

APPROVED BY THE
Order No. A- 591 of the Rector of
Kaunas University of Technology
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Rector of Kaunas University of
Technology dated 14 February 2019)

GUIDELINES FOR ALLOCATION AT THE DORMITORY FOR THE FOREIGN CITIZENS OF KAUNAS UNIVERSITY OF TECHNOLOGY

I. CHAPTER GENERAL PROVISIONS

1. Guidelines for Allocation at the Dormitory for the Foreign Citizens of Kaunas University of Technology (hereinafter – Guidelines) stipulate the procedure for allocation of accommodation at the dormitory for the foreign citizens who are students, employees, practitioners, or trainees of Kaunas University of Technology (hereinafter – University).

2. Dormitory is allocated for the foreign citizens who are full-time students of the University under the first cycle and integrated study programmes, second cycle study programmes and doctoral studies for the period of their studies, as well as the foreign citizens who arrive to the University under the international student exchange programmes (hereinafter – foreign student). If there are places available, University's foreign students of other forms of studies, employees, practitioners, trainees or University's official guests can be accommodated during the period of the current academic year.

II. CHAPTER ALLOCATION AT THE DORMITORY

3. **Newly arriving foreign student, who wants to live in the dormitory, coming to study at the University under the first cycle and integrated study programmes, second cycle study programmes or under the international student exchange programmes and does not have an access to the University's Academic Information System and University's email system yet, can be accommodated at the dormitory for the period of studies after he/she expresses their request in the Arrival Form provided by the International Studies Office of the International Relations Department:**

3.1. **Newly arriving foreign student, who wants to live at the dormitory, specifies a need to get accommodation at the dormitory in the Arrival Form provided by the International**

Studies Office of the International Relations Department as well as respective priorities for accommodation (dormitory number, type of the room, person to be accommodated with, etc.); [Amended by the Rector's order No. A-79 of 14 02 2019]

3.2. International Studies Office submits a list of the newly arriving foreign students (coming to study at the University under the first cycle and integrated study programmes, second cycle study programmes or under the international student exchange programmes) who want to be accommodated at the dormitory to the Dormitory Group until 10 August (for the autumn semester) and until 10 January (for the spring semester);

3.3. After the receipt of the list of the foreign students (coming to study at the University under the first cycle and integrated study programmes, second cycle study programmes or under the international student exchange programmes) who want to be accommodated at the dormitory, Senior coordinator of the Dormitory Group allocates accommodation at the respective dormitories to all the applicants and notifies each newly arriving student by email indicated in the Arrival Form before the day of his/her arrival. Allocation at the dormitory is provided with regards to the occupation of dormitories and the date of the student's arrival; if possible, the priorities and requests specified in the student's Arrival Form are taken into consideration. A specific room at the dormitory is allocated after the foreign student's arrival to the allocated dormitory.

4. Doctoral School submits a list of the future Doctoral students (containing names, surnames and emails of the students) by email bendrabuciai@ktu.lt until 20 August. Senior coordinator of the Dormitory Group emails the Doctoral students on the list, notifying that they have to apply personally by email regarding the need to be accommodated at the dormitory until the specified date. Future Doctoral students can specify their need for accommodation at the dormitory and relevant priorities for the place of accommodation (dormitory number, type of the room, person to be accommodated with, etc.) in their email;

4.1. Senior coordinator of the Dormitory Group notifies the newly arriving foreign student regarding the allocated dormitory by email before the student's arrival date. Allocation at the dormitory is provided with regards to the occupation of dormitories and the date of the student's arrival; if possible, the priorities and requests specified in the student's Arrival Form are taken into consideration. A specific room at the dormitory is allocated after the foreign student's arrival to the allocated dormitory.

5. During the academic year, foreign student, who has login data to the University's Academic Information System and University's email system and wants to reside at the dormitory, can reserve a place at the dormitory:

5.1. In the Dormitory Reservation System (hereinafter – System);

5.2. In the absence of the preferred vacant place, registers a request for a vacant place in the waiting list in the System.

6. Reservation of the place at the dormitory or registration of the request to the waiting list regarding the vacant place can only be made by the University's foreign students who have login data to the University's Academic Information System and University's email system. All information on the reservation is provided in the System and sent to the University's students by the email provided by the University.

7. Foreign student can choose a preferred room, type of the room and number of the room while reserving a place in the System or registering a request to the waiting list.

8. Foreign students can reserve a place or register a request to the waiting list in the System for the place that is allocated for the accommodation of foreign students.

9. After the registration in the waiting list, the places are allocated according to the registration date and time in the System.

10. During the academic year, dormitory is allocated to the foreign students, who reserve a place at the dormitory or register a request in the waiting list in the system, according to the registration date and time in the System and applied priorities according to the procedure specified in subparagraphs 16.1 –16.2.

11. During the periods of 1 July - 15 September and 1 January - 15 February (the period may be extended by the decision of the Head of the Dormitory group due to the need of the newly arriving foreign students for the accommodation at the dormitories), during the process of the accommodation of new foreign students, other foreign students can only register in the System their request in the waiting list for a vacant place at the dormitory.

12. If possible, foreign student can reserve a place shared with another foreign student (-s) in the System; in such a case the specified student (-s) has to login to the System and confirm the reservation within one hour after its submission. If the specified student (-s) fails to confirm the reservation within the specified period, the reservation is annulled.

13. If possible, a dormitory's resident can improve the living conditions by reserving an additional place at the dormitory within the current academic year, i.e., during the period of 1 November - 1 January and 1 April - 1 July (the period may be extended by the decision of the Head of the Dormitory group due to the need of the newly arriving foreign students for the accommodation at the dormitories). Possibility to rent additional place in the room is only provided after full satisfaction of the needs of the students who want to get accommodation and change their living place at the dormitory. Foreign student may apply directly to the Dormitory group regarding a possibility to rent additional place.

14. If possible, foreign student can change his/her living place at the dormitory by reserving another place in the System:

14.1. Proposals for moving are provided in the Dormitory Reservation System and contract amendments are signed from the 21 day until the end of the current month (inclusive), except for the

periods of 1 July - 15 September and 1 January - 15 February (the period may be extended by the decision of the Head of the Dormitory group due to the need of the newly arriving foreign students for the accommodation at the dormitories), during the process of the accommodation of newly arriving foreign students;

14.2. Change of the place is conducted/comes into force on the 1 working day of the next month.

15. If foreign student moves to another dormitory or room on his/her own initiative more than once in the current academic year, a one-off movement administration fee in the amount set by the order of the University's Rector is applied for the second and every other movement. The first movement in the current academic year initiated by the foreign student and all movements initiated by the University are free of charge. Movement administration fee shall be paid before signing of the Contract amendment. Moving is revoked in case a movement fee is not paid.

16. During the academic year (except for the period of the accommodation of newly arriving foreign students), proposals for accommodation or change of the place are submitted in the System in the following order:

16.1. For accommodation at the dormitory during 1-20 days of the current month;

16.2. For change of the place at the dormitory during 21-last day of the current month (inclusive).

17. Place reservation at the dormitory valid:

17.1. For newly arriving foreign students (coming to study at the University under the first cycle and integrated study programmes, second cycle study programmes or under the international student exchange programmes), until the arrival date specified in the Arrival Form (inclusive). In case of changes of the arrival time, student has to inform the International Studies Office and/or senior coordinator of the Dormitory Group by email bendrabuciai@ktu.lt (dormitory@ktu.lt).

17.2. For newly arriving Doctoral students until the arrival date specified in the email (inclusive). In case of changes of the arrival time, student has to inform the senior coordinator of the Dormitory Group by email bendrabuciai@ktu.lt (dormitory@ktu.lt).

17.3. During the academic year reserving the place in the System - 5 working days from the entry of the reservation in the System.

18. Revocation of the reservation:

18.1. After the receipt of the information on the reserved place by email, newly arriving foreign student can revoke the reservation applying directly to the Dormitory Group by email bendrabuciai@ktu.lt (dormitory@ktu.lt);

18.2. After the reservation of the place in the System, foreign student can revoke the reservation while he/she is logged in the System; later the student can revoke the reservation applying directly to the Dormitory Group by email bendrabuciai@ktu.lt (dormitory@ktu.lt).

19. Newly arriving foreign students, who move into the dormitory, have to apply to the manager/administrator of their dormitory to sign the Student's Accommodation Contract and within one day after signing the Contract pay an advance payment. Receipt of an advance payment is provided in University's Academic Information System

20. Newly arriving Doctoral students are provided by a receipt of an advance payment by email by the senior coordinator of the Dormitory Group. Advance payment has to be paid until the date specified in the email.

21. If the place is reserved in the System, advance payment has to be paid within 3 calendar days after the reservation. Advance payment receipt and all information on the payment is provided in the System after the student's reservation.

22. If advance payment is not paid within the periods stipulated in paragraphs 19, 20 and 21, or students fails to arrive to move in on time, reservation of the dormitory is revoked.

23. If preferred vacant place is not available in the current academic year, foreign student can register one request to be accommodated at the dormitory in the System; it will be enlisted/included in the waiting list:

23.1. Student can correct and revoke the request;

23.2. Waiting lists are composed according to the date and time of the requests' registration in the System, however, priorities are given to specific requests;

23.3. According to the type of the registered request, two waiting lists are composed in the System: waiting list for accommodation and waiting list for movement.

23.3.1. Waiting list for accommodation is composed according to the request's registration date and time in the System.

23.3.2. Waiting list for movement is composed in the System in the following order:

23.3.2.1. Persons who want to move to another place at the same dormitory;

23.3.2.2. Persons who want to move to another dormitory and indicate a specific dormitory;

23.3.2.3. Persons who want to move to another place, but did not indicate a specific dormitory;

24. Foreign student can see the number of the registered request in the waiting list after login to the System. The number can change according to the presence of the registered priority requests.

25. Reservation's confirmation in the System:

25.1. When preferred place is vacant, the System sends an offer to the student's email provided by the University. Foreign student has to confirm or reject the offer within one working day after the receipt of the offer. If the offer is rejected or unconfirmed within the specified period, the student's registered request is removed from the waiting list.

25.2. If the offer is rejected, the request is not removed from the waiting list, but the rejected place is not offered for one year.

25.3. Foreign student, who registers a request for accommodation or movement in the waiting list, has to login to the System every two weeks and continuously confirm the registered request; if the request is not confirmed, it is removed from the waiting list.

25.4. Foreign student can register a request in the waiting list for accommodation or movement with other foreign student (-s) in the System. In such a case, the specified student (-s) has to confirm the request within one hour after its reservation in the System.

25.5. After registration of the request in the waiting list for accommodation or movement with other foreign student (-s), all the persons specified in the request have to login to the System every two weeks and confirm the request; if request is not confirmed by any of the students specified in the request, it is removed from the waiting list.

25.6. If foreign student registers a request in the waiting list with other foreign student (-s), all the persons specified in the request have to confirm or reject the offered place within one working day.

25.7. If the student (-s) specified in the request fail to confirm the request within 1 hour from the request's registration time, fails to confirm the request's validity every two weeks and/or fails to confirm the request allocated by the System within one working day after the occurrence of the vacant place, the registered request for accommodation or movement is removed from the waiting list.

25.8. If foreign student registers the request in the waiting list for accommodation or movement with other foreign student (-s) and the student (-s) specified in the request refuses the offered place (-s), the same place (-s) are not offered to the student (-s) for one year.

26. University's foreign student of other study form (other than the first cycle and integrated study programmes, second cycle study programmes student or the international student exchange programmes student) or University's foreign employee, trainee, practitioner or official guest who wants to get accommodation at the dormitory applies directly to the Dormitory Group by email bendrabuciai@ktu.lt (dormitory@ktu.lt). Allocation at the dormitory is provided with regards to the occupation of dormitories and the date of the person's arrival and the expressed priorities/requests (if any).

III. CHAPTER FINAL PROVISIONS

27. Guidelines can be amended or repealed by the order of the University's Rector.
