

APPROVED by the  
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Kaunas University of Technology of  
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## **GUIDELINES FOR ALLOCATION OF PLACES AT THE DORMITORIES OF KAUNAS UNIVERSITY OF TECHNOLOGY TO FOREIGN CITIZENS**

### **CHAPTER I GENERAL PROVISIONS**

1. The Guidelines for Allocation of Places at the Dormitories of Kaunas University of Technology to Foreign Citizens (hereinafter – Guidelines) stipulate the procedure for allocation of accommodation at the dormitory to foreign citizens who are studying, working, on internship or traineeship at Kaunas University of Technology (hereinafter – University), as well as the submission, cancellation and confirmation of the reservation for a place at the dormitory.

2. A flow diagram “Allocation of a Place at the Dormitory to Foreign Citizens” is prepared according to the Guidelines and provided in Appendix to the Guidelines.

3. The places at the dormitory are allocated to 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, the foreign citizens who arrive at the University under the academic exchange programmes (hereinafter – international student). If there are vacant places, the University's international students of other forms of studies, employees, practitioners, trainees or the University's official guests can be accommodated during the academic year.

### **CHAPTER II ALLOCATION OF THE PLACES AT THE DORMITORY TO THE INTERNATIONAL STUDENTS WHO HAVE NO DATA FOR THE ACCESS TO THE SYSTEMS**

4. The newly arriving international students, who want to live in the dormitory, coming to study at the University under the first cycle and integrated study programmes, second cycle study programmes or the international student exchange programmes, who do not have an access to the University's Academic Information System and University's email system yet, are accommodated at the dormitory for the period of their studies under the following procedure:

4.1. The international students express their request to get accommodation at the dormitory by filling in the arrival form (hereinafter – Arrival Form) provided by the International Studies Office of the International Relations Department (hereinafter – International Studies Office) in which they indicate the need to get accommodation at the dormitory and the respective priorities for the place of accommodation (dormitory number, type of room, a person to be accommodated with, etc.);

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

4.3. Upon the receipt of the list of the international students (coming to study at the University under the first cycle and integrated study programmes, second cycle study programmes or the international student exchange programmes) who want to be accommodated at the dormitory, the senior coordinator of the Student Accommodation Centre allocates the accommodation at the respective dormitories to all the applicants and notifies each newly arriving student by email indicated in the Arrival Form before his/her arrival date. The places are allocated at the dormitory with regards to the availability 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 international student's arrival to the allocated dormitory.

5. The Doctoral School submits the list of the future doctoral students (containing the names, surnames and emails of the students) by email [bendrabuciai@ktu.lt](mailto:bendrabuciai@ktu.lt) until 20 August. The senior coordinator of the Student Accommodation centre emails the doctoral students on the list, notifying that they have to apply personally by email [bendrabuciai@ktu.lt](mailto:bendrabuciai@ktu.lt) ([dormitory@ktu.lt](mailto:dormitory@ktu.lt)) if they want to be accommodated at the dormitory within the deadline specified in the email. The future doctoral students can identify their need for accommodation at the dormitory and the relevant priorities for the place of accommodation (dormitory number, type of room, person to be accommodated with, etc.) in their email.

6. The senior coordinator of the Student Accommodation Centre notifies the newly arriving international student about the allocated dormitory by email before the student's arrival date. The places are allocated at the dormitory with regards to the availability 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 international student's arrival to the allocated dormitory.

### **CHAPTER III**

#### **ALLOCATION OF THE PLACES AT THE DORMITORY TO THE INTERNATIONAL STUDENTS WHO HAVE DATA FOR THE ACCESS TO THE SYSTEMS**

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

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

7.2. If a preferred place is not vacant, the student registers a request for a vacant place in the waiting list in the System.

8. The reservation of the place at the dormitory or the registration of the request to the waiting list regarding the vacant place in the System is only available to the University's international 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 University's email.

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

10. The international students can reserve a place or register a request to the waiting list in the System only for the place allocated for the accommodation of international students.

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

12. During the academic year, the dormitory is allocated to the international 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 the applied priorities under to the procedure specified in subparagraphs 19.1 –19.2 of the Guidelines.

13. 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 Student Accommodation Centre considering the need of the newly arriving international students for the accommodation at the dormitories), during the process of the accommodation of new international students, other international students can only register their request in the waiting list for a vacant place at the dormitory in the System, except for the University's students who return from the academic exchange.

14. The University's students who return from the academic exchange can reserve a place at the dormitory in the System during the period 1 June - 15 June for the autumn semester and 1 December - 15 December for the spring semester (the period is subject to changes by the decision of the head of the Student Accommodation Centre notifying on the website [dormitory.ktu.edu](http://dormitory.ktu.edu) in advance).

15. If available, the international student can reserve the places at the dormitory shared with another international student (-s) in the System; in such a case, the specified student (-s) has (have) to log on the System and confirm the reservation within one hour after its submission. If the specified student (-s) fails (fail) to confirm the reservation within the specified period, the reservation is cancelled.

16. If available, the 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 Student Accommodation Centre considering the need of the newly arriving international students for the accommodation at the dormitories). The possibility to rent an additional place in the room is only provided after complete satisfaction of the needs of the students who want to get accommodation and change their living place at the dormitory. The international student may apply directly to the Student Accommodation Centre by email [bendrabuciai@ktu.lt](mailto:bendrabuciai@ktu.lt) ([dormitory@ktu.lt](mailto:dormitory@ktu.lt)) regarding the possibility to rent an additional place.

#### **CHAPTER IV CHANGE OF PLACE AT THE DORMITORY**

17. If available, the international student can change his/her living place at the dormitory by reserving another place in the System:

17.1. The proposals for moving are provided in the System and the contract amendments are signed from the 21<sup>st</sup> day until the last day 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 Student Accommodation Centre considering the need of the newly arriving international students for the accommodation at the dormitories), during the process of the accommodation of newly arriving international students;

17.2. A change of place is conducted/comes into force on the 1 working day of the next month.

18. If the international student moves to another dormitory or room at 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 subsequent movements. The first movement in the current academic year initiated by the international student and all movements initiated by the University are free of charge. The movement administration fee shall be paid before the signing of the contract amendment. The movement is cancelled if the movement fee is not paid.

#### **CHAPTER V TERMS FOR SUBMISSION OF THE RESERVATION OF THE PLACE AT THE DORMITORY AND THE CHANGE OF PLACE**

19. During the academic year (except for the period of the accommodation of newly arriving international students), the proposals for accommodation or change of place are submitted in the System within the following terms:

19.1. For accommodation at the dormitory – within 1<sup>st</sup>-20<sup>th</sup> days of the current month;

19.2. For a change of place at the dormitory – within 21<sup>st</sup>-last day of the current month (inclusive).

20. The place reservation at the dormitory is valid:

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

20.2. For the newly arriving doctoral students, until the arrival date specified in the email (inclusive). In case of changes in the arrival time, the student has to inform the senior coordinator of the Student Accommodation Centre by email [bendrabuciai@ktu.lt](mailto:bendrabuciai@ktu.lt) ([dormitory@ktu.lt](mailto:dormitory@ktu.lt));

20.3. Reserving the place in the System during the academic year – 5 working days after the submission of the reservation in the System;

20.4. For the students who return from the academic exchange and reserve a place during the periods specified in paragraph 14 of the Guidelines, from the date of the submission of the reservation in the System until the end of the first week of the semester.

## **CHAPTER VI CANCELLATION OF THE RESERVATION OF THE PLACE AT THE DORMITORY AND ADVANCE PAYMENT FOR ACCOMMODATION**

21. The reservation of the place at the dormitory is cancelled under the following procedure:

21.1. Upon the receipt of the information on the reserved place by email, the newly arriving international student can cancel the reservation by applying directly to the Student Accommodation Centre by email [bendrabuciai@ktu.lt](mailto:bendrabuciai@ktu.lt) ([dormitory@ktu.lt](mailto:dormitory@ktu.lt));

21.2. Upon the reservation of the place in the System, the international student can cancel the reservation while he/she is logged on the System; later, the student can cancel the reservation by applying directly to the Student Accommodation Centre by email [bendrabuciai@ktu.lt](mailto:bendrabuciai@ktu.lt) ([dormitory@ktu.lt](mailto:dormitory@ktu.lt)).

22. The newly arriving international students, who have moved into the dormitory, have to apply to the manager/administrator of their dormitory to sign the student accommodation contract and pay an advance payment within one day after signing the contract. The receipt of the advance payment for accommodation at the dormitory is available in University's Academic Information System.

23. The receipt of an advance payment is provided to the newly arriving doctoral students receive by the senior coordinator of the Student Accommodation Centre by email. The advance payment has to be paid within the deadline specified in the email.

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

25. If the advance payment is not paid within the deadlines stipulated in paragraphs 22, 23 and 24 or students fail to move in on time, the reservation of the accommodation at the dormitory is cancelled.

## **CHAPTER VII WAITING LIST**

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

26.1. The international student can correct and cancel the request;

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

26.3. According to the type of the registered request, two waiting lists are composed in the System:

26.3.1. The waiting list for accommodation which is composed according to the date and time of the requests' registration in the System;

26.3.2. The waiting list for movement which is composed in the System under the following procedure:

26.3.2.1. The persons who want to move to another place in the same dormitory;

26.3.2.2. The persons who want to move to another dormitory and indicate a specific dormitory;

26.3.2.3. The persons who want to move to another place, but did not indicate a specific dormitory.

27. The international student can see the number of the registered request in the waiting list by logging on the System. The number can change according to the presence of the registered priority requests.

## **CHAPTER VIII CONFIRMATION OF THE RESERVATION OF THE PLACE AT THE DORMITORY**

28. The reservation of the place at the dormitory is confirmed in the System under the following procedure:

28.1. When a preferred place is vacant, the System sends an offer to the student's University's email. The international 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 deadline, the student's registered request is removed from the waiting list;

28.2. If the offer is rejected, the request is not removed from the waiting list, but the rejected place will not be offered for one year;

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

28.4. The international student can register a request in the waiting list for accommodation or movement with another international student (-s) in the System. In such a case, the specified student (-s) has (have) to confirm the request within 1 hour after its reservation in the System;

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

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

28.7. If the student (-s) specified in the request fails (fail) to confirm the request within 1 hour from the request's registration time, fails (fail) to confirm the request's validity every two weeks and/or fails (fail) 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;

28.8. If the international student registers the request in the waiting list for accommodation or movement with another international student (-s) and the student (-s) specified in the request rejects (reject) the offered place (-s), the same place (-s) is (are) not offered to the student (-s) for one year.

29. The University's international student of another study form (other than the first cycle and integrated study programmes, second cycle study programmes student or the international student exchange programmes student) or the University's foreign employee, trainee, practitioner or official guest who wants to get accommodation at the dormitory applies directly to the Student Accommodation Centre by email [bendrabuciai@ktu.lt](mailto:bendrabuciai@ktu.lt) ([dormitory@ktu.lt](mailto:dormitory@ktu.lt)). The places at the dormitory are allocated with regards to the availability of dormitories and the date of the person's arrival and the expressed priorities/requests (if any).

## **CHAPTER IX FINAL PROVISIONS**

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

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