

APPROVED

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of Kaunas University of Technology
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Kaunas University of Technology
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**DORMITORY'S INTERNAL RULES OF PROCEDURE
OF KAUNAS UNIVERSITY OF TECHNOLOGY**

**CHAPTER I
GENERAL PROVISIONS**

1. Kaunas University of Technology dormitory's internal rules of procedure (hereinafter – Rules) establish internal procedures for the dormitories of Kaunas University of Technology (hereinafter – University).

2. University seeks to provide dormitories with comfortable, favourable and safe environment for studies and individual needs.

3. There are single, double and triple dormitory rooms. The number of single and double rooms at the dormitory is determined by Dormitory Group taking into account possibilities and demand.

4. Dormitory Manager/Administrator is responsible for efficient organization of dormitory activities accommodation and eviction of the dormitory residents (hereinafter – Residents), order and cleanliness at the dormitory and compliance with the Rules.

5. Before making a contract of accommodation at the dormitory (hereinafter – Contract), each Resident must confirm by his/her signature that he/she is acquainted with the

Rules, therefore all Residents must follow the Rules. Ignorance of the Rules does not exempt Residents from liability for non-compliance with the Rules.

CHAPTER II ACCOMMODATION AT THE DORMITORY

6. A place at the dormitory is provided under procedure for provision of dormitory established at the University, following provisions and rules of dormitory reservation system.

7. Resident is accommodated at the dormitory by the Dormitory Manager / Administrator under request/written request confirmed at the reservation system, approved by Senior Coordinator of Dormitory Group.

[Amended by the Rector's Order No. A-594 of 23-12-2016, latest edition 2017-01-02]

8. Residents are accommodated at the dormitory from Monday to Thursday (inclusive) 8.00 a.m. – 12.00 p.m. and 12.45 p.m. – 5.00 p.m., Fridays 8.00 a.m. – 12.00 p.m. and 12.45 p.m. – 3.45 p.m.

9. Before moving in Resident must pay advance payment (deposit) during 3 working days after reservation, upon arrival have printed Contract and receipt for paid advance payment, submit two document photographs (3 x 4 cm).

10. Before signing of the Contract, Resident must confirm that he/she got acquainted with Rules at the reservation system (mark the box).

11. Accommodated Resident receives a key (one key to the room must be left at the dormitory staff), dormitory permit and inventory for personal use. Inventory is listed in the room condition act, indicating its damages and defects (if any). Room condition act is signed by Resident and Dormitory Manager/Administrator, therefore claims regarding damages and defects, not specified in the room condition act are not accepted later.

12. If Resident provides Manager of Dormitory Group with a written request in the form provided in Appendix 1 to the Rules and receives a written permit, Resident is allowed to use his/her own furniture and other inventory during the Contract's validity term. University is not liable for Resident's personal effects or other property left at the room or common areas.

13. During reconstruction, major repair works or reorganization of dormitory, also bringing first-year students to share a room for a more rational use of premises, energy efficiency and improvement of quality of utilities, when students have conflicts, for insurance of compliance with hygiene sanitary standards Dormitory Group can move Resident from one room to another, also from one dormitory to another providing Resident with a written notification not later than 10 working days before relocation, except urgent or emergency repairs are required. While moving, living conditions should not be impaired.

[Amended by the Rector's Order No. A-223 of 02-05-2018]

14. In case there is a spare place at the room and no Resident is found for that place during a month, and another Resident (-s) of that room is not willing to pay for the additional place (-s) in the room paying for it (them) ½ of the fee for one place of dormitory accommodation, Dormitory Group can move Resident from one room to another, also from one

dormitory to another providing Resident (-s) with a written notification in advance. Residents, who have lived at the dormitory for a shorter period or Residents, who have not used their own funds for improvement of living conditions at the dormitory room, are moved first of all.

15. Dormitory Council can submit offers and remarks regarding movement of Residents to different rooms, as well as to different dormitories. Offers and remarks submitted by the Dormitory Council are taken into consideration while making decision.

16. When moving out, graduating or terminating studies, Resident must pay all fees (fee for accommodation, additional payable services, penalties, service administration and other charges), vacate and hand over orderly accommodation premises, inventory, keys to the room and dormitory permit to Dormitory Manager/Administrator against acknowledgement of receipt. Resident must remove his/her personal inventory. If inventory is not removed, University has a right to remove and utilize the Resident's inventory on its account and cover the costs for removal and/or utilization from advance payment (deposit). Transfer is conducted from Monday to Thursday (inclusive) 8.00 a.m. – 12.00 p.m. and 12.45 p.m. – 5.00 p.m., Fridays 8.00 a.m. – 12.00 p.m. and 12.45 p.m. – 3.45 p.m.

[Amended by the Rector's Order No. A-223 of 02-05-2018]

17. Resident, who fails to move out, is evicted under procedure established by legislations of the Republic of Lithuania. Also, Resident can be evicted without provision of other residential premises, following p. 37 or 38 of the Rules. Resident, who graduated or terminated studies, can continue living at the dormitory during the period of current academic year with consent of Dormitory Group, in case it is possible.

CHAPTER III RIGHTS AND OBLIGATIONS OF DORMITORY RESIDENT

18. Resident has a right:

18.1. to submit remarks and offers regarding improvement of living and resting conditions, order and cleanliness at the dormitory, repair works at the dormitory's auxiliary premises and residential rooms, quality improvement;

18.2. to request assistance and support from the dormitory employees, to call emergency phones, and, if needed, security services and police;

18.3. to use kitchens, WCs and showers without limitations, except time for sanitary maintenance; Residents are not provided with soap, paper towels, and toilet paper in these premises;

18.4. to use rooms for work, bicycle storage premises at any time of the day, rest and recreational premises from 8.00 a.m. till 00.00 p.m., sport premises and playfields equipped next to the dormitory from 8.00 a.m. till 10.00 p.m., following provisions of p. 21 of the Rules. While using the inventory of work, rest, sports rooms and sports facilities, the resident is fully responsible for his safety;

[Amended by the Rector's Order No. A-359 of 07-02-2018]

18.5. to enter and exit dormitory freely at any time of the day;

18.6. to use laundry services from 7.00 a.m. till 9.00 p.m., laundry which is located in the basement from 7.00 a.m. till 00.00 p.m.;

[Amended by the Rector's Order No. A-359 of 07-02-2018]

18.7. to allow having guests at the dormitory from 8.00 a.m. till 00.00 p.m. Guests are registered in the guest book and when entering receives a guest entrance card, which must be returned when leaving the dormitory. Resident who has guests is jointly responsible for their behaviour and actions, which is confirmed by his/her signature in the guest book. Manager/Administrator, who receives a written complaint from the roommates or other dormitory's residents regarding the visiting hours of the guest, can restrict the time of the guest visit. At the written request of the Resident and consent of Dormitory Manager/Administrator, as well as having consent of other Residents of the room, Resident can have his/her guest stay overnight for two nights per month at most. The same guest can stay overnight at the dormitories two nights per calendar month at most. If Resident is subject to three current notification or one warning, he/she is not allowed to have a guest stay overnight until expiration of such penalties. A guest for stay overnight can only be of age of majority, with the exception of close relatives who can stay overnight if they have one of their parents and Dormitory Manager/Administrator written permission;

[Amended by the Rector's Order No. A-359 of 02-07-2018]

18.8. to improve living conditions at their own expense, performing repair or replacement works on dormitory premises and equipment, submitting a written request in the form provided in Appendix 2 to the Rules to the Manager and receiving his/her written permission. Improvement (repair, replacement) works of dormitory premises, property or equipment performed at the expense of Residents, are not compensated;

18.9. to move to another dormitory or room on his/her own initiative once per school year or move on his/her own initiative more than once, paying a one-off movement administration fee in the amount set by the order of the University's Rector for the second and every other movement;

18.10. to elect Dormitory Council.

19. Structure and functions of the Dormitory Council:

19.1. structure of the Dormitory Council:

19.1.1. Dormitory Council consists of the dormitory floor counsellors and a chairman;

19.1.2. only full-time University's students, who are Residents of that dormitory, can be elected as members of the Dormitory Council and its chairman. Member of the Council can only be a Resident, who is not subject to current notifications or warnings for violation of the Rules;

19.1.3. counsellor of the dormitory floor is elected by a general meeting of the Residents of the floor at the beginning of the autumn semester of each academic year by a simple majority. This meeting is considered legitimate, if at least half of the floor Residents

(50% + 1) are present. + 1). Dormitory Manager/Administrator, member of Student Union or other employee of Dormitory Group can attend as observers;

19.2. functions of the Dormitory Council:

19.2.1. to supervise order at the dormitories and ensure compliance with the Rules. In case of accidents, it is necessary to notify dormitory personnel and if needed – call emergency number. Each member of the council is responsible for public order on his/her floor;

19.2.2. to represent interests of the Residents and submit remarks and offers regarding improvement of the order of accommodation, living and resting conditions at the dormitory;

19.2.3. to supervise that Residents do not make noise from 10.00 p.m. till 7.00 a.m., according to p. 20.6 of the Rules;

19.2.4. to supervise efficient use of energy sources and water by the Residents;

19.2.5. to make sure that alcoholic beverages and psychotropic substances are not kept and used at the dormitory, no smoking;

19.2.6. if needed, to organize meetings of the Residents and participate in them;

19.2.7. to actively participate in the dormitory life;

19.2.8. to call extraordinary elections;

19.2.9. to organize dormitory events.

19.3. Member of the Council can be re-elected with approval of more than a half (50% + 1) of the Residents of the floor;

19.4. newly formed Dormitory Council elects a chairman of the Dormitory Council at the beginning of autumn semester of each academic year during an open voting procedure by a simple majority. Meeting is considered legitimate, if at least 2/3 of the council members participate. Any counsellor of the dormitory floor can be a candidate to the position of a chairman. Dormitory Manager/Administrator, member of Student Union or other employee of Dormitory Group can attend election as observers.

19.5. functions of the Dormitory Council:

19.5.1. to lead the Council and organize its activity;

19.5.2. to organize meetings of the Council and Residents and participate in them;

19.5.3. to express remarks and offers regarding improvement of living and resting conditions, also, regarding order and cleanliness at the dormitory;

19.5.4. to assist Dormitory Manager/Administrator;

19.5.5. to provide assistance to the Residents;

19.5.6. to supervise a general order of the use of resting premises and actively express his/her opinion regarding improvement of its conditions;

19.5.7. to provide relevant information to the Residents on mandatory basis;

19.5.8. to organize meetings with new Residents in September;

19.5.9. to participate in the meetings of the Council of University's Dormitories.

19.6. University's Dormitory Council consists of the chairmen of Dormitory Councils:

19.6.1. newly formed Dormitory Council elects a chairman of the Council at the beginning of autumn semester of each academic year under procedure of secret ballot by

**a simple majority. Meeting is considered legitimate, if at least 2/3 of the council members participate. The same person cannot be council chairman for a longer period than 2 (two) years. Head of the Dormitory Group, representative of Department of Students Affairs and member of Student Union attend election as observers;
[Amended by the Rector's Order No. A-359 of 07-02-2018]**

19.6.2. Council submits offers regarding improvement of living and resting conditions at the dormitories, order and other relevant questions to Dormitory Group and other University's Departments;

19.6.3. chairman of the Council can participate in decision making, related to changes of the University's dormitories;

19.6.4. chairman represents the opinion and interests of the Dormitory Council.

20. Resident must:

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

20.2. pay fee for accommodation at the dormitory, fees for additional services, penalties and other fees for service administration on time;

20.3. compensate for damage under procedure established at the University;

20.4. provide a Resident's permit to the warden when entering the dormitory;

20.5. maintain cleanliness and order in the rooms and common areas, follow requirements of sanitary hygiene standards. If any violations of hygiene standards caused by Resident (-s) are registered during inspection, Resident (-s) shall compensate the loss incurred by the University or its employee due to that violation (-s) of hygiene standard (-s);

[Amended by the Rector's Order No. A-52 of 07-02-2018]

20.6. comply with generally acceptable rules of ethics, not make noise (from 10.00 p.m. till 7.00 a.m. at the dormitory and from 7.00 p.m. till 7.00 a.m. at the basketball courts and equipped outdoor leisure areas), use musical equipment, headphones and any other inventory in a way, which does not disturb working and resting time of the people, living at the dormitories and neighbouring houses;

20.7. individually get acquainted and comply with fire safety requirements;

20.8. to notify Dormitory Group in written about termination of the studies at the University or expulsion from the University during 1 (one) working day;

20.9. preserve and save inventory, equipment and other property in the room, common areas and territory of the dormitory;

20.10. use energy sources efficiently,

20.11. make sure not to leave in the premises light, running water, turned on electrical equipment which is not used, while leaving the room or common areas or leaving the dormitory for a longer period of time;

20.12. if he/she breaks or damages dormitory inventory, equipment of other property, or notices malfunction of the dormitory inventory, equipment or other property, he/she must immediately notify Dormitory Administrator/Manager, in case he/she is absent – dormitory

warden or enter it into the dormitory book of malfunctions, or register malfunction in the website pagalba.ktu.edu;

20.13. provide access to the room for the employees of dormitory at any time, if it is needed for insurance of compliance with the Rules, for accommodation of new residents, evaluate condition of the room, perform urgent repair works or in case of emergency;

20.14. provide access to the room for the employees of safety service, emergency service or police at any time, if it is needed for insurance of compliance of the Rules or in case of emergency;

20.15. if he/she notices actions of the Residents, which contravene the Rules, immediately notify Dormitory Manager/Administrator about the violations, in case he/she is absent – dormitory warden;

20.16. comply with legitimate instructions of the employees of Dormitory Group, which do not contravene the Rules;

20.17. get acquainted with these Rules and undertake to follow them, also individually get acquainted and comply with other University's internal legal acts, and legislation and legal acts of the Republic of Lithuania.

21. The following is prohibited in the dormitory:

21.1. to smoke (to use tobacco products and electronic cigarettes);

[Amended by the Rector's Order No. A-52 of 07-02-2018]

21.2. to keep, consume, produce and distribute alcoholic beverages;

21.3. to keep, consume (without the doctor's prescription), produce or distribute narcotic or psychotropic substances;

21.4. to provide access or accommodate the guests who are not registered in the guest book without permission;

21.5. to invite guests, who are intoxicated from alcohol or psychotropic substances;

21.6. to make noise from 10.00 p.m. till 7.00 a.m. at the basketball courts and from 7.00 p.m. till 7.00 a.m. at equipped outdoor leisure areas;

21.7. to use pyrotechnical devices or explosives;

21.8. to leave domestic waste, dirty dishes or personal inventory taken from the room in the common areas;

21.9. to keep animals and their inventory;

21.10. to keep weapons, explosive substances in the room and dormitory's territory;

21.11. to keep tools or devices with internal combustion engine, oils, gasoline or other inflammable liquids in the room and dormitory's territory;

21.12. to move to another room without permission;

21.13. to move dormitory's inventory, to move furniture in the rooms and common areas without permission;

21.14. to damage equipment and inventory in the dormitory or its territory;

21.15. to pollute or ravage interior or yard of the dormitory;

21.16. to move out of the dormitory without notification to Dormitory Manager/Administrator;

21.17. to perform any repair or replacement works of dormitory premises or equipment without permission;

21.18. to attach antennas, posters or other items on the doors, windows or walls, which can decrease condition of residential premises;

21.19. to use additional heating and cooling devices, as well as household appliances in the room, which total power exceeds 3 kW for one room;

21.20. to use dormitory premises for economic or commercial activities;

21.21. to use the bed provided to Resident without bed linen and covers;

21.22. to act disrespectfully, to threaten to insult dormitory employees, Residents and guests.

CHAPTER IV RIGHTS AND OBLIGATIONS OF DORMITORY EMPLOYEES

22. Dormitory employees have a right:

22.1. to unlock the door and enter the common use corridors in the room blocks and sanitary units, to inspect or repair devices therein (even if all Residents are absent from the rooms at that time) at any time without permission;

22.2. to enter a room after knocking;

22.3. to enter or inspect rooms for insurance of compliance with the Rules, maintenance of order and cleanliness in the dormitory, performance of repair works, notifying the Resident one day in advance at the latest. Resident can be informed by email, written notification or orally. Residents make sure that somebody is present in the room at that time. In case Resident does not respond, it is considered as a Resident's consent for the employees to enter the room;

22.4. to unlock the door without permission and enter the room, when it is necessary for insurance of compliance with the Rules, for accommodation of new Residents, evaluation of the rooms' condition, performance of urgent repair works, in case of emergency and when Resident is absent or does not allow to enter the room; if Resident is absent, he/she is notified by email.

22.5. for insurance of cleanliness and order in the rooms, room inspection is performed by Dormitory Manager/Administrator, with participation of representative of Dormitory Council, or other dormitory employee, in case he/she is absent;

22.6. to order cleaning services (imposing a penalty prior to that) if during inspection of cleanliness and order in the rooms it is determined that cleanliness and order is not ensured under requirements of sanitary hygiene standards in the room, in the shower, which is next to the room or two rooms, in the bathroom, in the hall or kitchen; provide an invoice for those services to the Residents of the room or rooms, who use those premises;

22.7. if employees of dormitory administration find that domestic waste, dirty dishes or other personal inventory is taken from the room to the common areas, they must warn the Residents to remove domestic waste, dirty dishes or other personal inventory taken from the room for insurance of cleanliness, order and compliance with hygiene sanitary standards. If it

is not removed after the warning, employees of dormitory administration have a right to remove the inventory and impose disciplinary measures. If it is not possible to identify the owner of domestic waste, dirty dishes or personal inventory, employees of dormitory administration have a right to remove the inventory without a warning to its owner; if the owner is identified, to impose disciplinary measures;

22.8. not allow Residents in the dormitory, if they do not provide a permit;

22.9. if Resident fails to pay the fee for dormitory accommodation, additional services, penalties and service administration on time, to terminate provision of internet or laundry services;

22.10. to impose notifications and warnings to Residents regarding violations of the Rules and remove Residents from the dormitories for violations under procedure established by these Rules;

22.11. to perform other functions for insurance of compliance with requirements of the Rules.

23. Dormitory employees must:

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

23.2. provide information and consultations to the Residents regarding accommodation and living at the dormitory.

CHAPTER V FEES

24. Resident must pay the following fees under procedure established by the University and this Contract:

24.1. advance payment (deposit) in 3 (three) working days from the reservation entry in the system, but until the actual accommodation at the dormitory at the latest. Advance payment (deposit) is paid back, when Resident moves out of the dormitory and terminates the Contract during 30 calendar days from the date of submission of written request for a refund of advance payment (deposit). If Resident has paid all fees for the dormitory and has no other obligations to the University. If a person fails to move into the dormitory, advance payment (deposit) is not refunded under procedure established at the University.

24.2. Fee for accommodation at the dormitory, fees for chosen additional services, penalties and fees for service administration;

24.3. other fees established at the University.

25. Amounts of the fee for dormitory accommodation are calculated following Guidelines for Pricing of Accommodation at the Dormitories approved by the Rector's order; prices calculated according to these guidelines are approved by the Head of Service Management.

[Amended by the Rector's Order No. A-52 of 07-02-2018]

26. Amounts of the fees for additional services, penalties and service administration are approved by the order of the University's Rector.

27. Fee for accommodation at the dormitory as well as charges for additional services at the dormitory (including a service of provision and changing of bed linen every 7 (seven) days) have to be paid until the 25th day of the current month at the latest; if Student moves into the dormitory after the 25th day of the month, fee for accommodation at the dormitory has to be paid until the last calendar day of the current month.

28. Damage must be compensated during 30 (thirty) calendar days after submission of the payment receipt for the damage incurred by the University.

29. Penalties, administration fees and other charges have to be paid under procedure established by the University.

30. In case of failure to pay the fee for dormitory accommodation or other charges on time, provision of Internet or laundry services is terminated and disciplinary measure is imposed on the Resident.

31. Debt for dormitory accommodation, additional service, damage compensation, penalties or service administration shall be paid during 3 (three) working days after receipt of the warning – notification on the debt.

32. Resident can pay for a longer period of time in advance.

33. If Resident leaves dormitory for a period exceeding one month, he/she must notify Dormitory Manager/Administrator and pay for that period of time.

CHAPTER VI LIABILITY FOR VIOLATION OF THE RULES

34. Disciplinary measures are imposed for violations of the Rules, failure to fulfil obligations or fulfil them properly; penalties are applied (penalties are applied for the issued notification, warning and removal from the dormitory under procedure and in terms established by the order of the University's Rector) and/or removal from the dormitory. The following disciplinary measures can be applied:

34.1. notification;

34.2. warning;

34.3. removal from the dormitory.

35. **Notification** is valid for 1 (one) year from the date of issue; Administrator / Manager can issue a warning to the Resident for a malicious failure to follow the Rules if Resident receives 5 (five) notifications during semester; notification is issued for:

35.1. provision of false information;

35.2. failure to provide dormitory permit to the warden;

35.3. failure to save energy sources;

35.4. moving of inventory, movement of furniture in the rooms and common areas without permission;

35.5. disorder in the room or common areas, which violate requirements of sanitary hygiene standards;

35.6. pollution of interior or yard of the dormitory;

35.7. leaving domestic waste or dirty personal inventory taken from the room in the common areas;

35.8. keeping of animals or their inventory;

35.9. using of the bed provided to Resident without bed linen and covers;

35.10. failure to control behaviour of the guests;

35.11. attaching of antennas, posters or other items on the doors, windows or walls, which can decrease condition of residential premises;

35.12. using of additional heating and cooling devices, as well as household appliances, which total power exceeds 3 kW for one room, without permission.

36. **Warning** is valid for 1 (one) year from the date of issue; Resident is removed from the dormitory for 1 (one) year if he/she receives three warning in 1 (one) year. Warning is imposed for:

36.1. using of items or inventory of other Residents without permission and/or its appropriation without their content.

36.2. failure to follow the procedure for guests' staying overnight;

36.3. disturbance of silence with loud music or noise from 10.00 p.m. till 7.00 a.m., at the basketball courts and equipped outdoor leisure areas from 7.00 p.m. till 7.00 a.m.;

36.4. smoking at the dormitory (captured when there is a smell of smoke, cigarette-ends are found in the premises of the dormitory, obviously visible ash);

[Amended by the Rector's Order No. A-359 of 07-02-2018]

36.5. keeping or consuming of alcoholic beverages at the dormitory;

36.6. failure to pay fee for accommodation at the dormitory, additional services, other fees applied at the dormitory, to compensate the caused damage on time;

36.7. failure to compensate for the damage on time;

36.8. non-compliance with fire safety requirements;

36.9. inviting guests to the dormitory without permission;

36.10. accommodation of unregistered guests;

36.11. moving to another room without permission;

36.12. performance of any repair or replacement works of dormitory premises or equipment without permission;

36.13. damage of equipment, inventory or other property, which is in the dormitory or its territory;

36.14. failure to perform other legitimate instructions of dormitory employees, which do not contravene the Rules;

36.15. disrespectful behaviour with dormitory employees or other Residents;

36.16. failure to keep public order;

36.17. use of the dormitory premises for economic and commercial activities;

36.18. malicious failure to follow the Rules.

[Supplemented by the Rector's Order No. A-52 of 07-02-2018]

37. **Removal from the dormitory** for 1 (one) year is imposed for:

37.1. three warnings received in 1 (one) year;

- 37.2. insulting of dormitory employees by profanities or indecent gestures;
- 37.3. failure to pay fee for accommodation at the dormitory, additional services, other fees applied at the dormitory, to compensate the caused damage on time and failure to pay the debt within 3 (three) working days after receipt of the warning notification;
- 37.4. malicious or systemic damage of equipment, inventory or other property at/in the dormitory or its territory;
- 37.5. malicious or systemic pollution of interior and yard of the dormitory;
- 37.6. obstruction of the entrance of dormitory employees, police or safety service officers to the rooms for insurance of compliance with the Rules or other legal acts;
- 37.7. threats or abrupt behaviour with dormitory employees or Residents;
- 37.8. use of pyrotechnical devices or explosives in the dormitory or its territory;
- 37.9. serious violation of fire safety requirements;
- 37.10. failure to notify Dormitory Manager/Administrator in advance and to pay the fee for dormitory accommodation or return the inventory and vacate the room, if he/she leaves dormitory for a period, which exceeds one month or moves out of the dormitory;
- 37.11. violation of the rights of other Residents;
- 37.12. failure to fulfil obligations specified in the Contract;
- 37.13. keeping of tools or devices with internal combustion engine, oils, gasoline or other inflammable liquids in the room.

38. **Removal from the dormitory** for the entire period of studies is imposed for:

- 38.1. production and distribution of alcoholic beverages in the dormitory;
- 38.2. keeping, consuming, production or distribution of narcotic or psychotropic substances in the dormitory;
- 38.3. refusal to compensate the damage incurred by the University;
- 38.4. impudent behaviour with other Residents, dormitory employees, police or safety service officers on duty;
- 38.5. serious violation of rights of other Residents;
- 38.6. serious violation of fire safety requirements, which had consequences;
- 38.7. keeping of weapons or explosive substances in the room.

39. Penalties and warnings, specified in p. 35 and 36 of the Rules, are imposed by Dormitory Manager/Administrator, based on reports of dormitory employees, members of Dormitory Council, Residents, police or safety service officers.

40. Resident is removed from the dormitory based on p. 37 and 38 of the Rules by commission, which consists of Head of Dormitory Group, Dormitory Manager/Administrator and Chairman of Dormitory Council.

41. Disciplinary measures indicated in p. 34 of the Rules are imposed on the Chairman of the Council by Head of Dormitory Group.

42. Dean of the faculty of the Resident's studies is notified about disciplinary measures imposed on the Resident.

43. If Resident is removed from the dormitory according to p. 37 of the Rules, Resident shall vacate the room in 7 (seven) calendar days; if Resident is removed from the dormitory according to p. 38 of the Rules, he/she shall vacate the room in 1 (one) calendar day.

44. Resident, who is removed from the dormitory, is not allowed to enter the dormitories. This provision is not applied, if the debt of the Resident, who has been removed from the dormitory for a failure to pay the fee for dormitory accommodation, is settled at the time of the visit at the dormitory.

45. Dormitory guest who violates p. 35 or 36 of the Rules, is issued notification or warning by Manager / Administrator; guest, who violates p. 37 or 387 of the Rules, loses a possibility to get accommodated at the dormitories. Based on the recommendation of the Dormitory Manager/Administrator, a guest, who violates p. 37 or 3 of the Rules or seriously violates the Rules, is prohibited to visit and get accommodated at the University's dormitories under decision of the Head of Dormitory Group.

46. In special cases, when Resident, who is removed from the dormitory, fails to return inventory or move out of the dormitory during 7 (seven) calendar days after the date of removal notification or continues unauthorised visits to the dormitory and violates order, Head of Dormitory Group has a right to propose to the Rector to expel the delinquent student from the University.

47. Notifications, warnings and removal from the dormitory are imposed within 10 (ten) working days after notification about of the violation of the Rules. Notifications, warnings and removal from the dormitory are registered in the University's Academic Information System. The resident is notified about the imposed disciplinary measure by email. The resident can also get acquainted with the imposed disciplinary measure in the Academic Information System. The resident who disagrees with the imposed measure has a right to submit a written application to the Head of the Dormitory Group within 3 workings days from the imposition of the disciplinary measure.

[Amended by the Rector's Order No. A-10 of 07-01-2019]

CHAPTER VII FINAL PROVISIONS

48. Rules are amended, supplemented or repealed under the order of the University's Rector.

49. Penalty is imposed on Resident for the issue of notification, warning or removal from the dormitory; its amounts are approved by the order of the University's Rector.
