

APPROVED BY
Order No. A-257 of the Rector of
Kaunas University of Technology
Dated 10 July 2025

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 the internal procedures for the dormitories of Kaunas University of Technology (hereinafter – University).

2. The University aims to provide the 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 the Student Accommodation Centre taking into account the possibilities and demand.

4. The Dormitory Manager/Administrator is responsible for the efficient organisation 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 on 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 the Residents from liability for non-compliance with the Rules.

CHAPTER II ACCOMMODATION AT THE DORMITORY

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

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

8. The 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 a Resident must pay an advance payment (deposit) within 3 working days after the reservation, have a printed Contract and receipt for paid advance payment, as well as submit two document photographs (3 x 4 cm) upon arrival.

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

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

12. If a Resident submits a request in the Academic Information System (using the form provided in Appendix 1) and has it approved by the Manager of the Student Accommodation Centre, the Resident is allowed to use his/her own furniture and other inventory during the Contract's validity term. The University is not liable for the Resident's personal effects or other property left at the room or in the common areas.

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

14. In case there is a vacant place at the room and no Resident is found for that place within a month and another Resident (-s) of that room is (are) 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, the Student Accommodation Centre can move a Resident from one room to another, also from one dormitory to another providing the Resident (-s) with a written notification in advance. The Residents who have lived at the dormitory for a shorter period or the Residents who have not used their own funds for the improvement of living conditions at the dormitory room are moved first of all.

15. The Dormitory Committee of the University's Student Union (hereinafter – Dormitory Committee) can submit offers and remarks regarding the movement of the Residents to different rooms, as well as to different dormitories. The offers and remarks submitted by the Dormitory Committee are taken into consideration while making a decision.

16. When moving out, graduating or terminating studies, a Resident must pay all fees (fee for accommodation, additional payable services, penalties, service administration and other charges), vacate and hand over the orderly accommodation premises, inventory, keys to the room, dormitory permit or a magnetic access card to the Dormitory Manager/Administrator against acknowledgement of receipt. A Resident must remove his/her personal inventory. If the inventory is not removed, the University has a right to remove and utilise the Resident's inventory on its account and use the advance payment (deposit) to cover the costs of removal and/or utilisation. A 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.

17. A Resident who fails to move out is evicted under the procedure stipulated by the legislation of the Republic of Lithuania. A Resident can also be evicted without provision of other residential premises, following paragraph 37 or 38 of the Rules. A Resident who graduated or terminated the studies can continue living at the dormitory during the period of the current academic year with consent of the Student Accommodation Centre, if possible.

CHAPTER III RIGHTS AND OBLIGATIONS OF THE DORMITORY RESIDENT

18. A Resident has a right to:

18.1. Submit remarks and offers regarding the 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 to the Student Accommodation Centre or the Dormitory Committee;

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

18.3. Use kitchens, WCs and showers without limitations, except the time for sanitary maintenance; the Residents are not provided with bathroom products (soap, paper towels, toilet paper, etc.) on these premises;

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

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

18.6. Use laundry services from 7.00 a.m. to 9.00 p.m., laundry premises located in the basement from 7.00 a.m. to 00.00 p.m.;

18.7. Have guests at the dormitory from 8.00 a.m. to 00.00 p.m. The guests are registered in the guest book and receive a guest entrance card upon entering the dormitory; the card must be returned when leaving the dormitory. In dormitories with electronic access control, guests are registered in an electronic registration log by logging into the University's Academic Information System. The Resident who receives the guest lets him/her in and out using the Resident's magnetic access card. The Resident who has guests is jointly responsible for their behaviour and actions which is confirmed by his/her signature in the guest book or by registering the guest in the electronic registration log. The 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 Resident's request and with the consent of the Dormitory Manager/Administrator and other Resident(s) of the room, the Resident may accommodate a guest for up to a maximum of two nights per month free of charge

in total, and for a further three nights per month for a fixed one-off guest management fee, approved by the order of the University's Rector. At the written request of the Resident and consent of the Dormitory Manager/Administrator, and other Resident (-s) of the room, the Resident can have his/her guest stay overnight for five nights per month at most. The requests for the overnight stay are submitted and approved in the University's Academic Information System. The same guest can stay overnight at the dormitories five nights per calendar month at most. Only a guest who has reached an age of maturity can stay overnight, with the exception of close relatives who can stay overnight if they have a written permission of one of their parents and the Dormitory Manager/Administrator;

18.8. Improve living conditions at their own expense, performing repair or replacement works on dormitory premises and equipment, submitting a written request (using the form provided in Appendix 2) in the Academic Information System, and have it approved by the Head of the Student Accommodation Centre. The improvement (repair, replacement) works of dormitory premises, property or equipment performed at the expense of the Residents are not compensated;

18.9. Move to another dormitory or room on his/her own initiative once per academic 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. Keep fish in aquariums up to 50 litres, small rodents, small reptiles or stick insects in their room in their cages, aquariums or terrariums up to 50 litres. These animals must not pose a threat to human life, health and/or property. To keep an animal, the Resident must apply in the University's Academic Information System and obtain the consent of the Dormitory Manager/Administrator and other Resident(s) of the room. If the room's Resident(s) change, it is the responsibility of the Resident keeping the animal, to independently coordinate the keeping of the animal with the new Resident(s) of the room. By completing the application form, the Resident confirms that he/she is responsible for the animal specified in the application form, its welfare and will ensure that the animal kept by him/her does not violate the rights and legitimate interests of other persons;

18.11. Elect the members of the Dormitory Committee.

19. The structure and functions of the Dormitory Committee are defined in the Provisions of the Dormitory Committee approved by the Parliament of the University's Student Union.

20. A Resident must:

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

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

20.3. Compensate the damage under the procedure set out by the University;

20.4. Provide a Resident's permit to the warden when entering the dormitory. In dormitories with the electronic access system, to use a magnetic access card to enter;

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

20.6. Notify the Dormitory Administrator/Manager immediately, if the Resident notices any arthropods, rodents or other pests in the room or common areas;

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

20.8. Individually get acquainted and comply with fire safety requirements;

20.9. Notify the Student Accommodation Centre in writing about the termination of the studies at the University or expulsion from the University within 1 (one) working day;

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

20.11. Use energy resources efficiently, make sure not to leave in the premises a 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 or other property, or notices malfunction of the dormitory inventory, equipment or other property, he/she must notify the Dormitory Administrator/Manager immediately, in case he/she is absent – dormitory warden or enter it into the dormitory's book of malfunctions, or register malfunction on the website pagalba.ktu.edu;

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

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

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

20.16. Comply with legitimate instructions of the employees of Student Accommodation Centre 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 legislation, and legislation and legal acts of the Republic of Lithuania.

20.18. When moving out, hand over the orderly and clean accommodation premises in accordance with these Rules, otherwise a one-off final cleaning fee approved by the order of the University's Rector can be applied.

21. The following is prohibited in the dormitory:

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

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

21.3. To keep, consume (without a 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 in the dormitory, at the basketball courts near the dormitories and equipped outdoor recreational areas from 10.00 p.m. to 7.00 a.m.;

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, car parts (e.g., tyres, batteries, etc.), except for new small parts in their original packaging (e.g., light bulbs, brake pads, etc.) in the room and the 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, if, after moving, they are not used for their intended purpose;

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 the 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 the 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 a 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 THE DORMITORY EMPLOYEES

22. The dormitory employees have a right to:

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

22.2. Enter or inspect rooms for the 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. A Resident can be notified by email, written notification or orally. The Residents have to make sure that somebody is present in the room at that time. Residents must try to ensure that someone is in the room at that time. In case a Resident does not respond, it is considered as a Resident's consent for the employees to enter the room;

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

22.4. For the insurance of cleanliness and order in the rooms, room inspection is performed by the Dormitory Manager/Administrator, with participation of the representative of the Dormitory Committee, or another dormitory employee, in case he/she is absent;

22.5. Order cleaning services (imposing a penalty prior to that) if during the inspection of cleanliness and order in the rooms it is determined that cleanliness and order is not ensured under the requirements of sanitary hygiene standards in the room, in the shower 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 these premises;

22.6. If the employees of the 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 the insurance of cleanliness, order and compliance with hygiene sanitary standards. If it is not removed after the warning, the employees of the 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, the employees of the dormitory administration have a right to remove the inventory without a warning to its owner; if the owner is identified, to impose disciplinary measures;

22.7. To not allow the Residents who do not present a permit to enter the dormitory. In exceptional cases, if the Resident does not have a permit with him/her, he/she may present

an identity document, in which case the dormitory warden may check the Resident's identity against the identity document presented and the current list of Residents;

22.8. Impose notifications and warnings to the Residents regarding the violations of the Rules and remove the Residents from the dormitories for violations under the procedure stipulated by these Rules;

22.9. Perform other functions for the insurance of compliance with the requirements of the Rules, according to the functions specified in the job description of the dormitory employee.

23. The dormitory employees must:

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

23.2. Knock before entering the Resident's room;

23.3. Provide information and consultations to the Residents regarding the accommodation and living at the dormitory.

CHAPTER V FEES

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

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

25. The amounts of the fee for dormitory accommodation are calculated following the Guidelines for Pricing of Accommodation at the Dormitories approved by the Rector's order; the prices calculated according to these guidelines are approved by the Director of the Student Affairs.

26. The 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 a Student moves into the dormitory after the 25th day of the month, a fee for accommodation at the dormitory has to be paid until the last calendar day of the current month.

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

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

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

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

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

33. If a Resident leaves dormitory for a period exceeding one month, he/she must notify the Dormitory Manager/Administrator by submitting a notification in the Academic Information System 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 the procedure and in terms stipulated 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. A **notification** is valid for 1 (one) year from the date of issue; the Administrator/Manager can issue a warning to the Resident for a malicious failure to follow the Rules if the Resident receives 5 (five) notifications during a semester; a notification is issued for:

35.1. Provision of false information;

35.2. Failure to present a dormitory permit to the warden (in exceptional cases, if the Resident does not have the permit with him/her, he/she may present an identity document instead), entering the dormitory without a magnetic access card;

35.3. Failure to save energy resources;

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

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

35.6. Pollution of interior or yard of the dormitory;

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

35.8. Keeping of animals or their inventory, without following the procedure set out in paragraph 18.10;

35.9. Using the bed provided to a Resident without bed linen and covers;

35.10. Failure to control the behaviour of the guests;

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

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

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

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

36.2. Failure to follow the procedure for the guests' overnight stay;

36.3. Disturbance of silence with loud music or noise in the dormitory, at the basketball courts near the dormitory and equipped outdoor recreational areas from 10.00 p.m. to 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);

36.5. Keeping (recorded when an alcoholic beverage container or the beverage itself is found) or consuming of alcoholic beverages at the dormitory;

36.6. Failure to pay the fee for accommodation at the dormitory, additional services, other fees applied at the dormitory;

36.7. Failure to compensate for the damage on time;

36.8. Non-compliance with fire safety requirements;

36.9. Inviting of the guests to the dormitory without permission;

36.10. Accommodation of the unregistered guests;

36.11. Moving to another room without permission;

36.12. Performance of any repair or replacement works of the 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 the 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.

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 the dormitory employees by profanities or indecent gestures;

37.3. Failure to pay the 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 the receipt of the warning notification;

37.4. Malicious or systemic damage of equipment, inventory or other property 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 the dormitory employees, police or safety service officers to the rooms for the 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 the Dormitory Manager/Administrator in advance and to pay the fee for dormitory accommodation or return the inventory and vacate the room if a Resident leaves dormitory for a period exceeding one month or moves out of the dormitory;

37.11. Violation of the rights of other Residents;

37.12. Failure to fulfil the obligations specified in the Contract;

37.13. Keeping of tools or devices with internal combustion engine, oils, gasoline or other inflammable liquids, car parts (e.g., tyres, batteries, etc.), except for new small parts in their original packaging (e.g., light bulbs, brake pads, etc.) 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 the 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 paragraphs 35 and 36 of the Rules are imposed by the Dormitory Manager/Administrator, based on the reports of dormitory employees, members of the Dormitory Committee, Residents, police or safety service officers.

40. A Resident is removed from the dormitory based on paragraphs 37 and 38 of the Rules by the commission which consists of the Head of the Student Accommodation Centre, Dormitory Manager/Administrator and Dormitory Coordinator of the Dormitory Committee. In the event of complicated and complex cases, the head of the Student Accommodation Centre has the right to set up an extraordinary temporary removal committee consisting of the head of the Student Accommodation Centre, the director of the Department of Student Affairs, the

coordinator of the Central Students' Association, the lawyer of the Legal Office, and representatives of other departments, considering the specifics of the issue.

41. The Dean of the faculty of the Resident's studies is notified about the disciplinary measures imposed on the Resident. In cases of potential academic misconduct, the Head of the Student Accommodation Centre forms a case review commission. If the commission concludes that the Resident has violated academic ethics, it submits a proposal to the head of the academic unit in which the Resident is studying regarding the imposition of an academic penalty.

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

43. A 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.

44. A dormitory guest, who violates paragraphs 35 or 36 of the Rules, is issued a notification or warning by the Manager / Administrator; a guest, who violates paragraphs 37 or 38 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 paragraph 37 or 3 of the Rules or seriously violates the Rules, is prohibited to visit and get accommodated at the University's dormitories under the decision of the Head of the Student Accommodation Centre.

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

46. Notifications, warnings and removal from the dormitory are imposed within 10 (ten) working days from the 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 Student Accommodation Centre within 3 working days from the date of the imposition of the disciplinary measure.

47. If the Resident disagrees with the final decision, he/she has the right to appeal to the University's Appeals Committee under the procedure stipulated in the Guidelines for the Submission and Examination of Student Appeals and Complaints.

CHAPTER VII FINAL PROVISIONS

48. Login data of the Resident (user name and password), as the user of the University's Academic Information System, are logically associated with the signed document; they unambiguously identify a specific Resident and are considered an electronic signature; they have the same legal power as a signature in the University's written internal documents.

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

50. A Penalty is imposed on a Resident for the issue of notification, warning or removal from the dormitory; its amount is approved by the order of the University's Rector.
