

APPROVED by
Order No. A-476 of the Rector of
Kaunas University of Technology of
29 November 2021

GUIDELINES FOR THE ALLOCATION OF PLACES IN THE DORMITORIES OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Allocation of Places in the Dormitories of Kaunas University of Technology (hereinafter – Guidelines) set out the procedure for the allocation of places in the dormitories of Kaunas University of Technology (hereinafter – University), the making, cancelation and confirmation of the reservation.

2. The process flow diagrams “Allocate a Place in the Dormitory to the Entrants of Kaunas University of Technology During the Period of Admission to the University”, “Allocate a Place in the Dormitory to the Current Students of Kaunas University of Technology in the Current Academic Year” and “Allocate a Place in the Dormitory to the University Student of Another Form of Studies or the University Employee, Trainee, Intern or Guest” are prepared according to the Guidelines and provided in the Appendix to the Guidelines.

3. The places in the dormitories of the University are allocated to:

3.1. The full-time University students who study under the study programmes of the first cycle and integrated studies, second cycle studies and doctoral studies, during their studies;

3.2. The foreign citizens admitted to studies at the University under the study programmes of the first cycle and integrated studies, second cycle studies or under the student exchange programmes whose formal registration in the Academic Information System of the University (hereinafter – AIS) is not completed, i.e., a learning agreement is not signed or a decree on the admission to studies is not issued yet (hereinafter – Entrants);

3.3. The University students of other forms of studies, employees, interns, trainees or the guests of the University (participants of the upskilling or retraining courses, participants of the events organised at the University, participants of sports events, etc.) if vacant places are available.

4. The University student or Entrant who wishes to live in the dormitory:

4.1. Reserve an available vacant place in the dormitory Reservation System of the University (hereinafter – System);

4.2. If their preferred place is unavailable, register a request for the place in the dormitory in the waiting list in the System under the procedure specified in Chapter XI of the Guidelines.

5. The places in the dormitory for the reservation of different groups of the University students and Entrants are allocated in the System according to the purpose and infrastructure of the dormitories, taking into consideration the need of the current University students and Entrants to get accommodation in the dormitory.

6. Only the University students and Entrants can reserve a place in the dormitory or register a request for the place in the dormitory in the waiting list in the System by logging onto the AIS and/or the University email system. All information about the reservation of the place in the dormitory is provided to the University students in the System and sent by the University email, except for the following:

6.1. First-year students of bachelor’s studies can reserve a place in the System right after logging onto the AIS, even though they are not connected to the University email system yet. In this case, all information about the reservation of the place in the dormitory is provided to the first-year students of

bachelor's studies in the System and sent by the student's personal email provided by the student in the LAMA BPO system. When the student connects to the University email system, the same information is repeatedly sent to the University email;

6.2. The foreign citizens who are admitted to studies at the University but whose formal registration in the AIS is not completed, i.e., a learning agreement is not signed or a decree on the admission to studies is not issued yet, can reserve a place in the System when their data (name, surname, date of birth, personal email address, generated personal identity number in Lithuanian format, number of the personal document, address of the place of residence) are entered in the AIS Sub-System for Entrants (hereinafter – AIS Sub-System) by the responsible employees of the International Relations Department. The Entrants log onto the AIS even though they are not connected to the University email system yet. In this case, all information about the reservation of the place in the dormitory is provided to the Entrants in the System and sent by the Entrant's personal email entered in the AIS Sub-System.

7. The University students of other forms of studies (part-time studies, studying under the study programmes other than the first cycle and integrated studies or the second cycle studies or the student exchange programmes) or employees, trainees, interns or guests of the University who wish to be accommodated in the dormitory, apply regarding their accommodation in the dormitory directly to the Student Accommodation Centre by email bendrabuciai@ktu.lt (dormitory@ktu.lt). The places in the dormitories are allocated according to the availability of the dormitories, the date of the arrival of the persons and their expressed priorities/requests (if any).

CHAPTER II

ALLOCATION OF THE PLACE IN THE DORMITORY TO THE FIRST-YEAR UNIVERSITY STUDENTS OF BACHELOR'S STUDIES

8. The first-year students of bachelor's studies (hereinafter – first-year students) can reserve a place in the System from the signing of the learning agreement until 20 August, choosing a preferred place from the list of vacant places. After 20 August, they can reserve a place following the procedure for the reservation of places in the dormitories of the University in the current academic year.

9. If the preferred place is unavailable, first-year students can register a request for the preferred place in the dormitory and join the waiting list. When the request is registered, the places are allocated in sequential order according to the date and time of the entry of the reservation in the System and the priority of the request in the System under the procedure specified in Subparagraph 33.4.1 of the Guidelines taking into consideration the number of vacant places.

10. If possible, a first-year student can reserve the places in the dormitory in the System with another first-year student(s); in this case, the indicated first-year student(s) has/have to confirm the reservation by logging onto the System within 1 hour from the entry of the reservation. If the first-year student(s) indicated in the reservation fails to confirm the reservation within the specified deadline, the reservation remains valid only for the confirmed place(s).

CHAPTER III

ALLOCATION OF THE PLACE IN THE DORMITORY TO THE FOREIGN CITIZENS APPLYING TO THE UNIVERSITY

11. The places in the dormitory of the University are allocated to the Entrants under the following procedure:

11.1. From 30 July in the first admission stage (autumn admission) and from 15 December in the second admission stage (spring admission), the International Relations Department enters the data of the Entrants (name, surname, date of birth, personal email address, generated personal identity number in

Lithuanian format, number of the personal document, address of the place of residence) in the AIS Sub-System. When the data of the Entrants are entered, they are provided with the login details to the AIS;

11.2. Upon the receipt of the login details to the AIS, an Entrant reserves the place in the dormitory by logging onto the System;

11.3. From 5 July to 15 September and from 5 January to 15 February (the period may be extended by the decision of the head of the Student Accommodation Centre, considering the need of the Entrants for the accommodation in the dormitories), the Entrants choose the place in the dormitory from the list of vacant places and make an initial reservation in the System. The place in the dormitory is reserved when a responsible employee of the Student Accommodation Centre confirms the initial reservation within 2 working days. If it is impossible to reserve a place in the dormitory specified in the initial reservation, an alternative place in the dormitory is offered to the Entrant who has to confirm its reservation in the System within 1 working day. If the Entrant fails to confirm the reservation of the offered place within the set deadline, the initial reservation is cancelled. When reserving the place, the Entrant has to enter the date of his/her arrival in the dormitory; if the time of the arrival is unknown at the time of the reservation, he/she can do it by logging onto the System until 15 September (reservation of the place in the autumn semester) or 15 February (reservation of the place in the spring semester) but no later than 5 calendar days until the date of the arrival;

11.4. If possible, the Entrant can reserve the places in the dormitory in the System with another Entrant(s); in this case, the indicated Entrant(s) has/have to confirm the reservation by logging onto the System within 1 hour from the entry of the reservation. If the Entrant(s) indicated in the reservation fails to confirm the reservation within the specified deadline, the reservation remains valid only for the confirmed place(s);

11.5. If the preferred place is unavailable, the Entrants can register a request for the preferred place in the dormitory and join the waiting list. When the request is registered, the places are allocated in sequential order according to the date and time of the entry of the reservation in the System and the priority of the request in the System under the procedure specified in Subparagraph 33.4.1 of the Guidelines taking into consideration the number of vacant places.

12. The Entrants can reserve a place in the dormitory or register their request to the waiting list for the place intended for accommodation of the students of the student exchange and full-time students.

CHAPTER IV ALLOCATION OF THE PLACE IN THE DORMITORY TO THE FIRST-YEAR UNIVERSITY STUDENTS OF MASTER'S STUDIES

13. Upon the receipt of the login details to the AIS and the University email system, the first-year students of master's studies, who wish to be accommodated in the dormitory, have to register a request for accommodation in the waiting list in the System within one week period announced on the website bendrabučiai.ktu.edu (the period is determined according to the period for the signing of the learning agreements for the master's studies).

14. A first-year student of master's studies, who has registered a request, receives information about the allocated place in the dormitory by the University email, if possible, considering the criteria specified in the registered request, within 5 working days.

15. A first-year student of master's studies, who has received an offer for the reservation of the place in the dormitory, has to confirm or reject it within 1 working day. If the reservation is not confirmed within the set deadline, it is cancelled.

16. If the preferred place is not vacant, the first-year students of master's studies can register a request for the preferred place in the dormitory and join the waiting list. When the request is registered,

the place is allocated in sequential order according to the date and time of the entry of the reservation in the System and the priority of the request in the System under the procedure specified in Subparagraph 33.4.1 of the Guidelines taking into consideration the number of vacant places.

17. If possible, a first-year student of master's studies can reserve the places in the dormitory in the System with another first-year student(s) of master's studies; in this case, the indicated first-year student(s) of master's studies has/have to confirm the reservation by logging onto the System within 1 hour from the entry of the reservation. If the first-year student(s) of master's studies indicated in the reservation fails to confirm the reservation within the specified deadline, the reservation remains valid only for the confirmed place(s).

CHAPTER V

ALLOCATION OF THE PLACE IN THE DORMITORY TO THE FUTURE STUDENTS OF DOCTORAL STUDIES

18. The Doctoral School submits the list of the future students of doctoral studies (the list has to specify the names, surnames and personal emails of the students) to the Student Accommodation Centre by email bendrabuciai@ktu.lt until 20 August (the list of the future students of doctoral studies admitted during the additional admission is submitted until 1 December). The chief coordinator of the Student Accommodation Centre emails the messages to the future students of doctoral studies specified in the list informing them that if there is a need for accommodation in the dormitory, upon the receipt of the login details to the AIS and the University email system, they have to register a request for accommodation in the waiting list in the System within the specified period. The future students of doctoral studies, who do not have the login details to the AIS, may apply to the Student Accommodation Centre regarding the reservation of the place in the dormitory by email bendrabuciai@ktu.lt (dormitory@ktu.lt) within the deadline specified in the message.

19. The chief coordinator of the Student Accommodation Centre informs the newly arriving future student of doctoral studies about the allocated place in the dormitory by email until the date of his/her arrival. The places in the dormitories are allocated according to the availability of the dormitories, the date of the arrival of the future students of doctoral studies, if possible, the places in the dormitory are allocated according to the priorities and requests specified in the registered request of the future student of doctoral studies registered in the System or the email. A specific room in the dormitory is allocated to the future student of doctoral studies upon his/her arrival to move into the allocated room.

CHAPTER VI

ALLOCATION OF THE PLACE IN THE DORMITORY TO THE UNIVERSITY STUDENTS IN THE CURRENT ACADEMIC YEAR

20. A University student, who has the login details to the AIS and the University email system and wishes to be accommodated in the dormitory, can reserve a place in the System by choosing a preferred place from the list of vacant places during the academic year, except for the following periods:

20.1. From 1 July to 20 August, during the admission of the first-year students, the upper-year students can only register their request for the place in the dormitory in the waiting list;

20.2. From 1 July to 15 September and from 1 January to 15 February (the period may be extended by the decision of the head of the Student Accommodation Centre, considering the need of the Entrants for the accommodation in the dormitories), during the process of the accommodation of the Entrants, other international students can only register their request for the place in the dormitory in the waiting list.

21. If possible, a student can reserve the places in the dormitory in the System with other student(s); in this case, the indicated student(s) has/have to confirm the reservation by logging onto the System within 1 hour from the entry of the reservation. If the student(s) indicated in the reservation fails to confirm the reservation within the specified deadline, the reservation is cancelled.

22. If possible, the resident of the dormitory may improve the living conditions by reserving an additional place in the room during the current academic year (i.e., not earlier than from 1 October to 1 July, international students – from 1 November to 1 January and from 1 April to 1 July); international students can apply regarding the opportunities of renting an additional place in the room directly to the Student Accommodation Centre by email bendrabuciai@ktu.lt (dormitory@ktu.lt). The opportunity of renting an additional place in the room is only provided when the needs of the students who wish to be accommodated and change the place in the dormitory are completely satisfied.

CHAPTER VII

ALLOCATION OF THE PLACE IN THE DORMITORY TO THE UNIVERSITY STUDENTS RETURNING FROM THE STUDENT EXCHANGE

23. The University students returning from the student exchange can reserve a place in the dormitory in the System from 1 June to 15 June for the autumn semester and from 1 December to 15 December for the spring semester (this period may be changed by the decision of the head of the Student Accommodation Centre notifying on the website bendrabuciai.ktu.edu in advance).

CHAPTER VIII

CHANGING OF THE PLACE IN THE DORMITORY

24. If possible, a student residing in the dormitory may change the place of residence in the dormitory by reserving another place in the System:

24.1. The proposals for moving are provided in the System and the amendments of the contracts on accommodation are signed from the 21st 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 periods may be extended by the decision of the head of the Student Accommodation Centre considering the need of the first-year students and the Entrants for the accommodation in the dormitories), during the process of the accommodation of the first-year students and the Entrants;

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

25. If the 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 Rector of the University is applied for the second and subsequent movements. The first movement in the current academic year initiated by the student and all movements initiated by the University are free of charge. The movement administration fee has to be paid before the signing of the amendments of the contracts on accommodation. The movement is cancelled if the movement fee is not paid.

26. If the preferred vacant place for movement is unavailable, the student registers a request for the preferred place in the dormitory and joins the waiting list. When the request is registered, the places are allocated in sequential order according to the date and time of the entry of the reservation in the System and the priority of the request in the System under the procedure specified in Subparagraph 33.4.2 of the Guidelines taking into consideration the number of vacant places.

CHAPTER IX

DEADLINE AND VALIDITY OF THE SUBMISSION OF THE RESERVATION AND CHANGE OF THE PLACE IN THE DORMITORY

27. During the academic year (except for the period of the accommodation of the first-year students and Entrants who are foreign citizens), the offers for accommodation or change of the place in the dormitory of the University are provided in the System in the following terms:

27.1. For accommodation in the dormitory – 1st-20th days of the current month;

27.2. For changing of the place in the dormitory – 21st-last day of the current month (inclusive).

28. The reservation of the place in the dormitory is valid:

28.1. For the first-year students – from the date of the entry of the reservation in the System until 1 September (if it is a day off, until the first working day after 1 September);

28.2. For the Entrants – until the end of the first month of the semester (the period may be extended by the decision of the head of the Student Accommodation Centre, considering the need of the Entrants for the accommodation in the dormitories);

28.3. For the first-year students of master's studies – from the date of the confirmation of the reservation until 1 September (if it is a day off, until the first working day after 1 September);

28.4. For the future students of doctoral studies – until the arrival date specified in the email (inclusive). If the arrival time changes, the student has to notify the chief coordinator of the Student Accommodation Centre by email bendrabuciai@ktu.lt (dormitory@ktu.lt);

28.5. If the place for accommodation is reserved in the System during the current academic year – within 5 working days after the date of the submission of the reservation in the System;

28.6. For the students returning from the student exchange who have reserved the place in the dormitory within the periods specified in Chapter VII 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;

28.7. If the place is reserved in the System for the changing of the place in the current academic year – from the date of the submission of the reservation in the System until the 1st working day of the next month.

CHAPTER X

CANCELLATION OF THE RESERVATION OF THE PLACE IN THE DORMITORY AND ADVANCE PAYMENT FOR ACCOMMODATION

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

29.1. The students and Entrants, who have reserved the place in the System, can cancel the reservation while they are still connected to the System; later, they have to apply regarding the cancellation directly to the Students Accommodation Centre by email bendrabuciai@ktu.lt (dormitory@ktu.lt);

29.2. Upon the receipt of information about the reserved place in the dormitory by email, the first-year students of master's studies and future students of doctoral studies can cancel the reservation by applying directly to the Students Accommodation Centre by email bendrabuciai@ktu.lt (dormitory@ktu.lt).

30. After the reservation of the place, the advance payment for the accommodation in the dormitory has to be paid:

30.1. Within 3 (three) calendar days after the date of the reservation;

30.2. For the Entrants – within 5 (five) calendar days after the date of the reservation.

31. The receipt of the advance payment for the accommodation in the dormitory and all information about the payment is provided in the System after the reservation or by email if information about the reserved place in the dormitory is received by email.

32. If the advance payment for the accommodation in the dormitory is not paid within the deadline specified in Paragraph 28 of the Guidelines or the student fails to arrive to move into the reserved place on time, the reservation of the place in the dormitory is cancelled.

33. If the student fails to arrive to move into the reserved place within the deadline specified in Paragraph 28 of the Guidelines, the paid advance payment for the accommodation in the dormitory is non-refundable.

CHAPTER XI WAITING LIST

34. If the preferred vacant place is unavailable in the dormitory, the student or entrant may register one request for accommodation or change of the place in the dormitory in the System and it will be included in the waiting list:

34.1. The request may be corrected and cancelled;

34.2. The waiting list is formed according to the date and time of the registration of the request in the System; however, priority is given to specific requests;

34.3. Separate waiting lists are formed for the accommodation and change of the place of the Lithuanian and international students, taking into consideration the purpose of the places and the adaptation of the infrastructure for international students;

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

34.4.1. The waiting list for accommodation listed in the System according to the date and time of the registration of the request in the following order:

34.4.1.1. The first-year students who have registered in the waiting list during the admission (from 1 July to 20 August and the Entrants who have registered in the waiting list from 1 July to 15 September and from 1 January to 15 February (priority is given until 1 July of the current academic year));

34.4.1.2. Other students and the first-year students and Entrants who have registered in the waiting list not during the admission;

34.4.2. The waiting list for movement, listed in the System in the following order:

34.4.2.1. Those who wish to move to another place in the same dormitory;

34.4.2.2. Those who wish to move to another dormitory and have specified the dormitory;

34.4.2.3. Those who wish to move to another dormitory and have not specified the dormitory.

35. The students can see the number of the registered request in the waiting list by logging onto the System. The number can change according to the presence of the registered priority requests.

CHAPTER XII CONFIRMATION OF THE PLACE IN THE DORMITORY UPON THE RECEIPT OF THE OFFER FROM THE WAITING LIST

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

36.1. When a preferred place in the dormitory becomes vacant, the System sends an offer to the University email or by the email specified by the Entrants. The student or Entrant has to confirm or reject the offer within one working day after the receipt of the offer. If the offer is not rejected or unconfirmed within the set deadline, the registered request is removed from the waiting list;

36.2. 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;

36.3. Upon the registration of the quest for accommodation or movement in the waiting list, the student has to log onto the System every two weeks and continuously confirm the registered request. If the request is not confirmed, it is removed from the waiting list;

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

36.5. After the registration of the request for accommodation or movement in the waiting list with another Person(-s), the Person(s) specified in the request has/have to log onto the System every two weeks and confirm the request; if the request is not confirmed by any Persons specified in the request, it is removed from the waiting list;

36.6. If the student or Entrant has registered a request in the waiting list with another Person(-s), the Person(s) specified in the request has/have to confirm or reject the offered place within one working day after the receipt of the offer;

36.7. If the Person(s) specified in the request fails/fail to confirm the request within 1 hour from the request's registration time or confirm the request every two weeks and/or 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. If the student(s) specified in the request fails to confirm the request or the allocated offer within the set deadline during the periods of admission of the first-year student of bachelor's and master's studies and Entrants, only the confirmed request(s) remain valid in the waiting list; if the student or Entrant has registered the request with another Person(s) in the waiting list and the Person(s) specified in the request reject the offered place(a), that place(s) will not be offered to the student(s) for one year.

CHAPTER XIII FINAL PROVISIONS

37. The Guidelines can be amended or revoked by the order of the Rector of the University.
