organise noisy parties.

28.8. Keep pets in the rooms.

28.9. Use technically faulty, non-standard domestic appliances in residential rooms.

28.10. Leave domestic appliances and personal belongings when moving out from the Students' Residence.

28.11. Use personal refrigerators and other domestic appliances without the Manager's consent.

30. The period from 11 p.m. to 6 a.m. and from 12 a.m. to 6 a.m. on Fridays, Saturdays and public holidays shall be deemed the period of tranquillity in the Students' Residence.

#### **V. PROCEDURE FOR PAYMENT OF THE FEE FOR ACCOMMODATION IN THE STUDENTS' RESIDENCE**

31. The deposit of one-month fee shall be paid prior to accommodation in the Students' Residence. Upon completion of the academic year, the deposit shall be returned or included in the fee for the last month of accommodation. Upon infliction of pecuniary damage in the Students' Residence, the deposit shall not be returned.

32. The payment for accommodation in Students' residence and dormitories can be made only through an electronic study book and shall be paid until 15th of every month for the current month.

33. Foreign students shall pay the fee for the autumn semester till 10 September, for the spring semester – till 10 February through their electronic study book.

34. Students having failed to pay the fee for one month and to notify the Manager may be expelled from the Student's Residence.

35. Full-time students who are orphans and students with disabilities shall not pay the fee for accommodation in the Students' Residence upon submission of a request and related documents to the Social Affairs Commission.

36. Prior to leaving for the study practice (internship) in other cities of the Republic of Lithuania or foreign countries exceeding one month, students may apply to the Social Affairs Commission to get a reduction in the fee up to 50 per cent during the period when students do not reside in the Students' Residence. The Manager must be notified in writing about leaving for the study practice prior to leaving.

## **VI. DISCIPLINARY PENALTIES**

37. Residents 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 Students' Residence.

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