

PATVIRTINTA

Mykolo Romerio universiteto

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įsakymu Nr.11-367

## **MYKOLAS ROMERIS UNIVERSITY RULES FOR THE USE OF STUDENT RESIDENCES AND DORMITORIES**

### **I. GENERAL PROVISIONS**

1. The Mykolas Romeris University (hereinafter – the University) Rules for the Use of Student Residences and Dormitories (hereinafter – the Rules) establish the procedure for the allocation of places, accommodation, compliance with behaviour rules for residents of the University's student residences (hereinafter – Student Residences) and student dormitories, payment for accommodation services in the Student Residences, and the imposition of disciplinary sanctions for violations of the Rules.
2. Residents of the Student Residences and Student Dormitories (hereinafter – Resident or Residents) are:
  - 2.1. University students and attendees (hereinafter – Student or Students);
  - 2.2. Persons who are not studying at the University.
3. The Student Residences are located in Vilnius at Didlaukio St. 57 and Didlaukio St. 86, and in Kaunas at Maironio St. 27 and Maironio St. 29, as well as the student dormitory located in Marijampolė at P. Armino St. 94-3.
4. Accommodation in the Student Residences is classified by duration as follows:
  - 4.1. Long-term accommodation – accommodation for a period longer than 2 months;
  - 4.2. Short-term accommodation – accommodation for a period of 2 months or less.
5. Terms used in these Rules:
  - 5.1. Common-use premises – premises in the Student Residences and Student Dormitories that may be accessed and used by all Residents in accordance with these Rules.
  - 5.2. Improvement of living conditions in a room – renovation of the room's walls, floors, or ceiling, or any other modification of the room's aesthetic appearance.
  - 5.3. Attendee – a person studying at the University under an attendee's agreement.
  - 5.4. Student – a person studying at the University in the first (Bachelor's), second (Master's), or third (Doctoral) cycle of studies.
  - 5.5. Employee of the Student Residences or Student Dormitories – the Manager, Administrator, security guard (Student Residences in Vilnius), attendant (Student Residences in Kaunas) (hereinafter collectively – security attendant), accommodation services administrator (student dormitory in Marijampolė), maintenance worker, plumber, electrician, cleaner.
  - 5.6. Interruption of studies – suspension of a Student's studies or the granting of academic leave as established in the University's study regulations.
  - 5.7. Guest – a person who comes to the Student Residences to visit a Resident.
  - 5.8. Other terms used in these Rules shall be understood as defined in the applicable legislation.

6. In the event of any contradictions between these Rules and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.

## **II. PROCEDURE FOR THE ALLOCATION OF PLACES AND ACCOMMODATION IN STUDENT RESIDENCES AND THE STUDENT DORMITORY**

7. Priority for accommodation in the Student Residences and the Student Dormitory is given to full-time students who:

- 7.1. have no outstanding financial debts to the University;
- 7.2. have no valid disciplinary sanctions for violations of the Rules;
- 7.3. have not interrupted their studies.

8. If there are available places in the Student Residences or the Student Dormitory, part-time students, students whose studies are interrupted, attendees, and persons not studying at the University may be accommodated.

9. Students wishing to obtain long-term accommodation shall reserve places in the Student Residences and the Student Dormitory through the reservation system. The reservation is completed upon payment of the reservation fee established by the Rector of the University. This fee is credited toward the total payment for accommodation services in the Student Residences. The reservation fee is refunded in the cases and according to the procedure set out in point 39 of the Rules.

10. Students seeking short-term accommodation and persons not studying at the University shall apply for accommodation in the Student Residences in Vilnius via email at [studentunamai@mruni.eu](mailto:studentunamai@mruni.eu)

, in Kaunas at [vsa-studentunamai@mruni.eu](mailto:vsa-studentunamai@mruni.eu), and in the Student Dormitory in Marijampolė at [eve.eidu@mruni.eu](mailto:eve.eidu@mruni.eu)

, indicating the desired accommodation period.

A response regarding accommodation in the Student Residences shall be provided no later than within 5 working days.

11. Students and persons not studying at the University, by signing the Agreement on Accommodation Services in the Student Residences and the Student Dormitory (hereinafter – the Agreement), confirm that they have read these Rules and will comply with them. Ignorance of the Rules does not exempt from responsibility for non-compliance.

12. The Agreement with a Student is concluded for the period requested by the Student, but not longer than until the completion of studies as defined in the Student's study programme at the University.

The Agreement with a person not studying at the University is concluded for the period proposed by the University. The Agreement is signed with the Resident by the Manager of the Student Residences or, in the Student Dormitory in Marijampolė, by the Accommodation Services Administrator.

13. Upon signing the Agreement, the magnetic entry card to the Student Residence (hereinafter – the Card) is activated.

Depending on the Resident's choice, Cards may be personal or issued by the Student

Residence. In the event of losing a Student Residence Card, a fee of 5 EUR is charged. In the Student Dormitory in Marijampolė, magnetic cards are not used; room and entrance door keys are issued instead.

14. The University undertakes to hand over to the Resident a room in the Student Residence or Student Dormitory, the details and inventory of which are listed in the room handover–acceptance act, and the Resident undertakes to accept the room and use it in compliance with these Rules and the provisions of the Agreement.

The room handover–acceptance act is signed by the Manager of the Student Residences (hereinafter – the Manager) or by the Accommodation Services Administrator of the Student Dormitory (hereinafter – the Administrator) and the Resident.

15. A Resident wishing to terminate the Agreement before its expiration must inform the Manager/Accommodation Services Administrator by email at [studentunamai@mruni.eu](mailto:studentunamai@mruni.eu)

(Student Residences in Vilnius), [vsa-studentunamai@mruni.eu](mailto:vsa-studentunamai@mruni.eu) (Student Residences in Kaunas), or [eve.eidu@mruni.eu](mailto:eve.eidu@mruni.eu)

(Student Dormitory in Marijampolė) no later than 10 (ten) working days before the desired termination date.

If the Resident misses this notification deadline, a penalty of 50 (fifty) EUR shall apply.

16. A Resident wishing to extend the Agreement must inform [studentunamai@mruni.eu](mailto:studentunamai@mruni.eu)

(Student Residences in Vilnius), [vsa-studentunamai@mruni.eu](mailto:vsa-studentunamai@mruni.eu) (Student Residences in Kaunas), or [eve.eidu@mruni.eu](mailto:eve.eidu@mruni.eu) (Student Dormitory in Marijampolė) no later than 10 (ten) working days before the expiration of the current Agreement.

For Students who have priority for accommodation according to point 7 of the Rules, the Agreement shall be extended. For Residents listed in point 7 of the Rules and Residents who submit the deadline indicated in this point, the Agreement may be extended if vacant places are available. The Agreement is extended in accordance with the deadlines established in this point. If the Resident misses the notification deadline indicated in this point, a penalty of 50 (fifty) EUR shall apply.

17. In order to ensure the efficient use of premises and energy resources in the Student Residences and the Student Dormitory, or due to other objective reasons (such as renovation or repair works), the Manager/Accommodation Services Administrator may relocate the Resident to another room, ensuring, where possible, that the Resident is provided with living conditions that are not worse.

The Resident shall be informed of such a decision by email no later than 5 (five) working days before the planned relocation date, except in cases where urgent or emergency repair works are required. In the event of relocation, a new Agreement shall be concluded with the Resident.

18. If a place in a room becomes vacant and no new Resident is assigned to the vacant place within one month from the date it became vacant, the Manager/Accommodation Services Administrator may offer the Resident another room of the same type (e.g., double or triple).

Residents who have lived in the Student Residences or the Student Dormitory for a shorter

period, or Residents who have not improved their room living conditions at their own expense, shall be relocated first. If the Resident agrees to move to another room, a new Agreement shall be concluded with the Resident.

19. The University has the right to unilaterally terminate the Agreement with the Resident in the following cases:

- 19.1. if the Resident fails to pay the accommodation fee or other fees for additional services listed in point 25.7 of the Rules for more than one month;
- 19.2. if the Resident refuses to relocate to another room in the cases specified in points 17 and 18 of the Rules;
- 19.3. upon removal of the Student from the list of students;
- 19.4. when the Resident is expelled from the Student Residences or the Student Dormitory due to two warnings or a serious violation of the Rules;
- 19.5. if the Resident subleases the room to another person.

20. The Student must inform the Manager/Accommodation Services Administrator at [studentunamai@mruni.eu](mailto:studentunamai@mruni.eu)

(Vilnius Student Residences), [vsa-studentunamai@mruni.eu](mailto:vsa-studentunamai@mruni.eu) (Kaunas Student Residences), or [eve.eidu@mruni.eu](mailto:eve.eidu@mruni.eu)

(Marijampolė Student Dormitory) about the change in student status indicated in point 19.3 of the Rules no later than within 3 (three) working days from the date of the University's decision to remove the Student from the student list.

21. The decision regarding unilateral termination of the Agreement by the University on the grounds specified in point 19 of the Rules (except 19.4) is made by the Manager/Accommodation Services Administrator.

The decision shall indicate the legal basis for terminating the Agreement. The Resident shall be informed of the decision by email no later than 5 (five) working days before the termination date. If the Agreement is unilaterally terminated on the grounds specified in point 19.4 of the Rules, the Agreement shall be considered terminated on the next working day after the Resident is informed of the disciplinary sanction—expulsion from the Student Residences or Student Dormitory.

22. If the University unilaterally terminates the Agreement (except when the Agreement is terminated on the grounds specified in point 19.4), the Resident must vacate the Student Residences or the Student Dormitory in accordance with the procedure set out in point 24 of the Rules no later than by 15:00 on the last day of the notification period specified in point 21 of the Rules.

If the Agreement is terminated on the grounds specified in point 19.4 of the Rules, the Resident must vacate the Student Residences or the Student Dormitory in accordance with the procedure set out in point 24 within the time limit specified in point 77 of the Rules.

23. Upon expiration of the Agreement, the Resident, in accordance with the procedure set out in point 24 of the Rules, must vacate the Student Residences or Student Dormitory no later than by the last...by 15:00 on the last day of the Agreement's validity

24. Upon vacating the Student Residences or the Student Dormitory, the Resident must pay all fees (accommodation fees, fees for additional paid services, and other charges),

vacate the room, and hand it over in proper condition to the Manager/Accommodation Services Administrator, signing for receipt.

This includes returning the inventory, common areas, room keys, bedding, the Student Residence entry card, and Student Dormitory keys. The Resident must take all personal belongings when vacating. The University is not responsible for any personal belongings or other property left in the room or common areas.

### **III. RIGHTS AND OBLIGATIONS OF RESIDENTS OF STUDENT RESIDENCES AND THE STUDENT DORMITORY**

25. The Resident has the right to:

25.1. submit comments and proposals regarding the improvement of living and resting conditions, order, and cleanliness in the Student Residences and the Student Dormitory.

25.2. seek assistance from the employees of the Student Residences or the Student Dormitory, call the general emergency number, and, where necessary, contact public order officers and the police.

25.3. use the kitchens, toilets, and showers without limitations, except in cases when the administration of the Student Residences or the Student Dormitory, for objective reasons, makes a justified decision to temporarily restrict their use.

25.4. use study and rest rooms for no longer than 12 hours from the moment the key is taken.

25.5. enter and leave the Student Residences or the Student Dormitory at any time of day or night.

25.6. use laundry services and household equipment (vacuum cleaner, iron, etc.).

25.7. for an additional fee, use additional services provided by the Student Residences or the Student Dormitory:

25.7.1. refrigerator rental;

25.7.2. bedding rental;

25.7.3. issuance of an entry card;

25.7.4. issuance of a room key in case of loss;

25.7.5. repeated relocation of the Resident to another room or another Student Residence or Student Dormitory at the Resident's request and with the Manager's permission.

26. Guests are allowed to enter the Student Residences or the Student Dormitory only from 07:00 to 23:00, and on Fridays, Saturdays, and public holidays – until 24:00.

Guests must be registered in the visitor log held by the Student Residence's security guard. Guests are required to show the security guard an identity document and provide the name, surname, and room number of the Resident they are visiting. The Resident being visited is responsible for the conduct of their guests, including unregistered or overstaying guests, in accordance with the Rules.

27. A Resident, with the consent of the Manager or the Accommodation Services Administrator, is permitted to use their own furniture, refrigerator, and other personal inventory during the term of the Agreement.

28. A Resident may, upon agreement with the Manager or the Accommodation Services Administrator, improve living conditions at their own expense by carrying out minor repair works.

The University does not compensate for any improvements, repairs, or replacements made to the premises, property, or equipment of the Student Residences or the Student Dormitory using the Resident's funds.

29. A Resident may change rooms or relocate to another Student Residence or Student Dormitory once per academic year free of charge, subject to agreement with the Manager or the Accommodation Services Administrator.

30. The Resident must:

30.1. respect the rights and legitimate interests of other Residents and refrain from violating them;

30.2. pay on time the fees for accommodation services in the Student Residences or Student Dormitory, fees for additional services, and other charges stipulated in the Rules;

30.3. use the assigned room and common areas according to their intended purpose;

30.4. maintain cleanliness and order in the room and common areas in accordance with sanitary and hygiene standards;

30.5. behave responsibly and take care of University property in the room and common areas, strictly complying with fire safety regulations;

30.6. compensate the University for any damage caused to the Student Residences or Student Dormitory by their unlawful actions, in accordance with the Civil Code of the Republic of Lithuania.

The Resident is also responsible for any damage caused by their Guest through unlawful actions. If the perpetrator cannot be identified, all Residents of the room are jointly liable. For damage caused in common areas where the perpetrator cannot be identified, all Residents on that floor are jointly liable. The damage, once documented in a report, is distributed proportionally among all Residents on the floor.

30.7. comply with generally accepted standards of conduct, guided by the University's Academic Ethics Code and the laws of the Republic of Lithuania.

The Resident must not disturb the work or rest of other Residents in the Student Residences, Student Dormitory, or neighboring buildings (e.g., by using audio equipment or other devices).

30.8. protect and carefully use the inventory, equipment, and other property of the Student Residences or Student Dormitory in the room, common areas, and on the premises of the Student Residences or Student Dormitory;

30.9. use energy resources efficiently and ensure that when leaving the room or common areas, or when departing from the Student Residences or Student Dormitory, no lights are left on, taps are running, electrical appliances are switched on, or windows are left open;

30.10. immediately inform the Manager or Accommodation Services Administrator, or in their absence – the Student Residence security guard – of any broken or damaged inventory, equipment, or other property of the Student Residences or Student Dormitory;

30.11. allow Student Residences or Student Dormitory staff to enter the room at any time to ensure compliance with the Rules, to accommodate new Residents, to assess room conditions, to carry out urgent repairs, or in emergency situations;

30.12. comply with the lawful instructions of Student Residences or Student Dormitory staff;

30.13. familiarize themselves with these Rules, their amendments, and undertake to comply with them.

31. A Resident of the Student Residences or Student Dormitory is prohibited from:

31.1. changing rooms without the consent of the Manager or Accommodation Services Administrator;

31.2. using their own furniture, refrigerator, or other inventory without the consent of the Manager or Accommodation Services Administrator;

31.3. improving living conditions in the room without the consent of the Manager or Accommodation Services Administrator;

31.4. arbitrarily moving Student Residences or Student Dormitory inventory, rearranging furniture in rooms or common areas, or leaving room inventory in corridors or on balconies;

31.5. use the room for purposes other than intended, damage or dismantle room inventory, fire safety systems, or internal fire water supply installations, or arbitrarily modify electrical wiring and other engineering networks;

31.6. consume, store, or (and) sell alcoholic beverages, narcotic or psychotropic substances;

31.7. smoke tobacco or tobacco-like products in areas not designated for smoking;

31.8. throw objects, cigarette butts, or garbage out of windows;

31.9. store food products or other items on exterior window sills;

31.10. sublet the room or allow other persons to use it;

31.11. use pyrotechnic devices, explosives, flammable materials, or candles;

31.12. leave household waste, dirty dishes, or personal inventory in common areas;

31.13. attach antennas, posters, photographs, decorations, or other items to the doors, windows, walls, or other surfaces of the room or common areas;

31.14. by improper behavior, create unsuitable conditions for other room Residents, fail to comply with hygiene standards established by the laws of the Republic of Lithuania, disturb the peace of other Residents, interfere with their study or rest, play loud music, host noisy parties, or violate other public order requirements;

31.15. keep animals in the Student Residences or Student Dormitory;

31.16. keep or use household appliances, hot plates, fryers, microwave ovens, heaters, more than one refrigerator or kettle, or technically unsafe electrical devices in the room;

31.17. leave household appliances or other personal items when vacating the Student Residences or Student Dormitory;

31.18. vacate the Student Residences or Student Dormitory without paying the required fees, without informing the Manager or Accommodation Services Administrator, and without properly handing over the room in accordance with the procedure established in Rule 24;

31.19. use the bed provided to the Resident without bedding and covers;

31.20. behave disrespectfully, threaten, or insult Student Residences or Student Dormitory staff, Residents, or Guests.

#### **IV. RIGHTS AND DUTIES OF STUDENT RESIDENCES AND STUDENT DORMITORY STAFF**

32. Rights of Student Residences and Student Dormitory Staff:

32.1. The Manager has the right to obtain information from the University's responsible departments regarding the termination of studies, expulsion from the University, or suspension of studies.

32.2. The duty officer/security guard, when necessary (e.g., upon notification of a malfunction or observing a defect), has the right at any time of day to unlock and enter common corridors and sanitary facilities within room blocks to inspect or repair equipment. Before unlocking the doors, the duty officer/security guard must notify the room Residents of the visit by knocking on the door. The duty officer/security guard has the right to enter common areas even in the absence of the room Residents.

32.3. After knocking on the door, the duty officer/security guard has the right to enter a room to ensure compliance with the Rules. If a Resident reports a possible Rules violation, the duty officer/security guard has the right to enter the room at any time. The duty officer/security guard informs the Manager in writing about the visit to the room.

32.4. The Manager and the Accommodation Services Administrator, to ensure compliance with the Rules, have the right to enter a room at any time without the Resident's permission. The Administrator informs the Manager of the room visit verbally or in writing.



32.5. The Manager and the Accommodation Services Administrator have the right to order cleaning services (after first issuing a notice to the room Residents if, during inspections of rooms or common corridors and sanitary facilities, violations of sanitary and hygiene norms are identified). The invoice for cleaning services is provided to the room or rooms' Residents after they have been informed via email.

32.6. The duty officer/security guard has the right to deny entry to a Guest in the Student Residence if they refuse to provide the information specified in Clause 26 of the Rules.

32.7. The Manager and the Accommodation Services Administrator, within their authority, have the right to impose or propose disciplinary sanctions on Residents for violating the Rules.

32.8. The Manager and the Accommodation Services Administrator, after notifying Residents by email, have the right to conduct periodic inspections of rooms to check compliance with cleanliness and hygiene standards.

32.9. If a Resident does not return the Student Residence or Dormitory inventory, fails to vacate the premises, or continues to stay in the Student Residence or Dormitory after being removed in violation of the Rules, the Manager has the right to contact the police.

32.10. Student Residence and Dormitory staff have the right to perform other functions necessary to ensure compliance with the Rules.

33. If Student Residence or Dormitory staff find personal or improperly left items (household waste, dirty dishes, personal inventory, etc.) in common areas, in order to maintain order and comply with hygiene standards, they must warn the Resident to remove or organize these items immediately. If the owner cannot be identified within one (1) working day, the staff, after notifying the Manager or Accommodation Services Administrator and obtaining their permission, have the right to dispose of the items without further notice to the owner.

34. After the expiration of the Agreement and if a Resident leaves personal belongings in the room, the Manager or Accommodation Services Administrator has the right to collect these items and place them in a storage room. The Manager or Administrator informs the Resident about the items using the contact details provided in the Agreement. If the Resident does not respond within three (3) working days, the personal belongings may be disposed of. The University is not responsible for any left items.

35. Student Residence and Dormitory staff are obliged to:

35.1. Respect the rights and legitimate interests of Residents and not violate them;

35.2. Provide Residents with information and consultations regarding accommodation services in the Student Residence or Dormitory;

35.3. Perform their duties responsibly, in compliance with the Rules, the University's internal regulations, and other legal requirements.

## **V. PROCEDURE FOR PAYING THE ACCOMMODATION FEE IN STUDENT RESIDENCES AND DORMITORIES**

36. The accommodation fee in Student Residences and Dormitories is paid for either half a month or a full month: if the Resident chooses an arrival date in the Student Residence or Dormitory up to the 15th day of the month, the fee is charged for the full month; if the arrival date is from the 16th day of the month, the fee is charged for half a month.

37. The accommodation fee in Student Residences and Dormitories begins to accrue from the arrival date selected in the reservation.

38. The accommodation fee in Student Residences and Dormitories, upon the expiration of the Contract or early termination of the Contract, is determined according to these rules:

38.1. If the Contract expires or is terminated before the 15th day of the month, the accommodation fee is charged for half a month.

38.2. If the Contract expires or is terminated from the 16th day of the month, the accommodation fee is charged for a full month.

38.3. The fee for short-term accommodation is paid in full immediately before moving in.

39. A Resident who cancels a reserved place in the Student Residences and notifies via email to [studentunamai@mruni.eu](mailto:studentunamai@mruni.eu)

(Vilnius Student Residences), [vsa-studentunamai@mruni.eu](mailto:vsa-studentunamai@mruni.eu) (Kaunas Student Residences), or [eve.eidu@mruni.eu](mailto:eve.eidu@mruni.eu)

(Marijampolė Dormitory) no later than 10 working days before the scheduled accommodation period may receive a refund of the paid accommodation fee by submitting a refund request to the above email. If the cancellation or notice is made less than 10 working days before the scheduled accommodation period, the accommodation fee will not be refunded.

40. Students must pay the accommodation fee in Student Residences and Dormitories by the 15th of each month via the payment link "Savitarna" provided on the University website. Persons who are not studying at the University must pay the accommodation fee by the 5th of each month via the same "Savitarna" link.

41. The accommodation fee for Student Residences and Dormitories must be paid no later than 5 working days before the move-out date specified in the Contract.

42. A Resident wishing to stay in the Student Residences or Dormitory in July and/or August must pay the fees for one or both months by July 5th.

43. On the day of departure, the Resident must hand over the room, room keys, bedding, and inventory to the Accommodation Services Administrator, Manager, or guard by 3:00 PM.

44. If a Resident fails to comply with the payment terms, the University has the right to transfer the collection of the Resident's debt and the necessary personal data to debt collection agencies without separate consent, or to file a claim in court in accordance with

the law. For each day the accommodation fee or other payable amounts remain unpaid, a late payment interest of 0.05% of the unpaid amount is charged.

45. The University reserves the right once a year to review and adjust the accommodation fees in Student Residences and Dormitories. In such a case, a new Contract is concluded with the Resident.

46. Full-time students who are orphans may be exempted from the accommodation fee upon submission of an application and the required documents to the University's Student and Staff Support Committee.

47. Students with disabilities may receive a 50% reduction of the accommodation fee in Student Residences and Dormitories upon submission of an application and the required documents to the University's Student and Staff Support Committee.

48. The decision to grant exemption or reduction of the accommodation fee in the cases specified in Clauses 46 and 47 is made by the University's Student and Staff Support Committee.

49. Students may be exempted from or receive a reduction in the accommodation fee in Student Residences and Dormitories in the cases and procedures established in Chapter VI of the Rules.

50. Students have the right to submit applications for social scholarships to cover accommodation fees in Student Residences and Dormitories in accordance with the University Scholarship and Student Support Regulations.

## **VI. UNIVERSITY STUDENTS WHO ARE ATHLETES AND HAVE SIGNED A SPORTS ACTIVITY AGREEMENT WITH THE UNIVERSITY OR WHO ARE MEMBERS OF A SPORTS CLUB THAT HAS SIGNED A COOPERATION AGREEMENT WITH THE UNIVERSITY UNIVERSITY, EXEMPTION FROM STUDENT HOUSING AND STUDENT DORMITORY FEES OR REDUCTION OF THESE FEES**

51. A student-athlete studying at the University, who has concluded a sports activity contract with the University or participates in a sports club that has a cooperation agreement with the University (hereinafter – University student-athlete), may, if provided for in the contract, be exempted from the minimum fee for Student Residence or Dormitory services, or have the fee reduced for one semester.

52. The University student-athlete undertakes to strengthen the University's sports field, promote the University's name, and achieve academic progress.

53. The University student-athlete may be exempted from the minimum fee for Student Residence or Dormitory services, or have the fee reduced, upon submission by the Head of the Well-being and Sports Department of the University Community Welfare Center, with a recommendation from the Communication and Marketing Center (except for the first semester of studies), which justifies how the student-athlete fulfills the obligation to promote the University's name.

54. The University student-athlete submits an application for exemption from the minimum fee for Student Residence or Dormitory services to the Head of the Well-being and Sports Department of the University Community Welfare Center by September 15 in the fall semester and by February 15 in the spring semester. If a sports activity contract or cooperation agreement with the sports club is concluded after the deadline, the University student-athlete must submit the application no later than 15 calendar days after the contract is concluded.

55. The Head of the Well-being and Sports Department of the University Community Welfare Center, within 15 calendar days from the date of receiving the application, upon receiving the recommendation from the Communication and Marketing Center, assessing the academic progress, and based on the sports activity or cooperation agreement with the sports club, prepares a submission regarding exemption from the minimum fee for Student Residence or Dormitory services, or regarding the fee reduction.

56. The University student-athlete may be exempted from the fee for Student Residence or Dormitory services, or have the fee reduced, by order of the University Rector upon the submission of the Head of the Well-being and Sports Department of the University Community Welfare Center.

## **VII. DISCIPLINARY PENALTIES**

57. Residents who violate the Rules may be subject to the following disciplinary penalties, depending on the severity of the violation:

57.1. a remark;

57.2. a warning;

57.3. removal from the Student Dormitories.

58. A remark is valid for one year from the date of issuance. Upon receiving two remarks within a year, the Manager/Accommodation Services Administrator may issue a warning to the Resident.

59. A warning is valid for one year from the date of issuance. Upon receiving two warnings within one year, the Resident shall be removed from the Student Dormitories.

60. Removal from the Student Dormitories for the entire period of studies or permanently is applied for:

60.1. receiving two warnings within one year;

60.2. the production and distribution of alcoholic beverages in the Student Dormitories;

60.3. maliciously or systematically damaging equipment, inventory, or other property in the Student Dormitories or on their premises;

60.4. possession, use, production, or distribution of narcotic or psychotropic substances in the Student Dormitories;

60.5. refusal to compensate the University for damage caused;

60.6. disrespectful or insolent behavior toward other Residents, Student Dormitory employees, or police/security personnel performing their duties;

60.7. gross violation of fire safety regulations causing consequences;

60.8. keeping weapons or explosives in the room;

60.9. other gross violations of the Rules.

61. A report or complaint about a possible violation of the Rules is submitted to the Manager/Accommodation Services Administrator. The Manager/Accommodation Services Administrator performs an initial assessment of the report or complaint and makes a decision on initiating an investigation into the possible violation of the Rules no later than three (3) working days. If the Manager/Accommodation Services Administrator decides to initiate an investigation, the received report or complaint is registered in the Document and Process Management System (hereinafter – eDVS). Anonymous reports or complaints are registered in the same manner as non-anonymous ones.

62. The Manager/Accommodation Services Administrator informs the person who submitted the report or complaint, the person being reported, and other individuals involved in the investigation (such as witnesses mentioned in the report or complaint) about the initiation of the investigation.

63. When conducting an investigation into a possible Rules violation, the Manager/Accommodation Services Administrator has the right to consult with the Committee for the Supervision of the Use of Student Dormitories, established by the University Rector's order (hereinafter – the Committee), which provides a conclusion on the possible Rules violation and a recommendation regarding the imposition of a disciplinary penalty.

64. The Committee consists of the Manager/Accommodation Services Administrator (who chairs it), the Head of the Facilities Department, a lawyer from the Legal Department of the Legal and Public Procurement Service, and a representative delegated by the Academic Affairs Center or the Internationalization Office.

65. The person against whom the report or complaint is filed is informed of its content via email and must provide a written explanation within three (3) working days from the date of notification. If the person being reported does not submit a written explanation within three (3) working days, it is considered that they refuse to provide an explanation.

66. Disciplinary penalties for violating the Rules are imposed within ten (10) working days from the notification of the committed violation. If the Manager/Accommodation Services Administrator decides to consult the Committee, disciplinary penalties are imposed within fifteen (15) working days from the notification of the committed violation.

67. A Resident who has been imposed a disciplinary penalty – removal from the Student Dormitories – must vacate within one (1) working day from the date of being informed of the imposed disciplinary penalty.

68. Disciplinary penalties – a note and a warning – are imposed by the Manager/Accommodation Services Administrator through a motivated decision. Residents are removed from the Student Dormitories by order of the University Rector based on the recommendation of the Manager/Accommodation Services Administrator. The recommendation from the Manager/Accommodation Services Administrator must include the justification for imposing such a disciplinary penalty.

69. Disciplinary penalties are recorded in the eDVS.

70. If potential signs of a criminal offense are detected, the Manager/Accommodation Services Administrator must immediately transfer the investigation materials to the competent law enforcement authorities.

71. The Resident is informed of the imposed disciplinary penalty by email no later than three (3) working days after the penalty has been imposed.

#### **VIII. FINAL PROVISIONS**

72. These Rules may be amended, supplemented, or repealed by order of the University Rector.

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