

APPROVED BY
Order No. A-177 of the Rector of
Kaunas University of Technology of
28 March 2022

GUIDELINES FOR THE APPLICATION OF SPECIAL PRICES AND ALLOCATION OF PRIORITY PLACES IN THE DORMITORIES OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Application of Special Prices and Allocation of Priority Places in the Dormitories of Kaunas University of Technology (hereinafter – Guidelines) establish the procedure for compensation of the monthly fee (hereinafter – special price) for accommodation in the dormitory of Kaunas University of Technology (hereinafter – dormitory) and the allocation of priority places for the students of Kaunas University of Technology (hereinafter – University) due to a difficult financial and/or social situation.

2. The process “Allocate priority places and apply a special price to the students of Kaunas University of Technology due to a difficult financial and/or social situation” is prepared according to the Guidelines and provided in Appendix 2 to the Guidelines.

3. The University provides its future students, who sign learning agreements at the time of their admission to the University (hereinafter – student), with the opportunity to receive a place in the dormitory in the order of priority.

4. The University provides the students who live in the dormitory with the opportunity to establish a special price for one residential place. The special price may be established if a monthly fee for accommodation in the dormitory for one residential place does not exceed 96 EUR.

5. A percentage of the special price and allocation of priority places are set out by the Commission for the Application of Accommodation Fees and Allocation of Priority Places in the Dormitory (hereinafter – Commission) approved by the Rector’s order.

CHAPTER II APPLICATION OF THE SPECIAL PRICE

6. Information for the students about the opportunity to submit applications for the special price for accommodation in the dormitory is announced on the dormitories' information stands and online.

7. The student has to submit the following documents to the Commission:

7.1. an application for the special price for accommodation in the dormitory (hereinafter – Application) in the Academic Information System;

7.2. the documents certifying the conditions specified in the Application:

- 7.2.1. a certificate of family composition;
- 7.2.2. a certificate on the salary and other payments calculated for and paid to the family/person within the last three months;
- 7.2.3. other documents certifying the student's financial and/or social situation.

8. The scanned documents listed in paragraph 7 of the Guidelines are submitted by the student via his/her account in the Academic Information System until the 20th day of the current month at the latest.

9. When the student submits the documents listed in paragraph 7 of the Guidelines and the Commission makes a decision, a special price is applied from the next month.

10. The amount of the special price is set out by the Commission and applied for one academic year, not including summer holidays (a full price for a residential place in the dormitory is applied in July and August).

11. The student is personally notified about a special price applied to him/her by the University's email.

12. A special price is applied to the student with special needs if his/her monthly fee for accommodation in the dormitory for one residential place exceeds 96 EUR.

13. A student with special needs who needs permanent assistance and has an assigned accompanying person and who wants to receive a 100% compensation for the accompanying person, has to submit the following additional documents to the Commission when submitting the Application:

- 13.1. data of the accompanying person (name, surname, personal identification number);
 - 13.2. a justification of why the accompanying person is living together;
 - 13.3. other documents certifying a permanent need for the accompanying person.
14. A special price is not applied or is cancelled to the student who:
- 14.1. has two or more valid academic penalties;
 - 14.2. has two or more valid academic debts;
 - 14.3. has two or more disciplinary penalties for violation of the Dormitory Rules of Internal Procedure of Kaunas University of Technology approved by the Rector's order;
 - 14.4. has more than one place allocated in the dormitory (except for the cases stipulated by subparagraphs 13.1-13.2 of the Guidelines).

15. If the student moves to another residential place and its fee does not exceed 96 EUR, he/she does not need to submit a new Application to the Commission. If the fee exceeds 96 EUR, the student resubmits an Application and a special price may be recalculated and granted by the Commission's decision. If the student does not submit an Application, a standard fee is applied for accommodation in the dormitory.

16. The Student Accommodation Centre informs the Commission about the students who have disciplinary penalties for violation of the internal rules of procedure of dormitories until the 25th day of the current month.

17. The Commission has a right to terminate the application of the special price to a delinquent student.

18. The student, who receives information about the granting of the special price, has to pay an advance payment for the dormitory within 3 working days after the receipt of the check for the advance payment for the dormitory. The Department of Student Affairs provides no compensation for the advance payment for the dormitory. A check for the advance payment and all information about the payment is sent to the student by the email provided by the student. If an advance payment for the dormitory is not paid within 3 working days and the student fails to move in on time, the special price is cancelled.

CHAPTER III ALLOCATION OF PRIORITY PLACES

19. The Commission considers the allocation of priority places annually, from 1 August to 1 September.

20. The information for students about the submission of Applications is provided on the University's website during admission.

21. A student has to submit the following documents to the Commission:

21.1. an Application for allocation of priority places (Appendix 1);

21.2. the documents certifying the conditions specified in the Application;

21.3. a certificate of family composition;

21.4. a certificate on the salary and other payments calculated for and paid to the family/person within the last three months;

21.5. other documents certifying the student's financial and/or social situation.

22. The scanned documents listed in paragraph 21 of the Guidelines are submitted by email klausk@ktu.lt in three stages of general admission to the first cycle, second cycle and integrated study programmes set out by the Career and Service Centre.

23. The meetings of all three stages of document submission for general admission to the first cycle, second cycle and integrated study programmes take place from 1 August to 1 September.

24. A priority place is allocated to the student who has submitted all documents listed in paragraph 21 of the Guidelines right after the Commission's decision.

25. The student is personally informed about the allocation of priority places in the dormitory using the contact information specified in the Application for allocation of priority places and the University's email within 2 working days after the Commission's meeting that included the making of this decision at the latest.

26. The student has to confirm that he/she accepts the allocated place to the head of the Career and Service Centre or his/her authorised person by email klausk@ktu.lt within 2 working days after the receipt of the email. If he/she fails to confirm, the Application is cancelled and the student is removed from the Commission's list.

27. The student, who receives a priority place in the dormitory by the Commission's decision, has to move into the dormitory within the period specified in the Guidelines for the Allocation of a Place in the Dormitory of Kaunas University of Technology approved by the Rector's order from the date of the receipt of the check for the advance payment for the dormitory.

28. A priority place in the dormitory with a fee exceeding 96 EUR may be allocated to the student with special needs if he/she is not provided with adequate accommodation in a dormitory in a lower price range.

29. Each year, the Student Accommodation Centre allocates 30 places in the dormitories for students taking into consideration their social and/or financial situation. The number of places may vary depending on the number of available places in the dormitories.

30. If the student with special needs permanent assistance and has an assigned accompanying person, if needed, an additional place in the dormitory may be allocated for the accompanying person (see subparagraphs 13.1-13.3 of the Guidelines).

31. The head of the Career and Service Centre or his/her delegated person informs the responsible person of the Student Accommodation Centre in writing (by email) about the specified number of the places required by the students within 2 working days after the receipt of the student's confirmation at the latest.

32. The allocation of priority places is not granted in the dormitory if the student requires more than one place in the dormitory room, except for the cases specified in subparagraphs 13.1-13.3 of the Guidelines.

CHAPTER IV

COMMISSION FOR THE APPLICATION OF THE FEE FOR ACCOMMODATION IN THE DORMITORY AND THE ALLOCATION OF PRIORITY PLACES

33. The composition of the Commission:

33.1. Director of the Department of Student Affairs (chairperson of the Commission);

33.2. Social welfare coordinator at the Career and Service Centre;

33.3. Two representatives of the Student Accommodation Centre

33.4. Coordinator of dormitory affairs at the Students' Association of the University.

34. A representative (-s) of the Students' Association can participate in the Commission's meeting as a guest.

35. Convening of the meetings of the Commission:

35.1. A meeting of the Commission for the application of the special price in the dormitory is convened by its chairman or his/her authorised person, if needed, until the 25th day of the current month;

35.2. The meeting of the Commission for the allocation of priority places for students is convened by its chairman or his/her authorised person during the stages of document submission for general admission to the first cycle, second cycle and integrated study programmes;

35.3. A draft agenda for the meeting and the meeting's material are provided to the Commission and the University's employees invited to the meeting at least one working day before the date of the meeting;

35.4. An invitation to the meeting may also be told personally to the Commission or provided in any other manner appropriate to the participants (for example, by telephone);

35.5. The meeting of the Commission is conducted electronically, using electronic means of communication;

35.6. The meeting of the Commission is legitimate if at least half of the Commission's members participate in the meeting;

35.7. The members of the Commission vote openly, a decision regarding the special price and/or allocation of priority places is made by a majority of votes;

35.8. The results of the Commission's meeting are reflected in the minutes which are the basis for the application of special prices and/or allocation of priority places.

CHAPTER V FINAL PROVISIONS

36. The Guidelines come into force after their approval by the order of the University's rector.

37. The Guidelines may be amended or revoked by the order of the University's rector.
